



International DELHI PUBLIC SCHOOL

15

PT-3 EXAM PRACTICE SET

GRADE	: IX	DATE	: 10-01-2025
SUBJECT	: INFORMATION TECHNOLOGY (402)	TIME	: 1 hour 30 Mts
NAME	:	MAX. MARKS	: 15
ROLL NO.	:	INVIGILATOR SIGN	:

SECTION A: OBJECTIVE TYPE QUESTIONS

1. Tick the correct option (any 10)

10*1/2 =5

i. What is digital documentation?

- a) Paper-based documents
- b) Electronic files and documents
- c) Audio and video recordings
- d) Photographic images

2. Which of the following is an advantage of digital documentation?

- a) Difficult to share
- b) Prone to damage
- c) Easy to store and retrieve
- d) Limited accessibility

3. What is a digital certificate?

- a) A physical document verifying identity
- b) An electronic document verifying identity
- c) A digital signature
- d) A password

4. What is the purpose of a digital signature?

- a) To verify the sender's identity
- b) To encrypt the document
- c) To decrypt the document
- d) To delete the document

5. Which file format is commonly used for digital documentation?

- a) PDF
- b) DOCX
- c) JPEG
- d) MP3

6. What is the benefit of using digital documentation in business?

- a) Increased paperwork
- b) Improved data security
- c) Reduced storage space
- d) Enhanced customer service

7. Which of the following is a characteristic of digital documentation?

- a) Permanent and unalterable
- b) Dynamic and editable
- c) Limited accessibility
- d) Difficult to share

8. What is the role of digital documentation in e-governance?

- a) To reduce transparency
- b) To increase bureaucracy
- c) To improve efficiency and accountability
- d) To enhance security

9. How do digital documents ensure data integrity?

- a) Through encryption and access controls
- b) Through password protection
- c) Through physical storage
- d) Through manual verification

10. What is the future scope of digital documentation?

- a) Replacement of paper-based documents
- b) Increased use of physical storage
- c) Reduced reliance on technology
- d) Enhanced security measures

11. What is an electronic spreadsheet?

- a) A manual calculation tool
- b) A digital table for data analysis
- c) A word processing software
- d) A presentation software

12. Which software is commonly used for creating electronic spreadsheets?

- a) Microsoft Word
- b) Microsoft Excel
- c) Google Docs
- d) Adobe Photoshop

13. What is the purpose of formulas in an electronic spreadsheet?

- a) To format cells
- b) To create charts
- c) To perform calculations
- d) To sort data

14. What is the benefit of using electronic spreadsheets in business?

- a) Improved data accuracy
- b) Enhanced collaboration
- c) Increased storage space
- d) Reduced calculation time

15. Which of the following is a feature of electronic spreadsheets?

- a) Conditional formatting
- b) Manual calculation
- c) Physical storage
- d) Limited accessibility

16. How do electronic spreadsheets facilitate data analysis?

- a) Through charts and graphs
- b) Through formulas and functions
- c) Through manual calculation
- d) Through physical storage

17. What is the purpose of sorting data in an electronic spreadsheet?

- a) To format cells
- b) To create charts
- c) To analyze data
- d) To perform calculations

18. Which of the following is a type of chart used in electronic spreadsheets?

- a) Bar chart
- b) Pie chart
- c) Line chart
- d) All of the above

19. How do electronic spreadsheets enhance collaboration?

- a) Through password protection
- b) Through access controls
- c) Through real-time sharing
- d) Through manual verification

20. What is the benefit of using electronic spreadsheets in education?

- a) Improved data accuracy

- b) Enhanced collaboration
- c) Increased storage space
- d) Reduced calculation time

SECTION B: SUBJECTIVE TYPE QUESTIONS

2. Short answer type questions (any 6):

6*1=6

What is digital documentations?

What is electronic spreadsheet?

What is OpenOffice suite?

What is the difference between find and replace?

Difference between UPPERCASE and lowercase.

What is calc? What is its extension?

What is the difference between free and paid software?

3. Long answer type questions (any 2):

2*2=4

i. How to open a document

ii. How to save a document

iii. How to print a document