CBSE | DEPARTMENT OF SKILL EDUCATION

INFORMATION TECHNOLOGY (SUBJECT CODE 402)

CLASS IX (SESSION 2021-2022)
BLUE PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 60 Minutes (1 Hrs.)　　　　　　　Max. Marks: 25

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-I	2
2	Self-Management Skills-I	2
3	Information and Communication Technology Skills-I	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 Marks

PART B - SUBJECT SPECIFIC SKILLS (20 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Introduction to IT-ITeS Industry	5
2	Data Entry & Keyboarding Skills	8
3	Digital Documentation	14
TOTAL QUESTIONS		27 Questions
NO. OF QUESTIONS TO BE ANSWERED		20 Questions
TOTAL MARKS		1 x 20 = 20 MARKS

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Max. Time Allowed: 60 Minutes (1 Hrs.)   **Max. Marks: 25**

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 15 marks and has 20 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills   **(1 x 5 = 5 marks)**

1.	**Which of the following is NOT classified as nonverbal communication?**	1
	a. Signs b. Eye Contact	
	c. Body language d. Gestures	
2.	**The means by which the message is sent is called _____.**	1
	a. Channel b. Receiver	
	c. Messenger d. Sender	
3.	**It refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations.**	1
	a. Stress Management b. Time Management	
	c. Personality Confidence d. Self Management	
4.	**Realistic belief and trust of an individual in one's own judgement, capabilities and worthiness is _____.**	1
	a. Self-Motivation b. Over-Confidence	
	c. Self-Confidence d. Team Player	
5.	**The elementary unit of memory is _____.**	1
	a. Byte b. Bit	
	c. Nibble d. Kilo Byte	
6.	**_____ means an attempt to acquire a sensitive information such as username, password, etc.**	1
	a. Spamming b. Pharming	
	c. Phishing d. Hacking	

SECTION B

Answer any 15 questions out of the given 20 questions   (1 x 15 = 15 marks)

7.	Which of the following key move the Text cursor to the beginning of the line?	1
	a. End	b. Home	
	c. Insert	d. Ctrl	

8.	Which of the following operation will create duplication of table?	1
	a. Deleting a table	b. Copying a table	
	c. Moving a table	d. Creating a table	

9.	Which tab is used to add Header in a document?	1
	a. Insert	b. Design	
	c. File	d. Layout	

10.	_____ bar is located at the top of the window and shows the nama of Currently opened document.	1
	a. Menu bar	b. Title bar	
	c. Status bar	d. Navigation bar	

11.	____ shortcut key is used for Undo.	1
	a. Ctrl+C	b.Ctrl+Y	
	c. Ctrl+X	d. Ctrl+Z	

12.	Which is NOT a type of alignment in Word Processor?	1
	a. Left	b. Justify	
	c. Middle	d. Center	

13.	_____ refers to the facts or raw material, which are processed to get the information.	1
	a. Information	b. Data	
	c. Input	d. Processed Data	

14.	In the Home Row Approach, also called Horizontal Approach, all the _____ fingers of both the hands rest on Home Keys during the keyboard operation..	1
	a. 6	b. 4	
	c. 8	d. 2	

15.	_____ is the area where the text to be typed is displayed.	1
	a. Text Area	b. Canvas	
	c. Text box	d. Text Panel	

16.	_____ services mean performing business operations through an outside service provider.	1
	a. BPM	b. MNC	
	c. ISP	d. BPO	

17.	_____ colour indication stand for right inputs exceeding the acceptable time frame in Rapid Typing Tutor.	1
	a. Red	b. Yellow	
	c. Green	d. Orange	

18.	What is the full form of LMS in context to IT ?	1
	a. Learning Management Software b. Learner Manufacturing Software	
	c. Learning Model System d. Learning Management System	
19.	A word processor helps us to look up synonyms and antonyms in the _____ option.	1
	a. Spell Check b. Thesaurus	
	c. Find and Replace d. Look up Wizard	
20.	The default orientation of the page is _____ in Word processor.	1
	a. Landscape b. Print Layout	
	c. Portrait d. Normal	
21.	A _____ is an arrangement of rows and columns.	1
	a. table b. cell	
	c. range d. formatting	
22.	Which of the following a way of selecting a word in Word processor using mouse?	1
	a. Single Click b. Double Click	
	c. Triple Click d. Scrolling	
23.	ITeS is also called _____ that cover the entire operations which exploit Information Technology for improving the efficiency of an organisation.	1
	a. web-enabled services b. webpage	
	c. computer services d. business	
24.	'F' and 'J' are called as _____ keys.	1
	a. Home b. Filter	
	c. Guide d. Sticky	
25.	There should be at least _____ cm of distance between your eyes and the screen.	1
	a. 40-50 b. 60-65	
	c. 90-100 d. 75-80	
26.	The _____ is the one which displays the result of the lessons which has been already completed.	1
	a. Lesson Editor b. Navigation Tree	
	c. Statistics Window d. Result Window	

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions   (1 x 5 = 5 marks)

27.	Mr. Rajan wants to write x^2 . But when he writes this, it shows x2. Which option he should use to get 2 at its proper place?	1
	a. Superscript b. Strikethrough	
	c. Subscript d. Change Case	
28.	Rashi is an accountant. She wants to take out the printout of the balance sheet widthwise. Which option she should use to print the document so that the height of the page is less than its width?	1
	a. Portrait b. Indent	
	c. Landscape d. Tab Settings	

29.	Garima has created a document in Word Processor. She wants to give headings in bold text but her mouse is not working. Can you suggest her the shortcut key through which she can perform this task from the keyboard?	1
	a. Ctrl+I b. Ctrl+U	
	c. Ctrl+B d. Ctrl+D	
30.	Dr. Akshat is a medical pratitioner. He needs to perform a surgery for his patient. For that, he is required to monitor the heartbeat of the patient. Which device would be most suitable for this purpose?	1
	a. ECG b. MRI	
	c. EEG d. CAT	
31.	Himanshu is practicing to type on a notepad. By mistake, he has written a wrong spelling. Now, he wants to delete the wrongly typed word from the left side of the cursor. Which key he will use to accomplish the task?	1
	a. Delete b. Backspace	
	c. Return d. Pause	
32.	Gautam has prepared a project for his school in a Word Processor. In his document, he wants the change the all the occurrences of the word "when" to be changed to "where". Which option of the word processor he will use to complete the task?	1
	a. Change Case b. Orientation	
	c. Find and Replace d. Find	
33.	Namita's teacher asked her to practice the keystrokes of numeric keypad. She noticed that the keypad works in dual mode. Identify the key that helps in changing the mode from numeric to arrow keys:	1
	a. Scroll Lock b. Caps Lock	
	c. Num Lock d. Alt Key	