

Sl. No.

B1.1-R4 : IT TOOLS & BUSINESS SYSTEMS

अवधि : 03 घंटे
DURATION : 03 Hours

अधिकतम अंक : 100
MAXIMUM MARKS : 100

ओएमआर शीट सं. :					
OMR Sheet No. :					

रोल नं. :

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Roll No. :

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उत्तर-पुस्तिका सं. :

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Answer Sheet No. :

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परीक्षार्थी का नाम :
Name of Candidate :

परीक्षार्थी के हस्ताक्षर :
Signature of Candidate :

परीक्षार्थियों के लिए निर्देश :**Instructions for Candidate :**

कृपया प्रश्न-पुस्तिका, ओएमआर शीट एवं उत्तर-पुस्तिका में दिये गए निर्देशों को ध्यानपूर्वक पढ़ें।	Carefully read the instructions given on Question Paper, OMR Sheet and Answer Sheet.
प्रश्न-पुस्तिका की भाषा अंग्रेजी है। परीक्षार्थी केवल अंग्रेजी भाषा में ही उत्तर दे सकता है।	Question Paper is in English language. Candidate can answer in English language only.
इस मॉड्यूल/पेपर के दो भाग हैं। भाग एक में चार प्रश्न और भाग दो में पाँच प्रश्न हैं।	There are TWO PARTS in this Module/Paper. PART ONE contains FOUR questions and PART TWO contains FIVE questions.
भाग एक "वैकल्पिक" प्रकार का है जिसके कुल अंक 40 हैं तथा भाग दो "व्यक्तिपरक" प्रकार का है और इसके कुल अंक 60 हैं।	PART ONE is Objective type and carries 40 Marks. PART TWO is Subjective type and carries 60 Marks.
भाग एक के उत्तर, इस प्रश्न-पत्र के साथ दी गई ओएमआर उत्तर-पुस्तिका पर, उसमें दिये गए अनुदेशों के अनुसार ही दिये जाने हैं। भाग दो की उत्तर-पुस्तिका में भाग एक के उत्तर नहीं दिये जाने चाहिए।	PART ONE is to be answered in the OMR ANSWER SHEET only, supplied with the Question Paper, as per the instructions contained therein. PART ONE is NOT to be answered in the answer book for PART TWO.
भाग एक के लिए अधिकतम समय सीमा एक घण्टा निर्धारित की गई है। भाग दो की उत्तर-पुस्तिका, भाग एक की उत्तर-पुस्तिका जमा कराने के पश्चात् दी जाएगी। तथापि, निर्धारित एक घंटे से पहले भाग एक पूरा करने वाले परीक्षार्थी भाग एक की उत्तर-पुस्तिका निरीक्षक को सौंपने के तुरंत बाद, भाग दो की उत्तर-पुस्तिका ले सकते हैं।	Maximum time allotted for PART ONE is ONE HOUR. Answer book for PART TWO will be supplied at the table when the Answer Sheet for PART ONE is returned. However, Candidates who complete PART ONE earlier than one hour, can collect the answer book for PART TWO immediately after handing over the Answer Sheet for PART ONE to the Invigilator.
परीक्षार्थी, उपस्थिति-पत्रिका पर हस्ताक्षर किए बिना और अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हॉल/कमरा नहीं छोड़ सकते हैं। ऐसा नहीं करने पर, परीक्षार्थी को इस मॉड्यूल/पेपर में अयोग्य घोषित कर दिया जाएगा।	Candidate cannot leave the examination hall/room without signing on the attendance sheet and handing over his/her Answer Sheet to the invigilator. Failing in doing so, will amount to disqualification of Candidate in this Module/Paper.
प्रश्न-पुस्तिका को खोलने के निर्देश मिलने के पश्चात् एवं उत्तर लिखना आरम्भ करने से पहले उम्मीदवार जाँच कर यह सुनिश्चित कर लें कि प्रश्न-पुस्तिका प्रत्येक दृष्टि से संपूर्ण है।	After receiving the instruction to open the booklet and before starting to answer the questions, the candidate should ensure that the Question Booklet is complete in all respect.

जब तक आपसे कहा न जाए, तब तक प्रश्न-पुस्तिका न खोलें।

DO NOT OPEN THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

PART ONE

(Answer all the questions)

1. Each question below gives a multiple choice of answers. Choose the most appropriate one and enter in the "OMR" answer sheet supplied with the question paper, following instructions therein.

