

Sl. No.

**A1-R4 / B1.1-R4 : IT TOOLS & BUSINESS SYSTEMS**

अवधि : 03 घंटे

DURATION : 03 Hours

अधिकतम अंक : 100

MAXIMUM MARKS : 100

ओएमआर शीट सं. :

OMR Sheet No. :

रोल नं. :

Roll No. :

उत्तर-पुस्तिका सं. :

Answer Sheet No. :

परीक्षार्थी का नाम :

Name of Candidate :

परीक्षार्थी के हस्ताक्षर :

;Signature of Candidate :

**परीक्षार्थियों के लिए निर्देश :****Instructions for Candidate :**

कृपया प्रश्न-पुस्तिका, ओएमआर शीट एवं उत्तर-पुस्तिका में दिये गए निर्देशों को ध्यानपूर्वक पढ़ें।	Carefully read the instructions given on Question Paper, OMR Sheet and Answer Sheet.
प्रश्न-पुस्तिका की भाषा अंग्रेजी है। परीक्षार्थी केवल अंग्रेजी भाषा में ही उत्तर दे सकता है।	Question Paper is in English language. Candidate can answer in English language only.
इस मॉड्यूल/पेपर के दो भाग हैं। भाग एक में चार प्रश्न और भाग दो में पाँच प्रश्न हैं।	There are TWO PARTS in this Module/Paper. PART ONE contains FOUR questions and PART TWO contains FIVE questions.
भाग एक "वैकल्पिक" प्रकार का है जिसके कुल अंक 40 हैं तथा भाग दो "व्यक्तिपरक" प्रकार का है और इसके कुल अंक 60 हैं।	PART ONE is Objective type and carries 40 Marks. PART TWO is Subjective type and carries 60 Marks.
भाग एक के उत्तर, ओएमआर उत्तर-पुस्तिका पर ही दिये जाने हैं। भाग दो की उत्तर-पुस्तिका में भाग एक के उत्तर नहीं दिये जाने चाहिए।	PART ONE is to be answered in the OMR ANSWER SHEET only. PART ONE is NOT to be answered in the answer book for PART TWO.
भाग एक के लिए अधिकतम समय सीमा एक घण्टा निर्धारित की गई है। भाग दो की उत्तर-पुस्तिका, भाग एक की उत्तर-पुस्तिका जमा कराने के पश्चात् दी जाएगी। तथापि, निर्धारित एक घंटे से पहले भाग एक पूरा करने वाले परीक्षार्थी भाग एक की उत्तर-पुस्तिका निरीक्षक को सौंपने के तुरंत बाद, भाग दो की उत्तर-पुस्तिका ले सकते हैं।	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 to the Invigilator.
परीक्षार्थी, उपस्थिति-पत्रिका पर हस्ताक्षर किए बिना और अपनी उत्तर-पुस्तिका, निरीक्षक को सौंपे बिना, परीक्षा हॉल/कमरा नहीं छोड़ सकते हैं। ऐसा नहीं करने पर, परीक्षार्थी को इस मॉड्यूल/पेपर में अयोग्य घोषित कर दिया जाएगा।	Candidate cannot leave the examination hall/room without signing on the attendance sheet and handing over his/her Answer Sheet to the invigilator. Failing in doing so, will amount to disqualification of Candidate in this Module/Paper.
प्रश्न-पुस्तिका को खोलने के निर्देश मिलने के पश्चात् एवं उत्तर लिखना आरम्भ करने से पहले उम्मीदवार जाँच कर यह सुनिश्चित कर लें कि प्रश्न-पुस्तिका प्रत्येक दृष्टि से संपूर्ण है।	After receiving the instruction to open the booklet and before starting to answer the questions, the candidate should ensure that the Question Booklet is complete in all respect.

जब तक आपसे कहा न जाए, तब तक प्रश्न-पुस्तिका न खोलें।

DO NOT OPEN THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

**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 "OMR" answer sheet supplied with the question paper, following instructions therein.**

**(1x10)**

**1.1** The Save As dialog box can be used :

- (A) For saving the file for the first time
- (B) To save file by some alternative name
- (C) To save file in a format other than Word
- (D) All of the above

**1.2** Non-impact based printing device is :

- (A) Dot-Matric Printer
- (B) Scanner
- (C) Laser Printer
- (D) None of the above

**1.3** To cut text from the document, press the keys :

- (A) Ctrl and V
- (B) Ctrl and C
- (C) Ctrl and A
- (D) Ctrl and X

**1.4** \_\_\_\_\_ maps IP addresses with the domain names of the sites.

- (A) URL
- (B) DNS
- (C) FTP
- (D) None of the above

**1.5** A Nibble consists of \_\_\_\_\_ Bits.

- (A) 2
- (B) 4
- (C) 8
- (D) 16

**1.6** User interact with the operating system through a set of \_\_\_\_\_.

- (A) USB Sticks
- (B) Commands
- (C) Scanner
- (D) All of the above

**1.7** Which is the technology used in the evaluation of aptitude test ?

- (A) OCR
- (B) OMR
- (C) MICR
- (D) MCR

1.8 To create a Paragraph Break in MS-WORD, which key is used ?

- (A) Enter
- (B) Esc
- (C) Tab
- (D) Shift

1.9 MIDI means :

- (A) Multimedia Instrument Digital Information
- (B) Multimedia Instrument Digital Interface
- (C) Musical Instrument Digital Interface
- (D) Musical Information Digital Information

