

**O. P. JINDAL SCHOOL, SAVITRI NAGAR**  
**SAMPLE PAPER**  
**Annual Examination (2022 – 2023)**

**Class: IX**  
**Subject: Information Technology (402)**

**MM: 50**  
**Time: 2 Hrs.**

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**(Fifteen Minutes Extra will be given for reading the Question Paper.)**

**General Instructions:**

- This question paper contains four Sections A , B, C and D. Each part is compulsory.
  - Section – A is multiple choice question, consists of 10 questions. Each question carries 1 marks
  - Section – B Very Short answers, consists of 06 questions. Each question carries 2 marks
  - Section – C Short answers, consists of 06 questions. Each question carries 3 marks
  - Section – D Long answers, consists of 02 questions. Each question carries 5 marks (in one question internal choice)
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**SECTION -A**

**Multiple Choice Questions**

**(10 X 1= 10 Marks)**

**Q1.** Memos, emails, notifications etc. depict \_\_\_\_\_ type of communication

- a) Verbal                                      b) Visual                                      c) Non Verbal                                      d) Written

**Q2.** Which of the following is not considered to be the quality of self-confident people?

- a) Self - belief                                      b) Hard work                                      c) Commitment                                      d) Negative attitude

**Q3.** Camera is the most used part of a \_\_\_\_\_.

- a) Tablet                                      b) Smartphone                                      c) Desktop                                      d) All of these

**Q4.** 2 Giga byte is equals \_\_\_ Mega bytes.

- a) 256                                      b) 512                                      c) 1024                                      d) 2048

**Q5.** What does GPS stands for \_\_\_\_\_?

- a) Global Positioning System                                      b) Global Payment System  
c) Global Program System                                      d) None

**Q6.** Which one is an example of renewable resources?

- a) Copper  
c) Coal
- b) Sunlight  
d) Iron

**Q7.** If you will enter  $40 + 46$  in a cell, Calc will display \_\_\_\_\_.

- a) 46  
b) A40+A46  
c) A40:A46  
d) 40 + 46

**Q8.** A \_\_\_\_\_ compares pieces of data using horizontal stacks.

- a) Pie Chart  
b) Scattered Chart  
c) Area Chart  
d) Bar Chart

**Q9.** Which of these would show 2 digit days in a date value?

- a) Day  
b) D  
c) DD  
d) 2D

**Q10.** What is the extension of a workbook in OOo Calc?

- a) .Odf  
b) .Ods  
c) .Oxls  
d) .xls

## SECTION –B

### Very Short Answer Type Questions

(6 X 2 = 12 Marks)

**Q11.** Why is formatting necessary?

**Q12.** What is a Chart Sheet?

**Q13.** What does Crop tool do?

**Q14.** What is the Green Economy & Green Skills?

**Q15.** What is self management & self awareness?

**Q16.** What is a computer program?

## SECTION –C

### Short Answer Type Questions

(6 X 3 = 18 Marks)

**Q17.** What are the various elements of communication?

**Q18.** What are the Mobile Apps ? Give some examples.

**Q19.** How do you freeze rows/columns in a worksheet ?How is splitting of screen is useful?

**Q20.** What is the difference between character and paragraph formatting?

**Q21.** What is Presentation Graphics Software, Slide Show and Design template?

**Q22.** Explain common ICT tools that we use in our daily life?

## SECTION – D

### Long Answer Type Questions

(2 X 5= 10 Marks)

**Q23.** Define:

- i. Web Portal
- ii. Digital Locker
- iii. Newsgroup
- iv. Hyperlink
- v. Range

**Q24.** Define an Email. Explain its all features.

**OR**

**Direction** Read the following passage & answer the questions as follows.

Some students are planning a School Promotional Event. Their first attempt is shown below.

	A	B	C	D	E
4					
5		Number of students paying			150
6					
7		Expenditure	Cost of each	Number Needed	Total Cost
8		Coach Hire	5000	4	20000
9		Function rooms	700	3	2100
10		Decorations (per room)	1250	3	3750
11		Three course meal	500	150	75000
12		Soft drinks	50	150	7500
13					
14					
15					
16					
17		Total cost of the Prom			108350
18					
19		Cost per student			722.33
20					

- (i) What is the cell reference of the shaded cell?
  
- (ii) Name the data/value types that have been used in this above spreadsheet?
  
- (iii) What formula has been used to calculate the cost per student in D19?
  
- (iv) The formula used in the cell D17 ?
  
- (v) The default alignment of text in a cell is?