

Chapter-5 : Computer Networking, Multimedia Basics

Type A : Theoretical Questions

1. **What do you understand by communication?**

A Communication refers to the transfer of information from one person or device to another.

2. **What is networking? What is the need of networking?**

A Networking is the process of linking a group of devices to one another. The need of networking is:

1. It breaks the barriers of distance, cost and time.
2. It is very cost effective as compared to telephone networks.
3. All types of data text, audio, video etc., can be transmitted through it.

3. **What is a communication channel?**

A Communication Channel is the medium that carries the message/information sent by sender to receiver.

5. **What is internet? What are its uses?**

A Internet is a computer-based worldwide information network. It is composed of a large number of smaller interconnected networks.

Uses of Internet are:

1. Business use internet to provide access to complex database, such as financial database.
2. Companies carry out electronic commerce including advertising, selling, buying etc.
3. Business and institutions use Internet for video and video conferencing.

6. **A communication network which is used by large organizations over regional, national or global area is called**

A WAN

7. **Discuss the following types of networks in brief**

1. LAN
2. MAN
3. WAN

A 1. **Local Area Network(LAN):** It is a small network that are confined to a localised area. The key purpose is to share hardware and software.

2. **Metropolitan Area Network(MAN):** These are the networks spread over a city. The purpose is to share hardware and software. Example cable TV network.
3. **Wide Area Network(WAN):** These are the network spread across countries. They are a group of computers that are separated by large distances and tied together. They facilitate fast and efficient exchange of information at lesser cost and higher speed.

10. **What do you understand by the terms Wi-Fi and Bluetooth?**

- A **Bluetooth** is telecommunication industry specification that describes how mobile phones, computers and personal digital assistants can easily interconnected using a short-range wireless connection.
Wi-Fi refers to Wireless Fidelity, which lets you connect to the Internet without a direct line from the user's PC to the ISP.

11. **What are guided and unguided media?**

A **Guided Media:**

The communication media used for wired connection are called as guided media. It can be of the following types

1. Twisted pair cable
2. Coaxial cable
3. Fiber optic cable

Unguided Media:

The communication media used for wireless connection are called as unguided media. It can be of the following types

1. Microwave
2. Radio wave
3. Satellite
4. Bluetooth

12. **What is cloud computing?**

- A Cloud computing refers to storing and accessing data and programs over the Internet instead of your computer's hard drive.

13. **How are private clouds different from public clouds?**

- A **Public Cloud** refers to a common cloud services made available to multiple subscribers. The cloud resources are owned and operated by a third-party cloud service provider and delivered over the Internet.

Ex. iCloud, Google Drive

Private Cloud consists of computing resources used and exclusively owned by one

business or organization. In a private cloud, the services and infrastructure are always maintained on a private network and hardware and software are dedicated to one organization.

Ex. government agencies, financial institutions.

Type B: Application Oriented Questions

4. **Mr. Singh has offices in three cities. He wants to connect his computers at various offices. He is unable to decide whether he should go for three LAN from different offices or should also create a WAN connecting these three LANs. Help him decide by suggesting what should he go for. Support your answer with proper justification.**

A He should go for three LAN from different offices and also should create a WAN connecting these three LANs.

LAN is a network that spans a limited area within a building. As his office are spread across three different cities, he should create WAN as this network allows to connect the smaller network across cities.

5. **Mr. Shah wants to have an online storage that his company and employee can use and it should not be shared by anyone else outside company. His business has offices in all major continents.**

a. **What type of computing is such type of online storage and usage known as?**

A This type of computing of online storage and usage known as Cloud Computing. (Private Cloud)

b. **What type of communication media would be required by Mr. Shah's offices to communicate among themselves?**

A. Type of communication media would be required by Mr. Shah's offices to communicate among themselves will be Satellite.

Extra Questions

1. **Define**

1. **Standalone Computer**
2. **Workstation (Node or Host)**

A. 1. **Standalone Computer:** A computer that is not connected to any network is known as standalone computer.
2. **Workstation (Node or Host):** A computer connected to a network is known as workstation or node or host.

Chapter-2 Types of Hardware

Type A : Theoretical Questions

1. **A collection of eight bits is called _____.**
A a. byte
2. **Which of the following is an example of non-volatile memory?**
A a. ROM
3. **Which of the following is a unit of measurement used with computer system?**
A d. All of the above
4. **Which of the following statement is false?**
A d. None of the above
5. **What does OCR stand for?**
A a. Optical Character Reader / b. Optical character Recognition
6. **Dot Matrix is a type of**
A c. Printer
7. **The secondary storage devices can only store data, but they cannot perform:**
A d. Either of the above
8. **Which of the following does not represent an I/O device?**
A a. ALU
9. **Which of the following is a correct definition of volatile memory?**
A c. It loses its contents on failure of power supply
10. **One thousand bytes represent a**
A c. Kilobyte

11. **Large amounts of cheques on floppy disk are further divided into:**
A b. MICR
12. **The concentric circle on the floppy disk are further divided into:**
A b. sector
13. **Which of the following storage devices can be used for storing large backup data?**
A c. Magnetic Tapes
14. **Control Unit (CU) is called the**
A b. Nerve center or brain
15. **What does a storage unit provide?**
A c. Place to store information
16. **What are the four basic components of computer?**
A b. Input devices, processing devices, storage and output devices.
17. **What are examples of storage devices?**
A c. Hard-drive, DVD-ROM, flash drive
18. **What is the processing unit?**
A a. The brains of the computer
19. **What does RAM stand for?**
A c. Random Access Memory
20. **What kind of information can be found in a ROM?**
A c. Basic Input/Output system
21. **Which of the following is soft copy and a hard copy?**
A
1. Output on a monitor-Softcopy
2. Output on a printer-Hard Copy
24. **What role does the memory play in the functioning of a computer system?**
A Memory is the internal storage area, which holds data and instructions during processing.

