ANANDALAYA
ANNUAL EXMINATION
Class: IX

Subject: Information Technology (402)   MM :50
Date   : 06-03-2025   Time: 2 Hours

General Instructions:
1. This Question Paper consists of 21 questions in two sections: Section A & Section B.
2. Section A has Objective type questions whereas Section B contains Subjective type questions.
3. 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.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A** - OBJECTIVE TYPE QUESTIONS (24 MARKS):
   I. This section has 05 questions.
   II. Marks allotted are mentioned against each question/part.
   III. There is no negative marking.
   IV. Do as per the instructions given.
6. **SECTION B** – SUBJECTIVE TYPE QUESTIONS (26 MARKS):
   I. This section has 16 questions.
   II. A candidate has to do 10 questions.
   III. Do as per the instructions given.
   IV. Marks allotted are mentioned against each question/part.

Section A: (Objective Type Questions)

Q-1 **Answer any 4 out of the given 6 questions.**   **(1 X 4 = 4 marks)**

1 _____ are ideas, views, or fixed ways of thinking.   (1)
   (A) Respectives   (B) Communication   (C) Channel   (D) Perspectives

2 _____ is an acquired or natural capacity that enables an individual to perform a particular (1) job or task with considerable proficiency.
   (A) Weaknesses   (B) Strength   (C) Interest   (D) Abilities

3 Which of the following skills refer to Working together with people to accomplish shared goals? (1)
   (A) Time Management   (B) Goal Setting
   (C) Team Work   (d) Positive thinking

4 Ananya wants to go to "ABC" Mall, but she doesn't know the way. Which of the following apps (1) help her to find the Mall?
   (A) Play Store   (B) Clock   (C) Maps   (D) Web Browser

5 An entrepreneur always looks into a problem as _____   (1)
   (A) Opportunity   (B) Difficult situation
   (C) Chance to show talent   (D) Disaster

6 Which of the following are non-renewable resources?   (1)
   (A) Coal   (B) wind   (C) Sun   (D) water

Q-2 **Answer any 5 out of the given 6 questions.**   **(1 X 5 = 5 marks)**
1 BPM stands for _____.   (1)
   (A) Business Process Manager   (C) Business Process Management
   (C) Business Protocol Management   (D) None of the above

2 PIN (reference to Credit card) stands for _____.   (1)
   (A) Personal Income Number   (B) Private Identification Number
   (C) Personal Identification Number   (D) None of the above

3   Which of one the following machines gives the digital impression of internal organs of the body   (1)
    by using strong magnetic fields?
    (A) ECG   (B) CAT   (C) CAD   (D) MRI

4   Which method of typewriting is a method of typing without using the sense of sight to find the   (1)
    keys?
    (A) See Method   (B) Feel Method   (C) Touch Method   (D) None of the above

5   Which of the following mouse pointer identifies a hyperlink?   (1)
    (A) Vertical line   (B) Arrow   (C) Hand shape   (D) None of the above

6   Selecting text and moving object can be done with _____ mouse button.   (1)
    (A) right   (B) left   (C) Scroll wheel   (D) None of the above

Q-3 **Answer any 5 out of the given 6 questions.**   **(1 X 5 = 5 marks)**
1   The term word processing was invented by _____   (1)
    (A) Intel   (B) HP   (C) IBM   (D) Microsoft

2   Clicking on which of the following icon will display the non-printing characters?   (1)
    (A) ¶   (C) →   (B) +   (D) None of the above

3   Mail merge wizard option is available in _____ menu.   (1)
    (A) File   (B) Tool   (C) View   (D) Format

4   Default name of spreadsheet open in LibreOffice Calc is _____   (1)
    (A) Untitled X, where X is a number   (B) Calc X, where X is a number
    (C) Spreadsheet X, where X is a number   (D) None of the above

5   A block of adjacent cells in a worksheet which is highlighted or selected is   (1)
    called _____.
    (A) Block of cells   (B) Range of Cells (C) Both of the above   (D) None of the above

6   If we forgot to put the '=' before the formula, it will be treated as a _____.   (1)
    (A) Value   (B) Function   (C) Label   (D) None of the above

Q-4 **Answer any 5 of the given 6 questions.**   **(1 x 5 = 5 marks)**
1   Mail merge is the process of merging the main document with _____.   (1)
    (A) Source of data   (B) Data Source   (C) Data Out Source (D) None of the above

2   There are _____ steps of doing Mail Merge using Mail Merge Wizard.   (1)
    (A) 2   (B) 3   (C) 4   (D) 5

3   In Mail-Merge, data source (List of recipients) is saved with _____ extension.   (1)
    (A) .jpg   (B) .doc   (C) .pdf   (D) .csv

4   In Spreadsheet, range of cell C2:C7 includes _____ cells.   (1)
    (A) 4   (B) 5   (C) 6   (D) 7

5   In Spreadsheet, any expressions that begins with an equals '=' is treated as _____.   (1)
    (A) Function   (B) Formulae   (C) label   (D) value

6   _____ view is suitable for rearranging the slide order by drag and drop.   (1)
    (A) Slide Sorter   (B) Normal   (C) Notes   (D) Outline

Q-5 **Answer any 5 of the given 6 questions.**   **(1 x 5 = 5 Marks)**
1   Which of the following is not the component of LibreOffice?   (1)
    (A) Impress   (B) Calc   (C) Writer   (D) Internet Explorer

