

**Sample Question Paper**  
**FOUNDATION OF INFORMATION TECHNOLOGY**  
**Class-IX (TERM - II)**

TIME : 3 Hrs

MM : 80.

**SECTION – A**

1. Proneeta has made a presentation for her new ad campaign. The content is ready but she does not have time to design backgrounds and decide on color schemes for the presentation. Name the feature which will help her to create a professional presentation without devoting much time. 1
2. Girish Ramanuj is interested in storing data of his monthly expenditure for a period of one year and also wants to perform some calculations and analysis. Which Office application will you suggest Girish should use for this purpose? 1
3. Daanish Jayant is not able to understand the difference between Normal View and Outline View in Presentation Tool, write one major difference between them. 1
4. Slide Transition and Custom animations are two options available in Presentation Tools, which option helps you to include special effects on various text boxes and images during designing a slide? 1
5. Fareeda is trying to put many pictures and text on a particular slide. Whenever, she is re-positioning the text box, all other picture objects shift to different positions. Which option, you will suggest her to fix positions of all the picture objects in one go in a particular manner? 1
6. Out of the following external file(s), which one(s) will help you include sound in your presentation?  
JPEG, WAV, GIF, BMP, MP3 1
7. The formula in cell A2 is =B2+C3. On copying this formula to cell C2, what will the formula be? 1
8. What will be the cell address of the cell formed by the intersection of the fifth column and the eighth row? 1
9. Differentiate between relative referencing and mixed referencing with respect to a presentation tool. 1

- 10 Name the toolbar of the spreadsheet package which has all the options of changing the font properties. 1
- 11 What extra hardware is required for adding and testing narration in a presentation Tool? 1
- 12 Out of the following list pick out the option(s) that is not a type of Plagiarism: Adding New Content, Potluck Paper, Ghost Writer, Photocopy 1
- 13 Amit has learnt photo editing and now he is planning to get a career in web designing, which of the following should he essentially learn :
- (a) C++
  - (b) HTML
  - (c) Spreadsheet Package
  - (d) Presentation Package 1
- 14 Define the terms Plagiarism and Intellectual Property Rights clearly bringing out the difference between the two. 2
- 15 Name the cells included in the range reference A1:B2 2
- 16 In Spreadsheet software, what is the column immediately next to column "Z"? 2
- 17 Aleena is interested in transferring few Songs from her mobile phone to Sanyan's mobile phone. Suggest two suitable wireless options she may opt for doing the same. 2
- 18 Suggest any two ways in which plagiarism can be reduced. 2
- 19 Define the following terms:
- i) Firewall
  - ii) Cyber Crime 2
- 20 From the following list identify the features which are available in both Presentation Tool and Spreadsheet Software:
- i) Spell Check facility
  - ii) Headers and Footers
  - iii) Adding Watermarks/Backgrounds
  - iv) Macros 2
- 21 Tarini Fancy Inc. is planning to connect all computers in their Office Building spread over 50 Metres of area. Suggest the most economical cable type having high data transfer speed which can be used to connect these computers. Which type of Network (out of WAN, LAN and MAN) will be formed by connecting these computers? 2

