BCM SCHOOL, BASANT AVENUE, DUGRI ROAD, LUDHIANA

INFORMATION TECHNOLOGY – ASSIGNMENT ANSWER KEY

CLASS IX

A. MCQs (5 × 1 = 5 marks)

1. **Answer:** b) Information Technology enabled Services
2. **Answer:** b) Delete
3. **Answer:** d) Operating System
4. **Answer:** c) The middle row (A S D F …)
5. **Answer:** a) Hospital Management System

B. 2-mark questions (2 × 2 = 4 marks)

6. What do you mean by "Information"? How is it different from "Data"?
• **Data** refers to raw facts and figures that have no meaning on their own.
• **Information** is processed or organized data that provides meaning and helps in decision-making.
Example: '90, 85, 80' are data; 'Average marks = 85' is information.

7. What is Find & Replace in a document? Give one keyboard shortcut for this.
Find & Replace is a feature in a word processor that allows users to locate a specific word or phrase and replace it with another throughout the document.
Shortcut: Ctrl + H

C. 3-mark questions (2 × 3 = 6 marks)

8. Describe guide keys and home keys with example.
• **Guide keys** are keys that help in positioning the fingers correctly on the keyboard while typing.
• **Home keys** are the middle row keys where fingers rest when not typing.
Example: A, S, D, F for the left hand and J, K, L, ; for the right hand.

9. List any four applications of IT in everyday life. Explain any two briefly.
Applications of IT:
1. Education – Online learning, digital classrooms
2. Banking – Online transactions, ATMs
3. Healthcare – E-health records, telemedicine
4. Entertainment – Online streaming, digital games

Explanation:
• **Education:** IT enables e-learning, virtual classrooms, and easy access to educational resources.
• **Banking:** IT supports secure online banking, mobile payments, and customer record management.

D. 5-mark question (1 × 5 = 5 marks)

10. Describe the Benefits (advantages) of IT / ITeS to society / economy.
• **Improved Communication:** Faster sharing of information through emails, video conferencing, and messaging.
• **Employment Generation:** IT/ITeS industries create job opportunities across sectors.

- **Efficiency & Productivity:** Automation of tasks reduces time and errors.
- **Global Connectivity:** IT enables globalization and access to worldwide markets.
- **Better Services:** In areas like education, healthcare, and governance, IT improves accessibility and quality of services.