



Delhi Public School, Howrah

PERIODIC ASSESSMENT I (2025-2026)

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)

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.	The communication process is a dynamic framework that describes how a message travels between a sender and a receiver. What is the first step in the communication process after a sender starts the communication? (A) Encoding (B) Decoding (C) Feedback (D) Channel selection	(1)
ii.	Anamika has participated in an Inter School Debate Competition. The topic of debate was given 20 minutes before the competition. She was tensed and worried. Which of the following best describes these emotions? (A) Stress (B) Harassment (C) Demotivation (D) Both b and c	(1)
iii.	A friend's playful attitude might be taken as an insult by someone unfamiliar with their joking style. What is the importance of considering different perspectives in communication? (A) It can prevent misunderstandings and miscommunication (B) It can lead to improved problem-solving and decision-making (C) It is not important in communication (D) It can lead to increased conflict	(1)
iv.	Self-confidence is a quality which develops due to _____. (A) Self-monitoring (B) Self-Regulation (C) Both (A) and (B) (D) Only (A)	(1)

Q. 2	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	A word processing software is used to _____ the document. (A) Edit and format (B) Store and retrieve (C) Only (A) (D) Both (A) and (B)	(1)
ii.	Which of the following contains buttons, boxes, and menus that allows you to perform tasks quicker than by using the menu bar and related menus? (A) Status bar (B) Toolbar (C) Sidebar (D) Title bar	(1)
iii.	LibreOffice is a free and open-source office productivity suite used for creating and editing a variety of documents. Which of the following is the native file format of LibreOffice and is required as a file format for publishing and accepting documents? (A) ODF (B) SDF (C) HDF (D) PDF	(1)
iv.	Anika wants to create a report in Writer. She wants that the text will remain at its original place and will also appear at the place where it is pasted. Which of the following option will help her to do it? (A) Copying (B) Moving (C) Selecting (D) Deleting	(1)
v.	What kind of text is useful for marking information that would be used for review or to verify later? (A) Highlighted (B) Formatted (C) Selected (D) Deleted	(1)
vi.	How will you select a paragraph in your Writer document? (A) Single-click (B) Double-click (C) Four times click (D) Three times click	(1)

Q. 3	Answer any 4 out of the given 6 questions (1 x 4 = 4 marks)	
i.	Sometimes you may jump to a specific page number. If you have a large document with multiple pages, scrolling down gets challenging. What option will you use in such a situation? (A) Search to page (B) Find to page (C) Go to page (D) Jump to page	(1)
ii.	Ankur wants to prepare a project document with a style template which he made last night at home. What is style template in LibreOffice Writer? (A) Pre-determined form and mode of document file (B) One kind of model style (C) One type of document (D) Cluster of documents in Writer	(1)
iii.	Which of the following features in LibreOffice Writer is/are used to create the given document? (A) Page borders (B) Envelope (C) Picture from File (D) Indexes and Tables	(1)
iv.	Insertion point in writer is the visual marker that shows the current location within the document, where you're typing. Which of the following options is used to identify the position of the insertion point in your document? (A) Paragraphs (B) Lines (C) Rulers (D) Table	(1)
v.	_____ is a dot or a symbol that is marked wherever you want to display the text in the form of a list. (A) Number (B) Text (C) Bullet (D) Image	(1)
vi.	Whenever Tirtha opens a document in Writer, it always opens with the _____ squiggly lines showing spelling errors. But when he corrects the first error, it shows every spelling error has been corrected. (A) Green (B) Yellow (C) Red (D) Blue	(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	Verbal and Nonverbal communication assessments evaluate how effectively someone communicates through words and body language. Differentiate between verbal and non-verbal communication.	(2)
Q. 5	Arunava got admission to a new school. His clothes were not clean, shoes were not polished and laces were not tied. He did not smile at anyone and looked sad. He did not look confident. Write down any two features of self-management skills.	(2)
Q. 6	A positive thinking to life can help us succeed like ants. Similarly, if an individual has a positive thinking towards life and its challenges, he/she can overcome them and grow positively in life and work. How can you develop positive thinking?	(2)
Q. 7	There are seven C's of effective communication which are applicable to both written as well as oral communication. Awareness of Seven C's makes one an effective communicator. State and explain any two of this Seven C's communication.	(2)

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

Q.8	Nitish wants to prepare one envelope for his school project. How will Nitish print an envelope in writer?	(2)
Q.9	In writer, Cells are used to organize and present information within tables, allowing for structured arrangement of text, numbers, and other content. Differentiate between combining cells and splitting cells.	(2)
Q.10	State the purpose of column break in LibreOffice writer.	(2)
Q.11	Chandrima wants to prepare an activity file for her science subject. She wants to use page setup to format her document. Write the steps to implement page set up for LibreOffice writer.	(2)
Q.12	What do you mean by word wrapping?	(2)

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

Q.13	Pritam and Sushil are classmates. They have to write a letter to their class teacher for changing their sixth subject. They want to align the text in their letter. State the steps for alignment of text and it's types.	(4)
Q.14	Nirmala wants to send her birthday invitation to her 10 friends. She wants to use mail merge for this. Write down four benefits of mail merge.	(4)
Q.15	How many views are present in Libre Office writer? Explain them.	(4)