



Delhi Public School, Howrah

PERIODIC ASSESSMENT II (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)

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. Namita is giving a presentation but her classmates are distracted. Which communication skill should she use to regain their attention? (1)
(A) Speak faster (B) Use visual aids and ask questions
(C) Ignore them and continue (D) Stop the presentation
- ii. A student wants to send a 50 MB project file to his teacher. Which ICT tool should he use? (1)
(A) SMS (B) Cloud storage (C) Pen drive (D) Fax machine
- iii. Practicing meditation is mainly related to: (1)
(i) Anger control (ii) Stress management (iii) Goal setting (iv) Decision making
Select the correct option to justify the above scenario:
(A) i, iii and iv (B) iv and v (C) vi only (D) i and ii
- iv. Seema often forgets to bring her homework. To solve this, she prepares a checklist of tasks every evening and ticks off when completed. Preparing a checklist is an example of _____ (1)
(A) Avoiding responsibility (B) Time management strategy
(C) Stress management (D) Negative thinking
- v. Ravi uses his computer for online classes. He connects a microphone to give oral presentations and uses a projector to show slides to his classmates. Which of the following devices is Ravi using as input? (1)

(A) Projector (B) Microphone (C) Speaker (D) Monitor

- vi. Biplab is always punctual at school. He has a regular schedule that he follows every day. Shatabdi usually arrives late to work. She does not submit her assignments on time. She sometimes forgets the main task. Point out the skill is highlighted in the above story. (1)
(a) Self-happiness (b) Self-Confidence (c) Self-Management (d) Self-Independence

Q. 2 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. A student is revising concepts related to word processors but has also come across terms from other applications. Carefully analyse the list of terms below and identify which of them are NOT related to a word processor: (1)
i. Margin ii. Word wrapping iii. Spreadsheet iv. Text attributes
v. Indentation vi. Slides
(A) i, iii and iv (B) iv and v (C) vi only (D) iii and vi
- ii. Riya maintains a worksheet of monthly sales. She wants to calculate the total sales using a formula but also wants the result to automatically update if values change. Identify the better choice to use in her formula. (1)
(A) Actual numbers (B) Cell references (C) Mixed references (D) Functions only
- iii. Animesh has prepared a school project using a word processor. He notices that many sentences in his document do not begin with a capital letter. He wants a quick way to ensure that every sentence in the document starts with a capital letter automatically, without manually editing each one. Analyse the scenario above and decide which feature of the word processor he should use to complete this task. (1)
(A) Toggle Case (B) Upper Case (C) Lower Case (D) Sentence Case
- iv. Meena is writing an official letter. She notices that all names like “delhi” and “mumbai” are automatically corrected to start with capital letters. (1)
Select the feature of writer is at work here.
(A) AutoText (B) AutoCorrect (C) AutoFormat (D) Thesaurus
- v. A teacher has marks of 40 students. She wants to find the average score of the class. Choose the function among the given option. (1)
(A) Average (B) Avg (C) AVERAGE (D) AVGR
- vi. A teacher is preparing a question paper in Writer. She types “1/2” and it automatically changes to ½. Which feature is responsible for this? (1)
(A) AutoFormat (B) AutoCorrect (C) AutoText (D) Thesaurus

Q. 3 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. While using a keyboard, a student observes that the numeric keypad can perform two different functions: entering numbers and acting as arrow keys for navigation. Identify the key enables the user to toggle between numeric entry and arrow key functions on the keypad. (1)
(A) Scroll Lock (B) Caps Lock (C) Num Lock (D) Alt Key
- ii. A journalist types his article in Writer and wants to replace the word “Covid” with “Coronavirus” throughout the document. Point out the feature from the given options that will help him. (1)
(A) Thesaurus (B) AutoFormat (C) Find and Replace (D) Word Wrapping
- iii. Aditi also wants to reuse her signature at the end of different letters quickly. Which feature should she use? (1)
(A) AutoFormat (B) AutoText (C) Copy-Paste (D) Find and Replace
- iv. If by undoing Ramesh mistakenly removes the same table, select the option that will allow him to restore it. (1)
(A) AutoCorrect (B) Redo (C) AutoText (D) Cut-Paste
- v. While working on a document, a student is exploring the use of spelling and grammar tools. Consider the following statements: (1)
1. To activate auto spell check option, just click on the auto spell check icon on the standard toolbar.