27. **When a scanner used for input? Discuss various types of scanners.**

A scanner creates an electronic form of the printed image, which can be later manipulated, changed and modified according to the requirements.

Different types of scanners are

- A
1. **Hand held Scanner:** these are very small scanner which can be held in hand.
 2. **Flatbed Scanner:** these are larger and more expensive scanner used to create high quality images.
 3. **Drum Scanner:** These are Medium sized scanner with a rolling drum.

28. **Discuss the functioning of a light pen.**

- A Light pen is a light sensitive input device shaped like a pen used to draw on the computer screen or to make menu selection.

31. **Discuss various storage units.**

- A Various memory measuring units are

Unit	Short Name	Full Name
1 Bit	Bit	Binary Digit
8 Bits	1 Byte	Byte
1024 Bytes	1 KB	Kilo Byte
1024 KB	1 MB	Mega Byte
1024 MB	1 GB	Giga Byte
1024 GB	1 TB	Tera Byte
1024 TB	1 PB	Peta Byte
1024 PB	1 EB	Exa Byte

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32. **There are two types of internal memory in computer system. Name and discuss them.**

- A Two types of internal memory are
1. RAM-Random Access Memory
 2. ROM-Read Only Memory

RAM	ROM
It is a form of data storage that can be accessed randomly at any time, in any order by CPU.	It is a form of data storage that generally stored hardwired instructions for the computer to start initially
RAM contents can be altered as and when required	ROM contents cannot be altered or reprogrammed.
It allows reading and writing.	It allows only reading.
It is a volatile memory.	It is a volatile memory.

33. **Compare and contrast internal memory and external memory.**

- A **Internal Memory**(Primary or Main memory) is the built in memory which the CPU uses to hold data and instructions. The internal memory is temporary and has limited storage capacity.
External Memory(Auxiliary or secondary storage) is the external storage used by the computer to store data and instructions permanently.

Type B : Application Oriented Questions

1. **What is the most suitable storage medium for storing an encyclopedia?**

- A CD-ROM

2. **Which if the following statement is not correct?**

- A RAM stores the instructions for starting up the computer.

4. **At the moment when an item is sold at the refreshment kiosk, the item code is keyed in using a conventional keypad. During busy period this method is too slow, and queue develop. Recommend a more suitable input device.**

- A Concept keyboard can be used

9. **A Pupil is researching material for a school project. The pupil has a computer that has a CD_ROM drive and access to the Internet.**

a. **Give one advantage of using the Internet rather than a CD_ROM.**

A Lot of material is available on the Internet, so a pupil can get access to huge resource available on the Internet.

b. **Give one advantage of using a CD_ROM rather than the Internet.**

A Accessing information on CD-ROM does not depend on the network connectivity. Accession information on the internet is time consuming whereas CD provides limited resource and can be accessed quickly and easily.

10. **A company is developing a piece of multimedia language software for use in the school. Give two reasons why the company decided to issue the software on CD-ROMs and not on floppy disk.**

A

1. Nowadays computers do not come with the floppy drive by default.
2. Multimedia language software cannot be stored on the floppy disk as the storage capacity of floppy disk is only 1.44 MB.

12. **Give one reason why you would not edit a large movie file on a CD-RW.**

A Accessing data stored on a CD-RW would take more time by the CPU.

Write whether the following devices are input, output or storage devices

14. **Keyboard, CD-ROM, Digital Camera, Graphic digitizer, Hard disk drive, Laser Printer, Light pen, Monitor, OMR Reader, RAM, Touchpad**

A

1. **Input Devices**-Keyboard, Digital Camera, Graphic digitizer, Light pen, OMR Reader, Touchpad
2. **Output Devices**-Laser Printer, Monitor
3. **Storage Devices**-CD-ROM, Hard disk drive, RAM

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Chapter-11: Spreadsheet Tool : OO Calc-II

Type A : Theoretical Questions

2. What does this button  mean?
- A c. Group together the selected cells and center the content.
3. What type of chart is this?
- A d. Pie
4. We need to bold the contents of Columns A and C, Row 14 and cells D8 and E7. Is it possible to do all the formatting in the one action?
- A a. Yes
5. I have created a bar chart which represents sales for September, October and November. I add December figures to the end of the range that the chart was created from. Will the chart automatically updates to include these figures?
- A b. No
6. I want to print the gridlines on my calc worksheet so that my data is easy to read. The first time I print my worksheet I choose File Print OK from the menu. Will the gridline be printed
- A b. No
7. When you insert a column into a worksheet, it will always be inserted to the left of the column that contains the active cell.
- A a. Yes
8. What is formatting? Why/How is it useful?
- A The general arrangement of data is formatting. It makes the worksheet look presentable. It can emphasize data and can create a hierarchy of relative importance among different elements of DATA.
9. What are the different components of chart? Explain.

