

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. 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? a. Signs b. Eye Contact c. Body language d. Gestures	1
2.	The means by which the message is sent is called _____. a. Channel b. Receiver c. Messenger d. Sender	1
3.	It refers to a state of psychological tension and discomfort originating from unforeseen, difficult, confusing and challenging situations. a. Stress Management b. Time Management c. Personality Confidence d. Self Management	1
4.	Realistic belief and trust of an individual in one's own judgement, capabilities and worthiness is _____. a. Self-Motivation b. Over-Confidence c. Self-Confidence d. Team Player	1
5.	The elementary unit of memory is _____. a. Byte b. Bit c. Nibble d. Kilo Byte	1
6.	_____ means an attempt to acquire a sensitive information such as username, password, etc. a. Spamming b. Pharming c. Phishing d. Hacking	1

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? a. End c. Insert	b. Home d. Ctrl	1
8.	Which of the following operation will create duplication of table? a. Deleting a table c. Moving a table	b. Copying a table d. Creating a table	1
9.	Which tab is used to add Header in a document? a. Insert c. File	b. Design d. Layout	1
10.	_____ bar is located at the top of the window and shows the name of Currently opened document. a. Menu bar c. Status bar	b. Title bar d. Navigation bar	1
11.	_____ shortcut key is used for Undo. a. Ctrl+C c. Ctrl+X	b. Ctrl+Y d. Ctrl+Z	1
12.	Which is NOT a type of alignment in Word Processor? a. Left c. Middle	b. Justify d. Center	1
13.	_____ refers to the facts or raw material, which are processed to get the information. a. Information c. Input	b. Data d. Processed Data	1
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.. a. 6 c. 8	b. 4 d. 2	1
15.	_____ is the area where the text to be typed is displayed. a. Text Area c. Text box	b. Canvas d. Text Panel	1
16.	_____ services mean performing business operations through an outside service provider. a. BPM c. ISP	b. MNC d. BPO	1
17.	_____ colour indication stand for right inputs exceeding the acceptable time frame in Rapid Typing Tutor. a. Red c. Green	b. Yellow d. Orange	1

