

CBSE|DEPARTMENT OF SKILLED EDUCATION

Information Technology (SUBJECT CODE - 402)

Blue-print for Sample Question Paper for Class IX (Session 2024 - 2025)

Max. Time: 2 Hours

Max. Marks: 50

PART A-EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-I	1	1	2
2	Self-Management Skills-I	1	2	3
3	ICT Skills-I	1	-	1
4	Entrepreneurial Skills-I	1	2	3
5	Green Skills- I	2	-	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4=4	2 x 3=6	10 MARKS

PART B - SUBJECT-SPECIFIC SKILLS (40 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	4 MARKS EACH	
1	Unit 1: Introduction to IT-ITeS industry	3	2	-	5
2	Unit 2: Data Entry & Keyboarding Skills	3	1	1	5
3	Unit 3: Digital Documentation	6	1	1	8
4	Unit 4: Electronic Spreadsheet	6	1	2	9
5	Unit 5: Digital Presentation	6	1	1	8
TOTAL QUESTIONS		24	6	5	35
NO. OF QUESTIONS TO BE ANSWERED		20	Any 4	Any 3	27
TOTAL MARKS		1 x 20 =20	2x 4=8	4x 3=12	40 MARKS

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Sample Question Paper for Class IX (Session 2024 - 2025)

Max.Time:2 Hours

Max.Marks:50

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **21 questions** in two sections: Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (5+16=) 21 questions, a candidate has to answer (5+10=) 15 questions in the allotted (maximum) time of 2 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A – OBJECTIVE TYPE QUESTIONS (24 MARKS):**
 - i. This section has 05 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B–SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 10 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 4 out of the given 6 questions on Employability Skills (1x4=4 marks)	
i.	<p>Which of the following is considered inappropriate non-verbal communication in a professional setting?</p> <p>a) Maintaining eye contact during a conversation b) Giving a high-five to a coworker c) Nodding in agreement during a meeting d) Keeping a respectful distance during a conversation</p>	1
ii.	<p>Priya works in a busy marketing firm and has been assigned to present a new campaign idea to a group of senior executives. Although she has never presented to such a high-level audience before, Priya believes in her skills and has prepared thoroughly. On the day of the presentation, she confidently delivers her ideas, answers questions clearly, and receives positive feedback from the executives. Which of the following actions best demonstrates Priya's self-confidence in this scenario?</p> <p>a) Avoiding eye contact with the executives during the presentation b) Doubting her abilities and asking a colleague to present on her behalf c) Believing in her skills, preparing thoroughly, and confidently delivering her presentation d) Repeatedly apologizing during her presentation for potential mistakes</p>	1
iii.	<p>Which of the following statements about RAM is correct?</p> <p>a) RAM stands for Read-Only Memory and is used for long-term storage. b) RAM is non-volatile memory that retains data even when power is turned off. c) RAM is primarily used for storing operating system files and application software. d) RAM is a type of temporary memory used for short-term storage and quick access by the CPU.</p>	1
iv.	<p>What is the aim of entrepreneurship?</p> <p>a) Earn a profit b) Solve customers' need innovatively c) Both of the above d) None of the above</p>	1
v.	<p>Which of the following best represents an action that promotes sustainable development?</p> <p>a) Building a factory that uses coal as its primary energy source b) Clear-cutting a forest to make way for agricultural development c) Implementing a recycling program in a community to reduce waste d) Using large amounts of chemical fertilizers to increase crop yield</p>	1
vi.	<p>According to UNEP, what characterizes a green economy?</p> <p>a) Enhanced human well-being and social equity with reduced environmental risks b) Economic growth without considering environmental impacts c) Maximizing industrial output at the expense of natural resources d) Ignoring societal needs to focus solely on ecological preservation</p>	1