- A **Different components of chart are:**
- i. **X-axis:** This is the horizontal axis also known as category axis.
 - ii. **Y-axis:** This is the vertical axis also known as value axis.
 - iii. **Data Series:** This is the set of values you want to put in the chart.
 - iv. **Chart Area:** This is the total region surrounded by the chart.
 - v. **Plot area:** This is the area of the chart in which data is plotted.
 - vi. **Chart title:** This is the descriptive text aimed at helping user identify the chart.
 - vii. **Axes title:** These are the titles given to 3 axes i.e x,y,z axes.
 - viii. **Legend:** It helps to identify various plotted data series.
 - ix. **Gridlines:** These are the horizontal and vertical lines in the plot area.
 - x. **Data label:** This is a label that provides additional information about a data marker.

10. **Define the following terms:**

- I. **Embedded Chart**
 - II. **Chart Sheet**
- A
- I. **Embedded Chart:** A chart object placed inside the worksheet along with the chart component. They are beneficial when you want to view or print a chart with its source data or print with other information in the worksheet.
 - II. **Chart Sheet :** It is the sheet having only the chart and no other data. A chart sheet is beneficial when you want to view a chart separately from the workbook data.

III. Type B : Application Oriented Questions

1. **Below is a part of a spreadsheet, which contains data about the sales of sandwiches in Hilltop High School.**

Answer the following questions based on the above spreadsheet.

- i. **List two ways in the cells in the first row have been formatted.**

A Bold and Font formatting is applied

- ii. **Can you predict after looking at the above worksheet whether the values shown in range B4:F15 have default alignment or a different or a different one given through Formatting?**

A Default alignment is applied.

- iii. **What option/setting has been chosen for B3:F3 that they are able to display multiline text in these cells?**

A Wrap text option

2. **The graph below has been produced using the data on the spreadsheet given just before i.e. Favorite Lunchtime Sandwiches spreadsheet.
Answer the questions based on the above chart and Favorite Lunchtime Sandwiches spreadsheet.**

i. **List the two cell ranges that have been used to create this graph.**

A Two cell ranges that have been used to create this graph are:
A4:A13
F4:F13

ii. **Why is it better to view this information on a graph rather than a spreadsheet?**

A Chart present worksheet data in a graphical or pictorial form which is easier to read and understand. Chart also help to evaluate data and analyze them conveniently.

iii. **Suggest an appropriate title for the above chart.**

A Income

iv. **What data range is the Y-axis range?**

A 0 to 700 is the data range for y-axis.

v. **What is the name of the above chart type?**

A The name of the above chart is column chart.

vi. **Suggest another chart type that would be equivalently effective in conveying the information as above chart.**

A Bar chart would be equivalently effective in conveying the information as above chart.

vii. **Is a pie char were created with the same data ranges, what information would it convey?**

A It conveys % total income.

Chapter-10 :Spreadsheet Tool : OO Calc-I

Type A : Theoretical Questions

1. **What is a cell and how is it referred in Oo Calc?**

A A cell is a unit of worksheet where numbers, descriptive text, formulas and etc. can be placed. It is formed by the intersection of a row and a column and this intersection gives cell a unique address i.e., the combination of column letter and the row number.
Ex. Cell address F3 refers to the column F and row 3.

2. **What do you mean by range of cells?**

A A range of cells is a group of contiguous cells that forms a rectangular area in shape. A range is specified by diagonally opposite cells.
Ex. A range starting from F7 till G14 would be written as F7:G14 in Oo calc(: is the range indicator in Oo Calc)

3. **What is the difference between a worksheet and a workbook?**

A Worksheet is a cell made up of rows and columns.
Multiple Worksheets can be combined under a file known as Workbook.

4. **What are the different types of data that can be entered in Oo Calc?**

A Three types of data that can be entered in Calc are:

l. **Numbers:** These are numeric entries that can be used in calculation. It can contain digits 0-9, +, -, (), ? , \$, % . Ex. Numbers are right aligned in a cell

l. **Text:** These are the text entries that cannot be used in calculation. Text is a combination of numbers, spaces, non-numeric characters. All text entries are left-aligned in a cell.

l. **Formula:** Formula is a sequence of values, cell-address, names functions or operators in a cell that produces a new value from existing values. A formula can also contain functions like sum, average etc.

7. **What is the name of the package which permits people to quickly create manipulate and analyse data arranged in rows and columns?**
- A a. Spreadsheet package
8. **What does an electronic spreadsheet consist of?**
- A d. All of the above (Rows, Columns, cells)
9. **State whether the following statements are true or false?**
- A I. When you increase the font size, the row height is automatically adjusted. -
True
- II. By default, the numbers are left aligned and text values are right aligned. -
False
10. **Write the cell references for the following.**
- i. **Cell formed by intersection of row 98 and column Z.**
- A Z18
- ii. **The rightmost cell in row 32 in a worksheet.**
- A AMJ32
- iii. **If you select an entire worksheet, which range of cells gets selected.**
- A A1:AMJ1048576
- iv. **Reference (Fixed column and relative row) formed by row 134 and column BD.**
- A \$BD134
- v. **Mixed Reference (Relative column and Fixed row) formed by row 120 and column IA.**
- A IA\$120
- vi. **Absolute Reference formed by 45 and column Z.**
- A \$Z\$45

vii. **Relative Reference formed by row 19 and column AB.**

A AB19

11. **Suggest the Calc functions that can be used for carrying out following operations:**

i. **To calculate total marks of a student if his marks in five subjects are given in five different cells.**

