

Model Paper
Information Technology (402)
Class IX – 2017-18

General Instructions:

- I. Read the question paper carefully.
- II. Question paper is divided into four sections :
 - Section A – Multiple choice questions (1 mark each)
Attempt a total of 10 questions from this section
 - Section B – Very Short Answer (2 mark each)
Attempt any 6 questions from this section
 - Section C – Short Answer (3 mark each)
 - Section D- Long Answer (5 mark each)
- III. All questions are compulsory in Section C and D
- Vi. Maximum marks is 50 marks.

SECTION-A

10X1=10

1. (A) Preeti _____ a passion for reading.
a) Having b) has c)have d)gets
OR
(B) How much do I have to pay for _____ laptop?
a) a b) an c)the d)none
2. Which of these is **not** an input device?
a) Microphone b)Scanner c)Webcam d)**Headphone**
3. Which of the following combination of keys are used for copying a particular file in a folder?
a) CTR+V b)CTR+X c) **CTR+C** d)CTR+A
4. Which key is called toggle key?
c) shift key b)ctrl key c)**caps lock key** d)alt key
5. identify the home row keys –
a) QWER;TYK b)AS ER;UILO c)**ASDFJKL;** d)AXCFJNM;
6. Spelling and grammar option is present in which tab?
a) References b) **review** c) proofing d) language
7. Which button is not present in quick access toolbar by default in MS EXCEL.
a)Save **b)underline** c) undo d)redo
8. _____displays the contents of the active cell and can also be used to enter and edit data.
a) **formula bar** b)address bar c)scroll bar d)none
9. _____ is not the way in which you can view the presentation.
a) notes master **b)slide master** c)fit to window d)slide sorter
10. In MS OUTLOOK, press _____ to use help.
a) F4 b)F3 c)F2 **d)F1**
11. Email deleted from the inbox is moved into _____.
a) Spam **b) trash or deleted folder** c)sent d)forward

SECTOIN-B

6X2= 12

1. What do you mean by homophones? Give example of homophones using sentence.
2. What is the difference between internet and intranet?

Ans:

Internet

It is a worldwide/global system of interconnected computer networks. It uses the standard Internet Protocol (TCP/IP). Every computer in Internet is identified by a unique IP address. IP Address is a unique set of numbers (such as 110.22.33.114) which identifies a computer's location.



Intranet

Intranet is the system in which multiple PCs are connected to each other. PCs in intranet are not available to the world outside the intranet. Usually each organization has its own Intranet network and members/employees of that organization can access the computers in their intranet.



OR

Which of the two sets of words should be typed in search engines to get more appropriate results? Give reason.

- a) **Fastest train**
- b) Which train has the highest speed?

3. How to view and analyse your statistics, in rapid typing software?

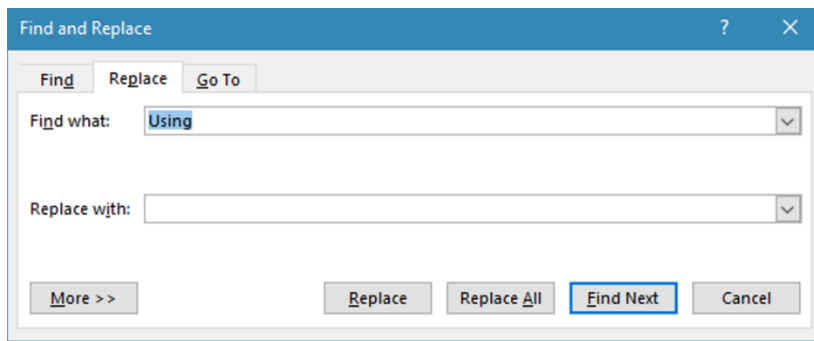
OR

In rapid typing software, text area shows different coloured text as you type in the characters for the mistakes that occurred during the lesson. Mention the colours used and what it indicates?

4. How you can search a word in document using find option? What is the shortcut key to open **replace** dialog box.

Ans:

- ▶ **Step 1** – Click the **Replace option** in the **Editing group** on the Home tab or press **Ctrl + H** to launch the **Find and Replace** dialog box
- ▶ **Step 2** – Type a word which you want to search. You can also replace the word using the **Find and Replace** dialog box as in the following
- ▶ **Step 3** – Type Replace with word and click on replace.



