

## 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 **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 Multiprocessing means
    - A) Simultaneous processing with two or more processes
    - B) Simultaneous running of two or more programs
    - C) Running of two or more processes
    - D) None of the above
  - 1.2 Virtual memory is
    - A) Part of main memory only used for swapping
    - B) A technique to allow a program, of size more than the size of main memory, to run.
    - C) Part of secondary storage used in program execution
    - D) None of the above
  - 1.3 Data bus is used in
    - A) Parallel Data Transfer
    - B) Serial Data Transfer
    - C) Computers using analog signals
    - D) None of the above
  - 1.4 Software used by the computer hardware to interact with the user is
    - A) System software
    - B) Compiler
    - C) Interpretator
    - D) Application software
  - 1.5 The DOS command to retrieve the properties of a file is
    - A) FORMAT
    - B) DOSKEY
    - C) ATTRIB
    - D) DIR

- 1.6 An impact printer uses
- A) Ink jet technology
  - B) Thermal technology
  - C) Electro-Mechanical mechanism
  - D) None of the above
- 1.7 Mark the most appropriate statement.
- A) Mailmerge can be used to print the form letters
  - B) Mailmerge can be used to print the form letters and mailing labels
  - C) Mail merge can be used to print envelopes
  - D) All of the above
- 1.8 The following is not a image file format
- A) .gif
  - B) .bmp
  - C) .cdc
  - D) .tiff
- 1.9 The function ROUND(1343.45,-2) returns
- A) 1343
  - B) -1343
  - C) -1300
  - D) 1300
- 1.10 Virus survives by capturing
- A) Executable programs
  - B) Interrupts
  - C) COM Programs
  - D) None of the above

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 BIOS program is stored on the RAM.
- 2.2 ASCII Codes are 10 bit binary codes.
- 2.3 Machine language is machine dependent while assembly languages are machine independent.
- 2.4 When you link an object, the actual data remains separate from the client data.
- 2.5 In Excel, it is not possible to select two non adjacent ranges at a time.
- 2.6 Program counter does not hold the address of next instruction to be executed.
- 2.7 An object program is created by compiler, from a source program at run time.
- 2.8 Serial data transfer moves data faster than parallel data transfer.
- 2.9 You can embed sound, video clips and animations into your PowerPoint presentation.
- 2.10 In Excel, by default, the numbers are left aligned and text values are right aligned.

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	The base of a binary number	A.	1
3.2	Short cut used to cut a file	B.	Compiler
3.3	Translates a program written in high level language into machine code	C.	Interpreter
3.4	Special memory unit within cpu	D.	the innermost
3.5	In a hard disk , the 0 track is	E.	Register
3.6	Minimum unit of disk storage	F.	2
3.7	=MOD(-3,2) entered in a cell displays	G.	Ctrl + x
3.8	The part of operating system that permanently resides in memory	H.	Cluster
3.9	We can instruct the OS to carry out a sequence of tasks using	I.	Ctrl+v
3.10	RDBMS	J.	the outermost
		K.	Kernel
		L.	JCL
		M.	Relational database

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)

<b>A.</b>	Register	<b>B.</b>	Binary	<b>C.</b>	One
<b>D.</b>	To store	<b>E.</b>	Main	<b>F.</b>	Secondary
<b>G.</b>	Special	<b>H.</b>	Slower	<b>I.</b>	Central nervous system
<b>J.</b>	Brain	<b>K.</b>	Faster	<b>L.</b>	Four
<b>M.</b>	To access				

- 4.1 A control unit acts as \_\_\_\_\_ for all components of a computer.
- 4.2 The CPU is \_\_\_\_\_ of a computer system.
- 4.3 General purpose \_\_\_\_\_ holds data and intermediate result during the execution of a program.
- 4.4 A stack register is one of the \_\_\_\_\_ purpose register.
- 4.5 The function of the memory is \_\_\_\_\_ information.
- 4.6 The \_\_\_\_\_ memory is directly addressed by the CPU.
- 4.7 The hard disk is the example of \_\_\_\_\_ memory.
- 4.8 Symbols 0 and 1 represent \_\_\_\_\_ states of components of a computer.
- 4.9 To store a printable character \_\_\_\_\_ byte is used.
- 4.10 A Machine with 16 bit word will be \_\_\_\_\_ than a 32 bit word machine.

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

- 5.**
- a) What features of MS-POWER POINT makes it very useful?
  - b) Differentiate between system software and application software?
  - c) What is the purpose of operating system in a computer? Give three advantages of LINUX OS.
- (5+5+5)**
- 6.**
- a) Explain how do we setup document margins and indents in MS-WORD?
  - b) What is cell referencing and what are the different types of referencing?
  - c) What is the significance of mail merge in MS-WORD?
- (5+5+5)**
- 7.**
- a) How is data validation done in MS-Excel? What are the types of validation possible?
  - b) Convert binary number 100111 into a decimal number?
  - c) How is animation effects incorporated inside a PowerPoint presentation?
- (5+5+5)**
- 8.**
- a) Compare Compiler, Interpreter and Assembler.
  - b) What is the difference between SPAM and VIRUS? How do you avoid each of the two in your system?
  - c) Why are high level languages known as machine independent?
- (5+5+5)**
- 9.** Differentiate between **any three** of the following:
- a) RAM and ROM
  - b) Multiprogramming and Multiprocessing Systems
  - c) TEMPLATE and WIZARD
  - d) Free Software and Proprietary Software
- (3x5)**