1.10 Full form of ASCII :

- (A) American Standard Code for Information Interconnection
- (B) American Situation Code for Information Intercommunication
- (C) American Standard Code for Information Interchange
- (D) American Standard Coding for Information Interconnection

2. Each statement below is either TRUE or FALSE. Choose the most appropriate one and enter your choice in the "OMR" answer sheet supplied with the question paper, following instructions therein.

(1x10)

2.1 IPv6 Internet Protocol address is represented as eight groups of four Octal digits.

2.2 There are only two types of page orientation - portrait and landscape.

2.3 Internet is network of networks.

2.4 MIDI means Multimedia Instrument Digital Interface.

2.5 MICR stands for Magnetic Ink Character Reader.

2.6 Peripheral is an external device connected to the computer, such as input and output devices and external storage devices.

2.7 We can get back the deleted files/folders from the Recycle bin.

2.8 ALU is not a part of CPU.

2.9 Results are automatically recalculated by a formula if the data is changed in a given cell of worksheet.

2.10 Database can contain table, query and report.

3. Match words and phrases in column X with the closest related meaning/word(s)/ phrases in column Y. Enter your selection in the "OMR" answer sheet supplied with the question paper, following instructions therein. (1x10)

	X		Y
3.1	Popular RDBMS	A	Protocol
3.2	Number system to the base 2	B	Ctrl + W
3.3	Set of Rule	C	Binary
3.4	Shortcut to Close a document	D	Octal
3.5	A type of file system in Windows operating system	E	Internet
3.6	Any part of the computer that you can physically touch	F	Functions
3.7	The arranging of data in a logical sequence is called	G	Sorting
3.8	Readymade formulas of Excel	H	Software
3.9	Global system of interconnected computer networks	I	Hardware
3.10	Facility can automatically rectify common spelling mistakes and often-used acronyms, etc.	J	Autorigt
		K	Autocorrect
		L	NTFS
		M	ORACLE

4. Each statement below has a blank space to fit one of the word(s) or phrase(s) in the list below. Choose the most appropriate option, enter your choice in the "OMR" answer sheet supplied with the question paper, following instructions therein. (1x10)

A.	F12	B.	Cut/Copied	C.	Home
D.	IT Act	E.	Tables & Query	F.	Control
G.	Cyber crime	H.	F2	I.	Autosum
J.	Harddisk Drive	K.	Mailbox	L.	End
M.	Link				

- 4.1 \_\_\_\_\_ deals with cyber crime and electronic commerce.
- 4.2 Relational Database contains \_\_\_\_\_.
- 4.3 The \_\_\_\_\_ tab is to take you to first page of website.
- 4.4 Inventory \_\_\_\_\_ is concerned with minimizing the total cost of inventory.
- 4.5 \_\_\_\_\_ is used in MS-Excel to total rows and/or columns.
- 4.6 Save As dialog box is open by pressing \_\_\_\_\_ key.
- 4.7 A Clipboard is a temporary storage area used for text which is \_\_\_\_\_.
- 4.8 \_\_\_\_\_ an area of memory or disk that is assigned to store e-mail messages sent by other users.
- 4.9 \_\_\_\_\_ is both an Input-Output device.
- 4.10 Foreign Key is used to \_\_\_\_\_ the given table with other table.

## PART TWO

(Answer any FOUR questions)

5. (a) What is the difference between function and formula in Excel ? Provide example. Explain the working of the functions with example : count, max, if, sort in worksheet.
- (b) Enumerate the components of multimedia and explain in brief. Enlist the commonly used file formats of multimedia files. (8+7)
6. (a) Convert  $(2565)_8$  to Hexadecimal number.
- (b) Differentiate between DDL and DML.
- (c) Discuss the role of Information Technology in the field of Education. (5+5+5)
7. (a) Why high level languages are known as machine independent ?
- (b) What is the need of Database Management System ? Give three examples of popular database management systems.
- (c) Compare all three : Compiler, Interpreter and Assembler. (5+6+4)
8. (a) What is Personal Information System (PIS) and what are its functions ?
- (b) Explain the application of Multimedia in E-learning.
- (c) Explain the need of Operating System in a computer. What is the role of Kernel and Shell in LINUX Operating System ? (5+5+5)
9. (a) Differentiate between Open Source Software and Proprietary Software.
- (b) Explain common characteristics of the computer.
- (c) Differentiate between SPAM and VIRUS. (5+5+5)

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SPACE FOR ROUGH WORK

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