## CBSE | DEPARTMENT OF SKILL EDUCATION

## INFORMATION TECHNOLOGY (SUBJECT CODE 402)

## CLASS IX (SESSION 2021-2022) <br> BLUE PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)
Max. Marks: $\mathbf{2 5}$
PART A - EMPLOYABILITY SKILLS (05 MARKS):

| UNIT NO. | NAME OF THE UNIT | NO. OF QUESTIONS <br> (1 MARK EACH) |
| :---: | :--- | :---: |
| $\mathbf{1}$ | Communication Skills-I | 2 |
| $\mathbf{2}$ | Self-Management Skills-I | 2 |
| $\mathbf{3}$ | Information and Communication Technology Skills-I | 2 |
| TOTAL QUESTIONS |  |  |

PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

| UNIT <br> NO. | NAME OF THE UNIT | NO. OF QUESTIONS <br> (1 MARK EACH) |  |  |
| :---: | :---: | :---: | :---: | :---: |
| $\mathbf{1}$ | Introduction to IT-ITeS Industry | 5 |  |  |
| $\mathbf{2}$ | Data Entry \& Keyboarding Skills | 8 |  |  |
| $\mathbf{3}$ | Digital Documentation | 14 |  |  |
| TOTAL QUESTIONS |  |  |  | $\mathbf{2 7}$ Questions |
|  | NO. OF QUESTIONS TO BE ANSWERED | $\mathbf{2 0}$ Questions |  |  |
|  | TOTAL MARKS | $\mathbf{1 \times 2 0 = 2 0}$ MARKS |  |  |

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## INFORMATION TECHNOLOGY (SUBJECT CODE 402)

## CLASS IX (SESSION 2021-2022) <br> SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)
Max. Marks: $\mathbf{2 5}$

## General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section $A$ is of 05 marks and has 06 questions on Employability Skills.
4. Section $B$ is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section $C$ is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

## SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills
(1 x 5 = 5 marks)

| 1. | Which of the following is NOT classified as nonverbal communication? <br> a. Signs <br> b. Eye Contact <br> c. Body language <br> d. Gestures | 1 |
| :---: | :---: | :---: |
| 2. | The means by which the message is sent is called $\qquad$ <br> a. Channel <br> b. Receiver <br> c. Messenger <br> d. Sender | 1 |
| 3. | It refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations. <br> a. Stress Management <br> b. Time Management <br> c. Personality Confidence <br> d. Self Management | 1 |
| 4. | Realistic belief and trust of an individual in one's own judgement, capabilities and worthiness is $\qquad$ <br> a. Self-Motivation <br> b. Over-Confidence <br> c. Self-Confidence <br> d. Team Player | 1 |
| 5. | The elementary unit of memory is $\qquad$ <br> a. Byte <br> b. Bit <br> c. Nibble <br> d. Kilo Byte | 1 |
| 6. | $\qquad$ means an attempt to acquire a sensitive information such as username, password, etc. <br> a. Spamming <br> b. Pharming <br> c. Phishing <br> d. Hacking | 1 |

## SECTION B

Answer any 15 questions out of the given $\mathbf{2 0}$ questions
(1 x 15 = 15 marks)

| 7. | Which of the following key move the Text cursor to the beginning of the line? <br> a. End <br> b. Home <br> c. Insert <br> d. Ctrl | 1 |
| :---: | :---: | :---: |
| 8. | Which of the following operation will create duplication of table? <br> a. Deleting a table <br> b. Copying a table <br> c. Moving a table <br> d. Creating a table | 1 |
| 9. | Which tab is used to add Header in a document? <br> a. Insert <br> b. Design <br> c. File <br> d. Layout | 1 |
| 10. | $\qquad$ bar is located at the top of the window and shows the nama of Currently opened document. <br> a. Menu bar <br> b. Title bar <br> c. Status bar <br> d. Navigation bar | 1 |
| 11. | $\qquad$ shortcut key is used for Undo. <br> a. Ctrl+C <br> b.Ctrl+Y <br> c. Ctrl+X <br> d. Ctrl+Z | 1 |
| 12. | Which is NOT a type of alignment in Word Processor? <br> a. Left <br> b. Justify <br> c. Middle <br> d. Center | 1 |
| 13. | $\qquad$ refers to the facts or raw material, which are processed to get the information. <br> a. Information <br> b. Data <br> c. Input <br> d. Processed Data | 1 |
| 14. | In the Home Row Approach, also called Horizontal Approach, all the $\qquad$ fingers of both the hands rest on Home Keys during the keyboard operation.. <br> a. 6 <br> b. 4 <br> c. 8 <br> d. 2 | 1 |
| 15. | $\qquad$ is the area where the text to be typed is displayed. <br> a. Text Area <br> b. Canvas <br> c. Text box <br> d. Text Panel | 1 |
| 16. | $\qquad$ services mean performing business operations through an outside service provider. <br> a. BPM <br> b. MNC <br> c. ISP <br> d. BPO | 1 |
| 17. | $\qquad$ colour indication stand for right inputs exceeding the acceptable time frame in Rapid Typing Tutor. <br> a. Red <br> b. Yellow <br> c. Green <br> d. Orange | 1 |


