IT Tools & Application

Basant Computer Centre

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 What is the Hex value of decimal number 15?
   A) F
   B) 1
   C) 0
   D) E

1.2 RAM is used to store
   A) Only Data
   B) Only Program
   C) Only Results
   D) Any kind of data or information

1.3 Laser printer resolution is specified in terms of
   A) Pixels
   B) DPI
   C) CPI

D) API

1.4 When a computer is switched on, where is the operating system loaded?
   A) BIOS
   B) ROM
   C) POST
   D) RAM

1.5 Which Windows program do you use to manage folders and files?
   A) Accessories
   B) Control panel
   C) Explorer
   D) Office

1.6 The feature that moves text to make room for new words, as they are keyed, is called.
   A) Overstrike mode
   B) Enter mode
   C) Typeover mode
   D) Insert Mode

1.7 Which key backs up characters and removes them from the document?
   A) Backspace
   B) Delete
   C) End
   D) Home

1.8 In MS-Excel, the intersection of a row and column is called
   A) square
   B) cubicle
   C) worksheet
   D) cell

1.9 To select multiple rows or columns at one time in MS-Excel, one has to press
   A) Ctrl Key
   B) Ctrl + Shift Key
   C) Shift Key
   D) Alt Key

1.10 In MS-PowerPoint, slide sorter command is found under which menu?
   A) File
   B) Tools
   C) View
   D) Edit

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 ROM is a volatile memory.
   2.2 Inkjet printer is an impact printer.
   2.3 The machine languages of all computers are identical.
   2.4 The kernel performs the basic functions of a computer.
   2.5 Linux is a multiuser, multitasking, time sharing operating system.
   2.6 'Even' and 'Odd' pages in MS-WORD can have different footers.
   2.7 In MS-Word, multiple columns cannot be viewed in the page layout view.
   2.8 Clearing cells in MS-Excel is different from cutting or copying entries.
   2.9 You can view a template before choosing it.
   2.10 MS-Windows is an open source, GNU license operating system.

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 One Billion Bytes	**A.** Memory
3.2 The set of programs that enables computer hardware devices and application software to work together	**B.** Web Design application
	C. e-mail
3.3 Holds instructions or data that the CPU processes	
3.4 Storage medium very sensitive to interference from magnets	**D.** Template
3.5 An interface to communicate with the programs by means of menus, icon and picture	**E.** Shareware
3.6 Feature of the windows operating system that allows the user to modify system settings and controls	**F.** Worksheet
3.7 A means or system for transmitting and receiving messages electronically	**G.** Control Panel
3.8 Form providing basic structure of a document	**H.** Gigabyte
3.9 Commercial software available for use for a limited or trial time	**I.** RAM
3.10 A grid consisting of rows and columns	**J.** System Software
	K. Chat
	L. Floppy Disk
	M. GUI
	N. Megabyte
	O. Web Publishing Application
	P. Freeware

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. Attrib   **B.** Font   **C.** Tracks
D. HTML   **E.** Smart card   **F.** Diode
G. CPU   **H.** chmod   **I.** Sectors
J. Insert   **K.** Excel   **L.** DIR
M. Digital to Analog   **N.** Analog to Digita   l **O.** LIST
P. ls   **Q.** Memory   **R.** BUS

4.1 Registers are high speed _____.
4.2 Primary function of _____ is to execute programs
4.3 Invisible concentric circles on disk are called _____.
4.4 A _____ contains a small processor that holds certain information.
4.5 _____ command displays or changes the file attributes in Linux.
4.6 Times Roman is the name of a _____.
4.7 Use _____ menu to insert a page break.
4.8 The MS-Excel web document is saved in _____ format.
4.9 Modems convert signals from _____.
4.10 _____ command is used to list files in MS-DOS.

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

5.
   a) Explain the various components of CPU with the help of a sketch diagram.
   b) Explain the functions of an Operating System in a computer.
   c) What is a Mail Merge Helper? What are the various steps involved in its usage?
   d) What do you understand by "Application Software Package"?
(3+4+5+3)

6.
   a) Differentiate between Compilers and Interpreters.
   b) What is the role of "Control Panel" in Windows?
   c) What do you understand by Autocomplete and Autofill features in MS-Excel?
   d) Explain the animation features provided by PowerPoint presentation package.
(4+4+4+3)

7.
   a) What is the role of "Disk Cleanup" and "Disk Defragmenter" in Windows?
   b) How are tables created in MS-Word?
   c) What is the difference between Pie charts and Doughnut Bar Charts?
   d) Convert hexadecimal number 9FAB to its binary equivalent?
(4+4+4+3)

8.
   a) What is MICR device and how does it impact businesses?
   b) Explain the principle and working of laser printers.
   c) What are Real-Time systems and what is their use?
(5+5+5)

9. Differentiate between: -
   i) RAM and ROM
   ii) Multiprogramming and Multitasking
   iii) Memory Management and Device Management
                              (5+5+5)