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 Candidates:

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 अंगेजी है। परीक्षार्थी केवल अंगेजी 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 है 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 और अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हॉल /कमरा नहीं छोड़ सकते 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 लिखना आरम्भ करने से पहले उम्मीदवार यह जाँच कर सुनिश्चित कर लें 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 Which is incorrect statement for MS-Word?
A) It can be used to prepare annual report.
B) It can be used to generate same document to send multiple persons.
C) It has autocorrect facility and dictionary facility.
D) It can create a graph from given data.

1.2 Which is the character encoding standard that provides unique number to every character?
A) Unicode   B) ASCII
C) ENIAC   D) IBM

1.3 Which one is the invalid size of Cache memory?
A) 2048 Kilobytes   B) 3072 Kilobytes
C) 92162 Kilobytes   D) 512 Kilobytes

1.4 Which short-cut key is used to open a new file in MS-Word?
A) Ctrl + W   B) Alt + N
C) Ctrl + N   D) Ctrl + F

1.5 Which is the correct Hexa-decimal representation of binary 1010110110011?
A) 12663   B) 15B3
C) 3B51   D) 5555

1.6 MBR is an acronym for
A) Most Boot Report   B) Master Byte Record
C) Master Boot Record   D) Most Burn Record

1.7 Which tasks are performed by operating system in a computer?
i) Memory manager   ii) Process Manager
iii) Device Manager   iv) File Manager
A) i), ii), iii), iv)   B) i), ii), iv)
C) ii), iii)   D) i), iii)

1.8 To perform addition of all the cells from B8 to B11, which is the correct option?
A) =ADD(B8:B11)   B) =(B8+B11)
C) =SUM(B8+B11)   D) =SUM(B8:B11)

1.9 Which of the following file extension indicate file created in Paint?
A) .BMP   B) .DOC
C) .STK   D) .PPT

1.10 Which one is not a type of memory?
A) ROM   B) Cache
C) EEPROM   D) Joy-stick

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 F5 is the short-cut key to start slide show in Power-point.

2.2 1011 is an example of valid decimal number.

2.3 Red Hat is a company who distributes license for Windows.

2.4 Converter is a system software that translates high-level language into machine code.

2.5 Device driver is a program that controls a particular device attached to a computer.

2.6 Large Area Network is a network of computers that spreads in a large building.

2.7 Letter, A4, Legal are the example of type of presentation.

2.8 *dir* is command of DOS that works like *ls* command in Linux.

2.9 Scanner and speaker are the types of input devices.

2.10 64 Megabytes means 65536 Kilobytes.

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	The Base of a Binary Numbers	A.	2
3.2	It is non-volatile memory that can be erased by higher voltage	B.	Shift+F5
3.3	A particular area where we can write text that is shown on every page of the document	C.	Relational Database Management System
3.4	It is a file format to store video file	D.	AVI
3.5	One type of storage device with high capacity	E.	NTFS
3.6	This symbol is required at the beginning of any calculation in excel	F.	EEPROM
3.7	A type of file system in Windows operating system	G.	avg()
3.8	RDBMS	H.	clipart
3.9	It is short-cut to start slide show from the current slide	I.	header
3.10	Symbol used in email address	J.	DVD
		K.	equal
		L.	F10
		M.	@

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+c	B.	min	C.	IT Act
D.	8	E.	1024	F.	drop table
G.	drag and drop	H.	ctrl+e	I.	delete table
J.	Format painter	K.	transition	L.	Fopen
M.	png				

4.1 _____ deals with cybercrime and electronic commerce.

4.2 At the time of on-screen presentation, the motion effects that occurs in slide show when moving from one slide to the next slide is known as _____.

4.3 _____ is a short-cut to align all the selected sentences in center of the page.

4.4 _____ function is used to find the smallest value in the range of cells.

4.5 _____ facility copies only format of the selected text not the content.

4.6 To remove a table from the database, _____ command is used.

4.7 _____ is a file format supported by Windows to store images.

4.8 Base of Octal Number System is _____.

4.9 1KB equal _____ bytes.

4.10 One can copy file from one location to another using mouse. It is known as _____.

ROUGH WORK SPACE:

PART TWO
(Answer any FOUR Questions)

5.
a) Write a short note on storage devices of computer.
b) Explain the concept of primary key and foreign key in RDBMS.
c) Represent $(43EF)_{16}$ into binary and $(1349)_{10}$ into binary.

(7+4+4)

6.
a) What is the difference between function and formula in Excel? Provide example. Explain the working of the functions with example: count, max, if, sqrt in worksheet.
b) Compare the Windows operating system with Linux operating system.

(8+7)

7.
a) Explain the following terms:
   i)   Auto correction in MS-Word
   ii) Disk defragmentation
   iii) Cell reference
   iv) Web cam
b) Enumerate the components of multimedia and explain in brief. Enlist the commonly used file formats of multimedia files.

(8+7)

8.
a) What is the need of Database Management System? Give three examples of popular Database Management System.
b) Compare Compiler, Interpreter and Assembler.
c) What is the difference between SPAM and VIRUS? How do you avoid each of the two in your system?

(7+3+5)

9.
a) Discuss the various layouts of a slide of Power-Point presentation.
b) Write notes on classification of memory.
c) Explain the use of information technology in Railway reservation system.

(5+5+5)

ROUGH WORK SPACE:

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