BUDHA DAL PUBLIC SCHOOL , PATIALA
TERM-I EXAM(CLASS – IX)   Set-A
INFORMATION TECHNOLOGY (SUBJECT CODE-402)

Max. Time: 2 Hours   **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 where as 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 (24MARKS):**
   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 (26MARKS):**
   i. This section contains 16 questions.
   ii. A candidate has to do10 questions.
   iii. Do as per the instructions given.
   iv. Marks allotted are mentioned against each question/part.

	SECTIONA: OBJECTIVE TYPE QUESTIONS	
Q.1	**Answer any 4 out of the given 6 questions (4 x1=4 marks)**	
	(i) This picture depicts the_____ of a person. (a) Self-confidence (b) Weakness (c) Rely on others (d) Social physique anxiety	1
	(ii) Margins can be changed from page option on the menu. (a) Format (b) Insert (c) Tools (d) Design	1
	(iii) The space between between the page margin and the text is called _____ (a) Alignment (b) Line spacing (c) Indentation (d) None of these	1
	(iv) Resizing of the table can be done using the option. (a) Alter (b) Autofit (c) Alignment (d) Table properties	1
	(v) LibreOfficeCalc can br used to automate_____ (a) Financial statements, Business forecasting (b) Transaction registers, inventory control (c) Accounts receivable, accounts payable (d) All of the above	1
	(vi) Which of the following is NOT a C's of Effective Communication. (a) Clear (ii) Correct (iii) Concrete (iv) Close	1
Q.2	**Answer any 5 out of the given 6 questions (5x 1= 5 marks)**	
	(i)_____ factors influence your behavior. (a) Mood (b) Time (c) Season (d)Cultural	1
	(ii) Which of the following is a negative thought? a) I can (b) Maybe I can (c) I can't (d) Not possible	1

	(iii) Setting goals and achieving it boosts your_____ .		1
	(a) Confidence (b) Managerial Skills (c) Stress level (d) None of the		
	(iv) You should surround yourself with _____people.		1
	(a) Negative (b) positive (c) Strange (d) none of these		
	(v) Which of the following is a quality of a self-confident person? (a) Patient (b) Compassionate (c) Committed (d) Passionate		1
	(vi) Which button will you press if word shows a misspelled word, but it is correctly spelled? (a) Correct All (b) Correct (c) Ignore once (d) Ignore		1
Q.3	**Answer any 5 out of the given 6 questions(5x 1= 5 marks)**		
	(i)Which of these is a software? (a) Trackball (b) Scanner (c) Internet Explorer (d) Keyboard		1

	(ii) What does 'WWW' stand for in the context of the Internet?
	    (a) World Weather Widget (b) World Wide Web
	    (b) (c) Web Widget Window (d) Web World Warehouse
			1

	(iii) Which of the following is not an input device? (a) Monitor (b) Keyboard (c) Joystick (d) Microphone		1

	(iv) In the context of Internet security, what does "HTTPS" stand for?
	    (a) Hyperlink Transfer Protocol Secure (b) Hypertext Transfer Protocol Secure
	    (c)High speed Transmission Protocol Secure (d) Home Security and Private System
			1

	(v) The printed copy on paper is called_____ . (a) Softcopy (b) Hardcopy (c) Electronic copy (d) Paper copy		1
	(vi) Which is the correct cell address ? 11B25 (b) 911A (c) 41C2 (d) A21		1
Q.4	**Answer any 5 out of the given 6 questions. (5x 1= 5 marks)**		
	(i) There are _____scroll bars in the Writer Window. (a) Three (b) two (c) one (d) four		1
	(ii) Spelling and Grammar can be checked by pressing_____. (a) F7 key (b) Shift+F7 (c) Ctrl+F7 (d) Alt+F7		1
	(iii) To save a file,press. (a) Cntrl+N (b) Cntrl+O (c) Cntrl+S (d) Cntrl+F		1
	(iv) The shortcut key for Find and Replace is (a) Cntrl+R (b) Cntrl+H (c) Cntrl+F (d) Alt+F		1
	(v) To open a new document, click on the new icon on the toolbar. (a) Formatting (b) Standard (c) Drawing (d) Editing		1
	(vi) To select a word, you should_____on the word. (a) click (b) double click (c) triple click (d) right click		1
Q.5	**Answer any 5 out of the given 6 questions (1x 5= 5 marks)**		
	(i) The shortcut key to open the format cells dialog box: (a) Ctrl+F7 (b) F7 (c) Shift+F7 (d) Ctrl+1		1

	(ii)The name of the active cell is displayed in the :	1
	(a) Formula bar (b) Name box (c) Status bar (d) None of these	
	(iii) The element identified by the row number and column alphabet is.	1
	(a) Cell (b) Row (c) Column (d) None of these	
	(iv)If you want to have a blank line between two rows in a worksheet, what is the best thing for you to do?	1
	(a) Press Enter (b) Insert a row (c) Increase the row width (d) Use the spacebar	
	(v) If you accidentally delete some data in the sheet, which command can be used to restore it immediately?	1
	(a) Insert (b) Copy (c) Undo (d) Replace	
	(vi)What does the word " Communicare" means?	1
	(a) Listening (b) Share (c) Understanding (d) Giving	
	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	What is Kinesics? Give any two examples.	2
Q.7	Name any four exhibitors of self-management.	2
Q.8	Define search engines and web-server.	2
Q.9	What is meant by formatting?	2
Q.10	How is the row header different from the column header?	2
	Answer any 4 out of the given 6 questions in20 –30 words each (4 x2=8marks)	
Q.11	Explain the following A) Absolute Reference B) Relative Reference	2
Q.12	Define Self Analysis.	2
Q.13	Explain find, replace and goto options along with their shortcut keys.	2
Q.14	Write down any four differences between RAM and ROM.	2
Q.15	Discuss any two types of non verbal communication.	2
Q.16	What is orientation? Explain different types of orientation.	2
	Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)	
Q.17	What is operating system? Explain functions of it.	4
Q.18	What is word processing? Give examples of word processing software.	4
Q.19	Define data types. Write any four types of data that can be entered into spreadsheet.	4
Q.20	How does positive thinking influence our life? Explain with the help of any three points.	4
Q.21	Explain with the help of example the difference between draw table and insert table.	4