

**Maharaja Agrasen Model School**  
**Foundation of Information Technology**  
**Summative Assessment II (Revision Test)**  
**Class IX**  
**Session : 2016-17**

**Maximum Time: 3 hours**

**Maximum Marks: 90**

**SECTION A**

- 1 Rekha wants to see all the slides in her presentation simultaneously. Suggest which view she should use to see all the slides simultaneously. 1
- 2 The formula in cell G3 is =H3+I4. On copying this formula to cell G5, what will the formula be? 1
- 3 In Spreadsheet software, what is the column immediately next to column "AA"? 1
- 4 Slide Transition and Custom animations are two options available in Presentation Tools. Which of these options helps you to include special effects on various text boxes and images during designing a slide? 1
- 5 What will be the cell address of the cell formed by the intersection of the tenth column and the sixth row? 1
- 6 Out of the following external file(s), which one(s) will help you include sound in your presentation? 1  
JPEG, WAV, GIF, BMP, MP3
- 7 Give an example of absolute referencing with respect to spreadsheet software. 1
- 8 Ram doesn't know the meaning of Outline. Explain the meaning of Outline to him. 1
- 9 How would you refer to the range starting from 2<sup>nd</sup> column, 2<sup>nd</sup> row and spread till 6<sup>th</sup> column and 5<sup>th</sup> row? 1
- 10 Solil Harrit wants to insert graphics objects in his presentation. Give him names of two graphics objects which he can insert in his presentation. 1
- 11 What extra hardware is required for adding and testing narration in a presentation Tool? 1
- 12 Define the term Plagiarism. 1
- 13 Technoware Systems wants to train its sales personnel so that they can create a slideshow for their customers showing the product range offered by the company. State two features of presentation software that will make the presentation interesting. 1
- 14 What is the default extension of a workbook created using a spreadsheet package? Give your answer with reference to any one spreadsheet package. 1
- 15 If the values in the cells is as given A1 = 5, A2 = 10, A3 = 15 then to continue the series up to A20 which feature can we use? 1

- 16 Rahul has stored the formula =COUNT(B1:B5) in cell B6. How will the formula change when copied to cell C6. 1
- 17 Anurag is interested in developing content for world wide web using programming and development tools. Suggest an appropriate career for him. 1
- 18 Kadambari wants to book an airline ticket. Can you tell why should she book the ticket using internet? 1
- 19 Write appropriate formula for calculating percentage of marks of a student. Marks obtained are given in the cell D8 and Maximum Marks are given in the cell D2. 1
- 20 Irene doesn't know the how to move from one slide to the next in a slide show. Tell two methods do to so? 1
- 21 What is Hard Disk loading? 1
- 22 Anahita wants to reorganize the slides in her presentation. Which view can she use to reorganize the slides? 1
- 23 What do you mean by Multimedia Software? 1
- 24 Reena wants to give her audience a paper copy of her presentation. What should she create and print? 1
- 25 Three types of masters exist in presentation software; two of them are slide master and notes master. Which is the third master? 1
- 26 Explain the terms : 1  
i) Stand-alone computer  
ii) Workstation
- 27 Define the following terms: 2  
iii) Hacking  
iv) Software Ethics
- 28 Kamini wants to change the background color of a slide. Help her by telling her steps to do so. 2
- 29 What is a Master in impress? Why do we use masters? 2
- 30 What is Slide Layout? Mention any two slide layout in Impress. 2
- 31 From the following list identify the features which are available in both Presentation Tool and Spreadsheet Software: 2  
i) Spell Check facility  
ii) Header and Footer  
iii) Adding Watermarks/Backgrounds  
iv) Macros
- 32 Tarini Fancy Inc. is planning to connect all computers in their Office Building spread over 50 Metres of area. Suggest the most economical cable type having high data transfer speed which can be used to connect these computers. Which type of Network (out of WAN, LAN and MAN) will be formed by connecting these computers? 2

Justify your answer.

