

## IT TOOLS & BUSINESS SYSTEM (M1-R4-07-17)

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 | To change the cell reference B4:B9 to an absolute cell reference , you would enter it as              |                            |
|     | A) B2:B9  | B) B\$4:B\$9               |
|     | C) \$B\$4:\$B\$9  | D) None of the above       |
| 1.2 | Which output device is used for translating information from a computer into pictorial form on paper? |                            |
|     | A) Mouse  | B) Plotter                 |
|     | C) Touch Panel  | D) Card Punch              |
| 1.3 | Decimal equivalent of the binary number 11011 is :  |                            |
|     | A) 29   | B) 25                      |
|     | C) 27   | D) 24                      |
| 1.4 | Which software is used to teach students with help of LCD projector ?                                 |                            |
|     | A) Spreadsheet  | B) Database                |
|     | C) Word processing  | D) Power point             |
| 1.5 | An optical input device the interprets pencil marks on paper media is                                 |                            |
|     | A) O.M.R  | B) Punch card reader       |
|     | C) Optical scanners   | D) Magnetic tape`          |
| 1.6 | Numbers in base 2 are called as   |                            |
|     | A) Octal System   | B) Hexadecimal             |
|     | C) Decimal System   | D) Binary Numbering System |
| 1.7 | In a single byte how many bits will be there?   |                            |
|     | A) 8  | B) 16                      |
|     | C) 4  | D) 32                      |
| 1.8 | USB is  |                            |
|     | A) Unique Serial Bus  | B) Universal Serial Bus    |
|     | C) Union Serial Bus   | D) Unknown Serial Bus      |
| 1.9 | A keyboard is this kind of device   |                            |
|     | A) Black  | B) Output                  |

|      |   |                    |
|------|---|--------------------|
|      | C) Input  | D) Word Processing |
| 1.10 | Which of the following refers to the fastest, biggest and most expensive computers? |                    |
|      | A) Personal Computer  | B) Super Computer  |
|      | C) Laptops  | D) Notebooks       |

**Answers**

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

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  | Use keyboard to turn on the computer.                             |
| 2.2  | Monitor and printer are output devices.                           |
| 2.3  | A computer system can be split into input, processing and output. |
| 2.4  | E-mail is elegant mail.   |
| 2.5  | The bits can have only 2 values.                                  |
| 2.6. | UNIX is an operating system.                                      |
| 2.7  | DOS is an example of GUI.   |
| 2.8  | Primary memory is usually referred to as RAM.                     |
| 2.9  | Arranging Data in a Particular Order is Known as sorting.         |
| 2.10 | Hexadecimal Value of 11 is C.                                     |

**Answers**

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

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

| X   |          | Y  |   |
|-----|----------|----|---|
| 3.1 | Software | A. | Transforming data into information                                |
| 3.2 | Hardware | B. | Data that has been organized or presented in a meaningful fashion |

|      |                             |    |  |
|------|-----------------------------|----|--|
| 3.3  | Operating System            | C. | Any part of the computer that you can physically touch   |
| 3.4  | Processing                  | D. | A set of computer programs that enables hardware to perform different tasks                          |
| 3.5  | Information                 | E. | The most common type of system software, it controls the way in which the computer system functions  |
| 3.6  | System Software             | F. | The set of programs that enables computer hardware devices and application software to work together |
| 3.7  | Application Software        | G. | CTRL+Y   |
| 3.8  | Redo Operating in Ms Office | H. | Operating system software generally used on PCs  |
| 3.9  | Microsoft Window            | I. | A set of programs used to accomplish a specific task   |
| 3.10 | Mac OS                      | J. | Operating system software used on the apple Macintosh  |
|      |                             | K. | Internet research and virtual tours  |
|      |                             | L. | Robotics and simulation  |
|      |                             | M. | web designing  |

**Answers**

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

**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. | CTRL X          | B. | CPU       | C. | Network  |
| D. | Hard disk       | E. | RM        | F. | Client   |
| G. | Cyber Forensics | H. | A process | I. | Calibri  |
| J. | Password        | K. | Binary    | L. | Software |
| M. | Tables & Query  |    |           |    |          |

|     |   |
|-----|---|
| 4.1 | _____ Command is used to remove files in UNIX/LINUX.                                  |
| 4.2 | Servers are computers that provide resources to other computers connected to a _____. |
| 4.3 | The_____ is the example of secondary memory   |
| 4.4 | Computers use the _____ language to process data.                                     |
| 4.5 | A worksheet can be protected using a _____  |

|      |  |
|------|--|
| 4.6. | A cut Command is _____   |
| 4.7  | The ability to recover and read deleted or damaged files from a criminal's computer is an example of a law enforcement specialty called _____. |
| 4.8  | The _____, also called the "brains" of the computer, is responsible for processing data.   |
| 4.9  | Relational Database contains _____.  |
| 4.10 | _____ is a name of a Font.   |

**Answers**

|                  |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|------------------|
| <b>4.1 – (E)</b> | <b>4.2 – (C)</b> | <b>4.3 – (D)</b> | <b>4.4 – (K)</b> | <b>4.5 – (J)</b> |
| <b>4.6 – (A)</b> | <b>4.7 – (G)</b> | <b>4.8 – (B)</b> | <b>4.9 – (M)</b> | <b>4.10- (I)</b> |

**5.**

- a) What is relational database ? What are the applications of database? Give examples of relational database management system.
- b) Draw a block diagram of a computer system.
- c) Write a short note on Intellectual Property Rights

**6.**

- a) Convert 11100101 into a decimal number
- b) What is memory in the context of computer system? Explain RAM, ROM and Cache memories.
- c) Differentiate System Software and Application Software

**7.**

- a) List and explain any five features of word processor
- b) Differentiate between compiler and Interpreter
- c) What is multimedia? Explain multimedia application in education and entertainment.

**8.**

- a) Write short notes on applications of IT in Railways and Airlines Reservations
- b) Explain following with example in word
  - i) Mail Merge
  - ii) Header & Footer
- c) Write a short note on following
  - i) Data Definition Language
  - ii) Data Manipulation Language

**9.**

- a) Explain following terms in the context of Linux Operating System
- b) What is an information kiosk? What is a handout in powerpoint presentation? what is the purpose of handouts
- c) Explain Disk defragmenter utility of Microsoft Windows