

2021
CLASS – IX (Phase-2)
FOUNDATION OF INFORMATION TECHNOLOGY

Total marks : 35

Time : 1½ hours

General Instructions:

- i). *Approximately 10 minutes is allowed to read the question paper and revise the answers.*
- ii). *All questions are compulsory.*
- iii). *The question paper consists of 16 questions.*
- iv). *Marks allocated to every question are indicated against it.*

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

Choose the correct answer from the given alternatives:

1. Which of the following key combination is used to move last cell in a column? 1
(a) Alt + End (b) Alt + Home
(c) Alt + Page down (d) Alt + Page up
2. In Microsoft PowerPoint, the entry effect as one slide replaces another in a show is called a/an _____. 1
(a) Animation (b) Slide transition
(c) Custom Animation (d) Present Animation
3. Hold down _____ key while you select nonadjacent rows. 1
(a) Alt (b) Ctrl
(c) Shift (d) Insert
4. AutoSum button is present in editing group under _____. 1
(a) Insert (b) View
(c) Home (d) Format
5. To protect the computer system from Internet virus, _____ are used. 1
(a) Firewalls (b) Trojans
(c) Worms (d) High level programs

Answer the following questions in about 10-20 words:

6. What is the maximum number of rows and columns in Word table? 2
7. What is template? 2
8. What is a slide and slide show? 2
9. What is the difference between worksheet and workbook? 2
10. What is a formula? 2

Answer the following questions:

- | | | |
|-----|--|---|
| 11. | What are mail merge, main document and data source? | 3 |
| 12. | What is animation? Discuss any two types of animation effects. | 3 |
| 13. | Discuss the different types of data in MS-Excel. | 3 |
| 14. | Discuss any three types of components of a chart. | 3 |

Answer the following questions:

- | | | |
|-----|--|---|
| 15. | What is cell referencing? Discuss its types. | 4 |
| 16. | Briefly explain the techniques to secure data. | 4 |
