2021
CLASS − IX (Phase-2)
INFORMATION TECHNOLOGY (Vocational)

Total marks : 25   Time : 1 hour

General instructions :
i)   *Approximately 5 minutes is allotted to read the question paper and revise the answers.*
ii) *The question paper consists of 12 questions. All questions are compulsory*
iii) *Marks allocated to every question are indicated against it.*
N.B: Check to ensure that all pages of the question paper are complete as indicated on the top left side.

1. **Choose the correct answer from the given alternatives:**   **5x1=5**

i.   What is the term called as you press and hold the left mouse key and move the mouse around?
     (a)   highlighting   (b)   dragging
     (c)   selecting   (d)   moving

ii. Business is a (an) _____ activity
     (a)   social   (b)   economic
     (c)   hazardous   (d)   selling

iii. Which of the following is an example of renewable resource?
     (a)   coal   (b)   solar energy
     (c)   CNG   (d)   petroluem

iv. What is the name of mechanism to arrange the data in a particular order?
     (a)   sorting   b)   searching
     (c)   filtering   (d)   validating

v.   The keyboard short cut to perform paste operation is
     (a) Ctrl+C   (b)   Ctrl+X
     (c) Ctrl+V   (d)   Alt+P

Answer the following questions in one word or one sentence:
2.   What is an enterprise?   .   **1**
3.   What is deforestation?   **1**
4.   Define formulae.   **1**
5.   What is a slide pane?   **1**

Answer the following questions in 20-50 words:
6.   What are the uses of the functions *max* and *count* in calc?   **2**
7.   Differentiate between cell and cell address.   **2**
8.   Write down the steps to remove a slide.   **2**
9.   Differentiate between normal view and outline view.   **2**
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Answer any two of the following questions in 60-100 words:

10. Briefly explain the steps to create a spreadsheet.   .   **4**

11. Explain the characteristics of a good quality presentation.   **4**

12. What is referencing? Explain the three types of referencing.   **1+3=4**

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