Information Technology (Subject Code 402)

CBSE | Department of Skill Education
Sample Question Paper
Class IX (Session 2022-2023)

Maximum Marks: 50   **Time Allowed: 02 Hours**

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):
   ○ This section has 05 questions.
   ○ Marks allotted are mentioned against each question/part.
   ○ There is no negative marking.
   ○ Do as per the instructions given.

7. SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
   ○ This section has 16 questions.
   ○ A candidate has to do 10 questions.
   ○ Do as per the instructions given.
   ○ Marks allotted are mentioned against each question/part.

Section A: Objective Type Questions

Q1.	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)
i.	.... refers to a process of organizing the resources and directing the efforts for the successful accomplishment of individual goals and objectives. a. Self-management b. Self-confidence c. Self-motivation d. Time management
Ans.	a. Self-management

ii.	.... people have a positive approach and thought process. a. Self-motivated b. Hard working c. Self-confident d. Self-dependent
Ans.	c. Self-confident
iii.	.... key enables you to cancel the running process. a. Shift b. Esc c. Tab d. Ctrl
Ans.	b. Esc
iv.	1 Brontobyte is equal to .... a. 1,024 exabytes b. 1,024 zettabytes c. 1,024 yottabytes d. 1,024 petabytes
Ans.	c. 1,024 yottabytes
v.	Which of the following entrepreneur skill implies that the entrepreneurs must keep on persisting with a task until the goal is achieved? a. Flexibility b. Vision c. Leadership d. Persistence
Ans.	d. Persistence
vi.	Which among the following function of an entrepreneur indicates that the activities of an entrepreneur are not limited to establishing an enterprise? a. Idea generation b. Promotion c. Staffing d. Arranging finance
Ans.	b. Promotion

Q2.	Answer any 5 out of the given 6 questions.	(1 x 5 = 5 marks)
i.	.... refers to the physical parts of a computer. a. Data b. Information c. Computer hardware d. Computer software	
Ans.	c. Computer hardware	
ii.	State whether True or False: "The speed can be displayed in various units, such as Words Per Minute (WPM), Characters Per Minute (CPM), Keystrokes Per Minute (KPM), Words Per Second (WPS), Characters Per Second(CPS) and Keystrokes Per Second (KPS)." a. True b. False	
Ans.	a. True	
iii.	You can also save the document by .... a. Pressing the CTRL+S keys b. By clicking the Save button in the Quick AccessToolbar c. By clicking the Save option in File Tab. d. All of these	
Ans.	d. All of these	
iv.	Which of the following is not a spreadsheet program? a. Microsoft Excel b. OpenOffice Base c. Gnumeric d. Kingsoft Spreadsheets	
Ans.	b. OpenOffice Base	
v.	Which among the following refers to the values or cell references that are passed to a function? a. Structure b. Syntax c. Argument d. Sheet reference	
Ans.	c. Argument	
vi.	When you create a presentation, ... are given to the viewers. These help the viewers to easily understand the presentation. a. Handouts b. Outlines c. Speaker Notes d. None of these	
Ans.	a. Handouts	

Q3.	Answer any 5 out of the given 6 questions. (1 x 5 = 5 marks)
i.	While typing the data, the middle finger of the left hand is used for typing …………………………….
	a. E D C keys
	b. Q A Z keys
	c. W S X keys
	d. R T F V B keys
Ans.	a. E D C keys
ii.	Name the feature that is used to automatically completes a text series or numeric patterns?
	a. Wrapping
	b. Fill handle
	c. Number formatting
	d. Data handle
Ans.	d. Data handle
iii.	The ……………………………. is a digital circuit that is used to execute arithmetic and logical operations in a computer system.
	a. Control Unit
	b. Arithmetic Logic Unit
	c. Register
	d. Cache
Ans.	b. Arithmetic Logic Unit
iv.	You can open the Spelling dialog box for checking the spelling in the word document by pressing the ……………………………. shortcut key.
	a. F5
	b. F6
	c. F7
	d. F8
Ans.	c. F7
v.	Simran wants to represent the data or worksheet in the graphical form. Graphical representation of data always been considered as good mediums to attract the attention of readers or viewers. Suggest her the option that is used to represent the data in graphical form.
	a. Chart
	b. Table
	c. Number formatting
	d. Both a and b
Ans.	a. Chart

vi.	Identify the component that displaysd the thumbnails of the slides of your presentation. a. Sidebar b. Tasks pane c. Slides pane d. Working area
Ans.	c. Slides pane

