

## A1-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.:					
Roll No.:					

उत्तर-पुस्तिका सं.:					
Answer Sheet No.:					

परीक्षार्थी का नाम:

Name of Candidate: \_\_\_\_\_

परीक्षार्थी के हस्ताक्षर:

Signature of Candidate: \_\_\_\_\_

**परीक्षार्थियों के लिए निर्देश:**

**Instructions for Candidates:**

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 <b>TWO PARTS</b> in this Module/Paper. <b>PART ONE</b> contains <b>FOUR</b> questions and <b>PART TWO</b> contains <b>FIVE</b> questions.
भाग एक वैकल्पिक प्रकार का है जिसके कुल अंक 40 हैं तथा भाग दो, व्यक्तिपरक प्रकार है और इसके कुल अंक 60 हैं।	<b>PART ONE</b> is Objective type and carries 40 Marks. <b>PART TWO</b> 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।	<b>PART ONE</b> is to be answered in the <b>OMR ANSWER SHEET</b> only, supplied with the question paper, as per the instructions contained therein. <b>PART ONE</b> is <b>NOT</b> to be answered in the answer book for <b>PART TWO</b> .
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 पश्चात 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 <b>PART ONE</b> is <b>ONE HOUR</b> . Answer book for <b>PART TWO</b> will be supplied at the table when the answer sheet for <b>PART ONE</b> is returned. However, candidates who complete <b>PART ONE</b> earlier than one hour, can collect the answer book for <b>PART TWO</b> immediately after handing over the answer sheet for <b>PART ONE</b> .
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 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 पश्चात एवं उत्तर लिखना आरम्भ करने से पहले उम्मीदवार यह जाँच कर सुनिश्चित कर लें कि प्रश्न-पुस्तिका प्रत्येक दृष्टि से संपूर्ण है।	After receiving the instruction to open the booklet and before answering 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. (1×10=10)**

1.1 Which is the technology used in the evaluation of aptitude test ?

- (A) OCR (B) OMR  
(C) MICR (D) MCR

1.2 SQL stands for :

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

1.3 Which of the following is an impact printer ?

- (A) Laser  
(B) Ink-jet  
(C) Dot-matrix  
(D) None of the options

1.4 To cut text from the document, press the keys

- (A) Ctrl and V  
(B) Ctrl and C  
(C) Ctrl and A  
(D) Ctrl and X

1.5 ROUND (1363.45,-2) returns

- (A) 1400 (B) -1364  
(C) 1363.45 (D) 1464

1.6 The number of bits used to store a BCD digit is:

- (A) 2 (B) 4  
(C) 6 (D) 8

1.7 Numbers in base 8 are called as

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

1.8 A collection of worksheets is called as

- (A) Excel Sheets  
(B) Workbook  
(C) Excel Worksheets  
(D) Excel Book

1.9 The binary number 1110 is equal to the decimal number \_\_\_\_\_.

- (A) 3 (B) 1  
(C) 7 (D) 14

1.10 Which of the following is used to create newspaper style columns ?

- (A) Format Tabs  
(B) Table Insert Table  
(C) Insert Textbox  
(D) Format Columns

2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and enter your choice in the “OMR” answer sheet supplied with the question paper, following instructions therein.

(1×10=10)

- 2.1 MICR stands for Magnetic Ink Character Reader.
- 2.2 Database can contain table, query and report.
- 2.3 Absolute cell referencing always refer to the same cell in spreadsheet.
- 2.4 Volatile memory is directly accessible by the CPU.
- 2.5 Many operating systems are designed as collection of program modules.
- 2.6 Multitasking is also called parallel processing.
- 2.7 Page setup option is in Table menu in MS Word.
- 2.8 Maximum zoom percentage in word document is 500.
- 2.9 A string of 8 Bits is called Byte.
- 2.10 The Recycle Bin is a folder that provides a convenient place to store frequently used documents, graphics and other files.

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. (1×10=10)

X		Y	
3.1	A supercomputer’s speed measured in	A.	Artificial-Logic Unit
3.2	ALU stands for	B.	Oracle
3.3	Computers have several additional storage location called	C.	Nanoseconds or Picosecond
3.4	First all-electronic computer was	D.	Arithmetic-Logic Unit
3.5	ASCII stands for	E.	Random Access Memory
3.6	Number system we use for our day-to-day activities	F.	Register Access Memory
3.7	RAM stands for	G.	Mark-I
3.8	SELECT is	H.	Registers
3.9	Popular RDBMS	I.	Linux
3.10	Open Source Operating System	J.	Decimal
		K.	Octal
		L.	American Standard Code for Information Interchange
		M.	SQL command

4. Each statement below has a blank space to fit one of the word(s) or phrase(s) in the list below. Choose the most appropriate option, enter your choice in the “OMR” answer sheet supplied with the question paper, following instructions therein. (1×10=10)

A.	F7	B.	F4	C.	Table
D.	Undo	E.	F5	F.	Binary Coded Decimal
G.	Redo	H.	Program	I.	Record
J.	=	K.	&	L.	1024
M.	Kernel module				

- 4.1 Computer can execute a prerecorded list of instruction called a \_\_\_\_\_.
- 4.2 To cancel the last editing, we use the \_\_\_\_\_ button.
- 4.3 The short cut key for slide show is \_\_\_\_\_.
- 4.4 The key for spell check in MS Word is \_\_\_\_\_.
- 4.5 Formula in MS-Excel begins with \_\_\_\_\_ sign.
- 4.6 \_\_\_\_\_ is a complete collection of data displayed in rows & columns.
- 4.7 BCD stands for \_\_\_\_\_.
- 4.8 The central module of an operating system is called \_\_\_\_\_.
- 4.9 1 GB is equivalent of \_\_\_\_\_ MB.
- 4.10 Data items grouped together for storage purpose is called a \_\_\_\_\_.

## PART TWO

(Answer any FOUR Questions)

5. (a) Explain about Multitasking operating system in detail.  
(b) Convert  $(B5A)_{16}$  to Octal.  
(c) Explain about the hardware components of general-purpose computers. **(5+5+5=15)**
6. (a) Write notes on features of PowerPoint.  
(b) Explain common characteristic of the computer.  
(c) Explain in detail about system software and application software. **(5+5+5=15)**
7. (a) Explain the binary number system.  
(b) Compare Compiler, Interpreter and Assembler.  
(c) What is Linux and what are its features? **(4+6+5=15)**
8. (a) Explain about Mail-Merge facility in MS-Word with proper steps.  
(b) What is a Relational Database? What is a key? What are different keys in database?  
(c) Explain about significance of information technology in education. **(6+4+5=15)**

9. Differentiate between **any three** of the following :

- (a) Open Source Software and Proprietary Software  
(b) RAM and ROM  
(c) SPAM and VIRUS  
(d) TEMPLATE and WIZARD

**(5+5+5=15)**

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**SPACE FOR ROUGH WORK**

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