

M1-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 **TEAR-OFF ANSWER SHEET** only, attached to 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 “tear-off” answer sheet attached to the question paper, following instructions therein. (1x10)**
 - 1.1 Which of the following is a non-volatile memory?
 - A) Random Access Memory
 - B) Read Only Memory
 - C) Virtual Memory
 - D) Cache Memory
 - 1.2 MIDI means
 - A) Multimedia Instrument Digital Information
 - B) Multimedia Instrument Digital Interface
 - C) Musical Instrument Digital Interface
 - D) Musical Information Digital Information
 - 1.3 Permissions of read-only file in Linux Operating System is represented as
 - A) 777
 - B) 111
 - C) 666
 - D) 222
 - 1.4 What is the default file extension for all Word documents?
 - A) TXT
 - B) WRD
 - C) FIL
 - D) DOC

- 1.5 Which of the following translates a program written in high-level language into machine code?
- A) Assembler
 - B) Compiler
 - C) Operating System
 - D) Editor
- 1.6 Which of the following is the lowest data model?
- A) physical data model
 - B) logical data model
 - C) external data model
 - D) none of the above
- 1.7 Which of the following describes a relational database?
- A) It provides a relationship between integers.
 - B) It consists of separate tables of related data.
 - C) It retrieves data related to its queries.
 - D) It provides a relationship between floats
- 1.8 A file management system can typically access records from
- A) Only one file at a time
 - B) Many files at a time
 - C) Only two files at a time
 - D) None of the above
- 1.9 This command lets you view the contents of a file in DOS.
- A) CAT
 - B) SHOW
 - C) TYPE
 - D) DISP
- 1.10 The input device that is most appropriate for playing games on a playstation is
- A) Joystick
 - B) Touch Panel
 - C) Keyboard
 - D) Track Ball

2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the “tear-off” sheet attached to the question paper, following instructions therein. (1x10)

- 2.1 The hexadecimal representation for the binary number 100100101011 is 92B.
- 2.2 Sequential file organization of a disk file is particularly appropriate for files of low activity.
- 2.3 In a relational table, no two rows are identical.
- 2.4 The autoexec.bat file can tell the computer where to look first for executable files.
- 2.5 The background of any Word document is always white color.
- 2.6 In PowerPoint, when you use Save as Web Page, the presentation is turned into an animated gif image.
- 2.7 To add a chart to a slide, click on the Insert Chart button to get a blank datasheet.
- 2.8 Absolute cell referencing always refer to the same cell in spreadsheet.
- 2.9 Data modeling is the process of organizing data into tables to ensure that the database is always unambiguous.
- 2.10 Inkjet printer is an impact printer.

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 “tear-off” answer sheet attached to the question paper, following instructions therein. (1x10)

X		Y	
3.1	RDBMS	A.	Boot loader
3.2	GRUB	B.	Input device
3.3	chmod	C.	MS-WORD Page Format
3.4	Digital Signature	D.	Standard alphanumeric code
3.5	Joystick	E.	Relational Database
3.6	ASCII	F.	Memory
3.7	Ruler	G.	Loader
3.8	Pie	H.	A type of printer
3.9	Inkjet	I.	Chart
3.10	Access	J.	Foreign key
		K.	Encryption and authentication
		L.	Change permission of a directory

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 “tear-off” answer sheet attached to the question paper, following instructions therein. (1x10)

A.	ASCII	B.	Font	C.	Folder
D.	Shell	E.	Pixels	F.	Formula
G.	Autosum	H.	Attrib	I.	Slide
J.	Autoformat	K.	Table	L.	Header
M.	DPI	N.	Unicode	O.	LIST
P.	Is	Q.	Memory	R.	Disk cleanup
S.	OMR	T.	Serial		

- 4.1 _____ is a standard for the representation and handling of text expressed in most of the world's writing systems.
- 4.2 USB is a _____ bus.
- 4.3 Times New Roman is the name of a _____.
- 4.4 _____ menu is used to convert text to table in word files.
- 4.5 _____ utility improves the speed of a computer.
- 4.6 _____ is an electronic page in a presentation.
- 4.7 _____ is used in MS-Excel to total rows and/or columns.
- 4.8 _____ feature can be used to apply styles based on the formatting in the document.
- 4.9 _____ can contain files as well as sub folders.
- 4.10 _____ is a scanner.

PART TWO

(Answer any **FOUR** questions)

5.

- a) Convert $(6806)_{10}$ to Binary and $(7305)_8$ to Hexadecimal.
- b) What is the difference between
 - i) RAM and ROM
 - ii) System Software and Application Software
- c) What is the difference between logical data independence and physical data independence?
(5+6+4)

6.

- a) How do we hide columns in a worksheet? How do we adjust Row Height in MS-Excel?
- b) What are various page setup options in MS-WORD? Explain how do we setup document margins and indents.
- c) Discuss the security risks associated with e-commerce.
(5+5+5)

7.

- a) What is application software? What are the different types of application software?
- b) Describe various components of Windows Desktop.
- c) What is a relational database? What is SQL?
(5+5+5)

8.

- a) Explain the use of chart wizard for creating a chart. Explain any two standard chart types available in MS-Excel?
- b) Explain the following basic LINUX Elements
 - Kernel
 - Shell
 - File System
- c) What is Referential Integrity? Explain cascading update and cascading delete with an example.
(4+6+5)

9.

- a) What is Autofill feature in MS-Excel?
- b) Explain the steps involved to animate text and graphic objects in Power Point presentation?
- c) Mention four advantages and disadvantages of index file organization.
(5+5+5)