

**Central Board of Secondary Education**  
**Foundation of Information Technology**  
**Subject Code: 0165**  
**Design of Sample Question Paper 2012 Examinations**  
**Class IX (Term I)**

Time : 3 hours  
Marks: 90

Max.

Weightage of marks over different dimensions of the question paper shall be as follows:

**A. Weightage to different topics/content units**

S.No	Topics	Marks
1	Basics of Information Technology	17
2	Information Processing Tools	45
3	IT Applications	28
	<b>Total</b>	<b>90</b>

**B. Weightage to different forms of questions**

S.No	Forms of Questions	Marks for each question	No. of Questions	Total Marks
1	Very Short answer questions - (VSA)	01	26	26
2	Short answer questions - Type I (SA I)	02	08	16
3	Short answer questions - Type II(SA II)	05	04	20
4	Long answer questions (LA I)	10	01	10
5	Multiple Choice Questions	01	18	18
		<b>Total</b>	<b>57</b>	<b>90</b>

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M.M.: 90

**SECTION A**

1. Yogyata has made documentation manual for her new 3D game. The content is ready but she wants to add attractive borders on each page. Name the feature of the Word Processor, which will help her to achieve the same without devoting much time to designing. (1)
2. Ramanuj Saman is interested in storing data in an organized manner of his monthly expenditure for a period of one year in his annual budget document. He does not wish to perform any calculations and analysis. Which feature of a word processor will you suggest Ramanuj to use for this purpose? (1)
3. Taruni Dhar, a chemistry teacher is typing her Chemistry Assignment and she needs to type in chemical representation of Sulfuric Acid as  $H_2SO_4$ . But, when she is typing, it is appearing as H2SO4. Which formatting feature will help her to see the numbers 2 and 4 in the desired format. (1)
4. Kanan Ajawani is a computer professional and has started writing a book titled "Experiences on Computer". He does not have a good command over English Language and cannot afford to hire an editor for the book. Which two features of Word Processor he should use for basic language corrections? (1)
5. Name the toolbar, which has all the options of changing the font properties. (1)
6. Name the word processor tool that helps in copying formats and applying it to selected text. (1)
7. Name the word processor feature that help the user to add Graphical Images in the documents. (1)
8. Rohit has to rename his folder from "class viii" to "class ix". Write the steps that he should follow to do so. (1)
9. Kalpana wants to check the file size of her document. With which click of mouse she can go to properties option of file? (1)
10. Name the software that is used to manage all the programs and resources of a computer. (1)
11. Where does all the files that are deleted from our computer go? (1)
12. When we boot our computer, what is the first screen that we see called? (1)
13. Charu is working on her project. She has collected all the information and has typed it in a word document. Now she wants to add some image in her project. Using which menu of word processor she can do so? (1)
14. Kunal has typed a letter to his principal to take one day leave from school. He wants to underline the subject of the letter but his mouse has stopped working. Which shortcut he can use from his keyboard for underlining. (1)
15. Smita has purchased new laptop. While working with it she realized that the time that is being displayed on task bar is not correct. Suggest one way to set the correct time to her. (1)
16. Ms Ashu is a mathematics teacher. She is typing a maths paper. She is referring to a window which has formulae, functions and relations already given. What is the name of this window? (1)
17. Radhika is working on her project. She has collected all the information and has typed it in a word document. Now she wants to add some image in her project. Using which menu of word processor she can do so? (1)
18. Name the feature of word processor which helps in copying formats and applying it to selected text. (1)



19. Ms. Menon has bought a new Inkjet printer. She has connected it to her computer with the help of a USB cable and has switched the printer on. Now, when she is giving the Print command, the printer is not printing. What type of software is required to make the printer work? (1)
20. Phantom is a computer programmer, who is developing a small software for a retail chain. Unfortunately, the shop owner is not able to provide him an internet connection; Phantom carries different modules of this software, installs in the computers connected in various shops and carries sample data back with him for testing. Which storage device will you suggest to him to use for this purpose? This device should have high storage capacity and should be re-writeable. (1)
21. Define the term 'encryption'. (1)
22. Which of the following is essentially required for recording and playing back audio in a computer system: (1)
- a) Bar Code Reader
  - b) MICR
  - c) Microphone
  - d) Printer
  - e) Digital Camera
  - f) Speaker
  - g) Joystick
  - h) Light Pen
23. Arrange the following memory units in ascending order of their storage capacities. (1)
- Kilo Byte, Byte, Tera Byte, Mega Byte
24. Name one specific software/tool for each of the following category: (1)
- a) Operating System
  - b) Disk Utility Software
25. Name the primary memory with the following features: (1)
- a) It is volatile in nature
  - b) Before a program can be run, the program is loaded into this memory, which allows the CPU direct access to the program.
26. Which of the following device is the most suitable for regularly transferring files between home and school, possibly with graphics: (1)
- a) CD ROM
  - b) Memory Stick
  - c) Floppy Disk