- 22 Explain the usage of the Rehearse Timing option of presentation software. 2
- 23 From the following techniques which one is suitable for maintaining data integrity and which one is suitable for ensuring security of information?
- Data encryption and Password protection
  - Backing up data regularly 2
- 24 Jayant Dhal has created a bar chart in the spreadsheet tool, now he is making a presentation; he wants the same bar chart to be included in one of the slide of the presentation. Suggest two ways to him for the same. 2
- 25 Explain in brief the automatic recalculation feature of a Spreadsheet with the help of an example. 2
- 26 Ms. Meeramani has recently joined a construction company as Marketing Executive. She saw a presentation about the company. She however is not satisfied with it and wants to make some changes in it. Using your presentation skills, suggest the features to accomplish the following changes:
- i) Add the company's logo (stored as a file on her computer) on the first slide.
  - ii) Add audio to each slide to explain the content of the slide.
  - iii) Add an effect while shifting from one slide to another during a slide show.
  - iv) Connect Slide 4 to Slide 9 directly.
  - v) Add slide numbers automatically at the bottom of each page. 5
- 27 Give the following answers with respect to spreadsheet:
- (i) Cell A1 contains the number 20 and B1 contains 3. What will be the contents of cell C1, if the formula **=A1+B1\*2^3** is entered in cell C1?
  - (ii) The contents of Cell **A1, B1, C1** and D1 are 10, -20, 30 & -40 respectively. What will be the value displayed in cell E1 which contains the formula **=MIN(A1:D1)**
  - (iii) Cell D3 contains the formula **=B\$3+C3** and this formula is copied to cell E3, what will be the copied formula in cell E3?
  - (iv) Cell D3 contains the formula **=B3 + C3** and this formula is copied to cell E3, what will be the copied formula in cell E3? 4
- 28 Tariq Fashions maintain their employee salary details in a spreadsheet as shown below. A sample data of 7 employees is shown below. Write formulas for the operations (i) to (v) and answer the questions (vi) to (viii) based on the spreadsheet given below along with the relevant cell address: 13

	A	B	C	D	E	F
1	NAME	BASIC	HRA	DA	PF	NET SALARY
2	Surinder	50000	20000	___	600	___
3	Kanika	56000	20000	___	600	___
4	Aashish	35000	15000	___	400	___
5	Harjit	45000	15000	___	500	___
6	Abhijit	60000	25000	___	700	___
7	Jyoti	75000	30000	___	700	___
8	Amita	25000	10000	___	300	___
9	Maximum					___
10	No. of Emp					___

- (i) To calculate the DA as 25 % of BASIC+HRA for each employee and display in column D.
- (ii) To calculate the NETSALARY as BASIC+HRA+DA-PF for each employee and display in column F.
- (iii) To find the maximum NETSALARY and display in cell F9.
- (iv) To count the number of employees and display in cell B10.
- (v) The Manager wants to know how many employees from the above data are eligible for bonus. The criteria being that the employees having a salary greater than 45000 are not eligible for bonus. Write the formula the Manager should use for achieving the same and display the number of employees in cell F10.
- (vi) The manager realizes that he has forgotten to add the S.No. Column in the above spreadsheet. Which feature will help him automate the typing of sequential numbers?
- (vii) The manager wants to graphically represent a comparative analysis of the salaries of employees. Suggest the most suitable chart type for achieving the same.
- (viii) If the Basic salary of an employee changes, will the manager have to redo all the calculations for that particular employee? Explain.

29 Following is a text document containing a letter. The line numbers are given on the right hand side of the lines of the document. Observe the following document and answer the questions from (i) to (v):

5

From:  
**Customer Help Manager,**  
Fountain Spray Corporation,  
New City 4

Date: 31st March, 2009

To,

**Yanran Philip**  
R-900, Jalyaan Vihar  
King Nagar

Subject: Reply to Complaint no. A-349562

Dear Madam

This is with reference to your complaint no A-349562 with regard to our Automatic Spray System Model 978. We would like to inform you the following:

1. The defect informed by you is not covered in our Warranty Terms.
2. The defective part is required to be imported from Japan.
3. As a privileged customer of ours, company will be able to give 50% discount on the part along with free installation at your premises.

Kindly let us know your decision in this regard.

In your best service!

Sincerely Your

Anika Palan

CustCare@AutoSpray.com  
www.AutoSpray978.com

- i) From the above document, identify the lines and write the line numbers for line(s) that contains superscript text.
- ii) Which feature has been used to present the table automatically in the format shown in lines 17-21
- iii) The manager wants to send the letter with same content to all customers with similar complaints. The addresses of all such customers are stored in a separate document. Name the feature which will help the manager achieve the same.
- iv) The Manager wants to keep a record of all the changes/ corrections that he makes in this document. Name the feature used to achieve the same.

