



Delhi Public School, Howrah

PERIODIC ASSESSMENT I (2024-2025)

CLASS – IX

Care must be taken not to write anything on the question paper. All the questions must be attempted in the correct sequence.

SUBJECT: INFORMATION TECHNOLOGY (SUBJECT CODE 402)

THEORY EXAMINATION

Time Allowed:-1 Hour

F.M.-25

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **15 questions** in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (3 + 12 =) 15 questions, a candidate has to answer (3 + 6 =) 9 questions in the allotted (maximum) time of 1 hour.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (11 MARKS):**

- i. This section has 03 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.

7. SECTION B – SUBJECTIVE TYPE QUESTIONS (14 MARKS):

- i. This section has 12 questions.
- ii. A candidate has to do 6 questions.
- iii. Do as per the instructions given.
- iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 3 out of the given 4 questions on Employability Skills (1 x 3 = 3 marks)	
i.	Which of the following is not a type of non-verbal communication? a) Spoken language b) Tone of voice c) Facial Expression d) Eye contact	(1)
ii.	_____ refers to a belief about your own ability to deal with events and challenges. a) self-confidence b) self-efficacy c) self-monitoring d) Self-controlling	(1)
iii.	Communication is a _____ exchange of information i.e, giving and receiving. a) two-way b) one –way c) three-way d) no-way	(1)
iv.	_____ ability of a person to do things that need to be done without someone or something influencing us. a) Self-discipline b) Self – awareness c) Self-motivation d) Self –Regulation	(1)

Q. 2	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	Which menu option contains the Save, Print, and Close commands? a) File b) Insert c) Format d) Tools	(1)
ii.	Which option can be used to see how your document will look after printing?	(1)

iii.	_____ is a flashing line on the screen that indicates the place, where the text you type will appear. a) Ruler b) Insertion point c) Scroll bar d) Status bar	(1)
iv.	Which of the following shortcut key is used to open Find & Replace dialog box? a) Ctrl +A b) Ctrl+S c) Ctrl + H d) Ctrl+ P	(1)
v.	What is the word processing in LibreOffice? a) Calc b) Writer c) Impress d) Draw	(1)
vi.	Anik and Shyamol both are very good friends. Anik wants to prepare a report in libre office writer. Anik does not know libre office writer very well. Shymol helps him to prepare the report. Which of the following ,Shyamol must choose to create symbols automatically in the report? a) AutoText b) AutoFormat c) AutoCorrect d) Auto Translate	(1)

Q. 3	Answer any 4 out of the given 6 questions	(1 x 4 = 4 marks)
i.	Under which menu will you get 'Go to page' option to jump to a particular page of a large document? a) Insert b) Edit c) View d) Text	(1)
ii.	Which of the following formatting marks appears each time you press the Tab key? a) Arrows b) Single dots c) Paragraph marks d) Line break	(1)
iii.	Which key is used to hide the handles around the objects in libre office writer?	(1)
iv.	Which of the following menus contains shape option? a) Format b) Insert c) Styles d) Tools.	(1)
v.	Which of the following is used to align numbers and text with a period in the document? a) Decimal b) Left c) Right d) Center	(1)
vi.	There are two statements marked as Assertion (A) and Reason (R). Mark your answer as per the codes provided below: a) Both A and R are true and R is the correct explanation of A. b) Both A and R are true but R is not the correct explanation of A. c) A is true but R is false. d) A is false but R is true. Assertion(A): Gallery Panel adds images and diagrams available in the gallery themes. Reason (R) : Gallery Panel has three sections.	(1)

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 2 out of the given 4 questions on Employability Skills

(2 x 2 = 4 marks)

Answer each question in 20 – 30 words.

Q. 4	What do you understand by the term self-management? Write any four self-management skills?	(2)
Q. 5	Communication is important in everyday life because it helps people connect with others, share ideas, and express feelings. It can also help people build relationships, teamwork, and trust. Basically we have two types of communications: verbal and non-verbal. Differentiate between verbal and non-verbal communication.	(2)
Q. 6	How do people work on self-management through self-monitoring?	(2)
Q. 7	Communication is the actionable transfer of information from one person, group, or place to another by writing, speaking, or using a medium that provide a means of understanding. Every communication consists of different components. State any four components that influence communication skills.	(2)

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q.8	LibreOffice writer offers different types of views that user can use to display their document. How many types of views are present there? Name them.	(2)
Q.9	Differentiate between navigator deck and styles deck.	(2)
Q.10	Define the purpose of thesaurus.	(2)
Q.11	Why do you think page break is an important feature in writer? What is the shortcut key to apply page break in a document?	(2)
Q.12	State any two benefits of mail merge.	(2)

Answer any 1 out of the given 3 questions in 50 – 80 words (4 x 1 = 4 marks)

Q.13	Animesh wants to add page numbers in his document. Adding page numbers to lengthy documents can help Animesh keep the pages in order after printing. Mention the steps to help Animesh add the page numbers in the document.	(4)
Q.14	In properties deck of libre office writer, if a graphic is selected , then four panels will open. State those four panels.	(4)
Q.15	Aditi has been given a responsibility by her teacher to prepare an envelope in writer and print the envelope. Help her to know the steps to print envelope.	(4)