

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Periodic Test – II (2023 – 2024)

Class : IX
Subject: Information Technology (402)

MM: 20
Time: 1 Hr.

General Instructions: All questions are compulsory.

1. Question Paper contains 15 Questions.
 2. Questions 01-05 in Section-A are MCQ type answers each carrying 1 Mark.
 3. Questions 06-10 in Section-B are very short type answers each carrying 1 Mark.
 4. Questions 11-15 in Section-C are short type answers each carrying 2 Marks.
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Section-A

- Q1.** Which of the following is not an IT application in Scientific Research & Engineering? (1)
- a. CAD
 - b. CAM
 - c. CAE
 - d. CRM
- Q2.** Which of the following is not an option of Edit menu? (1)
- a. Cut
 - b. Copy
 - c. Paste
 - d. Page Setup
- Q3.** The Autocorrect dialog can be launched from _____ menu. (1)
- a. Edit
 - b. Tools
 - c. Format
 - d. Insert
- Q4.** The shortcut to insert a table in a writer document is _____. (1)
- a. Ctrl + F12
 - b. Shift + F12
 - c. Alt + F12
 - d. F12

Q5. You want to send a revised product list to all the customers. The revised product list is the _____ (1)

- a. Main document
- b. Data source
- c. Merged document
- d. Merge fields

Section -B

Q6. What is the significance of page formatting? (1)

Q7. What do you mean by the term word wrapping? (1)

Q8. What is a call centre? (1)

Q9. What is chatbots? (1)

Q10. Explain table terminology? (1)

Section -C

Q11. What are the main constituents/components/documents of a mail merge process? (2)

Q12. What is AutoCorrect? How it is useful? (2)

Q13. How is paragraph formatting different from character formatting? (2)

Q14. What is the utility of Find option "whole words only"? (2)

Q15. What is KPO & BPO? (2)