

A1-R5 : INFORMATION TECHNOLOGY TOOLS AND NETWORK BASICS

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 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, ओएमआर उत्तर-पुस्तिका पर 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. 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)

1.1 Group of bits in a memory which is used to represent information or data of some type is known as :

- (A) Byte
- (B) Memory word
- (C) SRAM
- (D) PROM

1.2 Information in computer read only memory is stored by :

- (A) user
- (B) programmer
- (C) manufacturer
- (D) engineer

1.3 Data entered into computer through keyboard and mouse is an example of :

- (A) instruction
- (B) command
- (C) indirect input
- (D) direct input

1.4 1 kilobyte is equals to :

- (A) 1024 bytes
- (B) 1048576 bytes
- (C) 102400 bytes
- (D) 1048 bytes

1.5 In a spreadsheet, letters are used to represent _____.

- (A) Cells
- (B) Rows
- (C) Columns
- (D) Blocks

1.6 Spreadsheets cannot :

- (A) do calculations
- (B) create graphics
- (C) plot graphs
- (D) plot charts

1.7 Which among the following is an application that allows the user to compose and edit simple documents ?

- (A) Word processor
- (B) Spreadsheet
- (C) Email utility
- (D) Browsers

1.8 _____ is an example of e-mail utility.

- (A) Word
- (B) Outlook
- (C) Explorer
- (D) Excel

1.9 odt stands for :

- (A) Open office writer document file.
- (B) Office writer document file
- (C) Open document file
- (D) Office document file

1.10 Special effects used to introduce slides in a presentation are known as _____.

- (A) transitions
- (B) effects
- (C) custom animations
- (D) annotations

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. (1x10)

- 2.1 IME stands for Input Method Editor.
- 2.2 Computer memory is measured in terms of bytes.
- 2.3 File directory contains important information about protocol.
- 2.4 Fields are the basic elements of data in a file.
- 2.5 Through normal view we can see all our slides at once.
- 2.6 You can type text directly into a Power Point slide but typing in text box is more convenient
- 2.7 Lists Section does not exist in a slide layout.
- 2.8 Cells are identified by a combination of letters and numbers.
- 2.9 Functions make it easier to set up complicated calculations.
- 2.10 Formatting is the term used whenever there are changes in the appearance of a value or label.

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=10)

X		Y	
3.1	RAM	A.	Graphics software
3.2	OCR	B.	Computer network
3.3	Adobe Photoshop	C.	Direct access
3.4	1 megabyte	D.	Random Access Memory
3.5	.doc	E.	Operating System
3.6	Computers connected to share information	F.	Commands
3.7	Computer menu is a collection of	G.	Optical Character Recognition
3.8	Magnetic disk	H.	10 ⁶ bytes
3.9	UNIX	I.	Cascading System file
3.10	Ctrl +M	J.	MS word file
		K.	File Transmission Protocol
		L.	Insert new slide
		M.	ROM

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. (1x10=10)

A.	charts	B.	active cell	C.	information	D.	directory
E.	word processor	F.	system	G.	cathode ray tube	H.	Create Flash movies
I.	Header	J.	File organization	K.	Document production	L.	Ctrl+p
M.	RAM						

4.1 The _____ in a document and the order in which it is presented is referred to as the document’s logical structure.

4.2 _____ is used to print power point presentation

4.3 MS-Word comes under _____.

4.4 Organized set of related components is referred as _____.

4.5 CRT stands for _____.

4.6 A _____ is an application that allows the user to compose and edit simple documents.

4.7 _____ refers to the logical structuring of records.

4.8 _____ itself is a file owned by the operating system.

4.9 The _____ loses its content when the power is switched off.

4.10 The cell that is in use is called _____.

PART TWO

(Answer any FOUR questions)

5. (a) What is Information Technology ?
What are some examples of Information Technology ?
- (b) What are the tools used in Information Technology ?
- (c) How Information Technology is used in business ?
(5+5+5)
6. (a) What is an Operating System ?
- (b) Explain the relevance of Artificial Intelligence in today's world.
- (c) What are the OS available for mobile phones ?
(4+5+6)
7. (a) What is the difference between application software and system software ?
- (b) What are open source software ?
(7+8)
8. (a) What is MS word and its features ?
- (b) What is the importance of MS word ? Explain its use in field of education.
- (c) Explain different types of instant messaging services available.
(5+5+5)

9. (a) What are the different data formats in Excel ? Give some examples of qualitative data.
- (b) How do you design a presentation ? What is 10 20 30 rule of power point ?
- (c) Briefly explain the following :-
- (i) IoT
- (ii) Robotics Process Automation

(5+4+6)

- o O o -

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK