M1-R3: IT TOOLS AND APPLICATIONS

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 **TEAR-OFF ANSWER SHEET** only, attached to 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 "tear-off" answer sheet attached to the question paper, following instructions therein.** **(1x10)**

1.1 Number system using strings of '0','1','2','3','4','5','6','7' is termed as
A) Decimal number system
B) Binary number system
C) Hexadecimal number system
D) Octal number system

1.2 Bus is a
A) Set of physical connections
B) Logical flow of controls
C) Logical flow of results
D) None of the above

1.3 Which one of the following is an internal DOS Command
A) FORMAT
B) DOSKEY
C) ATTRIB
D) DIR

1.4 Software designed for a specific utility is known as
A) System Software
B) Specific Software
C) Application Software
D) Compiler

1.5 Global Economy requires
A) Consolidation of International data
B) Support of multiple languages
C) Currency Exchange rates
D) All of the above

1.6   What do DOS stand for?
A)   Digital Operating System
B)   Disk Operating System
C)   Desktop Operating System
D)   Dash Operating System

1.7   In MS-WORD, how can you highlight text without using the mouse?
A)   It is impossible to do so
B)   By using the F5 key
C)   By using the arrow keys while holding down a Ctrl key
D)   By using the arrow keys while holding down a Shift key

1.8   The word that describes doing any type of math on a spreadsheet like, Autosum, Average, Multiply, is called
A)   formula
B)   cubicle
C)   autocell
D)   calcell

1.9   In PowerPoint, a content layout is a slide layout that contains one or more content _____.
A)   charts
B)   diagrams
C)   placeholders
D)   tables

1.10   In PowerPoint, you can change the position of text within its text box or AutoShape by changing its
A)   Internal margin
B)   Tab setting
C)   Text anchor point
D)   Indent setting

2. **Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the "tear-off" sheet attached to the question paper, following instructions therein.** (1x10)

2.1   A pie chart can show more than one data series.

2.2   When you clear the contents from a cell, the formatting of the cell is also lost.

2.3   You can send an email from MS-Word.

2.4   You can find anything in the Word document by pressing Control+F.

2.5   DOS operating system is a time sharing system.

2.6   In PowerPoint, Undo and Redo are cleared when you save a presentation.

2.7   In a wizard-generated presentation, all slides contain sample text that can be edited.

2.8   BIOS program is stored on the RAM.

2.9   Magnetic Tape is a sequential access memory.

2.10   Many a times the Operating System does not act as a Resource Manager but only as a Device Manager.

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 "tear-off" answer sheet attached to the question paper, following instructions therein.** (1x10)

X		Y	
3.1	Multiprogramming	**A.**	a commercial exchange between business and consumers conducted over the internet
3.2	B2C	**B.**	port to connect device
3.3	Compiler	**C.**	image
3.4	USB	**D.**	component of a hard drive
3.5	SORT	**E.**	component of a CPU
3.6	Clipart	**F.**	memory
3.7	Flash	**G.**	loader
3.8	Platter	**H.**	A type of printer
3.9	Daisy-Wheel	**I.**	DOS command
3.10	ALU	**J.**	convert HLL into machine language
		K.	language
		L.	multithreading
		M.	store more than one program in RAM

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 "tear-off" answer sheet attached to the question paper, following instructions therein.** **(1x10)**

A.	Slides	**B.**	Font	**C.**	Application
D.	Shell	**E.**	Pixels	**F.**	Formula
G.	CPU	**H.**	ATTRIB	**I.**	Format
J.	Insert	**K.**	View	**L.**	Header
M.	DPI	**N.**	Machine	**O.**	LIST
P.	ls	**Q.**	Memory	**R.**	Assembly
S.	BREAK	**T.**	MD		

4.1   The part of the operating system that allows users to interact is called _____.
4.2   _____ command is used to hide a file in DOS.
4.3   Arial is the name of a _____.
4.4   _____ menu is used to insert header in word files.
4.5   A printer's image quality is measured in _____.
4.6   In a spreadsheet, a statement that performs a calculation is called a(n) _____.
4.7   _____ language is written as the string of binary digits.
4.8   _____ command is used to initialize a new floppy diskette.
4.9   A collection of _____ is called a presentation.
4.10   A new directory can be created by _____ command.

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

5.
a) What are the differences between primary and secondary storage?
b) Explain the difference between Multiprogramming and Multiprocessing systems?
c) What is the difference between systems software and applications software?

(5+5+5)

6.
a) Describe the AutoCalculate feature in MS-Excel. How do we enable or disable the AutoCalculate function?
b) What is mail merge? Explain the steps to mail merge two documents using MS-WORD?
c) What is the purpose of Presentation Software?

(5+5+5)

7.
a) Explain any three financial applications used on mobile phones.
b) Explain with example the Alphabetical Order sorting on raw, unordered data in Spreadsheet.
c) Convert octal number 65123 to its hexadecimal equivalent?

(6+6+3)

8.
a) What is a template? What is the difference between template and a wizard?
b) Explain in detail the data validation feature in MS-Excel?

(6+9)

9.
a) Explain the functions of an Operating System in a computer.
b) What is the role of "slide transition" and "animation" in presentation?
c) How to add or remove headers and footers in MS-Word?

(8+4+3)