### **SECTION – B (MCQ)**

30. The Principal of Akshar Vidya Primary School has employed Vijay Kumar to enter marks of all the students in each examination in a result processing software. What is the designation of Vijay Kumar.
- Data Entry Operator
  - Digital Content Manager
  - Web Designer
  - Programmer
31. Sumriddhi is logging in to her gmail account and one of her friends is trying to peep in and figure out her password. Which of the following issues is being infringed?
- Plagiarism
  - Privacy
  - Intellectual Rights
  - None of the above
32. In a presentation document, in order to type '2' in the mathematical expression  $A.X^2+B.X+C=0$ , which one of the following options you would use?
- Insert Clipart
  - Subscript
  - Italics Style
  - Superscript
33. In a presentation, Sachin has to change all occurrences of the word 'Calcutta' with 'Kolkata'. Which one of the following options is most appropriate to do the task:
- Copy & Paste
  - Find & Replace
  - Cut & paste
  - All of the above
34. Members of 'Nibbles & Bytes', the computer club of a school wants to prepare and print Participation Certificate for all the participants in their annual interschool symposium using a spreadsheet, where the details of the participating students along with the events and schools are entered. Which of the following office techniques is most appropriate to get the desired results:
- Copy & Paste
  - Find & Replace
  - Mail Merge
  - Cut & Paste

35. Rehman is making his Science Project Presentation on 'Sustainable Development' using a presentation software. He wants to add the phrase 'Sustainable Development' at the top of each page. Which option he should use:
- Footer
  - Header
  - Watermark
  - Bullets
36. A student wants to create a 'Digital Story Teller' on the famous storyline 'Rabbit & the Tortoise'. He has downloaded some images of Rabbit, Tortoise and forest. He wants to add background music, voice over and animation. Which one of the office tool he should use:
- Word Processing Software
  - Presentation Software
  - Spreadsheet Software
  - Database Management System
37. Which of the following actions can be performed in Slide Sorter View of a Presentation Tool?
- Rearranging Slides
  - Deleting Slides
  - Make global changes to several slides at one time
  - All of the above
38. In Presentation Tool, the entry effect as one slide replaces another slide in a Slide Show is called:
- Animation
  - Slide Transition
  - Custom Animation
  - Rehearse Timing
39. Vanya has made a presentation on 'Global Warming'. She wants to progress her slide show automatically while she speaks on the topic in the class:
- Custom Animation
  - Rehearse Timing
  - Slide Transition
  - Either (a) or (b)
40. Computer Teacher of 'Shanti Education School' wants to graphically analyze the performance of her students over the last three Computer Tests. Which one of the following office tools she should use to get graphical report in most effective manner with minimum effort:

- a) Word Processing Software
- b) Presentation Software
- c) Spreadsheet Software
- d) Database Management System

41. Marks scored by students in a class are entered in a spreadsheet along with their names as follows:

Name	Marks
Aman	445
Rahman	432
Anita	456
Amisha	421
Gorge	442
Fatima	487

If we want to have a Merit List of these students [i.e. student's marks appearing in descending order with corresponding names], which one of the following options will accomplish this task in one go:

- a) Copy & Paste
  - b) Reverse
  - c) Search
  - d) Sort
42. In a Spreadsheet, the following reference changes rows and columns automatically when it is copied to a new cell:
- a) Relative Reference
  - b) Absolute Reference
  - c) Mixed Reference
  - d) All of the above
43. The Autofill feature in a spreadsheet:
- a) Extends a sequential series of data
  - b) Automatically adds a range of cell values
  - c) Applies a border around the selected cells
  - d) Fills the selected cells with a background color
44. It is an offence as per Cyber Laws to use a software without paying the License Fee to the Copyright Owner Company if that software belongs to the class of:



