



REVISION SHEET

SUBJECT: I.T

CLASS-IX

TERM 1

PART -A

Unit 1 : Communication Skills-I

Q1 How do language factor affect effective communication?

Q2 Choose the correct option:

i) Trying to read when somebody else is watching TV in the same room.

- a) Language b) Emotional c) Cultural d) Environmental

ii) When you are preparing for a speech/ debate , you should _____

- a) Prepare b) Practice c) Perform d) All of these

Unit 2: Self -Management Skills-I

Q1 What is the advantage of time-management?

Q2 Write any five self -management skills.

Q3 Choose the correct option:

i) Having an attitude on focusing on good in all types of situations refers to _____ self management skill.

- a) Positive thinking b) Team Work c) Self-control d) Goal setting

ii) Ability to work collaboratively with a group of people refers to _____ self management skill.

- a) Team Work b) Self-motivation c) Self-control d) Goal setting

Unit 3: Basic ICT Skills-I

Q1 Give any two examples where you see use of ICT in our daily lives.

Q2 Choose the correct option:

i) _____ is one of the digital India Services that stores important documents in digital form.

- a) Twitter b) Digital India c) Typepad d) WordPress

ii) _____ is a new way of doing business which involves buying and selling of goods and services using the Internet.

- a) e-Hospital b) e-Commerce c) Blogs d) Hyperlink

iii) What is a short-range wireless communication technology called?

- a) Wi-fi b) Bluetooth c) Internet d) Radio

PART -B

Unit 1: Introduction to IT-ITeS industry

Q1 What is the purpose of software like CAD and CAM, which are primarily used by engineers and manufacturers?

Q2 Mention any two IT driven health diagnostic devices that are commonly seen at home.

Q3 If you are preparing a school project on “SAARC Nations” . How can you use IT for this work?

Q4 Choose the correct option:

i) Which of the following are IT-BPM organisations?

- a) MNCs b) ISP c) GIC d) All of these

ii) Companies having head quarters in one country and offices in multiple locations across the globe are:

- a) All of these b) ISP c) GIC d) MNCs

Unit 2: Data Entry and keyboarding skills

Q1 Write the difference between Home keys and Guide keys.

Q2 List any two ways to improve typing.

Q3 Choose the correct option:

i) WPM stands for _____

- a) words per minute b) wind per minute
c) when prince meets d) All of these

ii) The ____ is the one which displays the result of the lesson which has been already completed.

- a) Statistic Window b) avigation Tree
c) Editor Window d) Result Window

Unit 3: Digital Documentation

Q1 Write any three features of a word processor.

Q2 Explain OLE.

Q3 What do you understand by consistency feature of Page Style?

- i) Which of following is not a component of the office suite?
 - a. a) Writer b) Impress
 - b. c) Internet Explorer d) Base
- ii) Shortcut to Find and Replace :
 - a) Ctrl+H b) Ctrl+R
 - c) Ctrl+F d) Ctrl+G
- iii) _____ lowers the text slightly below the baseline.
 - a) Superscript b) Clipboard
 - c) Subscript d) None of these
- iv) Shortcut to display the styles pane _____.
 - a) F13 b) F5
 - c) F11 d) F1
- v) A frame or boundary enclosing the text on a page creates a _____.
 - a) page break b) header
 - c) page border d) text frame
- vi) File -> _____ command is used to open an existing document in writer.
 - a) new b) save
 - c)open d) close
- vii) Which software is a word processor in LibreOffice?
 - a) Calc b) Base
 - c) Writer d) Impress
- viii) The Shortcut to insert a table in a Writer document is_____
 - a) Alt+F12 b) Shift+F12
 - c) Ctrl+F12 d) F12
- ix) _____ is a horizontal group of cells?
 - a) grid b) column
 - c) row d) text
- x) _____ is a data repository that stores the data to be merged with the master document.
 - a) Master Document b) Merged Document
 - c) Data source d) None of these