

## II PERIODIC TEST : 2022-23

Class - IX

### Subject - Information Technology

Time : 2 hrs.

M.M.: 50

#### Q.1- Select the correct option:

[20 × 1 = 20]

- a. LibreOffice Writer is a popular \_\_\_\_\_ application.  
i. Database    ii. Presentation    iii. Wordprocessing    iv. Graphics
- b. A printed output of a document or an images is called  
i. Soft copy    ii. Hardcopy    iii. Both (i) and (ii)    iv. None of these
- c. Mail merge allows sending same letter or mail to \_\_\_\_\_ recipients at same time.  
i. two    ii. three    iii. multiple    iv. None of these
- d. This key is used to move to the next adjoining cell in a table.  
i. Tab Key    ii. Shift + Tab    iii. Right Arrow Key    iv. Both (i) & (iii)
- e. What is the file extension of LibreOffice Writer document?  
i. .odt    ii. .odp    iii. .odd    iv. .odw
- f. While touch typing, make use of \_\_\_\_\_ fingers.  
i. 10    ii. 5    iii. 4    iv. 2
- g. The third level of the rapid Typing software is the \_\_\_\_\_ level.  
i. experienced    ii. Beginner  
iii. advanced    iv. testing
- h. The Students Statistics cannot be downloaded in the \_\_\_\_\_ format.  
i. PDF    ii. CSV    iii. XML    iv. HTML
- i. While typing, the toolbar displays \_\_\_\_\_ buttons.  
a. reset    ii. pause    iii. continue    iv. restart
- j. While typing, keep your elbows at \_\_\_\_\_.  
i. left angle    ii. right angle    iii. straight    iv. curved
- k. Data is stored temporarily in \_\_\_\_\_.  
i. ROM    ii. Hard Disk    iii. DVD    iv. RAM
- l. Deleted E-mails are stored in \_\_\_\_\_.  
i. Trash    ii. Spam    iii. Inbox    iv. Draft
- m. \_\_\_\_\_ is a free video sharing website, where videos on all subjects and topics can be found.  
i. Twitter    ii. Facebook    iii. You Tube    iv. WhatsApp
- n. Which device scans images, documents and saves them on a computer as a digital image?  
i. MICR    ii. Joystick    iii. Scanner    iv. Plotter
- o. The component which is responsible for ail mathematical calculations and logical operation of a computer is called \_\_\_\_\_.  
i. ALU    ii. MU    iii. MU    iv. ROM
- p. What is the full form of BPM?  
i. Business Power Management    ii. Business Process Management  
iii. Basic Process Management    iv. Basic Power Management
- q. Which of the following IT enabled healthcare gadgets is used to monitor heartbeat rate?  
i. CAT    ii. Fitbit    iii. EEG    iv. MRI

- r. A message should be \_\_\_\_\_ to convey the right meaning to others.  
 i. difficult    ii. clear    iii. complex    iv. coded
- s. People with low confidence are \_\_\_\_\_.  
 i. smart    ii. pleasant    iii. unprepared    iv. arrogant
- t. The 'S' in SMART strategy stands for \_\_\_\_\_.  
 i. Short    ii. Specific    iii. Schedule    iv. Systematic

**Q.2- Fill in the blanks:-**

[10 × 1 = 10]

- a. The term WYSIWYG stands for \_\_\_\_\_.
- b. The \_\_\_\_\_ lines indicate the spelling errors.
- c. 'F' and 'J' are called as \_\_\_\_\_ keys.
- d. Rapid Typing includes a \_\_\_\_\_ keyboard.
- e. In Rapid Typing Software, once the lesson is completed, the \_\_\_\_\_ windows will appear.
- f. \_\_\_\_\_ is a combination of dark and light strips printed on the packing of various products.
- g. B in BCC stands for \_\_\_\_\_.
- h. Our family, neighborhood, friends, relative, school constitute our \_\_\_\_\_.
- i. \_\_\_\_\_ is a negative attitude, especially when it is related to hatred or intolerance for certain group of people.

**Q.3- Answer the following questions:-**

[10 × 2 = 20]

- a. What is the difference between superscript and subscript?
- b. What are home row keys?
- c. Mention any two points that can help the user to maintain correct posture while typing?
- d. What is Recycle Bin?
- e. What do you understand by the term Web Browser? Mention some popular web browsers.
- f. Define verbal communication. What are the two forms of verbal communication?
- g. Radhika has purchased a brand new luxury car. She wants to celebrate her happiness with her friends and relatives. She wants to extend a personal invitation to each of them without typing their names and addresses and time again. Which method could she use to do this?
- h. Ashish has downloaded an article on 'Plight of Women in India' from the internet. The article has a lot of spelling errors and the points within the article have not been marked properly. Which feature will you suggest him to use in order to make the article error free and presentable?
- i. Students have taken the advanced course in the Rapid Typing Software class. What should they do to test their skills?
- j. Mr. Sharma wants to send an E-mail to his boss. At the same time he wants to send a copy of the same to his colleague also but doesn't want his boss to know about that. What should he do now?