SAMPLE QUESTION PAPER

e-Typewriting

Class IX

QUESTION PAPER DESIGN SUMMATIVE EXAMINATION-II

Weightage to different forms of questions

Form of Question	Marks for each question	No. of Questions	Total Marks
Very Short Answer (VSA)	**1**	**6**	**6**
Short Answer (SA)	**2**	**8**	**16**
Long Answer (LA)	**4**	**2**	**8**
		Total 16	**30**

B. Blue Print

Title of the Unit	VSA	SA	LA	Total
4.1 - Creating, Saving and Opening a document in a Word Processor	1(1)	4(2)	-	5(3)
4.2 - Text styles (Bold, Italic, and Underline); Selecting Font Faces, Size and Color.	2(2)	4(2)	4(1)	10(5)
4.3 - Text Alignment, Automatic Page Numbering, Cut-Copy-Paste, Undo and Redo.	2(2)	4(2)	4(1)	10(5)
4.4 - Preview & Printing a document	1(1)	4(2)	-	5(3)
TOTAL	6(6)	16(8)	8(2)	30(16)

SAMPLE QUESTION PAPER
E-TYPEWRITING (ENGLISH/HINDI)

CLASS IX Theory

Summative Assessment – II

Instructions

1. This question paper has 16 Questions in all. All questions are compulsory.
2. Marks are indicated against each question.
3. Questions from serial numbers 1 to 6 are of 1 mark each. Answer of these questions may be from one word to one sentence.
4. Questions from serial numbers 7 to 14 are of 2 marks each. Answer of these questions should not exceed 60 words each.
5. Q uestions from serial numbers 15-16 are of 4 marks each.

1. The short cut key to create a new document in a word processing package is: (1)
    (i)   Ctrl + O
    (ii) Ctrl + P
    (iii) Ctrl + N
    (iv) Ctrl + F

2. Times New Roman is an example of - (1)
    (i)   Font Size
    (ii) Font Face
    (iii) Font Scale
    (iv) Font Color

3. In order to change the font size and color of a word in a paragraph, you have to (1)
    (i)   select the word
    (ii) select the paragraph
    (iii) select the sentence
    (iv) select the document

4. Changing the appearance of a document is called – (1)
    (i)   Proofing
    (ii) Editing
    (iii) Formatting
    (iv) All of the above

5. The word wrap feature – (1)
    (i)   allows you to type over text
    (ii) is the short wave in red color
    (iii) automatically moves text to the next line when necessary
    (iv) is necessary to save a document.

6. Which page orientation would you select in case you wish to print in wide format (*i.e.*, 11"x8.5" in A4 size) - (1)
    (i)   Landscape
    (ii) Vertical

(iii)   Portrait

(iv)   Horizontal

7.   How do you open an existing document in a Word Processor? Also specify the corresponding keyboard shortcut.   (2)

8.   Ayushi created a letter for M/s. Concept Technology last month using a word processor. In a hurry she saved this letter by the default name at default location. After a few days, when a reminder was to be sent to the company, she could not retrieve the letter and wasted a lot of time in searching for it. What should have she done to save her from this unpleasant situation? Also differentiate between 'Save' and 'Save As' options.   (2)

9.   Shrey has typed a letter with font size 14. After finishing the letter, he finds that two of the lines of the letter are on the second page. Suggest two methods so that the letter fits on one page.   (2)

10.   Karan had typed the following article on Handling of Mail –   (2)

> Handling of Mail is one of the important functions of an office. The Private Secretary should have sound knowledge regarding the procedure of handling of mail to be followed in the organization. Efficient and effective handling of mail helps a company to boost its business and have better image of the organization. On the other hand, inefficient and ineffective mailing system may cause delay and loss of business.
>
> In big organizations, a separate Mailing Department is set up to carry out mailing operations. However, in small organizations, a Private Secretary has to handle mail in addition to other secretarial functions.
> A Private Secretary or Office Manager generally plans mail handling work in an organization. Systematic planning of mail handling ensures that mailing operations are carried out efficiently and effectively without delay.

After finishing the typing work, Karan inserted certain features in the above article which now looks as follows –

> Handling of *Mail* is one of the important functions of an office. The Private Secretary should have sound knowledge regarding the procedure of handling of *mail* to be followed in the organization. Efficient and effective handling of *mail* helps a company to boost its business and have better image of the organization. On the other hand, inefficient and ineffective mailing system may cause delay and loss of business.
>
> In big organizations, a separate Mailing Department is set up to carry out mailing operations. However, in small organizations, a Private Secretary has to handle *mail* in addition to other secretarial functions.
> A <u>Private Secretary</u> or Office Manager generally plans *mail* handling work in an organization. Systematic planning of *mail* handling ensures that mailing operations are carried out efficiently and effectively without delay.

Name the features added to the following words in the document:
- (a) Mail
- (b) Mailing Department
- (c) Private Secretary
- (d) Handling of Mail

11. Shivam is the Sales Manager of M/s. Chhabra Electronics. He sends Sales (2) Letters to two of his customers in order to promote the sales of various electronic items. He types the first sales letter in a word processing package. In the second letter, except the inside address, he just copies the rest of the content from the first letter. Write the procedure followed by him to prepare the second letter. Also state the shortcut keys which could be used by Shivam.

