M1-R4: IT Tools & BUSINESS SYSTEMS (JAN 2019)

Max Marks: 100   M1-R4-01-19

DURATION: 03 Hrs

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 is the technology used in the evaluation of aptitude test?
- a) OCR
- b) MICR
- c) OMR
- d) MCR

1.2 SQL stands for
- a) Standard Query Language
- b) Structured Query Language
- c) Shortest Query Language
- d) System Query Language

1.3 Which of the following is an impact printer?
- a) Laser
- b) Ink-Jet
- c) Dot-matrix
- d) None of the options

1.4 To cut text from the document, press the keys
- a) Ctrl+V
- b) Ctrl+C
- c) Ctrl+A
- d) Ctrl+X

1.5 Round(1363.45,-2) returns
- a) 1400
- b) -1364
- c) 1363.45
- d) 1464

1.6 The number of bits used to store a BCD
- a) 2
- b) 4
- c) 6
- d) 8

1.7 Numbers is base 8 are called as
- i.   Octal System
- ii. Decimal System
- iii. Hexadecimal System
- iv. Binary Numbering System

1.8 A collection of worksheets is called
- a) Excel Sheets
- b) Workbook
- c) Excel Worksheets
- d) Excel Book

1.9 The binary number 1110 is equal to the decimal number
- a) 8
- b) 1
- c) 7
- d) 14

1

1.10   Which of the following is used to create newspaper style columns?
      a) Format Table   b) Table Insert Table
      c) Insert Textbox   d) **Format Columns**

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   MICR stands for Magnetic Ink Character Reader.   **TRUE**

2.2   Database can contain table, query and report.   **TRUE**

2.3   Absolute cell referencing always refer to the small cell in spreadsheet.   **FALSE**

2.4   Volatile memory is directly accessible by the CPU.   **FALSE**

2.5   Many operating systems are designed as collection of program modules.   **TRUE**

2.6   Multitasking is also called parallel processing.   **FALSE**

2.7   Page setup option is in table menu in MS Word.   **FALSE**

2.8   Maximum zoom percentage in word document is 500.   **TRUE**

2.9   A string of 8 Bits is called Byte.   **TRUE**

2.10   The Recycle Bin is a folder that provides a convenient place to store frequently used documents, graphics and other files   **FALSE**

3   **Match words and phrase in column X with the closed related meaning of word(s)/phrase(s) in column Y. Enter your selection in the "OMR" answer sheet supplied with the question paper, following instructions therein.**

	X			Y
3.1	A supercomputer's speed measured in **(C)**		**A.**	Artificial-Logic Unit
3.2	ALU stand for	**(D)**	**B.**	Oracle
3.3	Computers have several additional storage location called **(H)**		**C.**	Nanoseconds or Pico-second
3.4	First all-electronic computer was **(G)**		**D.**	Arithmetic-Logic Unit
3.5	ASCII stand for	**(L)**	**E.**	Random Access Memory
3.6	Number System we use for our day-to-day activities **(J)**		**F.**	Register access Memory
3.7	Ram Stand for	**(E)**	**G.**	Mark-1
3.8	SELECT is	**(M)**	**H.**	Registers
3.9	Popular RDBMS	**(B)**	**I.**	Linux
3.10	Open Source Operating System	**(I)**	**J.**	Decimal
			K.	Octal
			L.	American standard code for information interchange
			M.	SQL commend

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.	F7	B.	F4	C.	Table
D.	Undo	E.	F5	F.	Binary Coded Decimal
G.	Redo	H.	Program	I.	Record
J.	=	K.	&	L.	1024
M.	Kernel module				

4.1 Computer can execute a prerecorded list of instruction called a **(H)**

4.2 To cancel the last editing, we use the **(D)** button.

4.3 The short cut key of slide show is **(E)**

4.4 The key for spell check in MS word is **(A)**

4.5 Formula in MS-Excel being with **(J)** sign.

4.6 **(C)** is a complete collection of data displayed in row & columns.

4.7 BCD stand for **(F)**

4.8 The central module of an operating system is called **(M)**

4.9 1 GB is equivalent of **(L)** MB

4.10 Data items grouped together for storage purpose is called a **(I)**

PART-TWO

5

   a) Explain about Multitasking operating system in details.
   b) Convert $(B5A)_{10}$ to Octal
   c) Explain about the hardware components of general-purpose computers

6

   a) Write notes on features of PowerPoint.
   b) Explain common characteristic of the computer.
   c) Explain in details about system software and application software.

7

   a) Explain the binary number system

   b) Compare Complier, Interpreter and Assembler

   c) What is Linux and what are its features?

8

   a) Explain about Mail-Merge facility in MS-Word with proper steps.

   b) What is a Relational Database? What is a key? What are different keys in database?

   c) Explain about significance of information technology in education.

9 Differentiate between any three of the following

   a) Open source Software and Proprietary Software

   b) RAM and ROM

   c) SPAM and VIRUS

   d) Template and Wizard