

2019
CLASS - IX
FOUNDATION OF INFORMATION TECHNOLOGY

Total marks : 70

Time : 3 hours

General Instructions :

- i) *Approximately 10 minutes is allotted to read the question paper and revise the answers.*
- ii) *All questions are compulsory.*
- iii) *The question paper consists of 32 questions.*
- iv) *Marks allocated to every question are indicated against it.*

N.B: *Check that all pages of the question paper is complete as indicated on the top left side.*

Choose the correct answer from the given alternatives:

1. Registers are used to provide storage inside _____. 1
 (a) RAM (b) ROM
 (c) CPU (d) Hard disk
2. Secondary memory can be processed directly by the _____. 1
 (a) Memory Unit (b) CPU
 (c) Input Unit (d) Control Unit
3. Which of the following printer is best suited for both graphics as well as text? 1
 (a) Dot Matrix Printer (b) Inkjet Printer
 (c) Laser Printer (d) Daisy Wheel Printer
4. Which of the following is a part of hard disk? 1
 (a) Oxide Media (b) Read Write head
 (c) Constant spin motor (d) All of the above
5. Windows explorer can open only _____. 1
 (a) documents folder (b) whole hard disk
 (c) CD-Rom (d) all of these
6. Spelling checker starts checking _____. 1
 (a) from the end of the document to upwards
 (b) from the beginning of the document to downwards
 (c) from the insertion point
 (d) none of these
7. The file which contain the address is called _____. 1
 (a) data source (b) document
 (c) main document (d) none of these
8. Special effects used to introduce slides in presentation are called _____. 1
 (a) effects (b) custom animations
 (c) transitions (d) preset animations
9. MS-Excel supports _____ data types. 1
 (a) one (b) two
 (c) three (d) four

- 10. Which of the following helps to secure confidential data by signature? 1
 - (a) Authentication (b) Encryption
 - (c) Firewall (d) Router

Answer the following questions in about 10-20 words:

- 11. Write two differences between RAM and ROM. 2
- 12. What is a database management program? 2
- 13. What is a Quick launch bar? 2
- 14. What is the difference between 'Save' and 'Save As'? 2
- 15. What is meant by formatting? 2
- 16. What is the use of MAX function? Give an example. 2
- 17. Write any four types of file that can be inserted in MS-Word. 2
- 18. How can one change column width in a table? 2
- 19. What is the difference between merging and splitting of cells? 2
- 20. What is a template? 2
- 21. Define emphasis effects. 2

Answer the following questions in about 20-30 words:

- 22. What is a specific purpose application software? Explain any two specific purpose application software. 3
- 23. Write down the basic features of a word processor. 3
- 24. What is a mail merge? List down any two benefits of mail merge. 3
- 25. Explain any three views of presentation slide. 3
- 26. List down the different features of MS-Excel. 3
- 27. How can a worksheet be copied or moved to another location in the same workbook ? Explain. 3

Answer the following questions in about 50-70 words:

- 28. What are input and output devices? Explain with examples. 4
- 29. Describe briefly the various functions of an operating system. 4
- 30. What is a function? Explain any three functions of MS-Excel. 4
- 31. Explain the various components of a chart. 4
- 32. Describe briefly the various data security techniques. 4