12. Tina has created a multi-page document and now she wants to put page (2) numbers. For this she tries to put page numbers manually at the end of each page. She finds this job quite difficult and wants some simple solution. What is that simple solution? On a page where are page numbers inserted – in the header or footer?

13. Ramesh, an office assistant, has a habit of taking the printouts of (2) documents which he prepares in a word processor. He does this to check whether the printout is in desired form or not. In case it is not, he corrects the settings and again takes the printout. You are requested to write what is Print Preview and how can Ramesh use it to save pages.

14. Soumya has two printers, a Deskjet and a Laser Printer, connected to his (2) computer. At the time of taking a print out, Soumya observes the Deskjet printer connected to her computer as the default printer. In order to take a print out on the Laser printer, how should she proceed?

15. Sonali has to type the following classified advertisement. (4)

    "Notebook in excellent condition for sale, Intel Pentium Processor, 512 MB memory, 120 GB Hard Disk, Interested parties to contact Mr. D S Verma."

    Describe how she can use font colour, font size, font face, and font style features of a Word Processing Package, so that she prints out an attractive advertisement.

16. Four types of text alignments available in a paragraph setting are: (4)

Communication process should ensure feedback. For communication to be effective, the message must mean the same thing to both the sender and the receiver.	Communication process should ensure feedback. For communication to be effective, the message must mean the same thing to both the sender and the receiver.	Communication process should ensure feedback. For communication to be effective, the message must mean the same thing to both the sender and the receiver.	Communication process should ensure feedback. For communication to be effective, the message must mean the same thing to both the sender and the receiver.
(a)	(b)	(c)	(d)

State the type of alignment in each case. Is it possible to apply different text alignments within the same document? If yes, how?

Time: 2 Hours   Marks: 30

MARKING SCHEME

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CLASS IX Theory

Summative Assessment – II

1.	(iii) Ctrl + N	(1)
2.	(ii) Font Face	(1)
3.	(i) select the word	(1)
4.	(iii) formatting	(1)
5.	(iii) automatically moves text to the next line when necessary	(1)
6.	(i) Landscape	(1)
7	• Click at Open command • Once the Open dialogue box appears, navigate to the folder where the file was saved. • Once the document to be opened is located, select it and click the Open button. Keyboard shortcut to open an existing document is ctrl+O. *½ mark for each point to open the file.* *½ mark for keyboard shortcut.*	(2)
8.	Ayushi should have saved the file according to the content type, company's name or any other specific name in some relevant folder. When saving an existing document, Save As allows us to save the document with a new identity which can be name, location or file type whereas Save button does not give any choices and just allows us to save the existing document with the original identity. *1 mark for specifying solution to Ayushi's problem.* *1 mark for specifying difference between Save and Save As.*	(2)
9.	a) Shrey can reduce the font size so that the letter fits in one page. b) Shrey can change font face to such a font which consumes less space than the current font face. This may also cause the letter to fit in one page. *1 mark each for specifying two methods.*	(2)
10.	a) Italics b) Bold c) Underline d) Change of Font Size *½ mark for each correct answer.*	(2)

11.	Shivam selects the contents of the first letter except the Inside Address and uses Copy command. In the second letter, he uses Paste command to paste the contents. The short cut key for Copy is Ctrl+C. For Paste, short cut key is Ctrl +V. *½ mark for each point to copy and paste.* *½ mark for each keyboard shortcut.*	(2)
12.	Tina should use Automatic Page Number feature. This feature automatically inserts pages numbers in the document pages. Page numbers are usually put in the footer but can be put in the header also. *1 mark for specifying Automatic Page Number.* *1 mark for specifying where the page numbers are inserted.*	(2)
13.	**Print Preview is a word processing feature that allows us to view how the print out of the document will look before actually printing it.** **Using Print Preview Ramesh can view the printed form of the documents on screen. In case he feels to make some changes, he can make the changes and again see the Print Preview. This way he can save a lot of paper before taking the printouts.** *1 mark for specifying what is Print Preview.* *1 mark for specifying how can paper be saved using Print Preview.*	2
14.	After clicking Print option, Saumya should choose the printer from the pull-down menu and select her printing option, *i.e.*, Laser Printer attached with her computer. *2 marks for correct answer.*	2

15.	Changing font color:
	    (i) Sonali should select the text of which she wants to change the color.
	    (ii) Then, click the down arrow next to the Font Color icon.
	    (iii) After clicking the down arrow, she should select the desired color.
	
	Changing font size:
	    (i) Sonali should select the desired text.
	    (ii) Then, click the down arrow next to the Font Size box.
	    (iii) Now she can choose the size out of different sizes options.
	
	Changing font face:
	    (i) Sonali should select the desired text.
	    (ii) Then, click the down arrow next to the Font box.
	    (iii) Now she can choose the desired font face from the list of available font faces.
	
	Changing font style:
	    (i) Sonali should first select the text on which she wishes to apply
		(4)

font style.

    (ii)   Then she has to click the appropriate icon (Bold / Italic / Underline) to apply the font style.

1 mark for each correct method.

16.   (a)   **Left alignment**   (4)

        (b)   **Centre alignment**

        (c)   **Justified alignment**

        (d)   **Right alignment**

Yes, it is possible to apply different page alignment within the same document.
For each type of alignment, we have to first select the desired text in the document and then click the alignment type which we wish to have.

½ mark each for specifying the correct alignment.
½ mark for Yes.
1 ½ mark for specifying how to apply different text alignments in the same document.