M1-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   Which of the following is a communication device?
A)   Printer
B)   Monitor
C)   Keyboard
D)   Modem

1.2   Which of the following file extensions indicate only graphics files?
A)   BMP and DOC
B)   JPEG and TXT
C)   TXT and STK
D)   BMP and GIF

1.3   What type of software is LINUX?
A)   Compiler
B)   Operating System
C)   Utility Software
D)   Application Software

1.4   To create a Para Break in MS-WORD, which key is used?
A)   Enter
B)   Esc
C)   Tab
D)   Shift

1.5   Which software would you use to teach students in Computer classes?
A)   Spreadsheet
B)   Database
C)   Word processing
D)   Power point

1.6 Which of the following translates a program written in Assembly language into machine code?
A) A compiler
B) An assembler
C) An operating system
D) An editor

1.7 Which of the following is a tool to send letter to many recipients in MS-Word?
A) What-if
B) Mail merge
C) Goal seeking
D) Sorting

1.8 Using MS-Power Point which layout will you use to display hierarchies of employees in your company?
A) Chart
B) Table
C) 2 Column Text
D) Organisation Chart

1.9 SQL stands for?
A) Standard Query Language
B) Structured Query Language
C) Shortest Query Language
D) System Query Language

1.10 Using the Cell Address $A4 within a formula in EXCEL means it is a?
A) Mixed cell reference
B) Absolute cell reference
C) Relative cell reference
D) All 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 All modern computer use the Binary number System.

2.2 Analog computer is a mixture of Hybrid and Digital Computer.

2.3 The EBCDIC is a 16 bit code.

2.4 Compilers are system software.

2.5 In WORD, search is case sensitive.

2.6 You can embed sound, video clips and animations into your power point presentation.

2.7 In EXCEL, a formula starts with =.

2.8 In EXCEL, by default, the numbers are left aligned and text values are right aligned.

2.9 Date and Time are internally stored as serial number in EXCEL.

2.10 AutoCorrect can be used to correct common typing errors automatically as you work.

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	Smallest unit of storage	**A.**	Entity
3.2	What are the base of Octal & Hexadecimal number system	**B.**	CTRL+S
3.3	Something which exits and whose information is being stored in Database	**C.**	Primary Key
3.4	Set of one or more attributes that can uniquely identify tuples within a relation	**D.**	8, 16
3.5	Short cut used to save a file	**E.**	Chart
3.6	Pictorial presentation of worksheet data	**F.**	3
3.7	Text that appears at the bottom of every page	**G.**	Hardware
3.8	In a work sheet cell A1 contains 7, cell A3 contains 6 and cell A4 contains 11. If cell B1 contains=COUNT(A1:A4) then what will be displayed in cell B1	**H.**	4
3.9	Group of instructions necessary to process data and give results	**I.**	12, 16
3.10	Any part of the computer which you can physically touch	**J.**	Bit
		K.	Endnote
		L.	Footer
		M.	Program

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.	Data	B.	Paste	C.	Binary Digit
D.	Better Digit	E.	Attachment	F.	36
G.	Word Wrap	H.	Pie	I.	1224
J.	Relational Database Management System	K.	Real Database Management System	L.	View
M.	Clipboard				

4.1   The term BIT is an abbreviation of _____.

4.2   An electronic document sent with the Email is termed as _____.

4.3   A virtual table derived from one or more tables is known as _____.

4.4   A temporary storage area used for keeping the cut/copied text is called _____.

4.5   Process of placement of text going past right margin to next line is termed as _____.

4.6   Short cut CTRL+V is used to _____.

4.7   If you enter 12+24 in a cell, Excel will display _____.

4.8   In _____ chart, only one data series can be plotted.

4.9   RDBMS stands for _____.

4.10   _____ label serves as data marker, which represents a single data item.

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

5.

a) State the basic units of the computer. Name the sub units that make up the CPU and give the function of each of the units.

b) What is the function of memory? What are its measuring units?

c) What are the various types of operating systems?

d) i) Convert decimal to binary
- (a) 13
- (b) 106
- (c) 84

ii) Convert binary to decimal
- (a) 10010
- (b) 101010

(3+2+5+5)

6.

a) What features of word processors make them very useful?

b) What are footnotes and endnotes? What is the difference between them?

c) What do you mean by spell checking a document in a word processor? How is it actually done?

d) Which key(s) is/are used in Word to move the cursor to?
- i) one paragraph up
- ii) paragraph down
- iii) starting of one line
- iv) end of the document
- v) starting of a document

(5+3+2+5)

7.

a) What are the features and significance of electronic spreadsheets?

b) What is a cell and how is it referred?

c) What is cell referencing and what are the different types of referencing?

d) Give some application areas of electronic spreadsheet?

(5+2+3+5)

8.

a) What is a database system? What are its features?

b) What are the various data models available for database systems?

c) Explain the application of multimedia in education.

(5+5+5)

9.

a) Name different types of columns that you would include in a payroll statement.

b) What is Financial Information System (FIS) and what are its functions.

c) Explain the need of MS-Power point presentation software. What do you mean by layout and what are the different objects used in MS-Power Point.

(3+6+6)