



Delhi Public School, Howrah

FINAL EXAMINATION (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: -2 Hours

F.M.-50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 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 (5 + 16 =) 21 questions, a candidate has to answer (5 + 10 =) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 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 (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 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 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	Writing a letter to the principal comes under which type of communication? (a) Verbal Communication (b) Non-verbal Communication (c) Written Communication (d) Visual Communication	(1)
ii.	Meera is always punctual at school. She has a regular schedule that she follows every day. Kalpana usually arrives late to work. She does not submit her assignments on time. She sometimes forgets the main task. Which skill is highlighted in the above story? (a) Self-Management. (b) Self-Confidence (c) Self-happiness (d) Self-Independence	(1)
iii.	What is the outcome of natural disasters and unethical human interventions with the environment that hamper the natural balance of an ecosystem? (a) Ecological imbalance (b) Pollution (c) Waste disposal (d) All of these	(1)
iv.	A steel factory burns firewood and charcoal for heating and melting the steel. What are the possible effects on the environment? (a) Increase in global temperature (b) Decrease in global temperature (c) Increase in air pollution (d) Decrease in air pollution	(1)

v.	Creation of more job by entrepreneur is (a) Economic development (b) Social development (c) Living standard development (d) Service development	(1)
vi.	Which of the following statements is false? (a) Facebook, Instagram and LinkedIn are platforms where people share information and stay connected online. (b) Malware is a malicious software which damages the computer system and networks. (c) ISP stands for Indian Service Provider. (d) Android and IOS are not examples of an operating system.	(1)

Q. 2	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which tab is used to add Header in a document? (a) Insert (b) Design (c) File (d) Layout	(1)
ii.	Graphic mode in LibreOffice Writer allows the user to: (a) Modify the color components of the image. (b) Wrap the image in the background. (c) Apply different effects. (d) Change the image color to Grayscale, Black/White or as Watermark.	(1)
iii.	Which bar is located at the top of the window and shows the name of Currently opened document. (a) Menu bar (b) Title bar (c) Status bar (d) Navigation bar	(1)
iv.	Saumya has prepared a project for his school in a Word Processor. In his document, he wants the all the sentences in the document should start from capital letter. Which option of the word processor he will use to complete the task? (a) Toggle Case (b) Upper Case (c) Lower case (d) Sentence Case	(1)
v.	Which of the following key move the Text cursor to the beginning of the line? 1 (a) End (b) Home (c) Insert (d) Ctrl	(1)
vi.	Which of the following is not under page formatting? (a) Setting margins (b) Find and replace (c) Setting header and footer (d) Page orientation	(1)

Q. 3	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Which of the following technique selects a sentence in Writer? (a) Single click (Pressing left button of mouse) (b) Double click (c) Triple click (d) Single click (Pressing right button of mouse)	(1)
ii.	Which is NOT a type of alignment in Word Processor? (a) Left (b) Justify (c) Middle (d) Centre	(1)
iii.	Himanshu is practicing to type on a notepad. By mistake, he has written a wrong spelling. Now, he wants to delete the wrongly typed word from the left side of the cursor. Which key he will use to accomplish the task? (a) Delete (b) Backspace (c) Return (d) Pause	(1)
iv.	Header and Footer is available in which of the following menus? (a) File Menu (b) Format Menu (c) View Menu (d) Edit Menu	(1)
v.	Mr. Arunabha wants to write x^2 . But when he writes this, it shows $x2$. Which option he should use to get 2 at its proper place? (a) Superscript (b) Strikethrough (c) Subscript (d) Change Case	(1)
vi.	Which of the following chart selects only one range of the data series? a) Line chart (b) Pie chart (c) Scatter Chart (d) Bar chart	(1)

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
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i.	Disha is an accountant. She wants to take out the printout of the balance sheet widthwise. Which option she should use to print the document so that the height of the page is less than its width? 1 (a) Portrait (b) Indent (c) Landscape (d) Tab Settings	(1)
ii.	Cell address \$B\$5 in a formula means (a) it is a mixed reference (b) it is an absolute reference (c) it is a relative reference (d) It's not a type of reference	(1)
iii.	Which shortcut key combination is used to select the line from the cursor position to the end of the line? (a) Ctrl + Shift + ↓ (b) Ctrl + Shift + ↑ (c) Shift + End (d) Shift + Home	(1)
iv.	The simplest way to move data from one location to another in Calc is _____ (a) by Quick Access toolbar (b) using Cut and Paste (c) by the drag and drop method (d) Both (b) and (c)	(1)
v.	Kishore was reading a chapter in class from his English book. He read a word 'jovial' and wanted to know the synonym of that word. Teacher asked this question from all the students sitting in the class. Neeraj stood and told the correct answer. Which among the following answer was given by Neeraj? (a) Left Click the Word 'jovial' > Choose synonym. (b) Right Click the Word 'jovial' > Choose synonym. (c) Double Click the Word 'jovial' > Choose synonym. (d) Click Format > Word > synonym.	(1)
vi.	If we move a cell containing a formula having reference to another cell in the worksheet what will happen to the cell numbers used in the formula? (a) The cell row and columns are changed at destination. (b) The cell row change at destination. (c) The cell columns are changed at destination. (d) No change will occur.	(1)

