

# 12<sup>th</sup>



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# COMPUTER APPLICATIONS

**Name:**.....

**Class:**.....**Sec.**.....

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## 1. MULTIMEDIA AND DESKTOP PUBLISHING

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### 1. Define Multimedia and their features.

**Multimedia** of two words Multi is a “Many” and Media is a “Medium”.

Multimedia is an integration of many types of media like **text, images, graphics, audio, video, animation** etc.

### 2. List out Multimedia Components

1. Text
2. Images
3. Audio
4. Video
5. Animation

### 3. Classify the TEXT Component in multimedia

- ❖ Static Text – heading, line, paragraph
- ❖ Hyper Text - node, text, link

### 4. Classify the IMAGE Component in multimedia

- ❖ Raster or Bitmap images – common images.
- ❖ Vector Images – lines, rectangles, circles.

### 5. Define Animation and their features.

Animation is the process of **displaying still images** so quickly so that they give the **impression of continuous movement**.

- ❑ 2-Dimensional Animations – X and Y
- ❑ 3-Dimensional Animations – X, Y and Z

**6. List out image file formats**

1. TIFF (Tagged Image File Format)	4. GIF (Graphics Interchange Format)
2. BMP (Bitmap)	5. TGA (Tagra)
3. DIB (Device Independent Bitmap)	6. PNG (Portable Network Graphics)
7. JPEG (Joint Photographic Experts Group)	

**7. List out audio File Formats**

1. WAV (Waveform Audio File Format)
2. MP3 (MPEG Layer-3 Format)
3. OGG (Open source container format)
4. AIFF (Audio Interchange File Format)
5. WMA (Windows Media Audio)
6. RA (Real Audio Format)

**8. List out video file formats**

1. AVI (Audio/Video Interleave)
2. MPEG (Moving Picture Experts Group)
3. WMV (Windows Media Video)
4. FLV (Flash Video)

### 9. Define Multimedia Production

**Adequate time** and **efficient planning** is required for multimedia production. The project will proceed **smoothly** and **ensures** that the information reaches the target audience.

### 10. List out Multimedia Production team members

1. Production Manager	6. Computer Graphic Artist
2. Content Specialist	7. Audio and Video Specialist
3. Script Writer	8. Computer Programmer
4. Text Editor	9. Web Master
5. Multimedia Architect	

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### 1. Briefly Explain about Multimedia Components

<b>1. Text</b>	It is the most common ways of <b>communicating information</b> to other person.
<b>2. Image</b>	It is a <b>vital</b> component in multimedia.
<b>3. Audio</b>	It is a <b>meaningful speech</b> in any language.
<b>4. Video</b>	It is the display of <b>recorded, event, scene</b> etc.
<b>5. Animation</b>	It is the impression of <b>continuous movement</b> .

## 2. Describe the features and techniques of animation.

Animation is the process of **displaying still images** so quickly so that they give the **impression of continuous movement**.

- ❖ Animation may be in **two or three** dimensional.
- ❖ Least frame rate at least **16 frames per second**. Natural looking should be at least **25 frames per second**.
- ❖ Two types of Animation **Path animation and Frame animation**.

## 3. Write roles and responsibilities of Production team members.

The production team for a high-end multimedia project requires a team effort. Various roles and responsibilities like **Production Manager, Script Writer, Text editor, Graphics Architect, Multimedia Architect, and Web Master**.

## 4. Describe the various file formats in multimedia.

1	<b>Text Formats</b> <ul style="list-style-type: none"> <li>❖ RTF (Rich Text Format)</li> <li>❖ Plain Text</li> </ul>	3	<b>Audio File Formats</b> <ul style="list-style-type: none"> <li>❖ WAV(Waveform Audio File Format)</li> <li>❖ MP3(MPEG Layer-3 Format)</li> </ul>
2	<b>Image Formats</b> <ul style="list-style-type: none"> <li>❖ TIFF(Tagged Image File Format)</li> <li>❖ GIF(Graphics Interchange Format)</li> </ul>	4	<b>Video File Formats</b> <ul style="list-style-type: none"> <li>❖ AVI (Audio/Video Interleave)</li> <li>❖ MPEG (Moving Picture Experts Group)</li> </ul>