A sum

ii. **To calculate average sales made by salesman of a company, if sales made by each of the salesman is available.**

A Average

iii. **To find out the marks of top scored in a class, if marks of all the students are available.**

A Max

iv. **To find out minimum quoted rate from various quotation available.**

A Min

13. **Explain what the different methods of cell references in OOo Calc are?**

A Different methods of cell referencing in OOo Calc are:

I. Relative Referencing: Cell referencing in which the cells are referred by their relative position in a worksheet relative to a particular cell. \$ sign is not used

Ex. A10

II. Absolute Referencing: Cell referencing in which the cells are referred by their fixed position in the worksheet. \$ sign is used before the column letter and the row number. Ex. \$A\$10

III. Mixed Referencing: Combination of relative and absolute referencing is called mixed cell referencing. \$ sign is used wither before the column letter or the row number. Ex. A\$10 or \$A10

26. Write commands for the operations based upon the spreadsheet shown below:
- i. To calculate the total salary as sum of Basic Salary, HRA and DA for each employee for the year 1997.
A $=B2+C2*B2/100+D2$
 - ii. To calculate the total salary of each employee for the year 1998 as sum of salary for the year 1997 and bonus. Also calculate the percentage increase in the total salary from 1997 to 1998 for each employee.
A sum of salary for the year 1997 and bonus
 $=E2+F2$
Percentage increase in the total salary from 1997 to 1998 for each employee
 $=(G2+E2)/E2*100$

Type B : Application Oriented Questions

1. A university student used a PC to help plan a budget for the first term. Their first attempt is shown below.
 - a. Tick one box to show which type of software package has been used.
A Spreadsheet
 - b. Which cell contains the spending on rent per week?
A D12
 - c. Which one of the following is the formula used in cell D23?
A $=D8-D21$
 - d. Tick one box to show a disadvantage of using a software package to help work out the budget rather than using a calculator, pen and paper.
A A virus may corrupt the information

Chapter-3 : Types of Software

Type A : Theoretical Questions

2. **Define Software. How can computer software be classified?**

- A Software represents the set of programs that govern the operation of a computer system and make the hardware run. Software can be classified as
1. System Software
 2. Application Software.

3. **Define system software? What are the two categories of system software?**

- A System software refers to the program that control the internal computer operations and make the best use of the hardware. System software can be classified as
1. Operating system
 2. Language processor
 3. Utility software

5. **Give examples of**
a. OS
b. Language processor

- A Examples of
- a. OS- Linux, Windows, Android
 - b. Language processor- Compiler, Assembler, Interpreter

6. **What is application software? What are the three categories of application software?**

- A Application software is the set of programs necessary to carry out operations for a specified application. The three categories of application software are
1. General purpose application software
 2. Specific purpose application software
 3. Customized/Bespoke software

8. **Write short note on the following**

- a. Word processor**
- b. Electronic spreadsheet**
- c. DBMS**
- d. Presentation software**

- A
- a. **Word processor:** It is an application program that allows entering, editing, formatting and printing text. Word processor can be used to create almost any kind of document like term papers, business letters, thesis work, newsletter, report, book etc. Examples: MS Word, OoWriter

- b. **Electronic spreadsheet:** An electronic spreadsheet is a program that accepts data in a tabular form and allows users to manipulate/ calculate/ analyses data in the desired manner. Spreadsheet also allows to generate graphs and charts to show the relationship among numbers. Examples: MS-Excel, Oo Calc
- c. **Database Management System(DBMS):** A DBMS is a package that can create, handle and manage bulk of stored data. DBMS refers to a collection of logically related data. Examples: MS Access, Oo Base
- d. **Presentation software:** It is software that can create professional looking visual aids. It provides predefined background and some page layouts to assist in the creation of computer driven slide show. Examples: MS Power Point, Oo Impress

9. **Discuss the role of utility software in the context of computer performance.**

- A Utility software are those application programs that assists the computer by performing housekeeping functions like
1. Backing up disk
 2. Scanning/cleaning virus
 3. Managing files/folders

11. **Why are antivirus software considered important? Give examples of antivirus software.**

- A An antivirus software scans the disks for virus and removes them, if any virus is found.
Ex. Norton antivirus, McAfee antivirus

14. **What is encryption and decryption?**

- A **Encryption** refers to the conversion of electronic data into another form, encrypted form called ciphertext, which cannot be understood by anyone except authorized parties.
Decryption is opposite of encryption i.e. converting ciphertext to original form using correct key.

18. **What is Bespoke software? What are the advantages and disadvantages?**

- A **Customized/ Bespoke software** is tailor-made software according to the user's requirement.

Advantages of bespoke software are:

1. The company gets exact software/ system that they need.
2. The software will work exactly how they want it to work.

Disadvantages of bespoke software are:

1. It takes a long time to develop such a system
2. It costs a great deal of money to develop such a system
3. There will be little user support and online help.