2   Which of the following shows the name of the presentation file?   (1)
    (A) Status bar   (B) Menu bar   (C) Title bar   (D) None of the above

3   _____ menu is used to insert new slide, duplicate slide or delete slide.   (1)
    (A) Slide   (B) Slide Show   (C) Insert   (D) View

4 Which of the following chart shows values as circular sectors of the total circle? (1)
   (A) Bar Chart   (B) Circular Chart   (C) Oval Chart   (D) Pie Chart

5 In which of the following referencing, the cell address remains unchanged even after dragging in (1)
   any direction?
   (A) Mixed   (B) Relative   (C) Absolute   (D) Fixed

6 Sometimes we may delete some text or image by mistake. To revert this mistake, there is an (1)
   option called _____
   (A) Undo   (B) Redo   (C) Reverse   (D) None of the above

Section –B: (SUBJECTIVE TYPE QUESTIONS)
Answer any 3 out of the given 5 questions in 20-30 words.   **(2 x 3 = 6 marks)**

Q-6 What role do facial expressions, gestures and pauses play in communication? (2)

Q-7 List three steps in personal hygiene. (2)

Q-8 Give any two uses of ICT at home. (2)

Q-9 List any two characteristics of wage employment. (2)

Q-10 Suggest any two steps to save electricity in your school. (2)

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

Q-11 What do you understand by the term IT and ITeS? (2)

Q-12 List three actions, which can be performed by mouse? (2)

Q-13 Explain about *Find and Replace* feature of LibreOffice writer. (2)

Q-14 What is an active cell? How to delete the contents of an active cell? (2)

Q-15 List any four multimedia contents that are included while creating a presentation. (2)

Q-16 Which facility of Impress will help you to insert logo at the top of every slide? (2)

Answer any 3 out of the given 5 questions.   **(4x3=12 marks)**

Q-17 An emerging writer is working on his novel using Libreoffice Writer help him by choosing (4)
   correct option for each questions given below:
   (I) What is a shortcut key to create new document in libreoffice writer?
      (A) Ctrl + N   (B) Ctrl + Shift + N   (C) Shift + N   (D) Ctrl + M
   (II) In which menu the commands like Bold, Italic, Underline are found in libreoffice Writer?
      (A) Style   (B) Format   (C) Edit   (D) Insert
   (III) Which of the following is not a type of margin in Libreoffice Writer?
      (A) Top   (B) Left   (C) Right   (D) Center
   (IV) Header and Footer option are available in which of the following menu?
      (A) File Menu   (B) Insert Menu   (C) View Menu   (D) Edit Menu

Q-18 Write use of the following options available under properties pane of libreoffice writer, in one or (4)
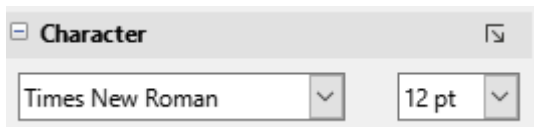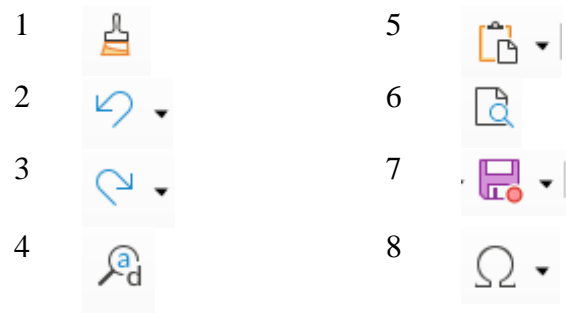   two lines.

1   ⊟ Paragraph   ⤵
   ≣ ≣ ≣ ≣

2   ⊟ Character   ⤵
   Times New Roman   12 pt

3   Spacing:
   =↑ =↓
   =↓ =↑

4   B   I   U   ▾

Q-19   Name the following toolbar icon available in libreoffice writer: (4)

1	🖌	5	📋 ▾
2	↺ ▾	6	🔍
3	↻ ▾	7	💾 ▾
4	🔍a	8	Ω ▾

Q-20   The following figure shows marks scored by students in three different subjects to find the value   (4)
         for questions (I to IV) by considering the following sheet prepared by him.

	A	B	C	D	E
1	Student Name	Hindi	English	Maths	
2	Bhavin	77	76	85	
3	Rakesh	78	75	80	
4	Satyendra	75	87	74	
5	Binjal	87	68	76	

1. Write the formula in E2 to find the total marks scored by Bhavin.
2. Write the formula in E3 to find the lowest marks scored by Rakesh.
3. Write the formula in cell B6 to find the highest score in Hindi.
4. Write the formula in cell C6 to find the average score in English.

Q-21   Nivedita is a science teacher wants to create a presentation to explain various concept of science,   (4)
         help her to create a presentation by answering the following questions.

1. Name any two presentation software used to create digital presentation.

2. Which of the following you can use to organize or shorten slides?
    (A) Slide pane   (B) slide sorter view   (C) Both A and B   (D) None of the above

3. Special effects used to introduce slides in a presentation are known as _____.
    (A) Effects   (B) custom animations (C) animations   (D) transitions

4. What is the default name of presentation in libreoffice Impress?
    (A) Show1   (B) Slide1   (C) Presentation1   (D) Untitled1