

Sample Question Paper
Foundation of Information Technology (Code : 165)
Class IX Summative Assessment Examination II (2009-10)

I) Answer the following questions.

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1. Name the type of printer to be used for printing text and graphics with high speed but at low cost.
2. Name the input device used to sense and read thick and thin black stripes present on the items usually sold at supermarkets.



3. Choose one of the types of software listed in box to complete each of the sentences given below.

- database
- desktop publisher (DTP)
- spreadsheet
- word processor

a)A is most suitable for producing a school magazine.

b)A is most suitable for producing school accounts.

4. What is the use of Header and Footer option in a word processing document?

5. Suppose you have to type a particular text (for e.g. Name of the Company) many times in a document. Write one way to make it easy without having to retype it again and again.

6. What are the options of speed at which transition effects can be set in a presentation?
7. Name three functions that can be performed in Slide Sorter view of a presentation.
8. Naina Sharma wants to store data of her monthly expenditure for a period of one year and also wants to perform some calculations and analysis. Which Office application, will you suggest Naina should use for this purpose?
9. What will be the cell address of the cell formed by the intersection of the fifth column and the eighth row?
10. In a Spreadsheet software the formula =A1+ \$A\$2 were entered in cell A3 and then copied into cell B3, What is the formula copied in to B3?

II) Answer the following questions

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1. Arrange the following memory units in ascending order of their storage capacities.
Kilo Byte, Byte, Tera Byte, Mega Byte
2. Why is Secondary Storage needed in a Computer? Explain briefly.
3. Text 1 shows part of a article handwritten by an author on "Eating Breakfast".

For those who always skip breakfast, you should stop that habit now! You've heard many times that "Breakfast is the most important meal of the day." Now, recent research confirms that one of the worst practices you can develop may be avoiding breakfast.

Text 2 shows the same text after Ms. Jacob has typed it into a word processor.

For those who always skip breakfast, you should stop that habit now! You've heard many times that "Breakfast is the most important meal of the day." Now, recsent resaerch confirms that one of the worst practices you can develop may be avoiding breakfast.

What should Ms. Jacob have done before printing out the work to make sure that the two underlined words were correct?

4. Rehman is typing his Science Project on 'Sustainable Development' using word processing software. He wants to add the phrase 'Sustainable Development' at the top of each page. How should Rehman accomplish it?
5. What is the function of Preview/Play button in Custom Animation? Explain briefly.
6. Ketan is preparing a presentation for his new Product promotion.
 - A) The content is ready but he has no time to design backgrounds and decide on color schemes for the presentation. Name the feature that will help him create a professional presentation without devoting much time.
 - B) He wants to set how a slide appears and disappears on screen when he runs the slide show ? Which feature should he use?
7. Name the cells included in the range reference A1:B2?
8. In the Spreadsheet shown below, cell A3, B3 contain numbers, and cell C3 contains a formula.

| | | | |
|---|----|---|--------|
| | C3 | | =A3+B3 |
| | A | B | C |
| 1 | | | |
| 2 | | | |
| 3 | 2 | 3 | 5 |
| 4 | | | |
| 5 | | | |

What will happen if

- i) Contents of cell A3 is changed to 5?
- ii) Contents of cell B3 are deleted?

III) Answer the following questions

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1. Tarini Fancy Inc. is planning in the Office Building to connect all computers each spread over within distance of 50 Metres.
 - (i) Suggest the economical cable type having high speed data transfer which can be used to connect these computers.
 - (ii) Which type of Network (out of WAN, LAN and MAN) will be formed by connecting these computers?
 - (iii) Which device will be used to connect all the computers?
2. A few output devices and tasks are given. Select the output device most appropriate for the task given below.

