

Q.27 What is the use of print preview? 3

**OR**

What are the three benefits of mail merge?

Q.28 What is spreadsheet? 3

**OR**

What is cell ? What does it contain ?

Q.29 What is cell referencing? 3

**OR**

What is fill handle?

Q.30 Name some commonly used chart type in Calc? 3

**OR**

Name some word processor softwares name?

Q.31 Define the term table . Explain the use of a table in a document ? How can you create table in open office writer? 5

**OR**

Write the difference between -

(i) Worksheet and workbook

(ii) Standard tool bar and formatting tool bar.

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**NLCS/2024/104**

**Roll No. \_\_\_\_\_**

**Half yearly Examination 2024 - 2025**

**Class - IX**

**Subject - Computer**

**Time- 2:30 Hrs.**

**M.M.50**

**Multiple Choice Questions :**

**20×1=20**

Q.1 ----- initiative of government has resulted in providing many government services online.

- (a) Swatch Bharat (b) Digital India  
(c) Literate India (d) Online India

Q.2 Which of the following is not an equipment used for diagnosis of diseases?

- (a) BHIM (b) ECG machine (c) EEG (d) Glucometer

Q.3 What is the full form of ATM?

- (a) All time money (b) Any time money  
(c) All is well (d) Automated teller machine

Q.4 Which of the following is a learning platform?

- (a) Facebook (b) G-suite (c) Snapchat (d) Khan academy

Q.5 While touch typing make use of ----- fingers .

- (a) 10 (b) 5 (c) 4 (d) 2

Q.6 Each ----- key has its own LED indicator on the keyboard .

- (a) Toggle (b) Function (c) Combination (d) Numeric

- Q.7 Which of the following is a keyboard shortcut to perform undo?  
 (a) Ctrl + C (b) Ctrl + y (c) Ctrl +X (d) Ctrl + Z
- Q.8 Open office writer is popular ----- application.  
 (a) Database (b) Presentation  
 (c) Word processing (d) Graphic
- Q.9 Which option allow you to save an existing file with a new name ?  
 (a) Save (b) Save as (c) Save a copy (d) All of these
- Q.10 This is a keyboard short cut to open the spelling and grammar dialog box.  
 (a) F2 (b) F7 (c) F5 (d) F8
- Q.11 ----- consists of mailing list.  
 (a) main document (b) Data source  
 (c) Fields (d) all of these
- Q.12 Mail merge allows sending same letter or mail to ----- recipients at the same time .  
 (a) Two (b) Three (c) Multiple (d) All of these
- Q.13 A printed output of a document or an image is called -  
 (a) Soft Copy (b) hard copy (c) List (d) None of these
- Q.14 By default ,how many worksheets does a calc workbook display ?  
 (a) 1 (b) 2 (c) 3 (d) 4

- Q.15 What is the default name of a workbook in calc.  
 (a) Book 1 (b) sheet 1 (c) Untitled 1 (d) All of these
- Q.16 Which symbol mark the beginning of a formula?  
 (a) equal (=) (b) plus (+) (c) Asterik (\*) (d) division (/)
- Q.17 What is the name of the current cell which has a cell boundaries around it ?  
 (a) Passive cell (b) active cell (c) Current cell (d) new cell
- Q.18 Which app is used to pay utility bills?  
 (a) Pay tm (b) Google maps (c) Facebook (d) meesho
- Q.19 ----- is the value axis in a column chart.  
 (a) X - axis (b) Y- axis (c) Z- axis (d) None of these
- Q.20 From which menu can you insert a chart on your worksheet?  
 (a) Edit (b) format (c) Insert (d) data
- Q.21 What do you understand by e- commerce? 2
- Q.22 What is health information technology? 2
- Q.23 What is pointing device ? 2
- Q.24 What is word processor ? 2
- Q.25 What is mail merge ? 2
- Q.26 What is menu bar in open office writer? 3

**OR**

Describe undo and redo commands?