

B1.1-R4: IT TOOLS & BUSINESS SYSTEMS**«srIno»****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: _____ **परीक्षार्थी के हस्ताक्षर:** _____
Name of Candidate: _____ ; **Signature of candidate:** _____**परीक्षार्थियों के लिए निर्देश:****Instructions for Candidate:**

कृपया प्रश्न-पुस्तिका, ओएमआर शीट एवं उत्तर-पुस्तिका में दिये गए निर्देशों को ध्यान पूर्वक 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 कर 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, 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।	PART ONE is to be answered in the OMR ANSWER SHEET only, supplied with the question paper, as per the instructions contained therein. 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 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 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 .
परीक्षार्थी, उपस्थिति-पत्रिका पर हस्ताक्षर किए बिना अथवा अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हाल नहीं छोड़ सकता है। ऐसा नही 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 or 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 देने से पहले उम्मीदवार यह जाँच कर यह सुनिश्चित कर ले 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. (1x10)

- 1.1 The basic architecture of computer was developed by
A) John Von Neumann
B) Charles Babbage
C) Blaise Pascal
D) Gordon Moore
- 1.2 Which protocol provides e-mail facility among different hosts?
A) FTP
B) SMTP
C) TELNET
D) SNMP
- 1.3 Primary Memory is
A) RAM
B) ROM
C) USB Drive
D) Floppy Disk
- 1.4 Which of the following is not a font style?
A) Bold
B) Italics
C) Regular
D) Strikethrough
- 1.5 Which of the following translates a program written in Assembly language into Machine Code?
A) A compiler
B) An assembler
C) An operating system
D) An editor
- 1.6 To paste text from the clipboard in the document being edited, press the keys
A) Ctrl and V
B) Ctrl and X
C) Ctrl and A
D) Ins
- 1.7 The value of Primary key
A) cannot be null
B) can be null
C) can be duplicate
D) none of these

- 1.8 Mail Merge is
A) production of document from a single template and a data source
B) production of single documents from a single template and a Clip art
C) production of multiple documents from a single file and an address
D) production of multiple documents from a single template and a data source

- 1.9 Linux is
A) A Compiler
B) An Office Suite
C) An Editor
D) An Operating System

- 1.10 The function ROUND(1343.45,-2) returns
A) 1343
B) -1343
C) -1300
D) 1300

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 An icon on the desktop that represents a temporary holding place for files that are deleted is called as Recycle Bin.
- 2.2 e-Payment is not a smart option for businesses and organizations to collect their payment on-line.
- 2.3 In WORD, search is case sensitive.
- 2.4 A computer system can be split into input, processing and output.
- 2.5 Counters are digital circuit for temporary storage of data.
- 2.6 The process of writing such program instructions for an analyzed problem is called Coding
- 2.7 H₂SO₄ is written in Word using superscript feature.
- 2.8 Unix is a single user operating system.
- 2.9 In Microsoft Word to increase row in a table, ENTER key is used.
- 2.10 Record is a collection of File.

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)

X		Y	
3.1	A temporary holding place for text, pictures or graphics	A.	Modem
3.2	Open Source Operating System	B.	Sorting
3.3	Shortcut used to save a file	C.	ORACLE
3.4	Special memory unit within cpu	D.	Clipboard
3.5	A device that accomplishes modulation and Demodulation	E.	Bug
3.6	Digital Signature	F.	FoxPro
3.7	DSS	G.	DECISION SUPPORT SYSTEM
3.8	The arranging of data in a logical sequence is called.	H.	Register
3.9	A hidden error in a computer program	I.	CTRL+S
3.10	Popular RDBMS	J.	Scanned Signature
		K.	Linux
		L.	Internet
		M.	Cache

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)

A.	Master	B.	F12	C.	Database Management System
D.	F5	E.	Byte	F.	8
G.	Binary	H.	Word Wrap	I.	60
J.	1024	K.	RAM	L.	16
M.	32+28				

- 4.1 A string of 8 bit is _____.
- 4.2 Base of Octal number system is _____.
- 4.3 A file containing relatively permanent data is known as _____ file.
- 4.4 1 GB is equivalent of _____ MB.
- 4.5 Process of placement of text going past right margin to next line is termed as _____.
- 4.6 Symbols 0 and 1 represent _____ states of components of a computer.
- 4.7 If you enter 32+28 in a Excel cell, it will display the result as _____.
- 4.8 Save As dialog box is open by pressing _____ key.
- 4.9 _____ is known as a primary memory.
- 4.10 DBMS stands for _____.

PART TWO
(Answer any FOUR questions)

- 5.**
- a) What is the need of database Management System? Give three examples of popular database management systems.
 - b) Convert decimal to binary number: 75, -50.
Convert binary to decimal number: 00010111, 00001111.
 - c) Define the following terms in context of a database:
 - i) Primary Key and Foreign Key
 - ii) Data Validation
- (6+5+4)**

- 6.**
- a) How to insert "IT Tools and Business Systems" at bottom of the each page in word file?
 - b)
 - i) What is the use of Macro in MS-Excel and how it is recorded and executed?
 - ii) In a spreadsheet, how to find maximum, minimum and average of Cell A1 to A10.
 - c) How slide transition is used inside a PowerPoint presentation?
- (4+6+5)**

- 7.**
- a) What are the features and significance of electronic spreadsheets?
 - b) What is a cell?
 - c) What is cell referencing and what are the different types of referencing?
 - d) Give some application areas of electronic spreadsheet?
- (5+2+3+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.** Support your answers with examples. Differentiate between:
- a) System Software and Application Software
 - b) UPLINK and DOWNLINK
 - c) RAM and ROM
- (5+5+5)**