Type B : Application Oriented Questions

2. Complete the sentences using words from the list
The application software, An icon, the operating system, dialog box, the keyword
- i. When a computer is turned on, the first program to run is **Operating System**.
 - ii. Software that designs the pamphlets, brochures, etc. is an example of **application software**.
4. The operating system of a computer is
- A. Hardware which helps to manage the computer system.
 - B. Software which helps to manage the computer system.
 - C. Hardware which creates programs for use by the computer system.
 - D. Software which creates programs for use by the computer system.
- A B. Software which helps to manage the computer system.
5. Name the software that performs system task other than that of a operating system.
- A Utility Software
8. Below is the list of various types of software
Database, File Management, Spreadsheet, Word Processing, Encryption, Antivirus.
Which would be most suitable for
- i. Rotation of Shapes- Word Processing
 - ii. Typing text for a report- Word Processing
 - iii. Replication of cells- Spreadsheet
 - iv. Carrying out a complex calculation on two or more criteria- Spreadsheet
 - v. Storing employee details- Database
 - vi. Organizing files for faster search- File Management
 - vii. Scanning and cleaning a computer for harmful files- Antivirus

Ch 6 : Cyber Safety

Type A: Theoretical Questions

1. **What makes a secure password?**
 - A b. A secure password should be one that you will easily remember and be a mixture of Uppercase and lowercase letters, numbers and characters.
2. **What is the purpose of antivirus software?**
 - A a. To prevent a virus from attacking the network.
3. **Which of the following are types of malicious software?**
 - A a. Viruses, worms, adware, trojan and spyware
4. **How do you know if a website is secure?**
 - A b. The prefix of the website is https
5. **When accessing a website, which icon can be seen in the address bar to indicate that the website is secure?**
 - A b. padlock
6. **What is the purpose of firewall?**
 - b. to prevent unauthorised connections coming in to and out of a network
7. **What is cyber Safety? Why is it important?**
 - A Cyber safety refers to the safe and responsible use of internet so as to ensure safety and security of personal information and not posing threats to anyone else's information. It involves gaining knowledge about possible threats to personal safety and security risks for the information along with measures to prevent and counter them.
8. **What should you do to protect your identity on internet?**
 - A Identity of a person can be protected by private browsing or Anonymous browsing

9. **How do websites track you?**

A Websites use the following methods for tracking the user.

1. **IP Address:** It is the unique address of the device connected to internet. Using IP address, a website can determine a rough geographical location.
2. **Cookies and Tracking Scripts:** Cookies are small text files on the user's computers storing small piece of information related to the persons online habits. Cookies identify the user and track the browsing activity across a website.
3. **HTTP referrer:** When a user clicks on a link, the browser loads the web page linked to it and tells the website where the user came from. Information about IP address, location, web browser etc. will be provider to the linked website.
4. **Super Cookies:** There are persistent cookies, i.e. they come back even after deleting them.
5. **User Agents:** The browser also sends a user agent every time you connect to a website. This tells websites your browser and operating system, providing another piece of data that can be stored and used to target ads.

11. **What is private browsing? Why is it considered a better way of browsing the Internet?**

- A
- Private browsing is a type of browsing wherein a browser opens in incognito mode and does not store cookies about your online activity.
 - Private browsing does not allow to track the browsing activity of the user.

12. **Why are passwords considered an important safety tool?**

A Passwords are considered an important safety tool because:

1. It helps to keep the personal information safe.
2. It protects your email files and other content.
3. Prevents someone from breaking into your account.

13. **What should you keep in mind while choosing an effective password?**

A The following points should be kept in mind while choosing an effective password:

1. Should not contain dictionary words.
2. No personal information
3. Use longer passwords
4. Use Passphrases to remember Complex Password
5. Do not repeat password on different websites.

14. **What is confidentiality of information? How do you ensure it?**
- A Confidentiality of information ensure that only authorized user get access to sensitive and protected data.
Practices to ensure confidentiality of Information is
1. Use firewall whenever possible
 2. Control browser settings to block tracking
 3. Browse privately wherever possible
 4. Be careful while posting on Internet
 5. Ensure safe sites while entering crucial information
15. **What is a computer virus? How can it affect your computer?**
- A Computer Virus are malicious codes/programs that cause damage to data and files on a system.
Virus can attack any part of a computer's software such as boot block, operating system areas, files and application program-macros.
16. **Why are antivirus software considered important?**
- A Antivirus software help to detect and eliminate any malware that sneaks its way onto the PC.
18. **What is malware? What type of damages can they cause to your computer?**
- A Malware is a general term used to refer to viruses, worms, spyware, adware etc. It is unwanted software that someone else wants to run on your computer.
Damages caused by malware are:
1. Damage or delete files
 2. Slow down your computer
 3. Invade you email program
 4. Compromises your data, computing habits and identity.
 5. Alter PC Settings
19. **What is the significance of a firewall in a computer's security scheme?**
- A Firewall ensures that only authentic users are connected to the system. It is a program that monitors all communications and traps all illicit packets.

20. **What is cybercrime? How can you report it?**

A Cybercrime is any criminal offences that involves the use of electronic communication including any electronic device, computer or internet. Cybercrime is a general term that covers crimes like phishing, credit card frauds, illegal downloading etc.