- 33 What do you understand by Communication Channel and MODEM ? 2
- 34 Jayant Dhal has created a bar chart in the spreadsheet tool, now he is making a presentation; he wants the same bar chart to be included in one of the slide of the presentation. Suggest two ways to him for the same. Also tell the difference between the two. 2
- 35 Explain the 3 components of a slide that can be used for reference purpose. Write 2 advantages of slide sorter view in Impress. 3  
2
- 36 Name and explain any 5 career options in the field of Information Technology. 5
- 37 Give the following answers with respect to spreadsheet: 5
- (i) 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?
  - (ii) 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)
  - (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 + C3 and this formula is copied to cell E3, 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 Neel 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 5<sup>th</sup> 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 Tariq Fashions maintain their employee salary details in a spreadsheet as shown below. A sample data of 7 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: 1  
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	A	B	C	D	E	F
1	NAME	BASIC	HRA	DA	PF	NET SALARY
2	Surinder	50000	2000 0	— —	600	—
3	Kanika	56000	2000 0	— —	600	—
4	Aashish	35000	1500	—	400	—

			0	—		
5	Harjit	45000	1500 0	— —	500	—
6	Abhijit	60000	2500 0	— —	700	—
7	Jyoti	75000	3000 0	— —	700	—
8	Amita	25000	1000 0	— —	300	—
9	<b>Maximum</b>					—
10	<b>No. of Emp</b>					—

- (i) To calculate the DA as 25 % 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 F9.
- (iv) To count the number of employees and display in cell B10.
- (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 75000 are not eligible for bonus. Write the formula the Manager should use for achieving the same and display the number of employees in cell F10.
- (vi) The manager inserts a column for S.No. in the above spreadsheet. Which feature will help him 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 (MCQ)

40. Filling of a range by dragging through fill handle.
  - a) Dragging
  - b) Filling
  - c) Replication
  - d) Floating
  
41. Summarized version of slides, that contains only titles and main text.
  - a) Notes page

- b) Outlines
- c) Handouts
- d) None of the above

42. Cisco company has employed Ramesh Jain for planning , implementation, configuration and administration of relational database management systems. Which of these best describes his job profile?

- a) Networking Engineer
- b) Database Administrator
- c) Web Designer
- d) Programmer

43. Give the term for interactive combination of text, graphics, images, audio, video etc .

- a) Data
- b) Information
- c) Multimedia
- d) Internet

44. In a presentation, Jaya has to change all occurrences of the word 'Happy' with 'Jolly'. Which one of the following options is most appropriate to do the task:

- a) Copy & Paste
- b) Find & Replace
- c) Cut & paste
- d) All of the above

45. You cannot open two different workbooks in Calc simultaneously.

- a) True
- b) False

46. Slide Show command is present on which menu?

- a) Edit
- b) Tools
- c) Format
- d) Slide Show

47. What is an electronic page in a presentation called?

- a) Page
- b) E-Page

- c) Slide
- d) E-Slide

48. Computer Teacher of 'Shanti Education School' wants to graphically analyze the performance of her students over the last three Computer Tests. Which one of the following office tools she should use to get graphical report in most effective manner with minimum effort:

- a) Word Processing Software
- b) Presentation Software
- c) Spreadsheet Software
- d) Database Management System

49. Creating form letters using Mail Merge involves

- a) Creating the main document
- b) Creating the main document and data source
- c) Inserting merge fields in the main document and merging the main document with data source
- d) Both (b) and (c)

50. In a Spreadsheet, the following reference does not change the rows and columns when it is copied to a new cell:

- (i) Relative Reference
- (ii) Absolute Reference
- (iii) Mixed Reference
- (iv) All of the above

51. A Wide Area Network ( WAN) is a :

- a) Network within a building
- b) Network across a city, country or even the world
- c) Network that contains no server
- d) Network with fewer than two computers

52. Which one of the following is not a legal chart type in OOo calc?

- a) Area Chart
- b) Column Chart
- c) Row Chart
- d) XY Chart

63. Identify the odd term amongst the following group:

- a) Coaxial cable
- b) Optical Fibre
- c) Twisted Pair Wire
- d) Microwaves

54 Merging two documents into single one is called Mail Merge.

- a) True
- b) False

55 Which of the following is/are the common forms of software piracy?

- a) Softlifting
- b) Unauthorized downloading and uploading
- c) Hard disk loading
- d) All of the above

56 Sam Niza, who was born in 1995, is thinking of a password for her online bank account. Which one of the following you would suggest for strengthening the security of her account:

- a) sam95
- b) a99p54c66
- c) samniza1995
- d) sam1995

57 Which of the following is not one of Impress Views?

- a) Slide Sorter View
- b) Slide View
- c) Slide Show View
- d) Sorter View