

BUDHA DAL PUBLIC SCHOOL PATIALA

TERM-II EXAMINATION (CLASS –IX) Set-A

INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Max. Time: 2Hours

Max. Marks: 50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections–Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5+16=) 21 questions, a candidate has to answer (5+10=)15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.
6. SECTION A-OBJECTIVE TYPE QUESTIONS (24 MARKS):
 - i. This section has 05 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. SECTION B–SUBJECTIVE TYPE QUESTIONS (26 MARKS):
 - i. This section contains 16 questions.
 - ii. A candidate has to do 10 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q.1	Answer any 4 out of the given 6 questions on Employability Skills (4 x1=4 marks)	
i.	Verbal communication is sharing of information by using _____. (a) Signs (b) words (c) gestures (d) none of these	1
ii.	What can help you to perform better at work? (a) Positive thinking (b) self-obsession (c) over confidence (d) all of these	1
iii.	Which of the following has the shortest range? (a) Wi-Fi (b) Bluetooth (c) Internet (d) None of these	1
iv.	An entrepreneur is open to _____. (a) Negativity (b) patience (c) analysis (d) trial and error	1
v.	_____ is a greenhouse gas. (a) Oxygen (b) Nitrogen (c) Hydrogen (d) Ozone	1
vi.	To connect to internet, the computer must be connected to the _____. (a) Internet Society (b) Internet Architecture (c) Internet Service Provider (d) Large Area Network	1

Answer any 5 out of the given 6 questions (5x1= 5 marks)		
i.	Which of the following devices make use of IT? (a) Calculator (b) TV (c) Smartphone (d) all of these	1
ii.	Which of the following scenarios can we overcome by using BPM? (a) Theft (b) Time Wastage (c) Demoralized employees (d) Both (b) a&(c)	1
iii.	_____ key is used to exit from programs. (a) Backspace (b) Shift (c) Return (d) Esc	1
iv.	_____ is the longest key on the keyboard. (a) Tab key (b) Delete Key (c) Enter key (d) Space Bar Key	1
v.	The number of keystrokes in one minute is called _____. (a) WPM (b) KPM (c) CPM (d) None of these	1
vi.	Keep your elbows bent at _____ while working with keyboard. (a) 60 degree (b) 75 degree (c) right angle (d) 90-120 degree	1
Q.3 Answer any 5 out of the given 6 questions(5x 1= 5 marks)		
i.	Page, Character and Paragraph are present in the _____ menu. (a) Edit (b) Format (c) View (d) Insert	1
ii.	Page Preview option is founded in _____ menu. (a) Edit (b) Insert (c) File (d) View	1
iii.	To close OpenOffice, click File menu _____ option (a) End (b) Close (c) Exit (d) Quit	1
iv.	_____ is the keyboard shortcut for default formatting. (a) Ctrl+M (b) Ctrl+F10 (c) F5 (d) Ctrl+Shift+M	1
v.	Click Boarder tab from the _____ dialog box. (a) Page Style (b) Border and Shading (c) Style (d) Borders	1
vi.	Which of the following dialog box gives you an option to set page margins? (a) Page (b) Page Setup (c) Page Style (d) Margin	1
Q.4 Answer any 5 out of the given 6 questions. (5x 1= 5 marks)		
i.	_____ is considers to be first electric spreadsheet. (a) Lotus 1-2-3 (b) VisiCalc (c) i Work (d) OpenOffice Calc	1
ii.	Which of the following(s) is/are used to move to the top of the worksheet in Calc? (a) Up arrow (b) Ctrl+ (c) Ctrl+Home (d) Ctrl + →	1
iii.	Which of the following options will you find in the Format Cells dialog box? (a) Alignment (b) Font (c) Spelling (d) Numbers	1
iv.	The cursor in Calc is known as the _____. (a) Current Cell (b) Cell Cursor (c) Cell Pointer (d) Cell Rover	1

	A Function in OpenOffice Calc always begins with a _____. (a) \$ (b) = (c) # (d) ()	1
vi.	_____ refers to the layout position of the paper for printing. (a) Page margin (b) Orientation (c) Print Titles (d) Paper Size	1
Q.5	Answer any 5 out of the given 6 questions (5x 1= 5 marks)	
i.	Which of the following is not a part of formula bar? (a) Input line (b) Function (c) name box (d) row header	1
ii.	Horizontal and vertical lines in the plot area of a chart are called _____. (a) Gridlines (b) legends (c) axis (d) none of these	1
iii.	Which of the following is the correct function format? (a) Function <Arguments> (b) (Argument) Function (c) Function <Arguments> (d) Function [Arguments]	1
iv.	To determine the number of cells that contain numbers, we use _____ function. (a) SUM (b) AVERAGE (c) Calculate (d) Count	1
v.	To delete a column, first _____ it. (a) Highlight (b) select (c) merge (d) none of these	1
vi.	You can find the Symbols group on the _____ dialog box. (a) Special Characters (b) Insert (c) Symbol (d) none of these	1
SECTION B: SUBJECTIVE TYPE QUESTIONS		
Answer any 3 out of the given 5 questions on Employability Skills (3 x2=6 marks) Answer each question in 20– 30 words.		
Q.6	Explain any two forms of verbal communication.	2
Q.7	Write the significance of personal hygiene.	2
Q.8	What is entrepreneurship?	2
Q.9	What are plotters? State their areas of application.	2
Q.10	What do you mean by sustainable development?	2
Answer any 4 out of the given 6 questions in 20 –30 words each (4 x2=8marks)		
Q.11	Differentiate between Delete key and Backspace key.	2
Q.12	Write any two features of a word processor.	2
Q.13	Write the difference between Cut and Copy commands.	2
Q.14	Define header and footer.	2
Q.15	Differentiate between a workbook and worksheet.	2
Q.16	What do you mean by cell referencing?	2

Answer any 3 out of the given 5 questions in 50–80 words each (3x 4=12 marks)

	Explain the four fields where IT application is used.	4
Q.18	Write any four important points to be remembered while keyboarding.	4
Q.19	Write the steps to add page margin.	4
Q.20	Differentiate between mixed referencing and absolute referencing. Illustrate with Example.	4
Q.21	Write the use, syntax and examples of the SUM, COUNT, MIN, MAX functions.	4