

## A1-R5 : INFORMATION TECHNOLOGY TOOLS AND NETWORK BASICS

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** You can add words not available in Word dictionary to :

- (A) My dictionary
- (B) User dictionary
- (C) Custom dictionary
- (D) Live dictionary

**1.2** Portrait is used to refer to page orientation which is :

- (A) vertical
- (B) horizontal
- (C) flip
- (D) upside down

**1.3** "Passport Seva" website is :

- (A) [www.passportindia.gov.in](http://www.passportindia.gov.in).
- (B) [www.passportindia.com](http://www.passportindia.com).
- (C) [www.passportindia.edu](http://www.passportindia.edu).
- (D) [www.e-passportindia.gov.in](http://www.e-passportindia.gov.in).

**1.4** ORS stands for :

- (A) Open Resource System
- (B) Online Registration System
- (C) Open Reform System
- (D) Open Repair System

**1.5** UMANG is integrated with :

- (A) Aadhaar and Digilocker
- (B) Aadhaar or Digilocker
- (C) Digilocker only
- (D) Aadhaar only

**1.6** Which box overflows with e-mails generally ?

- (A) Inbox
- (B) Outbox
- (C) Address Box
- (D) Message box

**1.7** G-mail is a software used to :

- (A) Search webpages
- (B) Check E-mails
- (C) Find hotels
- (D) Search Files

1.8 What is the minimum age to join Facebook ?

- (A) 18 years
- (B) 15 years
- (C) 13 years
- (D) 10 years

1.9 When was Twitter launched ?

- (A) 01-03-2006
- (B) 01-04-2006
- (C) 01-10-2006
- (D) 01-12-2006

1.10 Which option help us to send same letter to different persons ?

- (A) Mail Merge
- (B) Macros
- (C) Multiple Letter
- (D) Template

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 Bullets is a feature that lets you create an unordered lists in word.

2.2 To capitalize the first letter of a sentence and leave all other letters as lowercase, click lowercase.

2.3 The name of the open document is displayed in the status bar.

2.4 Data in a table can only be arranged in ascending order.

2.5 You can easily add or delete text in a table.

2.6 Word first identifies grammatical errors and then spelling errors.

2.7 Facebook allows a user to post stories which lives for 24 hours.

2.8 Like an e-mail , tweets in a Twitter cannot be forwarded.

2.9 Outbox is a location where the sent mails are stored.

2.10 [www.passportindia.gov.in](http://www.passportindia.gov.in). is not a valid site for passport services in India.

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	Core2Duo is a type of	A.	Utility software package
3.2	MS-Office is a	B.	System software
3.3	OpenOffice and AbiWorld	C.	Operating System
3.4	Pendrive	D.	Primary Cache
3.5	BHIM mobile app	E.	CTRL+ T
3.6	Compiler is an example of	F.	OSS
3.7	L1	G.	Magnetic storage
3.8	Key to permanently delete the file without sending it to the recycle bin	H.	Shift + Del
3.9	Layout style	I.	Hard disk
3.10	To create hanging indent in a word document	J.	Processor
		K.	Money Transfer
		L.	Foreign Exchange
		M.	Portrait

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.	KEYBOARD	B.	Cookies	C.	DRAG
D.	NON-VOLATILE	E.	FORMAT PAINTER	F.	RECYCLE BIN
G.	Flipcart	H.	MOUSE	I.	DIGITAL
J.	TASK BAR	K.	JOYSTICK	L.	Peripheral device
M.	Tape				

- 4.1 The most common input devices are the \_\_\_\_\_.
- 4.2 Hard disk drives are considered \_\_\_\_\_ storage.
- 4.3 The term \_\_\_\_\_ designates equipment that might be added to a computer system to enhance its functionality.
- 4.4 \_\_\_\_\_ is a painting and drawing device.
- 4.5 A \_\_\_\_\_ camera is a peripheral device used to capture still images in a digital format.
- 4.6 A \_\_\_\_\_ can make easier to play games.
- 4.7 In Windows Operating System, the clock is visible on the\_\_\_\_\_.
- 4.8 In order to copy formatting features from source point to destination \_\_\_\_\_ is used.
- 4.9 All the deleted files or folders goes to the \_\_\_\_\_.
- 4.10 To make a window wider, you would move the pointer until it changes to the Horizontal Resize shape and then \_\_\_\_\_.

## PART TWO

(Answer any FOUR questions)

5. (a) Explain Mail Merge feature with an example.
- (b) What is the difference between RAM and Cache memory ?
- (c) Write a short note on Slide Transition. (9+3+3)
6. (a) Explain some of the ways to secure PC and Smartphones.
- (b) What is the difference between Absolute, Relative and Fixed Cell references ? Explain each with an example. (7+8)
7. (a) Explain the difference between LAN and WAN.
- (b) What are different formulas for numbers in a spreadsheet ? Explain each with an example. (7+8)
8. (a) What is Social Networking ? Explain the different social network sites available.
- (b) What is e-Governance ? Explain the different features of e-Hospital [ORS] app. (7+8)

9. Briefly explain the following (Any three) :
- (a) OTP [One Time Password]
- (b) QR [Quick Response] Code,
- (c) UPI [Unified Payment Interface],
- (d) AEPS [Aadhaar Enabled Payment System] (5+5+5)

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SPACE FOR ROUGH WORK

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