

**2019**  
**CLASS-IX**  
**INFORMATION TECHNOLOGY (Vocational)**

Total marks : 50

Time : 2 hours

**General Instructions :**

- i) *Approximately 15 minutes is allotted to read the question paper and revise the answers.*
- ii) *The question paper consists of 30 questions. All questions are compulsory.*
- iii) *Marks allocated to each 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. Which of the following is not a self-management skill? **1**  
(a) problem solving (b) bargaining  
(c) understanding self (d) confidence building
2. Which of the following is not an inexhaustible resource? **1**  
(a) solar radiation (b) wind power  
(c) tidal power (d) coal
3. Which of the following does not represent Three Rs? **1**  
(a) Reduce (b) Restore  
(c) Reuse (d) Recycle
4. \_\_\_\_\_ is used to send special codes to devices and to exit from programs and tasks. **1**  
(a) esc key (b) alphanumeric keys  
(c) punctuation keys (d) ctrl key
5. In Rapid Typing tutor, \_\_\_\_\_ letter indicate wrong inputs that also exceeds the acceptable timeframe. **1**  
(a) Red (b) Green  
(c) Yellow (d) Orange
6. The shortcut key to select all the text in a document is \_\_\_\_\_. **1**  
(a) Ctrl+A (b) Alt+A  
(c) Ctrl+S (d) Ctrl+W
7. Header and Footer is available in which of the following menus. **1**  
(a) file menu (b) insert menu  
(c) view menu (d) edit menu
8. A function should start with \_\_\_\_\_. **1**  
(a) = sign (b) alphabet  
(c) number (d) semi colon
9. In \_\_\_\_\_, a \$ symbol is used before the column name as well as row number to make it constant in any formulae. **1**  
(a) Relative Referencing (b) Mixed Referencing  
(c) Absolute Referencing (d) None of these
10. The mechanism to arrange the data in particular order is \_\_\_\_\_. **1**  
(a) sorting (b) searching  
(c) filtering (d) validating

**Answer the following questions in about 10-20 words:**

- 11. What is phonetics? 1
- 12. Give one advantage of using email. 1
- 13. What is an entrepreneurship? 1
- 14. Define ITeS. 1
- 15. What does FOSS stand for? 1
- 16. What is meant by Referencing? 1
- 17. What does the following function do? 1
  - i) Max ( A1:C1 )
  - ii) Count( A1,B1 )
- 18. Define cell. 1

**Answer the following questions in about 20-60 words:**

- 19. State the difference between interests and abilities. 2
- 20. Differentiate between web page and web browser. 2
- 21. Give any two tips for successful keyboarding techniques. 2
- 22. Write a short note on Rapid Typing tutor. 2
- 23. What is a mail merge? 2
- 24. Explain the purpose of 'cut and paste' in document editing. 2
- 25. How is a formulae copied using fill handle in spreadsheet? 2
- 26. Write down the steps to insert an image from gallery. 2

**Answer the following questions in about 60-100 words:**

- 27. Explain the importance of ICT in diagnosis. 4
- 28. Describe the various typing ergonomics necessary to maintain accuracy and speed. 4
- 29. Explain the different views of presentation. 4
- 30. Describe the characteristics of a good quality presentation. 4

\*\*\*\*\*