

A1-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: _____; Signature of candidate: _____

परीक्षार्थी के हस्ताक्षर:

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 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 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, इस प्रश्न-पत्र के साथ दी गई ओएमआर उत्तर-पुस्तिका पर, उसमें दिये गए अनुदेशों के अनुसार 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, 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 हॉल नहीं छोड़ सकता है। 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 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 To change the cell reference B4:B9 to an absolute cell reference, you would enter it as

- A) B4: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) PowerPoint

1.5 An optical input device that 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 System
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 Computers B) Super Computers
C) Laptops D) Notebooks

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 Use keyboard keys 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.

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	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 Operation in MS Office	H.	Operating system software generally used on PCs
3.9	Microsoft Windows	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

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.	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 specially 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.

PART TWO
(Answer any FOUR questions)

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

(5+5+5)

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.

(5+5+5)

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.

(5+5+5)

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

(5+5+5)

9.

- a) Explain following terms in the context of Linux Operating System:
 - i) Kernel
 - ii) System Library
 - iii) Shell
- b) What is an information kiosk? What is a handout in power point presentation? What is the purpose of handouts?
- c) Explain Disk defragmenter utility of Microsoft Windows.

(6+5+4)

