



**INDIAN SCHOOL MUSCAT  
HALF YEARLY EXAMINATION 2023  
COMPUTER APPLICATIONS (165)**

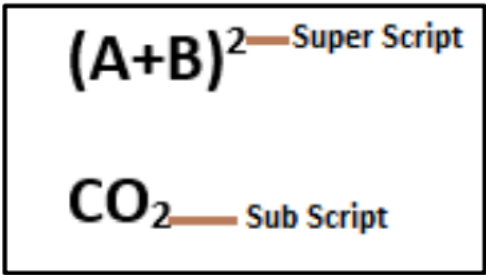


CLASS : IX  
DATE:19/09/2023

TIME ALLOTTED : 2 HRS.  
MAXIMUM MARKS: 50

## MARKING SCHEME

PART A		
SECTION I		
(Each question carries 1 mark)		
1.	b. Vital Information Resource Under Siege	1
2.	c. Trojan Horse	1
3.	a. Worm	1
4.	b. Spelling error	1
5.	c. Review	1
6.	d. Ctrl+A	1
7.	c. Text Highlight color	1
8.	b. Change case	1
9.	a. F5	1
10.	c. Normal	1
Questions No-11 & 12 are Assertion and Reason types. Each question consists of two statements, namely, Assertion (A) and Reason (R). Select the most suitable option considering the Assertion & Reason.		
11.	a. Both Assertion (A) and Reason (R) are true and Reason (R) is a correct explanation of Assertion (A).	1
12.	Presentation.	1
13.	Face book, Twitter, LinkedIn	1
14.	Malicious Software	1
15.	Cyber stalking	1
16.	National Cyber Crime Reporting Portal	
CASE STUDY		
17.	Ctrl+delete	1

18.	Compress picture	1
19.	Bullets and Numbering	1
20.	Print Preview	1
<b>PART B</b>		
<b>SECTION I</b> <b>VERY SHORT ANSWER</b> <b>(Each question carries 2 marks)</b>		
21.	<p>A Superscript is a number, figure or symbol that appears slightly above a word or a letter. A Subscript is a number, figure or symbol that appears slightly below a word or a letter.</p> 	
22.	<p>To create a strong password, simply choose three random words. You Can use numbers, symbols and combination of upper case and lower case.</p> <p>θ Choose a password with at least eight characters.</p> <p>θ Do not use the following to choose the password</p> <ul style="list-style-type: none"> <li>→ Your or your family birthdays</li> <li>→ Your username, actual name or business name</li> <li>→ The word 'Password'</li> <li>→ Numerical sequence</li> <li>→ A single commonplace dictionary word</li> </ul>	2
23.	<p>Do not open unknown attachments in e-mails or do a virus scan after opening them.</p> <p>Download files only from trusted sites.</p> <p>Always use an antivirus software program.</p> <p>Regularly update windows.</p> <p>Always enable firewall on your computer network.</p>	2
24.	<p>“Save” means the file gets saved under its current name, in whatever folder it was saved before or in the default folder of that computer whereas “Save As” gives you the opportunity to save the file under a different name and in another folder. ♣ “Save As” allows you to save the updated version with a new name while at the same time preserving the old version.</p>	2

	<table><tr><td>Align Text Left</td><td>Aligns all the selected text to the left margin.</td></tr><tr><td>Center</td><td>Aligns all the selected text to an equal distance from the left and the right margins</td></tr><tr><td>Align Text Right</td><td>Aligns all the selected text to the right margin.</td></tr><tr><td>Justify</td><td>Aligns all the selected text from both the sides and lines up equally to the left and right margins. Used mostly by news papers.</td></tr></table> <p>OR</p> <p>Header –Header is a section of the document that appears at the top margin of every page.</p> <p>Footer –Footer is a section of the document that appears at the bottom margin of every page.</p> <p>25. Ø Generally these contain information like page number, date, document name, company logo etc.</p> <p>Ø Header &amp; Footer options are available under Insert tab Header &amp; Footer group.</p> <p>Ø After selecting Header or Footer option you can type your text or insert the page number or date from Insert tab</p> <p>Ø To remove Header or Footer – Insert tab – Header &amp; Footer group-Select your Header or Footer – Remove</p>	Align Text Left	Aligns all the selected text to the left margin.	Center	Aligns all the selected text to an equal distance from the left and the right margins	Align Text Right	Aligns all the selected text to the right margin.	Justify	Aligns all the selected text from both the sides and lines up equally to the left and right margins. Used mostly by news papers.	2
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<p style="text-align: center;"><b>SECTION II</b> <b>SHORT ANSWER</b> <b>(Each question carries 3 marks)</b></p>										
26.	<p>Some common types are –</p> <p>Boot Sector Virus (infects Master Boot Record by altering the boot sector program)</p> <p>Macro Virus (infects applications or programs that contain macros like .doc, .xls, .ppt etc.)</p> <p>File System Virus / Cluster Virus / Directory Virus (infects the directory of your computer by changing the path of the file location)</p>	3								
27.	<ul style="list-style-type: none"><li>➤ Using a local network to access infected files lying on other computer.</li><li>➤ Using infected external storage devices such as CD, floppy disk and pen drive.</li><li>➤ Surfing suspicious websites on the internet</li><li>➤ Downloading infected files and gaming software from the internet.</li><li>➤ Opening infected e-mail attachments.</li><li>➤ Executing an infected file on a computer.</li></ul>	3								
28.	<p>Make your Profile Private</p> <p>→ Disable Geotagging (Geotagging automatically shows your location from your smartphone)</p> <p>→ Hide your contacts</p> <p>→ Delete inactive old accounts (to avoid using personal information of photos in it)</p> <p>→ Use security features (install safety software and a firewall, log out if you use an account from another computer)</p>	3								

29.	Auto-formatting feature of Word processing tool allows the automatic formatting of certain kinds of text while typing. 0 By selecting certain formatting options, the MS Office system programs can automatically format certain kinds of text as you type, such as replacing a typed hyphen (-) with a dash (--).		3						
30.	<table><tr><td>Slide Sorter view</td><td>It provides a view of slides in thumbnail form. Helps to sort and organize the sequence of the slides. (from View tab)</td></tr><tr><td>Notes page view</td><td>Notes pane located below the slide pane, where notes for the current slide can be typed. (from View tab)</td></tr><tr><td>Slide show view</td><td>It is used to deliver a presentation to the audience. (from Slide Show tab or press F5 key)</td></tr></table>	Slide Sorter view	It provides a view of slides in thumbnail form. Helps to sort and organize the sequence of the slides. (from View tab)	Notes page view	Notes pane located below the slide pane, where notes for the current slide can be typed. (from View tab)	Slide show view	It is used to deliver a presentation to the audience. (from Slide Show tab or press F5 key)		3
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<p style="text-align: center;"><b>SECTION III</b> <b>LONG ANSWER</b> <b>(Each question carries 5 marks)</b></p>									
31.	A. Quick access toolbar B. Title bar C. Status bar D. Slides pane E. Slide								

**\*\*\*\*END OF THE QUESTION PAPER\*\*\*\***