

2020
CLASS-IX
INFORMATION TECHNOLOGY (Vocational)

Total marks : 50

Time : 2 hours

General Instructions :

i) The question paper consists of 30 questions.

ii) 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. Why do we send emails? 1
 (a) To reach on time (b) To share documents and files
 (c) To talk to each other (d) To meet each other
2. What is the purpose of communication? 1
 (a) Inform (b) Influence
 (c) Share thoughts, ideas, feelings (d) All of the above
3. Which of the following is a quality of a self-confident person? 1
 (a) Patient (b) Compassionate
 (c) Committed (d) Passionate
4. _____ is a special skill or talent that a person has. 1
 (a) Ability (b) Attitude
 (c) Beautician (d) Compassion
5. What does GPS stand for? 1
 (a) Global Positioning System (b) Global Payment System
 (c) Global Program System (d) Global Painting System
6. To connect to the internet, the computer has to be connected to the _____. 1
 (a) Internet society (b) Internet Architecture
 (c) Internet Service Provider (d) Large Area Network
7. What is the aim of entrepreneurship? 1
 (a) Earn a profit (b) Solve customer needs innovatively
 (c) Both of the above (d) None of the above
8. Which of the following is the quality of an entrepreneurship? 1
 (a) Patience (b) Positivity
 (c) Confidence (d) All of the above
9. The word "polluere" means _____. 1
 (a) To soil (b) To harvest
 (c) To preserve (d) To pollute
10. Which of the following are natural resources? 1
 (a) Land resources (b) Water resources
 (c) Mineral resources (d) All of the above

Answer the following questions in about 10-20 words:

- 11. What is meant by personal computer? **1**
- 12. Give one example of IT which is used in everyday life. **1**
- 13. Which key represent the base position on a QWERTY keyboard? **1**
- 14. What is meant by documentation? **1**
- 15. What does WYSIWYG stand for? **1**
- 16. Which key is used to open the 'spelling and grammar' dialog box? **1**
- 17. What is meant by range of cells? **1**
- 18. What is the shortcut key to enter a new slide? **1**

Answer the following questions in about 20-60 words:

- 19. What is meant by IT and ITeS? **2**
- 20. Differentiate between Home keys and Guide keys. **2**
- 21. What is the difference between 'copy paste' and 'cut paste'? **2**
- 22. Mention any four parts of the writer window. **2**
- 23. What is a mail merge? **2**
- 24. What is referencing? How many types of referencing are there in electronic spreadsheet? **2**
- 25. List the various software available for spreadsheet software. **2**
- 26. Write down the steps to save a file in PDF format in presentation. **2**

Answer the following questions in about 60-100 words:

- 27. Explain any four fields where IT is used extensively. **4**
- 28. Explain any four types of keys in a computer keyboard. **4**
- 29. What does the following functions do? **4**
 - i) SUM(A1,B1,C1)
 - ii) MAX(A1,B2,C1)
 - iii) MIN(A1,B2,C1)
 - iv) COUNT(A1,B1)
- 30. Explain the different types of view available in a presentation. **4**