Q.2 Answer any 5 out of the given 6 questions (1x 5= 5 marks)		
i.	Which type of IT-BPM organization specifically caters to the needs of its parent company? a) Global In-house Centers (GIC) b) Indian Service Providers (ISPs) c) Multinational Companies (MNCs) d) Domestic Service Providers (DSPs)	1
ii.	What is another term for Information Technology enabled Services (ITeS)? a) E-commerce services b) Web-enabled services c) Software development services d) Digital marketing services	1
iii.	What type of cards are used in shops that contain a metallic strip with the user's PIN and account number? a) Gift cards b) Membership cards c) Smart cards d) Business cards	1
iv.	Which of the following operation is not performed by a mouse? a) Left Click b) Right Click c) Middle Click d) Double Click	1
v.	The lesson control panel can be used for _____. a) animation b) enable or disable sounds c) plain d) background	1
vi.	How does a touch typist know the location of keys on the keyboard? a) By looking at the keys b) By using muscle memory c) By listening to the sound of the keys d) By following a guide	1
Q.3 Answer any 5 out of the given 6 questions (1x 5= 5 marks)		
i.	What is the extension of LibreOffice Writer document? a) .docx b) .odt c) .xps d) .rtf	1
ii.	_____ is positioned at the left bottom of the Writer window and displays the number of pages, words, the language used, zooming, etc. It is located at the bottom of the workspace. a) Title Bar b) Menu Bar c) Toolbar d) Status Bar	1
iii.	Suppose if the text is not continuous and you have been asked to select a part of the text from a paragraph. Which of the following steps can be applied to do this task in LibreOffice Writer?	1

	<ul style="list-style-type: none"> a) Select the first piece of text → hold down the Ctrl key and use the mouse to select the next piece of text → Repeat b) Edit → Selection Mode → Block Area c) Hold the Ctrl key down and press the A key d) Position the mouse pointer anywhere on that word and double click 	
iv.	<p>Seema is preparing her research document on Global Warming. She has copied some text from the Internet and this text has its own formatting. She wants to remove that formatting. Which of the following options she can use to do so?</p> <ul style="list-style-type: none"> a) Format → Paragraph b) Format → Text c) Format → Clear Direct Formatting d) Format → Paragraph → Area 	1
v.	<p>Neha is preparing a detailed report in LibreOffice Writer that includes a large table summarizing sales data for the past year. She realizes that the table is too long and wants to split it into two separate tables for better readability and organization. Which of the following steps should she follow?</p> <ul style="list-style-type: none"> a) Place the cursor in the last cell of the table and choose Table → Split Table from the Menu bar. b) Place the cursor in a cell that will be in the bottom row of the first table after the split, then choose Table → Split Table from the Menu bar. c) Place the cursor in a cell that will be in the top row of the second table after the split, then choose Table → Split Table from the Menu bar. d) Copy the entire table, paste it into a new document, and manually delete rows to split it into two tables. 	1
vi.	<p>Which option should you choose in a document to print only specific, nonconsecutive pages?</p> <ul style="list-style-type: none"> a) All pages b) Pages c) Selection d) Print Preview 	1
Q.4	Answer any 5 out of the given 6 questions (1x 5= 5 marks)	
i.	<p>Suppose you have a large dataset of customer feedback responses and you need to focus only on comments related to product quality issues. Which mechanism should you use to selectively display these relevant comments?</p> <ul style="list-style-type: none"> a) Sorting b) Searching c) Filtering d) Validating 	1
ii.	<p>How can one calculate the total of values entered in a worksheet column of?</p> <ul style="list-style-type: none"> a) By manual entry b) By auto-sum c) By formula d) By sum function 	1
iii.	<p>If we move a cell containing a formula having reference to another cell in the worksheet what will happen to the cell numbers used in the formula?</p> <ul style="list-style-type: none"> a) The cell row and columns are changed at destination. b) The cell row change at destination. c) The cell columns are changed at destination. d) No change will occur. 	1

iv.	Cell A1 contains the number 10 and B1 contains 2. What will be the contents of cell C1, if the formula =A1+B1*2^3 is entered in cell C1? a) 32 b) 96 c) 26 d) 64	1
v.	Which of the following options when selected deletes all data validation? a) Delete formatting b) Delete all c) Delete formula d) Delete me	1
vi.	A function should start with _____. a) '=' sign b) alphabets c) numbers d) All of the these	1
Q.5	Answer any 5 out of the given 6 questions (1x 5= 5 marks)	
i.	Which of the following is not a part of main Impress window? a) Slides pane b) Workspace c) Work pane d) Task pane	1
ii.	In the Sidebar of your presentation software, you want to apply slide transitions to all slides uniformly. Which option should you select after opening the Slide Transition section? a) Apply to Selected Slides b) Apply to All Slides c) Modify Transition d) Loop until Next Sound	1
iii.	Which of the following feature is used to progress the slide show automatically while speaking on the topic? a) Custom Animation b) Rehearse Timing c) Slide Transition d) Either (a) or (b)	1
iv.	Maria is preparing a presentation on renewable energy sources using LibreOffice Impress. She wants to ensure that her slides have consistent formatting and that she can easily update slide content without affecting the overall layout. Which characteristics of LibreOffice Impress would best help Maria achieve this? a) Dynamic slide transitions and animations b) Slide master and layout templates c) Integration with online collaboration tools d) Real-time audience feedback monitoring	1
v.	The keyboard shortcut key to start slide show from current slide is _____. a) Shift+ F5 b) F5 c) Ctrl+ F5 d) Esc+F5	1

vi.	Which of the following features is used to create a new slide show with the current slides but presented in a different order? a) Rehearsal b) Custom Slide show c) Slide Show Setup d) Slide Show View	1
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SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2x3=6 marks) Answer each question in 20 – 30 words.