► **Step 4** – Finally, if you are done with the Find and Replace operation, you can click the **Close (X)** or **Cancel** button of the dialog box to close the box.

5. How you can Draw borders for table in MS EXCEL?

Ans:

1. Select the table.
2. Under home tab I font group, Click on borders Drop down.
3. Select Inside and outside borders.

6. How you can add a new slide between slide 2 and 3 in a presentation?

Ans:

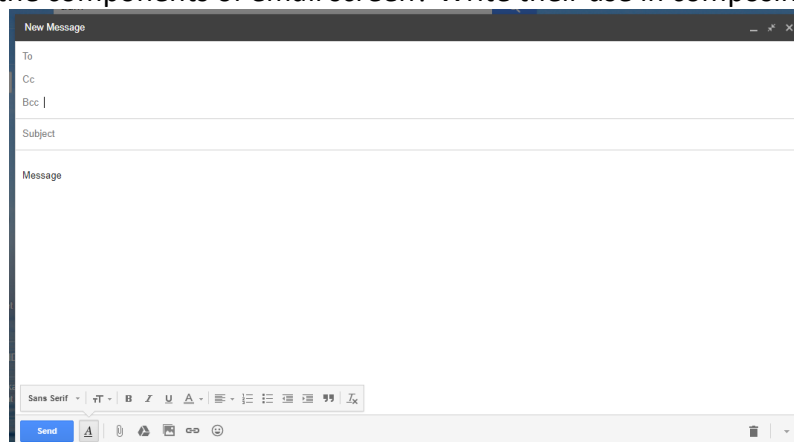
1. Place the curser on slide 3
2. Click on **New slide** Button, Under **Home** tab in **slides** group.

OR

How you can move across the slides in slide show view and how you can exit the slide show view?

Ans: you can move across the slides in slide show view by clicking the mouse Or by using arrow Keys. exit the slide show view press Esc on key board.

7. What are the components of email screen? Write their use in composing an email.



From:	Sender's email address
To:	Recipients' email address
Date	When the email was sent
Subject	The topic of the message
Cc	E-mail addresses of other people, who have been sent a copy of the email. The recipients of the email can see all of the e-mail addressed to which the copies have been sent. (Note: The full form of CC is "Carbon Copy")
Bcc	E-mail addresses of other people, who have been sent blind carbon copies of the email. The recipients of the email (in To and Cc) do not know that the same email has been sent to other e-mail address in Bcc.
Message body	The body consists of the text of the message and any attachments to be sent

1. What is URL? Briefly describe about different components of a URL.

Ans:

1. URL (Uniform Resource Locator)
2. In the example <http://www.kvtirumalagiri.edu.in> http indicates what protocol to use and www.kvtirumalagiri.edu.in specifies the exact location of the Web page.
3. components of a URL

Element	Description
http://	Indicates the protocol to be used to access a file
www	Indicates that the Web site is on the Web.
kvtirumalagiri	Indicates the name of the domain
edu.in	Indicates the type of domain

4. How many stages are involved in touch typing technique? Describe each stage.

Ans: Touch typing improves typing speed and accuracy. A touch typist never looks at the keyboard. The fingers hit the right keys by force of habit. The typist is entirely focused on the text being typed, reading the words and phrases as the fingers type the text reflexively. Touch typing can be learned by performing special exercises.

Stage one of the process begins with learning the home row of the keyboard (the row beginning with the Caps Lock key). Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, upper-case letters and special symbols. .

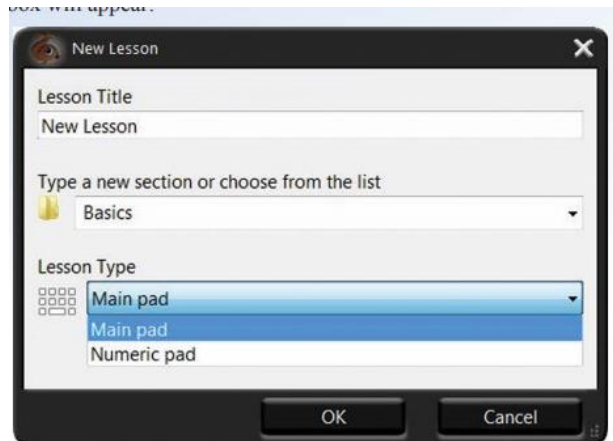
Stage two involves memorizing frequently used syllables and typing words containing these syllables.

