



INDIAN SCHOOL AL WADI AL KABIR

POST MID TERM EXAMINATION 2024-25

Information Technology (402)

MARKING SCHEME

Class: IX

Date: 24-11-2024

Max Marks: 50

Time: 2 Hours




SECTION A: OBJECTIVE TYPE QUESTIONS

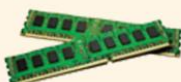

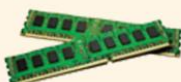

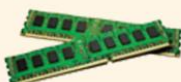

	Answer all the questions (1 x 24 =24 marks)	
1	(c) Confidence	1
2	Phrases	1
3	b. Simple	1
4	a. Self – control	1
5	(d)All of the above.	1
6	b. Strength	1
7	b. Dragging	1
8	(c)Internet Service Provider	1
9	(c) Ctrl + V	1
10	(c) Dock	1
11	c. information	1
12	a. E-commerce	1
13	b. GICs	1
14	c. Classroom	1
15	False	1
16.	a. Words per minute	
17.	Last	
18.	d. It denotes Orange colour	
19.	d. Subscript	
20.	c. Ctrl + I	
21.	b. Text files	
22	(b)Word processing	
23.	c. Internet Explorer	
24.	c. IBM	

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 7 out of the given 9 questions (2 x 7 = 14 marks)

Answer each question in 20 – 30 words.

Q. 25	<p>The major advantages of written communication are listed below:</p> <ol style="list-style-type: none"> 1. A Permanent Record: <ul style="list-style-type: none"> • A written communication helps to maintain a permanent record of the information exchanged or shared. 2. Meticulous Presentation: <ul style="list-style-type: none"> • As a written document is a permanent record, people are very cautious to fulfil all the writing requisites to make the writing perceivable at the other end. Thus, every document curated covers all major information pointers necessary to be communicated. 3. Easy Circulation: <ul style="list-style-type: none"> • A written document can easily be circulated in an organization, unlike the oral communication medium. Thus, this attribute of written communication comes handy in equipping the masses with the necessary information. 4. Suitable for Statistical Data: <ul style="list-style-type: none"> • Statistical charts and figures are difficult to be interpreted verbally, thus, circulating a document allow people to examine such intrinsic detail with ease. 5. Promotes Goodwill: <ul style="list-style-type: none"> • When conducting business, a well-crafted written document speaks volumes about the competence of a particular organization. Therefore, written communication helps to promote goodwill if performed wisely. <p>(Write any four .1/2 mark for each)</p>	2
Q. 26	<p>Self-confidence is a sense of trusting own's abilities and self. If you are an intelligent, hardworking and talented person, but lack confidence, and avoid taking initiative, then it may be difficult for others to recognise your talent.</p> <div style="margin-top: 20px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="background-color: #0072bc; color: white; padding: 5px; margin-right: 10px;"> Step 1: Appreciate achievements & accept failures </div> <div style="border: 1px solid #0072bc; padding: 5px; flex-grow: 1;"> For example, celebrate the achievements when the team wins a competition. Articulate learning when the team loses a competition. </div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="background-color: #00a651; color: white; padding: 5px; margin-right: 10px;"> Step 2: Have a goal and take steps towards it </div> <div style="border: 1px solid #00a651; padding: 5px; flex-grow: 1;"> For example, if you have won bronze at an event, set the goal to win gold medal next time and take action for it. </div> </div> <div style="display: flex; align-items: center;">  <div style="background-color: #ff9900; color: white; padding: 5px; margin-right: 10px;"> Step 3: Always look at the good side and be happy </div> <div style="border: 1px solid #ff9900; padding: 5px; flex-grow: 1;"> For example if you have lost a match, celebrate the efforts of those team members who performed well. Talk to people who are confident and try to gain. </div> </div> </div>	2

