



REVISION SHEET

SUBJECT: I.T(402)

CLASS-IX

TERM 1

Section A – MCQ's:

Choose the correct option:

(1mark)

1) Binny 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 Binny's self-confidence in this scenario?

- 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

2) Prepare, Practice and _____ are the 3Ps of Public Speaking.

- a) Produce
- b) Perform
- c) Patience
- d) Pronounce

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

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

4) Writing an email to the classer teacher informing her about the illness. What type of communication is this?

- a) Verbal
- b) Written
- c) Oral
- d) Non-verbal

5)) A student accidentally deletes an important paragraph while editing a document. Which keyboard shortcut can help recover the deleted text?

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

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

7) Active listening involves:

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

8) Which of the following improves communication skills?

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

9) SMART goals are:

- a) Simple, Measurable, Accurate, Real, Timely
- b) Specific, Measurable, Achievable, Relevant, Time-bound

- 25) During an online training session, Priya wants to adjust the audio settings and visual elements of the lesson to suit her learning preferences. She accesses the lesson control panel to make these changes. Which of the following actions can she perform using the control panel?
- a) animation b) enable or disable sounds
c) plain d) background
- 26) What is the extension of LibreOffice Writer document?
- a) .docx b) .odt c) .xps d) .rtf
- 27) Veer is working on a monthly expense tracker in LibreOffice Calc. He has entered all her grocery expenses in one column and now wants to calculate the total amount spent. To do this quickly and accurately, which method should Meer use to find the sum of the values in that column?
- a) By manual entry b) By auto-sum c) By formula **d) By sum function**
- 28) Anjali is working on a budget spreadsheet in LibreOffice Calc. One of her cells contains a formula that references another cell in the worksheet. While reorganizing the layout, she moves the formula cell to a new location. She wonders how this move will affect the cell references used in the formula. What will happen to the cell numbers in the formula after the move?
- 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.
- 29) Which symbol is used to start a formula in Excel?
- a) + b) * c) = d) %
- 30) **A shopkeeper copies a formula from cell C2 to C10.** Why do the cell references change automatically?

Section B – Subjective Type Questions:

Answer each question in 20 – 30 words.

(2 marks)

Q1 Why effective communication is important?

Q2 What is the advantage of time-management?

Q3 What are the benefits of Positive Thinking?

Q4 The communication process can be affected negatively by a number of barriers . Name and explain any two.

Q5 Explain any four applications of Information Technology in daily life.

Q6 What is the purpose of software like CAD and CAM, which are primarily used by engineers and manufacturers?

Q7 Amit's school has recently adopted a Learning Management System (LMS) to support digital learning. Explain how this platform can improve Rahul's overall learning experience.

Q8 Mention any two ways of correct posture while you are typing.

Q9 What is the purpose of Styles in LibreOffice Writer?

Q10 How does the use of charts and graphs enhance a presentation?

Q11 A shopping website allows customers to track their orders and make online payments. Mention any two ways Information Technology improves the customer experience.

Q12 A teacher enters marks of 40 students in Calc. Which function should be used to:

(a) Find the total marks?

(b) Find the highest marks?

Q13 A student manually calculates the total marks of each subject using a calculator and then enters the results into Calc. Another student uses formulas in Calc for the same task. Which method is more efficient? Give **two reasons** to support your answer.

Answer each question in 50-80 words each .

(4 marks)

Q1 A bank has introduced mobile banking and internet banking facilities. Explain any four advantages of using Information Technology in banking.

Q2 A school canteen records daily sales in Calc. The manager wants to:

- calculate the total sales,
- find the average daily sale,
- identify the highest sale, and
- present the data visually.

Name the Calc feature or function that should be used for each task.

Q3 A school wants to digitize all its student records, fee details, attendance, and examination results.

Explain how Information Technology can help the school. Mention any four benefits.

Q4 A stationery shop owner manually calculates the total bill for every customer. His friend suggests using LibreOffice Calc. Explain any four advantages of using Calc instead of manual calculations.