ITL Public School
Summative Assessment 1 (2014-15)

Date: 12/09/14   **Class: IX**

Foundation of Information Technology (165)

Time: 3 hrs   **M. M: 90**

General Instructions:
1. *Marks for all the questions are mentioned with the questions.*
2. *Maintain the order of the answers.*
3. *Answer the questions after carefully reading the text.*
4. *Please write down the serial number of the question before attempting it.*

1	Suggest one feature of Writer you can use to view document from different aspects before actually printing it?	1
2	Kshitij wants to apply the same affect to some nearby-placed objects simultaneously. Which effect should he apply so that all the objects are treated as a single object?	1
3	What is the name of the first screen that we see when we boot our computer?	1
4	Kanan, a chemistry teacher is typing a book and he needs to type in H_2SO_4. Which formatting feature helps him to see the numbers 2 and 4 in the desired format?	1
5	Sonali wants to write heading 'Processor' in Bold in 14 pt. On which toolbar can she find the tools for applying this formatting?	1
6	What is the other name for the printed copy of any document?	1
7	Which component of CPU is used for storing temporary results?	1
8	What is the term used for the collection of 4 bits?	1
9	Which is the default page orientation in Writer?	1
10	Poorva is in hurry to type the text in which she does not want any formatting. Which text-editor of windows she should use to create that simple document?	1
11	Kalpana wants to rename her folder from exam1 to exam2. Which shortcut key can be used for this?	1
12	Sahil deleted a file by mistake. From which folder can he get his file back?	1
13	Mohan wants to reduce the active window to just the title bar. He should click on which button on the application window?	1
14	Drishti wants to develop software, which is designed according to her own requirements. Which is the application software that she is talking of?	1
15	Name the primary memory that is volatile in nature.	1
16	Name the input device that is used to sense and read thick and thin black stripes present on the items.	1
17	Salil wants to view the contents of a folder. He brings the mouse pointer on the folder but does not know how to use mouse to open the folder. Suggest the method for opening the folder using mouse.	1
18	When Samridh tried to make some changes in a particular sentence in a document, he realized that the previous text was being overwritten by the new text automatically. Suggest a method by which this could be stopped.	1
19	Minal wants to reduce the margins of the document. She should look for the option in which menu?	1
20	What is meant by WYSIWYG?	1
21	Shrutya has started his own company. He wants to promote his company using flex, banners etc. Which output device should he use for creating the banners, posters etc?	1
22	A company wanted to maintain a proper record of its employees, with details like employee name, date of birth, date of joining etc. Which general purpose software can be used for this?	1

23 Which is the shortcut key to paste any folder from one location to another? 1

24 What is meant by Word Wrapping? 1

25 What are the graphical symbols representing a window element called? 1

26 List any one service provided by operating system. 1

27 While typing any text, if we find a red line appearing beneath any text and a green line beneath some other text, what could be the problem? How can we remove these lines? 2

28 Identify the devices that are the required for the following: 2
- Device used to draw lines or images on the screen
- Input the cheque details like cheque number, bank code number etc. on a bank cheque.
- A new generation optical storage device that is designed as a replacement to DVD
- Type the text in the letters etc.

29 Name the following: 2
- Software that allows installing a specific hardware device so that it can be used by the user.
- The language processor that converts the entire HLL program into machine language in one go and the report the errors in the end.

30 Write any two features of Linux operating system which makes it very popular. 2

31 Write any two differences between copying and moving a text? 2

32 Name the menus in which the following options are present: 2
- Align text towards right
- Add Headers and Footers

33 Give any two examples of each: 2
   a) DBMS software   b) System utility software

34 What is a table in Writer and explain any one way to insert a table at a particular place. 2

35 Observe the document and answer the questions carefully: 5

Modern Computers Are Based On Integrated Circuits That Are Millions Time More Powerful.	Modern Computers are based on integrated circuits that are millions times more powerful.
(A)	(B)

a) The difference between both the alignments.
b) Which shortcut is used to make 'Computers' as Bold.
c) Which case is used in part (A)
d) If we want to search for a word "circuit" in both the documents. Which feature of writer enables us to do so and which menu has this option?