2. A blue wavy underline appears on the misspelt word.
3. A dictionary has definitions, pronunciation and meaning but a thesaurus provides words with similar and opposite meanings.

Which statement(s) is/are NOT correct?

- (A) 1 and 2 (B) 1 and 3 (C) Only 1 (D) Only 2

- vi. Atanu is preparing his school project in LibreOffice Writer. While typing, the text automatically shifted to the next line without him pressing Enter. (1)

Identify the feature will help Ravi automatically move the text to the next line.

- (A) Undo (B) Redo (C) Word Wrapping (D) AutoText

Q. 4 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. Why is IT considered a major career source globally? (1)

- (A) It reduces electricity consumption
(B) It has created thousands of hi-tech vacancies across industries
(C) It produces music and games only
(D) It is used only for robotics

- ii. A team is preparing multiple presentations. The manager wants every slide in each presentation to automatically display its name, date and slide number in the same position for consistency. Choose the most efficient and accurate method to achieve the consistency. (1)

- (A) Type the slide name, date, and slide number on each slide using manually
(B) Type the required details on one slide and paste them on every other slide
(C) Use Slide Master and insert the required details in the slide footer
(D) Any of these

- iii. If Aritro wants alternative words for "Important" to make the article sound better, which tool should he use? (1)

- (A) Spell-check (B) Thesaurus (C) AutoText (D) AutoCorrect

- iv. Assertion (A): File saved in LibreOffice Writer is saved with a .docx extension. (1)

Reason (R): Writer is compatible with Microsoft Word documents.

Choose the correct option for the above statements.

- (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.

- v. Vijay mistakenly deleted a paragraph. Name the option he should use to get it back. (1)

- (A) Find and Replace (B) AutoCorrect (C) Redo (D) Undo

- vi. In the IT industry, professionals who create software solutions such as mobile apps or enterprise systems are usually part of which job role? (1)

- (A) Operations (B) Development and Programming
(C) Web Marketing (D) Training

Q. 5 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

- i. While reviewing, Sita notices her worksheet looks messy. She switches to page break view to check page divisions. Identify the feature she used. (1)

- (A) Worksheet Views (B) AutoCorrect (C) Chart formatting (D) Workbook insertion

- ii. How do charts help in decision-making? (1)

- (A) By storing text (B) By visually representing numbers for easy analysis
(C) By applying formulas (D) By copying formulas quickly

- iii. _____ uses IT for customer support and telecommunication tasks. (1)

- (A) ITes (B) BPO (C) Swachh Bharat app (D) DigiLocker

- iv. If Arun wants to fix cell C1 while copying the formula, which referencing should he use? (1)

- (A) Relative reference (B) Absolute reference (\$C\$1)
(C) Mixed reference (C\$1 or \$C1) (D) No reference

- v. If Surajit highlights the range from cell A2 to A50, how is this range referred to in Calc? (1)

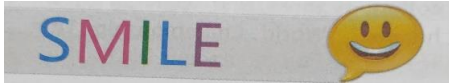
- (A) Cell reference (B) Cell range (C) Chart area (D) Function name

- vi. Ganesh group is preparing seven different types of budgets to be presented in their annual meeting. The team manager wants all presenters to maintain uniformity in design elements such as font, background, and color scheme across their presentations. Analyze the situation above and decide _____ would be the most efficient method to achieve this consistency. (1)
- (A) Use Slide Master (B) Use Presentation Template
(C) Copy and save changes in every new presentation (D) Any of these

