



BK BIRLA CENTRE FOR EDUCATION
SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY| CO-ED DAY CUM BOYS' RESIDENTIAL SCHOOL
MID-TERM EXAMINATION 2023-24
INFORMATION TECHNOLOGY - 402



Class : IX
Date : 13-10-2023
Admission No.:

Duration : 2 Hrs
Max. Marks : 50
Roll No.:

MARKING SCHEME

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 20 questions in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. All questions of a particular section must be attempted in the correct order.
5. SECTION A - OBJECTIVE TYPE QUESTIONS (20 MARKS):
 - i. This section has 04 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
6. SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):
 - i. This section has 16 questions.
 - ii. A candidate has to do 12 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q.(1) Answer any 5 questions out of the given 6 questions on Introduction to IT-ITeS Industry.

(1 x 5 = 5 marks)

- (I)** (c) Error in input to computer
- (II)** (a) CAT
- (iii)** (a) Using video effect software
- (iv)** (b) Management
- (v)** (b) One Time password
- (vi)** (a) ECG

Q.(2) Answer any 5 questions out of the given 6 questions on Digital Documentation. (1 x 5 = 5 marks)

- (i) (a) Data source
- (ii) (b) Table>Delete>Table
- (iii) (b) Header
- (iv) (c) Google Docs
- (v) (b) Undo
- (vi) (a) Superscript

Q.(3) Answer any 5 questions out of the given 6 questions on Electronic Spreadsheet. (1 x 5 = 5 marks)

- (i) (a) Active cell
- (ii) (b) =
- (iii) (b) Scientific format data
- (iv) (c) Formula
- (v) (b) Column and Line chart
- (vi) Relative cell referencing

Q.(4) Answer any 5 questions out of the given 6 questions on Digital Presentation. (1 x 5 = 5 marks)

- (i) (a) F5
- (ii) (b) All the slides
- (iii) (a) Normal view
- (iv) (b) Alignments
- (v) (c) Slide Sorter
- (vi) Click on image
Position the cursor over one of the resize handle(selection handle)
Click and drag to resize the image.
Release the mouse button when satisfied.

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 6 out of the given 8 questions. Answer each question in (20 – 30) words. (2 x 6 = 12 marks)

Q.(5) Describe MRI and ECG in brief.

Ans. : MRI (Magnetic Resonance Imaging) : It is used to check the images of internal organs of the body.
ECG (Electrocardiogram) : It is used to view the health of the heart.

Q.(6) Expand the following :

- (a) CAT : Computerized Axial Tomography Machine
- (b) EEG : Electroencephalogram
- (c) BHIM : Bharat Interface for Money
- (d) BPM : Business Process Management

Q.(7) Describe Main document and data source used in mail Merge process.

Ans. : Main document : The document that contains the text of a letter.

Data source ; The file that contains name and address, i.e. data of recipients.

Q.(8) Differentiate between Header and Footer.

Ans. : Header ; Portion of a document that always appears at the top of a page.

Footer : It appear at the bottom of every page.

Q.(9) What is the difference between workbook and worksheet ?

Ans. : Workbook : A workbook is a collection of worksheets.

Worksheet : A worksheet is a grid of cells made up of horizontal rows and vertical columns.

Q.(10) What is a cell ? What do you mean by a range of cells ?

Ans. : A cell is a intersection of row and column in a sheet. It is denoted by column number and row number. Eg. : B5

A range of cells may contain just a single cell or a group of cells. It is specified by giving the addresses of first cell in the range and the last cell of the range. Eg. : B2:D7

Q.(11) How can you group and ungroup different drawing objects in a presentation ? Explain.

Ans. : You can group objects so that you can treat the group as one object.

Group :

Select object with Shift key

Click Format>Group>Group OR Ctrl+Shift+G OR Right click and select Group from context menu.

Ungroup :

Click on any one object

Click Format>Group>Ungroup OR Ctrl+Alt+Shift+G OR Right click and select Ungroup from context menu.

Q.(12) Write the steps to delete and rename slides in a presentation.

Ans. :

Delete :

Make the slide active

Press delete button from the keyboard OR

Make the slide active

Right click and press delete slide option

Rename :

Right click on slide

Choose rename slide option

Change the name and click on OK

Answer any 6 out of the given 8 questions. Answer each question in (50 – 80) words. (3 x 6 = 18 marks)

Q.(13) Explain any three characteristics of computers.