36 Fill the following blanks with the appropriate words 5
   i) While typing the formula of area of circle in a document, we get the symbol of π from _____ menu.
   ii) _____ is a quick way of copying formatting from one piece of text to another place.
   iii) In Writer _____ provides graphical text arts that you can insert in your document to make it more attractive.
   iv) The language of 1s and 0s is called _____
   v) A folder created inside a folder is called _____.

37 Write any one method for the following: 5
   (i) To access autoformat feature of Writer.
   (ii) To insert a picture from OOo Gallery
   (iii) Type '2' in a^2
   (iv) Display a star on the document.
   (v) Set the margins of the document

38   Write a short note on the following   5
- Disk Defragmentation
- Role of computer in the field of engineering
- Operating system
- Notification Area
- AutoCorrect feature of writer

39   Write any one point of difference between the following: 10
(i)   Margins and Indents
(ii) RAM and ROM
(iii) 3GLs and 4GLs
(iv) System Software and Application Software
(v)   Hard disk and Floppy disk
(vi) Mouse and Trackball
(vii) Closing and Exiting a document
(viii) Character and Paragraph Formatting
(ix) Save and save As

SECTION-B
Multiple Choice Questions

40   1.   The concentric circles on the hard disk are further divided into:
a) Tracks   1
b) Sectors
c) Cylinders
d) Card Reader

2.   Which extension is given to a Writer document:
a) .odt   1
b) .obd
c) .doc
d) .docx

3.   A word processor will be most likely used to
a) do calculations in accounts department   1
b) do a computer search in a media centre
c) type a biography
d) do inventory

4.   The option to get any toolbar on the screen is present in which menu:
a) Insert   1
b) View
c) Format
d) File

5.   The general arrangement of text in the document is called :   1
a) Beautification of text
b) Formatting of Text
c) Neatness of text
d) None

6.   Which of the following is Open Source Operating System?   1
a) Windows
b) Linux
c) Mac
d) All

7.   The topmost bar in any application window is the   1
a) Menu bar
b) Status Bar
c) Title Bar
d) Formatting Bar

8.   Which among the following is a type of non-impact printer: 1
a) Ink-Jet
b) Dot Matrix
c) Drum

d) Line

9. Which option of writer allows us to combine two or more cells of a table   1
   a) Splitting of Cells
   b) Merging of cells
   c) Combining of cells
   d) Formatting cells

10. Saving an existing document with some other name can be done by using which option   1
    of file menu
    a) Save as
    b) Save
    c) Send
    d) Publish

11. The first OS to introduce GUI was: 1
    a) Linux
    b) Mac
    c) Android
    d) Symbian

12. The temporary storage area of Windows which stores copied data   1
    a) Cache
    b) Clipboard
    c) Save
    d) Gallery

13. Mobile Phones with additional features that are required for performing day-to-day tasks   1
    are called
    a) PDAs
    b) SmartPhones
    c) Super Computers
    d) Tablet Computers

14. Which of the following can be viewed in the form of non-printing character: 1
    a) Enter
    b) Special
    c) Alphabetic
    d) Number

15. Which of the following is known as non procedural language   1
    a) 1GL
    b) 2GL
    c) 3GL
    d) 4GL

16. The type of monitor which uses vacuum tube containing one or more electron guns and a   1
    fluorescent screen used to view images.
    a) CRT
    b) LCD
    c) LED
    d) Blu ray

17. Name the built-in text editor of BOSS?   1
    a) Credirt
    b) Redit
    c) Bedit
    d) None of these

18. What is the shortcut to create a new file in writer?   1
    a) Ctrl+W
    b) Ctrl+N
    c) Ctrl+F
    d) Ctrl+O