



D.A.V. PUBLIC SCHOOL, CRRC, Medical Road, Gaya

Sunday Test (Date – 01-09-2024)

Class — IX
Sub. — IT

Time : 40 Min
F.M. — 20

Section – A ($2 \times 5 = 10$)

1. **What is Mail Merge? Which two documents is required for Mail Merge?**
2. **Why do we use Print Preview?**
3. **Write the use of spell check? In which menu spell check is found?**
4. **What is Auto correct feature in word processor?**
5. **Why do we use Find and Replace option?**

Section - B ($5 \times 2 = 10$)

6. **What is the use of Table in writer? Write steps to create table in writer.**
7. **Write steps for the following:-**
 - (i) **To print a document**
 - (ii) **to insert column in table.**
