

Sample Paper

Class IX CBSE

Subject: Information Technology

- Please check that this question paper contains 8 printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer book by the candidate.
- Please check that this question paper contains 21 questions.
- Please write down the Serial Number of the question before attempting it.
- 15 minutes time has been allotted to read this question paper. The students will read the question paper only and will not write any answer on the answer-book during this period.

Time allowed : 2 hours

Maximum Marks : 50

General Instructions :

1. Please read the instructions carefully.
2. This Question Paper consists of 21 questions in two sections :
Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.
5. All questions of a particular section must be attempted in the correct order.

6. SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS) :

- i. This section has 05 questions.
- ii. Marks allotted are mentioned against each question/part.
- iii. There is no negative marking.
- iv. Do as per the instructions given.

7. SECTION B - SUBJECTIVE TYPE QUESTIONS (26 MARKS) :

- i. This section has 16 questions.
- ii. A candidate has to do 10 questions.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

SECTION A : OBJECTIVE TYPE QUESTIONS

Q.1- answer any 4 out of the given 6 questions on Employability Skills

(1X4=4 marks)

- i. The written form of communication is than oral communication
 - a. More formal and less flexible
 - b. More flexible and less formal
 - c. More flexible and more formal
 - d. Less flexible and less formal
- ii. Which of the following is not a kind of sentence?
 - a. Assertive
 - b. Interrogative
 - c. Empirical
 - d. Exclamatory
- iii. A attitude helps one to focus on the possible solutions
 - a. Good
 - b. Problem centered
 - c. Time bound
 - d. Solution centered
- iv. An e-Reader is capable of holding thousands of
 - a. News Papers
 - b. Ebooks
 - c. Photos
 - d. Movies
- v. Which of these is not a peripheral device?
 - a. Register
 - b. Bluetooth
 - c. Modem
 - d. Printer
- vi. The name of the EdUbuntu's graphical user interface is
 - a. Unity
 - b. bash
 - c. kernel
 - d. shell

Q.2- answer any 5 out of the given 6 questions on Employability Skills (1X5=5 marks)

- i. A set of rules used to communicate in a network is called
 - a. Hyperlink
 - b. webpage
 - c. satellite
 - d. protocol
- ii. The full form of CC in email is.....
 - a. copycat
 - b. copy content
 - c. cannot copy
 - d. carbon copy
- iii. What is the advantage of cooperatives?
 - a. income tax exemption
 - b. minimal government regulation
 - c. short life span
 - d. single ownership
- iv. Examples of abiotic factors are.....
 - a. all the water bodies
 - b. all the landforms
 - c. water soil air light
 - d. all the human made things
- v. All natural resources need to be conserved because.....
 - a. They will soon decay
 - b. they will soon get exhausted
 - c. they are very costly
 - d. none of these
- vi. It is a service centre to provide information and support to a customer
 - a. BPM
 - b. MNC
 - c. ICT
 - d. Call Centre

Q.3- answer any 5 out of the given 6 questions (1X5=5 marks)

- i. LibreOffice writer is a popular Application.
 - a. Database
 - b. presentation
 - c. word processing
 - d. graphic
- ii. Which of the following can be done using the mail-merge toolbar?

- a. Preview document
 - b. edit document individually
 - c. print merge documents
 - d. all of these
- iii. Name the element that is identified by its row number and column letter.
- a. Cell
 - b. column
 - c. row
 - d. worksheet
- iv. Which of the following techniques can be used to allow only a date value in cell?
- a. data formatting
 - b. data sorting
 - c. data filtering
 - d. data validation
- v. Which of the following is not a presentation software?
- a. libreOffice suite
 - b. libreOffice impress
 - c. openOffice impress
 - d. none of these
- vi. Which view is used to write and design a presentation?
- a. normal
 - b. notes
 - c. slide sorter
 - d. slide show

Q.4- answer any 5 out of the given 6 questions (1X5=5 marks)

- i. Which alignment option is to be used to align text in the middle of a cell?
- a. align centre
 - b. centre vertically
 - c. both A and B
 - d. none of these
- ii. Which is the last valid column header in Calc?
- a. AMJ
 - b. AJ
 - c. AZ
 - d. AJM
- iii. What is the default alignment for the numbers in Calc?
- a. left
 - b. right
 - c. centre
 - d. none of these
- iv. Which of the following is not available on the formatting toolbar?
- a. Copy button
 - b. bold button
 - c. underline button
 - d. font colour button
- v. The transition effects are available under the menu
- a. slide
 - b. slideshow
 - c. tools
 - d. insert
- vi. Cells option divides the selected cell further into separate cells in a table.
- a. merge
 - b. split
 - c. divide
 - d. combined

Q.5- answer any 5 out of the given 6 questions (1X5=5 marks)

- i. The larger window of the writer program is called window
- a. Application
 - b. document
 - c. image
 - d. none of these
- ii. Where do you type the text in libreOffice writer
- a. textbox
 - b. document window
 - c. application window
 - d. none of these
- iii. The vertical ruler formats the alignment of text.
- a. top
 - b. right
 - c. vertical
 - d. horizontal
- iv. It leads you select the number of copies and the pages you want to print.
- a. save as dialogue box
 - b. paragraph dialogue box
 - c. print dialogue box
 - d. none of these
- v. This key is used to move the text adjoining cell in a table
- a. tab key
 - b. right arrow key

c. shift + tab

d. both A and B

vi. Which effect is applied to all the slides of a presentation?

a. animation

b.transition

c. design

d. layout

SECTION B : SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of given 5 questions on employability skills (2X3=6 marks)

Answer each question in 20 to 30 words.

Q.6-What is communication?

Q.7-What are the different kinds of phrases?

Q.8-What is SWOT?

Q.9-What is a register?

Q.10-What are the parts of an email?

Answer any 4 out of the given 6 questions in 20 to 30 words each (2X4=8 marks)

Q.11-What are the options to save document?

Q.12-List the different LibreOffice writer menus?

Q.13-What is formatting?

Q.14-How can you print a document?

Q.15-What is data source?

Q.16-What is formula bar?

Answer any 3 out of the given 5 questions in 50 to 80 words each (4X3=12 marks)

Q.17- Your teacher has asked you to write 2 paragraphs on the topic 'Habits'. After completing this task the teacher wants you to find all the keywords matching the word 'Habits' and replace them by the 'Daily Actions'. Write the complete process to do that.

Q.18- Suchitra is an office assistant and handles all the correspondence work of the company. In the current month her company has made 5 new clients. Where will she add the contact details of these new clients while using the mail merge feature?

Q.19- What is cell referencing? What are the various types of cell referencing that can be used in spreadsheet? Explain with suitable examples of each.

Q.20- What do you know about Impress software? Explain its features.

Q.21- List elements of a presentation.
