**Sample Paper 2013**

## Class IX

**Subject: Information Technology**

**Unit Description Marks**

1 Basics of IT 06

2 Information Processing Tools 34

3 IT Application 39

4 Societal impacts of IT 11

**Total 90**

**Paper Pattern**

1 Mark question 1 X 24 = 24

2 Marks question 2 X 17 = 34

4 Marks question 4 X 1 = 04

5 Marks question 5 X 1 = 05

10 Marks question 10 X 1 = 10

13 Marks question 13 X 1 = 13

Total = 90

***Pre- Board Examination, 2012-2013***

***Class – IX Sub: Foundation of IT (165)***

***TIME: 3hr. MM: 90***

***S.Name …………… Roll No…R…. Sec……***

**Instructions:**

* **All the questions are compulsory.**
* **Read the questions carefully then give the answer.**

1. Full form of LAN is 1

(a) Local Area Network

(b) Legal Area Network

(c) Lost Area Network

(d) Legal All Network

1. Interactive combination of text , graphics ,images ,audio , video etc. is known as 1
   1. Information
   2. Storage
   3. Internet
   4. Multimedia
2. \_\_\_\_\_\_\_\_\_\_ is the extension of OO Writer. 1
3. \_\_\_\_\_\_\_\_type of chart is used for illustrating the market trends. 1
4. Presentation is a group of multiple \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1
5. Which of the following items is not used in Local Area Networks (LANs)? 1
   1. Computer
   2. Modem
   3. Printer
   4. Cable
6. Impress presentation are given extension 1
   1. .ods
   2. .ppt
   3. .doc
   4. .odp
7. A word processor automatically wraps any text extending beyond the right margin to the next line 1
   1. True
   2. False
8. Networks are useful because: 1
   1. No-one can copy your files
   2. Each user of the network can access files more easily
   3. You can need one printer per network
   4. All of the above
9. Calc worksheets are given \_\_\_\_\_\_\_\_\_ extension. 1
   1. .odf
   2. [=sign]
   3. .ods
   4. .odw
10. Rehearse Timing command is present on \_\_\_\_\_\_\_\_\_ menu. 1
    1. Slide Show
    2. Format
    3. Tools
    4. Window
11. The printed copy of a document is called a hard copy. 1
    1. True
    2. False
12. I am pictorial representation of worksheet data. Who am I? 1
    1. Flowchart
    2. Chart
    3. Picture
    4. Graphic
13. Name the cells included in the range reference A1:B2 2
14. Name the three types of referencing in spreadsheet. 2
15. What is text alignment? How many types of alignment are there? Name them. 2
16. What are the different components of computer network? 2
17. What are the shortcut commands for opening and saving a document in Writer? 2
18. What are the components of Mail Merge? 2
19. Differentiate between count() and counta() functions. 2
20. What is bulleted list? 2
21. Differentiate between Slide and Slide Show 2
22. What is meant by formatting a document? 2
23. What are Word Processors? Give some examples. 2
24. What are the various views, which you can open your presentation . 2
25. What are the basic components of a slide? 3
26. What do you mean by transition? 2
27. Suggest the Calc functions that can be used for carrying out following operations 4
    1. To calculate total marks of a student if his marks in five subjects are given.
    2. To find out the marks of top scorer in a class.
    3. To calculate average sales made by salesman of a company, if sales made by each of the salesman is available.
    4. To find out minimum quoted rate from various quotations available.
28. Write commands for the operation given below based upon the spreadsheet shown below: (6)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| 1 | NAME | BASIC  (Monthly)  (Rs.) | HRA  (% of Basic) | DA  (Rs) | Bonus | NET SALARY |
| 2 | Surinder | 5000 | 10 | 450 | 600 |  |
| 3 | Kanika | 5600 | 13 | 800 | 600 |  |
| 4 | Aashish | 3500 | 15 | 900 | 400 |  |
| 5 | Harjit | 4500 | 15 | 500 | 500 |  |
| 6 | Abhijit | 6000 | 20 | 400 | 700 |  |
| 7 | Jyoti | 7500 | 12 | 500 | 700 |  |
| 8 | Amita | 2500 | 10 | 300 | 700 |  |
| 9 | Maximum |  |  |  |  |  |
| 10 | No. of Emp |  |  |  |  |  |

