



विद्या सर्वार्थ साधिका

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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 following is not of the 7C's principles of communication? (1)
(A) Clear (B) Concise (C) Correct (D) Conscious
- 2 On the screen of a Smartphone or Tablet, we see a lot of small pictures called _____. (1)
(A) images (B) icons (C) iconic (D) pictures
- 3 Anshuman believes that he can do any task and also he is not scared of taking risk. This shows that he is _____. (1)
(A) Self-Aware (B) Self-Motivated
(C) Self-Confident (D) Problem Solving
- 4 Which of the following skills refer to planning concrete goals to be accomplished within a set timeframe. (1)
(A) Time Management (B) Goal Setting
(C) Team Work (D) Positive thinking
- 5 Which of the following is not the quality of an Entrepreneur? (1)
(A) Hard working (B) Patience
(C) Don't care about the society (D) Confident
- 6 What are some of the environmental changes caused due to modern methods of agriculture? (1)
(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 Answer any 5 out of the given 6 questions (1 X 5 = 5 marks)

- 1 Which of the following machine gives three-dimensional (3D) images of different parts of the body. (1)
(A) CAT (B) MRI (C) ECG (D) None of the above
- 2 BPO stands for _____. (1)
(A) Business Process Out (B) Busy Process Outsourcing
(C) Business Process Office (D) Business Process Outsourcing

- 3 ITeS stands for : (1)
 (A) Information Technology enabled Services (B) Information Technology end Services
 (C) Information Technology enabled Server (D) None of the above
- 4 Which of the following operation is not performed by mouse. (1)
 (A) Left Click (B) Right Click (C) Middle Click (D) Double click
- 5 A _____ knows the location on the keyboard through muscle memory. (1)
 (A) See typist (B) Feel typist (C) Touch typist (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 following is not a component of the Office Suite? (1)
 (A) Writer (B) Impress (C) Base (D) Internet Explorer
- 2 Which of the following is a shortcut key to Redo any operation? (1)
 (A) CTRL + R (B) CTRL + Y (C) CTRL + X (D) CTRL + Z
- 3 Spellings are corrected automatically in Writer because of which of the following features? (1)
 (A) Auto text (B) Auto correct (C) Auto Complete (D) All of the above
- 4 In LibreOffice Calc Scroll bar is present on _____ and _____ side of window (1)
 (A) left, right (B) right, top (C) bottom, right (D) top , bottom
- 5 Spread sheet A bulleted list is called _____ (1)
 (A) Ordered List (B) Unordered List (C) Nested List (D) None of the above
- 6 _____ shows the address of Active Cell. (1)
 (A) Name Box (B) Current Cell (C) Formula (D) None of the above
- 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 The intersection of a row and column is called _____. (1)
 (A) Cell Address (B) Cell (C) Sheet (D) Point of intersection
- 4 Spreadsheet When the formula =C3 * A2 is dragged from cell E2 to F2 then the formula in cell G2 will be _____. (1)
 (A) =C3 * A2 (B) =D3 * B2 (C) =E2 * F2 (D) None of the above
- 5 Extension of file in Impress is _____. (1)
 (A) .odf (B) .odn (C) .odp (D) .opd
- 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 Presentation Automatic Spell Checker displays a wavy _____ colour line under any unknown words. (1)
 (A) Red (B) Green (C) Blue (D) Brown
- 2 Which toolbar has icon to save the presentation? (1)
 (A) Formatting (B) Standard (C) Status (D) None of the above
- 3 Pressing delete key or backspace keys deletes one _____ at a time (1)
 (A) word (B) Line (C) Paragraph (D) Character
- 4 Which of the following chart shows values as circular sectors of the total circle? (1)

these two keys?

Q-19 Smruti is working in research based company, as a part of her work she was preparing a monthly newsletter, help her by suggesting answer for the following: (4)

1. She want to type H₂O, 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 value for questions (I to IV) by considering the following sheet prepared by him. (4)

	A	B	C	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) 5 (C) 6 (D) 7

(III) Write the output of =AVERAGE (A2:A5)

- (A) 5.2 (B) 5 (C) 4.5 (D) 5.5

(IV) Write the output of : =MIN(A2:A5)

- (A) 4 (B) 5 (C) 6 (D) 3

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

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?