Ans. : (a) Diligent : computer work endlessly without getting tired or bored.

(b) Easy to learn : It is easy to learn and understand.

(c) Speed : It is very fast machine which can produce millions of instructions per second.

(d) Accuracy : It works accurately. Its accuracy is 100%

Q.(14) How has IT played an important role in Medical and Education ? Explain

Ans. : **Medical** : IT has positively impacted the health care sector. It helps in inventory management, patient management and various kind of tests that are carried out at hospitals to check for health of various internal organs.

Education : Many educational mobile apps are available like Byjus, Toppr, simplilearn, Prozo etc. Now classroom teaching is more effective, qualitative by using smart board in the class room. Online encyclopaedias like Wikipedia that are free to use and give a wealth of information to anyone willing to learn.

Q.(15) Explain the steps to print letters using Mail Merge process.

Ans. :

- Select starting document : It create a new document or use the current document.
- Select document type : Here we can create letters or email messages.
- Insert address block : Here you need to select address list and then click next.
- Create salutation : It is possible to create just about any salutation you want in this step.
- Adjust layout : You can adjust the position of the address block and salutation on the page.
- Edit the document : You have another opportunity to exclude particular recipients from the mail merge.
- Personalise the Document : You can use personalise particular documents.
- Save, Print or Send : You can save by selecting save merged documents.

Q.(16) Describe different types of change case options used in Writer.

Ans. :

- Upper case : It represents the case of all letters are capitalised.
- Lower case : It represents the case of all letters in small case.
- Sentence case : it represents the first letter of the sentence which is in capitals.
- Capitalize each word : It represents the case of every word starts with a capital letter.
- tOGGLE cASE : It represents the reverse case of all letters from the previous selected case.

Q.(17) What are the various types of cell referencing used in Calc. Explain.

Ans. : **Relative referencing** : It can be explained in terms of the position of a formula relative to the cells.

Eg.: A1+B5

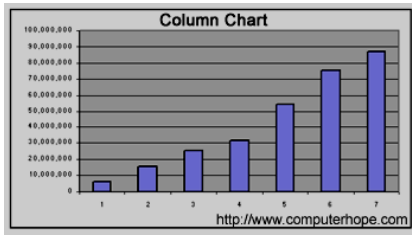
Absolute referencing ; It is used when we do not want to change the address of a cell while copying the formula to another cell. Eg.: \$A\$1 + \$B\$5

Mixed referencing : It is a combination of relative and absolute references. Eg.: A\$1 + \$B5

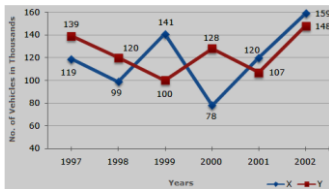
Q.(18) Explain different types of charts used in Calc. (Any three)

Ans. : Column chart, Bar, Pie, Area, Line, Chart XY (Scatter), Stock, Column and Line , Bubble chart

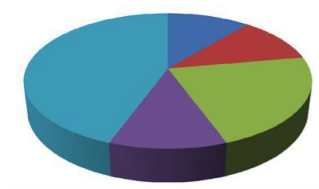
(a) Column Chart : A column chart shows the data changes over a period of time or illustrates comparisons among items.



(b) Line Chart : A line chart shows the different trends in data at equal intervals. It shows data in different styles of lines varying at equal intervals.



(c) Pie chart : A pie chart shows one data series in the form of the comparative size of things that make up the data series to the sum of the items.



Q.(19) Describe any three qualities of a good presentation.

Ans. : Know your topic

Avoid writing too much in one slide

Plan the layout of the slide

Avoid gaudy fonts

Use contrasting colors for text and background

Use a slide design template to keep your presentation look consistent

Minimize the variety of transitions

Q.(20) What are the different types of views in presentation ? Explain.

Ans. : Normal View : It is the main view for creating individual slides.

Outline view : It contains all the slides of the presentation in their numbered sequence. It shows topic titles, bulleted lists, numbered lists in outline format.

Notes view : It is used to add notes to a slide.

Slide sorter view : It contains all the slides thumbnails. Use this view to work with a group of slides or with only one slide.

***** END OF PAPER *****