

BUDHA DAL PUBLIC SCHOOL , PATIALA

TERM-I EXAM(CLASS – IX) Set-B

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 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 (4 x1=4 marks)	
	(i) Choose the correct example of oral communication. (a) Reports (b) Newspapers (c) Face-to-face conversation (d) Notes	1
	(ii) . The space between between the page margin and the text is called _____ (a) Alignment (b) Line spacing (c) Indentation (d) None of these	1
	(iii) Which of the following is an example of a web browser? (a) HTML (b) Google Chrome (c) FTP (d) Javascript	1
	(iv) Which of the following is NOT a C's of Effective Communication. (a) Clear (ii) Correct (iii) Concrete (iv) Close	1
	(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.2	Answer any 5 out of the given 6 questions (5x 1= 5 marks)	
	(i) The _____ is the basic unit of society. (a) People (b) Individual (c) Family (d) None of these	1

	(ii) Which of the following is an example of an online collaboration tool often used for document sharing and editing? a) Email (b) Social media (c) Cloud storage (d) Web browser	1
	(iii) You should surround yourself with _____ people. (a) Negative (b) positive (c) Strange (d) none of these	1
	(iv) Setting goals and achieving it boosts your _____. Confidence (b) Managerial Skills (c) Stress level (d) None of these	1
	(v) LibreOffice Calc can be 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) Resizing of the table can be done using the option. (a) Alter (b) Autofit (c) Alignment (d) Table properties	1
Q.3	Answer any 5 out of the given 6 questions(5x 1= 5 marks)	
	(i) Which part is the 'brain' of the computer? (a) CPU (b) Monitor (c) ROM (d) RAM	1
	(ii) What does 'WWW' stand for in the context of the Internet? (a) World Weather Widget (b) World Wide Web (c) Web Widget Window (d) Web World Warehouse	1
	(iii) Physical components of a computer are called _____. (a) Software (b) Firmware (c) Hardware (d) None of these	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) Which is the correct cell address ? (a) 11B25 (b) 911A (c) 41C2 (d) A21	1
	(vi) The printed copy on paper is called _____. Softcopy (b) Hardcopy (c) Electronic copy (d) Paper copy	1
Q.4	Answer any 5 out of the given 6 questions. (5x 1= 5 marks)	
	(i) A nibble is equal to: (a) 4 bits (b) 1byte (c) 4bytes (d) None of these	1
	(ii) The _____ contains the Zoom slider. (a) Title bar (b) Status bar (c) Taskbar (d) Menu bar	1
	(iii) To open the Print dialog box use _____. (a) Ctrl+L (b) Ctrl+P (c) Ctrl+V (d) Ctrl+D	1
	(iv) The formatting icon gives you a quick way to apply character formatting. (a) Clone (b) Paste (c) Copy (d) Paragraph	1
	(v) To select a word, you should _____ on the word. (a) click (b) double click (c) triple click (d) right click	1
	(vi) To open a new document, click on the new icon on the toolbar. (a) Formatting (b) Standard (c) Drawing (d) Editing	1
Q.5	Answer any 5 out of the given 6 questions (1x 5= 5 marks)	
	(i) The number of worksheets present in Calc by default is. (a) 1 (b) 2 (c) 3 (d) 4	1

	(ii)The row height can be adjusted from the format button in the group. (a) Alignment (b) Cells (c) Editing (d) None of these	1
	(iii) The intersection of a row and column forms a _____ (a) Cell (b) Block (c) Box (d) None of these	1
	(iv)In order to perform a calculation in a spreadsheet, you need to add a _____ (a) Table (b) Formula (c) Field (d) Variable	1
	(v) Which is not a valid preset border? (a) None (b) Outline (c)Inside (d) Right	1
	(vi) The option Add decimal place is found on the toolbar. (a) Font (b) Formatting (c) Editing (d) Standard	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	Write the key elements of communication cycle.	2
Q.7	Do past experience affect self-confidence?	2
Q.8	Name two parts of web browser.	2
Q.9	What is indentation?	2
Q.10	Name the commonly used vertical alignments in a cell?	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	Write any two positive results of Self-Management.	2
Q.13	Explain cell range and cell reference in a spreadsheet with examples.	2
Q.14	What is orientation? Explain different types of orientation.	2
Q.15	Define the different skills under self-Management.	2
Q.16	Write down any four differences between RAM and ROM.	2
	Answer any 3 out of the given 5 questions in50–80 words each (3x 4=12 marks)	
Q.17	What is a chart in Calc? Briefly explain the components of a chart.	4
Q.18	Explain with the help of example the difference between draw table and insert table	4
Q.19	Define data types. Write any four types of data that can be entered into spreadsheet.	4
Q.20	What is Self-Analysis? Write down the components of Self- Analysis.	4
Q.21	What is word processing? Give examples of word processing software.	4