Grade 9 Computing

Unit 7 · Documents, Email and Online Services

ANSWER KEY · FOR TEACHERS

Full marks 30

Give the marks for the points in the marking scheme; an answer in other words that says the same is right.

1 Key words

1. style
2. caption
3. citation style
4. dots per inch
5. Bcc
6. transaction ID
7. e-governance
8. cash on delivery

Each carries 0.5 mark. **K · 4**

2 Multiple choice

i. **b.** Bold text isn't a heading style, so the word processor doesn't know they are headings. **U · 1**

The contents are built from the lines marked with Heading styles. Bold and big is only how a line looks. Give each heading the style Heading 1 or Heading 2, then update the contents.

ii. **c.** grayscale, 150 or 200 dpi, cropped to the page **A · 1**

Black text needs no color, and 150 to 200 dpi is plenty for ordinary print. A photo keeps the table, shadow and millions of grainy pixels; 600 dpi in color is enormous; at 50 dpi the letters break into blocks.

iii. **c.** Bcc **U · 1**

Bcc sends each parent a copy without showing the other addresses. In To or Cc, every parent would see all 40 addresses, and Reply all would reach everyone.

iv. **b.** Ask the shopkeeper whether that is the shop's account before entering his PIN. **A · 1**

Many small shops' codes are in the owner's own name, so it may be right, but it may also be someone else's code stuck over the shop's. Checking the name before entering the PIN takes a few seconds; getting money back from the wrong person can take weeks, or never happen.

v. **c.** Don't buy: a price far too low, payment first to a personal account and no cash on delivery are three warning signs together. **A · 1**

Each sign alone might have an innocent reason; all three together is how most fake shops work. A screenshot proves only that you paid, and money sent to a stranger's wallet is very hard to get back.

3 True or false

i. ✓ **True** **U · 3**
ii. ✗ **False:** It stays as it was until you update it, so update it last, before saving the PDF.
iii. ✗ **False:** It goes to the sender and everyone in To and Cc, never to those in Bcc.
iv. ✓ **True**
v. ✗ **False:** It only ever sends money out.
vi. ✓ **True**

Each carries 0.5 mark.

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4 Which kind of e-governance?

ANSWER U · 3

Service	G2C, G2B, G2G or G2E?
A family books a passport appointment online.	**G2C**
A company files its VAT return online.	**G2B**
A ward office sends birth registrations to the national system.	**G2G**
A government teacher checks her pension online.	**G2E**
A student checks her SEE result online.	**G2C**
A business bids for a government contract online.	**G2B**

MARKING SCHEME

- ✓ G2C: the passport appointment and the SEE result.
- ✓ G2B: the VAT return and the contract.
- ✓ G2G: the birth registrations; G2E: the teacher's pension.

5 Calculations

ANSWER A · 3

Pixels: 1,241 × 1,754 = 2,176,714.

i. Color: 2,176,714 × 3 = 6,530,142 bytes; ÷ 1,024 ≈ **6,377 KB** (about 6.2 MB).

ii. Grayscale: 2,176,714 bytes; ÷ 1,024 ≈ **2,126 KB** (about 2.1 MB).

iii. 2,126 ÷ 300 ≈ **7 times.** A page that is mostly plain white compresses that much easily.

MARKING SCHEME

- ✓ Color: 1,241 × 1,754 × 3 = 6,530,142 bytes ≈ 6,377 KB.
- ✓ Grayscale: 2,176,714 bytes ≈ 2,126 KB.
- ✓ 2,126 ÷ 300 ≈ 7 times.

6 A reference list

ANSWER A · 3

i. **References**

Adhikari, A. (2026, January 5). Students learn to code at the library. The Valley Times. https://valleytimes.example/code

Bagmati Youth Network. (2024). Young people online. https://byn.example/report

Thapa, B. (2025). Learning with phones. Sagarmatha Press.

In italics when typed, underlined when handwritten: The Valley Times, Young people online and Learning with phones.

ii. (Adhikari, 2026), or "Adhikari (2026) reports that…".

MARKING SCHEME

- ✓ In alphabetical order of the first word: Adhikari, Bagmati Youth Network, Thapa.
- ✓ Each in APA's pattern: surname and initial (or the organization), the year in brackets, the title (the book's and report's in italics with only the first word capitalized; the newspaper's name in italics), then the publisher or the address.
- ✓ In-text: (Adhikari, 2026).

7 Short answer

MARKING SCHEME A · 3

- ✓ The message may be a scam: a stranger's QR code pays whoever owns it, and real offices don't send payment codes from personal numbers.
- ✓ A screenshot proves nothing: it can be faked and gives no transaction record.
- ✓ Pay on the board's official site (.gov.np, typed in himself), check the name and amount before the PIN, and keep the receipt with its transaction ID and the reference number.

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8 A formal email

ANSWER A · 4

A model answer (any email with these parts gets full marks):
Subject: Absence on 16 Kartik, Bibek Tamang, Class 9 A

Dear Ms. Gurung,

I am writing to let you know that I was absent from school yesterday, Sunday, 16 Kartik, because I had a fever. I am feeling better now and am back at school today.

Could you please tell me what homework I missed? I will finish it and copy the notes from a classmate.

Thank you for your understanding.

Best regards,
Bibek Tamang
Class 9 A

Marks for: a clear subject; a greeting; the reason and the date; the request; a polite close; the name and class; formal, correct words.

MARKING SCHEME

- ✓ A subject that says what it is about and who it is from (such as "Absence on 16 Kartik, Bibek Tamang, Class 9 A").
- ✓ A greeting on its own line ("Dear Ms. Gurung,") and the point first: absent yesterday, with the date and the reason, a fever.
- ✓ The request: what homework was missed, and a promise to finish it.
- ✓ A polite close ("Thank you…", "Best regards,"), the full name and class, in formal, correct words (no "pls", emojis or capitals).

9 Think

ANSWER HA · 2

The digital divide: people with no smartphone, no internet or no electricity, and people who don't yet know how to use the app (many older people, people who can't read well, some people with disabilities). People without citizenship can't even open the account. The office would be faster and more transparent for most, but unfair to these. It should keep a help desk where staff fill in the app with a person (or keep paper forms for those who need them), teach people to use the app, and make the app work on cheap phones and slow connections.

MARKING SCHEME

- ✓ Names who is left out: people without a phone, internet or electricity, or without the skills (older people, people who can't read well), or without citizenship for the account.
- ✓ A sensible plan: keep a help desk or paper forms alongside, and teach people to use the app.

10 Activity: Make the scan fit

(not marked)

WHAT STUDENTS SHOULD FIND

The phone photo is several times over the limit. Scanned and cropped, the page is far smaller: at 300 dpi still a little over, at 200 or 150 dpi under it with the small print still sharp. Grayscale saves only a little on this page, because it is almost all black on white already. Black and white makes the smallest file, but the seal's faint words and the light SPECIMEN mark disappear. At 100 dpi everything fits, but the small print begins to break up into blocks. Grayscale at 150 or 200 dpi is the best choice.

Marks by level	Knowledge	Understanding	Application	Higher ability	Total
Marks	4	8	16	2	**30**

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