

# ANANDALAYA ANNUAL EXMINATION

Class : IX

Subject: Information Technology (402)

Date : 19-02-2024

MM :50 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 6 questions (1 X 4 = 4 marks)

1	Which of the follow (A) Clear	Ich of the following is not of the 7C's principles of communication?Clear(B) Concise(C) Correct(D) Conscious		(1)			
2	On the screen of a Smartphone or Tablet, we see a lot of small pictures called (A) images (B) icons (C) iconic (D) pictures						
3	Anshuman believes that he is (A) Self-Aware (C) Self-Confident		(B) Self-Motivated	<ul><li>ad also he is not scared of taking risk. This shows</li><li>(B) Self-Motivated</li><li>(D) Problem Solving</li></ul>			
4	<ul> <li>Which of the following skills refer to planning concrete goals to be accomplished within a set timeframe.</li> <li>(A) Time Management</li> <li>(B) Goal Setting</li> <li>(D) Positive thinking</li> </ul>				(1)		
5	Which of the follow (A) Hard working (C) Don't care abou	ing is not the quality the society	of an Entrepreneur? (B) Patience (D) Confident	(B) Patience			
6	6What are some of the environmental changes caused due to modern methods of agriculture?(A) Improvement in the environment(B) Chemical pollution due to fertilisers(C) Lower air pollution due to crops(D) Decrease in forest areas						
Q-2 1	• • •						
2	BPO stands for (A) Business Proces (C) Business Proces	s Out	(B) Busy Process (D) Business Proc	-	(1)		
			Page <b>1</b> of <b>4</b>				

3	ITeS stands for : (A) Information Techno (C) Information Techno		<ul><li>(B) Information Technolog</li><li>(D) None of the above</li></ul>	gy end Services	(1)	
4	Which of the following (A) Left Click	operation is not performe (B) Right Click	d by mouse. (C) Middle Click	(D) Double click	(1)	
5	A kno (A) See typist	yboard through muscle m (C) Touch typist	nemory. (D) None of the above	(1)		
6	Which of the following (A) Return Key	key bring the cursor to th (B) Shift Key	e beginning of new line? (C) Home Key	(D) End Key	(1)	
Q-3	Answer any 5 out of th	e given 6 questions	(1 X 5 = 5 ma)	rks)		
1	·	ot a component of the Off (B) Impress		(D) Internet Explorer	(1)	
2	Which of the following (A) CTRL + R	is a shortcut key to Redo (B) CTRL + Y	any operation? (C) CTRL + X	(D) CTRL + Z	(1)	
3	Spellings are corrected a (A) Auto text	•	ecause of which of the fol (C) Auto Complete	lowing features? (D) All of the above	(1)	
4	In LibreOffice Calc Scree (A) left, right		andside (C) bottom, right		(1)	
5	-	list is called (B) Unordered List		(D) None of the above	(1)	
6	shows the add (A) Name Box	ress of Active Cell. (B) Current Cell	(C) Formula	(D) None of the above	(1)	
Q-4	Answer any 5 of the given 6 questions (1x5=5 marks)					
1	List that contain name, a	addresses etc which is use	ed in mail merge is called (C) Main Document		(1)	
2	In Landscape Orientatio	n			(1)	
-	(A) Height is more than (C) Height and Width an	Width	<ul><li>(B) Width is more than Height</li><li>(D) None of the above</li></ul>			
3		v and column is called			(1)	
	(A) Cell Address	(B) Cell	(C) Sheet	(D) Point of intersection	n	
4	G2 will be					
	(A) = C3 * A2	(B) =D3 * B2	(C) $=$ E2 * F2	(D) None of the above		
5	Extension of file in Impa (A) .odf	ress is (B) .odn	(C) .odp	(D) .opd	(1)	
6	view is s	uitable for rearranging th	e slide order by drag and	drop.	(1)	
	(A) Slide Sorter	(B) Normal	(C) Notes	(D) Outline		
Q-5 1		<b>ven 6 questions (1x 5 = 5</b> Spell Checker displays a	5 Marks) wavy colour lin	e under any unknown	(1)	
	(A) Red	(B) Green	(C) Blue	(D) Brown		
2	Which toolbar has icon to (A) Formatting	-	(C) Status	(D) None of the above	(1)	
3	Pressing delete key or ba (A) word	ackspace keys deletes one (B) Line	e at a time (C) Paragraph	(D) Character	(1)	
4	Which of the following	chart shows values as circ	cular sectors of the total c	ircle?	(1)	

