



Government of Karnataka

Information and Communication Technology (ICT) Workbook

9th

Standard

Level-IV



FREE SUPPLY



Karnataka Residential Educational Institutions Society
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ರಾಷ್ಟ್ರಗೀತೆ

ಜನಗಣ ಮನ ಅಧಿನಾಯಕ ಜಯ ಹೇ |
ಭಾರತ ಭಾಗ್ಯ ವಿಧಾತಾ ||
ಪಂಜಾಬ ಸಿಂಧು ಗುಜರಾತ ಮರಾಠಾ |
ದ್ರಾವಿಡ ಉತ್ಕಲ ವಂಗಾ ||
ವಿಂಧ್ಯ ಹಿಮಾಚಲ ಯಮುನಾ ಗಂಗಾ |
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GOVERNMENT OF KARNATAKA



INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Workbook

9

NINETH STANDARD

LEVEL IV

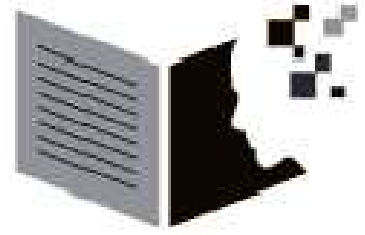
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Chapter



Overview of Level III

Worksheets



I. Complete the crossword puzzle for shortcut keys:

Down:

1. Ctrl + V
2. Ctrl + U
3. Ctrl + X
4. Ctrl + B
5. Ctrl + O

Across:

6. Ctrl + V
7. Ctrl + S
8. Ctrl + I
9. Ctrl + C
10. Ctrl + N

						5	
				3C ₉			
				2			
1P ₆						10	
						4	
				8I			
7							

(CUT, COPY, PASTE, BOLD, ITALIC, UNDERLINE, NEW, OPEN, SAVE)



Chapter **2**

More on Word Processor

Worksheets



I. Fill in the blanks with suitable words:

1. A combination of rows and column is called a _____.
2. _____ option is used to combine two or more cells into one cell.
3. The _____ feature helps to create artistic text.
4. _____ is the text that is added to the top margin of every page.
5. _____ group consists of margins, orientation, size and columns options.
6. _____ and _____ are two types of page orientations.

II. Write the steps to insert:

1. Table

2. Clipart



3. Word Art

4. Watermark



1. Using Clipart create a document about “Save the Tiger”.
2. Create a document on effects of using tobacco and using alcoholic drinks.
3. Using Shapes, Prepare a document on Polygons.
4. Insert the following text using Word Art.
 - a. INDIA 2. KARNATAKA 3. COMPUTER 4. MONITOR

5. **Group Activity:**

- a. Prepare a class timetable of your class on the computer. Use table properties and Take a printout of time table and display it in your class.
- b. Prepare a directory of your class on the computer. List the names of students along with their addresses and telephone numbers. Now arrange this in alphabetic order. Choose a name for your directory and add this as the title.



Sl No	Student Name	Address	Contact No

- c. Prepare a School day invitation card. Use page margin, page border, page color. And invite your friends to that program.

Chapter **3**

More on Spreadsheet

Worksheets

I. Fill in the blanks with suitable words:

- _____ means arranging the data in a given order.
- The _____ command is used to filter unwanted data.
- _____ chart compares values across categories by using vertical bars.
- The TODAY() is returns _____ date.
- _____ function returns the factorial of a given number.
- The logical condition limit of IF,OR and AND functions is _____

II. Match the following:

- | | | |
|--------------|---------------------------|-------|
| 1. NOW() | To get remainder | _____ |
| 2. UPPER() | Find square root | _____ |
| 3. MOD() | Convert to capital letter | _____ |
| 4. PRODUCT() | Date and time | _____ |
| 5. SQRT() | To get product. | _____ |

