B1.1-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 connection between the computers and peripherals is called a
A) Port
B) Bus
C) I/O device
D) None of the above

1.2 Which one of the following is External DOS Command?
A) COPY
B) FORMAT
C) DEL
D) DIR

1.3 Virtual Memory is
A) Part of main memory only used for swapping
B) A technique to allow a program, of size more than the size of the main memory to run
C) Part of secondary storage used in program execution
D) None of the above

1.4 Baud rate is
A) The difference between the lowest and the highest frequency transmitted
B) Transmission capacity
C) Transmission speed of channel
D) None of the above.

1.5 Software designed for a specific purpose is called as
A) System Software
B) Compiler
C) Specific Software
D) Application Software

1.6   Functions of operating system are:
A)   Processor Management
B)   Memory Management
C)   Input/Output Management
D)   All of the above

1.7   Which of the following charts is not likely to be included in an analysis or presentation graphics package?
A)   Bar
B)   Pie
C)   Temperature
D)   Line

1.8   The printers that produce the output by pressing a print element and an inked ribbon against the face of a continuous paper form is called:
A)   Impact printer
B)   Non-impact printer
C)   Scanning printers
D)   None of the above

1.9   The utility used to increase the speed of programs is called
A)   Disk Fragmenter
B)   Disk Cleanup
C)   Disk Formatter
D)   None of the above

1.10   Find the odd one out:
A)   NORTON
B)   McAFee
C)   eScan
D)   None 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 Motherboard is the main circuit board in the computer where memory, CPU and other components are plugged in.

2.2 Cache memory makes memory transfer rates higher and thus raise the speed of the processor.

2.3 The laser printer uses a technology called thermal process.

2.4 You can protect scenario so other users cannot change or modify it.

2.5 Without a mouse one cannot work with MS-WINDOWS.

2.6 Folders organize files on a disk.

2.7 In Linux error messages are placed in a standard byte stream called the standard error.

2.8 In DOS system FATs are stored before boot sector.

2.9 #REF! Error in MS-Excel occurs when the formula refers to an invalie cell.

2.10 MICR stands for Magnetic Ink Course Reader.

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
FAT	A.	Is Dos command, indicates, which directories MS-DOS should search.
Pivot Table	B.	Mixed Reference
To introduce page break	C.	Non impact printer
G10	D.	CTRL+ENTER
Hyperlink can be identified by	E.	The formula cannot use the number supplied.
#NUM1	F.	Summarizes information within a worksheet.
PATH	G.	A table that the OS uses to search files on a DISK.
Slide Workspace	H.	Refers to the hierarchy of data in the spreadsheet.
Inkjet Printer	I.	SHIFT+ENTER
Level	J.	underline
	K.	Impact printer
	L.	Absolute Reference
	M.	The large white area where slides are created, viewed and edited.

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.	46687	B.	Autoexec.Bat	C.	Macro
D.	1,073,741,824	E.	Portrait	F.	46567
G.	Command.com	H.	Shortcut	I.	1,048,576
J.	Bulleted effects	K.	Universal Serial Bus	L.	Operating System
M.	Unified Sorted Bullets	N.	Consolidate	O.	Mouse

4.1   Icons with an arrow in the lower left corner are _____ icons.

4.2   The decimal equivalent of hexadecimal number B65F is _____.

4.3   1 GB is equal to _____ bytes.

4.4   An organized collection of software that controls the overall operations of a computer is called as _____.

4.5   _____ is a collection of keystrokes that is created and saved in an assigned control key.

4.6   Internal commands in DOS are present in _____.

4.7   Outline view in power point displays contents in _____.

4.8   USB stands for _____.

4.9   _____ combines values of multiple worksheets into selected cells.

4.10   _____ is a pointing device.

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

5.

a) In MS-Windows environment, what is the difference in using "My Computer" from "Windows Explorer" for exploring contents of a computer?

b) When is a disk said to be fragmented? Write one disadvantage of a fragmented disk.

c) Explain the following DOS commands:
   i) DELTREE
   ii) RMDIR
   iii) VER

(3+6+6)

6.

a) What is an Open Source Software? What are the advantages and disadvantages of using Open Source Software?

b) What is multimedia? Discuss the role of multimedia in Marketing.

c) Draw a block diagram showing components of a computer. Explain functions of CPU in detail.

(5+5+5)

7.

a) Explain Macro in reference to MS-Excel by giving a suitable example. What is an automatic macro?

b) There are 500 employees in a company and their information stored in a database. Each record contains Employee Number, Employee Name, Employee Address, Gender, Basic pay, DA, HRA and Total Pay. Assume that this data is transferred to a worksheet where each row refers to record of an employee. Now it is required to display only those records which fulfil the following condition:
Display only those records who are females and their Total Pay is greater than 10,000.
Name the command in Excel that will be used for the above mentioned task and explain the procedure step by step.

c) Explain the following:
   i) Embedded Charts
   ii) Absolute reference
   iii) Legend
   iv) Relative reference

(4+3+8)

8.

a) What are non-impact printers? Explain briefly any two of them.

b) What is a computer virus? What is the remedy available for computer viruses? How does it differ from a bug?

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

(6+3+6)

9.

a) Describe the Mail Merge operation in Microsoft Word. What is Mail Merge Helper? What are the steps involved in its usage?

b) Convert $(24.25)_8$ to equivalent decimal number and hexadecimal number.

c) Explain about Animating Objects and Text while preparing slides presentation.

(5+5+5)