**Sample Paper 2013**

## Class IX

**Subject: Information Technology**

**Unit Description Marks**

1 Basics of IT 06

2 Information Processing Tools 34

3 IT Application 39

4 Societal impacts of IT 11

**Total 90**

**Paper Pattern**

1 Mark question 1 X 24 = 24

2 Marks question 2 X 17 = 34

4 Marks question 4 X 1 = 04

5 Marks question 5 X 1 = 05

10 Marks question 10 X 1 = 10

13 Marks question 13 X 1 = 13

Total = 90

***Sample Paper (2012-2013) Class - IX***

***TIME: 3:00 hr. Sub – FIT MM: 90***

***S.Name …………… Roll No……. Sec……***

**Instructions:**

* **All the questions are compulsory.**
* **Read the questions carefully then give the answer.**
1. The full form of WAN is 1

(a) Wide Area Network

(b) World Area Network

(c) Wise Area Network

(d) With All Network

1. Interactive combination of text , graphics ,images ,audio , video etc. is known as 1
	1. Information
	2. Storage
	3. Internet
	4. Multimedia
2.  is an icon of \_\_\_\_\_\_\_\_\_\_\_\_\_ formatting feature. 1
3. \_\_\_\_\_\_ type of chart is used for illustrating the market trends 1
4. Presentation is a group of multiple \_\_\_\_\_\_\_\_\_\_\_ 1
5. Modem stands for 1
	1. Modulation-Demodulation
	2. Mod-Demod
	3. Moderate-Demodarate
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the extension of OOo Calc. 1
	1. .ods
	2. .ppt
	3. .doc
	4. .odp
7. A word wrap feature of any word processor automatically wraps any text extending beyond the right margin to the next line 1
	1. True
	2. False
8. Transmission of computerized data from one location to another is called :1
	1. Data transfer
	2. Data flow
	3. Data communication
	4. Data management
9. In spreadsheet software, what is the column immediately next to column “Z”? 1
	1. ZA
	2. ZZ
	3. AZ
	4. AA
10. Rehearse Timing command is present on \_\_\_\_\_\_ menu. 1
	1. Slide Show
	2. Format
	3. Tools
	4. Window
11. The printed copy of a document is called a soft copy. 1
	1. True
	2. False
12. I am pictorial representation of worksheet data. Who am I? 1
	1. Flowchart
	2. Chart
	3. Picture
	4. Graphic
13. Name the three types of referencing in spreadsheet. 2
14. What is text alignment? How many types of alignment are there? Name them. 2
15. Tarini Fancy Inc. is planning to connect all computers in their office building spread over 50 meters of area. Which type of network (LAN, WAN, MAN) will be formed by connecting these computers? Suggest the most economical type of cable which can be used for connecting these computers. 2
16. What are the shortcut commands for opening and saving a document in Writer? 2
17. What are the components of Mail Merge? 2
18. Differentiate between MIN() and MAX() functions. 2
19. What is bulleted list? 2
20. Differentiate between Slide and Slide Show. 2
21. What is meant by indentation? 2
22. Define WYSIWYG. 2
23. What are the various views, which you can open your presentation? 2
24. What do you mean by transition? 2
25. Suggest the Calc functions that can be used for carrying out following operations 4
	1. To calculate total marks of a student if his marks in five subjects are given.
	2. To find out the marks of top scorer in a class.
	3. To calculate average sales made by salesman of a company, if sales made by each of the salesman is available.
	4. To find out minimum quoted rate from various quotations available.
26. Write commands for the operation given below based upon the spreadsheet shown below: 5

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| **1** | **NAME** | **BASIC****(Monthly)(Rs.)** | **HRA****(% of Basic)** | **DA****(Rs)** | **Bonus** | **NET SALARY** |
| 2 | Suresh | 5000 | 10 | 450 | 600 |  |
| 3 | Karishma | 5600 | 13 | 800 | 600 |  |
| 4 | Atul | 3500 | 15 | 900 | 400 |  |
| 5 | Harmeet | 4500 | 15 | 500 | 500 |  |
| 6 | Abhay | 6000 | 20 | 400 | 700 |  |
| 7 | Jyotsana | 7500 | 12 | 500 | 700 |  |
| 8 | Amit | 2500 | 10 | 300 | 700 |  |
| 9 | Total salary |  |  |  |  |  |
| 10 | No. of Emp |  |  |  |  |  |

