

# I Periodic Test : 2020-21

Class - IX

## Subject - INFORMATION TECHNOLOGY [402]

Time : 2 hrs.

M.M. : 50

**Q.1- Give one-word answer:-**

[5]

- The picture library of MS Office.
- Keyboard shortcut for Find.
- Orientation where the width of the page is less than the length.
- Display the name of the document and the program.
- This machine uses a strong magnetic field and radio waves to generate images of parts of the body.

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

[5]

- \_\_\_\_\_ is a section which appears in the bottom margin of the document.
- All misspelled words are marked with a \_\_\_\_\_ wavy line.
- \_\_\_\_\_ helps you to find synonyms and antonyms of a word.
- \_\_\_\_\_ is a collection of pictures or images in the gallery of the Microsoft Office.
- \_\_\_\_\_ produce or sell goods or service in various countries to serve external client.

**Q.3- State true or false:-**

[6]

- Horizontal series of cells in a table is called a column.
- Stylish text can be added to the document using WordArt.
- Alignment is the space between the page margin and the text..
- Outline view is used to focus on to make quick changes to the text.
- ITeS is define as a type of out source service that invoices the use of IT.
- IT service is provided by highly qualified skilled professional only.

**Q.4- Select the correct option:-**

[10]

- The shortcut key for Replace is \_\_\_\_\_.
  - Ctrl + R
  - Ctrl + H
  - Ctrl + F
  - Alt + F
- In the \_\_\_\_\_ mode the text is replaced with new text as it is typed.
  - Insert
  - Delete
  - Overtyping
  - Replace
- To select a sentence you should \_\_\_\_\_ on the word.
  - click
  - double click
  - triple click
  - none of these
- Landscape and Portrait are the types of :
  - Orientation
  - Indentation
  - Alignment
  - Paper Size
- Dictionary of synonyms, words and phrases which mean the same thing is:
  - Clip Art
  - Thesaurus
  - Desktop
  - None of these
- Which one of these industries is highly organised in India?
  - BPO
  - IT-BPM
  - Both of these
  - None of these
- Which one of these card have a metallic strip on which the user's Personal Identification number (PIN) and account number is stored?
  - Aadhar card
  - PAN Card
  - Samrt Card
  - Voter ID Card
- Which of the following is the default extension of the writer file?
  - .obt
  - .doc
  - .odt
  - .docx
- Which option should be use to type H2O, to get 2 at its proper place?
  - Bold
  - Superscript
  - Underline
  - Subscript
- What is the shape of the mouse pointer when drawing a table?
  - Pencil
  - White pointing arrow
  - Black pointing arrow
  - Black plus

Q.6- What are the different types of indentation supported in MS Word?

[4]

Q.7- Write the three method to insert table in MS Word.

[4]

Q.8- What are the special characters? How can you insert them in a document?

[4]

Q.9- What are the three main steps in the process of Mail Merge?

[4]

Q.10- Which are the different areas of health care where IT is used ? And how?

[4]

Q.11- What are the two pros and cons of using ICT?

[4]

#####