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 not UNIX based?
A)   Mac OS
B)   Fedora
C)   MS-DOS
D)   Android

1.2   Which of the following is not a type of printer?
A)   Laser Jet
B)   Inkjet
C)   Impact
D)   Jetlag

1.3   The octal equivalent of 111010 is
A)   71
B)   72
C)   73
D)   None of the above

1.4   Copy and Xcopy are same in the sense
A)   Both are internal command of DOS
B)   Both are external commands of DOS
C)   Both **A)** and **B)**
D)   Both can be used to copy file or group of files

1.5   Every time when Computer starts, Operating System loads the following:
A)   Device Manager
B)   Windows Updates
C)   Driver Updates
D)   Device Drivers

1.6   Which of the following is not a font style?
A)   Bold
B)   Italics
C)   Regular
D)   Strikethrough

1.7 How do you change column width to fit the contents?
A) Single-click the boundary to the left to the column heading
B) Double click the boundary to the right of the column heading
C) Press Alt and single click anywhere in the column
D) All of the above

1.8 What is the best way to create a uniform background image to all slides?
A) By inserting image on all slides
B) Define background image into Slide Master
C) Insert image on First Slide
D) By copying image to all slides

1.9 Bar charts can be plotted on
A) Multiple data series only
B) Only two data series
C) Only one data series
D) None of the above

1.10 Internet can be defined as
A) Interconnection of Computers
B) Interconnection of Peripherals
C) Interconnection of Networks
D) Interconnection of Devices

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 The cache is a smaller, faster memory which stores copies of the data from the most frequently used main memory locations.

2.2 Operating System is not a software.

2.3 MICR is stand for Magnetic Ink Character Reader.

2.4 In Word processing you can set different header footer for even and odd pages.

2.5 In a Spreadsheet you can not refer contents of other worksheet.

2.6 Scanned signature is called Digital Signature.

2.7 We can not store images in the database.

2.8 Spreadsheet file can not be protected by password.

2.9 Database can contain table, query and report.

2.10 e-Payment is a smart option for businesses and organizations to collect their payment on-line.

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	CPU converts ASCII code into	**A.**	Blue-Ray
3.2	A nibble represents number of bits	**B.**	F5
3.3	Is an input devices	**C.**	4
3.4	Optical Storage Media	**D.**	Cache
3.5	In word processing, number of commands can be combined through	**E.**	Touch Panel
3.6	Shortcut to execute PowerPoint presentation	**F.**	128
3.7	Open Source Operating System	**G.**	Oracle
3.8	Type of Memory	**H.**	Windows
3.9	Both are input and output device	**I.**	Macro
3.10	Popular RDBMS	**J.**	Linux
		K.	Joystick
		L.	F4
		M.	Binary Code

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.	1024	**B.**	Insert	**C.**	chown
D.	Printer	**E.**	Application	**F.**	chmod
G.	Scanner	**H.**	Ghz	**I.**	Attrib
J.	Mail Merge	**K.**	Control	**L.**	CU
M.	Justify				

4.1   CPU is consists of ALU and _____.

4.2   Programs designed to perform specific tasks is known as _____ software.

4.3   Speed of latest computer is measured in _____.

4.4   _____ alignment will make all the lines in a paragraph are the same length.

4.5   _____ is a software function which allows to create multiple (and potentially large numbers of) documents from a single template form and a structured data source.

4.6   _____ command is used to change ownership of the file.

4.7   _____ menu is used to place external image file into word file.

4.8   1 GB is equivalent of _____ MB.

4.9   _____ is a device that takes optically images, printed text, handwriting, or an object, and converts it to a digital image.

4.10   Inventory _____ is concerned with minimizing the total cost of inventory.

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

5.
a) Convert $(A8C4)_{16}$ to Octal.
b) Explain the functions of Operating System.
c) Differentiate between Compiler and Interpreter.

(4+6+5)

6.
a) How to insert "Concept note on Business Systems" at bottom of the each page in word file?
b) i)   What is the use of Macro in MS-Excel and how it is recorded and executed?
    ii) In a spreadsheet, how to find maximum, minimum and average of Cell A1 to A10.
c) How slide transition is used inside a PowerPoint presentation?

(4+6+5)

7.
a) What is a Word Processor? And list out the basic features of Word Processor.
b) What is Mail-Merge operation in MS-Word? Write the steps involved in Mail-Merge.
c) What do you mean by spell checking a document in a Word Processor? How is it actually done?

(5+5+5)

8.
a) What is Application Software? What are the different types of application software?
b) What is a Relational Database? What is SQL?
c) How do we hide columns in a worksheet? How do we adjust row height in MS-Excel?

(5+5+5)

9. Difference between any **three** of the followings:
a) Free software and Proprietary software
b) SPAM and VIRUS
c) UPLINK and DOWNLINK
d) TEMPLATE and WIZARD

(5x3)