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19

HALF YEARLY EXAMINATION 2026-27
INFORMATION TECHNOLOGY (402)
CLASS IX

Time: 2 Hours
[Printed pages:3]

Max. Marks: 50
Date:10.09.2026

1. Part (A) Q. 1 to Q. 24 are Multiple Choice questions and carry 1 Marks each.
2. Part (B)Q. 25 to Q. 34 are short answer type questions and carry 2 Marks each.
3. Part (C) Q. 35 and Q. 36 long answer type questions and carry 3 Marks each.
[Carries Choice]

Part (A)- Multiple Choice questions

(24x1)

1. To add a border around a graphic object, you will use.....command of Format menu.
a) Area b) Line c) Connector d) Styles and formatting
2. Rinki is preparing her research document on Global Warming. She has copied some text from the internet and this text has its own formatting. She wants to remove that formatting. Which of the following options she can use to do so ?
a) Format -> paragraph b) Format -> Text
c) Format -> Clear Direct Formatting. d) Format -> Paragraph -> Area
3. Which of the following will you opt for saving file in Writer.
a) Save button on standard toolbar b) Save option from File menu
c) Pressing Ctrl+S d) Any of the above
4. _____ shortcut key is used for copy.
a) Ctrl+A b) Ctrl+X c) Ctrl+C d) Ctrl+Z
5. Which of the following is a way of selecting a word in a Writer using mouse.
a) Single Click b) Double Click c) Triple Click d) Scrolling
6. _____ is the area where the text to be typed is displayed.
a) Text Area b) Canvas c) Text box d) Text Panel
7. Which of the following key moves the text cursor to the beginning of the line.
a) End b) Home c) Insert d) Ctrl
8. Cut operation places the selected text into an area in the memory called _____.
a) Clipboard b) Primary area c) Disk d) None of these
9. Which of the following is not an option of Edit menu of Libreoffice Writer.
a) Cut b) Copy c) Paste d) Page Setup
10. Automatic replacement of a shortcut with a phrase is called _____.
a) AutoText b) self correct c) AutoReplace d) AutoPhrase
11. What is Time Management?
a) The ability to manage one's own time and resources effectively
b) The ability to manage other's time and resources effectively
c) The ability to delay tasks
d) The ability to transfer work

12. Which of the following is a horizontal group of cells?
(a) row (b) column (c) grid (d) property
13. How can Self Confidence be developed?
a) Surrounding yourself with negativity b) Avoiding Challenges
c) Setting achievable goals d) None of these
14. The AutoText dialog box can be launched from _____ menu.
(a) Edit (b) Insert (c) Tools (d) Format
15. Which is NOT a type of alignment in Writer.
(a) Left (b) Justify (c) Middle (d) Center
16. Bar Charts are MOST effectively used to-
(a) Present scientific data (b) Compare groups of data
(c) Show parts of a whole (d) Show activity of an item over a period of time
17. _____ is an extension of a worksheet created in Calc.
(a) .ods (b) .odd (c) .obj (d) .xls
18. _____ mouse button is used for selecting and moving an object while working in an application.
(a) Left (b) Right (c) Scroll (d) Side
19. _____ Key deletes the text to the left of the blinking cursor.
(a) Delete (b) Backspace (c) Enter (d) Insert
20. The most extensively used input device in computers is _____.
(a) Joystick (b) Scanner (c) Keyboard (d) Printer
21. In a Calc worksheet the column heading of 27th column is _____.
(a) AA (b) AB (c) Z (d) ZA
22. By default the numeric values are _____ aligned.
(a) Top (b) Right (c) Left (d) Middle
23. A _____ of cells referred to as cell range.
(a) Row (b) Column
(c) Group of contiguous cells (d) Group of non- contiguous cells
24. In digital documentation, the entire document can be selected using the _____ shortcut key.
(a) Ctrl+A (b) Ctrl+V (c) Ctrl+H (d) None of these

Part (B)- Short Question Answers

(10x2)

25. What is the use of Find and Replace feature.
26. Differentiate between Cut and Paste and Copy Paste option.
27. Name the types of cases in which text can be written in libreoffice Writer.
28. What is meant by Character Formatting?
29. What are the basic elements of communication cycle
30. What is the advantage of the tool Fill Handle.
31. List any four self Management Skills.
32. Give one importance of Legend in Chart.
33. Write Steps to copy the text in Writer document.
34. Why self-awareness is important?

(IT9-2)

Part (C)- Long Question Answers

(2x3)

35). What is the use of referencing in spreadsheet software? Explain any two types of referencing.

OR

Mention any three functions with syntax that can be used in worksheets

36). How can teachers and parents help students to develop good self-management habits?

OR

What are Green Buildings? How do they support green Economy?

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