

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: _____

Answer the following questions in about 20-30 words:

15. What is the difference between RAM and ROM?

3

Ans: _____

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

3

Ans: _____

Answer the following questions in about 50-70 words:

17. Explain any four types of Chart.

4

Ans: