ANSWER KEY

Clas	s:9 S1	ubject : Infor	mation T	echnology		9/43
		(Thir	d Langua	ge)		
1 3 5 7	Choose the correct ar . A) Business Process . B) Insert menu . C) Title bar . A) Name box . B) Work space		4. B) 6. B) 8. A)	Toggle key Ctrl+F Spreadsheet 1,048, 576 (2 ²⁰) Status bar		10×1=10
11	II in the blanks. . Words in one minut . AA	e	12. Da 14. Ctr	ta source l+M		4×1=4
	i – (b) Enter key iii – (e) Back space ke	y 1 1		(a) ESC key - (c) Shift+Alt key	1 1	
16 17 18 19 20	This machine record asdfg; 1kjh Documentation is red. It is used to make a when we position that this is active cell. Ctrl+S OR File Menu	ds the electrical impequired to preserve duplicate copy of s	the content selected text	show it in the form of as for a longer period.	rical impulses are profagraph. In a graph. In or to be used as evice eady to enter data from	dence.
	Save					
	nswer the following quantum of the following quantum of the following quantum of the following quantum of the following the following the following the following the following quantum of the follo	elick on edit \rightarrow cut the text has to be more good a document.			ion or press Ctrl+V.	2×6=12 1 1 1
23	. Open the Libre Offic	ce calc by using the	e standard p	process.		1
	column letter and m	mber of cells sprea nultiple row numbe nber of cells spread n varying from B to	nd the columer in a sequent lacross the la	nn. The cell address ences. row. The cell addres	s is represented by sin	1
24	a) Label is the any to special symbols.b) The numerical date	-		-	e with letters, numbers	s and 1 1
25	. Open spreadsheet \downarrow					
	Select the range of \downarrow	cells				1/2
	Open the format cell \downarrow	ls dialog box				1/2
	Click alignment tal ↓)				1/2
	Select left, right or of Click OK.	eenter				1/2

Class	: 9 Subject: Information Technology	9/43				
	(Third Language)					
26.	Open digital presentation					
	\downarrow Click on file \rightarrow Export	1/2				
	\$\frac{1}{2}\$ Select the directory in which you want to save the file	1/2				
	Enter a file name,	1/2				
	Click save	72				
27.	Open a presentation	1/2				
	Click, file menu new	1/2				
	Select a template will appear	1/2				
	Choose the template as per your choice by clicking on the template.	1/2				
VI. An	swer the following questions.	4×3=12				
	a) Financial and accounting services. b) Taxation and insurance services. c) E-publishing and web promotion. c) Multimedia and design services. [Consider any 6 in text book] b) Taxation and insurance services. d) Legal services and content writing. f) Document management services.	1/ ₂ 1/ ₂ 1/ ₂				
29.	* Press the keys with feather touch and do not put under pressure. * Rest your fingers on home row while typing.					
	* Allow your fingers to fall naturally on the key so that each rests on top of the next key along the same horizontal row.					
	* While typing, release the key immediately as soon as you press it. Holding the key for long t repeatedly type the same character. * Do not look at the keyboard while practicing.	ime, will ½				
	* Press the keys only with equal intervals of time in rhythm.	1/2				
* Press the keys only with the fingers alloted for them.						
* While pressing a key, say slowly pronounce the character on the key.						
	* Do not take any mental stress while typing. * Secure typing ergonomics.					
	* Maintain patience if committed mistake initial stage.					
	* Maintain a balance between speed and accuracy, as both are equally important.					
	Do not sacrifice accuracy for speed.					
	* To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figure without looking at the keyboard.					
	[consider any 6].					
	OR					
	a) Click or left click ½ b) Double click ½ c) Pick distance 1/2					
	c) Right click ½ d) Drag drop ½ e) Scroll ½ f) Blocking. ½					
30.	Open a word document ½, select the file, save ½, Select the location on disk to save the	e file ½				
	Type a suitable name for the document, click on save button					
	To save the document with password, put a tick on the check box save with the password	l. ½				
	Type the password to open the file in set password dialog box. \downarrow	1/2				
	Type the same password in the second box and click OK button.	1/2				

Class: 9 **Subject: Information Technology** 9/43 (Third Language) 31. Open presentation $\frac{1}{2}$ Click slide show $\frac{1}{2}$ Start from first slide. $\frac{1}{2}$ Click The slide show from main menu bar. By click mouse button, you can move to the next slide or use the arrow keys or press space bar to proceed to next slide. $\frac{1}{2}$ Right click on anywhere on the screen to open a menu for navigating the slides and set other option. $\frac{1}{2}$ \downarrow In the last slide, you get message click to exit presentation. Click mouse button or press any key on the keyboard to exit the presentation. $\frac{1}{2}$ VII. Answer the following questions. $3 \times 4 = 12$ 32. * Create, edit, save, retrive and print the document. 1 * Select and move the text from one place to another in the document. 1 * Copy the text to other places within the document. 1 * Move or copy a selected text from one document to any other document. 1 * Change the font size, font style of the text in the document. * Format paragraphs as well as pages. * Check spelling and grammar. * Create table, modify the size of the selected rows, columns or cells. * Combine one or more documents. * Insert pictures or graphs within the document. Print the selected text or selected pages of the document. [Consider any 4 of the above]. 33. Open spreadsheet $\frac{1}{2}$ Select the range of cells in spreadsheet. $\frac{1}{2}$ Open format cell dialog box. $\frac{1}{2}$ Click number tab. $\frac{1}{2}$ $\frac{1}{2}$ Select the date category. Select the date format. $\frac{1}{2}$ Click 'OK' $\frac{1}{2}$ The required format is visible in spreadsheet. $\frac{1}{2}$ OR

Class: 9 Subject: Information Technology 9/43 (Third Language)

Referencing is the way to refer the formula or function from one cell to text cell along the row or column. 1 There are three types of referencing. a) Relative referencing: When you drag any formula in any row or column in any direction, the formula gets copied in the new cell with the relative reference. 1 b) Mixed referencing the \$ sign is used before row number or column name to make it constant. 1 c) Absolute referencing a \$ symbol is used before the column name as well as row number to make it constant in any formula. 1 $\frac{1}{2}$ 34. a) Open presentation. Click on click to add text in the text frame. $\frac{1}{2}$ Then type your text. $\frac{1}{2}$ Outline styles are automatically applied to the text as you insert it. $\frac{1}{2}$ b) Open presentation $\frac{1}{2}$ Click on file, export as PDF $\frac{1}{2}$ Select directory in which wish to save the file $\frac{1}{2}$ Enter file name click save $\frac{1}{2}$ Open presentation $\frac{1}{2}$ Select the transition icon $\frac{1}{2}$ In slides pane or slide sorter view, select the slides to apply the transition, if we want to all the slides, do not select slides. $\frac{1}{2}$ In the apply to selected slides list, select a transition. $\frac{1}{2}$ Modify transition section to play sound during transitions, select a sound from sound list to selected transition by changing the speed or adding sound. $\frac{1}{2}$ If a sound is selected the loop until next sound option become active. Select this option to play the sound repeatedly until another sound starts. 1/2 Select how advance to the next slide manually or automatically to select an automatically advance, we will have to specify how long slide should remain visible before it automatically advances to the next slide, To apply transition to all slides, click apply to all slides. $\frac{1}{2}$ $\frac{1}{2}$ To start slide show click slide show.