III. Write the syntax of the following functions.

- PRODUCT() _____
- SQRT() _____



3. FACT() _____

4. LOWER() _____

5. IF() _____

IV. Answer the following questions in one or two sentences each:

1. What is sorting?

2. Give the steps to sort the data.

3. What is filtering?

4. What are the types of chart that can be created in spreadsheet?

5. What is formula?

6. Explain the string/text functions.





1. Create the Bar chart for marks of your class
2. Create the Pi chart for the strength of your school.
3. Generate all perfect square numbers between 1 and 100
4. Generate following series in a spreadsheet.
 - a. Natural number
 - b. Even number
 - c. Odd number
5. Generate all perfect cube numbers between 1 and 100
6. Design a spreadsheet to the following problem.
The number of goals scored by a hockey team in 20 matches is given here 4,6,3,2,2,4,1,5,3,0,4,4,5,4,5,4,0,4,4,3,6,4. Find the Mean.
7. Design a spreadsheet to the following problem.
The cost of a motorbike is 90000; the company offers it in 3 months of equal installments at 10% of interest. Find the equated monthly interest.
8. Create a spreadsheet to find the compound interest on 12,000 for 2 years at 4% per annual.
9. Create a spreadsheet for marks register of your class and perform following operations.
 - a. Sort the **Name** field in an ascending order.
 - b. Sort the **Name** field then by **Total** field
 - c. Save the file as Mark.
10. The population of different continents as in 2013 is given in below table.

Continent	Population
Asia	4,29,87,23,000
Africa	1,11,06,35,000
Europe	74,24,52,000
North America	56,52,65,000
South America	40,67,40,000
Australia	3,83,04,000
Antarctica	4,490

Create following charts in a spreadsheet.

- (a) Bar Chart (b) Pie Chart (c) Line Chart (d) Area Chart



Chapter **4**

Introduction to Presentation

Worksheets



I. Fill in the blanks with suitable words:

1. A presentation is made up of _____.
2. _____ are boxes with dotted borders that are part of all slide layouts.
3. _____ are the basic slide elements necessary for creating a presentation.
4. A small image of each slide is displayed in _____ view.
5. Keyboard shortcut used to start a slide show is _____.
6. _____ is OpenOffice.org presentations component.

II. Answer the following questions in one or two sentences each:

1. What is a slide?

2. Write the steps to open a presentation.

3. Write steps to delete a slide.

4. List the working areas of Normal view.

5. What are animations?

III. Answer the following questions in three or four sentences each:

1. What is a presentation program? Give any two examples.

2. Write the steps for inserting additional text boxes.

3. Write the steps for applying transition to slides.



1. Create a presentation on the following the topics.

- a. Solar System
- b. Cell Division
- c. Memory devices
- d. Communication gadgets
- e. National parks in India.



Chapter **5**

Introduction to Internet

Worksheets



I. Expand the following:

- 1. ARPANET _____
- 2. WWW _____
- 3. HTTP _____
- 4. URL _____

II. Match the following:

- | | | |
|---------|--------------|-------|
| 1. .com | Organization | _____ |
| 2. .gov | Education | _____ |
| 3. .in | Commercial | _____ |
| 4. .org | Government | _____ |
| 5. .edu | India | _____ |



III. Define the following terms:

- 1. Internet

- 2. Browser

3. Website

4. Hyperlink

5. Search engine

IV. Answer the following questions in three or four sentences each:

1. List the advantages of Internet/Internet services.

2. Write the steps for searching information in internet.

3. List out the safety measures for internet browsing and searching.





1. List out the government website address.
2. List out five important websites for browsing the information.
3. Collect the pictures and information on different types of browser.
4. Collect the pictures and information on different types of search engines.
5. Collect the information and make a poster of Human Respiratory system.





Electronic-Mail

Worksheets



I. Circle the words that belong to e-mail application interface:

- | | | | |
|---------|---------|---------|------------|
| Post | Inbox | Delete | Like |
| Receive | Send | Erase | Forward |
| Poke | Compose | Comment | Attachment |

II. Answer the following questions in one or two sentences each:

1. What is e-mail?

2. Who invented e-mail?

3. List any two e-mail service providers.

4. Identify the user and domain for school@gmail.com.

III. Answer the following questions in three or four sentences each:

1. Write any two differences between post and e-mail.

2. How to send an e-mail? Explain steps.

3. List out the any two do's and don'ts of e-mail.



1. List the three ways we use to communicate with friends or anyone.
2. Create your own e-mail account in any one e-mail service providers.
3. Prepare a birthday card and send it to your friend's e-mail address.
4. Invite your friends to your School's Annual Day using e-mail.



Chapter **7**

Online Services

Worksheets



I. Fill up the blanks with suitable words:

- _____ a group of people responsible for the administration and control of a Country/State.
- The electronic sharing of _____ and _____ between government agencies, departments or organizations.
- _____ is Online Delivery of Land Records in Karnataka.
- E-Commerce is commonly known as _____.
- _____ is defined as commerce between companies and the public sector.

