



ANANDALAYA

PERIODIC TEST - 2

Class: IX

Subject: Information Technology (402)

Date : 24-09-2025

MM :50

Time: 2 Hour

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

- Q-1 Answer any four out of the given six questions. (4 X 1 = 4)
- I. Which action shows good communication in a classroom discussion? (1)
(A) Interrupting others (B) Avoiding eye contact
(C) Listening actively (D) Speaking without pause
 - II. Which option best differentiates verbal and written communication? (1)
(A) Both are permanent (B) Both are face-to-face
(C) Verbal is quick, written is record-based (D) Written is faster than verbal
 - III. Which is the most effective way to overcome communication barriers? (1)
(A) Speaking loudly (B) Ignoring feedback
(C) Using simple language (D) Avoiding communication
 - IV. Which daily routine is best for better productivity? (1)
(A) Studying without breaks (B) Balanced study, breaks, and exercise
(C) Playing all day (D) Random activities
 - V. Which activity helps reduce exam stress? (1)
(A) Watching TV all night (B) Planning revision schedule
(C) Avoiding sleep (D) Ignoring studies
 - VI. Which of these is a self-management skill? (1)
(A) Singing (B) Time management (C) Dancing (D) Driving
- Q-2 Answer any 5 out of the given 6 questions. (5 X 1 = 5)
- I. Which of the following is an example of ITeS? (1)
(A) Call centers (B) Farming (C) Carpentry (D) Mining
 - II. How is IT used in education? (1)
(A) Farming tools (B) Online classes and e-learning
(C) Manufacturing toys (D) Road construction

- III. Outsourcing ITeS jobs to India is beneficial because of _____. (1)
 (A) High costs (B) Skilled workforce
 (C) Poor infrastructure (D) Weak IT knowledge
- IV. What are the home row keys? (1)
 (A) A S D F J K L ; (B) Q W E R T Y U I
 (C) Z X C V B N M , (D) 1 2 3 4 5 6 7 8
- V. Why is touch typing useful? (1)
 (A) For cooking faster (B) For typing without looking at the keyboard
 (C) For gaming (D) For painting
- VI. What happens if accuracy is ignored in data entry? (1)
 (A) Documents look better (B) Errors in databases occur
 (C) Typing speed increases (D) No impact
- Q-3 Answer any five out of the given six questions. (5 X 1 = 5)
- I. Which posture problem may result from wrong typing position? (1)
 (A) Back pain (B) Flat foot (C) knee joint pain (D) Loss of endurance
- II. Which is more important for data entry operators? (1)
 (A) Accuracy over speed (B) Speed over accuracy
 (C) Ignoring both (A) and (B) (D) Avoiding typing
- III. Which of the following software cannot be used for digital documentation? (1)
 (A) MS Word (B) Google Docs (C) Notepad (D) Adobe Photoshop
- IV. Why is formatting important in documents? (1)
 (A) Makes text attractive and readable (B) Increases storage space
 (C) Helps reduce typing (D) Deletes unnecessary words
- V. Which step inserts a table in MS Word? (1)
 (A) Insert → Table (B) File → Open (C) Edit → Undo (D) View → Zoom
- VI. By default, the footer appears at which location of the page? (1)
 (A) Top of the page (B) Bottom of the page
 (C) Left margin of the page (D) Right margin of the page
- Q-4 Answer any five out of the given six questions. (5 X 1 = 5)
- I. Why is Mail Merge used for in MS Word? (1)
 (A) To create charts and graphs
 (B) To send bulk personalized documents (letters, labels, emails)
 (C) To design presentations
 (D) To edit images
- II. Which tab in MS Word contains the Mail Merge feature? (1)
 (A) Home (B) Insert (C) Mailings (D) Review
- III. What is the primary use of the Thesaurus tool in MS Word? (1)
 (A) To check spelling errors (B) To find synonyms and antonyms of a word
 (C) To translate text into another language (D) To count words in a document
- IV. Which shortcut key is used to open the Spelling and Grammar check dialog box in MS Word? (1)
 (A) F1 (B) F5 (C) F7 (D) Ctrl + F7
- V. In LibreOffice Writer, a red underline beneath a word indicates: (1)
 (A) A grammar mistake (B) A spelling mistake
 (C) A formatting issue (D) A hyperlink error
- VI. Which menu in LibreOffice Writer allows you to change page formatting (margins, size, orientation)? (1)
 (A) Tools → Options (B) Insert → Page Break
 (C) Format → Page Style (D) View → Page Layout