Q. 27	<table><tr><th>RAM</th><th>ROM</th></tr><tr><td></td><td></td></tr><tr><td><ul style="list-style-type: none">When you are doing tasks on your computer, you use RAMTemporarily stores informationInformation is lost when computer is switched offInformation can be changed easily.</td><td><ul style="list-style-type: none">Permanently stores informationInformation is stored when computer is offInformation cannot be changed easilyIt is mainly used when starting the computer.</td></tr></table>	RAM	ROM			<ul style="list-style-type: none">When you are doing tasks on your computer, you use RAMTemporarily stores informationInformation is lost when computer is switched offInformation can be changed easily.	<ul style="list-style-type: none">Permanently stores informationInformation is stored when computer is offInformation cannot be changed easilyIt is mainly used when starting the computer.	2
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Q. 28	<p>ICT in the classroom: There are many ways in which the ICT is used for education in the classroom, such as</p> <ul style="list-style-type: none">• e-learning classrooms;• smart-board presentations;• videos on experiments;• creation of images and video;• desktop publishing of magazines, letters and documents;• educational games;• learning using the CD-ROM media; and• gathering educational information on the Internet.	2						
Q. 29	<p>ICT is used in the health sector in numerous ways. Hospital Management System is used to maintain and manage patients’ records as well as various activities pertaining to hospital administration. The computerized machines are used for ECG, EEG, Ultrasound and CT Scan. The variety of measuring instruments and surgical equipment are used to monitor patients’ conditions during complex surgery. Expert system is used for diagnosis. Health care manufacturing companies use computers to aid the production of diagnostic tools and instruments. Computers are an integral part of laboratories and dispensaries. They are used in scanning and diagnosing different diseases.</p>	2						
Q. 30	<p>Typing rhythm means the keystrokes should come at equal intervals. To control the constant typing speed, the Slowdown indicator is used.</p> <table><tr><td>Slowdown in the characters, percent</td><td>Slowdown % = Characters with delay * 100% / Total number of characters</td></tr></table>	Slowdown in the characters, percent	Slowdown % = Characters with delay * 100% / Total number of characters	2				
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Q. 31	<p>Ctrl key: The control key is used in conjunction with other keys to produce control characters. The meaning of each control character depends on which program is running.</p> <p>Delete key: The Del key deletes the character at the current cursor position, or the selected object, but does not move the cursor. For graphics-based applications, the delete key deletes the character to the right of the insertion point.</p> <p>Enter key or Return key: It is used to enter commands or to move the cursor to the beginning of the next line.</p> <p>Esc key: The Escape key is used to send special codes to devices and to exit (or escape) from programs and tasks.</p>							
Q. 32	<p>1.In case of any typing error, the whole sheet is required to be typed again.</p> <p>2. To send same letter to two or more persons with different addresses requires multiple typing efforts.</p> <p>3. Typewriter does not have all the required characters or symbols. It is not possible to type all the characters using the typewriter.</p>							

	4. It is not possible to produce a document in the desired format using a typewriter	
Q. 33	<p>Create, edit, save, retrieve and print the document</p> <p>Select and move the text from one place to another in the document</p> <p>Copy the text to other places within the document</p> <p>Move or copy a selected text from one document to any other document</p> <p>Change the font size, font style of the text in the document</p> <p>Format paragraphs as well as pages</p> <p>Check spelling and grammar</p> <p>Create table, modify the size of the selected rows, columns or cells</p> <p>Combine one or more documents</p> <p>Insert pictures or graphs within the document</p> <p>Print the selected text or selected pages of the document</p> <p>(Write any four points)</p>	

Answer any 3 out of the given 5 questions in 50– 80 words each (3x 4 = 12 marks)

Q. 34	<p>Information Technology (IT) means creating, managing, storing and exchanging information. IT includes all types of technology used to deal with information, such as computer hardware and software technology used for creating, storing, and transferring information.</p> <p>IT in science and engineering: Scientists and engineers use computers for performing complex scientific calculations, Computer Aided Design (CAD) or Computer Aided Manufacturing (CAM) applications are used for drawing, designing and for simulating and testing the designs. Computers are used for storing large amount of data, performing complex calculations and for visualizing 3-dimensional objects. Complex scientific applications like rocket launching, space exploration, etc., are not possible without the computers.</p> <p>IT in business: Computers are used in business organizations for payroll calculation, budgeting, sales analysis, financial forecasting, managing and maintaining stocks. A lot of business transactions happen through Internet called ecommerce. IT facilitates marketing, customer visit, product browsing, shopping basket checkout, tax and shopping, receipt and process order. E-commerce offers services pertaining to processing inventory management, transactions, documentation, presentations, and gathering product information. Smart cards, such as credit cards and debit cards are used in shops. These cards have a metallic strip on which the user's Personal Identification Number (PIN), and account number is stored and can be read when it is passed through a special reader. Airlines use large-scale computer applications for their reservations system, both in the airports and in central reservations call-centers.</p>	4
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Q. 35

Types	Description	Formula
WPM	the number of words typed in a one minute period of time	$WPM = (\text{Words without errors} + \text{Words with errors}) / \text{Time spent in minutes}$
Net WPM	the WPM without words with errors	$\text{Net WPM} = WPM - (\text{Words with errors} / \text{Time spent in minutes})$
CPM	the number of characters typed in a one minute period of time	$CPM = (\text{Characters without errors} + \text{Characters with errors}) / \text{Time spent in minutes}$
Net CPM	the CPM without characters with errors	$\text{Net CPM} = CPM - (\text{Characters with errors} / \text{Time spent in minutes})$
KPM	the number of keystrokes in a one minute period of time	$KPM = (\text{Keystrokes without errors} + \text{Keystrokes with errors}) / \text{Time spent in minutes}$
Net KPM	the KPM without keystrokes with errors	$\text{Net KPM} = KPM - (\text{Keystrokes with errors} / \text{Time spent in minutes})$

Simple speed = 240 characters / 2 min = 120 cpm

Net speed = 120 cpm - (20 errors / 2 min) = 110 net cpm

4

Q. 36

Touch typing improves typing speed and accuracy. A touch typist never looks at the keyboard. The fingers hit the right keys by habit. The typist is entirely focused on the text being typed, reading the words and phrases as the fingers type the text reflexively

Touch typing can be learned by performing special exercises.

