ANANDALAYA
ANNUAL EXMINATION
Class : IX

Subject: Information Technology (402)   MM :50
Date   : 20-02-2023   Time: 2 Hour.

General Instructions:
   1. This Question Paper consists of **21 questions** in two sections: Section A & Section B.
   2. Section A has Objective type questions whereas Section B contains Subjective type questions.
   3. **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.**
   4. All questions of a particular section must be attempted in the correct order.
   5. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
        I. This section has 05 questions.
        II. Marks allotted are mentioned against each question/part.
        III. There is no negative marking.
        IV. Do as per the instructions given.
   6. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
        I. This section has 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 5 questions (1 X 4 = 4 marks)**

1 The communication process starts from _____   (1)
   (a) Sender   (b) Receiver   (c) Channel   (d) None of the above

2 _____, also known as 'areas of improvement' are what we do not do well and are not   (1)
   good at.
   (a) Strength   (b) Weakness   (c) Interest   (d) Abilities

3 Grooming is the term associated with_____.   (1)
   (a) Time management   (b) Problem solving
   (c) Neat and Clean appearance   (d) Self-Management

4 Which of the following is used to watch movies, live matches etc?   (1)
   (a) Radio   (b) TV   (c) Both   (d) None of the above

5 When a person begins a business, he or she may encounter several challenges and failures. Even   (1)
   while taking a significant risk, and entrepreneur must think _____.
   (a) Positively   (b) Negatively   (c) Both of the above (d) None of the above

Q-2 **Answer any 5 out of the given 6 questions   (1 X 5 = 5 marks)**
1 Information Technology that enables the business by improving the quality of service is_____   (1)
   (a) IT   (b) ICT   (c) ITeS   (d) None of the above

2 E-learning and smart-board presentations are showing integration of ICT in _____   (1)
   (a) Library   (b) Office   (c) Classroom   (d) None of the above

3 PIN (reference to Credit card) stands for _____   (1)
   (a) Personal Income Number   (b) Personal Identification Number
   (c) Private Identification Number   (d) None of the above

4 Special keys labelled F1 to F12 is called _____ (1)
(a) Return keys   (b) Function keys   (c) Ctrl keys   (d) None of the above

5 Which of the following mouse pointer identifies a hyperlink? (1)
(a) Vertical line   (b) Arrow   (c) Hand shape   (d) None of the above

6 Which of the following key bring the cursor to the beginning of new line? (1)
(a) Return Key   (b) Shift Key   (c) Home Key   (d) End Key

Q-3 Answer any 5 out of the given 6 questions   (1 X 5 = 5 marks)

1 Which of the following feature help us to write chemical formula? (1)
(a) Superscript   (b) Subscript   (c) Script   (d) None of the above

2 Clicking on which of the following icon will display the non-printing characters? (1)
(a) ¶   (c) →   (b) +   (d) None of the above

3 _____ tool is used to fill the next cells till you drag it with the next predefined value. (1)
(a) Fill Handle   (b) Fill   (c) Fill Series   (d) Filler

4 When you drag any formula in any row or column in any direction, the formula changes accordingly. This is a type of _____referencing. (1)
(a) Relative   (b) Absolute   (c) Mixed   (d) None of the above

5 A bulleted list is called _____ (1)
(a) Ordered List   (b) Unordered List   (c) Nested List   (d) None of the above

6 Which of the following is not the vertical alignment of text? (1)
(a) Top align   (b) Bottom align   (c) Left align   (d) Middle align

Q-4 Answer any 5 of the given 6 questions (1x5=5 marks)

1 List that contain name, addresses etc which is used in mail merge is called _____. (1)
(a) Data Source   (b) Common Document   (c) Main Document   (d) None of the above

2 In Landscape Orientation _____. (1)
(a) Height is more than Width   (b) Width is more than Height
(c) Height and Width are same   (d) None of the above

3 In Spreadsheet, Row headings are in _____ (1)
(a) Numbers   (b) Alphabets   (c) Alphanumeric   (d) None of the above

4 When the formula =C2 * D2 is dragged from cell E2 to G2 then the formula in cell G2 will be _____ (1)
(a) =C4 * D4   (b) =E2 * F2   (c) =F2 * G2   (d) None of the above

5 _____ view is used to format and design and to add text, graphics, and animation effects. (1)
(a) Outline   (b) Notes   (c) Normal   (d) Slide Sorter

6 _____ view is suitable for rearranging the slide order by drag and drop. (1)
(a) Slide Sorter   (b) Normal   (c) Notes   (d) Outline

Q-5 Answer any 5 of the given 6 questions (1x 5 = 5 Marks)

1 Automatic Spell Checker displays a wavy _____ colour line under any unknown words. (1)
(a) Red   (b) Green   (c) Blue   (d) Brown

