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. 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.
2.10 A 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.

4.10 A 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?

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

(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)