

**CLASS IX**

**SUBJECT- INFORMATION TECHNOLOGY**

**PART A (EMPLOYABILITY SKILLS)**

**CH-COMMUNICATION SKILLS**

- Q 1 What is the importance of Communication Skills?**
- Q 2 What is Public Speaking?**
- Q 3 What are the different types of Sentences?**
- Q 4 What is Greeting? What are the different types of Greetings?**
- Q 5 How many types of objects are there in the English Language?**
- Q 6 What are the basic parts of speech in the English Language?**
- Q 7 Give an example of the following:**
- (a) Clear communication**
  - (b) Complete communication**
- Q 8 Write one sentence of each type—statement, question, exclamatory and order.**

**CH-SELF MANAGEMENT SKILLS**

- Q 1 What are different practices of Self Management Skills?**
- Q 2. What are the factors influencing Self Management?**
- Q 3 List three things you will do for personal grooming in each of CARE, WASH and AVOID to keep clean.**
- Q 4 list the benefits of personal grooming.**
- Q 5 Why is Self Management important?**
- Q 6 Sarah enjoys playing the guitar and painting. Describe how her interest in these activities differs from her abilities in them.**

### **CH-BASIC ICT SKLILLS**

- Q 1 Give any two uses of ICT at home.**
- Q 2 What are the emerging skills in ICT?**
- Q 3 What are the key skills one should possess to use ICT?**
- Q 4 Write any two differences between a smartphone and a tablet.**
- Q 5 What are the default apps installed on smartphones?**
- Q 6 How is the data measured in the Computer?**
- Q 7 In computer systems, what is the function of the BIOS?**

### **CH- ENTREPRENEURIAL SKLILLS**

- Q 1 What is the role of the Entrepreneurship?**
- Q 2 What is Wage Employment?**
- Q 3 List any four characteristics of entrepreneurship.**
- Q 4 Name any one factor that is common to both entrepreneurship and wage employment on contract basis.**
- Q 5 Differentiate between Service Business and Product Business.**
- Q 6 Write the four steps of entrepreneurship development. Give one example.**

### **CH- GREEN SKLILLS**

- Q 1 What is the relation between Society and Environment?**
- Q 2 What are the different natural resources available?**
- Q 3 How do human activities damage the earth and environment?**
- Q 4 What is soil conservation?**
- Q 5 What are the components of a Green Economy?**
- Q 6 Write any three actions which you can take to conserve energy.**
- Q 7 Describe any three methods of water conservation**

## **PART B (SUBJECTIVE SKILLS)**

### **CH- Introduction to IT-ITes Industry**

- Q 1** What do you understand by the term IT and ITeS?
- Q 2** Give examples of use of IT in everyday life.
- Q 3** What precautions are required to ensure that ICT use is safe?
- Q 4** For what purpose is IT used in business?
- Q 5** Give examples of use of IT in everyday life.
- Q 6** Which are the different areas of healthcare where IT is used? And how?

### **CH- Data Entry and Keyboarding Skills**

- Q 1** Discuss the various types of keys available on a computer keyboard.
- Q 2** Explain the role of typing ergonomics.
- Q 3** Differentiate between Home Keys and Guide Keys.
- Q 4** What do you understand by Guide Keys? Name the Guide keys of a
  - (a) computer keyboard
  - (b) typewriter
- Q 5** Why the use of various typing software is common now-a-days?

## CH- Digital Documentation

- Q 1 Explain the concept of Word Processing.**
- Q 2 Write difference between a text editor and a word processor software. Write the name of any text editor or word processor available in market.**
- Q 3 Compare the features of manual typewriter, electronic typewriter and word processing software.**
- Q 4 What is the importance of password in the document? How will you protect the document using password in Writer?**
- Q 5 Which two documents are essential for mail merge?**
- Q 6 Write two ways of starting Libre Office Writer in Windows.**
- Q 7 Write three ways to open Spelling and Grammar dialog box.**
- Q 8 Write the steps to open Page Style dialog box.**
- Q 9 What do you mean by formatting text? Write various methods of formatting text.**
- Q 10 How can you assign background colour to the paragraph?**
- Q 11 Write the steps to insert a Page Break?**
- Q 12 How can you delete rows and columns in a table?**
- Q 13 Explain all the three options to print the number of pages in a document.**
- Q 14 Name any two Web-based word processor.**
- Q 15 Aman is working in Open Office Writer. By mistake he had made some changes and now he want to erase the last change done. Which option will help him to do so?**
- Q 16 Suppose you are editing a project report in LibreOffice Writer. Your supervisor asks to replace every instance of the word “Global” with “Local” throughout the document. Instead of manually searching and changing each word, Sana wants to use a quicker method. Which feature should you use to perform this task efficiently, and what is the shortcut command to access it?**
- Q 17 Ayesha is planning a birthday party and wants to send out personalized invitations to her guests. She has a list of names and addresses saved in a spreadsheet and wants each invite to automatically include the correct guest details. She decides to use LibreOffice Writer to create and print these customized invites efficiently. Which process should Ayesha use to automatically insert each guest’s name and address into the birthday invitations? Write down the steps she should follow to create personalized birthday invites using LibreOffice Writer.**

