

**INFORMATION TECHNOLOGY**  
**CLASS IX**  
**FEB 2022**

**TIME : 1 HOUR**

**M.M: 25 MARKS**

**Fill in the blanks (1x10 = 10 Marks)**

1. \_\_\_\_\_ bar shows the name of the current spreadsheet.
2. \_\_\_\_\_ is shortcut Key to move the cell pointer to A1 position
3. \_\_\_\_\_ view is used to view all the slides simultaneously.
4. To save a presentation, we can use key combination \_\_\_\_\_
5. Business is a (an) \_\_\_\_\_ activity.
6. Shahid becomes the manager of a dealership selling food products. He is an \_\_\_\_\_
7. A \_\_\_\_\_ is a computer application used for edit, format, store, retrieve and print the document.
8. Growing plants of trees on a large scale is termed as \_\_\_\_\_.
9. Everything that surrounds us is called the \_\_\_\_\_.
10. An Ecosystem is the functional unit of nature, where \_\_\_\_\_ interact with each other and with their physical environment.

**1 Mark Questions**

11. Which view is generally used for creating, formatting and designing slides? (1)
12. What do you mean by Range of cells? (1)
13. What is the default extension assigned to the document in Writer when you save it?(1)

**2 Marks Questions**

14. Name any four items/options available on Menu bar in Office Calc. (2)
15. Explain the different views to display a document in Writer. (2)
16. List the possible multimedia contents that are included while creating a presentation. (2)

**3 Marks Questions**

17. Write down the steps to add slide transition in your presentation. (3)
18. Explain any three of the following functions with examples: (3)
  1. sum
  2. average
  3. max
  4. min
  5. count

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