

## 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 **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.
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 “OMR” answer sheet supplied with the question paper, following instructions therein. (1x10)**
  - 1.1 Which of this not a input device  
A) Joystick  
B) Keyboard  
C) Printer  
D) Mouse
  - 1.2 USB is  
A) Unique Serial Bus  
B) Universal Serial Bus  
C) Union Serial Bus  
D) Unknown Serial Bus
  - 1.3 Operating System is responsible for  
A) Management of the processor  
B) Management of the input/output  
C) Management of the memory  
D) All of the above
  - 1.4 Which of the following is largest memory size?  
A) 10000000 Kilobytes  
B) 10000000 Megabytes  
C) 100 Gigabyte  
D) 1 Terabyte
  - 1.5 Linux is a type of software?  
A) System Software  
B) Operating System  
C) Open Source Software  
D) All of the above
  - 1.6 A Hexa decimal number 'A0' has the decimal value  
A) 80  
B) 256  
C) 100  
D) 160

- 1.7 Mail Merge is  
A) production of multiple documents 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 document from a single template and a data source
- 1.8 The hexadecimal representation of the binary number (110101111) given in base 2 is  
A) D78  
B) D71  
C) 32F  
D) 1AF
- 1.9 Which of the following is a shortcut key for "Spelling and Grammar"?  
A) F7  
B) F5  
C) F1  
D) F12
- 1.10 Not a Integrity Constraint  
A) Primary Key  
B) Foreign Key  
C) NULL  
D) Unique

**2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the "OMR" answer sheet supplied with the question paper, following instructions therein. (1x10)**

- 2.1 EPROM is Electronically Programmable Read Only Memory.
- 2.2 Multimedia includes a combination of text, audio, images, animation, video, or interactivity content.
- 2.3 Batch processing is the type of system puts the user into direct conversation with the computer through a keyboard.
- 2.4 An instruction in a programming language that is replaced by a sequence of instructions prior to assembly or compiling is known as macro.
- 2.5 =sum(A1.A10) is valid formula.
- 2.6 F6 can be used to run the current presentation.
- 2.7 The relational database model was created by Charles Babbage.
- 2.8 '@' and '.' signs can be used in email address.
- 2.9 Fedora is a Proprietary Software.
- 2.10 Railway Reservation System is example of Real time Application.

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	The arranging of data in a logical sequence is called.	A.	mkfs
3.2	Which output device is used to print large size maps?	B.	data dictionary
3.3	What command do you use to create Linux file systems?	C.	data manipulation language
3.4	Command used to select data in rows and column from one or more tables in SQL.	D.	Sorting
3.5	Store data about data in DBMS?	E.	Program
3.6	Group of instructions that directs a computer is called.	F.	PowerPoint
3.7	Output Device.	G.	Plotter
3.8	A bootstrap is	H.	A small initialization program to start up a computer
3.9	Command used to find highest number out of series of numbers in MS Excel.	I.	max(Range)
3.10	Program used for Presentation.	J.	Scanner
		K.	Speaker
		L.	Select
		M.	highest(Range)

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 “OMR” answer sheet supplied with the question paper, following instructions therein. (1x10)

A.	Apostrophe (')	B.	Rm	C.	Operating System
D.	Programmer	E.	Data integrity	F.	RDBMS
G.	Inkjet	H.	Drop Table	I.	F2
J.	Erase	K.	Delete Table	L.	Bug
M.	Internet				

- 4.1 \_\_\_\_\_ printing is a type of computer printing that creates a digital image by propelling droplets of ink onto paper.
- 4.2 \_\_\_\_\_ is a collection of software that manages computer hardware resources and provides common services for computer programs.
- 4.3 In MS Excel, a numeric value can be treated as a label value if precedes with \_\_\_\_\_.
- 4.4 A logical error in a program is called \_\_\_\_\_.
- 4.5 \_\_\_\_\_ can refer to a specialist in one area of computer programming or to a generalist who writes code for many kinds of software.
- 4.6 \_\_\_\_\_ refers to maintaining and assuring the accuracy and consistency of data over its entire life-cycle.
- 4.7 \_\_\_\_\_ command is used to remove a table from the database in SQL.
- 4.8 Shortcut key \_\_\_\_\_ is used to edit content of a cell in MS Excel.
- 4.9 \_\_\_\_\_ command is used to remove files in Unix/Linux.
- 4.10 The \_\_\_\_\_ is a global system of interconnected computer networks.

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

- 5.**
- a) Draw a internal diagram of computer system and explain in brief the application of various components.
  - b) Differentiate between System software and Application software.
  - c) What is Multimedia? Briefly explain its various components.
- (5+5+5)**
- 6.**
- a) Convert  $(1765)_8$  to Hexadecimal number.
  - b) How Table is created in Word application? How formula can be used in Word tables?
  - c) Creates an Excel sheet, fill numbers in A1 to A10 cell, write formula to sum the above numbers in A11, maximum of above numbers in A12 and count if numbers greater than 20 in A13 cell.
- (5+5+5)**
- 7.**
- a) Explain with example cell referencing. What are the different types of referencing?
  - b) Explain the terms Header, Footer, Footnotes and Endnotes. What is the difference between Footnotes & Endnotes?
  - c) Define RAM, ROM and Cache Memory.
- (5+5+5)**
- 8.**
- a) Discuss the concept of Integrity Constraints.
  - b) Differentiate between DDL and DML.
  - c) Explain the role of DBA in the database management system.
- (5+5+5)**
- 9.**
- a) Discuss the role of Information Technology in the field of Education.
  - b) Discuss the various layouts templates available in PowerPoint presentation.
  - c) Discuss the role of Internet on e-Business.
- (5+5+5)**