II. Answer the following questions in one or two sentences each:

1. What is E-Governance?

2. What is E-Commerce?

3. List types of E-Commerce



4. What is Social networking?

III. Answer the following questions in three or four sentences each:

1. Explain different types of E-Governance.

2. List out the advantages of E- Governance

3. Write the steps to E-Commerce process.

4. Distinguish between E-Commerce and E-Business.



5. List some Social Networking features.



1. Collect information about E-Commerce in your daily life.
2. Collect information about E-Governance in your daily life.
3. Locate your school in Google maps.
4. Verify your Ration card or LPG status through online.

(Hint: <http://www.ahara.kar.nic.in>)

5. Check your Aadhaar card status. (Hint: <https://www.eaadhaar.uidai.gov.in>)



Chapter 8

Computer Networks

Worksheets



I. Fill up the blanks with suitable words:

1. Communication model is used to exchange _____ between two parties.
2. The data is exchanged in the form of _____ and _____.
3. _____ is the person who is sending the message.
4. Protocol is some set of _____ which govern data communication.
5. MESH Topology is a _____ connection to other nodes or devices.
6. A firewall protects a network from _____ access and communication.
7. _____ code or the algorithm used in the encryption and decryption of data.

II. Identify the following network components:



1. _____

2. _____

3. _____



4. _____

5. _____

6. _____

III. Expand the following:

1. LAN _____
2. MAN _____
3. WAN _____
4. WLAN _____

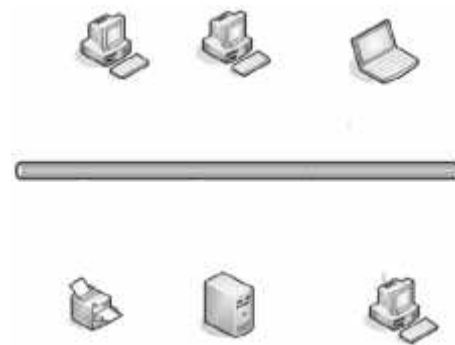
IV. Complete the following Network Topologies by:

- A. Drawing the missing connections.
- B. Labelling the hardware.
- C. Making appropriate connections.

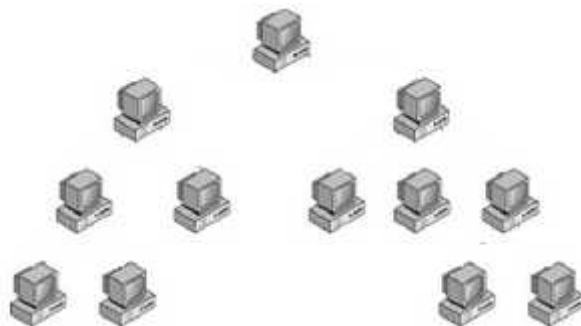
1.



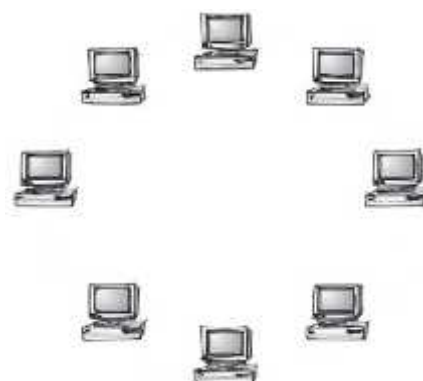
2.



3.



4.



V. Solve the following coding and decoding:

1. In a certain language, MADRAS is coded as NBESBT, how is BOMBAY coded in that code?
A. CPNCBX B. CPNCBZ C. CPOCBZ D. CQOCBZ
2. In a certain code, TRIPPLE is written as SQHOOKD. How is DISPOSE written in that code?
A. CHRONRD B. DSOESPI C. ESJTPTF D. ESOPSID
3. If in a code language, COULD is written as BNTKC and MARGIN is written as LZQFHM, how will MOULDING be written in that code?
A. CHMFINTK B. LNKTCHMF C. LNTKCHMF D. NITKHCMF