Q.6	Describe two barriers to effective communication and provide relevant examples.	2
Q.7	What are the factors that decrease Self-Confidence?	2
Q.8	What are the benefits of Positive Thinking?	2
Q.9	Asha lives in a small coastal town where fishing is the primary livelihood. She noticed that many fishermen were struggling to sell their catch at fair prices due to a lack of proper market access. Asha decided to start a cooperative that buys fish directly from the fishermen at fair prices and sells it to larger markets and restaurants in nearby cities. She also provided training to the fishermen on sustainable fishing practices to ensure the long-term viability of their trade. How do you think Asha is benefiting her society as an entrepreneur?	2
Q.10	What is Entrepreneurship? Explain with relevant example	2

Answer any 4 out of the given 6 questions in 20–30 words each (2 x4 =8 marks)

Q.11	Rama is a mechanical engineer working on designing a new automotive part. She wants to use software for drawing, designing and for simulating and testing the designs. Which softwares can be used by her?	2
Q.12	Rahul’s school has started using a Learning Management System (LMS) . How this LMS enhance his learning experience.	2
Q.13	In a document all the occurrences of word “Global” have to be changed to “Local”. Which option is suitable for this and what is the shortcut command used for it?	2
Q.14	Explain the advantages of drawing a chart in Calc.	2
Q.15	Rahul is preparing a presentation for an important business pitch using presentation software. He wants to highlight key features that will impress potential investors. Mention any four points which he should he consider while making the presentation.	2
Q.16	Differentiate between Home Keys and Guide Keys	2

Answer any 3 out of the given5 questions in 50–80 words each (4x3=12 marks)

Q.17	You are organizing a birthday party and want to create personalized birthday invites using a computer. Which process allows you to automatically insert each guest's name and address into the invites? Write down the steps to create personalized birthday invites.	4																																																																								
Q.18	<table border="1" data-bbox="284 405 1337 779"> <thead> <tr> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>Roll No</td> <td>Name</td> <td>Hindi</td> <td>English</td> <td>Math</td> <td>Science</td> <td>Social Science</td> <td>Total</td> <td>Average</td> </tr> <tr> <td>1</td> <td>Rahul</td> <td>87</td> <td>90</td> <td>96</td> <td>87</td> <td>98</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Rani</td> <td>52</td> <td>65</td> <td>85</td> <td>72</td> <td>78</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Saumya</td> <td>89</td> <td>92</td> <td>87</td> <td>89</td> <td>89</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Radha</td> <td>98</td> <td>95</td> <td>78</td> <td>90</td> <td>96</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Anu</td> <td>78</td> <td>86</td> <td>90</td> <td>65</td> <td>85</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Rashj</td> <td>89</td> <td>93</td> <td>89</td> <td>92</td> <td>87</td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="272 817 863 853">Use a single function and create the formula.</p> <ol data-bbox="272 853 1321 1032" style="list-style-type: none"> Enter the formula in I7 to calculate the total marks scored by Anu Enter the formula in J4 to calculate the average scored by Rani. Enter the formula in E9 to find out the highest score obtained for science. Enter the formula in B9 to find out the number of students present for each subject 	B	C	D	E	F	G	H	I	J	Roll No	Name	Hindi	English	Math	Science	Social Science	Total	Average	1	Rahul	87	90	96	87	98			2	Rani	52	65	85	72	78			3	Saumya	89	92	87	89	89			4	Radha	98	95	78	90	96			5	Anu	78	86	90	65	85			6	Rashj	89	93	89	92	87			4
B	C	D	E	F	G	H	I	J																																																																		
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2	Rani	52	65	85	72	78																																																																				
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4	Radha	98	95	78	90	96																																																																				
5	Anu	78	86	90	65	85																																																																				
6	Rashj	89	93	89	92	87																																																																				
Q.19	What is the use of referencing in Spreadsheet Software? Explain different types of Referencing. (1+3)	4																																																																								
Q.20	Explain Workspace views available in LibreOffice Impress.	4																																																																								
Q.21	Why are typing ergonomics important, and what factors are included in typing ergonomics?	4																																																																								