

## A1-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. Octal equivalent of the pure binary bits  $(1001101)_2$  is:
    - A) 464
    - B) 715
    - C) 125
    - D) 115
  - 1.2. Which of the following is not an example of an Application Software?
    - A) MS-Word
    - B) Screen saver program
    - C) Operating system
    - D) Antivirus program
  - 1.3. A printer's image quality is usually measured in:
    - A) Characters per second
    - B) Pages per minute
    - C) Dots per inch
    - D) Pixels
  - 1.4. What do folders let you do?
    - A) Organize the files on a disk
    - B) Ensure the computer starts properly
    - C) Name your files
    - D) Create a file allocation table
  - 1.5. A dot matrix printer works by
    - A) Pushing pins against an inked ribbon
    - B) Using hammers to strike a spinning band of characters
    - C) Spraying ink on the page
    - D) Using heat to stick toner onto the page

- 1.6 Some keyboards have a small joystick built into them, between the g and h keys. This type of device is called a(n)
- A) TrackStick
  - B) Alternative pointing device
  - C) Tracking device
  - D) Integrated pointing device
- 1.7 In MS-Word you can force a page break:
- A) By positioning your cursor at the appropriate place and pressing the F1 key
  - B) By using the Insert/Section Break
  - C) By positioning your cursor at the appropriate place and pressing Ctrl+Enter
  - D) By changing the font size of your document
- 1.8 Embedded software is used in:
- A) On-line Railway Information System
  - B) Mobile Phones
  - C) e-learning software
  - D) Multimedia Movies
- 1.9 In a spreadsheet, a statement that performs a calculation is called a(n)
- A) Formula
  - B) Reference
  - C) Argument
  - D) Parameter
- 1.10 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

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 A storage device is a hardware component that writes data to and reads data from a storage medium.
- 2.2 In a binary representation, we used digits 1 and 2.
- 2.3 ROM, which stands for read-only memory and is also known as firmware, cannot be written on or erased by the computer user.
- 2.4 High-end laser printers offer resolutions as high as 300 dpi.
- 2.5 One of the operating system's function is to manage the way information is stored on and retrieved from disks.
- 2.6 The default file extension for all Word documents is .doc
- 2.7 In order to create columnar data in Word you need to Set tabs or use the Table menu.
- 2.8 A1 is an example of an absolute cell reference.
- 2.9 The wrong choice of colors can make text difficult to read on a slide in Power Point.
- 2.10A presentation usually includes a single slide.

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	Duplexing	A.	basic unit for storing data.
3.2	Cell	B.	the ability to print on both sides of a piece of paper
3.3	USB	C.	rounds a number up to the nearest integer or to the nearest multiple of significance
3.4	Alt+Shift+X	D.	Single user system by several users
3.5	Style	E.	Use of mark terms you want to include in your index
3.6	Upper memory	F.	port for connecting peripheral devices to a PC
3.7	Assembler	G.	Internal DOS command
3.8	Time sharing system	H.	Interactive multi-programmed system with several users.
3.9	DIR/w	I.	A collection of format setting that you can apply to a paragraph or to selected text.
3.10	CEILING( )	J.	is the memory located between 640 kilobytes and 1 megabyte of RAM.
		K.	Rounds a number down towards zero to be nearest multiple of significance.
		L.	translates assembly language programs into machine language
		M.	External DOS command
		N.	is the memory located onward 1 MB of RAM

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)

	alignment		hard		laser
	shell		cursor		Network Interface Card
	Slides		drag		template
	soft		style		slide view
	VRAM		online view		pages

- 4.1 Printers are an essential resource for creating a(n) \_\_\_\_\_ copy.
- 4.2 For a computer to be connected to a LAN, the computer must have a(n) \_\_\_\_\_.
- 4.3 \_\_\_\_\_ chips are used to store display images for the monitor.
- 4.4 The part of operating system that allows the user to communicate, or interact, with it is called the \_\_\_\_\_.
- 4.5 To resize a frame or text box, click it, then \_\_\_\_\_ one of its handle.
- 4.6 The \_\_\_\_\_ is the symbol on the screen that shows where data may be entered next.
- 4.7 \_\_\_\_\_ is a pattern for a document that controls fonts, sizes and other format settings.
- 4.8 \_\_\_\_\_ is a way of organizing text. It refers to the position of the text relative to the margins.
- 4.9 The \_\_\_\_\_ helps in getting the detailed picture of each slide.
- 4.10A collection of \_\_\_\_\_ is called a presentation.

**PART TWO**

(Answer any **FOUR** of the following)

**5.**

- a) Define the term "Byte". What is the difference between bit and a byte?
- b) Illustrate the difference between primary and secondary storage.
- c) List any four devices which can be used both as Input and Output devices.
- d) Convert  $(14E)_{16}$  and  $(6DC)_{16}$  to its binary equivalent.

**(3+4+4+4)**

**6.**

- a) What is an Operating System? Discuss its application for a computer system?
- b) What is the role of "Disk Cleanup" and "Disk Defragmenter" in Windows?
- c) Explain the difference between Multiprogramming and Multiprocessing systems?
- d) Illustrate three applications of Information Technology in Railways.

**(4+4+4+3)**

**7.**

- a) Explain the components of CPU.
- b) What is difference between application software and system software? Explain.
- c) What is the difference between Assemblers and Compilers? Explain.

**(5+5+5)**

**8.**

- a) How to work with macros in Excel?
- b) What are cell references?
- c) Consider the following worksheet and explain the meaning of formula written in cell B6, and what will be the result of this?

	<b>A</b>	<b>B</b>
<b>1</b>	<b>Property Value</b>	<b>Commission</b>
<b>2</b>	100,000	7,000
<b>3</b>	200,000	14,000
<b>4</b>	300,000	21,000
<b>5</b>	400,000	28,000
<b>6</b>	<b>Formula</b>	<b>=SUMIF(A2:A5,"&gt;160000",B2:B5)</b>

**(5+5+5)**

**9.**

- a) How do presentation programs help modern business operations?
- b) What is the role of "slide transition" and "animation" in presentation?
- c) How do you setup headers and footers in MS-Word? Discuss briefly.
- d) How are tables and charts created in MS-Word? How do you insert a picture in MS-Word?

**(3+4+4+4)**