Q4.	Answer any 5 out of the given 6 questions.	(1 x 5 = 5 marks)
i.	.... is used to change the appearance of numbers. a. Formatting b. text formatting c. Number formatting d. Number Orientation	
Ans.	c. Number formatting	
ii.	The unprocessed raw facts and figures are called .... a. Data b. Information c. Computer hardware d. Computer software	
Ans.	a. Data	
iii.	Which of the following is the correct example of toggle casing? a. An example of casing b. AN EXAMPLE OF CASING c. An Example Of Casing d. aN EXAMPLE OF CASING	
Ans.	d. aN EXAMPLE OF CASING	
iv.	In Impress, you can insert the textbox in the slide by: a. Pressing the F2 key b. Selecting Insert → Text Box option from the Menu bar c. Pressing the F3 key d. Both a and b	
Ans.	d. Both a and b	
v.	Identify the feature that is used to automatically generate a set of documents, such as a form, letter or label, containing similar information that can be sent to different people/ customers with ease. a. Mail Merge b. Sharing c. Printing d. Anchoring	
Ans.	a. Mail Merge	

vi.	.... view of a slide allows you to format, design, and add text, graphics, and animation effects to the slide. a. Normal View b. Outline View c. Notes View d. Master Handout View
Ans.	a. Normal View

Q5.	**Answer any 5 out of the given 6 questions.** **(1 x 5 = 5 marks)**
i.	State whether True or False: "A petaflop is a measure of a computer's processing speed. It is equal to one thousand trillion floating point operations per second." a. True b. False
Ans.	a. True
ii.	The process of arranging text in a document in a particular way by changing text alignments, font, and size is called .... a. Formatting b. Editing c. Reviewing d. Sharing
Ans.	a. Formatting
iii.	State whether True or False: "In Calc, the standard toolbar contains various buttons that help you perform many functions, such as aligning the content, changing the indent, and changing the font colour." a. True b. False
Ans.	b. False
iv.	Identify the term that refers to the process of creating a visual illusion of movement by quickly changing text or images in a sequence. a. Transition b. Animation c. Slide Preview d. Theme
Ans.	b. Animation
v.	You can open the Find and Replace dialog box for replacing a replace a word or phrase in the word document by pressing the .... shortcut key. a. Ctrl + L b. Ctrl + R c. Ctrl + E d. Ctrl + H
Ans.	d. Ctrl + H

vi.	Raman wants to make the same changes in all the slides of your presentation. Suggest the feature that helps the Raman to do their task.
	a. Structuring slide
	b. Slide master
	b. Slide editing
	c. Slide formatting
Ans.	b. Slide master

Section B: Subjective Type Questions

Answer any 3 out of the given 5 questions on Employability Skills.   **(2 x 3 = 6 marks)**

Answer each question in 20 – 30 words.

Q6.	What are the advantages of self-management?
Ans.	The advantages of self-management are as follows: ○ It helps an individual to make the best possible use of his abilities, skills, and knowledge. ○ It motivates an individual to contribute optimally towards the achievement of goals. ○ It makes an individual more organized. ○ It gives an individual the confidence to handle a situation in an effective and efficient manner. ○ It helps an individual to show a positive attitude towards the responsibilities in both personal and professional lives. ○ It helps an individual to manage time, stress, and priorities.
Q7.	List down the positive factors of self-confidence.
Ans.	The three most important factors of self-confidence are as follows: ○ **Social Factor:** It is a feeling of affection, belongingness, acceptance, and friendship in society and family. ○ **Cultural Factor:** It helps an individual build up his confidence level, self-image, and self-respect and can also be the reason for low self-confidence and self-esteem. ○ **Physical Factor:** It refers to the physical health, personality, and appearance that help one look more confident. It also helps to improve attitude and self-esteem.
Q8.	Explain the types of Internet connections.
Ans.	The Internet connection can be categorized in two ways: ○ **Wired connection:** A connection in which wires are used to connect devices to the Internet. ○ **Wireless connection:** A connection in which there is no need for wires to connect devices such as laptops, smartphones, tablets, etc., to the Internet.
Q9.	Explain any four roles of entrepreneurship.
Ans.	The roles of entrepreneurship are as follows: ○ It increases productivity through technical and other innovative approaches. ○ It creates employment opportunities by forming new enterprises. ○ It aids the transfer of technology. ○ It plays a strategic role in commercializing new products and inventions.

Q10.	Write any two rewards for entrepreneurship.
Ans.	Some rewards or advantages of being an entrepreneur are as follows: ○ An entrepreneur does not have a stipulated income and his salary is dependent on the performance of the enterprise. The more he works for his enterprise, the more will be the profits. ○ An entrepreneur can experiment with new ideas to deal with the advancement in society.

