

## 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 Number system using strings of 0's and 1's is termed as:

- A) Decimal number system
- B) Binary number system
- C) Hexadecimal number system
- D) Octal number system

1.2 Which one of the following is not hardware?

- A) Magnetic Tape
- B) VDU terminal
- C) Printer
- D) Assembler

1.3 Multiple choice examination answer sheets can be evaluated automatically by:

- A) OMR
- B) OCR
- C) MICR
- D) Scanner

1.4 To create large-size drawings, architects and engineers often use a device called a:

- A) Plotter
- B) Band printer
- C) Line printer
- D) Laser printer

1.5 To launch a program in a command-line interface, you must:

- A) Click an icon
- B) Type one or more memorized commands
- C) Use a menu
- D) None of the above

- 1.6 The part of an operating system, which permanently resides in main memory is
- A) Job scheduling module
  - B) Kernel
  - C) Translator
  - D) None of the above
- 1.7 Microsoft Office 97 includes the following:
- A) Word 97
  - B) Outlook 97
  - C) Excel 97
  - D) All of the above
- 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 Which method can you use to navigate from one slide to another in a slide show?
- A) Press the Esc key
  - B) Click the mouse button
  - C) Change the channels on the TV
  - 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 Main memory is a software component.
- 2.2 A computer's CD-ROM drive can read data disks, but it cannot play audio CDs.
- 2.3 The first successful GUI appeared on the Macintosh computer in 1984.
- 2.4 A utility program can be used to improve the function of an operating system in some way.
- 2.5 During the formatting process, a disk's surface is divided into sectors, which are then further divided into rings, called tracks.
- 2.6 Bold, italics and bold italics are available for all fonts.
- 2.7 All sections in a document necessarily use the same margins.
- 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 let you create notes for each slide, which are visible only to you.

**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 Booting	<b>A.</b> uneven distribution of data on a hard disk.
3.2 Drivers	<b>B.</b> The process of loading an operating system into a computer's main memory.
3.3 Fragmentation	<b>C.</b> A pattern for a document that controls fonts, sizes and other format settings.
3.4 Shell	<b>D.</b> Series of program instructions that standardizes the format of data between a computer and a peripheral device.
3.5 Template	<b>E.</b> The part of operating system that allows the user to communicate or interact with it.
3.6 Workbook	<b>F.</b> enables the applications software to interact with the computer and help it manage its internal resources.
3.7 System Software	<b>G.</b> Internal DOS command.
3.8 Voice-output device	<b>H.</b> A collection of Excel worksheets.
3.9 TYPE	<b>I.</b> Line editor.
3.10 vi	<b>J.</b> External DOS command.
	<b>K.</b> Converts digital data into speech-like sounds.
	<b>L.</b> Linux command.
	<b>M.</b> The innermost layer of the operating system.
	<b>N.</b> A page in an Excel on which you enter data.

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)

<b>A.</b>	Nucleus	<b>B.</b>	Virus	<b>C.</b>	Electro-magnetic
<b>D.</b>	Indents	<b>E.</b>	Shell	<b>F.</b>	Sectors
<b>G.</b>	Conventional	<b>H.</b>	Ctrl+Enter	<b>I.</b>	Slide show
<b>J.</b>	Slide sorter	<b>K.</b>	Upper	<b>L.</b>	Lab leader
<b>M.</b>	Folio	<b>N.</b>	Tracks	<b>O.</b>	Ctrl+K

- 4.1 Data is recorded on the tape in the form of \_\_\_\_\_ pulses.
- 4.2 \_\_\_\_\_ memory consists of the first 640 kilobytes of RAM.
- 4.3 The innermost layer of the operating system is \_\_\_\_\_.
- 4.4 \_\_\_\_\_ are logical concentric circles.
- 4.5 A(n) \_\_\_\_\_ consists of hidden programming instructions that are buried in an applications or systems program; it can damage data, files and entire computer systems.
- 4.6 A(n) \_\_\_\_\_ is the basic information about each page; usually the page numbers the title of publication and the date of publication etc.
- 4.7 To insert a page break, press \_\_\_\_\_.
- 4.8 A(n) \_\_\_\_\_ is a row of dots or dashes that is inserted between two text elements.
- 4.9 \_\_\_\_\_ are added to margins, thereby increasing the white space and decreasing the text area for specific paragraphs.
- 4.10The \_\_\_\_\_ view helps in getting the detailed picture of each slide.

## PART TWO

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

5.

- a) Convert  $(7305)_8$  to Binary and  $(1023)_{10}$  to Hexadecimal.
- b) What is a Mouse? Identify the five essential techniques for using a mouse.
- c) What is the difference between systems software and applications software?
- d) What is "Shareware"?

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

6.

- a) As working with Linux OS all files and directories have security permissions; what are those and how **chmod** command helps in operating all those permissions?
- b) Explain the following DOS commands:  
`COPY *.txt + *.ref combin.doc`  
`chkdsk c: > status.txt`
- c) What is the role of "Control Panel" in Windows?

**(7+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 it is achieved?
- b) Define and explain how to adjust "Line spacing" & "paragraph spacing" in Word document.
- c) Explain about Animating Text and Objects on the Slides of your Presentation.

**(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) Word provides eight views: Normal, Outline, Print Layout, Web Layout, Print Preview, Web Page Preview, Document Map and Full Screen. Explain?
- b) What is the purpose of Presentation Software? Explain the features provided by MS Power Point.

**(8+7)**