

ANNUAL EXAMINATION, 2018-19
INFORMATION TECHNOLOGY

Time – 2:00 hrs.

Class - IX

M.M. – 100

Name of the student _____ Section _____ Date-09.02.2019 (Saturday)

General Instructions :

- Read the question paper carefully.
- Question paper is divided into four section:
Section A – Multiple Choice Questions (1 mark each).
Attempt a total of 10 questions from this section.
Section B – Very Short Answer (2 mark each).
Attempt any 6 questions from this section.
Section C – Short Answer (3 mark each).
Section D – Long Answer (5 mark each).
- All questions are compulsory in Section C and D.

SECTION-A (Any 10)

(10)

Q 1. The _____ weather makes the door and windows bang:

- a) Windy b) Hot c) Winter d) Spring

OR

How much do I have to pay for _____ laptop.

- a) a b) an c) the d) none

Q 2. Spelling checker can be started by pressing the _____ key.

- a) F6 b) F7 c) F8 d) F9

Q 3. What separates time elements in Excel?

- a) Colons b) Hyphen c) Slash d) Equal to

Q 4. In which group of Home tab, the New Slide button is present?

- a) Font b) Clipboard c) Editing d) Slides

Q 5. Name the element which is identified by a unique row number and column number.

- a) Cell b) Column c) Row d) None of these

Q 6. In how many ways can you create a new presentation?

- a) One b) Two c) Three d) Four

Q 7. Received mails are stored in the _____ folder.

- a) Sent b) Spam c) Inbox d) Draft

Q 8. _____ is a temporary storage location.

- a) Clipboard b) Rulers c) Ribbon d) Tabs

Q 9. While touch typing, make use of _____ fingers.

- a) 10 b) 5 c) 4 d) 2

Q 10. What is the default name of a workbook in MS Excel?

- a) Book1 b) Sheet1 c) Untitled1 d) All of these

Q 11. Which view shows only headings in a document?

- a) Outline View b) Web Layout View c) Draft View d) Print Layout View

SECTION-B (Any 6)**(12)**

- Q 12. What is the use of the Sent Mails folder?
 Q 13. In which tab can the Print option be found?

OR

What is the purpose of wrapping text?

- Q 14. Which dialog box pops up while attaching a file to a message?

OR

What are the four basic mathematical operations supported by Excel?

- Q 15. List the two ways by which you can protect yourself from Online predators.
 Q 16. Which window is displayed after the completion of the lesson?
 Q 17. What is the use of formatting feature?

OR

What are the parts of an e-mail?

- Q 18. Name the default folders in outlook.

SECTION-C**(18)**

- Q 19. What are the key combinations for selecting non-contiguous and contiguous items while printing?
 Q 20. Name the three common types of image files that can be inserted in a presentation.
 Q 21. Name three important features of spreadsheets.
 Q 22. What is the difference between the green and the blue wavy underlines?
 Q 23. Name the three options that you can see in the message box while closing a presentation.
 Q 24. Describe the use of IF function with the help of an example.

SECTION-D**(10)**

- Q 25. Discuss the general structure of writing an email.
 Q 26. Consider the following Table:

	A	B	C	D	E	F	G	H	I	J
1	Roll No.	Name	English (100)	Hindi (100)	Maths (100)	Science (100)	So.Sc. (100)	Total (500)	Percentage	Remarks
2	1	Aman Singh	55	65	54	75	65			
3	2	Chandini Yadav	95	99	100	90	98			
4	3	Girish Kumar	25	39	15	43	39			
5	4	Harsha Dev	85	81	74	89	75			
6	5	Ishan Patel	96	36	68	98	54			

- a) Draw and complete the above table using suitable calculation.
 b) Write the formula to calculate the total marks.
 c) Write the formula to calculate the Percentage.
 d) Depending on the percentage write the following remarks using formula.
- **Excellent** : 90% or above
 - **Very Good** : 80% - less than 90%
 - **Good** : 70% - less than 80%
 - **Fair** : 60% - less than 70%
 - **Poor** : less than 60%

PRACTICAL & VIVA ASSIGNMENT.**(50)**