(1x10=10)

1.1 Which Decimal equivalent of the binary number 11100011 is ?

- (A) 227
- (B) 226
- (C) 224
- (D) 228

1.2 The value of Primary key :

- (A) cannot be null
- (B) can be null
- (C) duplicate
- (D) all of the above

1.3 LINUX is :

- (A) a Compiler
- (B) an Assembler
- (C) an Operating System
- (D) an Editor

1.4 MIS stands for :

- (A) Maintenance Information System
- (B) Model Information System
- (C) Management Information System
- (D) Media Information Source

1.5 The most commonly used web browser is :

- (A) Internet Explorer
- (B) Netscape
- (C) Both ((A) and ((B)
- (D) None of the above

1.6 _____ Memory is used to store BIOS on Motherboard.

- (A) ROM
- (B) RAM
- (C) CACHE
- (D) None of the above

1.7 SQL stands for :

- (A) Standard Query Language
- (B) Structured Query Language
- (C) Shortest Query Language
- (D) System Query Language

1.8 Which of the following is a communication device ?

- (A) Printer
- (B) Monitor
- (C) Keyboard
- (D) Modem

1.9 Using Microsoft Word's Find and Replace feature you can :

- (A) replace both text and formatting.
- (B) replace text of a document only.
- (C) replace formatting only.
- (D) replace document's name with a new name.

1.10 Numbers in base 16 are called as :

- (A) Octal System
- (B) Hexadecimal System
- (C) Decimal System
- (D) Binary Numbering System

2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the "OMR" answer sheet supplied with the question paper, following instructions there in. (1x10=10)

- 2.1 UNIX is a free, reliable alternative to Windows XP.
- 2.2 Windows clipboard can hold multiple pieces of information at the same point of time.
- 2.3 By default, the numbers are left aligned and text is right aligned in a spreadsheet.
- 2.4 A Browser is a software program used for viewing Web pages on the Internet.
- 2.5 Word file cannot be protected by password.
- 2.6 A series of specially designed documents, all linked together to be viewed on the Internet is World Wide Web.
- 2.7 ROM is volatile memory.
- 2.8 MS Word is system software.
- 2.9 PowerPoint presentation can be embed with sound, video clips and animations.
- 2.10 In Microsoft Access deleted record can be undone.

3. Match words and phrases in column X with the closest related meaning/word(s)/ phrases in column Y. Enter your selection in the "OMR" answer sheet supplied with the question paper, following instructions therein. (1x10=10)

	X		Y
3.1	Data transfer rate of a Dial-up Modem is measured in	A	Information
3.2	A device that accomplishes modulation and demodulation	B	Ctrl + P
3.3	Universal serial bus	C	AVI
3.4	IPR	D	Mac OS
3.5	Processed Data	E	MODEM
3.6	Shortcut to print file	F	Binary
3.7	It is a file format to store video file	G	Ctrl+S
3.8	Operating system software used on the apple Macintosh	H	USB
3.9	Special memory unit within cpu	I	RAM
3.10	Number system to the base 2	J	Intellectual property right
		K	Kbps
		L	Register
		M	Linux

4. Each statement below has a blank space to fit one of the word(s) of phrases in the list below. Enter your choice in the “OMR” answer sheet attached to the question paper, following instructions therein. (1x10=10)

A.	16	B.	B2C	C.	Folder
D.	Password	E.	M2M	F.	Ghz
G.	Calibri	H.	Star	I.	8
J.	LAN	K.	Format painter	L.	Animation
M.	System				

- 4.1 _____ facility copies only format of the selected text not the content.
- 4.2 _____ is a name of a Font.
- 4.3 _____ is the rapid display of a sequence of images to create an illusion of movement.
- 4.4 Speed of latest computer is measured in _____.
- 4.5 _____ can contain files as well as sub folders
- 4.6 Base of Octal number system is _____.
- 4.7 A commercial exchange between business and consumers conducted over the internet is abbreviated as _____.
- 4.8 Operating System is a _____ software.
- 4.9 _____ is a type of network topology.
- 4.10 _____ Unix command is used to change ownership of the file.

PART TWO

(Answer any FOUR questions)

5. (a) Define function in Spreadsheet Software. Describe any five functions.
- (b) Explain following with example in MS-Word :
- (i) Mail-Merge.
- (ii) Header, Footer, Footnote and Endnote. (8+7)
6. (a) Discuss the security risks associated with e-commerce.
- (b) What is application software? What are the different types of application software ?
- (c) Describe various components of Windows Desktop. (5+5+5)
7. (a) Describe the different views available in presentation software.
- (b) What is a Relational Database Management System ? Differentiate between Create Table & View Table commands in SQL ?
- (c) Write short note on Database Integrity. (5+6+4)
8. (a) What is a path? What is an absolute and relative path in Linux environment ?
- (b) How Information Technology is going to impact Indian education system ? (7+8)
9. (a) Draw a block diagram depicting the four functional units of a computer system.
- (b) Define RAM, ROM and Cache Memory.
- (c) Explain briefly "Intellectual Property Rights". (5+5+5)

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SPACE FOR ROUGH WORK

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