Answer any 4 out of the given 6 questions in 20 – 30 words each.   **(2 x 4 = 8 marks)**

Q11.	What do you understand by Information Technology enabled Services (ITeS)?
Ans.	The services that are provided from remote locations with the use of Information Technology (IT) are known as Information Technology enabled Services (ITeS). IT-enabled services are also known as Web-enabled services, remote services or teleworking. ITeS are generally provided over the telecom networks and help in improving the overall efficiency of an organization.
Q12.	Write the steps to create and add a new lesson in a course in Rapid Typing.
Ans.	The steps to add a new lesson to a course are as follows: 1. *Open* the **RapidTyping** application. The main window displays. 2. *Click* the **Lesson editor** tab. The **Lesson editor** window displays. 3. *Select* the course in the navigation tree in which you want to add a lesson. 4. *Click* the **Lesson menu** and select the **Create new lesson** option. A new lesson entry is shown in the navigation tree. 5. *Type* the name of the lesson. 6. *Press* the **Enter** key to enter the new lesson name into the system. A new lesson will be created and displayed in the list of courses. 7. *Type* the required content for the typing practice to be done by a user.
Q13.	List down some non-printing characters.
Ans.	The following are some of the non-printing characters: ○ **Toggle Formatting Mark (¶):** It is added to a text document by pressing the Enter key. It looks similar to the paragraph mark. ○ **Space Mark (.):** It is added in a text document on pressing the Spacebar key. ○ **Tab Mark (→):** It is added in a text document on pressing the Tab key.
Q14.	What do you understand by data formatting? Also, explain the number formatting.
Ans.	Formatting data helps in enhancing the appearance of a worksheet. You can make your data bold, italic, or underlined to attract the viewer's attention. Data formatting has numerous forms, such as number formatting and text formatting. Number formatting is used to change the appearance of numbers. When you format a number, it does not affect the real cell value, which is used to perform calculations. We can apply number formatting on different categories of numbers, such as number, date, time, currency, fraction and boolean.

Q15.	Explain the following: a. X-axis b. Y-axis c. Data series d. Legend
Ans.	The preceding terms are explained as follows: a. **X-axis** refers to a horizontal axis, which is also known as the category axis b. **Y-axis:** refers to a vertical axis, which is also known as value axis c. **Data series:** refers to a set of data that you want to display in a chart d. **Legend:** shows different data series by a unique colour or pattern
Q16.	In which scenario, the slide master feature is used?
Ans.	A slide master helps in defining the formatting and layout of all elements that are used for creating a slide. The slide master can contain all the elements, such as text, picture, header, footer and slide number, that a slide can have. In Impress, each slide in a presentation is based on a single slide master. A presentation can have more than one slide master. Generally, a master is defined as a design theme, which is applicable to multiple slides, notes, and handouts.

Answer any 3 out of the given 5 questions in 50– 80 words each. **(4 x 3 = 12 marks)**

Q17.	Vishal is a class IX student. He is studying the topic of computer and ITes. Assist him to prepare the notes on the following points: i. Hardware ii. Software iii. Mainframe computer iv. Tablet
Ans.	i. Computer hardware refers to the physical parts of a computer. Physical parts refer to those parts or devices that you can touch, such as a keyboard, mouse, and monitor. There are two types of hardware devices—input devices and output devices. Any hardware device that lets you enter data or instructions is known as an input device, such as keyboard, mouse, and joystick. On the other hand, any hardware device which displays results is known as an output device, such as a monitor and printer. ii. Software can be defined as a set of programs necessary to carry out operations for a specified job. In simple words, software refers to the set of instructions that tell a computer how to perform a given task. For example, Windows 10 is an example of software. iii. A mainframe computer is a large-sized computer that occupies a huge space. Mainframes are designed for multitasking and can be used by many users simultaneously. The main areas that differentiate mainframes from other computing systems are the speed of processing instructions, the ability to handle multiple tasks and data bandwidth. Mainframes can approximately provide 12 parallel 650 MHz processors, 32 GB primary memory and several terabytes of disk storage. The processing speed of a mainframe computer is around 80 to 550 MIPS. iv. A tablet is a type of portable computer which has a flat surface and can be operated by using your fingers or a special pen. It has memory for storing data and can also be used to run an Internet and make calls. The tablet computer has an internal battery which needs to be charged from time to time.

Q18.	Varsha is new to the RapidTyping application. Help her to understand the following components of the user interface of the RapidTyping application: i. Current Lesson tab ii. Student Statistics tab iii. Lesson Editor tab iv. Text panel
Ans.	i. The Current lesson tab button is used to move back to the current lesson from other screen in the RapidTyping. You can also use the shortcut **Ctrl + 1** keys. ii. This button shows the current user statistics. The statistics window can be opened by clicking on the Student statistics tab button or by pressing the **Ctrl+2** keys. iii. The Lesson editor tab button opens the Lesson editor window from which you can customize the lesson using various course options present in the Course options tab. iv. The text panel shows the text which needs to be typed by the typist or user. When you press a corresponding letter key, then the next letter gets highlighted.
Q19.	Your friend looking for a new job. For this, he needs to prepare a resume containing the following details: ❍ Personal Info ❍ Address Details ❍ Educational Details ❍ Experience Details At the time of preparing, he did not make an attractive resume. Being a friend, help him to prepare an attractive resume by applying the bold, italic and underline styles, placing information in tabular form, and aligning the data. Now, answer the following questions for making a resume: i. Write the shortcut key to apply the bold, italic and underline style. ii. List down the different ways to align data. iii. Write the procedure to prepare a table. iv. How to apply the bullet style to text?