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Rohan has prepared a project for his school in a Word Processor. In his document, he wants the change the all the occurrences of the word "when" to be changed to "where". Which option of the word processor he will use to complete the task? 1 (a) Change Case (b) Orientation (c) Find and Replace (d) Find	(1)
ii.	Fill in the blank: The default table size in LibreOffice is _____ (a) 1 column, 1 row (b) 2 columns, 1 row (c) 2 columns, 2 rows (d) 1 column, 2 rows	(1)
iii.	Fill in the blank: In Calc chart, text displayed at data points to indicate the specific category is called _____ (a) data point (b) data series (c) data label (d) legends	(1)
iv.	Namita's teacher asked her to practice the keystrokes of numeric keypad. She noticed that the keypad works in dual mode. Identify the key that helps in changing the mode from numeric to arrow keys: 1 (a) Scroll Lock (b) Caps Lock (c) Num Lock (d) Alt Key	(1)
v.	Which of the following shortcut keys brings the cursor to the last cell on the sheet that contains data? (a) Ctrl+Home (b) Ctrl+End (c) Ctrl+Page down (d) Ctrl+down arrow	(1)
vi.	For selecting the entire worksheet in Calc, you need to press: (a) Alt + Shift + Spacebar (b) Ctrl + Shift + Spacebar (c) Shift + Spacebar (d) Alt + Spacebar	(1)

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 6	List any two comparison of activities between entrepreneurship and employment.	(2)
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Q. 7	What do you mean by positive thinking? Write about the importance of positive thinking.	(2)
Q. 8	Describe the role of patience and hardworking for achieving goals.	(2)
Q. 9	Suggest any two qualities of a self-confident person.	(2)
Q.10	Write any four basic elements of a communication cycle.	(2)

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q.11	Meera wants to complete her biology project with a calc sheet ,where she needs to enter her survey data. State any two types of data with example which you can enter in LibreOffice Calc cell.	(2)
Q.12	Animesh wants to prepare a resume to apply a job by using precise tab. State the benefit of precise tab in LibreOffice writer.	(2)
Q.13	Satwati developed a presentation report for her physics project. She needs to apply animation to decorate her project. She wants to create a unique animation. Explain the use of Custom Animation in Impress window.	(2)
Q.14	Write the steps to ungroup the objects in LibreOffice Impress.	(2)
Q.15	Graphic objects helps to rotate, distort, arrange, and position objects on the slide. Can you explain the steps to add special effects to the object in impress.	(2)
Q.16	How will you add the text in the slide?	(2)

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q.17	Kajal is working on a document prepared in LibreOffice Calc and she needs to perform some operations. Help her in performing the same as stated below. (a) Write steps to count total words in a document? (b) Is it possible to select the vertical block? If yes, then write the steps. (c) What are the steps to select a non-consecutive text in writer? (d) What is special character in writer and how will you insert in a document?	(4)																																																	
Q.18	<p style="text-align: center;">Table: Book</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Code</td> <td>Title</td> <td>Discount</td> <td>Publication</td> <td>Price</td> <td>Units</td> </tr> <tr> <td>2</td> <td>D001</td> <td>Physics</td> <td>10%</td> <td>Dhulichand</td> <td>350</td> <td>5</td> </tr> <tr> <td>3</td> <td>D002</td> <td>Chemistry</td> <td>7%</td> <td>ABD</td> <td>270</td> <td>10</td> </tr> <tr> <td>4</td> <td>D003</td> <td>Computer Science</td> <td>11%</td> <td>Dhanapat & Co.</td> <td>300</td> <td>8</td> </tr> <tr> <td>5</td> <td>D004</td> <td>English</td> <td>5%</td> <td>Lilaboti</td> <td>280</td> <td>12</td> </tr> <tr> <td>6</td> <td>D005</td> <td>Mathematics</td> <td>10%</td> <td>APK</td> <td>400</td> <td>6</td> </tr> </tbody> </table> <p>Write the steps for the operation mentioned below considering the given table Book.</p> <p>(i) Write the formulae to display total for English books present in the table.</p> <p>(ii) Write the formulae to display the discounted price for ABD publication books in the table Book.</p> <p>(iii) Write the formulae to display the minimum price in the table Book.</p> <p>(iv) Write the formulae to find average price of all the books mentioned in the table.</p>		A	B	C	D	E	F	1	Code	Title	Discount	Publication	Price	Units	2	D001	Physics	10%	Dhulichand	350	5	3	D002	Chemistry	7%	ABD	270	10	4	D003	Computer Science	11%	Dhanapat & Co.	300	8	5	D004	English	5%	Lilaboti	280	12	6	D005	Mathematics	10%	APK	400	6	(4)
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Q.19	(a) Define the term mail merge. (b) State four benefits of performing mail merge.	(2+2)																																																	
Q.20	(a) State the advantages of chart in LibreOffice Calc. (b) Explain the function for given components of chart mentioned below: (i) Data Object (ii) Gridlines	(4)																																																	
Q.21	Explain, the following tools/tabs available in LibreOffice: (i) View Tab (ii) Master Slide	(2+2)																																																	

