

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 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)

| | | | | | |
|-----------|-----------|-----------|--------|-----------|------------------------|
| A. | Register | B. | Binary | C. | One |
| D. | To store | E. | Main | F. | Secondary |
| G. | Special | H. | Slower | I. | Central nervous system |
| J. | Brain | K. | Faster | L. | Four |
| M. | 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)**