CLASS IX

TIME :3 HOURS   SUBJECT : FOUNDATION OF INFORMATION TECHNOLOGY
(165)   M.M. :90

SECTION A

1.   True/
False :
[10]
(a) Laser Printer is a example of Impact Printer.
(b) Fontwork can be edited like the normal text in the document.
(c) OpenOffice.org is one of the customized application software.
(d) Quick Heal is an example of encryption/decryption tool.
(e) Windows 7 provides textual interface to interact with the computer system.
(f) Documents in Writer are stored with .DOC extension.
(g) Ctrl+E is the keyboard shortcut to close Writer document.
(h) Text coped or cut from the document can be pasted as many times at different locations.
(i)   You cannot use images or graphics in a text documents.
(j)   Page Preview option is used to print the hard copy of the document.

2.   Fill in the
blanks: **[10]**
(a) OpenOffce.org is sponsored by ……………………………………
(b) The OpenOffice.org Writer is the ………………………….. software package.
(c) The Writer is a component of ……………………………………
(d) The ……………………………….. command lets you view a specific document element, such as a certain page.
(e) In Writer, out of all search option in the find and replace, …………………………….. finds words that contain the same uppercase and lowercase characters.
(f) Writer finds only the text that matches the …………………………. of the word you typed.
(g) The ……………………….. adjusts the width of every cell based on the width of the screen in Insert Table in Writer.
(h) By default, Writer inserts tables with a ………………………….. border around each cell.
(i) ………………………………. in tabular form can be confusing when your eye has to follow an imaginary line to figure out which row contains a word or number.
(j) ……………………………. is the digitized images which can be imported into Writer.

1.   Name the two most commonly used input and output
devices.   [2]
2.   What are the different types of
Sacnners?   [2]

3. What is Word Processor? Name some of the popular word processing applications. [2]
4. What is difference between Superscript & Subscript text? Write the shortcut keys. [2]
5. What is Format Paintbrush Tool? [2]
6. What are indents? Write the name of these? [2]
7. Write the function of Input Devices? [3]
8. Draw the Flowchart of Operating System? [3]
9. Differentiate between Compiler & Interpreter [4]
10. Write the names of following block with explain? [4]
11. Explain the following Tabs: [4]
12. Draw the Flowchart of Memory? [5]
13. Draw the flowchart of Printers? [5]

?

?

?

?

14. Write Shorts Notes with

Steps :   [6]
(a) Sacndisk   (b) DiskCleanup   (c) Defragmenter

SECTION B   **[18]**

1.   This port is generally found in modern PCs and Laptopts. What is the name of this port:

      a.   Serial

      b.   Parallel

      c.   USB

      d.   Linear

2.   After assembling a computer system, the very first software to be installed is:

      a.   Anti Virus Software

      b.   Operating System

      c.   Application Software

      d.   Utility Software

3.   A student wants to create a 'digital story' on the famous storyline 'The Monkey and the Wedge' from Panchtantra. He has downloaded all the required images. We wants to create the story using watermarks, stylish text, and navigation keys so that the story can be shown to a big group. Which of the following tools should she use:

      a.   Word Processor

      b.   Presentation Software

      c.   Spreadsheet Software

      d.   Database Management Software

4.   Which of the following is not a storage device:

      a.   Memory Card

b.   Random Access Memory

c.   Pen Drive

d.   CD-ROM

5.   Saving an existing document with some other name using Save As option:

a.   Replaces the current document

b.   Leaves the current document intact.

c.   Is not possible

d.   Closes the document.

6.   Keyboard shortcut to *italicise* the select text is:

a.   Ctrl + U

b.   Shift + U

c.   Ctrl + I

d.   Shift + I

7.   Suresh wants to right align a picture in a word processing document. Which icon should he click on:

a.

b.

c.

d.

8.   Aashish is an executive in a bank. He was typing the daily transaction report and wanted to copy the selected text. He suddenly realised that the mouse was not working. Suggest how could he select the text without using the mouse

a.   It is impossible to perform the operation without the mouse

b.   Use the F5 key

c. Use the arrow key while holding down a Ctrl key

d. Use the arrow keys while holding down a Shift key.

9. Anuradha wants to print a document in such a way that the height of the page is less than its width. Help her to select the correct page orientation

a. Landscape

b. Portrait

c. Indent

d. Tab setting

10. In a document we want to change the word 'Books' and want to place the word 'Copies' instead. For this purpose the option to be used is:

a. Find

b. Find and Replace

c. Spell check

d. Spelling and grammar check

11. If we don't select any part of the document and click on the icon to change line spacing, then

a. It won't have any effect

b. Current sentence's line spacing will be changed

c. Current paragraph's line spacing will be changed

d. Whole document's line spacing will be changed

12. At one place in a document Siddharth wants to type H_2O, but he is not able to get 2 at its proper place. Which option should he use for this purpose:

a. Bold

b. Superscript

c. Underline

d.　　Subscript

13. Keyboard shortcut for right alignment is:

　　a.　　Ctrl+R

　　b.　　Ctrl+A

　　c.　　Ctrl+E

　　d.　　Ctrl+T

14. A bulleted list:

　　a.　　Can be converted to a numbered list

　　b.　　Cannot be converted to a numbered list

　　c.　　Is better than a numbered list

　　d.　　Cannot be printed

15. Harshul has created a document and now in some parts of the document's text he wants to apply the same type of formatting: Bold, Underline, Font size 14 and color red. He can do it by:

　　a.　　Using format painter

　　b.　　Using paint brush

　　c.　　Using cut copy paste

　　d.　　Using Windows

16. Arunita told Arnav that Bold, Italic and Underline buttons are toggles. Arnav was unable to understand its meaning. Can you help Arnav to understand the meaning of toggle by telling him the meaning of toggle.

　　a.　　One click carries out the operation while the other click undoes it.

　　b.　　After the first click every click follows the effect of the previous click.

　　c.　　Every click follows the operation carried out by the first click.

　　d.　　None of the above.

17. Kadambari has placed four objects in a document and she wants to ensure that these

objects move together when she makes any changes in the document .Which feature will help her to achieve the desired effect.

    a.   Tab stops

    b.   Grouping

    c.   Page Margin

    d.   All of the above.

18. At one place in a document Renu wants to type $x^3+8x\text{-}2$, but she is not able to get 3 at its proper place. Which option should she use for this purpose:

    a.   Bold

    b.   Superscript

    c.   Underline

    d.   Subscript