27. Jolly Picson is a steno in a company. She has drafted a letter for her boss as follows: (2)

Dear Sir,  
With reference to your letter KTNR/PQ/2011-12/124 dated 15-April-2011. I am here to submit the response. Our gadget RT-2134 is made for electric supply of 110 volts and will not work at 220 volts. Special switch fitted inside the gadget trips when it gets a supply of 220 volts. Kindly use appropriate converter to use our gadget. If you need our engineer to come to rectify the problem, the additional charges will be 4500. We assure you for further assistance if so required.

Thanks for using our gadget.

Sincerely Your  
Ramtan Jhangaan

Now in this letter she wants spaced out lines for her boss so that he can read it and correct. Also she wants to add pound sign "£" in the letter as shown.

Dear Sir,  
With reference to your letter KTNR/PQ/2011-12/124 dated 15-April-2011. I am here to submit the response. Our gadget RT-2134 is made for electric supply of 110 volts and will not work at 220 volts. Special switch fitted inside the gadget trips when it gets a supply of 220 volts. Kindly use appropriate converter to use our gadget. If you need our engineer to come to rectify the problem, the additional charges will be £ 4500. We assure you for further assistance if so required.

Thanks for using our gadget.

Sincerely Your  
Ramtan Jhangaan

28. Suggest which two features of word processor she should use to get this. (2)  
Write one point of difference between a text editor and a word processor and give the name of any text editor or word processor.

29. Suraj has created a banner for his school Sports Day as shown. Write the name of the feature that he has used for   (2)



30. Manavi wants to create table as shown: (2)


Which options she should use to do so.

31. Which two documents are essential for mail merge? (2)
32. In a document all the occurrences of word “is” have to be changed to “are”. Which option is suitable for this and what is the shortcut key for the same option? (2)
33. Identify which of the following can be categorized as Secondary Memory devices: (2)
- a) CD ROM
  - b) Keyboard
  - c) Printer
  - d) Hard Disk
  - e) Pen Drive
  - f) Mouse
  - g) Plotter
  - h) DVD
34. Identify the correct application software (out of Accounting Management, Reservation System, HR Management, Attendance System, Payroll System, School Inventory Control System, Billing System) for performing the following tasks/places: (2)
- a) Restaurant food order counter
  - b) Computation of salary of workers
  - c) Managing records of Purchase and Issue of items in school
  - d) Booking for air tickets
35. A document with the name FIT is stored in the folder D:\FIT\IX. How will you: (5)
- a) Open this document in a word processor? (1 )
  - b) Make changes in it and save the changed document with the name NewFIT so that the original document remains unchanged? (1 )
  - c) Change the word *device* with the word *devices* at all the places in the document? (1 )
  - d) Put the word ‘Modified’ at the top of each page? (1 )

e) Draw a triangle at a specific location in the document?

)  
(1  
)

36. Ansh was writing a story about Akbar and Birbal in Hindi. He created three different documents with different alignments. These documents are shown below:

(5)

<p>अकबर-बीरबल एक दिन बादशाह अकबर ने कागज़ पर पैन्सिल से एक लम्बी लकीर खींची और बीरबल को बुला कर कहा- बीरबल न तो यह लकीर घटाई जाए और न ही मिटाई जाए लेकिन छोटी हो जाए?</p>	<p>अकबर-बीरबल एक दिन बादशाह अकबर ने कागज़ पर पैन्सिल से एक लम्बी लकीर खींची और बीरबल को बुला कर कहा- बीरबल न तो यह लकीर घटाई जाए और न ही मिटाई जाए लेकिन छोटी हो जाए?</p>	<p>अकबर-बीरबल एक दिन बादशाह अकबर ने कागज़ पर पैन्सिल से एक लम्बी लकीर खींची और बीरबल को बुला कर कहा- बीरबल न तो यह लकीर घटाई जाए और न ही मिटाई जाए लेकिन छोटी हो जाए?</p>
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a) Identify all the three alignments. (1)

b) Tell him the steps to be followed for inserting an image in the document. (2)

c) Name any 4 features that can be used to improve the presentation of the story. (2)

37. Dinesh Raghunath wants to design the poster as shown below:

(5)



Identify any 5 features which should be used to design the poster.