- a) Shareware
- b) Freeware
- c) Open Source
- d) Proprietary Software

45. Sam Niza, who was born in 1995, is thinking of a password for her online bank account. Which one of the following you would suggest for strengthening the security of her account:

- a) sam95
- b) a99p54c66
- c) samniza1995
- d) sam1995

**MARKING SCHEME**  
**FOUNDATION OF INFORMATION TECHNOLOGY**  
**Class IX (Term II)**

**Max Time: 3 hours**

**Max Marks: 80**

**SECTION – A**

1. Design Templates  
**(1 mark for the correct answer)**
2. Spreadsheet application is most suitable for storing, calculations and analysis of any kind of numerical data.  
**(1 mark for the correct answer)**
3. Normal view allows editing and Formatting of Text and Graphics. It gives a larger view of the slide.  
Outline View allows only editing of text content with no option of format change and graphics. It gives a miniature view of slides.  
**(1 mark for the correct difference)**
4. Custom animation  
**(1 mark for the correct answer)**
5. She should first group all the picture objects and then try to re-position the text box, in order to avoid the shifting of images.  
**(1 mark for the correct answer)**
6. WAV and MP3  
**( ½ mark for identifying each of the two file types)**
7. The formula in cell C2 will be =D2+E3.  
**(1 mark for the correct formula)**
8. The cell address will be E8.  
**(1 mark for the correct cell address)**
9. When the content is copied from one cell to another using relative referencing, the both column alphabet and row number change corresponding to the new cell position whereas in mixed referencing, only one of them changes while the other remains static.  
**(1 mark for the correct difference)**

10. Formatting toolbar.  
**(1 mark for the correct answer)**
11. Microphone, speakers and a sound card are required.  
**(½ mark each for naming any two correct hardware components)**
12. Adding New Content is not plagiarism  
**(1 mark for the correct answer)**
13. Amit should essentially learn HTML  
**(1 mark for mentioning the two correct option)**
14. The act of copying the thoughts, writings and the ideas of the others and showing them as your own is known as plagiarism while violating intellectual property rights involves acts like photocopying copyrighted material.  
Intellectual property (IP) is a term referring to a number of distinct types of creations of the mind for which property rights are recognized and the corresponding fields of law.  
**(1 mark for defining each of the two terms correctly)**
15. A1, A2, B1 and B2  
**(½ mark for each correct cell name)**
16. AA  
**(1 mark for each correct comparisons)**
17. Bluetooth and Infrared  
**(1 mark for each correct wireless option)**
18. The best way to reduce plagiarism is to tackle the causes of plagiarism. In this respect the two ways of reducing plagiarism are:  
i) The most common reason is lack of awareness of plagiarism. So raising students' awareness is a starting point.  
ii) Course works can be devised to reduce their potential for plagiarism. The more specific the assignment, the less likely it is that candidates will be able to piece together "old" available material.  
**(1 mark for each correct way)**
19. i) A firewall is an electronic blocking mechanism that does not allow unauthorized intruders into a computer system / network.  
ii) Any illegal action which is committed using special knowledge of computer technology is referred to as cyber crime.  
**(1 mark for each correct definition)**