Cybercrime can be reported by

1. Approaching the local police stations for filing complaints.
2. By filing of E-FIR that is available in most of the states.
3. Registering crime through the website that is launched by Ministry of Home Affairs.

21. **What is Cyberbullying and Cyber Stalking?**

A Cyberbullying refers to harassing, demeaning, embarrassing someone using modern technologies like Internet, cell phones etc.

Cyberstalking is a kind of online harassment wherein the victim is subjected to a barrage of online messages and emails.



Chapter-9 : Presentation Tool : OO Impress

Type A : Theoretical Questions

1. Fill in the blanks:
 - i. A **slide** is an electronic page in a presentation.
 - ii. **Outline** area summarized versions of your slides which display only titles and main text.
 - iii. **Notes** view displays three panes that show the outline, the slide, and an area into which you can enter speaker's notes.
 - iv. In the Background dialog box, click **the picture and click open, and click 'yes'** to apply the new background to all slides.
 - v. Select **Character** option on the **Format** menu to change the font or style of selected text in a slide.
 - vi. **Design Template** is a set of sample slides with some text and design that give you suggestions about the content of your presentation.
2. **Impress presentation are given extension**
 - A d. odp
3. Custom Animation is available on the **Slide Show** menu.
4. **Which of the following is presentation material?**
 - A d. All of the above (Charts, Slides, overheads)
5. **Which of the following can be one of the components of a slide?**
 - A d. All of the above (Titles, Graphs, Clipart)
6. Speaker's notes can be used for reference. **True**
7. You cannot insert Audio and Video on an electronic presentation. - **False**
8. **Which of the following views can you use to show just the slide and its contents?**
 - A a. Normal

9. **Which of the following views can you use to show just the slide and its contents?**

A a. Slide View

12. **What are design templates in Impress?**

A Design template are predefined file that contains predefined element-styles for a presentation e.g. font and bullet, sizes, placeholder size and position, background and color scheme and slide master.

13. **What are transition effects?**

A Transition effects are special effects that introduce a slide in a slide show.

14. **How useful animations is, in context of Slide Shows?**

A Animations are special sound or visual effects added to the text and other objects in slides, Animation helps the audience to focus on the slide show and emphasize on the presentation objectives.

15. **What is presentation graphics? What is its significance?**

A Presentation graphics is an application software that can create professional looking visual aid. It allows to create materials like charts, graphics, slides, handouts and overheads.

16. **What are various components of slide? Write their usage.**

A Various components of slide and their usage are:

- I. **Title:** A descriptive heading identifying a slide.
- II. **Subtitle:** A descriptive message or a brief explanation of the slide data.
- III. **Drawing Objects:** These include auto shapes, curves, lines word Art etc.
- IV. **Clipart and pictures:** OO suite comes with its own set of pictures in the Gallery. These pictures are called Clipart or Pictures.

17. **What are various views, which you can open your presentation in?**

A. Different views in which presentation can be opened are:

- I. **Normal View:** This view displays 3 panes that show the slide pane, the slide and a task pane.
- II. **Outline View:** This view displays only the text of the presentation in outline, allowing you to work easily with the content
- III. **Slide view:** It shows you just the slide and its contents.

- IV. **Slide Sorter View:** It displays entire set of slides on the screen, so that the order and completeness of the presentation can be checked.
- V. **Slide Show view:** This view displays, the presentation on slide at a time in sequence as an automatic slide show.
- VI. **Notes View:** This view lets you enter and edit speakers notes for the presentation.

22. **What do you understand by Handouts? How are they useful?**

A Handout view are the compressed versions of the slide of your presentation. These are the material given to the audience for reference. When Presentation is made in addition to the slides that are produced, additional handouts are given to the audience.

23. **Which menu and command let you insert animation in your slide?**

A Slide Show menu and custom animation command.

Type B : Application Oriented Questions

3. **Mr. Jani's Secretary has mistyped the sentences whose two halves were given. You have to figure out the incorrect mergers of the sentence-segment and correct them.**

- i. A slide is a movement of images or text.
- ii. A Slide Sorter is a view used to show the presentation to an audience.
- iii. Master Slide is a single page on the presentation.
- iv. Transition is a view that allows to move the order of the slides.
- v. Animation is moving from one slide to another automatically.
- vi. Slide Show is the slide where if changes-done affect every slide.

A

- i. A slide is a single page on the presentation.
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- iv. Transition is moving from one slide to another automatically.
- v. Animation is a movement of images or text.
- vi. Slide Show is a view used to show the presentation to an audience.

Ch 7 : OpenOffice. Org Writer-I

Type A : Theoretical Questions

1. **What are the advantages of word processor over typewriter?**

A The advantages of word processor over typewriter:

1. Typing text in a word processor becomes speedy.
2. Any type of corrections can be made easily with the help of editing feature.
3. Document can be saved as long as desired. The saved document can be retrieved whenever desired.
4. Formatting feature helps the text to appear in any form or style.
5. Graphics can be incorporated to enhance its usefulness.

3. **Expand the term WYSIWYG. Why is Writer called a WYSIWYG program?**

A WYSIWYG stands for **What You See Is What You Get**.

Writer is called as WYSIWYG program because the screen shows exactly how the document will look when it is printed.

8. **Define Word Wrap.**

A Placement of the text going past the right margin to the new line is called Word Wrap.