VI. Answer the following questions in one or two sentences each:

1. What is computer network?

2. List different network topologies.

3. What is server?

4. What is modem?

5. List the two types of Firewall.

VII. Answer the following questions in three or four sentences each:

1. Explain basic communication model.

2. List different types of computer network. Explain any one.

3. Explain Bus Topology with a neat diagram.

4. Write a short note on network cables.



5. List and explain advantages of computer network.



1. Collect the information about Client/ Server Architecture.
2. Gather pictures and information about different types of Modem.
3. A cipher with an example is given below. Study these and do the following:
 - A. Encrypt your state name using the given cipher.
 - B. Decrypt using the given cipher: 22 11 33 11 52 11 45 11 33 44 32 11

Cipher

	1	2	3	4	5
1	A	B	C	D	E
2	F	G	H	I/J	K
3	L	M	N	O	P
4	Q	R	S	T	U
5	V	W	X	Y	Z
Example					
Plaintext: KREIS					
Ciphertext: 52 24 51 42 34					

- a. _____
- b. _____

4. Build a cipher of your own.
 - a. Encrypt your name using the cipher. Show this to your friends.
 - b. Write a message using your cipher. Ask your friends to decrypt the message.
 - a. NAME: _____
CIPHER: _____
 - b. NAME: _____
CIPHER: _____

Chapter 9

HTML

Worksheets



I. Fill in the blanks with suitable words:

1. HTML stands for _____.
2. HTML file is saved with _____ or _____ extension.
3. HTML tags are enclosed with _____.
4. _____ is used to visually break up sections of a document.
5. _____ element is used to display in italic.

II. Match the following:

- | | | |
|---------|-----------------|-------|
| 1. <h3> | Bold | _____ |
| 2. <p> | Table row | _____ |
| 3. | Unordered List | _____ |
| 4. <hr> | Paragraph | _____ |
| 5. <tr> | Heading | _____ |
| 6. | Horizontal line | _____ |



III. Answer the following questions in one or two sentences each:

1. What is HTML?

2. What is a DOCTYPE?

3. List any four HTML formatting tags.

4. Write the syntax for inserting images into Webpage.

5. What is Hyperlink?

6. Which are the tools used for creating HTML files?

IV. Answer the following questions in three or four sentences each:

1. Write the structure of HTML document structure?

2. Write a simple HTML program for inserting table.



3. List the type attributes for ordered list tag.

4. Explain the attributes of Anchor tag.



1. Create a basic web page using HTML basic tags.
2. Create a web page using HTML for a table with marks list.
3. Design a HTML web page to demonstrate href tag.
4. **HTML Tags Quiz:** Provide a list of HTML tags and ask students to identify what the tags do (Example: “the tag used to italic text”).
5. **HTML Errors Quiz:** Provide students with the source code for an actual website but introduce a number of errors into the code. Students will then be marked on whether they identify and correct the error.





1. Create a table and list of the National parks in India.

Sl No	Name of National Park	State where located	Animals found in National Park

2. Create a word processor document related to Bank Transactions.
3. Prepare a document on important identities of Mathematics and display it in your Mathematics laboratory.
4. Prepare a Presentation on E-Commerce and give a seminar.
5. Design a network for your school. The computers are located in Computer Labs, Staff room, and Office.

Details of computers to be included:

- 5 computer in Computer Lab, 1 Computer in Staff room, 1 Computer in office
- One server.

Guidelines for drawing the layout:

- Draw the network layout in each of the computer laboratory, Staff room, and office.
 - Interconnect the lab, staff room, and office networks.
6. Design a simple School Website using HTML tags.



Chapter IVA

FUNDAMENTAL DUTIES

Article 51A

Fundamental Duties: It shall be the duty of every citizen of India:

- a) To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;*
- b) To cherish and follow the noble ideals which inspired our national struggle for freedom;*
- c) To uphold and protect the sovereignty, unity and integrity of India;*
- d) To defend the country and render national service when called upon to do so;*
- e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;*
- f) To value and preserve the rich heritage of our composite culture;*
- g) To protect and improve the natural environment including forests, lake, rivers, wild life and to have compassion for living creatures;*
- h) To develop the scientific temper, humanism and the spirit of inquiry and reform;*
- i) To safeguard public property and to abjure violence;*
- j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of Endeavour and achievement;*
- k) To provide opportunities for education to his/her child or, as the case may be, ward between age of 6 and 14 years.*