20. All these features are available in both the tools.  
**(½ mark for each of the four features)**
21. Co-axial cable should be used as it is economical than optical fiber and has reasonably high speed as compared to co-axial cable.  
A LAN will be formed by connecting computers within 50 metres of area.  
**(1 mark for the correct cable type)**  
**(1 mark for the correct network type)**
22. The pace at which the presentation is displayed affects the audience response. Therefore it is very important to rehearse and set proper slide timing before giving a presentation. The rehearse timing feature is used to set up timings for automatic slide changes.  
This feature records the display time for each slide, so the next time you play the show with automatic slide changes, the timing will be as recorded.  
**(2 marks for the correct usage)**
23. Backing up data regularly is important for maintaining data integrity and Data encryption and Password protection is important for ensuring security of information.  
**(1 mark each for associating the correct technique with the correct use)**
24. Two ways to include the bar chart are:  
a) Copy the chart from the spreadsheet tool and paste it on the desired slide in the presentation.  
b) Insert the chart as an object on the desired slide.  
**(1 mark for mentioning each of the two correct ways)**
25. When a formula is entered in a cell, the result of the formula is displayed in that cell. If any of the cell value changes, the spreadsheet package automatically recalculates the values of formulas and displays the new value in the relevant cell.  
For Example: Cell A1 contains the number 10 and B1 contains 3. The contents of cell C1 will be 13, if the formula =A1+B1 is entered in cell C1. However, if contents of cell A1 are changed to 8, C1 will automatically display 11.  
**(1 mark for the correct explanation)**  
**(1 mark for the correct supporting example)**
- 26 i) Insert Picture  
ii) Record Narration  
iii) Slide Transition  
iv) Hyperlink / Interaction feature  
v) Footer  
**(1 mark for each correct feature)**

27. i) 44  
**(1 mark for the correct value)**
- ii) -40  
**(1 mark for the correct value)**
- iii) The formula **=B\$3+D3** will be copied to cell E3.  
**(1 mark for the correct formula)**
- iv) The formula **=B3+D3** will be copied to cell E3.  
**(1 mark for the correct formula)**
28. i) In cell D2 enter the formula **=0.25 \* (B2 + C2)** and copy it in cells D3 to D8.  
**(1½ mark for the correct formula)**
- ii) In cell F2 enter the formula **=(B2 + C2 + D2) - (E2)** and copy it in cell F3 to F8.  
**(1½ mark for the correct formula)**
- iii) In cell F9 enter the formula **=MAX (F2:F8)**  
**(1½ mark for the correct formula)**
- iv) In cell B10 enter the formula **=COUNT(B2:B8)**  
**(1½ mark for the correct formula)**
- v) In cell F10 enter the formula **=COUNTIF (F2:F8;">45000")**  
**(2½ mark for the correct formula)**

**OR**

In cell G2 enter the formula **=IF(F2>45000;"Not eligible";0)** and copy it in cells G3:G8.

Then in cell F10 enter the formula **=COUNT(G2:G8)**

**(2 mark for correct IF statement)**

**(½ mark for the correct COUNT formula)**

vi) Autofill feature may be used

**(1½ mark for naming the correct feature)**

vii) Column Chart type is the most suitable

**(1½ mark for the correct chart type)**

viii) No, the automatic recalculation feature will automatically update all the related values.

**(½ mark for the correct option)**

**(1 mark for the correct explanation)**

29. i) Line 5  
**(1 mark for each of the correct answer)**
- ii) AutoFormat  
**(1 mark for each of the correct answer)**
- iii) Mail Merge feature may be used.  
**(1½ mark for the correct answer)**
- iv) The Track Changes Feature can be used to keep a record of all corrections/changes made.  
**(1½ mark for the correct answer)**

### **SECTION B (MCQ)**

30. **a) Date Entry Operator**
31. **b) Privacy**
32. **d) Superscript**
33. **b) Find & Replace**
34. **c) Mail Merge**
35. **b) Header**
36. **b) Presentation Software**
37. **d) All of the above**
38. **b) Slide Transition**
39. **b) Rehearse Timing**
40. **c) Spreadsheet Software**
41. **d) Sort**
42. **a) Relative Reference**
43. **a) Extends a sequential series of data**
44. **d) Proprietary Software**
45. **b) a99p54c66**

**Answers (MCQ)**

- |     |   |     |   |
|-----|---|-----|---|
| 30. | a | 31. | b |
| 32. | d | 33. | b |
| 34. | c | 35. | b |
| 36. | b | 37. | d |
| 38. | b | 39. | b |
| 40. | c | 41. | d |
| 42. | a | 43. | a |
| 44. | d | 45. | b |

**(1 mark for each correct answer)**