38. With reference to the following letter, written in a word processor, answer the questions that follow:

(5)

The Principal,  
The ABC School,  
New Delhi-11001.

Sub: Conduct of classes for Math Olympiad

Respected Sir/Madam,

We are a group of professional teachers preparing students for various competitive classes. Our track record has been excellent. We conduct classes in various schools in and around Delhi. We shall be obliged if we get a chance to conduct these classes in your school also. This will help your students improve basic mathematical skills also.

In this regard we shall like to have a meeting with you to discuss the detailed plan. Please contact the undersigned to fix the meeting date and time.

Regards,

Raj Kumar Pal,  
Marketing Manager,  
Excellent Educational Group.  
Phone: 5936365988

- 1) What changes will you make to the subject line so that it looks as follows: (2)  
**Sub: Conduct of classes for Math Olympiad** )
- 2) How will you set the alignment of letter body to *justify*? (1)  
 )
- 3) How will you change the line spacing of letter body to *double line spacing (or 2.0)* (1)  
 )
- 4) Which tool of the word processor will you use to correct the spellings of all the misspelled words? (1)  
 )

39) Ajay and Akshay, students of class IX, prepared their time table using a word processor as shown below:  
 (10)

Time Table: Class IX - D

Class Teacher: Mrs. S. Parashar								
Mon	Hindi	Maths	Maths	Eng.	S.Sc.	Science	SUPW	SUPW
Tue	Science	Science	S.Sc.	Eng.	Maths	Maths	Hindi	S.Sc.
Wed	S.Sc.	Maths	Science	Eng.	Sc. (Pr.)	Sc. (Pr.)	Hindi	Games
Thu	FIT	FIT	Maths	Eng.	Hindi	Sc.	S.Sc.	Games
Fri	Maths	Maths	Science	Eng.	S.Sc.	Hindi	Maths(lab.)	CTP

Subject Teachers:

Hindi - Mrs. S. Parashar  
 English - Mrs. G. Gupta  
 Science - Mr. V. Bahl  
 S.Sc. - Mrs. K. Walia  
 Maths - Mrs. J. Khanna  
 FIT - Mr. Y. Rastogi  
 SUPW - Mr. G. Praksah

When they showed this time table to their class teacher, she recommended some changes so that the time table looks as follows:

Time Table: Class IX - D

Class Teacher: Mrs. S. Parashar									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Mon	Hindi	Maths		Eng.	<b>B</b>	S.Sc.	Science	SUPW	
Tue	Science		S.Sc.	Eng.	<b>R</b>	Maths		Hindi	S.Sc.
Wed	S.Sc.	Maths	Science	Eng.		Sc. (Pr.)		Hindi	Games

<i>Thu</i>	FIT		Maths	Eng.	<b>E</b>	Hindi	Sc.	S.Sc.	Games
<i>Fri</i>	Maths		Science	Eng.	<b>A</b>	S.Sc.	Hindi	Maths(la b.)	CTP
<i>Sat</i>	Meditation	CTP	Activity		<b>K</b>	House Meeting		Bal Sabha	

Subject Teachers:

- Hindi – Mrs. S. Parashar
- English – Mrs. G. Gupta
- Science – Mr. V. Bahl
- S.Sc. – Mrs. K. Walia
- Maths – Mrs. J. Khanna
- FIT – Mr. Y. Rastogi
- SUPW – Mr. G. Praksah

Name the word processing features that Ajay and Akshay should use to make the changes. The changes recommended are listed below::

- a) The headline should be centre aligned (1)
- b) The Class Teacher's name should span along all the columns in the first row. (1)
- c) Add another row after the first row to indicate period number. (1)
- d) The day names should be in *Italics*. (1)
- e) At all the places in the table where a subject occurs twice for consecutive columns, it should be displayed only once spread over the two columns (1)
- f) There should be a column after 4<sup>th</sup> period to accommodate 'BREAK'. (1)
- g) There should be a row for Saturday (1)
- h) The Subject-Teacher list should be a bulleted list. (1)
- i) Period numbers and 'BREAK' should be in **Bold**. (1)
- j) The table should be centre aligned. (1)