| 18. | What is the full form of LMS in context to IT ? <br> a. Learning Management Software <br> b. Learner Manufacturing Software <br> c. Learning Model System <br> d. Learning Management System | 1 |
| :---: | :---: | :---: |
| 19. | A word processor helps us to look up synonyms and antonyms in the $\qquad$ option. <br> a. Spell Check <br> b. Thesaurus <br> c. Find and Replace <br> d. Look up Wizard | 1 |
| 20. | The default orientation of the page is $\qquad$ in Word processor. <br> a. Landscape <br> b. Print Layout <br> c. Portrait <br> d. Normal | 1 |
| 21. | A $\qquad$ is an arrangement of rows and columns. <br> a. table <br> b. cell <br> c. range <br> d. formatting | 1 |
| 22. | Which of the following a way of selecting a word in Word processor using mouse? <br> a. Single Click <br> b. Double Click <br> c. Triple Click <br> d. Scrolling | 1 |
| 23. | ITeS is also called $\qquad$ that cover the entire operations which exploit Information Technology for improving the efficiency of an organisation. <br> a. web-enabled services <br> b. webpage <br> c. computer services <br> d. business | 1 |
| 24. | ' F ' and ' J ' are called as $\qquad$ keys. <br> a. Home <br> b. Filter <br> c. Guide <br> d. Sticky | 1 |
| 25. | There should be at least $\qquad$ cm of distance between your eyes and the screen. <br> a. $40-50$ <br> b. 60-65 <br> c. 90-100 <br> d. $75-80$ | 1 |
| 26. | The $\qquad$ is the one which displays the result of the lessons which has been already completed. <br> a. Lesson Editor <br> b. Navigation Tree <br> c. Statistics Window <br> d. Result Window | 1 |

## SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions
(1 x $5=5$ marks)

| 27. | Mr. Rajan wants to write $\mathbf{x}^{2}$. But when he writes this, it shows $\mathbf{x 2}$. Which option he should use to get $\mathbf{2}$ at its proper place? <br> a. Superscript <br> b. Strikethrough <br> c. Subscript <br> d. Change Case | 1 |
| :---: | :---: | :---: |
| 28. | Rashi is an accountant. She wants to take out the printout of the balance sheet widthwise. Which option she should use to print the document so that the height of the page is less than its width? <br> a. Portrait <br> b. Indent <br> c. Landscape <br> d. Tab Settings | 1 |


| 29. | Garima has created a document in Word Processor. She wants to give headings in bold text but her mouse is not working. Can you suggest her the shortcut key through which she can perform this task from the keyboard? <br> a. Ctrl+1 <br> b. $\mathrm{Ctrl}+\mathrm{U}$ <br> c. Ctrl+B <br> d. Ctrl+D | 1 |
| :---: | :---: | :---: |
| 30. | Dr. Akshat is a medical pratitioner. He needs to perform a surgery for his patient. For that, he is required to monitor the heartbeat of the patient. Which device would be most suitable for this purpose? <br> a. ECG <br> b. MRI <br> c. EEG <br> d. CAT | 1 |
| 31. | Himanshu is practicing to type on a notepad. By mistake, he has written a wrong spelling. Now, he wants to delete the wrongly typed word from the left side of the cursor. Which key he will use to accomplish the task? <br> a. Delete <br> b. Backspace <br> c. Return <br> d. Pause | 1 |
| 32. | Gautam has prepared a project for his school in a Word Processor. In his document, he wants the change the all the occurrences of the word "when" to be changed to "where". Which option of the word processor he will use to complete the task? <br> a. Change Case <br> b. Orientation <br> c. Find and Replace <br> d. Find | 1 |
| 33. | Namita's teacher asked her to practice the keystrokes of numeric keypad. She noticed that the keypad works in dual mode. Identify the key that helps in changing the mode from numeric to arrow keys: <br> a. Scroll Lock <br> b. Caps Lock <br> c. Num Lock <br> d. Alt Key | 1 |

