

## A1-R4 / B1.1-R4 : IT TOOLS & BUSINESS SYSTEMS

अवधि : 03 घंटे

DURATION : 03 Hours

अधिकतम अंक : 100

MAXIMUM MARKS : 100

ओएमआर शीट सं. :					
OMR Sheet No. :					

रोल नं. :

Roll No. :

उत्तर-पुस्तिका सं. :

Answer Sheet No. :

परीक्षार्थी का नाम :

Name of Candidate :

परीक्षार्थी के हस्ताक्षर :

;Signature of Candidate :

### परीक्षार्थियों के लिए निर्देश :

### Instructions for Candidate :

कृपया प्रश्न-पुस्तिका, ओएमआर शीट एवं उत्तर-पुस्तिका में दिये गए निर्देशों को ध्यानपूर्वक 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 हैं। भाग एक में चार प्रश्न और भाग दो में पाँच प्रश्न हैं।	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 हैं तथा भाग दो "व्यक्तिपरक" प्रकार का है और इसके कुल अंक 60 हैं।	PART ONE is Objective type and carries 40 Marks. PART TWO is Subjective type and carries 60 Marks.
भाग एक के उत्तर, ओएमआर उत्तर-पुस्तिका पर ही दिये जाने हैं। 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. 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 पश्चात् 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 to the Invigilator.
परीक्षार्थी, उपस्थिति-पत्रिका पर हस्ताक्षर किए बिना और अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हॉल/कमरा नहीं छोड़ सकते हैं। ऐसा नहीं 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/her 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 पश्चात् एवं उत्तर लिखना आरम्भ करने से पहले उम्मीदवार जाँच कर यह सुनिश्चित कर लें कि प्रश्न-पुस्तिका प्रत्येक दृष्टि से संपूर्ण है।	After receiving the instruction to open the booklet and before starting to answer 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** Numbers in base 16 are called as :

- (A) Octal System
- (B) Hexadecimal System
- (C) Decimal System
- (D) Binary System

- 1.2** The formula in cell A2 is =B2+C3 on copying this formula in cell C2 the formula will be :

- (A) =D3+E4
- (B) =D2+E3
- (C) =D2+E4
- (D) =D3+E3

- 1.3** Which of the following file extensions indicate file created in Paint ?

- (A) BMP
- (B) DOC
- (C) STK
- (D) PPT

- 1.4** Which of the following is an input device ?

- (A) Screen
- (B) Speakers
- (C) Keyboard
- (D) Printer

- 1.5** The cost of storing a bit is minimum in :

- (A) Cache
- (B) RAM
- (C) Register
- (D) Magnetic disc

- 1.6** \_\_\_\_\_ is known as high level language.

- (A) Windows 7
- (B) Operating System
- (C) Java
- (D) Apple

- 1.7** ROUND (1363.45, -2) returns :

- (A) -1364
- (B) 1400
- (C) 1363.45
- (D) 1300

<p><b>1.8</b> Which of the following is a tool to send letter to many recipients in MS-Word ?</p> <p>(A) What-if</p> <p>(B) Mail merge</p> <p>(C) Goal seeking</p> <p>(D) Sorting</p>	<p><b>2.2</b> The Recycle Bin is a folder that provides a convenient place to store frequently used documents, graphics and other files.</p>
<p><b>1.9</b> Airline reservation system is a typical example of :</p> <p>(A) Batch processing</p> <p>(B) On-line processing</p> <p>(C) Real time processing</p> <p>(D) None of the above</p>	<p><b>2.3</b> Paperless office &amp; Virtual office are same.</p>
<p><b>1.10</b> To create a copy of files in the event of system failure, you create a :</p> <p>(A) restore file</p> <p>(B) firewall</p> <p>(C) backup</p> <p>(D) redundancy</p>	<p><b>2.4</b> PowerPoint presentation can be embed with sound, video clips and animations.</p>
<p><b>2.</b> Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the "OMR" answer sheet supplied with the question paper, following instructions therein.</p> <p style="text-align: right;">(1x10)</p>	<p><b>2.5</b> A byte is the smallest unit of storage.</p>
<p><b>2.1</b> The Language that the computer can understand is called Machine Language.</p>	<p><b>2.6</b> The tabs appearing below at the bottom on the worksheet carry the default labeling of Sheet1, Sheet2, Sheet3 etc. These tabs cannot be renamed.</p>
	<p><b>2.7</b> Cache memory is faster than main memory.</p>
	<p><b>2.8</b> Floppy disk is plug and play device.</p>
	<p><b>2.9</b> Machine Language is machine independent while Higher Level Languages are machine dependent.</p>
	<p><b>2.10</b> If you enter 345A in a cell it will be treated as number in the electronic spreadsheet as it starts with digit.</p>