2 Anil purchased a new Shop and wants to invite his friends and relatives (approximately number 100) on inauguration ceremony. Which feature of Writer help him to create personalized invitation letter for every one? (1)
(a) Documentation   (b) Mail Merge   (c) Style   (d) Template

3 When you drag formula = A$7 towards right then _____ (1)
(a) Only row number will changes
(b) Only column heading will changes
(c) Both row number and column heading will change
(d) None of the above

4 Which of the following chart shows values as circular sectors of the total circle? (1)
   (a) Bar Chart   (b) Circular Chart   (c) Oval Chart   (d) Pie Chart

5 PDF stands for _____ (1)
   (a) Portable Document Frame   (b) Print Document Format
   (c) Portable Document Format   (d) Portable Document Form

6 Duplicate slide can be inserted by ____ (1)
   (a) Selecting Slide → Duplicate Slide
   (b) Right-click on the slide and select Duplicate Slide from the context menu
   (c) Both of the above
   (d) None of the above

Section – B : (SUBJECTIVE TYPE QUESTIONS)
Answer any 3 out of the given 5 questions in 20-30 words. (2 x 3 = 6 marks)

Q-6   Write down the different types of verbal communication (Any two). (2)

Q-7   What is the importance of personal hygiene? (2)

Q-8   Describe mobile as an ICT tool? (2)

Q-9   What do you mean by renewal resources? (2)

Q-10 Name the factor that is common to both entrepreneurship and wage employment on contract basis. (2)

Answer any 4 out of the given 6 questions in 20-30 words each. (2 x4 = 8 marks)

Q-11 What do you understand by BPO? (2)

Q-12 What do you understand by guide keys? Name the Guide keys of a computer. (2)

Q-13 What is mail merge? (2)

Q-14 What do you understand by range in spreadsheet? How many Cells are there in the range A2:b4? (2)

Q-15 List the possible multimedia content that can be included while creating presentation. (Any four) (2)

Q-16 What are the views of the presentation? (List any four) (2)

Answer any 3 out of the given 5 questions.(4x3=12 marks)

Q-17 Anil purchased a new Shop and wants to invite his friends and relatives (approximately number 100) on inauguration ceremony.
   (I) Which feature of Writer help him to create personalized invitation letter for every one?
      (a) Documentation   (b) Mail Merge   (c) Style   (d) Template
   (II) Advantages of Mail Merge is _____.
      (a) Time Consuming   (b) Write letter multiple times
      (c) Difficult to implement   (d) None of the above
   (III) Data source(List of recipients) saved with _____ extension.
      (a) .jpg   (b) .doc   (c) .pdf   (d) .csv
   (IV) Data Source can be created in _____.
      (a) Spreadsheet   (b) MySQL   (c) Both of the above   (d) None of the above

Q-18 Aman has got some work to be completed on the computer but while typing he is facing certain (4)
   problems, help him to complete the work.
      1. Aman want to delete something from the right side of the cursor on a document, which
          among the following shortcut keys may be used to perform this function in a computer?
          (Backspace, Delete, Shift+Del, Ctrl+Esc)
      2. He want to Type First letter of the sentence in to capital, which among the following keys
          may be used to perform this function in a computer?
          (Alt Key, Ctrl Key, Shift Key, Spacebar key)
      3. Which is the longest key on the keyboard?
      4. What is difference between delete and backspace key?

Q-19 Manjinder has his small pizza shop where on daily basis he used to sold 20 packets of pizza and (4) got monthly profit of 20,000/-. He want to create an advertising letter for his customers who visits his shop on regular basis , help him to suggesting answer for the following:

1. If all the occurrences of word "this" have to be changed to "these", which of the feature of digital documentation can be useful?

2. Manjinder wants to prepare a list of variety of pizza, which feature of digital documents is used to create list items.

3. Which of the feature of digital documents can be used to add his shop logo at the top of each page?

4. Which of the feature of digital documents can be used to check the document before printing?

Q-20 Simran is working with formulas, she has prepared the following Spreadsheet, help her to find the (4) value for questions (I to IV) by considering the following sheet prepared by her.

	A	B	C	D
1	5	5	7	8
2	8	7	4	7
3	5	5	8	7
4	1	8	5	2
5				

(I) Write the output of =SUM (A1,B1,C1)
   (a) 15   (b) 16   (c) 17   (d) 18

(II) Write the output of =SUM(A1:C1,B2)
   (a) 24   (b) 25   (c) 26   (d) 27

(III) Write the output of =AVERAGE (A1:C1)
   (a) 5.55   (b) 5.66   (c) 6.5   (d) 6.66

(IV) Write the output of : =SUM(B1:C2)
   (a) 21   (b) 22   (c) 23   (d) 24

Q-21 Suppose if you are a Sales Manager of a Multinational company, and you are preparing the (4) presentation for your client about the new product manufactured by your company, answer the following question about digital presentation.

1. Name any two presentation software used to create digital presentation.

2. Explain the term Animation.

3. Explain the term transition.

4. What is Slide?