1. To calculate the net salary as sum of Basic, HRA and DA for each employee. (1)
2. To find the total salary of the employees display in cell F9. (1)
3. To count the number of employees and display in cell B10. (1)
4. The manager wants to insert a new column next to HRA for TA .How will he do it? (1)
5. To calculate TA as 10 % of Basic .Write the formula. (1)
6. **Following is a text document containing a letter. The line numbers are given on the right hand side of the lines of the document. Observe the following document and answer the questions from (i) to (v):** 10

From: 1

**Customer Help Manager,** 2

Black Bull Corporation, 3

New City 4

 Date: 1st January, 2013 5

To, 6

**Y. P . Sinde 7**

R-900, Sheela Vihar 8

T. Nagar 9

 10

Subject: Reply to Complaint no. B-3495 11

 12

Dear Sir, 13

 14

This is with reference to your complaint no. B-3495 with regard 15

to our *Automatic Chain System Model* 008. We would like to inform 16

you the following: 17

1. We will provide free maintenance of the machine monthly. 18

2. The defective part is to be replaced free of cost within the 19

warranty period. 20

3. 50% discount on the selected part along with free installation 21

at your premises. 22

 23

Kindly let us know your decision in this regard. 24

 25

In your best service. 26

 27

Sincerely Your 28

Rajpal Chailya 29

CustCare@AutoChain.com 30

**www.ACL.com** 31

1. From the above document, identify the lines and write the line numbers that Italic feature Write the keyboard shortcut to apply this feature. (2½)
2. Write the line numbers where Bold feature is used (1.5)
3. The manager wants to send the letter with same content to all customers with similar complaints. The addresses of all such customers are stored in a separate document. Name the feature which will help the manager achieve the same. (2½)
4. In which line numbers Subscript or superscript feature is used. (1.5)
5. Write the line number where E-mail address is given.Write the email address also. (2)
6. The horizontal and vertical lines in the plot area are called \_\_\_\_\_\_\_. 1
	1. Legend
	2. Data Label
	3. Gridlines
	4. Data series
7. \_\_\_\_\_ view is used to enter and edit speaker’s note for the presenter. 1
8. What are the two types of page orientation? Name them. 1
9. There are six types of views in Impress. 1

(a) True

(b) False

1. $A$1 is an example of \_\_\_\_\_\_\_\_\_\_\_ referencing. 1

(a) Relative Cell Referencing

(b) Mixed Cell Referencing

(c) Absolute Cell Referencing

1. Anita wants to reorganize the slides in her presentation .Which view can she use to reorganize the slides? 1
	1. Normal View
	2. Outline View
	3. Notes
	4. Slide Sorter View
2. Cell D3 contains the formula $B$3 + C3 and this formula is copied to the cell E3, What will be the copied formula in the cell E3. 1
	1. $B$3 +D3
	2. $B$3 +D4
	3. $B$3 +C3
	4. None of the above
3. Formulas are by default \_\_\_\_\_\_\_\_\_\_\_aligned. 1
	1. left
	2. right
	3. center
	4. justified
4. What is the shortcut key to run the slide show? 1
5. I am responsible for managing and maintaining an organization’s Local Area Network. 1
	1. DBA
	2. Database Analyst
	3. Hardware Engineer
	4. Network Administrator
6. Which tool bar contains  button? 1
	1. Status
	2. Formatting
	3. Standard
	4. Drawing
7. Define Software Piracy. 2
8. Below is a part of a spreadsheet , which contains data about the sales of Sandwiches in Hilltop High School. A graph also has been produced using this data .Answer the following questions accordingly. (13)





1. Write the different types of data that the cells in the spreadsheet contains.
2. Why is it better to view any information on a graph rather than on a spreadsheet?
3. Which type of chart is it ?
4. Name the formatting feature used in the first row?
5. Write any two components of a chart.
6. Write one variation of a column chart.
7. Define chart wizard.
8. If some changes were made in the sheet than would you need to create the chart all over again.
9. A chart placed in a worksheet is called \_\_\_\_\_\_\_\_\_\_\_\_\_
10. Define legend.
11. Which formatting feature is used in B2:D2 for multiline text?
12. Which of the following is not a legal chart type in OOo Calc ?

( a) Area chart (b) Column chart (c) Row chart (d) XY chart

1. Define Plagiarism. 2
2. Define Hacking. 2
3. Write the ways to control software piracy. 2
4. What are Intellectual Property Rights? 2