

Total number of printed pages : 2

NB-N/IT(V)/1

2021

CLASS – IX (Phase I)

INFORMATION TECHNOLOGY (Vocational)

Total marks : 25

Time : 1 hour

General instructions :

- i) Approximately 8 minutes is allotted to read the question paper and revise the answers.
- ii) All questions are compulsory except Q. nos.10 to 12 where general option is given.
- iii) The question paper consists of 12 questions.
- iv) Marks allocated to every question are indicated against it.

N.B: Check to ensure that all pages of the question paper are complete as indicated on the top left side.

Choose the correct answer from the given alternatives:

5x1=5

1. i) Choose the correct example of oral communication
(a) report (b) newspaper
(c) face to face conversation (d) notes
- ii) Grooming is a term associated with
(a) time management (b) problem solving
(c) neat and clean appearance (d) self management
- iii) BPO services means performing business operations through an
(a) outside service provider (b) internet service provider
(c) inside service provider (d) wide area network
- iv) Which of the following is not a key for punctuation mark?
(a) comma (,) (b) period (.)
(c) semi-colon (;) (d) equal sign (=)
- v) The short cut key to cut the selected text is
(a) Ctrl+Y (b) Alt+F2
(c) Ctrl+X (d) Alt + X

Answer the following questions in one word or one sentence:

2. What is communication? **1**
3. What is meant by ITeS? **1**
4. What is the use of esc key on a computer keyboard? **1**
5. What is mail merge? **1**

Answer the following questions in 20-50 words:

6. Differentiate between interests and abilities. **1+1= 2**
7. Mention two uses of IT in libraries. **2**
8. Differentiate between alphanumeric and function keys. **1+1=2**
9. Mention the various components of libre-office suite. **2**

Answer *any two* from the following questions in 60-100 words:

10. What is the role of typing ergonomics? Mention some of the factors of typing ergonomics to attain accuracy and speed. **4**
11. Explain any four parts of a writer window. **4**
12. Write the various uses of IT in Education. **4**
