

B1.1-R3: IT TOOLS & 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 One of the following is not an Operating System.

-)A MS-DOS
-)B COM
-)C LINUX
-)D MS-WINDOWS

1.2 One of the following is Input/Output device

-)A Printer
-)B Keyboard
-)C VDU
-)D Hard Disk

1.3 A CPU consists of at least

- A) ALU and Registers
- B) ALU and Control Unit
- C) ALU and Memory
- D) RAM and ROM

1.4 Which one of the following is a Primary Memory

- A) RAM
- B) Hard Disk
- C) CD ROM
- D) Floppy Disk

- 1.5 One of the following language is written as the string of binary digits
- A) ASSEMBLY
 - B) HIGH LEVEL
 - C) MACHINE
 - D) BASIC
- 1.6 To keep files, most operating systems support the concept of a
- A) Track
 - B) Platter
 - C) Directory
 - D) Folder
- 1.7 One of the following is Sequential Access Memory
- A) Magnetic Tape
 - B) Magnetic Disk
 - C) Magnetic Drum
 - D) Optical Disk
- 1.8 One of the following is not an Impact Printer
- A) Daisy-Wheel
 - B) Dot - Matrix Printer
 - C) Chain Printer
 - D) Laser
- 1.9 One of the following is Application Software
- A) Window - XP
 - B) Office - XP
 - C) Norton Antivirus
 - D) VMS
- 1.10 ROM means
- A) Read Once Memory
 - B) Read Only Memory
 - C) Read On Memory
 - D) Read Other Memory

- 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 translator that is used to translate a high-level language into a machine language is system software and is called as the compiler.
 - 2.2 A word processor package may have the facility for checking the spelling of words in a document.
 - 2.3 Word does not present a new blank document when you start the program but you need to click the New Blank Document button at the far-left end of the Standard toolbar or press Ctrl + N.
 - 2.4 A real time system is used when there are rigid time requirements on the operation of a processor or the flow of data, and thus is often used as a control device in a dedicated application.
 - 2.5 Many a times the Operating System does not act as a Resource Manager but only as Device Manager.
 - 2.6 A formula is always to be proceeded by specific operator like + or -.
 - 2.7 Function keys are programmable keys.
 - 2.8 The operating system provides the interface that a software application program needs to communicate with the PC.
 - 2.9 A mini diskette is more rugged than a micro floppy diskette.
 - 2.10 TCP allows several concurrent logins to the same host.

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	Multiprogramming	A.	The toolbar contain buttons that you can click to issue commands.
3.2	Icons	B.	This is the area in which you can type text, draw any figure or other objects.
3.3	Windows	C.	Used to select the text to be operated with other command key.
3.4	Toolbar	D.	Bars let you bring different parts of a document into view
3.5	Shift Key	E.	Translating the HLL program input into an equivalent machine language program.
3.6	Text Area	F.	Translate one line at a time of the program into machine language.
3.7	Scrollbars	G.	Translate mnemonics into an equivalent machine language program.
3.8	Compiler	H.	Translate source code into equivalent machine language program.
3.9	Assembler	I.	Concept to store more than one program in computer memory.
3.10	CPU	J.	System software.
		K.	Small symbols on the desktop.
		L.	Consists of ALU and CU.
		M.	Consists of ALU and Registers
		N.	Consists of ALU and Programs.

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.	Intel	B.	Interpreter	C.	Hard
D.	system	E.	A>	F.	16-bit
G.	external	H.	extension	I.	directory
J.	refresh rate	K.	MD	L.	floppy
M.	create	N.	file	O.	< >

- 4.1 IMB microcomputers are built around _____ microprocessors.
- 4.2 MS-DOS is an operating system basically developed for _____ microcomputers.
- 4.3 DOS can reside on the _____ disk as well as on hard disk.
- 4.4 command.com is known as command _____.
- 4.5 _____ prompt is displayed, if DOS is loaded from floppy drive.
- 4.6 The name of file contains two parts: ??????/? and _____.
- 4.7 DOS have two types of commands: internal and _____.
- 4.8 A new directory can be created by _____ command.
- 4.9 RD command is used to remove a _____ from the disk.
- 4.10 _____ is the number of times per second that the pixels are recharged so that their glow remains bright.

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

5.

- a) Explain the various components of CPU with the help of diagram. What are the input and output devices? Name those devices, which are both input and output data.
- b) For what purpose the WILD CARD COMMANDs are being used in DOS? What are the steps for searching particular word in a document and replacing all with the same word in the whole document?
- c) What are non-impact printers? Explain the difference between Dot Matrix and Laser Printers.

(5+5+5)

6.

- a) What is the various type of software? Explain each one of them in brief.
- b) What do you understand by DOS prompt? List out the steps required to start DOS from a floppy drive?
- c) Explain the functions of an Operating System in a computer.

(5+5+5)

7.

- a) What is template? What is the difference between template and a wizard?
- b) Explain the difference between Relative and Absolute referencing. How can you connect Relative reference into Absolute reference in MS-Excel?
- c) Describe the Mail Merge operation in MS-Word. What are the steps involved in Mail Merge Helper?

(5+5+5)

8.

- a) What is a secondary storage? How does it differ from a primary storage?
- b) Define the following terms with respect to a computer.
 - i) Sub-routine
 - ii) Information
 - iii) Firmware

(9+6)

9.

Write short notes on any **three** of the following: -

- a) Compilers and Interpreters
- b) MICR
- c) Creating Tables in MS-Word
- d) Charts and Graphs in MS-Excel

(3x5)