

Sample Question Paper
Information Technology (402/462)
Class IX – 2017-18

General Instructions :

- I. Read the question paper carefully.
- II. Question paper is divided into four sections :
 - Section A – Multiple choice questions (1 mark each)
Attempt a total of 10 questions from this section
 - Section B – Very Short Answer (2 mark each)
Attempt any 6 questions from this section
 - Section C – Short Answer (3 mark each)
 - Section D- Long Answer (5 mark each)
- III. All questions are compulsory in Section C and D
- IV. The maximum time allowed is 2 hour.
- V. Maximum marks is 50 marks.

Section A:

10X1=10

1. Preeti _____ a passion for reading.
 - a) having
 - b) has
 - c) have
 - d) gets

OR

- How much do I have to pay for _____ laptop.
- a) a
 - b) an
 - c) the
 - d) none
2. Which of these is **not** an input device?
 - a) Microphone
 - b) Scanner
 - c) Webcam
 - d) Headphone
 3. Which of the following combination of keys are used for copying a particular file in a folder?
 - a) CTR+V
 - b) CTR+X
 - c) CTR+C
 - d) CTR+A
 4. Which key is called toggle key?
 - a) shift key
 - b) ctrl key

- c) caps lock key
 - d) alt key
5. identify the home row keys –
- a) QWER;TYK
 - b) AS ER;UILO
 - c) ASDFJKL;
 - d) AXCFJNM;
6. Spelling and grammar option is present in which tab?
- e) references
 - f) review
 - g) proofing
 - h) language
7. Which button is not present in quick access toolbar by default in MS EXCEL.
- e) save
 - f) underline
 - g) undo
 - h) redo
8. _____ displays the contents of the active cell and can also be used to enter and edit data.
- e) formula bar
 - f) address bar
 - g) scroll bar
 - h) none
9. _____ is not the way in which you can view the presentation.
- a) notes master
 - b) slide master
 - c) fit to window
 - d) slide sorter
10. In MS OUTLOOK, press _____ to use help.
- a) F4
 - b) F3
 - c) F2
 - d) F1
11. Email deleted from the inbox is moved into _____.
- a) spam
 - b) trash or deleted folder
 - c) sent
 - d) forward

Section B:

6X2= 12

1. What do you mean by homophones? Give example of homophones using sentence.
2. What is the difference between internet and intranet?

OR

Which of the two sets of words should be typed in search engines to get more appropriate results? Give reason.

- a) Fastest train
 - b) Which train has the highest speed?
3. How to view and analyze your statistics, in rapid typing software?

OR

In rapid typing software, text area shows different coloured text as you type in the characters for the mistakes that occurred during the lesson. Mention the colours used and what it indicates?

4. How you can search a word in document using find option? What is the shortcut key to open **replace** dialog box.
5. How you can add a button to quick access toolbar in MS EXCEL?
6. How you can add a new slide between slide 2 and 3 in a presentation?

OR

How you can move across the slides in slide show view and how you can exit the slide show view?

7. What are the components of email screen? Write their use in composing an email.

Section C:

6X3=18

1. What is URL? Briefly describe about different components of a URL.
2. How many stages are involved in touch typing technique? Describe each stage.
3. Write the steps to add a new lesson in lesson editor window.
4. How many types of document view are there? Describe any four.
5. Write the steps to delete a row or column in a spreadsheet.
6. Consider the following data :

	A	B	C	D	E	F	G	H
1	SI No	Name	English	Maths	Science			
2	1	Anita	26	54	67			
3	2	John	43	65	78			
4	3	Kerry	87	56	78			
5	4	Smith	45	76	34			
6	5	Risha	56	34	98			
7								
8								
9								
10								

- a) Write the formula to find the sum of all subjects of Kerry and Risha.

- b) Write the formula to find the average of marks of John.
- c) Write the formula to find total marks in science by all the students.

Section D:

5X2=10

- 1. Describe about any three threats from human actions. Also, mention the measures for protection against those threats.
- 2. Priyanka has prepared a presentation, now she wants to do some tasks. Give suitable steps to perform the following tasks:
 - a) In which view, she can present the presentation?
 - b) How can she change the layout of 2nd slide?
 - c) From which tab and option, she can insert shapes in the slide?
 - d) How can she change the design of a presentation?
 - e) How can she take print out of the presentation?