- Q-5 Answer any five out of the given six questions. (5 X 1 = 5)
- I. In page formatting, "orientation" refers to: (1)
 - (A) Whether the page is printed on one or both sides
 - (B) The direction of text alignment
 - (C) Whether the page is vertical (Portrait) or horizontal (Landscape)
 - (D) The distance between lines
 - II. Which of the following is NOT a type of margin in a word processor? (1)
 - (A) Left margin (B) Right margin (C) Top margin (D) Center margin
 - III. Reducing the margins of a page will: (1)
 - (A) increase the white space around text (B) decrease the space available for text
 - (C) increase the space available for text (D) automatically change the font size
 - IV. If you set "Spacing Before" in a paragraph, what will happen? (1)
 - (A) Extra space is added above the paragraph (B) Extra space is added inside the paragraph
 - (C) Extra space is added below the paragraph (D) Line spacing changes
 - V. What is the difference between line spacing and paragraph spacing? (1)
 - (A) Line spacing affects space between lines within a paragraph, while paragraph spacing affects space between paragraphs
 - (B) Both control the same thing
 - (C) Line spacing changes margins, paragraph spacing changes font size
 - (D) Line spacing is only for tables, paragraph spacing is for text
 - VI. In the Find & Replace dialog box, which field is used to type the text you want to replace? (1)
 - (A) Search for (B) Replace with (C) Find Next (D) Match Case

Section – B

Answer any three out of the given five questions in 20-30 words. (3 x 2 = 6)

- Q-6 Do you think digital communication is better than face-to-face communication? Why or why not? (2)
- Q-7 Explain the role of feedback in communication. (2)
- Q-8 How can you use non-verbal communication in a classroom presentation? (2)
- Q-9 Identify the difference between self-motivation and self-discipline. (2)
- Q-10 How can you apply self-control in managing anger? (2)

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

- Q-11 Compare IT applications in banking and retail industries. (2)
- Q-12 Do you think outsourcing ITeS jobs is beneficial for India? Why or why not? (2)
- Q-13 What problems may arise from poor keyboarding posture? (2)
- Q-14 Explain the importance of formatting in digital documents. (2)
- Q-15 How would you insert a table in a word processor? (2)
- Q-16 Explain how IT is transforming the education sector. (2)

Answer any three out of the given five questions in 50-80 words. (3 x 4 = 12)

- Q-17 David is in charge of sending personalized invitation letters to 50 clients for an upcoming product launch. He decides to use LibreOffice Writer's Mail Merge feature to create these letters quickly. The client names and addresses are stored in a spreadsheet. Help David's team to understand the Mail Merge process by providing the following information: (4)
1. Why is the Mail Merge feature useful in this situation?
 2. Which menu option in LibreOffice Writer can be used to start the Mail Merge process?
 3. Can David include both text and images (like a company logo) in the merged document?
 4. Once the Mail Merge is complete, how can David print all letters at once without having to print them individually?

- Q-18 Liam is finalizing an annual report in LibreOffice Writer. He wants to include the company logo and page numbers at the top and bottom of every page, improve the wording in some sections, and quickly correct repeated spelling mistakes. Help Liam's teammates understand these features by providing the following information: (4)
1. Why are headers and footers useful in professional documents?
 2. Which menu option in LibreOffice Writer can Liam use to access the Thesaurus to improve word choice?
 3. How can Liam automatically replace a repeated misspelled word throughout the entire document?
 4. Can Liam insert both text (like the document title) and images (like the logo) into the header or footer?
- Q-19 Rohit is writing an article for his school magazine about how Information Technology (IT) is used in everyday life and various industries. He wants to give examples from different fields. Help Rohit's by providing the following information: (4)
1. Give two examples of how IT is used in education.
 2. Mention one way IT's is applied in healthcare.
 3. How is IT helping the banking sector improve its services?
 4. Name one example of IT use in entertainment.
- Q-20 Meera is practicing keyboard skills to improve her efficiency when working on office tasks. She wants to understand how to use different special keys for shortcuts, formatting, and data entry. Help Meera by providing the following information: (4)
1. What is the purpose of Function keys (F1–F12), and give two examples of their common uses.
 2. How can the Shift key be used for typing and for performing keyboard shortcuts?
 3. What is the effect of turning on the Caps Lock key while typing?
 4. How does the Alt key work in combination with other keys to perform actions in applications?
- Q-21 Ravi is working on a long budget spreadsheet in LibreOffice Calc. He wants to move quickly between sections, jump to the start or end of rows, use shortcut keys for tasks, and enter numbers efficiently. Help Ravi's colleagues understand these keys by providing the following information: (4)
1. How can the Page Up and Page Down keys help Ravi navigate through large documents or spreadsheets?
 2. What is the purpose of the Home key, and how does it behave differently in a spreadsheet compared to a text document?
 3. Give two examples of useful Function keys (F1–F12) in LibreOffice.
 4. What does the Num Lock key do, and how does it affect the numeric keypad?