Stage one of the process begins with learning the Home Row of the keyboard Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, uppercase letters and special symbols.

Stage two involves memorising frequently used syllables and typing words containing these syllables.

Stage three involves typing actual text to perfect the skills acquired.

Finger allocation in third row:

LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Q	W	E	R	T	Y	U	I	O	P

Fig: 2.10: Allocation of fingers on the third row

While typing on the upper row, keep fingers on home row. Lift fingers of left hand and strike upper row key one by one and type q w e r t (r and t are typed by the same finger) Now, again lift the fingers of right hand and strike upper row keys one after another and type p o i u y (u and y are typed by the same finger) You should ensure that one finger should move at a time, while other fingers should remain on the home row.

4

Q. 37

Creating table:

The simplest way to create a table is, click the **Table** icon on the Standard toolbar. On the drop-down graphic, choose the size of the table. To create the table, click on the cell representing the last row of the last column that you want. Holding down the mouse button over the Table icon will also display the graphic.

Another way to create a table is by using the Table dialog. Position the cursor where you want to insert the table, then: Select **Table** → **Insert** Table from the Menu bar (or Press **Ctrl+F12**). It will create a simple table.

Inserting rows and columns

To insert one row or column in the table:

- Place the cursor in the row or column before or after which you want to add new rows or columns.
- Click on the **Rows Above or Rows Below icons in the Table toolbar** to insert one row above or below the selected one.
- Click on the **Columns Left or Columns Right icons in the Table toolbar** to insert a column to the left or right of the selected one.

	<ul style="list-style-type: none"> · Choose <i>Insert</i> → <i>Rows Above/Below or Insert</i> → <i>Columns Above/Below</i>. Set number to define the number of rows or columns to be inserted, and select the Position as Before or After. · Click OK to close the dialog box. <p><u>To split a table</u></p> <ul style="list-style-type: none"> · Place the cursor in a cell that will be in the top row of the second table after the split (the table splits immediately above the cursor). · Choose <i>Table</i> → <i>Split Table</i> from the Menu bar. · A Split Table dialog opens. You can select No heading or an alternative formatting for the heading—the top row(s) of the new table. · Click OK. The table is then split into two tables separated by a blank paragraph. <p><u>To merge two tables</u></p> <ul style="list-style-type: none"> · Delete the blank paragraph between the tables. You must use the Delete key (not the Backspace key) to do this. · Select any cell in one of the tables. · Right-click and choose Merge Tables in the context menu. You can also use <i>Table</i> → <i>Merge Table</i> from the Menu bar. 	
Q. 38	<p>Mail Merge is used to create a series of same documents with multiple addresses. Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. The main document is merged with the mailing address, hence the name mail merge. It is used to send invitations, letters or to print certificates for several people.</p> <p>A data source is a set of mailing addresses in the form of a rows and columns generally called database.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Create a new document and type the letter to be sent to the multiple recipients. 2. To create multiple letters using Mail Merge Wizard, select <i>Tool</i> → <i>Mail Merge Wizard</i>. 3. Select Step1, '<i>Select Starting document</i> → <i>Use the current document</i> → <i>Next</i>'. Click on the <i>Next</i> button move to the next step. 4. In Step 2, select the <i>Document type</i> → <i>Letter</i> → <i>Next</i> 5. In Step 3, click on the button "<i>Select Address List</i>". The "<i>Select Address List</i>" window will open, which will allow you to create the recipient list. 6. Click on the <i>Create</i> button. After clicking on the <i>Create</i> button a New <i>Address List</i> window will. In this window under the <i>Address Information</i> section you can enter the information of the recipient. 7. If you want to fill the data of the recipient as per the default fields, then enter the data 8. If you wish to <i>customise</i> the fields of recipient information, click on Customise button. A '<i>Customise Address List</i>' window will appear. After customising the fields, enter the data in the new format. 	

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| | <p>9. After entering the data of first recipient, click on the <i>New</i> button to enter the information of the next recipient. After entering the information of the entire recipient, click on the <i>OK</i> button to close the list.</p> <p>10. After clicking <i>OK</i> button, the <i>Save As</i> dialog box will appear, which will allow to save the list of recipient in <i>.CSV</i> format (say MyList.csv).</p> | |
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*****BEST WISHES*****