

## 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 of the following is not an input device?
    - )A Keyboard
    - )B Memory
    - )C Monitor
    - )D Mouse
  - 1.2 One of the following is an Application Software.
    - )A DOS
    - )B Windows
    - )C Linux
    - )D MS Office
  - 1.3 Which one of the following is DOS External Command?
    - A) COPY
    - B) FORMAT
    - C) DEL
    - D) DIR
  - 1.4 Which one of the following is a Primary Memory?
    - A) RAM
    - B) Hard Disk
    - C) CD-ROM
    - D) Floppy Disk
  - 1.5 Which is a bootable disk?
    - A) The hard disk of a Computer System
    - B) A disk which is used to load DOS into the RAM
    - C) A mini floppy disk

D) A CD-ROM

- 1.6 The number system that is the basis for computer operation as
- A) Hexadecimal System
  - B) Octal System
  - C) ASCII
  - D) Binary System
- 1.7 If data is processed at once as soon as it arrives, this type of data processing is called
- A) Real-Time Processing
  - B) Batch Processing
  - C) Off-Line Processing
  - D) None of the above
- 1.8 CPU reads the information from secondary memory
- A) First information is transferred to main memory and from there, the CPU reads
  - B) Directly
  - C) Through registers
  - D) None of the above
- 1.9 One of the following is Diagnostic Software
- A) Windows-XP
  - B) Office-XP
  - C) Norton Antivirus
  - D) Unix
- 1.10 Find the odd one out
- A) Control Unit
  - B) Arithmetic Logic Unit
  - C) Registers
  - D) Printer

**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 To be computer literate, you must be able to write computer programs.
- 2.2 The computerized processing of data can only be applied to the field of business.
- 2.3 The ASCII computer code is primarily used in the preparation of punched paper tapes and has little value with terminal devices.
- 2.4 The binary system, the place value of a digit increases or decreases by power of 2.
- 2.5 The word ‘bit’ is contraction of the word ‘binary digits’.
- 2.6 The primary function of I/O peripherals is to facilitate computer-to-computer data transmission.
- 2.7 The file protection ring is an important part of the label-checking operation to protect tape files.
- 2.8 Dot-matrix printer technology is available in serial and line printers.
- 2.9 The octal number system has a base of 8 using number from 1 to 8.
- 2.10 The standard toolbar has buttons for the most common tasks you perform in PowerPoint, such as saving, printing, or spell checking a presentation.

**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	Application Package	A.	Provides a storage medium for the data and instructions to be executed.
3.2	Utility programs	B.	Copy the selected matter without changing the original text.
3.3	Memory	C.	Used to select the text to be operated with other command key.
3.4	DOS	D.	Bars let you bring different parts of a document into view.
3.5	Copy	E.	Provide a good user interface to ease the process of maintaining the files & directories.
3.6	language processor	F.	Control + X
3.7	$(568)_8$	G.	Control + S
3.8	Save	H.	A software which bridges a specification or execution gap
3.9	Menu Bar	I.	$(101110010)_2$
3.10	CPU	J.	Spread sheets.
		K.	Software placed on the hard disk.
		L.	Consists of ALU and CU
		M.	Consists of ALU and Registers
		N.	Consists of ALU and Programs
		O.	$(101011101)_2$
		P.	Bar where you can choose commands

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>	Main Memory	<b>B.</b>	Primary storage	<b>C.</b>	Non-Volatile
<b>D.</b>	Volatile	<b>E.</b>	Read Only Memory	<b>F.</b>	CPU
<b>G.</b>	RAM	<b>H.</b>	Mainframes	<b>I.</b>	Compact
<b>J.</b>	Hard	<b>K.</b>	Eight	<b>L.</b>	Processing
<b>M.</b>	Four	<b>N.</b>	American Standard Code for Information interchange	<b>O.</b>	MD
<b>P.</b>	CD	<b>Q.</b>	American Set of Codes for Information Interchange	<b>R.</b>	RD
<b>S.</b>	Sixteen	<b>T.</b>	System, Application	<b>U.</b>	External
<b>V.</b>	Vector, Interrupt				

- 4.1 The components of a CPU are \_\_\_\_\_ the arithmetic-logic unit, and the control unit.
- 4.2 Semiconductor storage is \_\_\_\_\_ which means that the storage loses its data representation when electrical power is interrupted.
- 4.3 Two basic types of semiconductor memory are random-access memory and \_\_\_\_\_
- 4.4 Computers are classified into four groups: microcomputers, minicomputers and \_\_\_\_\_ supercomputers.
- 4.5 There are two basic types of disk: \_\_\_\_\_ disk, and floppy disk.
- 4.6 ASCII stands for \_\_\_\_\_.
- 4.7 A byte consists of \_\_\_\_\_ bits.
- 4.8 Information to be processed by a computer is called \_\_\_\_\_.
- 4.9 DOS have two types of commands: Internal and \_\_\_\_\_.
- 4.10 A new directory can be created by \_\_\_\_\_ command.

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

**5.** Differentiate between:

- a) Time Sharing and Real time Systems
- b) Multiprogramming and Multitasking
- c) Memory Management and Device Management

**(3x5)**

**6.**

- a) What is spooling? Do you think that advanced personal computers will have spooling as a standard feature in the future?
- b) What is networking? Give the name of the essential hardware and software used for networking.
- c) What is computer virus? What is the remedy available for computer viruses? How does it differ from bug?

**(4+6+5)**

**7.**

- a) Explain the principle and working of laser printers.
- b) Explain the basic differences between a Keyboard and Mouse?
- c) What is an MICR device? Explain how it helps in faster processing of bank cheques with greater accuracy.

**(6+4+5)**

**8.**

- a) What are the basic differences between memories and storage devices? Explain the working principle of any one of the storage device.
- b) Linux has been developed as a cooperative effort over Internet. Comment on this statement.
- c) In Excel, we have three functions named as ROUND( ), ROUNDDOWN( ), ROUNDUP( ); how these are different? Explain with examples.

**(6+4+5)**

**9.**

- a) What is template? What is the difference between a template and wizard?
- b) What are the features of Windows Operating System? Explain the following:
  - i) Disk Cleanup
  - ii) Disk De-Fragmentor
- c) Explain the various components of CPU with the help of diagram.

**(3x5)**