Appendix-II

Final

Achievement Test/Criterion Test

For

Unit I, II & III
Instructions
For
Questionnaire

Note:-

1. There are 100 questions in the questionnaire related to the topic.
2. Each question carries equal marks.
3. Every question carries one mark.
4. There will be no negative marking.
5. You will be given half a minute for each question.
6. Multiple choice questions have four options, you will have to select one option.
7. Fill in the blank questions have two options, you will have to select one option.
8. True and False questions have two options, you will have to select one option.
9. After completion of 50 minutes your time of questionnaire will finish.
Questionnaire

Time: 50 Minutes

Maximum Marks: 100

Subject: Information Technology

Class: Secondary School

Students (IX)

Name of Student
Father’s Name
Roll No
Class
Sex
Date

Name of the School

District
Multiple Choice Questions

70 × 1 = 70 Marks

Note :
(i) Each question carry one mark.
(ii) Each question carry equal mark.
(iii) There is no negative marking.
(iv) Every question have four options.
(v) You have to tick mark of right symbol (✓) on one of them.

Q.1. The various means of Communication are ?
Ans. 1. E-mail
  2. Telephone
  3. Computer Internet
  4. All of the above

Q.2. Which of the following is not the communication channel ?
Ans. 1. Video Disk
  2. Computer Disk
  3. Fax Machine
  4. Electric Battery

Q.3. Which is the cheapest source of communication channel ?
Ans. 1. Newspaper
  2. Computer
  3. Fax Machine
  4. Television

Q.4. Information is received through ?
Ans. 1. Communication lines
  2. Processing of data.
  3. Newspaper, Radio, TV, Computer.
  4. All of the above.

Q.5. What are the features of information ?
Ans. 1. Information should be accurate and meaningful
  2. Information should be concise and complete one.
  3. Information should be readily available and useful.
  4. All of the above.

Q.6. A report prepared by any means can not be taken as good information unless it is ?
Ans. 1. Prepared by computer.
  2. Surprising.
  3. Meaningful and action oriented.
  4. Brief and prepared hurriedly.
Q.7. Information is more valid than data?
Ans. 1. It is definitely true.
2. It is definitely false.
3. It may be false.
4. It is doubtful.

Q.8. The attribute of information should be?
Ans. 1. Relevance.
2. Availability.
3. Timeliness.
4. All of the above.

Q.9. What is Computer?
Ans. 1. It is an Electronic Machine.
2. It is Weighing Machine.
3. It is Sewing Machine.
4. It is Washing Machine.

Q.10. What computers can not do?
Ans. 1. Draw pictures.
2. Write letters.
3. Play music.
4. Talk to you.

Q.11. Instructions to the computer are given through?
Ans. 1. Input.
2. Output.
3. Processing.
4. Result.

Q.12. Results are obtained from computer through?
Ans. 1. Input.
2. Output.
3. Processing.
4. Information.

Q.13. Where the processing of data takes place in computer?
Ans. 1. In CPU.
2. In Modem.
3. In Hard disk.
4. In Mouse.
Q.14. Name the parts of computer that constitute hardware?
Ans. 1. Keyboard.
2. Mouse.
3. Monitor
4. All of the above.

Q.15. What do you mean by software?
Ans. 1. A computer can do anything on its own is called software.
2. The computer-parts: Keyboard, Monitor, Mouse are called software.
3. The set of instructions followed by computer is called software.
4. In computer we can see and touch the computer-parts, which is called software.

Q.16. Keyboard can not type?
Ans. 1. Letters.
2. Signs.
3. Pictures.
4. Numbers.

Q.17. You can draw pictures on monitor screen with?
Ans. 1. Keyboard.
2. Scanner.
3. CD Rom.
4. Mouse.

Q.18. Which of the following is secondary memory?
Ans. 1. Hard disk
2. Floppy disk.
3. CD Rom.
4. All of the above.

