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.   (1x10)

1.1   A binary digit is called a
A)   character
B)   bit
C)   byte
D)   all of the above

1.2   One KB implies
A)   1 thousand bytes
B)   1024 bytes
C)   1024 bits
D)   100 bits

1.3   A parallel port is used to
A)   control a printer
B)   control a keyboard
C)   control a mouse
D)   variety of purpose

1.4   Hard copy of a document can be obtained from
A)   Laser Printer
B)   Card reader
C)   CRT
D)   Paper tape

1.5   Disadvantage of RAM is
A)   Fast speed
B)   High cost
C)   Inaccuracy
D)   None of the above

1.6 The MICR is a device used to read characters in the form of
A) Electrical pulses in wires
B) Punched holes in card
C) Magnetic ink on paper
D) None of the above

1.7 Which one of the following is not an impact printer
A) Daisy Wheel
B) Dot-matrix printer
C) Chain printer
D) Laser printer

1.8 Find the odd one out:
A) Fortran
B) Pascal
C) Machine language
D) Cobol

1.9 What is the short cut key for slide show in Power Point
A) F1
B) F3
C) F5
D) F7

1.10 Find the odd one out
A) Norton
B) Word
C) Excel
D) Access

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. (1x10)

2.1 The contents of hard disk are lost when the PC is switched off.

2.2 The data or characters are represented in hexadecimal form in a computer.

2.3 Compiler is a software.

2.4 Application software is some time referred to as package.

2.5 Windows is an open source operating system.

2.6 High level languages are also known as machine independent.

2.7 A byte is bigger than a bit.

2.8 Spread sheet contains row and columns.

2.9 In MS-Word, the short cut key to paste the content is Ctrl + V.

2.10 MPKE is a file extension for multimedia file.

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. (1x10)

X		Y	
3.1	Digitizer	**A.**	Multimedia
3.2	RAM	**B.**	Device manager
3.3	A key which usually allows you to escape from a particular environment	**C.**	Upper
3.4	A small picture or symbol which is used to represent a computer hardware or component	**D.**	Case sensitive
3.5	If you want to manually install device drivers, you must use	**E.**	symbol
3.6	Consist of data and computer program	**F.**	Input device
3.7	Tangible part of the computer	**G.**	Label
3.8	In Unix, commands are	**H.**	Icon
3.9	A combination of text, audio and video	**I.**	Hardware
3.10	Tools to execute user commands	**J.**	Volatile
		K.	ESC
		L.	Software
		M.	Shells

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.** **(1x10)**

A.	Colour Graphics Adapter	B.	BMP	C.	Internal clock
D.	Bytes per second	E.	Bits per second	F.	110101
G.	MHZ	H.	dir	I.	Basic Input Output System
J.	Operating System	K.	10101	L.	Computer Graphics Adapter
M.	ALU				

4.1   _____ performs both arithmetic and logic operations.

4.2   The CPU is driven by a _____.

4.3   Decimal 53 in binary system is _____.

4.4   CGA stands for _____.

4.5   _____ organizes and supervises the sequence of activities going in the system at any point of time.

4.6   BIOS stands for _____.

4.7   File format for graphics file is _____.

4.8   To list the contents in a directory, use _____.

4.9   bps is nothing but _____.

4.10   CPU speed is measured in _____.

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

5.
a) Briefly explain major constituents of computer.
b) Compare primary memory and secondary memory. Give example.
c) Convert $(12345)_8$ to Binary, $(123)_{10}$ to Hexadecimal.

(5+5+5)

6.
a) Briefly explain Application software and System software.
b) Compare high level and low level languages giving examples.
c) Explain the following DOS commands.
    i) find
    ii) ver
    iii) vol
    iv) tree
    v) xcopy

(5+5+5)

7.
a) What is mail merge operation in MS-Word? Write the steps involved in mail merge.
b) Compare Compiler, Interpreter and Assembler.
c) How is animation incorporated in a Power Point presentation? Explain.

(5+6+4)

8.
a) What are internal and external commands in DOS? Give examples.
b) What is multimedia? And what is the role of multimedia in education.
c) Explain how range name is defined and used with spreadsheet?

(5+5+5)

9.
a) Explain functions in reference to MS-Excel and give three examples.
b) What do you understand by the term booting? Compare cold booting and warm booting.
c) What is a computer virus? What is the remedy available for computer viruses? How does it differ from a bug?

(5+5+5)