Grade 9 Computing

Unit 7 · Documents, Email and Online Services

WORKSHEET

Full marks 30

Name _____ Class _____ Roll no. ____ Date _____ Marks _____ / 30

1 Key words [4]

Fill in the blanks with words from the box. Two words in the box are not needed. Each blank carries 0.5 mark.

Bcc	**caption**	**cash on delivery**	**Cc**	**citation style**	**dots per inch**	**e-governance**
page break	**style**	**transaction ID**				

A named set of formatting, such as Heading 1, given to a paragraph is a _____. A _____ gives a table or a figure its number and a short title. A set of rules for exactly how to write every source, such as APA, is a _____. The number of pixels across each inch of a scanned page is its _____. A copy of an email that no other reader can see was sent is a _____. The number that identifies one payment in a wallet or bank app is its _____. The government's use of computers, the internet and phones to give its services to people is _____. Paying for a parcel only when it reaches you is _____.

2 Multiple choice [5]

Choose the correct option for each of the following questions.

i. Rajan made his headings bold and 16 points, but the automatic table of contents is empty. Why? [1]

a. The headings are too small.
b. Bold text isn't a heading style, so the word processor doesn't know they are headings.
c. A table of contents only works in a PDF.
d. He needs to type the page numbers first.

ii. A form asks for a scan of a one-page typed letter, under 300 KB. Which setting is most likely to work well? [1]

a. a phone photo of the letter, uncropped
b. color, 600 dpi
c. grayscale, 150 or 200 dpi, cropped to the page
d. black and white, 50 dpi

iii. A teacher sends a notice to 40 parents in one email and doesn't want them to see each other's addresses. Where should the parents' addresses go? [1]

a. To **b.** Cc
c. Bcc **d.** Subject

iv. Bishal scans the QR code at a tea shop. His app shows the name **Ram Bahadur Thapa** and the amount box. The shop is called "Himal Tea Corner". What should he do? [1]

a. Pay: the name doesn't matter if the code is on the counter.

b. Ask the shopkeeper whether that is the shop's account before entering his PIN.

c. Enter his PIN quickly before the code changes.

d. Send a screenshot to the shopkeeper.

v. A page on a social media app sells a speaker for Rs 2,500 that costs Rs 9,000 in shops. It asks you to pay first by QR code to a personal wallet, and offers no cash on delivery. What is the best thing to do? [1]

a. Pay quickly, before it sells out.

b. Pay half now and half on delivery.

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.

d. Pay, and take a screenshot as proof.

3 True or false [3]

Write True or False after each sentence.

i. A page number field in the footer keeps itself right when pages move. ☐

ii. An automatic table of contents changes by itself whenever you add a page. ☐

iii. Reply all sends your answer to everyone in To, Cc and Bcc. ☐

iv. The name an email shows as its sender can say anything, so read the domain of the address behind it. ☐

v. Scanning a QR code and entering your PIN can bring money into your account. ☐

vi. Cash on delivery protects a buyer from a shop that never sends anything. ☐

4 Which kind of e-governance? [3]

Write G2C, G2B, G2G or G2E beside each service. Each carries 0.5 mark.

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

5 Calculations [3]

Show your working. Each number of a pixel takes 1 byte, and 1 KB is 1,024 bytes.

A scanning app saves an A4 page at 150 dpi as 1,241 × 1,754 pixels. i. What is its raw size in KB in color, three numbers a pixel? ii. And in grayscale, one number a pixel? iii. About how many times must the grayscale scan be compressed to fit a form's limit of 300 KB?

Answer: _____

6 A reference list [3]

Write the answer on the lines. Underline what would be in italics.

A report used these three sources (they are made up for this question).

- A book by Bina Thapa, Learning with Phones, published by Sagarmatha Press in 2025.
- A report by Bagmati Youth Network in 2024 called Young People Online, at byn.example/report.
- A newspaper article by Anil Adhikari, "Students learn to code at the library", in The Valley Times, 5 January 2026, at valleytimes.example/code.

i. Write the reference list in APA style.
ii. Write the in-text citation for the newspaper article.

7 Short answer [3]

Write a short answer to the following question.

Sanjay says, "I will pay the exam fee by scanning the QR code in a message from someone who says he works at the board, and send him a screenshot." What is wrong with this plan? What should he do instead?

8 A formal email [4]

Write the email on the lines.

Write a formal email to your class teacher telling her that you were absent yesterday because you had a fever, and asking what homework you missed. Write the subject too.

9 Think [2]

Think, then answer.

A ward office plans to stop taking paper forms and accept applications only through a phone app. Who might be left out? What would you advise the ward office to do?

10 Activity: Make the scan fit (not marked)

At a computer or phone, open the unit's page (the QR code) and find the activity **Make the scan fit the form.** Try each setting and fill in the table. The form's limit is 300 KB.

Setting	File size	Under 300 KB?	Small print easy to read?
Phone photo			
Scanned, color, 300 dpi			
Scanned, grayscale, 200 dpi			
Scanned, grayscale, 150 dpi			
Scanned, black and white, 150 dpi			
Scanned, grayscale, 100 dpi			