

**BRAIN INTERNATIONAL SCHOOL**

**Term-II**

**CLASS-IX**

**2018-19**

**SUB :- INFORMATION TECHNOLOGY REVISION SHEET**

**Short answer questions:**

1. The Japanese way of saying goodbye \_\_\_\_\_ “Sayonara”.  
(a) is                      (b) are                      (c) being
2. She \_\_\_\_\_ a passion for reading (has, having)
3. \_\_\_\_\_ (Any, Few) of us are ready to say “Sorry” but \_\_\_\_\_ of us always demand it from others. (many, much)
4. How much does \_\_\_\_\_ automatic camera cost?(A, An , The)
5. He refused to ..... the award.( Accept — Except — Expect)
6. I will ..... the table for dinner.( lay — Lie — Laid)
7. The..... of this college is very strict. (Principal — Principle)
8. What do you think the line “Negotiation is a tricky art...” mean?  
  
a) It is difficult b) It is complicated c) It is easy d) None
9. Select the correct option:
  - a) The Manager was angry at Shivam
  - b) The Manager was surprised
  - c) The Manager disagreed with Shivam
  - d) All are correct
10. You can keep my iPod if you like. I ..... it any more.
  - a) don` t use
  - b) doesn` t use
  - c) didn` t use
  - d) am not using
11. What do you mean by CPU speed?
12. What is the use of a graphic program?
13. What is bandwidth?
14. What is rapid typing tutor?
15. Write the shortcut to open a new document in word processing software.

16. Name three options used to format a document.
17. What is the use of a scroll bar in Microsoft Excel?
18. What is the use of number data type in Microsoft Excel?
19. Write any two options available under paragraph tab in Microsoft PowerPoint.
20. Change font face option is available under which tab in Microsoft PowerPoint.

### **Long answer questions:**

1. What is a Computer? Write a Note on Computer.
2. What are the different options available under rapid typing software for correction?
3. Write any two shortcuts related to formatting in MS word with their purpose.
4. What is the benefit of using thesaurus in a word processing document?
5. Why one should insert a column in a table in spreadsheet?
6. What is the use of wrap text property of a spreadsheet?
7. Write about the clipboard group of Microsoft PowerPoint.
8. What is the use of slide show view in a ppt?

### **Very long answer questions:**

1. Differentiate between a Typewriter and Computer.
2. Write about the different options available under “Print a worksheet – Using Page Layout” for printing a page.
3. Write a detailed not on presentation themes in Microsoft PowerPoint.
4. What is the benefit of inserting images and shapes in a ppt?