	(A) Bar Chart	(B) Circular Chart	(C) Oval Chart	D) Pie Chart					
5		nd animation effects.	(1)						
	(A) Outline	(B) Notes	(C) Normal	(D) Slide Sorter					
6	<ul> <li>Duplicate slide can be inserted by</li> <li>(A) Selecting Slide → Duplicate Slide</li> <li>(B) Right-click on the slide and select Duplicate Slide from the context menu</li> <li>(C) Both of the above</li> <li>(D) None of the above</li> </ul>								
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	-6 Give examples of any four common signs used for visual communication.								
Q-7	What are the factors that	tt affect self-confidence	?		(2)				
Q-8	Give two difference bet	ween smartphone and T	Tablets?		(2)				
Q-9	List any four characteri	stics of entrepreneurshi	D.		(2)				
Q-10	What are the sources of	energy available to us?	Give examples of each so	urce? (Any Two)	(2)				
	Answer any 4 out of th	ne given 6 questions in	20-30 words each. (2 x 4	= 8 marks)					
Q-11	How is IT used in Libra	ary? (List any two activi	ty)		(2)				
Q-12	Explain the role of typin	ng ergonomics.			(2)				
Q-13	How will you count the	total words of a docum	ent?		(2)				
Q-14	What is relative and abs	solute cell address in the	e spreadsheet?		(2)				
Q-15	What objects can be ins	erted in slides in impres	ss?		(2)				
Q-16	What are the views of the	he presentation? (List a	ny four)		(2)				
Q-17	<ul><li>Answer any 3 out of the given 5 questions.(4x3=12 marks)</li><li>Radha is celebrating her birthday and wants to invite his friends and relatives (approximately number 100), she thought of using Libreoffice Writer.</li><li>(I) Which of the following is the feature of writer help her to create a letter for multiple people with personalized touch?</li></ul>								
	(A)Mail Merge (II) Mail merge wizard (A) File (C) View	(B) Merge Mail	<ul> <li>(C) Merger Letter</li> <li>menu.</li> <li>(B) Tools</li> <li>(D) Format</li> </ul>	(D) None of the above					
	(III) List that contains r (A) Data Source	(B) Main Document	n is used in mail merge is c (C) Main List	alled (D) None of the above					
	(IV) Data Source can be (A) Spreadsheet	(B) MySQL	(C) Both of the above	(D) None of the above					
Q-18	<ul> <li>certain problems, help h</li> <li>1. Neerupama wan which is general (<i>Right, Left, Top</i>)</li> <li>2. He want to Type may be used to p (Alt Key, Ctrl K</li> <li>3. She want to brin (<i>Return Key, Sh</i>)</li> </ul>	her to complete the worl at to type certain number lly located on the b, Bottom) e First letter of the sente perform this function in tey, Shift Key, Spacebar ing the cursor to the begin inft key, Home Key, End	l on the computer but while k. rs for which she requires to side of computer k ence in to capital, which an a computer? r key) nning of a new line, which	e typing she is facing o use Numerical Keypad, teyboard. hong the following keys key she need to press?	(4)				
		- D	2 6 4	-					

these two keys?

- Q-19 Smruti is working in research based company, as a part of her work she was preparing a monthly (4) newsletter, help her by suggesting answer for the following:
  - 1. She want to type  $H_2O$ , which of the feature of digital documentation can be useful to type 2 as shown?
  - 2. Smruti has typed an entire line, which she wants to convert in to capital, which option of change case feature of digital documents is useful?
  - 3. Which of the feature of digital documents can be used to add Name of his company at the bottom of each page of the report?
  - 4. Which of the feature of digital documents can be used to check the document before printing?
- Q-20 Sushant is working with formulas, he has prepared the following Spreadsheet, help him to find the (4) value for questions (I to IV) by considering the following sheet prepared by him.

			Α	В	С	D		
		1	6	5	6	7		
		2	3	4	3	5		
		3	5	4	5	6		
		4	6	7	5	6		
		5	6	8	9	5		
(I) Write the output of =SUM (A3,B3,C3) (A) 15(B) 14(C) 16(D) 13(II) Write the output of =MAX(A1:C3,D5) (A) 4(B) 5C) 6(D) 7								
<ul> <li>(III) Write the output of =AVERAGE (A2:A5 (A) 5.2 (B) 5</li> <li>(IV) Write the output of : =MIN(A2:A5) (A) 4 (B) 5</li> </ul>				5)	(C) 4 (C) 6		<ul><li>(D) 5.5</li><li>(D) 3</li></ul>	5

- 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?