



Brain International School

Vikas Puri, New Delhi

REVISION SHEET

SUBJECT: I.T

CLASS-IX

TERM II

PART A -Employability Skills

Unit 1: Communication Skills-I	,Unit 2: Self-Management Skills-I
Unit 3: Basic ICT Skills-I	,Unit 4: Entrepreneurial Skills-I
Unit 5: Green Skills-I	

Subjective Questions(2 Marks)

Q1 Write any two significance of effective communication.

Q2 State two causes of stress among students.

Q3 Write two ways to improve self-confidence.

Q4 Write the difference between SME and IDE.

Q5 Write about any two digital India Services.

Q6 Write about Bluetooth technology.

Q7 How does environment impact us?

Multiple Choice Questions(1 Mark)

Q1 Which of the following is NOT a type of communication?

- a) Verbal
- b) Non-verbal
- c) Visual
- d) Emotional

Q2 Which of the following is an example of non-verbal communication?

- a) Email
- b) Telephone call
- c) Letter
- d) Facial expressions

Q3 Active listening involves:

- a) Ignoring the speaker
- b) Interrupting frequently
- c) Paying full attention
- d) Thinking about something else

Q4 Written communication is useful when:

- a) Immediate feedback is required
- b) message is informal
- c) A permanent record is needed
- d) The audience is small

Q5 Body language includes:

- a) Emails
- b) Tone of voice
- c) Posture and gestures
- d) Words used

Q6 Which of the following improves communication skills?

- a) Poor listening
- b) Lack of confidence
- c) Practice and feedback
- d) Speaking fast

Q7 The correct sequence of the communication process is:

- a) Receiver → Sender → Message → Feedback
- b) Sender → Message → Receiver → Feedback
- c) Message → Sender → Receiver → Feedback
- d) Sender → Receiver → Message → Feedback

Q8 Self-management skills help a person to:

- a) Control others
- b) Manage time and emotions
- c) Avoid responsibilities
- d) Depend on others

Q9 Self-awareness means:

- A. Knowing about others
- B. Knowing one's strengths and weaknesses
- C. Giving advice
- D. Being self-centered

Q10 SMART goals are:

- A. Simple, Measurable, Accurate, Real, Timely
- B. Specific, Measurable, Achievable, Relevant, Time-bound
- C. Strong, Meaningful, Active, Realistic, Timely
- D. Short, Measured, Accurate, Relevant, Targeted

Q11 Stress is caused due to:

- A. Good sleep
- B. Heavy workload
- C. Proper planning
- D. Exercise

Q12 Positive thinking helps in:

- A. Lowering confidence
- B. Increasing stress
- C. Improving performance
- D. Avoiding goals

Q13 Which of the following increases self-esteem?

- A. Constant failure
- B. Positive self-talk
- C. Negative thoughts
- D. Fear of challenges

Q14 Which of the following is a personal goal?

- A. School timetable
- B. Improving communication skills
- C. Winning a match
- D. Class rules

Q15 Riya is a Class IX student. She often feels stressed before exams because she studies everything at the last minute. After discussing with her teacher, she decides to make a proper study timetable, set small daily goals, and practice positive thinking. **Which self-management skill is Riya developing by making a timetable?**

a) Setting small daily goals helps Riya to:

- A. Waste time
- B. Lose focus
- C. Feel motivated and organized
- D. Avoid studies

b) Which of the following will help Riya manage exam stress better?

- A. Skipping sleep
- B. Ignoring studies
- C. Regular revision and planning
- D. Panicking

Q16 Which of the following is an entrepreneurial quality?

- A. Fear of failure
- B. Risk-taking ability
- C. Laziness
- D. Dependence

Q17 Entrepreneurship helps in:

- A. Increasing unemployment
- B. Economic growth
- C. Reducing innovation
- D. Limiting opportunities

Q18 Self-motivation is important for an entrepreneur because:

- A. It reduces work
- B. It helps overcome challenges
- C. It avoids responsibility
- D. It creates fear

Q17 Sustainable development means:

- A. Using resources without thinking
- B. Meeting present needs without harming future needs
- C. Overusing natural resources
- D. Avoiding development

Q19 Which practice helps in conserving the environment?

- A. Cutting trees
- B. Recycling waste
- C. Wasting water
- D. Using plastic bags

Q20 Which of the following contributes to air pollution?

- A. Planting trees
- B. Burning fossil fuels
- C. Using public transport
- D. Recycling paper

Q21 Which of the following is an example of application software?

- A. Windows
- B. Linux
- C. MS Paint
- D. BIOS

PART B- Subject Specific Skills

Unit 1: Introduction To IT-ITeS Industry	Unit 2: Data Entry & Keyboarding Skills
Unit 3: Digital Documentation	Unit 4: Electronic Spreadsheet
Unit 5: Digital Presentation	

Subjective Questions(2 or 4 Marks)

- Q1 Explain any four good keyboarding practices that help improve typing speed and accuracy.
- Q2 Explain any four uses of spreadsheets in daily life.
- Q3 Mention any four areas where IT-ITeS is widely used.
- Q4 Why are spreadsheets preferred over manual calculations?
- Q5 Describe any three real-life uses of electronic spreadsheets by students.
- Q6 How does the use of charts and graphs enhance a presentation?
- Q7 Describe the role of templates in digital documentation.
- Q8 Explain the following: a)Presentation b)Slide Show c)Slide

Multiple Choice Questions(1 Mark)

1)Which of the following is an example of ITeS?

- A. Software development B. Call centres C. Hardware manufacturing D. Computer assembling

2)Data processing and customer support are examples of:

- A. Manufacturing B. ITeS C. IT services D. Agriculture services

3)The correct posture while typing includes:

- A. Bent back B. Looking at keyboard C. Straight back D. Lying on chair

4)The method of typing without looking at the keyboard is called:

- A. Slow typing B. Visual typing C. Touch typing D. Manual typing

5) Which keys are known as home keys?

- A. Q W E R (B). A S D F and J K L C. Z X C V D. U I O P

6)Which software is used for digital documentation?

- A. MS Excel B. MS Word C. MS PowerPoint D. MS Paint

7)Which option is used to change the style of text?

- A. Save B. Print C. Font D. Close

8)Which alignment places text evenly on both sides?

- A. Left
- B. Right
- C. Justify
- D. Centre

9)Which symbol is used to start a formula in Excel?

- A. +
- B. *
- C. =
- D. %

10) Which function is used to calculate total expenses?

- A. COUNT()
- B. SUM()
- C. AVG()
- D. MAX()

11)A presentation is made up of:

- A. Pages
- B. Slides
- C. Sheets
- D. Cells

12)Which view is used to run the presentation?

- A. Normal View
- B. Slide Sorter View
- C. Reading View
- D. Slide Show View

13)Which feature is used to add movement to text or objects?

- A. Theme
- B. Animation
- C. Layout
- D. Design

14)Which key is used to start a slide show from the beginning?

- A. F2
- B. F5
- C. Esc
- D. Ctrl + S

15)Which feature is used to apply the same design to all slides?

- A. Animation
- B. Transition
- C. Theme
- D. Layout

16)Transitions are applied to:

- A. Text only
- B. Images only
- C. Slides
- D. Charts