Ans.	i. The shortcut keys to apply bold, italic, and underline style is Ctrl + B, Ctrl + I, and Ctrl + U keys, respectively.
	ii. The different ways to align text are left-aligned, right-aligned, centered, and justified.
	iii. The steps to insert a table in Writer using the Table button **are as follows**:
	    1. *Click* the down arrow of the **Table** button. The table cells appear.
	    2. *Hover* the mouse over the number of rows and columns that you want to insert in the table.
	    3. *Press* the left mouse button to insert the table in the document.
	    A table of selected rows and columns gets inserted in the document.
	iv. The steps to apply bullets in a document are as follows:
	    1. *Select* the data to which you wish to apply bullets.
	    2. *Select* the **Format → Bullets and Numbering** option from the **Menu** bar. The **Bullets and Numbering** dialog box appears.
	    3. *Select* the desired bullet type from the **Selection** section under the **Bullets** tab of the **Bullets and Numbering** dialog box.
	    4. *Click* the **OK** button.
	    The selected bullet type is applied to the selected data.

Q20.	Consider the following worksheet: |	A	B	C	D	E	F	G	H	I
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1				Office Stationary Expenses Month-wise					
2	Stationary	Jan	Feb	Mar	Apr	May	Jun	Total Amount	
3	Pen	500	620	420	360	580	490		
4	Notebook	2500	1800	3100	2150	2600	1860		
5	Highlighter	800	750	450	650	500	340		
6	Sticky Note	500	450	250	360	580	410		
7	Pencil	380	200	180	90	220	160		
8									
9							Grand Total		
10						Maximum Expenses	Month-wise		
11						Minimum Expenses	Month-wise		
12										 After analyzing the worksheet, answer the following questions: i. Write the formula to calculate the stationary-wise total amount. ii. Write the formula to calculate the total amount. iii. Write the name of the tool to fill the series. iv. Write the formula to find in which month the expense of the Highlighter is minimum.
Ans.	i. =SUM(B3:G3) ii. =SUM(H3:H7) iii. The Fill Handle tool iv. =MIN(B5:G5)
Q21.	Manish is a student of class IX. He prepares a presentation on Earth Day. But he does not know how to add content, picture, and animation to the slide or object. As a classmate of Manish, help him to prepare a presentation and find the answers to the following questions: i. Write the procedure to add a slide in a presentation. ii. Write the procedure to add content on the slide. iii. Write the option that is used to add a picture to the slide. iv. Write the procedure to apply animation to text.

Ans.	i. The steps to add a new slide are as follows:
	
	  1. *Select* a slide in the **Slides** pane after which you want to add a new slide.
	
	  2. *Select* the **Slide → New Slide** option from the **Menu** bar.
	
	  A new slide gets inserted into the presentation.
	
	ii. The steps to add text using a placeholder are as follows:
	
	  1. *Open* an empty presentation.
	
	  2. *Click* inside the title placeholder, i.e., the dotted box with the text **Click to add Title**. The default text in the placeholder disappears.
	
	  3. *Type* the title that you want to display on the presentation.
	
	  4. *Click* inside the placeholder, i.e., the dotted box with the text **Click to add Text**. The default text in the placeholder disappears.
	
	  5. *Type* the text that you want to display in the presentation.
	
	iii. *Select* the **Insert → Image** option from the **Menu** bar.
	
	iv. The steps to add text in a presentation are as follows:
	
	  1. *Select* the text box in which you want to apply the animation effect.
	
	  2. *Click* the **Animation** icon in the **Sidebar** to open the **Animation** panel. The **Animation** panel opens.

3. *Click* the **Add Effect** button to add animation effects to the selected object in the **Animation** panel.

4. *Select* the **Entrance** option in the **Category** drop-down list to view its related animation effects. A list of animation effects appears in the **Effect** list box.

5. *Select* the desired animation effect in the **Effect** list box.

6. *Select* the **On click** option in the **Start** drop-down list to run the animation effect on mouse click during slide show.

7. *Select* the direction of the animation effect in the **Direction** drop-down list.

8. *Specify* the time in the **Duration** combo box at which the animation effect will show during the slide show.

9. *Select* the **Automatic preview** check box to preview the animation effect.

10. *Click* the **Play** button to see the preview of the applied animation. The animation is applied to the selected text box. Similarly, you can apply animation to other objects in a presentation.