



विद्या सर्वार्थ साधिका

ANANDALAYA
PERIODIC TEST - 2
Class : IX

NAME: _____

Section: _____

Roll No. : _____

Subject: Information Technology (402)

MM :20

Date : 30-09-2023

Time: 1 Hour.

General Instructions:

1. This Question Paper consists of 6 **questions** in two sections: Section A & Section B.
2. Section A has Objective type questions whereas Section B contains Subjective type questions.

Section A : (Objective Type Questions)

Q-1 Select the best appropriate answer for the statements given below:

1. Radha is asking something about “cloud computing” to Radhika , In reference to this communication process , Radha is a _____ (1)
(A) Receiver (B) Listener (C) Sender (D) None of the above
2. “Be respectful, friendly and honest”. Which of the following principle of 7C’s is represented by this statement? (1)
(A) Complete (B) Concrete (C) Concise (D) Courteous
3. Which of the following skills refer to working together with people to accomplish shared goals? (1)
(A) Time Management (B) Goal Setting
(C) Team Work (D) Positive thinking
4. _____ is an acquired or natural capacity that enables an individual to perform a particular job or task with considerable proficiency. (1)
(A) Weaknesses (B) Strength (C) Interest (D) Abilities
5. Business transactions that happen through Internet are called _____ (1)
(A) E-Commerce (B) E-Business (C) E-Transaction (D) None
6. 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
7. A _____ is a computer application used for edit, format, store, retrieve and print the document. (1)
(A) Word Processing (B) Digital Documentation
(C) Word Processor (D) None of the above
8. In Writer, by default, the file is saved in _____ format. (1)
(A) .odf (B) .ods (C).odt (D) None of the above
9. Special keys labelled F1 to F12 are called _____ (1)
(A) Return keys (B) Function keys (C) Ctrl keys (D) None of the above
10. Which of the following mouse pointer identifies a hyperlink? (1)
(A) Vertical line (B) Arrow (C) Hand shape (D) None of the above

Section – B : (SUBJECTIVE TYPE QUESTIONS)

Q-2 Give an example of the following: (2)

Ans: (a) Clear communication :

(b) Complete communication

Q-3 How does self management help in your life? (2)

Ans:

Q-4 What precautions are required to ensure safety while using ICT? (List any 2) (2)

Q-5 What is the use of Function keys available on a computer keyboard? How many function keys a computer keyboard has? (2)

Ans:

Q-6 What is Mail-Merge? What are the advantages of using Mail Merge? (2)

Ans:
