

LIONS SCHOOL MIRZAPUR
HALF YEARLY EXAMINATION 2020-21

Class- IX

M.M.: 50

Subject- Information Technology (402)

Time: 2 hrs.

Note- Attempt all the questions.

- Q.1- Fill in the blanks: 4
- a) The numeric keypad has _____ columns and _____ rows.
 - b) Headers appears at the _____ and footers appears at the _____ of every page.
 - c) By pressing the Home key you jump to the _____ and by pressing the End key you jump to _____.
 - d) The spreadsheet feature used to continue the series is called as _____.
 - e) A function or formula should start with _____ sign.
- Q.2- What is e-commerce? 1
- Q.3- What is the use of Backspace key on the keyboard? 1
- Q.4- Write the most accurate unit of typing speed. 1
- Q.5- What is print preview? 1
- Q.6- What are the two types of page orientation? 1
- Q.7- What do you mean by an active cell in spreadsheet? 1
- Q.8- Illustrate the use of IT in Banking. 2
- Q.9- What do you mean by Typing rhythm? How will you calculate the slowdown % in the words? 2
- Q.10- What are non printing characters? How can you display them in your document? 2
- Q.11- write a step by step procedure to divide the page of Writer document into columns. 2
- Q.12- Define Absolute referencing in spreadsheet with an example. 2
- Q.13- The contents of cell A1, B1, C1, D1 and E1 are 5, -25, 30, 0 and -8 respectively. What will be the value displayed in cell F1 which contains the formula =MIN(A1:E1). 2
- Q.14- Describe all the three types of organisation within IT-BPM industry. 3
- Q.15- What is the role of Typing ergonomics? Write its some factors. 3
- Q.16- Why is Go to page feature of Writer useful? Write its keyboard shortcut and step by step procedure. 3
- Q.17- Describe the Mail Merge feature of Writer. Which two documents are created in mail merge? 3

- Q.18- Write any three features of spreadsheet. 3
- Q.19- Write the steps to insert a chart in Calc. 3
- Q.20- Give the Syntax and example of any five basic functions in spreadsheet. 5
- Q.21- Briefly explain any five parts of Writer window. 5
