

MID TERM EXAMINATION (2020-2021)

MARKING SCHEME

CLASS IX

SUBJECT : INFORMATION TECHNOLOGY

M.M. : 40

Q.1. Answer the following questions.

(i) **Types of Formulas in LibreOffice Calc.** [2]

1) Basic Formulas

- They include only one type of operator in formula. Example – To add the values of B3, B4, B5 etc.
- We can write the formula as (=) B3+B4+B5

2) Compound Formulas

- They are used when we need more than 1 operator.
- Example – To calculate the simple interest, we use the formula as “PxRxT/100” will be written as “E2*E3*E4/100”.

(ii) Activities that you like to do or want to learn are your interests. [2]
Ability, on the other hand, is our skill, talent or proficiency in a particular area.

(iii) Qualities of a successful Entrepreneur are :- [2]

- a) **Passion** :- Entrepreneurs need to have a passion to follow their dreams. Whatever they undertake, it should keep them going without any boredom.
- b) **Creativity and Innovation** :- It is essential for entrepreneurs to have an innovative thought process to identify business opportunities and come up with solutions to improve the existing business procedures.

- c) **Positivity** :- Entrepreneurs need to be extremely positive throughout and should never be afraid of failures. They need to be positive and proceed confidently with their beliefs.
- d) **Patience and Endurance** :- Patience is much needed when it comes to entrepreneurship. He need to have faith and keep going with his good work.

(iv) Causes of Air Pollution:- [2]

- Burning of fuels
- Smoke from traffic
- Burning waste and remains of crops
- Pesticides and fertilisers
- Smoke from factories
- Dust from construction

(v) The two types of Orientation available in Digital Document are:- [2]

- Portrait
- Landscape

(vi) **Main Document**:- [2]

The main document is the letter or any text document that is sent to many people by merging it with a database file.

Data Source :-

A data source is a database containing names and addresses from which a mailing list can be created.

(vii) To insert a Chart follow these steps:- [3]

- a) Create a data list, select the entire data list.
- b) Click the insert button and select chart option.
- c) A dialog box appear, select a chart type from the chart type list and click on next button.
- d) Click on data range and specify the range, click on next.
- e) Insert the title of the chart. Under the chart elements option, set the legend and grid settings, click on finish button.

- (viii) The features of an Open Office Calc : [3]
- 1) Mathematical calculations can be done by using formulas and functions.
 - 2) Sorting of data in ascending or descending order.
 - 3) Presenting data in the form of tables, graphs and charts.
 - 4) Filtering the data depending on user's requirement.
 - 5) Saving the data for future use.
 - 6) Managing financial documents.
 - 7) Calc sheet can be used to present bills, invoices, purchase orders etc.
 - 8) It helps in comparing data and for analyzing the results.

- (ix) Positive thinking is a mental attitude in which you expect favourable and good results. A positive person looks for happiness, health and a 'happy ending' in everything.

Benefits of Positive Thinking :-

- 1) It gives you more happiness.
- 2) It injects you with renewed energy.
- 3) It gives you great inner power and strength.
- 4) It inculcates self-motivation.
- 5) It helps you achieve success faster.
- 6) It gives you the ability to overcome hurdles and obstacles.
- 7) It earns you the love and respect of others. [3]

- (x) Difference between Entrepreneurship and Wage Employment. [3]

Entrepreneurship	Wage Employment
1. Innovative Thinking.	1. Involves an Employer and an Employee.
2. Ability to take risks.	2. Limited decision making is allowed.
3. Hard work and discipline.	3. Limited Innovation & Creativity.
4. Adaptability and Flexibility.	4. Minimal Risks are Involved.
5. Money Management Skills.	5. Fixed salary, no profit and no loss.

- (xi) To Merge two tables, follow these steps :- [3]
- 1) Remove the blank space between two tables using the delete key only.
 - 2) Select any cell of any table that you want to merge.

- 3) Choose the Merge Table option in the Table menu. The tables will get merged into one.

(xii) To create a Bulleted and Numbered list, follow these steps :- [3]

- 1) Select the text that you want to present as a bulleted or numbered list.
- 2) Select Bullets and Numbering from the Format menu.
- 3) A dialog box appears, click on the bullets tab and select any type of bullet of your choice.

Q.2. 1) State the cell address :- [2]

- a) B4
- b) D4

2) State the text in cell address.

- a) 70
- b) 120

Q.3. Functions with Syntax and examples :- [3]

1) MAX () :- It is used to find the highest number of a set of numbers or a series of cells.

Syntax : =MAX(Range of Cells) / Arguments

Example : =MAX(E5, E10, E15).

=MAX(A1:A7)

2) Average () :- It is used to calculate the average of a set of numbers or a series of cells.

Syntax : =AVERAGE(Range of Cells) / Arguments

Example : =AVERAGE(E5, E10, E15).

=AVERAGE(A1:A7)

Q.4. Answer the following questions (Any 1) :- [5]

- a) Graphs and diagrams are called Charts in Calc. They make the data easy to understand and presentable.

Importance of charts :-

Charts are useful in the following ways :-

- They help in better interpretation of the data.
- They make the data look attractive and presentable.
- They also help in the comparison and analysis of the data values at

different points of time.

- They help in easy communication of data because trends, expectations and patterns can be easily remembered when presented in the form of diagrams.
- It is difficult to remember big data sets and values, but it is easy to remember the direction of the trends shown in charts.

b) The parts of a Writer Window are :-

- * Title bar :- It shows the title of the document that is open, it is the top most part of the Writer Window.
- * Menu bar :- This bar has the File, Edit, View, Insert, Format and other menus. On being clicked, each of these menus displays a sub-menu that has a set of commands.
- * Text area :- The place in a Writer window where you can type the text is known as the text area.
- * Ruler :- The ruler is used to give tab stops and indents at a particular place in a line. It is also used to measure the page width.
- * Scroll bar :- It is used to scroll the page up and down.