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 How will you use self-awareness to assess your strengths and weaknesses and develop a plan for self-improvement? (2)
- Q. 7 Modern processors use L1, L2, and L3 cache levels. Why do computers check rely only on RAM instead of having multiple caches? (2)
- Q. 8  (2)
- The acronym SMILE suggests steps to cultivate positive thinking. Imagine a student is facing repeated failures in exams and feels demotivated. How can the student apply the SMILE strategy through “S” and “I” to overcome negativity and rebuild confidence?
- Q. 9 The control unit is one of the components of the CPU that directs and co-ordinates most of the operations in the computer. The control unit has a role much like a traffic cop. It interprets each instruction issued by a program and then initiates the appropriate action to carry out that instruction. Write the names of four basic operations for every instructions that control unit repeats. (2)
- Q.10 Effective communication plays a vital role not only in professional settings but also in everyday life situations like teamwork, conflict resolution, and personal interactions. Can you mention four key benefits of having good communication skills? (2)

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

- Q.11 The Government of India is encouraging the BPO industry by providing infrastructure and logistic support. How does this step indirectly benefit India’s economy? (2)
- Q.12 In LibreOffice Writer, both manual formatting and predefined text styles can be used to enhance the appearance and structure of a document. Evaluate the advantages and limitations of using predefined text styles versus manual formatting when creating a professional report. How does your choice impact consistency, efficiency, and future editing? Justify your answer with examples. (2)
- Q.13 How does creating multiple columns improve the readability of a document like a newsletter or magazine? (2)
- Q.14 Compare Indian Service Providers (ISPs) and Global In-house Centers (GIC) in terms of the type of clients they serve. (2)
- Q.15 Tithi purchases several snacks and beverages from a retail shop, all taxable at 6% GST. The retailer prepares the bill using LibreOffice Calc, where the GST rate is entered in a particular cell (for example, cell F1). What type of cell reference should be used when applying the GST rate to each item and how would this choice impact the accuracy and efficiency of the bill calculation? Justify your answer. (2)
- Q.16 Write the suitable formula with proper syntax and function for the following case studies: (2)
- (i) The Sales Manager wants to know how many salespersons’ total sales have been recorded in the sheet. Name the function should be used and why?
- (ii) If the Sales Manager wants to reward the top performer, identify the function to be applied and how will it help.

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

- Q.17 Ms. Rina is preparing a budget in LibreOffice Calc. She came across some tricky formula behavior and needs help understanding what happens in the following situations. Help her solve (4)

these:

(i) Cell A2 contains the number 8, and cell B2 contains 4. What will be the contents of cell C2 if the formula $=A2-B2*3^2$ is entered in C2?

(ii) Cell E3 contains the formula $=\$C\$3 + D3$, and this formula is copied to cell F3. What will be the copied formula in F3?

(iii) Cell E3 contains the formula $=-\$C3 + D3$, and this formula is copied to cell F3. What will be the copied formula in F3?

(iv) Cell E3 contains the formula $=\$C3 + D\3 , and this formula is copied to cell F4. What will be the copied formula in F4?

- Q.18 Priya is drafting her science project report in LibreOffice Writer. She wants to write the word “environment”, but she isn’t sure about the correct spelling. Since she wants her report to be error-free and no one is around to assist her, which feature of LibreOffice Writer can help her find and fix the spelling mistake? Can you guide her on how to use it? (4)
- Q.19 Arjun is preparing a presentation in LibreOffice Impress for his school project on “Space Exploration.” He has saved a few high-quality images of planets on his computer and wants to make his slides more engaging by adding these images. Help him with the steps to insert an image from a file into his slide. (4)
- Q.20 Imagine you're preparing a multimedia presentation for a school exhibition. You need to organize your slides, ensure smooth transitions, and prepare speaking notes. Analyze how each of the following views—Normal, Outline, Notes, and Slide Sorter—can be effectively used during different stages of creating and refining your presentation. Justify your choices with examples. (4)
- Q.21 (i) A student enters the following data in three cells: (3+1=4)
Cell A2: "Tanu"
Cell A3: "234"
Cell A4: "A3+100"
Identify the type of data entered in each case and explain how the spreadsheet will treat them.
- (ii) A school maintains the marks of students in a spreadsheet with columns for Math, Science, and English. The teacher wants to highlight the students who scored less than 40 in any subject. What process should the teacher consider?