## SECTION B





40. This port is generally found in modern PCs and Laptops. What is the name of this port:

- a. Serial
- b. Parallel
- c. USB
- d. Linear



41. After assembling a computer system, the very first software to be installed is:

- a. Anti Virus Software
- b. Operating System
- c. Application Software

- d. Utility Software
42. A student wants to create a 'digital story' on the famous storyline 'The Monkey and the Wedge' from Panchtantra. He has downloaded all the required images. We wants to create the story using watermarks, stylish text, and navigation keys so that the story can be shown to a big group. Which of the following tools should she use:
- Word Processor
  - Presentation Software
  - Spreadsheet Software
  - Database Management Software
43. Which of the following is not a storage device:
- Memory Card
  - Random Access Memory
  - Pen Drive
  - CD-ROM
44. Saving an existing document with some other name using Save As option:
- Replaces the current document
  - Leaves the current document intact.
  - Is not possible
  - Closes the document.
45. Keyboard shortcut to *italicise* the select text is:
- Ctrl + U
  - Shift + U
  - Ctrl + I
  - Shift + I
46. Suresh wants to right align a picture in a word processing document. Which icon should he click on:
- 
  - 
  - 
  - 
47. Aashish is an executive in a bank. He was typing the daily transaction report and wanted to copy the selected text. He suddenly realised that the mouse was not working. Suggest how could he select the text without using the mouse
- It is impossible to perform the operation without the mouse
  - Use the F5 key
  - Use the arrow key while holding down a Ctrl key
  - Use the arrow keys while holding down a Shift key.
48. Anuradha wants to print a document in such a way that the height of the page is less than its width. Help her to select the correct page orientation
- Landscape
  - Portrait
  - Indent
  - Tab setting

49. In a document we want to change the word 'Books' and want to place the word 'Copies' instead. For this purpose the option to be used is:
- Find
  - Find and Replace
  - Spell check
  - Spelling and grammar check
50. If we don't select any part of the document and click on the icon to change line spacing, then
- It won't have any effect
  - Current sentence's line spacing will be changed
  - Current paragraph's line spacing will be changed
  - Whole document's line spacing will be changed
51. At one place in a document Siddharth wants to type H<sub>2</sub>O, but he is not able to get 2 at its proper place. Which option should he use for this purpose:
- Bold
  - Superscript
  - Underline
  - Subscript
52. Keyboard shortcut for right alignment is:
- Ctrl+R
  - Ctrl+A
  - Ctrl+E
  - Ctrl+T
53. A bulleted list:
- Can be converted to a numbered list
  - Cannot be converted to a numbered list
  - Is better than a numbered list
  - Cannot be printed
54. Harshul has created a document and now in some parts of the document's text he wants to apply the same type of formatting: Bold, Underline, Font size 14 and color red. He can do it by:
- Using format painter
  - Using paint brush
  - Using cut copy paste
  - Using Windows
55. Arunita told Arnav that Bold, Italic and Underline buttons are toggles. Arnav was unable to understand its meaning. Can you help Arnav to understand the meaning of toggle by telling him the meaning of toggle.
- One click carries out the operation while the other click undoes it.
  - After the first click every click follows the effect of the previous click.
  - Every click follows the operation carried out by the first click.
  - None of the above.
56. Kadambari has placed four objects in a document and she wants to ensure that these objects move together when she makes any changes in the document. Which feature will help her to achieve the desired effect.
- Tab stops
  - Grouping
  - Page Margin
  - All of the above.

57. At one place in a document Renu wants to type  $x^3+8x-2$ , but she is not able to get 3 at its proper place. Which option should she use for this purpose:
- Bold
  - Superscript
  - Underline
  - Subscript

## Marking Scheme for class IX (Term I)

### SECTION A

1. Page Border (1)  
(1 mark for correct answer)
2. Tables are more suitable for storing and organizing any kind of numerical data. (1)  
(1 mark for correct answer)
3. Subscript feature (1)  
(1 mark for correct answer)
4. Spelling and Grammar and Thesaurus features (1)  
(1/2 mark for naming the two features correctly)
5. formatting Toolbar (1)  
(1 mark for correct answer)
6. Format painter/Paintbrush (1)  
(1 mark for correct answer)
7. Inserting pictures (1)  
(1 mark for correct answer)
8. Right click the mouse on file icon----->Select Rename (1)  
(1 mark for correct answer)
9. Right Click (1)  
(1 mark for correct answer)
10. Operating system (1)  
(1 mark for correct answer)
11. To recycle bin (1)  
(1 mark for correct answer)
12. Desktop (1)  
(1 mark for correct answer)
13. Insert menu (1)  
(1 mark for correct answer)
14. ctrl+U (1)  
(1 mark for correct answer)
15. double click on time on task bar---->change the time (1)  
or  
Open control panel----->Select date and time-->Change the time  
(1 mark for correct answer)
16. Selection window (1)  
(1 mark for correct answer)
17. Print Preview (1)  
(1 mark for correct answer)
18. Barcode Reader (1)  
*(1 mark for the correct answer)*
19. Ms. Menon needs to install the driver software for the new printer. (1)  
*(1 mark for the correct answer)*
20. Flash drive (1)  
*(1 mark for the correct answer)*
21. Encryption is a method of scrambling data in such a way that only the people who have the key to unlock the message can read it. (1)  
*(1 mark for the correct definition)*
22. Microphone and Speaker (1)  
*(1/2 mark each for naming the two correct components)*