9. **Define margins. How can you set these margins in OOo Writer?**

A Margins refers to the distance from the text to paper's edge.

Margins can be set by using page tab of page style dialog box in the format menu.

10. **What is meant by Indentation? What are the different types of Indents available?**

A Indentation refers to the to the distance between text boundaries and page margin. Three different types of indent are:

1. **Positive Indent:** In this the text is little inward from the margin.
2. **Negative Indent:** The text is little outward from the margin.
3. **Hanging Indent:** The text with the hanging indent is little inward from the first line of text.

12. **What is text alignment? How many ways can you align your text in?**
- A The text alignment refers to the text layout within a paragraph with respect to document margin.
There are 2 types of text alignment
1. **Horizontal alignment:** Text alignment with respect to left and right margin. It can be of four types.
 - i. Left flush alignment
 - ii. Right flush alignment
 - iii. Centered alignment
 - iv. Justified flush alignment
 2. **Vertical alignment:** The vertical alignment refers to the text alignment with respect to top and bottom margin. It can be of three types
 - i. Top alignment
 - ii. Bottom alignment
 - iii. Middle alignment

13. **What are headers and footers in Writer? Where do they appear in a document?**

- A Header or footer is the text or graphics such as page number, date or company logo that is usually printed at the top or bottom of each page in a document.
Header is printed in the top margin and footer is bottom margin.

16. **Write short notes on features of paragraph formatting in Writer.**

- A The paragraph formatting involves controlling the appearance of text in a paragraph.
Some aspects that contribute in paragraph formatting are:
- i. Text alignment
 - ii. Tab stops
 - iii. Paragraph indentation
 - iv. Line spacing
 - v. Borders and shading

Type B : Application Oriented Questions

2. **A graphic designer has been asked to produce a range of stationary for the TXC company. The graphic designer produces a draft in the word processor of what a letter the company could look like.
Complete the sentences using words from this list;
Centered, left justified, right justified, indented**

- i. The logo at A is _____ . ii. The text at B is _____ .

- A i. The logo at A is **centered**. ii. The text at B is **justified/Left**.

4. Identify the formatting features from the word processor paragraph given below.

- A i. Heading is center aligned, underlined, bold.
 ii. First line indent is applied to the 1st paragraph.
 iii. Hanging Indent is applied to the 2nd paragraph.
 iv. The text “Linus Torvalds” is in Italic.

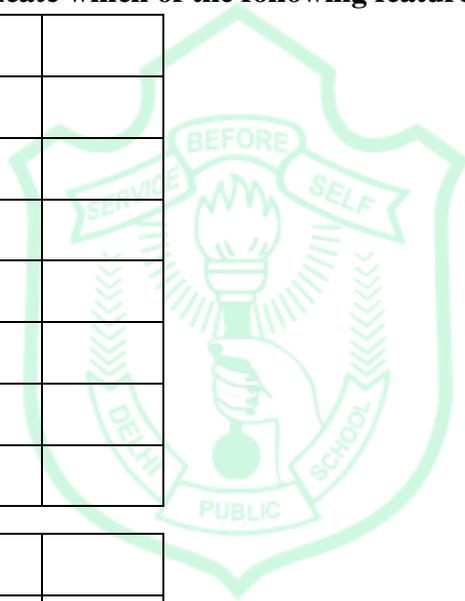
5. Staff at Expert Motoring use a word processing program to create letters and other documents.

a. Tick four boxes to indicate which of the following features would help with page setup.

Record	
Start Up	
Header/ footer	
Page Orientation	
Animation	
Sort	
Margins	
Paper Size	

A

Record	
Start Up	
Header/ footer	✓
Page Orientation	✓
Animation	
Sort	
Margins	✓
Paper Size	✓



Ch 8 : OpenOffice. Org Writer-II

Type A : Theoretical Questions

1. **You can view multiple pages in Page Preview.**
A a. Yes
2. **Words that are misspelled appear with a blue wavy underline them as you type**
A a. False
3. **To create tabular data, you need to use which of the following features of writer?**
A a. Tables
4. **What is the quickest way to create a graphical looking arrow symbol in Writer?**
A b. Insert block arrow from AutoShapes
5. **You are printing a page with a large table at the end. You want to turn the page with the**
A a. Change the page orientation to landscape.
6. **Your document is five pages long. How can you number the upper-right corner of each page so that it says, “Page 1 of 5”, “Page 2 of 5”, and so on, whenever its printed?**
A a. On the format menu, click page option and then click the Header tab and then Align Right button on the Formatting toolbar. Then click Insert Menu and select Fields option, from this submenu select the desired fields (Page Number, Page Count etc.)
8. **What are lists? How many different types of lists can you create in Writer?**
A List feature is used to add bullets or number to a line of text. Two types of lists are
 - I. Bulleted list
 - II. Numbered List
9. **What are the advantages of Spell Check feature?**
A Spell check feature helps to create personal or custom dictionary which can be used to store words that are not available in internal dictionary.
It is also used to produce error free document.
11. **What are tables? How do you insert them in a Writer document?**
A A table is an arrangement of text in the form of column and rows. It consists of vertical columns and horizontal rows. The intersection of a column and row is called as cell.
A table can be useful for enhancing the document.
Two ways to insert table are:

- I. To insert table using Table Button.
- II. To insert table using the insert menu.