Q.19. Which of the following is primary memory?
Ans. 1. RAM
2. ROM.
3. 1st and 2nd both.
4. Hard disk

Q.20. What is the increasing order of storage of data among the following hardware?
Ans. 1. Floppy, CD ROM, Hard disk.
2. Hard disk, CD ROM, Floppy.
3. CD ROM, Floppy, Hard disk.
4. CD ROM, Hard disk, Floppy.
Q.21. Primary Memory is also called as ?
Ans. 1. Fixed memory
2. Permanent memory.
3. Internal memory.
4. All of the above

Q.22. A Computer works on which of the following steps ?
Ans. 1. Input
2. Process
3. Output
4. All of the above

Q.23. Which of the following is called the Pointing Device as well as input device ?
Ans. 1. Keyboard
2. Scanner
3. Joy Stick
4. Mouse

Q.24. Which of the following is the data storage devices can store more data ?
Ans. 1. Hard Disk
2. Floppy Disk 5”
3. Compact Disk
4. Monitor

Q.25. How many keys are found as function keys in a keyboard ?
Ans. 1. 10
2. 12
3. 13
4. 15

Q.26. E-mail is sent from your computer to?
Ans. 1. Post Office.
2. Courier.
3. An another computer.
4. A person.

Q.27. Computer plays music with the help of ?
(i) Floppy Drive
(ii) Multimedia kit
(iii) Monitor
(iv) Keyboard
Q.28. What are the major application of computer among the following?
Ans. 1. In business
2. In education
3. In entertainment
4. All of the above.

Q.29. What do you mean by computer programme?
Ans. 1. It is a set of instructions that direct a computer how to process and execute the data.
2. It does not follow the instructions step by step.
3. Wrong information are given to the computer.
4. Input, output and processing is not followed by the computer.

Q.30. The primary job of operating system of computer is to?
Ans. 1. Command Resources.
2. Be user friendly.
3. Provide utilities.
4. All of the above.

Q.31. Which software makes control of computer system on start-up?
Ans. 1. Compiler.
2. Operating system.
3. Application software.
4. All of the above.

Q.32. Which of the following is considered as a file manager in windows 98?
Ans. 1. Internet explorer.
2. Window explorer.
3. File manager.
4. None of the above.

Q.33. A file deleted from floppy disk in windows goes to?
Ans. 1. Recycle bin
2. My computer.
3. Window explorer.
4. Permanently deleted.

Q.34. Which of the following is true; an application can be opened through shortcut on desktop by?
Ans. 1. Double clicking on its shortcut.
2. Right clicking and choosing "Open" option.
3. Selecting an Icon and pressing Enter.
4. All of the above.
Q.35. Which of the following provides access to all active applications by maintaining a row of open applications title boxes?

Ans. 1. Title bar
2. Task bar
3. Start menu
4. None of the above

Q.36. The appropriate application has to be selected from which of the following in the start menu to launch the application.

Ans. 1. Programme.
2. Help.
3. Documents.
4. None of the above.

Q.37. The topmost bar in any application window in the following displays the name of the document or application.

Ans. 1. Menu bar.
2. Tool bar.
4. Title bar.

Q.38. Window explorer is a file management programme that you can used to?

Ans. 1. View and change the folder/file structures of your disks.
2. View and change the contents of your folder and files.
3. Move, copy, rename, create, delete folder and files.
4. All of the above.

Q.39. The paint application is present on which sub group?

Ans. 1. Entertainment.
2. MS Office.
3. Accessories.
4. None of the above.

Q.40. What is the path to run the paint in window 98?

Ans. 1. Start --> accessories --> programme --> paint
2. Start --> programme --> accessories --> paint
3. Start --> programme --> paint --> accessories
4. Programme --> start --> accessories --> paint

Q.41. In paint programme four tools in the tool box that make free hand drawing are?

Ans. 1. Pencil.
2. Brush, Air brush
3. Eraser
4. All of the above.
Q.42. In paint programme four tools in the tool box that make shapes are?
Ans. 1. Ellipse.
2. Rectangle, Rounded rectangle
3. Polygon.
4. All of the above.

Q.43. In paint window the following items are displayed?
Ans. 1. The big white area at the middle of the screen where you create your paint drawing.
2. On the right side a column having tools that are used to draw, fill, air brush, erase, type, text and select the items.
3. At the bottom of the screen a column of two rows with different colours which is called color palette.
4. All of the above

Q.44. Which tool is used for writing text on pictures?
Ans. 1. Brush tool.
2. Air brush tool.
3. Fill tool.
4. Text tool.