ಶ್ರೀ ಸಿದ್ದರಾಮಯ್ಯ
ಸರ್ಕಾರದ ಮುಖ್ಯಮಂತ್ರಿಗಳು

ಕರ್ನಾಟಕ ಸರ್ಕಾರ



ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ



ಶ್ರೀ ಹೆಚ್. ಅಂಜನೇಯ

ಮಾನ್ಯ ಸಮಾಜ ಕಲ್ಯಾಣ ಮತ್ತು ಹಿಂದುಳಿದ ವರ್ಗಗಳ ಕಲ್ಯಾಣ ಸಚಿವರು ಹಾಗೂ ಅಧ್ಯಕ್ಷರು, ಕ.ವ.ತಿ.ಸಂ.ಸಂಘ

ಪ್ರತಿಭೆಗೆ ಪುರಸ್ಕಾರ

ಸಾಮಾಜಿಕವಾಗಿ, ಶೈಕ್ಷಣಿಕವಾಗಿ, ಆರ್ಥಿಕವಾಗಿ ಹಿಂದುಳಿದ ಗ್ರಾಮೀಣ ಪ್ರದೇಶದ ಪರಿಶಿಷ್ಟ ಜಾತಿ, ಪರಿಶಿಷ್ಟ ವರ್ಗ ಮತ್ತು ಹಿಂದುಳಿದ ವರ್ಗಗಳ ಪ್ರತಿಭಾವಂತ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಉತ್ತಮ ಗುಣಮಟ್ಟದ ಶಿಕ್ಷಣ ನೀಡುವ ಉದ್ದೇಶದಿಂದ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರದ ವತಿಯಿಂದ 359 ಮೊರಾರ್ಜಿ ದೇಸಾಯಿ, 115 ಕಿತ್ತೂರು ರಾಣಿ ಚೆನ್ನಮ್ಮ ಮತ್ತು 05 ಅಟಲ್ ಬಿಹಾರಿ ವಾಜಪೇಯಿ ವಸತಿ ಶಾಲೆಗಳು ಸೇರಿದಂತೆ ಒಟ್ಟು 479 ವಸತಿ ಶಾಲೆಗಳನ್ನು ಸ್ಥಾಪಿಸಲಾಗಿದೆ. ಈ ವಸತಿ ಶಾಲೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಉಚಿತವಾಗಿ ಊಟ, ವಸತಿ ಹಾಗೂ ಗುಣ ಮಟ್ಟದ ಶಿಕ್ಷಣವನ್ನು ನೀಡುವ ಕಾರ್ಯಚಟುವಟಿಕೆಗಳನ್ನು ನಿರ್ವಹಿಸಲಾಗುವುದು.



ವಸತಿ ಶಾಲೆಗಳನ್ನು ಕೇಂದ್ರ ಸರ್ಕಾರದ ಜವಾಹರ್ ನವೋದಯ ಕೇಂದ್ರೀಯ ವಸತಿ ಶಾಲೆಗಳ ಮಾದರಿಯಲ್ಲಿ ಸ್ಥಾಪಿಸಲಾಗಿದೆ, ಹಾಗೂ ಈ ವಸತಿ ಶಾಲೆಗಳು ಸಾಮಾಜಿಕ ಮತ್ತು ಶೈಕ್ಷಣಿಕ ಶೋಷಣೆಗೆ ಒಳಪಟ್ಟ ಜನಾಂಗದವರಿಗೆ ಗುಣಮಟ್ಟದ ಶಿಕ್ಷಣ ನೀಡಿ ಉನ್ನತ ವ್ಯಾಸಂಗಕ್ಕೆ ಅನುಕೂಲ ಮಾಡಿಕೊಟ್ಟು ಸಾಮಾಜಿಕ ಸಮಾನತೆ ಸಾಧಿಸುವ ಉದ್ದೇಶದಿಂದ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವುದು ಪರ್ಷನಾಲಿಯಕಣಾಗಿದೆ.

ಶ್ರೀ ಗಂಗಾಲಾಮ್ ಬಜೇರಿಯಾ, ಛಾಟನಿ,
ಕಾರ್ಯದರ್ಶಿ, ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ ಹಾಗೂ
ಉಪಾಧ್ಯಕ್ಷರು, ಕ.ವ.ತಿ.ಸಂ.ಸಂಘ

ಶ್ರೀ ನಿರಂಜನ್, ಹಿರೇಮಠ್, ಕಿಟನಿ,
ಕಾರ್ಯನಿರ್ವಾಹಕ ನಿರ್ದೇಶಕರು
ಕ.ವ.ತಿ.ಸಂ.ಸಂಘ