

## A1-R4: IT TOOLS AND BUSINESS SYSTEMS

### NOTE:

1. There are **TWO PARTS** in this Module/Paper. **PART ONE** contains **FOUR** questions and **PART TWO** contains **FIVE** questions.
2. **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.
3. 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**.

**TOTAL TIME: 3 HOURS**

**TOTAL MARKS: 100**  
**(PART ONE – 40; PART TWO – 60)**

### **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)
  - 1.1 Which of the following file extensions does not indicate graphic files?
    - A) BMP
    - B) JPEG
    - C) DOC
    - D) GIF
  - 1.2 In MS-Power Point which layout can be used to display hierarchies of employees in a Company?
    - A) Dialog Box
    - B) Table
    - C) Pie Chart
    - D) Organization Chart
  - 1.3 The value of Primary key
    - A) cannot be null
    - B) can be null
    - C) can be duplicate
    - D) none of these
  - 1.4 What does an electronic spread sheet consists of?
    - A) Rows
    - B) Columns
    - C) Cells
    - D) All of the above
  - 1.5 The formula in cell A2 is =B2+C3 on copying this formula in cell C2 the formula will be
    - A) =D3+E4
    - B) =D2+E3
    - C) =D2+E4
    - D) =D3+E3

- 1.6 Non-impact based printing device is  
A) Dot-Matric Printer  
B) Scanner  
C) Laser Printer  
D) None of the above
- 1.7 Which of the following shortcut is used to open a new file?  
A) CTRL+S  
B) CTRL+N  
C) ALT+N  
D) CTRL+V
- 1.8 MIS stands for  
A) Maintenance Information System  
B) Model Information System  
C) Management Information System  
D) Media Information Source
- 1.9 The Internet is owned by  
A) IAB  
B) IETF  
C) Inter NIC  
D) All of the above
- 1.10 While sending a file or message on the net, it is divided into very small parts known as  
A) Point  
B) Particle  
C) Pin  
D) Packet

**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 therein. (1x10)**

- 2.1 A set of instruction which perform a task is called program.
- 2.2 A byte is the smallest unit of storage.
- 2.3 Analog computer is a mixture of hybrid and digital computer.
- 2.4 Margins are the distance between the text and the edges of the paper.
- 2.5 By default, the numbers are left aligned and text is right aligned in a spreadsheet.
- 2.6 If you enter 127A in a cell it will be treated as number in the electronic spreadsheet as it starts with digit.
- 2.7 In Access deleted record can be undone.
- 2.8 Access sorts data only in ascending order.
- 2.9 Internet is network of networks.
- 2.10 Paperless office & Virtual office are same.

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

X		Y	
3.1	Information	A.	The base of Octal number system
3.2	DSS	B.	Highest transmission text program
3.3	LINUX	C.	Returns highest value from cell A1 to A9
3.4	http	D.	Software to translate HLL to Machine Code
3.5	Interpreter	E.	Person to Person Protocols
3.6	PPP	F.	Hypertext transfer protocol
3.7	Is – I	G.	Mixed cell reference in electronic spreadsheet
3.8	\$A44	H.	Processed Data
3.9	8	I.	Command to get lost list of files in LINUX
3.10	=max(a1:a9)	J.	Operating System
		K.	Point to Point Protocols
		L.	Command to get long list of files in LINUX
		M.	Decision Support System

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

A.	LINK	B.	1000	C.	MODEM
D.	PASTE	E.	AUTOSUM	F.	CUT/COPIED
G.	1024	H.	CAT	I.	COMPILER
J.	DATABASE MANAGEMENT SYSTEM	K.	CUT	L.	DATABASE MODEL SYSTEM
M.	HARDDISK				

- 4.1 The 1KB equals \_\_\_\_\_ bytes.
- 4.2 \_\_\_\_\_ is used in electronic spreadsheet to total rows and/or columns.
- 4.3 The \_\_\_\_\_ is the example of Secondary memory.
- 4.4 Short-cut CTRL+X is used to \_\_\_\_\_.
- 4.5 DBMS stands for \_\_\_\_\_.
- 4.6 The command to view the contents of a file in LINUX is \_\_\_\_\_.
- 4.7 \_\_\_\_\_ translates a program written in high-level language into machine code.
- 4.8 Foreign Key is used to \_\_\_\_\_ the given table with other table.
- 4.9 A Clipboard is used for keeping the \_\_\_\_\_ text.
- 4.10 \_\_\_\_\_ is a device to convert digital signal to analog & vice versa.

**PART TWO**  
(Answer any **FOUR** questions)

- 5.**
- a) Draw a block diagram of basic units of the Computer System. List various sub units of the CPU and give the function of each of the units.
  - b) Convert:
    - i)  $(7706)_8$  to Hexadecimal
    - ii)  $(7305)_{10}$  to Octal.
  - c) List different types of Memory in Computer System. Explain there uses.
- (6+4+5)**
- 6.**
- a) How do we increase or decrease size of a Row & Column in a spreadsheet.
  - b) Explain with example cell referencing. What are the different types of referencing?
  - c) Explain the need of Operating System in a computer. What is the role of Kernel and Shell in LINUX Operating System?
- (3+7+5)**
- 7.**
- a) Explain the terms Header, Footer, Footnotes and Endnotes. What is the difference between Footnotes & Endnotes?
  - b) Explain utility of Mail-Merge feature in a Word Processing Software?
  - c) What features of a presentation software make it useful for preparing an office presentation?
- (5+5+5)**
- 8.**
- a) What is a Relational Database Management System? Differentiate between Create Table & View Table commands in SQL?
  - b) How is validation done in a spreadsheet? What are the types of validation possible?
  - c) Explain the effect of Referential Integrity in related tables? Explain cascading update and cascading delete with an example.
- (4+6+5)**
- 9.**
- a) Explain the use of Payroll system in an organization. Name different columns that you would include in a payroll statement?
  - b) What is Personal Information System (PIS) and what are its functions.
  - c) Explain the application of Multimedia in E-learning.
- (5+5+5)**