B1.1-R4: IT TOOLS & BUSINESS SYSTEMS

अवधि: 03 घंटे
DURATION: 03 Hours

अधिकतम अंक: 100
MAXIMUM MARKS: 100

परीक्षार्थियों के लिए निर्देश: Instructions for Candidate:

परीक्षार्थियों के लिए निर्देश:	Instructions for Candidate:
कृपया प्रश्न-पुस्तिका, ओएमआर शीट एवं उत्तर-पुस्तिका में दिये गए निर्देशों को ध्यान पूर्वक 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** है। **भाग एक** में चार प्रश्न और **भाग दो** में पाँच प्रश्न है।	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 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 है। **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 पश्चात 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**.
परीक्षार्थी, उपस्थिति-पत्रिका पर हस्ताक्षर किए बिना एवं अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हाल नहीं छोड़ सकता हैं। ऐसा नही 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 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 पश्चात एवं उत्तर देने से पहले उम्मीदवार यह जाँच कर यह सुनिश्चित कर ले कि प्रश्न-पुस्तिका प्रत्येक दृष्टि से संपूर्ण है।	After receiving the instruction to open the booklet and before answering 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)**

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) 5¼-inch   B) 2¼- इंच
C) 7¼-inch   D) All of the above

1.8 _____ Memory is used to store BIOS on Motherboard.
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

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)**

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 performs computations.

2.9 In Linux, root login is administrator login.

2.10 Computer can understand and manipulate binary data only.

ROUGH WORK SPACE:

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	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.**	Ctrl + 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

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)

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.	show effect	**K.**	MBR	**L.**	Page Orientation
M.	short, repetitive				

4.1 _____ contains 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 The 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.

ROUGH WORK SPACE:

PART TWO
(Answer any FOUR questions)

5.
a) Write the comparison Between Dot Matrix Printers & 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?

(5+5+5)

6.
a) Intellectual property (IP) 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+8)

7.
a) Write step-by-step procedure of Linux booting.
b) In the Linux file structure files are grouped according to purpose. What are groups and their purpose of file structure of Linux system?

(7+8)

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

(4+5+6)

9.
a) What is a 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 operation on array of data.
c) How Information Technology is going to impact Indian Railways?

(4+5+6)

ROUGH WORK SPACE:

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