



SAMPLE QUESTION PAPER - TERM 1

Information Technology (Subject Code 402)

Class IX (Session 2021-2022)

Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

Part A - Employability Skills (05 Marks):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-I	2
2	Self-Management Skills-I	2
3	Information and Communication Technology Skills-I	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1x5=5 Marks

Part B - Subject Specific Skills (20 Marks):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Introduction to IT-ITeS Industry	5
2	Data Entry & Keyboarding Skills	8
3	Digital Documentation	14
TOTAL QUESTIONS		27 Questions
NO. OF QUESTIONS TO BE ANSWERED		20 Questions
TOTAL MARKS		1x20=20 Marks

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1. If you want to complain, what would be the best way to behave? 1

- a. Stay calm but stick to your point
- b. Get very angry
- c. Get ready to cry
- d. Say your point loudly and cry

Ans. a. Stay calm but stick to your point

2. Poor lighting, uncomfortable sitting arrangements and noise of traffic are examples of _____ . 1

- a. Language barriers
- b. Psychological barriers
- c. Mood swings
- d. Environmental barriers

Ans. d. Environmental barriers

3. _____ is a combination of planning, prioritizing, motivation, and time management. 1

- a. Self-confidence
- b. Self-esteem
- c. Organizing skill
- d. Decision-making

Ans. c. Organizing skill

4. Individuals with _____ have an ability to observe themselves from an objective viewpoint. 1

- a. Self-awareness
- b. Self-esteem
- c. Organizing skill
- d. Decision-making

Ans. a. Self-awareness

5. Keys from F1 to F12 are known as _____ . 1

- a. Function keys
- b. Shift key
- c. Cursor Control keys
- d. Numeric keys

Ans. a. Function keys

6. _____ is an application that is used to access or retrieve information or resources from the Internet. 1

- a. Website
- b. Web page
- c. Web browser
- d. Operating system

Ans. c. Web browser

SECTION B

Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

7. The method of data collection and its conversion into information is called _____ . 1

- a. Controlling
- b. Processing
- c. Transforming
- d. None of these

Ans. b. Processing

8. Which of the following is most powerful computer? 1
- a. Laptop b. PDA
c. Supercomputer d. Workstation
- Ans. c. Supercomputer
9. IT-enabled services are also known as _____. 1
- a. Web-enabled services b. Remote services
c. Teleworking d. All of these
- Ans. d. All of these
10. Which of the following keys is not a part of home keys? 1
- a. “ b. :
c. D d. L
- Ans. a. “
11. In RapidTyping tutor, the _____ keys combination is used to open the Lesson editor window. 1
- a. Ctrl + 1 b. Ctrl + 2
c. Ctrl + 3 d. Ctrl + 4
- Ans. c. Ctrl + 3
12. CPM stands for _____. 1
- a. Characters prior minute b. Character per minute
c. Character per minutes d. Characters per minute
- Ans. d. Characters per minute
13. In the Error overview tab of RapidTyping tutor, which colour indicates the correct character? 1
- a. Green b. Yellow
c. Red d. Orange
- Ans. a. Green
14. Which of the following keys is called toggle key? 1
- a. Scroll Lock b. Num Lock key
c. Caps Lock key d. Print Screen
- Ans. c. Caps Lock key
15. The base position of the middle finger on the number keypad is _____. 1
- a. Number 2 b. Number 3
c. Number 4 d. Number 5
- Ans. d. Number 5

16. _____ is a program-integration technology that is used to share information between programs by using objects. 1

- a. OLE
- b. ELO
- c. LOE
- d. OEL

Ans. a. OLE

17. A _____ bar helps in identifying a document. 1

- a. Status
- b. Title
- c. Horizontal
- d. Scroll

Ans. b. Title

18. Which of the following is an example of non-printing character? 1

- a. Paragraph mark
- b. Tab mark
- c. Space mark
- d. All of these

Ans. d. All of these

19. The _____ allows you to increase or decrease the size of the document according to the requirements. 1

- a. Zoom control
- b. Ruler
- c. Bar
- d. Window control buttons

Ans. a. Zoom control

20. Which of the following features allow you to type or print more than one document with similar text? 1

- a. Adding graphics
- b. Find and replace
- c. Mail merge
- d. Object Linking and Embedding (OLE)

Ans. c. Mail merge

21. A _____ is the text that is smaller in size than the normal text and is placed slightly below the line of the regular text. 1

- a. Subscript
- b. Superscript
- c. Paragraph
- d. None of these

Ans. a. Subscript

22. _____ defines the vertical orientation of a page and prints the text lengthwise. 1

- a. Landscape
- b. Page Style
- c. Default Style
- d. Portrait

Ans. d. Portrait

23. _____ allows you to set the page margins. 1

- a. Horizontal bar
- b. Ruler
- c. Vertical bar
- d. Any of these

Ans. b. Ruler

24. _____ is a section that appears at the top of each page between the top margin and the first line of the text. 1

- a. Title
- b. Header and Footer
- c. Footer
- d. Header

Ans. d. Header

25. Which of the following shortcut keys is used to print a document? 1

- a. CTRL + P
- b. CTRL + Q
- c. CTRL + R
- d. CTRL + S

Ans. a. CTRL + P

26. A _____ is a grid of cells created by the intersections of corresponding rows and columns. 1

- a. Header
- b. Table
- c. Footer
- d. Mail Merge

Ans. b. Table

SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

27. Rima lives in a hostel and is planning to purchase a computer for study purpose. Which type of computer will you suggest her to buy? 1

- a. Laptop
- b. Desktop
- c. Supercomputer
- d. Mainframe

Ans. a. Laptop

28. Imran has purchased Windows 10 Operating System (OS), wireless keyboard and wired mouse for his new laptop. Which of them is a hardware device? 1

- a. Windows 10 OS
- b. Wireless keyboard
- c. Wired mouse
- d. Both b and c

Ans. d. Both b and c

29. Gurpreet wants to learn the technique of touch typing which helps him in typing without looking at the keyboard. Which of the following software must he install in his system for this purpose? 1

- a. RapidTyping tutor
- b. Windows 7
- c. LibreOffice suite
- d. Microsoft Office suite

Ans. a. RapidTyping tutor

30. Manjeet is making a LibreOffice Writer document. He doesn't know the spelling of 'Acknowledgement'. He cannot afford to make any spelling errors in his document. He is alone at home so there is no one to help him out. Identify the feature in LibreOffice Writer that can help him. 1

- a. Spell check
- b. Mail merge
- c. Find and Replace
- d. Object linking and Embedding(OLE)

Ans. a. Spell check

31. Rashi is using a word processor for her Maths project. She wants to insert page numbers at the bottom of the document. Where should she insert page numbers? 1

- a. In the header
- b. In the footer
- c. In the text of every page
- d. Any of these

Ans. b. In the footer

32. Mohsin wants to write $(a+b)^2$ in the writer document. But, he writes $(a+b)2$. Which option he should use to get 2 at its proper place? 1

- a. Subscript
- b. Superscript
- c. Header
- d. Footer

Ans. b. Superscript

33. Nalini has created a document in Word Processor. She wants to give headings in italic but her mouse is not working. Which shortcut key should she use to perform this task from the keyboard? 1

- a. CTRL+B
- b. CTRL+U
- c. CTRL+D
- d. CTRL+I

Ans. d. CTRL+I