A1/B1.1-R4 : IT TOOLS & BUSINESS SYSTEMS

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 Candidates :

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 है तथा **भाग दो** ''व्यक्तिपरक'' प्रकार का है और इसके कुल अंक 60 है।	**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 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 यह जाँच कर 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=10)

1.1 Full form of ASCII :

(A) American Standard Code for Information Interconnection

(B) American Standard Code for Information Interchange

(C) American Situation Code for Information Intercommunication

(D) American Standard Coding for Information Interconnection

1.2 Convert 10100011 from binary to decimal :

(A) 121   (B) 163

(C) 199   (D) 212

1.3 Which characteristic of computer distinguishes it from electronic calculators ?

(A) Accuracy

(B) Versatility

(C) Storage

(D) Automatic

1.4 In Microsoft word shortcut key CTRL+W is used for :

(A) Open the Print Dialog box

(B) Update the current webpage

(C) Close the current window

(D) Open the new window

1.5 To create a copy of files in the event of system failure, you create a :

(A) restore file

(B) backup

(C) firewall

(D) redundancy

1.6 Which of the following is a tool to send letter to many recipients in MS-Word ?

(A) What-if

(B) Mailmerge

(C) Goal seeking

(D) Sorting

1.7 What type of telecommunications hardware allows you to access the web ?

(A) Browser

(B) Modem

(C) FTP protocol

(D) IRC

1.8 What type of computers are client computers (most of the time) in a client-server system ?

(A) Mainframe

(B) Mini-computer

(C) Microcomputer

(D) PDA

1.9 _____ maps IP addresses with the domain names of the sites.

(A) URL

(B) DNS

(C) FTP

(D) None of the above

1.10 Permissions of read-only file in Linux Operating System is represented as :

(A) 111   (B) 666

(C) 777   (D) 222

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=10)

2.1 Freeware is a software that is available for use at no monetary cost.

2.2 IPv6 Internet Protocol address is represented as eight groups of four Octal digits.

2.3 The Language that the computer can understand is called Machine Language.

2.4 Magnetic Tape used random access method.

2.5 GNU/Linux is a open source operating system.

2.6 Object code is a source code translated into machine language through a compiler.

2.7 UNIX is a free, reliable alternative to Windows XP.

2.8 Presentation graphics software can convert numeric data into charts.

2.9 Fourth-generation languages are typically non-procedural.

2.10 Light pen and joystick are both pointing devices.

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	Software that displays data in a grid, with the capability of recalculating numerical data is	**A.**	Integrated software package
3.2	A software package that combines two or more applications, such as word processing and spreadsheets, providing for easy transfer of data between them best describes	**B.**	Desktop publishing software
3.3	A set of rules for solving a problem in a given number of steps	**C.**	ORACLE
3.4	Data transfer rate of a Dial-up Modem is measured in	**D.**	Mbps
3.5	Which menu includes the command 'find'?	**E.**	Software
3.6	A CD-ROM drive is labelled with 52X. Here 52X is a measurement of	**F.**	Key
3.7	BIOS is a	**G.**	Edit
3.8	In a relational database, tables are logically linked to each other by a	**H.**	Data Transfer Rate
3.9	A software for locating and managing stored Webpages is	**I.**	Algorithm
3.10	Popular RDBMS	**J.**	Server
		K.	Spreadsheet software
		L.	Hardware
		M.	Kbps

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.	Icon	B.	10	C.	Random
D.	Compiler	E.	Information	F.	8
G.	Template	H.	Operating System	I.	Sequential
J.	Mainframes	K.	Dynamic RAM	L.	Assembler
M.	Output				

4.1 Program which acts as an interface between a user and the hardware is called _____.

4.2 Different stages in information processing are input, processing, _____.

4.3 The way of accessing information on a magnetic tape is _____.

4.4 _____ is a program that translates mnemonic statements into executable instructions.

4.5 Base of Octal number system is _____.

4.6 _____ is data that has been organized or presented in a meaningful fashion.

4.7 _____ are computers that excel at executing many different computer programs at the same time.

4.8 An _____ is a small image that represents a file, command, or another computer function.

4.9 A memory that requires refreshing of data is _____.

4.10 A pre-formatted document or a wizard for fill-in-the-blank creation of a document is called _____.

PART TWO

(Answer any FOUR Questions.)

5. (a) Define Computer. Explain the main characteristics of Computer.

(b) Write short notes on different types of Computer.

(c) Give the rules of conversion Binary to Decimal. Convert $(1011.101)_2$ into Decimal.

(6+5+4=15)

6. (a) Explain the characteristics of the CU and ALU in the CPU of a Computer.

(b) What do you understand by Coding Schemes ?

(c) What is Printer and it's different types ?

(5+4+6=15)

7. (a) Define Windows admin tools. Provide various types of available admin tools in windows.

(b) Explain the terms resolution, aspect ratio and refresh rate.

(c) Provide the different types of directory structure in Operating System.

(6+4+5=15)

8. (a) What is formatting ? Why is formatting important ?

(b) Explain Page layout in Word-processing.

(c) How to create Cross Referencing in MS-Word ?

(4+7+4=15)

9. (a) What is slide transition in PowerPoint ? How to Apply a Transition in PowerPoint ?

(b) Define Intellectual Property Rights (IPR). Provide general types IPR include.

(c) Provide the main difference between Relational and Non-Relational Database with its pros and cons.

(4+6+5=15)

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SPACE FOR ROUGH WORK