

IT TOOLS & BUSINESS SYSTEM (M1-R4-01-18)

1. Each question below gives a multiple choice of answers. Choose the most appropriate one and enter in “OMR” answer sheet supplied with the question paper, following instructions therein.

1.1	Binary Equivalent of $(53.625)_{10}$ is	
	A) $(110101.101)_2$	B) $(111101.001)_2$
	C) $(110111.100)_2$	D) $(100101.101)_2$
1.2	FAT stands for	
	A) File Allocation Table	B) Folder Allocation Table
	C) Folder Allocation Transition	D) File Allocation Transition
1.3	_____ operation of file or folder is required to move location of file or folder	
	A) Copy followed by Paste	B) Cut followed by Paste
	C) Move followed by Paste	D) Change Location
1.4	To get Help when using Office, You would click the _____	
	A) F1 Key	B) F2 Key
	C) F3 Key	D) F4 Key
1.5	Operating System can be installed from following resources	
	A) Disk	B) Network
	C) Remote Installation	D) All of the above
1.6	_____ device is required for the Internet Connection	
	A) Joystick	B) CD Drive
	C) Mouse	D) NIC Card
1.7	Size of Floppy Disks is	
	A) 5 ¼ Inch	B) 2 ¼ inch
	C) 7 ¼ inch	D) all of the above
1.8	_____ memory is used to store BIOS on Mother board	
	A) ROM	B) RAM
	C) Cache	D) None of the above
1.9	_____ is a known as high level language	
	A) Windows 7	B) Linux
	C) Microsoft .NET	D) Apple
1.10	User interact with the operating system through a set of	
	A) commands	B) USB Sticks
	C) Scanner	D) All of the above

Answers

1.1 – (A)	1.2 – (A)	1.3 – (B)	1.4 – (A)	1.5 – (D)
1.6 – (D)	1.7 – (A)	1.8 – (A)	1.9 – (C)	1.10- (A)

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.

2.1	Cache Memory has lowest speed in memory hierarchy
2.2	During the installation of windows, it asks for Administrator Password
2.3	Floppy disk is plug and play device
2.4	We can get back the deleted files/ folders from the Recycle Bin
2.5	Ext2 file system can be used in Windows 7 Operating System.
2.6.	Defragmentation of Hard Disk will increase access speed of data
2.7	ROM is volatile memory
2.8	ALU unit of microprocessor is responsible to perform computations
2.9	In Linux, root login is administrator login.
2.10	Computer can understand and manipulate binary data only.

Answers

2.1 – FALSE	2.2 – TRUE	2.3 – TRUE	2.4 – FALSE	2.5 – FALSE
2.6 – TRUE	2.7 – FALSE	2.8 – TRUE	2.9 – TRUE	2.10- TRUE

3. Math words and phrases in column X with the closest related meaning/words/phrases(s) in column ‘Y’. Enter your selection in the “OMR” answer sheet supplied with the question paper, following instructions herein

X		Y	
3.1	Shortcut to print file	A.	Intellectual Property
3.2	Developed Applications for specific purpose	B.	MS-Word
3.3	Converts High Level language to Machine Level Language	C.	Query
3.4	Data Transfer from Memory to Microprocessor	D.	Information Kiosks
3.5	It is referred as creations of the mind, such as inventions Literary and artistic works	E.	CTR+P
3.6	It is used to create Curriculum Vitae	F.	MS Excel
3.7	Shortcut to save document in new format	G.	ALT + F &A
3.8	It is used to create graphs	H.	Write Operation
3.9	Interactive Machine for Specific application	I.	Application Software
3.10	It is used to take specific data from database and present in appropriate form.	J.	Ctrl + A
		K.	Read Operation
		L.	Alt + P
		M.	Compiler

Answers

3.1 – (E)	3.2 – (I)	3.3 – (M)	3.4 – (A)	3.5 – (D)
3.6 – (B)	3.7 – (G)	3.8 – (F)	3.9 – (D)	3.10- (C)

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.

A.	Document formatting	B.	Status Bar	C.	Transpose
D.	Save as	E.	Mail Merge	F.	Play Button
G.	Tool bar	H.	a presentation design template	I	placed in a word table
J	shows effect	K	MBR	L	Page Orientation
M	Short, Repetitive				

4.1	_____ contain first stage Boot Loader Program
4.2	The ability to combine name and addresses with a standard document is called _____
4.3	Autocorrect was originally designed to replace _____ words as you type
4.4	Te key F12 opens a Dialog Box
4.5	_____ can be used for quick access to commonly used commands and tools
4.6.	_____ function displays row data in a column or column data in a row
4.7	When you insert an Excel file into a word document, the data are _____
4.8	Portrait and Landscape are _____
4.9	_____ Should be used if you want all the slide in the presentation to have the same look
4.10	To preview a motion path effect using the custom animation task pane, you should click on _____ button.

Answers

4.1 – (K)	4.2 – (E)	4.3 – (M)	4.4 – (D)	4.5 – (G)
4.6 – (C)	4.7 – (I)	4.8 – (L)	4.9 – (H)	4.10- (F)

Answer any Four

5.

- a) Write the comparison between Dot Matrix Printers and Laser Printers with respect to Print Quality, Speed, Noise and Cost Parameters.

b) How to turn off and activate automatic spelling checking and automatic grammar checking in MS Office Programs ?

c) What are the storage Hierarchy? Which is the fastest memory in a computer system? Which is faster. Cache or register and why ?

6.

a) Intellectual property (I) refers to creations of the intellect for which a monopoly is assigned to designated owners by law. What are the ways to protect IP Rights?

b) A Database is an organized collection of data. What is relational database? What are the usefulness of primary key, secondary key and stored procedure in relational database.

7.

a) Write step-by-step procedure of Linux booking

b) In the Linux file structure files are grouped according to purpose. What are groups and their purpose of file structure of Linux System?

8.

a) By taking suitable example, explain how decimal number is converted into binary number.

b) How to manage disk partitions on windows using inbuilt disk management tool.

c) Explain the following terms

i) System Software

ii) Application Software

iii) Compiler

9.

a) What is path ? What is an absolute and relative path in Linux Environment?

b) What is an Array Formula in Excel ? By taking suitable data, explain sum operations of array of data.

c) How Information Technology is going to impact Indian Railways.>