

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