3. Match words and phrases in column X with the closest related meaning /word(s)/ phrases in column Y. Enter your selection in the “OMR” answer sheet supplied with the question paper, following instructions therein. (1x10)

	X		Y
3.1	A set of rules for solving a problem in a given number of steps.	A	Application software
3.2	The first screen that appears after the computer is switched on	B	Algorithm
3.3	Software to translate HLL to Machine Code	C	ARPANET
3.4	It is used to create Curriculum Vitae	D	Bug
3.5	Symbol used in email address	E	Programmer
3.6	A set of programs used to accomplish a specific task	F	Desktop
3.7	A hidden error in a computer program	G	Interpreter
3.8	In the year 1969, Department of Defense of the United States started a network called	H	MS Word
3.9	Specialist in one area of computer programming or to a generalist who writes code for many kinds of software.	I	Resolution
3.10	The number of distinct pixels in each dimension that can be displayed	J	#
		K	Program
		L	Screen
		M	@

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 “OMR” answer sheet attached to the question paper, following instructions therein. (1x10)

A.	Chown	B.	CPU	C.	Transpose
D.	Modem	E.	Clip Art	F.	1024
G.	Scanner	H.	RAM	I.	Slide
J.	Printer	K.	ALU	L.	2048
M.	Ctrl+E				

- 4.1 \_\_\_\_\_ is a short-cut to align all the selected sentences in center of the page.
- 4.2 The \_\_\_\_\_, also called the “brains” of the computer, is responsible for processing data.
- 4.3 The 1KB equals \_\_\_\_\_ bytes.
- 4.4 \_\_\_\_\_ is a device that takes optically images, printed text, handwriting, or an object, and converts it to a digital image.
- 4.5 \_\_\_\_\_ is an electronic page in a presentation.
- 4.6 \_\_\_\_\_ is known as a primary memory.
- 4.7 \_\_\_\_\_ Unix command is used to change ownership of the file.
- 4.8 \_\_\_\_\_ is a gallery of ready-made graphics available in presentation software.
- 4.9 \_\_\_\_\_ function displays row data in a column or column data in a row.
- 4.10 \_\_\_\_\_ is a device to convert digital signal to analog & vice versa.

## PART TWO

(Answer any FOUR questions)

5. (a) Explain following terms in the context of Linux Operating System :
- (i) Kernel
  - (ii) System Library
  - (iii) Shell
- (b) List and explain any 8 features of word processor. (8+7)
6. (a) What is Application Software ? What are the different types of application software ?
- (b) How do we hide columns in a worksheet ? How do we adjust row height in MS-Excel ?
- (c) How slide transition is used inside a PowerPoint presentation ? (5+5+5)
7. (a) Draw a block diagram depicting the four functional units of a computer system.
- (b) What is Referential Integrity ? Explain cascading update and cascading delete with an example.
- (c) Define multimedia. How can multimedia be used in education ? (5+6+4)

8. (a) Explain in detail the diverse application of Internet technology in various domains.
- (b) Write a short note on storage devices of computer.
- (c) Explain the terms resolution, aspect ratio and refresh rate. (5+5+5)
9. (a) What is Financial Information System (FIS) and what are its functions ?
- (b) What is a database system ? What are its features ?
- (c) What are the various data models available for database systems ? (5+5+5)

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SPACE FOR ROUGH WORK

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