## **CBSE | DEPARTMENT OF SKILL EDUCATION**

### **INFORMATION TECHNOLOGY (SUBJECT CODE 402)**

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

Max. Time Allowed: 60 Minutes (1 Hrs.)

Max. Marks: 25

#### PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-I	2
2	Self-Management Skills-I	2
3	Information and Communication Technology Skills-I	2
	TOTAL QUESTIONS	6 Questions
	NO. OF QUESTIONS TO BE ANSWERED	Any 5 Questions
	TOTAL MARKS	1 x 5 = 5 Marks

#### PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Introduction to IT-ITeS Industry	5
2	Data Entry & Keyboarding Skills	8
3	Digital Documentation	14
	TOTAL QUESTIONS	27 Questions
	NO. OF QUESTIONS TO BE ANSWERED	20 Questions
	TOTAL MARKS	1 x 20 = 20 MARKS

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Max. Time Allowed: 60 Minutes (1 Hrs.)

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### **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  $(1 \times 5 = 5 \text{ marks})$ 

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

### **SECTION B**

### Answer any 15 questions out of the given 20 questions

(1 x 15 = 15 marks)

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

18.	What is the full form of LMS in context	to IT ?	1
	a. Learning Management Software	b. Learner Manufacturing Software	
	c. Learning Model System	d. Learning Management System	
19.	A word processor helps us to look up synonyms and antonyms in the option.		1
	a. Spell Check	b. Thesaurus	
	c. Find and Replace	d. Look up Wizard	
20.	The default orientation of the page is _	in Word processor.	1
	a. Landscape	b. Print Layout	
	c. Portrait	d. Normal	
21.	A is an arrangement of ro	ws and columns.	1
	a. table	b. cell	
	c. range	d. formatting	
22.	Which of the following a way of selecting a word in Word processor using mouse?		1
	a. Single Click	b. Double Click	
	c. Triple Click	d. Scrolling	
23.	ITeS is also called that	cover the entire operations which exploit	1
	Information Technology for improving t	the efficiency of an organisation.	
	a. web-enabled services	b. webpage	
	c. computer services	d. business	
24.	'F' and 'J' are called as	keys.	1
	a. Home	b. Filter	
	c. Guide	d. Sticky	
25.	There should be at least cm of distance between your eyes and the		1
	screen.		
	a. 40-50	b. 60-65	
	c. 90-100	d. 75-80	
26.	The is the one which displays the result of the lessons which has		1
	been already completed.		
	a. Lesson Editor	b. Navigation Tree	
	c. Statistics Window	d. Result Window	

# SECTION C (COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions

 $(1 \times 5 = 5 \text{ marks})$ 

27.	Mr. Rajan wants to write x <sup>2</sup> . Bu	t when he writes this, it shows x2. Which option	1
	he should use to get 2 at its pro	per place?	
	a. Superscript	b. Strikethrough	
	c. Subscript	d. Change Case	
28.	Rashi is an accountant. She war	nts to take out the printout of the balance sheet	1
	widthwise. Which option she s	hould use to print the document so that the	
	height of the page is less than it	s width?	
	a. Portrait	b. Indent	
	c. Landscape	d. Tab Settings	

29.	Garima has created a document in Word Processor. She wants to give headings in		1
	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?		
	a. Ctrl+I	b. Ctrl+U	
	c. Ctrl+B	d. Ctrl+D	
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 p	urpose?	
	a. ECG	b. MRI	
	c. EEG	d. CAT	
31.	Himanshu is practicing to type on	a notepad. By mistake, he has written a wrong	1
	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?		
	a. Delete	b. Backspace	
	c. Return	d. Pause	
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?		
	a. Change Case	b. Orientation	
	c. Find and Replace	d. Find	
33.	Namita's teacher asked her to practice the keystrokes of numeric keypad. She		1
	noticed that the keypad works in dual mode. Identify the key that helps in		
	changing the mode from numeric to arrow keys:		
	a. Scroll Lock	b. Caps Lock	
	c. Num Lock	d. Alt Key	