

**GENIUS HIGH SCHOOL :: BHUVANAGIRI**  
**SUMMATIVE ASSESSMENT - II**

**Class : IX**  
**Subject : INFORMATION TECHNOLOGY**

**Time: 2 Hrs**  
**Max marks: 50**

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**I. Fill in the blanks**

**(10 X 1 = 10)**

1. A standard keyboard has \_\_\_\_\_ functional keys.
2. The typing speed is measured in \_\_\_\_\_.
3. In the \_\_\_\_\_ page orientation, the height of a page is less than its width.
4. Header appears at the \_\_\_\_\_ of every page.
5. Numbers entered into a cell are automatically \_\_\_\_\_ aligned.
6. \_\_\_\_\_ is a mechanism to arrange data in a particular order.
7. \_\_\_\_\_ view is used to view all the slides simultaneously.
8. In every presentation, first slide should be \_\_\_\_\_.
9. Full form of ITeS : \_\_\_\_\_.
10. Full form of GIC : \_\_\_\_\_.

**II. Answer the following questions:**

**(10 X 2 = 20)**

1. List the possible multimedia contents that are included while creating a presentation?
2. What are 5 views of presentation?
3. Explain the advantages of drawing a chart in Calc.
4. What are the steps to create a new spreadsheet?
5. Which two documents are essential for mail merge?
6. List the various softwares available for word processing?
7. Why is the use of various typing softwares common now-a-days?
8. Mention the finger allocation of keys of the bottom row of a keyboard.
9. How is IT used in libraries?
10. What are the various processes of education? Where is IT used?

**III. Answer any 4 questions from the following:**

**(4 X 5 = 20)**

1. What are the PROS and CONS of using ICT?
2. Discuss the various types of keys available on a computer keyboard.
3. Compare the features of manual typewriter, electronic typewriter and wordprocessing software.
4. Write any 2 operations performed on data in a spreadsheet?
5. What are the advantages of using a presentations?