Stage three involves typing actual text to perfect the skills acquired.

5. Write the steps to add a new lesson in lesson editor window.

Ans: Choose the keyboard layout and level from the drop-down list on the Taskbar.

- In the Navigation Tree, choose the course where you want to add the lesson.
- Click the button on the Toolbar (or press Ctrl+N on your keyboard). The following dialog box will appear:



Fill out the fields in this dialog: specify the name of the lesson in Lesson Title, verify the course where the lesson should be added, select Lesson Type from the drop-down list and click OK. A new lesson will be added to the selected course and will show up in the Navigation Tree.

Then, you can either type or copy and paste the lesson text manually, or insert it from an external file.

6. How many types of document view are there? Describe any four.

Ans:

Print Layout: It is the default document view setting. You will be able to see how the document will look when it gets printed.

Full Screen Reading: This view provides the maximum space available for reading the document. It hides the ribbon and provides a full screen view of the document in two (side-by-side) frames, similar to a book. This gives more text on the screen and makes it easier to read a multi-page document.

Web Layout: It shows how the document will appear in a web browser. In this view the document looks like a web page.

Outline: This view displays the document as an outline and shows only the headings present in the document. This enables you to see the structure of the document and move to different parts of your document easily. This view is useful when you are looking at a document which has large number of pages and sections.

Draft: This view is used for quick editing of the document. You would normally not use this view. It is helpful for proof reading of the document.

7. Write the steps to delete a row or column in a spreadsheet.

Ans:

1. Select Row or Column to delete.
2. Under the Home tab Under cells group Click on **Delete sheet rows** or **delete sheet columns** this delete selected rows or columns.

8. Consider the following data :

	A	B	C	D	E	F	G	H
1	SI No	Name	English	Maths	Science			
2	1	Anita	26	54	67			
3	2	John	43	65	78			
4	3	Kerry	87	56	78			
5	4	Smith	45	76	34			
6	5	Risha	56	34	98			
7								
8								
9								
10								

a) Write the formula to find the sum of all subjects of Kerry and Risha.

Ans: =Sum(C4:E4) for Kerry

= sum(C6:E6) for Risha

b) Write the formula to find the average of marks of John.

Ans: =Sum(C3:E3)/3

c) Write the formula to find total marks in science by all the students.

Ans: =sum(E2:E6)

SECTION-D

5X2=10

1. Describe about any three threats from human actions. Also, mention the measures for protection against those threats.

Ans:

1. **Theft:** Anyone can steal your computer or its components, if they have access to it. With the popularity of portable computers, such as laptops, physical theft of computers has become very common. You can also become a victim of virtual theft, when your computer is connected to the Internet. One example of virtual theft is identity theft, in which a hacker can steal your personal information to assume your identity. Using this false identity, the hacker can gain access to your finances or perform an illegal activity.

2. **Viruses, worms, and Trojan horses:-** Viruses are computer programs that can damage the data or software on your computer or steal the information stored on your computer. These viruses can reach your computer, without your knowledge, through the Internet or through storage devices, such as floppy disks and CD-ROMs.

Worms are viruses that replicate themselves once they attack a computer, making it difficult to remove them. A common worm, known as Trojan horse is a kind of virus disguised as useful software. Once a Trojan horse reaches your computer, it starts acting like a virus causing damage to the computer's data.

3. **Spyware:** Spyware are programs that get installed on your computer without your knowledge. They can secretly send out information about your Web browsing habits or other personal details to another computer through the network.

2. Priyanka has prepared a presentation, now she wants to do some tasks. Give suitable steps to perform the following tasks:
- a. In which view, she can present the presentation?
Ans: **Slideshow View**
 - b. How can she change the layout of 2nd slide?
Ans: By clicking on **Layout** dropdown under **slides group**.
 - c. From which tab and option, she can insert shapes in the slide?
Ans:
 1. Click On **Insert** tab.
 2. Under **Illustrations group** Click on **Shapes** dropdown
 - d. How can she change the design of a presentation?
Ans:
 1. Click on **Design** tab.
 2. By clicking on any **design** under **themes** group.
 - e. How can she take print out of the presentation?
Ans:
 1. Click on File menu.
 2. Select Print and click on print Button