

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 Which one is not an output device?
 - A) Printer
 - B) Monitor
 - C) Keyboard
 - D) Modem
 - 1.2 An operating system is:
 - A) Integrated software
 - B) CD-ROM software
 - C) Application software
 - D) System software
 - 1.3 One MB is equal to:
 - A) The amount of RAM in every computer
 - B) 1 billion bytes
 - C) 1024KB
 - D) 1 thousand bytes
 - 1.4 The resolution of a printer is measured in:
 - A) Megabits
 - B) Hz
 - C) Dots per inch (DPI)
 - D) Inches (diagonal)
 - 1.5 A computer port is used to:
 - A) Communicate with other computer peripherals
 - B) Download files from the web
 - C) Communicate with all hard drives
 - D) Connect computers together

- 1.6 Which file extensions indicate only graphics files?
- A) BMP and DOC
 - B) JPEG and TXT
 - C) TXT and STK
 - D) BMP and GIF
- 1.7 Which one is an e-mail address?
- A) <http://vianet.com/index.htm>
 - B) D:\\Email\\Standard
 - C) joesmart@billme.com
 - D) Chaminade.org/teachers/mailaddresses
- 1.8 To insert clip art, pictures from disk into a Word Document, which of the following method is used?
- A) Insert Picture command
 - B) Insert Object command
 - C) Add Picture command
 - D) Insert File command
- 1.9 Which of the following is not a tool for analyzing spreadsheet data?
- A) What-if analysis
 - B) Mail merge
 - C) Goal seeking
 - D) Sorting
- 1.10 The multiplication arithmetic operator is represented by which of the following symbols?
- A) ^
 - B) *
 - C) /
 - D) x

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 If the text entered in a cell does not fit, Excel will display ##### to indicate that the text is too long.
- 2.2 A mouse is a pointing device.
- 2.3 An example of an input device is a printer.
- 2.4 Microsoft office word is an application program.
- 2.5 When you download files you send files from your computer to the Internet.
- 2.6 A bit is bigger than a byte.
- 2.7 An inkjet printer hammers rows of pins against paper to produce words or pictures.
- 2.8 You can add dates to worksheets, but spreadsheets cannot use dates in calculations.
- 2.9 In a spreadsheet, ordinary text is called a "label."
- 2.10 Presentation programs create notes for each slide, which are visible only to the presenter.

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	Approximately a billion bytes or 10000 megabytes	A.	Text
3.2	A printed copy of computer output	B.	MODEM
3.3	The use of graphical symbols instead of text commands to control common computer functions	C.	vi
3.4	The programs or instructions that tell the computer what to do.	D.	Hard Copy
3.5	The sequence of operations that defines a solution to a problem in logic.	E.	Multimedia
3.6	A communications device which converts electronic signals from one kind to another for transmission over circuits such as telephone lines, cable lines, microwave, satellite, etc.	F.	Graphical User Interface
3.7	A permanent storage device, which uses a laser disk to read information	G.	Spreadsheet
3.8	A combination of text, graphics, sound and animation	H.	Slide Show
3.9	What would be the best program for calculating numbers	I.	del
3.10	Linux command	J.	CD ROM
		K.	Gigabyte
		L.	ALGORITHM
		M.	Router
		N.	Software

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.	Operating system	B.	Virus	C.	Insert
D.	MegaHertz	E.	Volatile	F.	Sectors
G.	Clipboard	H.	Ctrl+Enter	I.	Word Processor
J.	JPEG	K.	Upper	L.	Lab leader
M.	Icon	N.	Case	O.	ASCII

- 4.1 RAM is a(n) _____ memory.
- 4.2 Ms-word is an example of a(n) _____.
- 4.3 The _____ generally controls interaction of the application software and all the hardware components.
- 4.4 In Unix, commands are _____ sensitive.
- 4.5 _____ is the name of a code used to represent characters.
- 4.6 The _____ is a section of RAM where your computer stores copied data.
- 4.7 _____ is a format for image files.
- 4.8 The feature that moves text to make room for new words as they are keyed is called _____ mode.
- 4.9 _____ is a small picture or symbol representing a computer hardware function or component.
- 4.10 The speed of the clock chip is measured in _____.

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

5.

- a) Convert $(7305)_8$ to Binary and $(1023)_{10}$ to Hexadecimal.
- b) Mention the basic functional units of a computer?
- c) What are the differences between RAM and ROM?
- d) What is the difference between systems software and applications software?

(4+4+3+4)

6.

- a) What is the difference between impact and non impact printer?
- b) Explain primary memory and its properties and types?
- c) List and explain any two input and output devices.
- d) With a neat diagram explain the working of a mouse.

(3+4+4+4)

7.

- a) You may prefer your Word documents or multiple page letters to be printed without any numbering on the first page, how is it achieved?
- b) Define and explain how to adjust "Line spacing" & "paragraph spacing" in Word a document.
- c) In Power Point, explain using a custom animation effect, how do you make text appear on a slide letter by letter?

(5+5+5)

8.

- a) What is the difference between Embedded charts and Chart Sheet? What are Legends and how to add on the chart?
- b) What is the difference between relative and absolute references?
- c) In Excel, we have three functions named a ROUND(), ROUNDDOWN(), ROUNDUP(); how these are different? Explain with examples.

(5+5+5)

9.

- a) What is a compiler? Give the differences between compiler and interpreter?
- b) Explain the functions of an operating system?
- c) What are the internal tasks or activities involved during booting of a computer?

(5+5+5)