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**ROYAL PUBLIC SCHOOL SECTOR**

**PRACTICE PAPER 2019-20**

**Class - IX**

**Subject –Information technology**

Section - A

1. Answer any 10 questions out of 12 questions:- 12 x 1 =12
2. The keyboard shortcut for a number list is …………………….. .
3. Creating a list within a list is called…………………….. .
4. Breaking down text into two or more lines is called …………….. .
5. Dragging the ………………….. copies formula to adjacent cells.
6. When more points to a ……………………. its pointer changes to a hand.
7. Cut and ……………….. move a text.
8. Sorting can be done in …………………… or ……………… order.
9. Creating liste makes the text more………………………….. .
10. ………………….. option can be used to see how the document will look on printing.
11. ……………… can be dragged to automatically fill data in cells.
12. ……………………function does next count blanks cells.
13. A computer’s handwriting is called…………………. .
14. The keyboard shortcut for a number list is …………………….. .
15. Creating a list within a list is called…………………….. .
16. Breaking down text into two or more lines is called …………….. .
17. Dragging the ………………….. copies formula to adjacent cells.
18. When more points to a ……………………. its pointer changes to a hand.
19. Cut and ……………….. move a text.
20. Sorting can be done in …………………… or ……………… order.
21. Very short questions:- 5x 2= 10

Answer any five questions out of the given 7 question.

1. Why PDFs are popular file formats?
2. Define: cell referencing and data table.
3. What do you mean auxiliary devices?
4. Name any four buttons in the Area tab of page style dialog box.
5. Describe the various part of CPU.
6. Name any five elements that forms a part of slide layout.
7. How can you remove transition effect?
8. Short questions:- 5 x 3= 15

Answer any 5 questions out of the given 7 questions.

1. Why do you need different paper sizes while printing documents?
2. Differentiate between splitting & Merging cells with examples.
3. Why do you need different paper sizes while printing document?
4. Write about any four chart elements.
5. Explain the types of auxiliary devices.
6. Write steps to add page number I writer.
7. Discuss any three ways to enter data in a cell in calk spreadsheet.
8. Why do you need different paper sizes while printing document?
9. Write about any four chart elements.
10. Explain the types of auxiliary devices.

Section – B

1. Long / essay type questions. 5x3=15

Answer any 3 questions out of the given 5 questions.

1. Define the following terms.
2. Gradient b) Header row c) Input line d) Normal view e) custom animation
3. Discuss rehearse Timings option of slide show menu.
4. What are the factors causing the ecological imbalance in India?
5. Write steps to make flash file of your presentation.
6. Write the steps to export the file as PDF.