

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

MM-20

CLASS - IX

TIME: 1 HOUR

Q I	Fill in the blanks:	
1.	The column immediately next to column "Z" is _____.	1
2.	In every presentation, first slide should be _____.	1
Q II	State True Or False:	
1.	Once a pre-defined slide master is selected, the background of the slide cannot be changed.	1
2.	There are 'n' number of sheets in a spreadsheet.	1
Q III	Explain the following terms:	
1.	Normal View in Impress	1
2.	Referencing	1
Q IV	Write keyboard shortcut keys for the following:	
1.	To Italic	1/2
2.	To close a presentation	1/2
3.	To enable or disable the selection cursor in read-only text.	1/2
4.	To Create a new document	1/2
Q V	Answer the following questions:	
1.	What are the advantages of using a presentation?	3
2.	"You're working on a spreadsheet and need to copy a formula to different cells. How would the result differ if you used a relative cell reference versus an absolute cell reference in your formula?"	3
3.	List some benefits of entrepreneurship.	3
4.	Imagine you're working on a presentation and you need to insert a table in your slides. What steps would you follow to do that?"	3