ST. THOMAS SCHOOL, SAHIBABAD
PERIODIC TEST- I WORKSHEET (2024-2025)
SUBJECT – INFORMATION TECHNOLOGY (402)

MM-20   **CLASS – IX**   **TIME: 1 hour**

Q I	**Fill in the blanks.**	
1.	ITeS is also called _____ that cover the entire operations which exploit Information Technology for improving the efficiency of an organization.	1
2.	_____is the default extension of the writer file.	1
Q II	**State True or False:**	
1.	By default the page size is A4.	1
2.	MNCs have their headquarters outside India.	1
Q III	**Write the full form of the following:**	
1.	EEG 3. PIN	1
2.	ECG 4 . ICT	1
Q IV	**Write keyboard shortcut keys for the following:**	
1.	To print a document.	½
2.	Center Horizontally	½
3.	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)	½
4.	Pastes from the clipboard	½
Q V	**Answer the following questions:**	
1.	Write steps to split a table in our document.	3
2.	Sneha has created a document in Word Processor. In her document, She wants to add Header and Footer. Which menu should she go to insert Header and Footer? Also write the steps to insert it.	3
3.	Briefly explain any two IT-driven health diagnostic devices that you have seen at home.	3
4.	a) Explain IT in science and engineering. b) How will you count the total words of a document?	3