LITTLE STAR HR. SEC. SCHOOL

CLASS - IX

FOUNDATION OF INFORMATION TECHNOLOGY

Total marks : 30 *Time : 1½ hour*

Choose the correct answer from the given alternatives:

1. The Memory is measured in 1

(a) Kilogram *(b) In the units of density*

(c) Kilo bytes *(d) Square meters*

2. Windows Explorer can open (explore) only 1

(a) Document folder *(b) Whole hard disk*

(c) CD-ROM *(d) All of these*

3. Primary Memory is ..... as compared to secondary memory. 1

(a) Fast *(b) Slow*

(c) Cheap *(d) Large*

4. Spelling and Grammar option is available under ..... tab. 1

(a) Review *(b) Home*

(c) Insert *(d) Page Layout*

5. Insert Merge Fill option is present under ..... group. 1

(a) Start Mail Merge *(b) Write and Insert Fields*

(c) Preview Results *(d) Finish*

6. The multiplication arithmetic operator is represented by which of the following symbols? 1

(a) > *(b) **

(c) / *(d) x*

7. By default legend box appears on the ..... Slide of the chart. 1

(a) Right *(b) Left*

(c) Bottom *(d) Top*

8. Which of the following shortcut keys is used for double line spacing? *1*

(a) Ctrl + 1 *(b) Ctrl + 5*

(c) Ctrl + 2 *(d) Ctrl + 4*

Answer the following questions in about 10-20 words:

9. What are Input and Output devices? *2*

Ans: _____

_____

_____

10. Define Pen Drive? *2*

Ans: _____

_____

_____

11. What is Recycle Bin? *2*

Ans: _____

_____

_____

12. What is meant by Editing? *2*

Ans: _____

_____

_____

13. What is the purpose of Wrap Text option? *2*

Ans: _____

_____

_____

14. Differentiate between functions and formula? 2

Ans: _____

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Answer the following questions in about 20-30 words:

15. What is the difference between RAM and ROM? 3

Ans: _____

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16. Explain any three types of Functions in Ms-Excel. 3

Ans: _____

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Answer the following questions in about 50-70 words:

17. Explain any four types of Chart. *4*

Ans: _____

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