

Sample Question Paper 5

(Unsolved)

Foundation of Information Technology

A Sample Question Paper for CBSE Class IX Summative Examination II

Time : 3 hrs

Max. Marks : 90

General Instructions

- 1 All questions are to be answered.
- 2 Read the questions carefully before answering.

Section- A

1. Infrared transmission is an unguided type of transmission media. Give any one application of infrared transmission. (1)
2. State the possible purpose of adding the comment feature in MS-Word application. (1)
3. How do you turn off the spell checking utility in MS-Word 2007? (1)
4. State whether the given statement is true or false.
"Page orientation of a document can be changed at anytime." (1)
5. If you need to protect internal LAN resources from an external threat, which device would be suitable? (1)
6. In a spreadsheet software, the formula = D1 + \$A\$3 is entered in cell D5 and then copied into cell G6. What is the formula copied into G6? (1)
7. When typing a document, Tarun wants to insert footnotes, endnotes and indexes. How will those all be inserted? (1)
8. While creating a master document, which view you have to use? (1)
9. Karishma wants to navigate within the documents. Which feature she must use? (1)
10. In which feature of Word processor, name and addresses can be combined with a standard document? (1)
11. Which feature of Word processor is used for monitoring all document changes? (1)

12. Alka wants to find out all the synonyms of the word "clothes". Which feature of Word she could use? (1)
13. Using which feature of Word processor you can paste data multiple times? (1)
14. In PowerPoint 2007 under the Insert tab, there is a button named Text Box. What is the utility of this button? (1)
15. Can graphical objects be inserted into a slide? (1)
16. What is the use of Enter and Esc key in a slide show? (1)
17. Differentiate between a presentation and a slide? (1)
18. How many views of a slide does PowerPoint provide? (1)
19. What is plagiarism? (1)
20. If $= 6-5*2$ is entered in a cell, then what will be the cell content. (1)
21. Write down the formula for adding values of cells A1 to A5 in a spreadsheet. (1)
22. Is it still plagiarism, if I did not intentionally copy someone else's work and present it as my own, that is, if I plagiarised it by accident? (1)
23. What are the different types of plagiarism? (1)
24. What is the responsibility of Database Analyst? (1)
25. Differentiate between data and information. (1)
26. Write down the two types of transmission mediums. (1)
27. Using copyright, how can software piracy be stopped? (2)
28. Compare and contrast the two wireless transmission media; bluetooth and infrared. (2)
29. Sana has entered $50+20$ in a cell. The worksheet is not displaying 70 in the cell. Instead, $50+20$ is getting displayed. Help her in rectifying the problem. (2)
30. Suggest the appropriate functions for the following situations: (2)
 - (i) For returning the minimum value out of a range B1 to D6.
 - (ii) For determining, whether the customer is eligible for discount or not from the bill amount stored in cell F10. A customer is eligible for discount, if bill amount $> 6,000$.
31. Explain the meaning of merge field provided in Mail Merge. (2)
32. Amita has modified a document using track changes feature of Word 2007. Now, in how many ways a document can be viewed? (2)
33. Sumit wants to prepare a presentation on topic "frictional force" (2)
 - (i) 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 to create a professional presentation without devoting much time.
 - (ii) He wants to set how a slide appears and disappears on screen, when he runs the slide show. Which feature should he use?
34. Write down any three uses of Slide Sorter view of PowerPoint package. (2)
35. Name and explain any three types of a chart in a spreadsheet package. (5)

36. Margaret Baxter has written a letter which she wants to send to 4 banks. (5)

12/23, Nehru Place

New Delhi

12-March-2011

Dear <title> <surname> <addressline>

I am Margaret Baxter, the general manager of the "Technological solutions Ltd." and the holder of the current account number <account_no>. I would like ask you to send me the statement of the account for the last 3 months. I need to present this statement to the tax authorities next week. I request you to kindly send the statement at the earliest.

In reference to the above, I would like to point out that I need the statement from 01.05.10 until 01.08.10.

A prompt reply will be highly appreciated.

Thanking in advance,

Margaret Baxter

(General Manager)

"Techological solutions Ltd."

Observe the above letter and answer the questions from (i) to (iv):

- (i) Margaret wants to send the letter with same content to 4 banks with similar request. The addresses of all such banks alongwith corresponding account numbers are stored in a separate document. Name the feature which will help Margaret achieve the same.
- (ii) Name the two files that Margaret has to use to be able to send letters to all the banks.
- (iii) Identify the placeholders/merge fields in the given document.
- (iv) Margaret wants to keep a record of all the changes/corrections that she makes in this document. Name the feature used to achieve the same.