## CH- Electronic Spreadsheet

- Q 1** What is the default name of the worksheet? How can it be renamed?
- Q 2** Write three uses of Spreadsheet.
- Q 3** Name and explain in brief any two toolbars which provide a wide range of common commands and functions in Libre Office Calc.
- Q 4** Write the shortcut to open Format cell dialog box.
- Q 5** What is an active cell? How to delete the contents of an active cell?
- Q 6** Write the steps to insert and delete the worksheet in Calc.
- Q 7** Explain the advantages of drawing a chart in Calc.
- Q 8** Someone is working on a monthly sales report using LibreOffice Calc with a large dataset showing sales figures across different regions. The manager suggests the person to use a chart to make the data easier to understand and more visually appealing for the upcoming team meeting. a) Identify the tool that should use in Calc to visually represent the data. b) Explain the advantages of using this tool in the report.
- Q 9** Rashi is preparing a financial report using LibreOffice Calc. She uses formulas to add numbers and connect different cells. She notices that some formulas automatically adjust when copied, while others stay fixed. Her teacher explains that this behavior is due to different types of referencing used in spreadsheet software. Why do some formulas change and others stay the same when copied? List and explain three types of cell referencing used in spreadsheet software.
- Q 10** List any four activities which can be done accurately or efficiently on Libre Office Calc.
- Q 11** Write the steps to create Column Chart in Calc.
- Q 12** Write the cell address of the following :-
- a. First row and first column .....
  - b. First column and last row .....
  - c. First row and last column .....
  - d. Last column first row .....
  - e. Seventh column and tenth row .....
  - f. Tenth column and nineteenth row .....
  - g. The cell address LK89 is situated in row number ..... and column letter .....
- Q 13** Aman is writing telephone number alongwith STD code (starting zero '0'). He noticed that the first digit zero ('0'), disappears from the telephone number. Write the reason for this. What can be done to store telephone number starting from zero in a cell?

## CH- Digital Presentation

- Q 1** List the possible multimedia contents that are included while creating a presentation.
- Q 2** What are the advantages of using a presentation?
- Q 3** How can text be added to header or footer on the slides?
- Q 4** Write the steps to create a template.
- Q 5** How will you insert a company's logo (picture) in first slide of your presentation?
- Q 6** How will you add the slide number at the bottom of each slide?
- Q 7** Write two ways to open Impress in Windows.
- Q 8** Write any four functions that we can perform from File menu in Impress.
- Q 9** Explain the following components of Impress window in brief
- a) Title Bar
  - b) Workspace
  - c) Slidepane
- Q 10** What do you mean by Master page in Impress?
- Q 11** Aman created a presentation on topic "Air Pollution". He wants save the file in pdf format. Write the full form of pdf and also write the steps to save the presentation file in pdf format.
- Q 12** How can you insert an image from the gallery in Impress?
- Q 13** Priya is designing a visual presentation for her college entrepreneurship competition using presentation software. She wants to make sure her slides are clear, professional, and impactful to impress the judges. Mention any four key guidelines Priya should follow to create a high-quality presentation
- Q 14** Tanya is designing a presentation in LibreOffice Impress for her school project on climate change. As she works through her slides, she wants to switch between different workspace views to organize her content, add speaker notes, and review the overall structure of her presentation. She's exploring the available views to make her workflow more efficient. Explain the different workspace views available in LibreOffice Impress that Tanya can use while creating and refining her presentation.
- Q 15** Explain Workspace views available in LibreOffice Impress.
- Q 16** 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.