



Indian School Al Wadi Al Kabir

Post Mid Term Examination 2024-25

INFORMATION TECHNOLOGY (CODE:402)

SET-1

Class: IX
Date: 24/11/2024

Time: 2 Hour
Max. Marks: 50

General Instructions:

SECTION A: I. All Questions are compulsory.

SECTION B: II. Answer any 7 out of the given 9 questions each carries 2 marks.

III. Answer any 3 questions out of given 5 questions each carries 4 marks.

SECTION A: OBJECTIVE TYPE QUESTIONS

I. Answer all the following:

(24 x 1 =24 marks)

1. What does an upright (straight) body posture convey or show?
 - (a) Pride
 - (b) Professionalism
 - (c) Confidence
 - (d) Humility
2. _____ are a group of words that work together to communicate an element of speech.
3. What are the types of words we should use for verbal communication?
 - (a) Acronyms
 - (b) Simple
 - (c) Technical
 - (d) Jargons
4. Self-management, also known as ____, which is the ability to effectively control one's emotions, behavior and thoughts.
 - (a) Self – control
 - (b) Self – innovative
 - (c) Self – Design
 - (d) None of the above
5. In self – management skills you can improve yourself in various skills like _____.
 - (a) Discipline
 - (b) Timeliness
 - (c) Goal-setting
 - (d) All of the above
6. _____ are what we do well and are good at.
 - (a) Weakness
 - (b) Strength
 - (c) Self confidence
 - (d) Grooming.

7. What is the term used when you press and hold the left mouse key and move the mouse around?
- (a) Highlighting
 - (b) Dragging
 - (c) Selecting
 - (d) Moving
8. To connect to the Internet, the computer has to be connected to the _____.
- (a) Internet Society
 - (b) Internet Architecture
 - (c) Internet Service Provider
 - (d) Large Area Network
9. Which one of the following shortcut key is used to paste a file?
- (a) Ctrl + C
 - (b) Ctrl + P
 - (c) Ctrl + V
 - (d) Ctrl + X
10. Which part of the phone home screen is visible on all pages?
- (a) Status bar
 - (b) Main icon area
 - (c) Dock
 - (d) Clock
11. _____ is the result of data processing.
- (a) data
 - (b) raw data
 - (c) information
 - (d) None of these
12. Business transactions happen through internet are called
- (a) E-commerce
 - (b) E-business
 - (c) E-transaction
 - (d) None of these
13. _____ organizations cater to the needs of their parent company only and do not serve external clients.
- (a) MNCs
 - (b) ISPs
 - (c) GICs
 - (d) ITeS
14. E-Learning and smart board presentations are showing integration of ICT in _____.
- (a) Library
 - (b) Office
 - (c) Classroom
 - (d) None of these
15. There are 5 arrow keys on the keyboard.(True/False)
16. The typing speed is measured in _____.
- (a) Words per minute
 - (b) Words per second
 - (c) Keys per minute
 - (d) Keystrokes per minute
17. Pressing the End key moves the cursor to the _____ character of the line.

18. If you are entering wrong input but exceeding the acceptable time frame in rapid typing tutor then _____
- (a) It denotes Red colour
 - (b) It denotes Green colour
 - (c) It denotes Yellow colour
 - (d) It denotes Orange colour
19. Which option should be used to type H₂O, to get 2 at its proper place in Libre Office document writer?
- (a) Bold
 - (b) Superscript
 - (c) Underline
 - (d) Subscript
20. Which is the Keyboard shortcut in Libre Office document writer to italicize the selected text is
- (a) Ctrl + U
 - (b) Shift + U
 - (c) Ctrl + I
 - (d) Shift + I
21. Which of the following is not valid type of data source in mail merge?
- (a) Spreadsheet
 - (b) Text files
 - (c) MySQL
 - (d) CSV file
22. _____ is the use of computer software to enter, edit, format, store, retrieve, and print the document
- (a) Word processor
 - (b) Word processing
 - (c) Documentation
 - (d) None of these
23. Which of following is not a component of the Libre Office Suite?
- (a) Writer
 - (b) Impress
 - (c) Internet Explorer
 - (d) Base
24. The term word processing was invented by
- (a) Intel
 - (b) HP
 - (c) IBM
 - (d) Microsoft

SECTION B: SUBJECTIVE TYPE QUESTIONS

II. Answer any 7 out of the given 9 questions

(7 x 2 = 14 marks)

25. What are the advantage of written communication. Explain any four advantages.
26. Define self-confidence and explain the three steps to build self-confidence.
27. Differentiate between RAM and ROM.
28. Explain how ICT is used for education in the classroom.
29. Which are the different areas of healthcare where IT is used? And how?
30. What is typing rhythm? Write the formula for Slowdown the characters, percent.
31. Write down the functions of a. delete key b. enter key c. esc key d. ctrl key

32. What are the limitations of a typewriter. Explain any four.
33. Why would using a word processor be more effective than a typewriter for creating a project report?
List at least four main features of a word processor that make it easier to work with compared to a typewriter.

III. Answer any 3 questions out of given 5 questions

(3x 4 = 12 marks)

34. Define Information Technology (IT). Explain its impact on areas of
- a. science and engineering
 - b. business.
35. Write down the formulas for a. WPM and Net WPM
b. CPM and Net CPM
c. KPM and Net KPM.
- A student typed 240 characters per 2 min with errors in 20 characters. Calculate CPM and Net CPM.
36. Explain the process of touch typing. Mention the finger allocation of keys of Third row of computer keyboard.
37. Write down the steps for the following in Libre Office
- a. Creating a table
 - b. Inserting rows and columns
 - c. To split a table
 - d. To merge two tables
38. What is mail merge? Write down the steps to create data source in mail merge.

******* ALL THE BEST *******