Q.45. The option box below the tool bar gives two choices for using the text tool which are?
Ans. 1. The top choice make a solid background for the text box using the background colour.
2. The bottom choice makes a transparent background.
3. The above two options are absolutely right.
4. There are no any option box below tool box.

Q.46. What do you mean by MS in MS-Word?
Ans. 1. Microsoft Company
2. Management Software Company
3. Marketing Supply Software company
4. Multiple Software company

Q.47. How to start MS-Word?
Ans. 1. Click on start button on the task bar
2. Move to program items in the start menu. A sub menu will open
3. Move to Microsoft Word item in sub menu and Click
4. All of the above i.e 1,2,3 in series
Q.48. What are the component of the word window?
Ans.
1. Title bar, Menu bar, Toolbar, Scroll bar, Status bar
2. Ruler, Document-Windows, Office Assistant
3. Document Navigator, View Button
4. All of the above

Q.49. Where the “Title bar” is located in the Word Application Window?
Ans.
1. Title bar is located at the top word application window
2. Title bar is located at the right word application window
3. Title bar is located at the bottom word application window
4. Title bar is located at the left word application window

Q.50. The main menu bar is located below?
Ans.
1. The Scroll bar
2. Title bar
3. Status bar
4. Tool bar

Q.51. How many icons are shown in the main menu bar?
Ans.
1. File, Edit, View
2. Insert, Format, Tools
3. Table, Window, Help
4. All of the above

Q.52. The ruler is used in MS Word for?
Ans.
1. The ruler is used to adjust margins and indents
2. The ruler sets “Tab” stops.
3. The ruler is used to set the font size
4. Both 1 and 2.

Q.53. Status bar is used in MS-Word for?
Ans.
1. Display Statistics (Line and Column number) & Status on the insertion
2. Display Status of some important keys.
3. Display information about toolbar buttons when mouse cursor is held over them.
4. All of the above.

Q.54. In the main menu of MS-Word file icon is used to handle file operation like?
Ans.
1. Open.
2. Close
3. New
4. All of the above
Q.55. In the main of MS-Word, insert icon is used for?

Ans. 1. To add pages, Page numbers
2. Header or Footer, Symbols
3. Pictures, Boxes
4. All of the above

Q.56. In the main of MS-Word, Format icon is used for?

Ans. 1. Adding bullets and numbering
2. Borders, Shadings
3. Change the font, align, case of the letters of the text
4. All of the above

Q.57. How a file is closed in the menu in MS-Office?

Ans. 1. Click on the file menu
2. Click on the close button
3. Save the document before closing it
4. All of the above

Q.58. How text is deleted with the help of delete key?

Ans. 1. Place the cursor on the beginning of the character or word to be deleted.
2. Now press the delete key
3. Both 1 and 2
4. None of the above

Q.59. How to find the word or text as document in MS-Word?

Ans. 1. Select find option from the Edit menu
2. A dialog box is displayed.
3. Both 1 and 2
4. None of the above.

Q.60. How to make Undo the work in MS-Word?

Ans. 1. Go to edit menu and press undo
2. Press Ctrl + Z
3. Both 1 and 2
4. None of the above

Q.61. How to make Redo the work in MS-Word?

Ans. 1. Go to edit menu and press Redo
2. Press Ctrl + Y
3. Both 1 and 2
4. None of the above
Q.62. The toolbar in Word?
Ans. 1. Provides a shortcut way of accessing commands
2. Allow the current time to be displayed.
3. Help in displaying the position of insertion point.
4. Allow you to move around in a document.

