



Unique computer institute

ADA colony (near iswar saran degree college),salori

Allahabad,211004

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UNIQUE COMPUTER INSTITUTE

M1- R4: IT TOOLS AND BUSINESS SYSTEMS

NOTE:-

IMPORTANT INSTRUCTIONS:-

- 1.Question Paper in English and Hindi and Candidate can choose any one language.
- 2.In case of discrepancies in language, English version will be treated as final.
3. There are TWO PARTS in this Module/Paper. PART ONE contains FOUR questions and PART TWO contains FIVE questions.
- 4.PART ONE is to be answered in the OMR ANSWER SHEET only, supplied with the question paper, as per the instructions contained therein PART ONE is NOT to be answered in the answer book.
5. 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 MARK:100

(PART (i)-40;PART (ii)-60)

PART ONE

(Answer all the question)

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.

1. Which of the following is the commonly used browser?

- A) Microsoft Internet Explorer
- B) Microsoft Excel
- C) Google
- D) Microsoft Windows

2. GIF and JPEG files are example of?

- A) Microsoft Word Files
- B) Images
- C) Audio Files
- D) Video Files

3. The main circuit board in a computer is called a---

-
- A) RAM
- B) CPU

- C) Motherboard
- D) All of the above

4. Which of the following is an input device?

- A) Screen
- B) Speakers
- C) Keyboard
- D) Printer

5. -----maps IP addresses with the domain names of the sites

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

6. Two of important browsers are ----and-----

- A) Lynx, minx

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- B) Netscape, ie
- C) Mosaic, gopher
- D) None of the above

7. The World Wide Web was devised by

- A) CERN
- B) B)ECRN
- C) CARN
- D) NETW

8. What is the best way to create a uniform background image to all slides?

- A) By inserting image on all slides
- B) Define background image into Slide Master
- C) Insert image on First Slide

- D) By copying image to all slide

9. Numbers in base 10 are called as

- A) Octal System
- B) Hexadecimal System
- C) Decimal System
- D) Binary Numbering System

10. To change the cell reference C4:C9 to an absolute cell reference, you would enter it as

- A) C4:c9
- B) C\$4:c\$9
- C) \$C\$4:\$C\$9
- D) None of the above

Each statement below is either TRUE or FALSE. Choose the most appropriate one and ENTER in the OMR anserre sheet supplied with the question paper, following instructions therein

1. MICR is stand for Magnetic Ink Character Reader.
2. Scanned signature is called Digitl Signature.
3. Spreadsheet file cannot table, query and report.
4. An object, such as a paintbrush picture and word document can be inserted in a worksheet.
5. Rerernce that have either a column or a row value absolute and the other relative are known as mixed references.
6. Dot matrix printer uses optical technique to print.
7. Vlatile momory is directly accessible by the CPU.
8. A byte is the smallest unit of storage.
9. Analog Computer is a mixture of hybrid and digital computer.
10. Database can contain table, quer and report.

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

	A		B
3.1	A set rules for solving a problem in a given number of setps	A	System design
3.2	The form in which text characters are handled in most computer systems and networks	B	GUI
3.3	A binary digit , either a 0 or 1	C	Microprocessor
3.4	A program that allows for file transfer over the internet	D	TCP
3.5	Defines a format for scroll bars, buttons, menus, etc, and how they respond to the user	E	Algorithm
3.6	Protocol used for network file transfer in the WWW environment	F	Multimedia
3.7	Main computer chip that provides speed and capabilities of the computer	G	Bit
3.8	A single work assembled using elements from more than one medium , such images, sounds video and text etc.	H	Peribheal
3.9	Software that controls the basic , low level hardware operations and file management	I	ASCII
3.10	Anything extra of added on for your computer , such as a moderm, a mouse etc.	J	HTTP

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4. Each statement below has a blank space to fit one of the word(s) of phrase(s) in the list below , enter your choice in the “OMR” answer sheet supplied with the question paper , following instructions therein.

A	Favourites	B	Printer	C	Mouse
D	Compilers	E	Data minig	F	WAN
G	Client-sever	H	Programs	I	LAN
J	CHCHE	H	Mainframes	I	Android
M	RAM				

4.1 computer process data under the control of sets of instructions called.....

4.2 the programs that translate high – level – language programs into machine language are called.....

4.3 is an operating system for mobile device based on the linux kernel and java.

4.4 the.....network is used to connect tow or more smaller networks.

4.5 the Network allows sharing and communication on a large network via a single computer.

4.6 thefeatures in internet explorer, allows a user to save a website on a list for easy access leter.

4.7 a process known as.....tracks trends and allows retailers to respond to consumer buying patterns.

4.8are computers that support hundreds or thousands of users simultaneously.

4.9.....is known as a primary memory.

4.10 is a pointing device.

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PART TWO

(Answer any FOUR questions)

6.

- A) Draw a internal diagram of computer system and explain in brief the application of various components.
- B) How to insert" concept note on Business Systems" at bottom of the ezech page in word life?
- C) How slide transition is used inside a Power Point presentation?

7. (5+5+5)

- A) Explain with example cell referencing. What are the different types of referencing?
- B) Discuss the various layout templates available in Power point presentation
- C) Create an Excel sheet, fill numbers in A1 to A10 cell, write formula to sum the above numbers in A11 maximum of above numbers in A12 and count if numbers greater thaty 20 in A13. (5 +5+5)

8.

- A) Explain the functions of Compiler, Intepreter and assembler.
- B) Expaaain the security aspects associated with e0commerce.
- C) Mention four advantage and adisavantaes of index file lrganization. (5+5+5)

9 Differentiate between (support your answer with example).

- A) System Software and Application Software
- B) Interpreter and compiler
- C) MICR and OCR (5+5+5)