

M1-R4: IT TOOLS AND BUSINESS SYSTEMS

NOTE:

IMPORTANT INSTRUCTIONS:

1. Question Paper in English and Hindi and Candidate can choose any one language.
2. **In case of discrepancies in language, English version will be treated as final.**
3. There are **TWO PARTS** in this Module/Paper. **PART ONE** contains **FOUR** questions and **PART TWO** contains **FIVE** questions.
4. **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.
5. 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 is the commonly used browser?
 - A) Microsoft Internet Explorer
 - B) Microsoft Excel
 - C) Google
 - D) Microsoft Windows
 - 1.2 GIF and JPEG files are examples of?
 - A) Microsoft Word Files
 - B) Images
 - C) Audio Files
 - D) Video Files
 - 1.3 The main circuit board in a computer is called a _____.
 - A) RAM
 - B) CPU
 - C) Motherboard
 - D) All of the above
 - 1.4 Which of the following is an input device?
 - A) Screen
 - B) Speakers
 - C) Keyboard
 - D) Printer

- 1.5 _____ maps IP addresses with the domain names of the sites
- A) URL
 - B) DNS
 - C) FTP
 - D) None of the above
- 1.6 Two of the important browsers are _____ and _____.
- A) lynx, minx
 - B) netscape, ie
 - C) mosaic, gopher
 - D) none of the above
- 1.7 The World Wide Web was devised by
- A) CERN
 - B) ECRN
 - C) CARN
 - D) NETW
- 1.8 What is the best way to create a uniform background image to all slides?
- A) By inserting image on all slides
 - B) Define background image into Slide Master
 - C) Insert image on First Slide
 - D) By copying image to all slide
- 1.9 Numbers in base 10 are called as
- A) Octal System
 - B) Hexadecimal System
 - C) Decimal System
 - D) Binary Numbering System
- 1.10 To change the cell reference C4:C9 to an absolute cell reference, you would enter it as
- A) C4:C9
 - B) C\$4:C\$9
 - C) \$C\$4:\$C\$9
 - D) None of the above

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 MICR is stand for Magnetic Ink Character Reader.
- 2.2 Scanned signature is called Digital Signature.
- 2.3 Spreadsheet file cannot be protected by password.
- 2.4 Database can contain table, query and report.
- 2.5 An object, such as a paintbrush picture and word document can be inserted in a worksheet.
- 2.6 References that have either a column or a row value absolute and the other relative are known as mixed references.
- 2.7 Dot matrix printer uses optical technique to print.
- 2.8 Volatile memory is directly accessible by the CPU.
- 2.9 A byte is the smallest unit of storage.
- 2.10 Analog computer is a mixture of hybrid and digital computer.

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	A set of rules for solving a problem in a given number of steps	A.	System Design
3.2	The form in which text characters are handled in most computer systems and networks	B.	GUI
3.3	A binary digit, either a 0 or 1	C.	Microprocessor
3.4	A program that allows for file transfer over the Internet	D.	TCP
3.5	Defines a format for scroll bars, buttons, menus, etc., and how they respond to the user	E.	Algorithm
3.6	Protocol used for network file transfers in the WWW environment	F.	Multimedia
3.7	Main computer chip that provides speed and capabilities of the computer	G.	Bit
3.8	A single work assembled using elements from more than one medium, such images, sounds, video and text etc.	H.	Peripheral
3.9	Software that controls the basic, low-level hardware operations and file management	I.	ASCII
3.10	Anything extra or added on for your computer, such as a modem, a mouse etc.	J.	HTML
		K.	HTTP
		L.	Operating System
		M.	FTP

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.	Favourites	B.	Printer	C.	Mouse
D.	Compilers	E.	Data mining	F.	WAN
G.	Client-server	H.	Programs	I.	LAN
J.	CACHE	K.	Mainframes	L.	Android
M.	RAM				

- 4.1 Computer process data under the control of sets of instructions called _____.
- 4.2 The programs that translate high-level-language programs into machine language are called _____.
- 4.3 _____ is an operating system for mobile devices based on the Linux kernel and Java.
- 4.4 The _____ network is used to connect two or more smaller networks.
- 4.5 The _____ network allows sharing and communication on a large network via a single computer.
- 4.6 The _____ features in Internet Explorer, allows a user to save a website on a list for easy access later.
- 4.7 A process known as _____ tracks trends and allows retailers to respond to consumer buying patterns.
- 4.8 _____ are computers that support hundreds or thousands of users simultaneously.
- 4.9 _____ is known as a primary memory.
- 4.10 _____ is a pointing device.

PART TWO

(Answer any **FOUR** questions)

5.

- a) Convert 10000101 into a decimal number.
- b) Explain the functions of Operating Systems.
- c) Write short notes on applications of Multimedia in Education and Entertainment.

(5+5+5)

6.

- a) Draw a internal diagram of computer system and explain in brief the application of various components.
- b) How to insert "Concept note on Business Systems" at bottom of the each page in word file?
- c) How slide transition is used inside a PowerPoint presentation?

(5+5+5)

7.

- a) Explain with example cell referencing. What are the different types of referencing?
- b) Discuss the various layout templates available in PowerPoint presentation
- c) Create an Excel sheet, fill numbers in A1 to A10 cell, write formula to sum the above numbers in A11, maximum of above numbers in A12 and count if numbers greater than 20 in A13 cell.

(5+5+5)

8.

- a) Explain the functions of Compiler, Interpreter and Assembler.
- b) Explain the security aspects associated with e-commerce.
- c) Mention four advantage and disadvantages of index file organization.

(5+5+5)

9. Differentiate between (support your answer with examples).

- a) System Software and Application Software
- b) Interpreter and Compiler
- c) MICR and OCR

(5+5+5)