

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Periodic Test – III (2025 – 2026) Round 1

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 Short type answers each carrying 1 Mark.
 4. Questions 11-13 in Section-C are Long type answers each carrying 5 Marks.(Any two)
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Section-A

Multiple Choice Questions.

Q1. In writer, the mail merge wizard can be started through _____ menu. (1)

- a. Insert
- b. Tools
- c. Format
- d. View

Q2. The shortcut to insert a table in writer document is _____. (1)

- a. Ctrl + F12
- b. Shift + F12
- c. Alt + F12
- d. F12

Q3. What is the shortcut for centering a paragraph? (1)

- a. Ctrl + L
- b. Ctrl + R
- c. Ctrl + E
- d. Ctrl + J

Q4. Which of the following key moves the Text cursor to the beginning of the line? (1)

- a. Home
- b. End
- c. Insert
- d. Ctrl

Q5. ____ is the area where the text to be typed is displayed. (1)

- a. Text Area
- b. Canvas
- c. Text Box
- d. Text Panel

Section-B

Very short type answers.

Q6. What is text alignment? (1)

Q7. What is the purpose of find & replace feature in writer? (1)

Q8. What is a break in writer? (1)

Q9. What is line spacing? (1)

Q10. What is merging of cells in a table? (1)

Section-C

Long type answers. (Any two)

Q11. Explain table terminology? What is purpose of merging & split cells feature in Writer. (5)

Q12. What is the purpose of the Mail merge wizard in Libre Office Writer? How can you filter records during a mail merge process? (5)

Q13. Describe the steps to create a header that includes both text and an image. (5)