

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: $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$