Output devices

Dot Matrix Printer ,Laser Printer ,Plotter ,Inkjet Printer ,Speakers

Tasks:

- a)Producing 1000 letters quickly, to be sent to members of a club
 - b)Producing a graph of a patient's heart beat in a hospital
 - c)Producing an audible warning signal .
3. Following is a text document containing a letter. The line numbers are given on the right hand side of the document. Observe the following document and answer the questions a) to c)

From: 1
Customer Help Manager, 2
Fountain Spray Corporation, 3
New City 4

Date: 31st March, 2009 5

To, 6
Yanran Philip 7
R-900, Jalyaan Vihar 8
King Nagar 9

Subject: Reply to Complaint no. A-349562 11

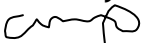
Dear Madam 12

This is with reference to your complaint no **A-349562** with regard 14
to our *Automatic Spray System Model 978*. We would like to inform 15
you the following: 16

1. The defect informed by you is not covered in our Warranty Terms. 17
2. The defective part is required to be imported from Japan. 18
3. As a privileged customer of ours, company will be able to give 19
50% discount on the part along with free installation at your 20
premises. 21

Kindly let us know your decision in this regard. 23

In your best service! 24

Sincerely Your 25
 26
Anika Palan 27

CustCare@AutoSpray.com 31
www.AutoSpray978.com 32

- a) Name the feature used to insert the digital signature of the Customer Help Manager In line 28.
- b) The manager wants to send the letter with same content to all customers with similar complaints. The addresses of all such customers are stored in a separate document. Name the feature which will help the manager achieve the same.
- c) Identify line(s) where the text is right aligned. (Write line numbers)

4. A car manufacturer recalls a number of faulty cars. The manufacturer decides to use the mail merge option in a word processor to prepare letters to customers. Choose the correct stages how the manufacturer uses mail merge to prepare the letters.

- A. Choose the merge option to add individual details to the letter.
- B. Place the variables into the template letter.
- C. Type the template letter using a word processor and save it.
- D. Print the letters.
- E. Use an existing database, or create a new one, and enter the required personal data.
- F. Attach the data source to the template letter.

5. Hari has used a word processor to write his history homework. Here is some of his homework.

Quit India Speech by Mahatma Gandhi on August 8th 1942.

“Everybody will be his own master. It is to join a struggle for such democracy that I invite you today. Once you realize this you will forget all the differences, and think of yourselves as Indians only, engaged in the common struggle for independence.”

- a) Choose two features/tools out from the box that Hari can use to make the title stand out.

Spelling Checker, Print Preview, Cut Paste, Bold , Underline, StrikeOut

- b) Write one Word Processing tool that he can use to find the synonym of “struggle”

6. Suman is working as Marketing Manager in an Advertising Company. She has prepared a presentation on her latest product. What features will be used for the following tasks?

- a) To view all slides together
- b) To set timings of the slide show while rehearsing.
- c) To show the sales using a chart

7. From the following list identify the feature(s) which is/are not available in both Presentation and Word Processing Software.

- a) Spell Check
- b) Slide Sorter View
- c) Macros
- d) Adding watermarks/background

8. What is an action button?

Write 'True' for correct and 'False' for incorrect statements pertaining to 'Action Buttons' in a slide show.

- a) We can create our own action buttons on a slide.
- b) An action button can link a slide to a website on Internet.
- c) Action buttons cannot be resized once they are hyperlinked.
- d) It is possible to link two objects present on the same slide with the help of an Action Button.

9. Give the following answers with respect to spreadsheet:

- a) Cell A1 contains the number 20 and B1 contains 3. What will be the contents of cell C1, if the formula **=A1+B1*2^3** is entered in cell C1?
- b) The contents of Cell A1, B1, C1 and D1 are 10, -20, 30 & -40 respectively. What will be the value displayed in cell E1 which contains the formula **=MIN(A1:D1)**
- c) Cell D3 contains the formula **=\$B3 + C3** and this formula is copied to cell E3, what will be the copied formula in cell E3?

10. NewStyle Fashions maintain their employee salary details in a spreadsheet as shown below. A sample data of 7 employees is shown below. Write formulas for the operations (a) to (c) and answer the questions based on the spreadsheet given below along with the relevant cell address:

a)

| | A | B | C | D | E | F |
|---|--------------------|-------|-------|-----|-----|------------|
| 1 | NAME | BASIC | HRA | DA | PF | NET SALARY |
| 2 | Surinder | 50000 | 20000 | ___ | 600 | ___ |
| 3 | Kanika | 56000 | 20000 | ___ | 600 | ___ |
| 4 | Aashish | 35000 | 15000 | ___ | 400 | ___ |
| 5 | Harjit | 45000 | 15000 | ___ | 500 | ___ |
| 6 | Abhijit | 60000 | 25000 | ___ | 700 | ___ |
| 7 | Jyoti | 75000 | 30000 | ___ | 700 | ___ |
| 8 | Amita | 25000 | 10000 | ___ | 300 | ___ |
| 9 | Maximum Net Salary | | | | | ___ |

To calculate the DA as 25 % of BASIC+HRA for each employee and display in column D.

- b) To calculate the NETSALARY as BASIC+HRA+DA-PF for each employee and display in column F.
- c) To find the maximum NETSALARY and display in cell F9.

IV) Multiple choice questions (Practical)

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1. Identify the device shown in the figure



- a) Pen Drive
 - b) Modem
 - c) Ethernet Cable
 - d) MICR
2. Suppose you have bought all hardware components required for assembling a Computer. After assembling the Computer System, which will be the very first software to be installed:
- a) Hardware Drivers
 - b) Operating System
 - c) Anti Virus Software
 - d) Word Processing Software
3. Which of the following is not a function of an operating system?
- a) File Management
 - b) Memory Management
 - c) Resource Management
 - d) Database Management
4. How can you insert a sound file in a Presentation?
- a) From Insert -> Object/Insert>Movies and Sound menu option

- b) From Insert -> Sound menu option
 - c) From Insert -> Narration menu option
 - d) By right clicking the document and choosing 'Add Sound' option
5. Members of 'Nibbles & Bytes', the computer club of a school wants to prepare and print Participation Certificate for all the participants in their annual interschool symposium using a spreadsheet, where the details of the participating students along with the events and schools are entered. Which of the following office techniques is most appropriate to get the desired results:
- a) Cut and Paste
 - b) Find and Replace
 - c) Copy and Paste
 - d) Mail Merge
6. Which option would you use to display the digit 2 in the formula H_2O ?
- a) Lowered
 - b) Superscript
 - c) Subscript
 - d) Laid down
7. Rama is preparing a presentation on her company's annual performance. She wants some text present on a slide to fly in from the left when she clicks the mouse. Which of the following feature should she use?
- a) Slide Show
 - b) Slide Transition
 - c) Custom Animation
 - d) Text Animation
8. Spell Check will find errors in which of the following?
- a) It in a beautiful, sunny day.
 - b) It is a beautiful sunny.
 - c) It isa beautiful, sunny day.
 - d) Is a beautiful sunny day.
9. Which one of the following is not a Custom Animation effect:
- a) Fly in
 - b) Appear
 - c) Jump

d) Checkerboard.

10. What formula is in the cell C11:

| | A | B | C |
|----|------------|------------------------|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | Rno | Name | Marks |
| 5 | 1 | AAYUSH JAIN | 17 |
| 6 | 2 | ABHIJEET RAJPUROHIT | 17 |
| 7 | 3 | ABHINAV BAHL | 19 |
| 8 | 4 | ABHINAV SRIVASTAVA | 12 |
| 9 | 5 | AKSHIT LUTHRA | 2 |
| 10 | 6 | ANCHAL JAIN | 19 |
| 11 | | Highest Marks : | 19 |

- a) =MAX(C5:C10)
- b) =COUNT(C5:C10)
- c) =SUM(C5:C10)
- d) =C5+C10

11. Absolute cell Referencing occurs when

- a) Formula is dragged and the cell reference adjusts automatically.
- b) Formula is dragged but the cell references do not adjust.
- c) \$ symbol is automatically added with each cell value
- d) Spreadsheet is saved with “absolute” as file name

12. You have used a Spreadsheet to calculate the average marks of a class in Mathematics. Which input is essential to find the average marks.

- a) Marks of each student of Class in Science.
- b) Marks of each student of Class in Mathematics.
- c) Average marks in mathematics of each student of class
- d) Names and Roll numbers of each student of Class.