Q.63. Print preview is used to?
Ans. 1. To Save the document
2. To print the document
3. View the document will appear when printed
4. Copy the document

Q.64. The field for the current time displayed on?
Ans. 1. Toolbar
2. The horizontal ruler
3. The status bar
4. The vertical ruler

Q.65. The shortest key is used for pasting text from clipboard is?
Ans. 1. Ctrl + X
2. Ctrl + V
3. Ctrl + C
4. Ctrl + D

Q.66. To open a new file in MS-Word, the short key is?
Ans. 1. Ctrl + X
2. Ctrl + N
3. Ctrl + Y
4. Ctrl + Z

Q.67. Which of the following gives the status of your document like page numbers, number of pages?
Ans. 1. Status bar
2. Standard Toolbar
3. Formatting toolbar
4. None of the above

Q.68. On which of the following toolbar alignment buttons are available?
Ans. 1. Status bar
2. Standard Toolbar
3. Formatting toolbar
4. None of the above
Q.69. Which of the following will you opt for saving a file?

Ans. 1  Save button or standard toolbar  
2  Save option from the file menu  
3  Pressing Ctrl + S  
4  Any of the above

Q.70. Which of the following is not an option of edit menu?

Ans. 1  Cut  
2  Copy  
3  Paste  
4  Page Set up
Fill in the blanks :-

15 \times 1 = 15 \text{ Marks}

Note :-

(i) Each question carry one mark.
(ii) Each question carry equal mark.
(iii) There is no negative marking.
(iv) Select the answer from the two options mentioned below every question.

Q.71. The longest key is ....................... in computer keyboard
   (i) Enter Key
   (ii) Space Bar Key

Q.72. CPU is ....................... of computer.
   (i) Brain
   (ii) Eye

Q.73. Plotter, Printer, and Monitor are ................. Device.
   (i) Input
   (ii) Output

Q.74. There are ..................... alphabet keys on computer keyboard.
   (i) 26
   (ii) 30

Q.75. Computer Monitor looks like a .........................
   (i) Radio
   (ii) Television

Q.76. In ......................... computers are used to keep track of criminals.
   (i) Railway stations
   (ii) Police stations.

Q.77. ......................... is used in reservation of tickets in Railway and Aeroplane Reservation Offices.
   (i) Telephone
   (ii) Computer

Q.78. You can play music on ............
   (i) Computer
   (ii) Fax
Q.79. In offices computers are used in ............
   (i) Typing
   (ii) Exercising

Q.80. Doctor takes help of computer in .................patients.
   (i) Treating
   (ii) Killing

Q.81. Press ..................to bold the text ?
   (i) Ctrl + B
   (ii) Ctrl + I

Q.82. The ................alignment makes sure that none of the edges of the text appear ?
   (i) Justified alignment
   (ii) Left alignment

Q.83. Press ..........to copy the selected text ?
   (i) Ctrl + C
   (ii) Ctrl + Y

Q.84. Press ..........to cut the selected text ?
   (i) Ctrl + X
   (ii) Ctrl + Y

Q.85. Press ............ To delete the previous letter
   (i) Backspace
   (ii) Delete
True or False Questions

15 x 1 = 15 Marks

Note:
(i) Each question carries one mark.
(ii) Each question carries equal mark.
(iii) There is no negative marking.
(iv) Select the answer from the two options mentioned below in True & False questions.

Q.86. Delete key is erases the letters left to the cursor.
(i) T
(ii) F

Q.87. There are three arrow keys on the computer keyboard.
(i) T
(ii) F

Q.88. There are two shift keys in the keyboard.
(i) T
(ii) F

Q.89. Primary memory is also called internal memory.
(i) T
(ii) F

Q.90. Floppy is internal storage medium.
(i) T
(ii) F

Q.91. Computer can play music.
(i) T
(ii) F

Q.92. In hospitals, doctors use computer to treat patients.
(i) T
(iii) F

Q.93. Computer can correct your spelling errors.
(i) T
(iii) F

Q.94. You can write your letter on computer in any style.
(i) T
(iv) F

Q.95. For sending email, internet is necessary.
(i) T
(i) F
Q.96. Ms Word is a part of MS-Office
   (i) T
   (ii) F

Q.97. You can not use Ctrl +P to print a file.
   (i) T
   (ii) F

Q.98. You can select any text with the help of mouse.
   (i) T
   (ii) F

Q.99. The printed copy of document is called a hard copy.
   (i) T
   (ii) F

Q.100. Word can also check the spelling and grammar in document.
   (i) T
   (ii) F