B1.1-R4: IT TOOLS AND BUSINESS SYSTEMS

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 Decimal equivalent of the binary number 110111 is:
A) 55
B) 56
C) 57
D) 58

1.2 Numbers in base 10 are called as
A) Octal System
B) Hexadecimal System
C) Decimal System
D) Binary Numbering System

1.3 MIDI stands for
A) Medium Interface for Digital Input
B) Musical Instrument Digital Interface
C) Musical Input for Digital Interface
D) Musical Interface for Digital Input

1.4 Purpose of Arrange All option in the Word menu is
A) to align all the paragraphs in a Word document
B) to align all the open Word documents on screen for easy accessibility
C) to arrange all open Word files alphabetically
D) none of the above

1.5 Payroll system is a typical example of
A) Batch processing
B) On-line processing
C) Real time processing
D) None of the above

1.6   A collection of worksheets is called as
A)   Excel Sheets
B)   Workbook
C)   Excel worksheets
D)   Excel Book

1.7   The Save As dialog box can be used
A)   for saving the file for the first time
B)   to save file by some alternative name
C)   to save file in a format other then Word
D)   all of the above

1.8   To paste text from the clipboard in the document being edited, press the keys
A)   Ctrl and V
B)   Ctrl and X
C)   Ctrl and A
D)   Ins

1.9   A bitmap is
A)   A graphic file format made up of small dots
B)   A specific kind of bitmap file with the .BMP extension
C)   Is a format which windows use for desktop wallpaper
D)   All of the above

1.10   To change the cell reference C4:C9 to an absolute cell reference, you would enter it as
A)   C4:C9
B)   C$4:C$9
C) $C$4:$C$9
D)   None of the above

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   An object, such as a paintbrush picture and word document can be inserted in a worksheet.

2.2   Both the functions - NOW() and TODAY() can be used to display the current time.

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

2.4   The Internet Protocol addressing system is deployed to keep track of the users connected to the Internet.

2.5   References that have either a column or a row value absolute and the other relative are known as mixed references.

2.6   The IF() function evaluates a condition and takes one of the two specified actions depending on the result of the evaluation.

2.7   Windows clipboard can hold multiple pieces of information at the same point of time.

2.8 H_2SO_4 is written in Word using superscript feature.

2.9   There are only two types of page orientation – portrait and landscape.

2.10 The process of merging the master document and the data source is called as Mail Merge.

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	In the year 1969, Department of Defence of the United States started a network called	**A.**	Binary
3.2	A device that accomplishes modulation and demodulation	**B.**	Insert
3.3	Number system to the base 2	**C.**	Word Wrapping
3.4	The first screen that appears after the computer is switched on	**D.**	Shortcut
3.5	While creating a word document, when the insertion point reaches the end of the line, it automatically moves to the next line.	**E.**	Worksheets
3.6	The menu on which the WordArt option is available	**F.**	What-if analysis
3.7	It is a collection of worksheets	**G.**	ARPAnet
3.8	Readymade formulas of Excel	**H.**	View
3.9	Automatic recalculation of result of a formula if the data is changed	**I.**	Desktop
3.10	The icons with an arrow in Windows Desktop	**J.**	Functions
		K.	Program
		L.	MODEM
		M.	INTRANET

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.	CTRL X	**B.**	Codeword	**C.**	Clip Art
D.	Leader	**E.**	36	**F.**	55
G.	Slide View	**H.**	Spreadsheet	**I.**	Calibri
J.	Password	**K.**	Database	**L.**	Compiler
M.	12+24				

4.1   A worksheet can be protected using a _____.

4.2   If you enter 12+24 in a Excel cell, it will display the result as _____.

4.3   The _____ command cuts the selected text and graphics and puts it on a clipboard.

4.4   The character that fills the space up to the next tab stop position is called the _____ character.

4.5   _____ is a name of a Font.

4.6   _____ is the decimal equivalent of 100100.

4.7   _____ view allows you to work on individual slides in a presentation software.

4.8   _____ is a gallery of ready-made graphics available in presentation software.

4.9   _____ is a program to convert high level language into machine language.

4.10   An arrangement of data in a particular order is called as a _____.

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

5.
a)   Convert 10000101 into a decimal number.
b)   What are the components of a multimedia application? Describe each one of them in brief.
c)   What are keys in a Relational Database? What are the types of keys available in a Relational Database? Using an example, differentiate between the available types of Relational Database keys.

(5+5+5)

6.
a)   Explain the three important parts of Linux operating system.
b)   Illustrate the directory structure in Linux.
c)   Write the corresponding LINUX command:
        i)   To list all files in a home directory including those whose name begin with a dot
        ii)   To make a subdirectory called linuxstuff in your current working directory
        iii)   To list the contents of linuxstuff directory where you are currently in the file system
        iv)   To do word count in file called science.txt
        v)   Moving a file called science.bak to backup directory

(5+5+5)

7.
a)   Give different features of word processing which makes it useful for administrative staff.
b)   Explain the following with example in word:
        i)   Foot notes and End notes
        ii)   Spell Check
        iii)   Mail Merge
        iv)   Header and Footer

(5+10)

8.
a)   Write short notes on applications of Multimedia in Education and Entertainment.
b)   Write short notes on applications of IT in Hotels, Railways and Airlines Reservations.
c)   Write short notes on System Software and Application Software.

(5+5+5)

9.
a)   Describe the different views available in presentation software.
b)   What are functions in spreadsheet software? Describe in brief any six of them.
c)   Illustrate using an example on how you can sort data stored in Excel Sheet, using two columns.

(5+5+5)