37. Give the following answers with respect to spreadsheet: (5)

- (i) Cell A1 contains the number 30 and B1 contains 4. What will be the contents of cell C1, if the formula $=A1*B1+3^2$ is entered in cell C1?
- (ii) The contents of cell A1, B1, C1 and D1 are 10, -20, -30 and 40 respectively. What will be the value displayed in cell E1 which contains the formula $=MIN(A1:D1)$?
- (iii) Cell D3 contains the formula $=B\$3+C3$ and this formula is copied to cell E3, what will be the copied formula in cell E3?
- (iv) Cell D3 contains the formula $=\$B3 + E3$ and this formula is copied to cell F3, what will be the copied formula in cell E3?
- (v) Cell D3 contains the formula $=\$B3 + C\3 and this formula is copied to cell E4, what will be the copied formula in cell E4?

38. Neelima has recently joined an insurance company as Marketing Executive. She is making a presentation on the company in which she wants to incorporate the following features: (5)

- (i) Add the company's logo (stored as a file on her computer) on the first slide.
- (ii) Add the name of the company on the top of each slide.
- (iii) Add a movie clip in the 5th slide.
- (iv) Connect slide 4 to slide 9 directly.
- (v) Add slide numbers automatically at the bottom of each page.

Write commands/features of presentation package using which, she can achieve this.

39. Sunita Fashions maintain their employee salary details in a spreadsheet as shown below. A sample data of 5 employees is shown below. Write steps for the operations (i) to (v) and answer the questions (vi) to (viii) based on the spreadsheet given below along with the relevant cell address (10)

	A	B	C	D	E	F	G
1	NAME	BASIC	HRA	DA	PF	NET SALARY	
2	Ravi	5000	2000	-	600	-	
3	Mohan	5600	2000	-	600	-	
4	Sohan	3500	1500	-	400	-	
5	Vedant	4500	1500	-	700	-	
6	Shushant	6000	2500	-	500	-	
7	Maximum					-	
8	No.of Emp	-				-	
9							
10							

- (i) To calculate the DA as 15% of BASIC + HRA for each employee and display in column D.
(ii) To calculate the NETSALARY as BASIC+HRA+DA-PF for each employee and display in column F.
(iii) To find the maximum NETSALARY and display in cell F7.
(iv) To count the number of employees and display in cell B8.
(v) The Manager wants to know how many employees from the above data are eligible for bonus. The criteria being that the employees having a net salary greater than 7500 are not eligible for bonus. Write the formula, the Manager should use for achieving the same and display the number of employees in cell F8.

The manager inserts a column for S. No. in the above spreadsheet.

- (vi) Which feature will help him to automate the typing of sequential numbers in this column?
(vii) The manager wants to graphically represent a comparative analysis of the salaries of employees. Suggest the most suitable chart type for achieving the same.
(viii) If the Basic salary of an employee changes, will the manager have to redo all the calculations for that particular employee? Explain.

Section- B

(1 Mark Each)

Choose the Appropriate Option.

40. Identify the device shown in the figure



- (a) Pen Drive
(b) Modem
(c) Ethernet Cable
(d) MICR

41. 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
42. Which of the following is not a function of an operating system?
- (a) File Management (b) Memory Management
(c) Resource Management (d) Database Management
43. 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
44. What is the easiest way to place same graphic in same place in all slides?
- (a) Place graphics in Note Master
(b) Place graphics in Slide Master
(c) Place graphics in Handout Master
(d) Place graphics manually in all slide
45. Which option would you use to display the digit 2 in the formula H_2O ?
- (a) Lowered (b) Superscript
(c) Subscript (d) Laid down
46. What is the shortcut used to delete the selected column?
- (a) Ctrl + - (b) Alt + -
(c) Shift + - (d) Insert + -
47. 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 is a beatiful, sunny day
(d) It is beautiful sunny day
48. Which one of the following is not a Custom Animation effect?
- (a) Fly in
(b) Appear
(c) Jump
(d) Checkerboard
49. 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
50. Which of the following view is useful for representing their structure of a presentation.
- (a) Note view (b) Outline view
(c) Slide view (d) Normal view

51. 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
52. 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	SKSHIT 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
53. Which type of template provides a design concept, fonts and color scheme for presentation?
- (a) Format
 - (b) Design
 - (c) Content
 - (d) Normal
54. Ananya wants to create a new slide show with the current slides but presented in a different order. Which feature can she use to achieve the same?
- (a) Rehearsal
 - (b) Custom Slide show
 - (c) Slide Show set-up
 - (d) Slide Show view
55. Which of the following is not one of PowerPoint view?
- (a) Slide Show view
 - (b) Slide view
 - (c) Presentation view
 - (d) Outline view
56. When sharing data in Office, the document is the document in which the data was first entered.
- (a) source
 - (b) destination
 - (c) original
 - (d) primary
57. Why does the SUM function in B6 show an error?

	A	B	C	D	E
1	Item	Price			
2	Refrigerator	30000			
3	Washing Machine	27000			
4	Microwave	15500			
5	Air Conditioner	18765			
6		Err:522			

- (a) Manual calculation is turned on and the cell has not been re-calculated
- (b) Someone has keyed the number 0 into B7
- (c) The function contains a circular reference
- (d) The function is still being edited, so has not calculated a result yet