1. To calculate the net salary as sum of Basic, HRA and DA for each employee. (2)
2. To find the maximum NETSALARY and display in cell F9. (1½)
3. To count the number of employees and display in cell B10. (1½)
4. The manager wants to graphically represent a comparative analysis of the salaries of employees. Suggest the most suitable chart type for achieving the same. (1)
5. Define charts. What are the different types of charts available in OOo Calc (3)
6. Write the different components of Chart. (4)
7. **Following is a text document containing a letter. The line numbers are given on the right hand side of the lines of the document. Observe the following document and answer the questions from (i) to (v):**  10

From: 1

**Customer Help Manager,** 2

Fountain Spray Corporation, 3

New City 4

Date: 31st March, 2009 5

To, 6

**Yanran Philip 7**

R-900, Jalyaan Vihar 8

King Nagar 9

10

Subject: Reply to Complaint no. A-349562 11

12

Dear Madam, 13

This is with reference to your complaint no **A-349562** with 15

regard to our Automatic Spray *System Model* 978. We 16

would like to inform you the following: 17

1. The defect informed by you is not covered in our 18

Warranty Terms. 19

2. The defective part is required to be imported from Japan. 20

3. As a privileged customer of ours, company will be 21

able to give 50% discount on the part along with free 22

installation at your premises. 23

Kindly let us know your decision in this regard. 24

In your best service. 26

27

Sincerely Your 28

29

Anika PaIan 30

CustCareAutoSpray.com 31 [www.AutoSpray978.com](http://www.AutoSpray978.com) 32

1. From the above document, identify the lines and write the line numbers that contains superscript text. (2½)
2. Write the line numbers where Bold feature is used. (2½)
3. The manager wants to send the letter with same content to all customers with similar complaints. The addresses of all such customers are stored in a separate document. Name the feature which will help the manager achieve the same. (2½)
4. In which line numbers hyperlink feature is used. Define hyperlink. (2½)
5. Line graphs are also called histogram 1
   1. True
   2. False
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view is used to enter and edit speaker’s note for the presenter. 1
   1. In a presentation, Sachin has to change all occurrences of the word ‘Calcutta’ with ‘Kolkata’. Which one of the following options is most appropriate to do the task 1
   2. Copy and paste
   3. Find and replace
   4. Cut and paste
   5. All of the above
7. In which view we can apply animation to the text or object? 1
8. How would you refer to the range starting from 1st column, 1st row and spread till 4th column and 5th row? 1
9. Ananya wants to reorganize the slides in her presentation .Which view can she use to reorganize the slides? 1
   1. Normal View
   2. Outline View
   3. Notes
   4. Slide Sorter Vies
10. Computer teacher of ‘R.E.D school’ wants to graphically analyze the performance of her students over the last three computer test. Which office tool she would use to get graphical report. 1
    1. Word Processing Software
    2. Presentation Software
    3. Spreadsheet Software
    4. Database Management System
11. Numbers are by default \_\_\_\_\_\_\_\_\_\_\_aligned. 1
    1. left
    2. right
    3. center
    4. justified
12. Reena wants to give her audience a paper copy of her presentation .What should she create and print. 1
13. I am responsible for the planning, implementation, configuration and administration of relational database management system. 1
    1. DBA
    2. Database Analyst
    3. Hardware Engineer
    4. Network Administrator
14. Which tool bar contains alignment button? 1
    1. Status
    2. Formatting
    3. Standard
    4. Drawing
15. Define Software Piracy 2
16. Define Plagiarism. 2
17. What are software ethics? 2
18. Write the ways to avoid Plagiarism. 2
19. What are the social impacts of computing. 2

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