



## IT Tools & Application Basant Computer Centre

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M1-R3: IT TOOLS AND APPLICATIONS

**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. (1 x 10)**

- 1.1 The arithmetic and logical operations in a computer are performed in
- A) ALU
  - B) CLU
  - C) Hard-Disk
  - D) ICU
- 1.2 Out of the following which is not a system software
- A) Window-2007
  - B) Office-2007
  - C) Norton Antivirus
  - D) Linux
- 1.3 The MICR is a device used to read characters in the form of
- A) Electrical pulses in wires
  - B) Punched holes in card
  - C) Magnetic ink on paper

D) None of the above

1.4 Which one of the following is not an impact printer

- A) Daisy Wheel
- B) Dot-matrix printer
- C) Chain printer
- D) Laser printer

1.5 How can you highlight text in a word processing software without using the mouse

- A) Through F9 Key
- B) Through F5 Key
- C) By using the arrow keys while holding down Ctrl key
- D) By using the arrow keys while holding down Shift key

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1.6 Which of the following is not a tool for analyzing spreadsheet data?

- A) What-if analysis
- B) Mail-Merge
- C) Goal seeking
- D) Sorting

1.7 Which of the following can be embedded into a slide?

- A) A Web page
- B) An audio clip
- C) A video clip
- D) All of the above

1.8 In a word processing software, a "Drop Cap" is

- A) A capital letter typed as a small letter
- B) Another name of small capitals
- C) An enlarged capital letter at the beginning of the text
- D) A letter below baseline

1.9 To change the color of text in MS-Power Point, choose

- A) Type > character
- B) Type > paragraph
- C) Edit > color
- D) Change > color

1.10 The input device that is most appropriate for a Kiosk operation is

- A) Keyboard
- B) Trackball
- C) Bar-Code reader
- D) Touch-Panel

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**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. (1 x 10)**

2.1 The wrong choice of colors can make text difficult to read on a slide in Power Point.

2.2 A1 is an example of an absolute cell reference.

2.3 A serial port transmits data one bit at a time.

2.4 In UNIX, commands are case sensitive.

2.5 MS-Word does not allow the user to mix the graphical pictures with text.

2.6 The title bar displays the name of the currently active word document.

2.7 You can create a table in your document by using the insert option from the Table menu.

2.8 An operating system can be viewed as "resource allocator" to control various I/O devices and user programs.

2.9 In general, the data size for multimedia is much smaller than textual information.

2.10 Pie charts show the relationship of parts to a whole area whereas line charts are best for showing the amount of change in values over time.

**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. (1 x 10)

**X Y**

- |                   |   |
|-------------------|---|
| 3.1 Device driver | <b>A.</b> Airline Ticketing System                    |
| 3.2 E-Commerce    | <b>B.</b> Font  |
| 3.3 PROM          | <b>C.</b> Secondary memory                            |
| 3.4 A1            | <b>D.</b> An interface on a computer to which you can |
| connect a device  |   |
| 3.5 ping          | <b>E.</b> System software                             |
| 3.6 vi            | <b>F.</b> Mail-Merge                                  |
| 3.7 COUNT( )      | <b>G.</b> Application software                        |
| 3.8 Courier       | <b>H.</b> Primary Memory                              |
| 3.9 Main Document | <b>I.</b> Line editor                                 |
| 3.10 port         | <b>J.</b> Number of non-blank cells                   |
|                   | <b>K.</b> Address of the first cell in a worksheet    |
|                   | <b>L.</b> A DOS command                               |
|                   | <b>M.</b> Directory Structure                         |
|                   | <b>N.</b> Core of a computer operating system         |

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**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. (1 x 10)**

- A.** shell **B.** Authentication **C.** +  
**D.** device driver **E.** file-system **F.** Concurrency  
**G.** expansion bus **H.** MHz **I.** Ctrl+P  
**J.** MIPs **K.** Compiler **L.** Ctrl+Enter  
**M.** absolute **N.** = **O.** Mixed  
**P.** kernel

- 4.1 The software needed to handle the interface through the controller card is called a \_\_\_\_\_.
- 4.2 The \_\_\_\_\_ transports data between the external or peripheral devices and the RAM.
- 4.3 The \_\_\_\_\_ is the way an operating system manages all the files to be stored on the external storage.
- 4.4 A UNIX user communicates with the operating system through the \_\_\_\_\_.
- 4.5 Use of computers in a Banking System requires \_\_\_\_\_ to access information.
- 4.6 One \_\_\_\_\_ equal to 1 million beats (cycles) per second.
- 4.7 The ability to execute a number of jobs in parallel is referred to as \_\_\_\_\_.
- 4.8 To insert a page break in MS-Word, press \_\_\_\_\_.
- 4.9 An \_\_\_\_\_ cell reference in a formula, always refer to a cell in a specific location.
- 4.10 Formulas are entered in the worksheet cell and must begin with an \_\_\_\_\_ sign.

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**PART TWO**

(Answer any **FOUR** questions)

**5.**

- a) What are the five basic operations performed by any computer system? Draw a block diagram to illustrate the basic organization of computer system and explain the function of various units.
- b) What is cache memory? How is it different from primary memory?
- c) What are registers in a computer system?
- d) Discuss the methodology used for creating special effects in movies?

**(6+3+2+4)**

**6.**

- a) What is the role of “Disk Cleanup” and “Disk Defragmenter” in Windows?
- b) Explain, what are the key advantages of Linux over Windows? What are its deficiencies?

c) What is an Operating System? What are the three main purposes of an Operating System?

**(5+5+5)**

**7.**

a) Explain the different types of alignment available in MS-Word.

b) What are the keyboard commands for the following operations in MS-Word?

i) To bold the text

ii) To save a file

iii) To underline the text

iv) To increase the font size

v) To paste the text from clipboard

vi) To run spelling and grammar

c) Explain the procedure to merge two document files in MS-Word?

d) How are "Line spacing" & "Paragraph spacing" adjusted in MS-Word document?

**(3+3+3+6)**

**8.**

a) What is Freeze Panes feature in MS-Excel? Explain with example?

b) Write the result of the following functions in MS-Excel?

**A B**

**Formula Result**

1. =FLOOR (2.5, 1)

2. =FLOOR (-2.5, -2)

3. =FLOOR (2.15, 1)

4. =FLOOR (-1.475, 2)

5. =FLOOR (3.14159, 3)

6. =FLOOR (31415.92654, -2)

c) What are Legends and how to add on the chart?

d) Explain how range name is defined and used with spreadsheet?

**(3+3+3+6)**

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**9.**

a) Explain how animation is inserted in MS-Power Point?

b) What is a template? What is the difference between template and wizard?

c) What is Multimedia? Discuss the role of Multimedia in a presentation software with an example.

**(5+5+5)**