23. Byte, Kilo Byte, Mega Byte, Tera Byte (1)  
(1 mark for the correct unit order)
24. a) Linux (1)  
b) Disk Defragmentor (1)  
(½ mark for naming each correct software/tool)
25. RAM (1)  
(1 mark for the correct answer)
26. Memory Stick (1)  
(1 mark for the correct answer)
27. She should use line spacing to increase the distance between lines and should use insert---- symbol for pound symbol. (2)  
( 1 mark each for correct options)
28. Using s text editor a text document can be created, edited and saved. But with a word processor a text document can be formatted, we can insert charts, tables, pictures and much more. (2)  
( 1 mark for correct one point of difference)  
( 1 mark for correct software name)
29. Word Art and border (2)  
( 1 mark each)
30. Insert Table and merge cells (2)  
( 1 mark each)
31. Main document and data source (2)  
( 1 mark each)
32. Replace (CTRL+H) (2)  
( 1 mark each)
33. Hard Disk, CD ROM, DVD and Pen Drive are Secondary Memory devices. (2)  
(½ mark for naming each device correctly)
34. a) Billing System  
b) Payroll System (2)  
(1 mark for identifying each correct software type)
35. a) Use the Open option from of the File menu or use F3 function key and select the the document named FIT from D:\FIT\IX. (1)  
)  
b) Use 'Save As' option and save the changed document with the name 'NewFIT'. (1)  
)  
c) Use ' Find and Replace' (or just 'Replace') option . (1)  
)  
d) Insert the Header in the document and put the word 'Modified' in the Header. (1)  
)  
e) Use the 'Insert Shapes' option. (1)  
)
36. (5)  
a) Left, Centre, and Justify (1)  
b) Use Insert option. In the Insert menu choose the Clipart or 'Picture from File' (2)  
c) option as per the requirement. (2)  
(i) Underline the heading.  
(ii) Background color  
(iii) Insert image  
(iv) Border (colorful)
37. (5)  
a) Insert Picture (1)  
b) Font Color (1)  
c) Word Art (1)  
d) Insert Shape (1)

- e) Text Box (1)
38. With reference to the following letter, written in a word processor, answer the questions that follow: (5)

The Principal,  
The ABC School,  
New Delhi-11001.

Sub: Conduct of classes for Math Olympiad

Respected Sir/Madam,

We are a group of profesional teachers preparing studants for various competitive classes. Our track record has been excellent. We condct classes in various schools in and around Delhi. We shall eel obliged if we get a chance to conduct these classes in your school also. This will help your students improve basic mathematical skills also.  
In this regard we shall like to have a meeting with you to doscuss the detailed plan. Please contact the undersigned to fix the meeting date and time.

Regards,

Raj Kumar Pal,  
Marketing Manager,  
Excellent Educational Group.  
Phone: 5936365988

- a) (i) Select the word 'Sub' and make it Bold by clicking the Bold icon. (2  
(ii) (Select the sentence 'Conduct of . . . Olympiad' and underline it by clicking the Underline icon. )
- b) Select the body and click at the *justify icon*. (1  
)
- c) Select the letter body and click at the line spacing icon. From the list of options choose 'Double Line Spacing' or 2.0. (1  
)
- d) Spelling and Grammar (1  
)
- 39.
- a) Center Align (OR Center OR Center Text). (1  
)
- b) Merge Cells (OR Merge). (1  
)
- c) Insert Row Below (OR Insert Row OR Insert Row Above). (1  
)
- d) Italics (1  
)
- e) Merge Cells (OR Merge). (1  
)
- f) Insert Column Right (OR Insert Column OR Insert Column Left). (1  
)
- g) Insert Row Below (OR Insert Row). (1  
)
- h) Bullets. (1  
)
- i) Bold. (1

j) Center Align (OR Center OR Center Table).

)  
(1  
)

## **SECTION B**

40. c

41. b

42. c

43. b

44. b

45. c

46. c

47. d

48. a

49. b

50. c

51. d

52. a

53. a

54. a

55. a

56. b

57. b

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