



## ASSIGNMENT FOR DC VACATION (2022-2023)



CLASS - IX

SUBJECT - IT

1. What do you mean by Touch Typing?
2. Explain the main types of key available in Keyboard.
3. Write the difference between Backspace and Delete Key.
4. What do you understand by Home Keys and Guide Keys?
5. Explain the different common action performed by mouse.
6. Write the keys name which is pressed by **Left Hand** Little / Pinky, Ring, Middle and Index finger.
7. Write the keys name which is pressed by **Right Hand** Little / Pinky, Ring, Middle and Index finger.
8. Write a short note on Word Processing Software with Example.
9. Write the steps to change the word (from 'Mohan' to 'Sohan') in whole document.
10. Write all the menu name available in OO Writer.
11. Write a short note on Header and Footer in a document.
12. Write the steps to change the size of a picture in a document.
13. Explain any 5 formatting option related to text.
14. Write a short note on Spreadsheet Software with Example.
15. Write any 2 methods to start / open Open Office Calc.
16. Define the following components of Open Office Calc Window:
  - a) Title Bar
  - b) Menu Bar
  - c) Toolbar
  - d) Name Box / Cell Address
  - e) Formula Bar
  - f) Worksheet
  - g) Row
  - h) Column
  - i) Active Cell
17. Write any 3 methods to change the content of a cell.

18. Write all the menu name available in OO Calc.

19. Write the steps to save a workbook in OO Calc.

20. Write the shortcut key for the following in Open Office Writer:

- a) New
- b) Open
- c) Save
- d) Save As
- e) Close
- f) Print
- g) Exit
- h) Undo
- i) Repeat
- j) Cut
- k) Copy
- l) Paste
- m) Paste Special
- n) Select All
- o) Find & Replace
- p) To insert table
- q) Superscript
- r) Subscript
- s) Bold
- t) Italic
- u) Underline
- v) Align Left (Paragraph)
- w) Align Right (Paragraph)
- x) Centered (Paragraph)
- y) Justified (Paragraph)
- z) Spelling and Grammar