



Brilliant Public School

Seepat Road, Bahatarai, Bilaspur (C.G.)

Final Assessment, 2018-19

Class - IX

Subject – Information Technology (VIT)

Time: 2:00 Hrs.
Date: 11.03.2019

M.M. 50
Monday

Q.1 Fill in the blanks:

(1/2×10=5)

- a) _____ is a folder that contains composed and unsent email messages.
- b) _____ function in excel returns the largest value from its arguments.
- c) To create an **absolute cell reference** _____ sign is used before the parts of formula.
- d) _____ is the shortcut key to save the document in MS Word.
- e) _____ is a network of many small networks that exist all over the world.
- f) Computers have _____ IQ.
- g) _____ are physical parts of computer that can be seen and touched.
- h) A KB in a computer terminology is equal to _____ bytes.
- i) _____ software is a software that assists the computer by performing housekeeping functions.
- j) In MS –Excel, formula starts with_____.

Q.2 Below a list of various types of software :

(1/2×6=3)

Database, File Management, Spreadsheet, Word Processing, Encryption, Antivirus

Which would be most suitable for:

- a) Conversion of electronic data into another form.
- b) Typing text for a report.
- c) Carrying out complex calculations on two or more criteria.
- d) Storing employees' details.
- e) Organizing files for faster search.
- f) Scanning and cleaning a computer for harmful files.

Q.3 Using homonyms words that have the same spelling and same pronunciation, but different meanings. Choose (i) and (ii) as Key statements.

(1/2×4=2)

- a) i) I hope you are not _____ to me.
ii) My books are _____ on the table.
- b) i) The kids are going to _____ TV.
ii) What time is it? I have to set my _____.

- c) i) Let's _____ soccer after school.
- ii) The author wrote a new _____.
- d) i) Ouch! The mosquito _____ me!
- ii) I'll have a little _____ of sugar in my tea.

Q.4 Very short Answers.

(1×10=10)

- a) What do you enter in **To** and **Cc** boxes in Email?
- b) Give the name of any two types of system Software.
- c) Name the term used to refer to vertical orientation in MS Word.
- d) Write the cell reference of the cell at 30th row and 30th column?
- e) Write 4 types of Output devices.
- f) Write down the names of 2 Guided Media communication channel in networking.
- g) Name the Term used for compressed versions or printouts of the slides in a presentation.
- h) What do you mean by cell in MS Excel?
- i) Which shortcut key from the keyboard is used to Cut Option?
- j) Name the feature that provide special sound or visual effects that you can add to text or other objects in presentation software.

Q.5 Short answer questions.

(2×5=10)

- a) Enlist the advantages and disadvantages of Internet.
- b) Discuss the structure/parts of an email message (at least 4 parts).
- c) Define Normal View (Default View) and Slide Sorter View in Presentation Software.
- d) What is Editing and Formatting feature of MS Word ? Explain.
- e) Name the appropriate function of MS Excel:
 - i) To calculate average of all the number in a range of cells.
 - ii) To give the number of numeric entries in the arguments.

Q.6 Application-Oriented Questions.

(3+3+2+2=10)

- a) Your younger brother has got some homework to do. He has to identify the input device from the clues given. Help him do this.

Clues are:

- i. Capturing a large amount of text in a book so as to save the time and effort of typing it in.
- ii. Capturing the article number encoded as a series of black and white lines on the label of a product in super market.
- iii. Capturing a photographic image so that it can be sent over the Internet to a friend in another country.
- iv. Capturing a still picture using a camera, without the need for a photograph to be developed.
- v. Inputting the cheque number, bank sort code number etc. on a bank cheque.
- vi. Marking an examination which consists of multiple choice questions.

b) Put the following in terms of their power i.e., Most powerful to Least powerful:

- | | |
|-------------------|-------------------------------|
| i. Laptop | iv. Desktop Personal Computer |
| ii. Supercomputer | v. Mainframe Computer |
| iii. PDA | vi. Embedded Computer |

c) Rearrange the words below to form complete and correct sentences:19

- i. Brother is always. not to My willing work
- ii. Of your is title? What book the
- iii. How you? Siblings many have do
- iv. Sister. I enjoy playing my with

d) Aradhya is word processing her Chemistry coursework. She wishes to include her roll number in a header and page numbers in a footer.

- i. What is a footer?
- ii. How is a header different from footer?
- iii. In next coursework, Aradhya only wants to add page numbers, help her to:
 - A. Where should she put page numbers:
 - 1. in header or
 - 2. in footer or
 - 3. in the text of every page?
 - B. Can she add a footer without adding header?

Q.7 Write the full forms of the following acronyms: (1x5=5)

- a) WAN b) WIMP c) RAM d) OS e) GUI

Q.8 Multiple Choice Questions: (½×10=5)

a) To reply to all the email ids in the received email, you should click

- i) Reply ii) Reply all iii) Forward iv) Forward all

b) Which of the following is a unit of measurement used with computer system?

- i) byte ii) megabyte iii) gigabyte iv) All of these

c) Email deleted from the inbox is moved into _____.

- i) spam ii) sent iii) trash or deleted folder iv) forward

d) Which software below is an email client?

- i) Windows ii) Internet Explorer iii) MS-Office iv) Outlook

e) Which one is the device that is the “brain” of a computer system?

- i) CPU ii) CD-ROM iii) Mouse iv) Scanner

f) Operating System is

- i) a collection of hardware components ii) a collection of input-output devices
iii) a collection of software routines iv) all of the above

g) This memory is for short term storage and is lost when the computer is turned off.

- i) ROM ii) CPU iii) Hard Disk iv) RAM

h) Internet may be termed as an example of

- i) LAN ii) MAN iii) WAN iv) All of these

i) You have created a table and you want to add 3 more rows to it. To add the new rows to the tables, you would

- i) Delete the table and start over ii) left click and choose insert rows
iii) Right click and choose insert rows iv) Choose the Insert tab and click on ADD

j) What all can you add in headers/footers of slides?

- i) Date and time ii) Slide number iii) Any text information iv) All of these.

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