15. **Suggest a situation where bulleted lists are more useful than numbered lists?**

A The use of bulleted lists is an effective way to outline or list items of interest in a writer document. Bulleted list is used when the order of the items is unimportant such as a list of computer system requirement. We should use numbered list when the order of the item is meaningful, such as a list of steps in a process.

16. **What is the utility of find and replace in a word processor?**

A Find and replace option is used to search and replace a particular text or word in the document. Different options in the find and replace dialog box are:

- I. Match Case
- II. Whole words only

17. **In what sense, print preview is useful tool in a word document?**

A Print preview is used to get an idea as to how the document will look when printed.

Type B: Application Oriented Questions

1. **Tick two boxes to show features of a word processor:**

A	The tab key should be used to create a heading	
	Word-wrap ensures that you only have to press the <RETURN> key at the end of a paragraph.	✓
	A spelling checker can be used to check whether you have user .there. Instead of their.	
	The space bar should be used to create a heading	
	You can use clipart to illustrate the text.	✓

2. **Suggest how can the following document can be improved and made more presentable?**

A The document can be improved and made more presentable by:

- I. Applying border and shading
- II. Alignment
- III. Table Autoformat

Chapter-1 Computer System

Type A : Theoretical Questions

1. **Which of the following is not a characteristic of a computer system?**
A c. Apply judgements on its own in unknown/ unexpected situations
2. **Which of the following correctly defines a computer system?**
A c. Hardware + Software + Data
3. **Unprocessed raw facts and figures are known as:**
A c. Data
4. **In computer science, by information we mean:**
A b. Processed data put in an intelligent form
5. **Which of the following activities can a computer system perform with Airlines?**
A e. All of the above
6. **What is a computer? How is it a useful device?**
A A computer is an electronic device that can perform a variety of operations according to a set of instructions called program.
Computers are used in nearly all the fields like business, medicine and health care, communications, education and reference, science, research and engineering, manufacturing, law enforcement by police, government, military, music, theatre, music, films, at home etc.
7. **What are strengths and weaknesses of a computer system**
A **Strength of computer:**
 1. Speed
 2. High storage capacity
 3. Accuracy
 4. Reliability
 5. Versatility

Weakness of Computer

1. Lack of decision making power
2. Zero IQ
3. No heuristics

8. What do you understand by IPO cycle?

A The process in which a computer takes an input, carries out a process upon it and produces an output is known as IPO cycle.

9. What are the four basic components of a computer system?

A The four basic components of a computer system are

1. Input Unit
2. Processing Unit
3. Output Unit
4. Storage Unit

10. How can computers be classified?

A Computers can be classified as:

1. Purpose wise

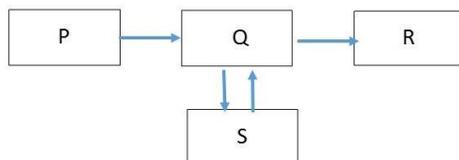
- a. Special purpose computers
- b. General purpose computers

2. Principle of Operation Wise

- a. Analog computers
- b. Digital Computers
- c. Hybrid Computers

Type B: Application Oriented Questions

1 Answer the following questions on the basis of the given figure.



2. **The diagram shows the main component of a computer system R could represent**

A b. Printer or screen

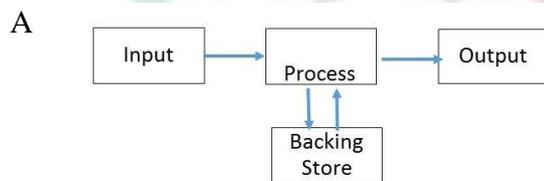
3. **Q represents the central processing unit which consists of**

A a. Processor and main storage

4. **Which of the following is not a function of the CPU?**

A d. File management

5. **Draw a diagram to show how these components are connected in an ICT system. Process, Input, Output, Backing Store**



6. **For the following situations advise which type of software you would use**

1 **Typing a letter**

A Word Processor

2 **Creating a graph**

A Spreadsheet

3 **Keeping a list of telephone numbers**

A Spreadsheet

4 **Creating a poster**

A Word Processor

5 **Creating an original image**

A Photoshop

6 **Editing a digital photograph**

A Photoshop

7 Comparing which mobile phone tariff is the best for you

A Spreadsheet

8 Reading a webpage on the Internet

A Web browser

Extra Questions

1 What do you understand by IPO cycle?

A The process in which a computer takes an input and carries out a process upon it and produces an output is known as IPO cycle.

2 What are data? What is the output of data processing system?

A Data are unprocessed raw facts and figures.
Information refers to the processed data that is meaningful.

3 What is a CPU? What role does it play in a computer?

A The CPU is the active part of the computer. Its function is to execute programs that are stored in the main memory of the computer. It does this by fetching an instruction from memory and executing it. It repeats this process to execute all instructions in a program.

4 Name and explain the basic components of CPU.

A The basic components of CPU are

1. ALU(Arithmetic and logic Unit)

ALU performs arithmetic operations like addition, subtraction and logical operations like less than, greater than and so on.

2. Registers

All data is temporarily stored in registers during execution of a program. Registers offer very fast memory but very limited in size.

3. Control Unit

The control unit of the CPU directs the entire computer system to carry out and execute, stored program instruction.