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### 1.Explain in detail process of Multimedia

1	<b>Conceptual Analysis and Planning</b>	It is a appropriate <b>theme, budget and content</b> availability.
2	<b>Project Design</b>	Theme is finalized <b>objectives, goals and activities</b> are the multimedia project.
3	<b>Pre-production</b>	Based on the <b>planning and design</b> to develop the project.
4	<b>Budgeting</b>	Budgeting for <b>consultants, hardware, software, travel, communication and publishing.</b>
5	<b>Multimedia Production Team</b>	Team for <b>Production Manager ,Script writer, Text Editor, Graphics &amp; Multimedia Architect, Web master.</b>
6	<b>Hardware/Software Selection</b>	Hardware includes fastest <b>CPU, RAM, Monitors, Hard disks.</b> Software is the selection of <b>suitable software.</b>
7	<b>Defining the content</b>	Content is the <b>narration, bullets, charts and tables</b> etc.
8	<b>Preparing the structure</b>	Structure defines the <b>activities, responsible person,</b> start and end time for <b>each activity.</b>
9	<b>Production</b>	Background <b>music selection, pictures shot and video clips</b> project is ready by this time.
10	<b>Testing</b>	The complete testing of the <b>product</b> avoiding <b>failure</b> after launch.
11	<b>Documentation</b>	It is a valuable information like <b>contact details, e-mail address and phone numbers.</b>
12	<b>Delivering the Multimedia product</b>	Delivered on <b>CD/DVD</b> or in the Website and Internet.



## 2. Explain in detail Techniques of Animation

- Animation is the process displaying still images so **quickly** so that they give the **impression** of **continuous movement**.
- The Least frame rate of at least **16 frames** per second impression of smoothness. The Natural looking of at least **25 frames** per second.
- Animation may be in **two or three** dimensional. Two dimensional animation is a **two axis X and Y**. Three dimensional animation is a three **axis X, Y and Z**
- Animation tools are **very powerful** and effective. Two types of Animation **Path animation** and **Frame animation**.
- Path animation involves **moving an object** on a screen. **Ex. Cartoon character**. Frame animation is a **multiple objects** are allowed to travel and the **background side changes**.

#### 4. Explain in detail about production team roles and Responsibilities

1	<b>Production Manager</b>	Production manager is a <b>technology expert, efficient team leader, good writing , Communication and budget management skills.</b>
2	<b>Content Specialist</b>	It is a responsible for performing <b>all research activities</b> includes <b>program contents, applications content and project information.</b>
3	<b>Script Writer</b>	Script writer <b>visualizes the concepts in three dimensional environments.</b>
4	<b>Text editor</b>	Text editor is text to be <b>structured, correct and grammatically check the document.</b>
5	<b>Multimedia Architect</b>	It is include <b>graphics, text, audio, video, music, photos and animation.</b>
6	<b>Computer graphic Artist</b>	It is include <b>backgrounds, bullets, buttons, pictures editing, animation and logos etc.</b>
7	<b>Audio and video specialist</b>	It is include <b>recording, editing, sound effects and digitalizing.</b>
8	<b>Computer Programmer</b>	Writes the line of <b>code or scripts in any language.</b>
9	<b>Web master</b>	Web master is to <b>create and maintain an internet webpage.</b>

### 5. Explain about different file formats in multimedia files

1	Text Formats	<ul style="list-style-type: none"> <li>• <b><u>RTF</u></b> is a primary file format in <b>1987 by Microsoft</b>.</li> <li>• <b><u>Plaintext</u></b> file is <b>opened, read, and edited</b> with text editors.</li> </ul>
2	Image Formats	<ul style="list-style-type: none"> <li>• <b><u>TIFF</u></b> is common in DTP in world is a <b>high quality output</b>.</li> <li>• <b><u>GIF</u></b> is a <b>compressed</b> image format.</li> <li>• <b><u>JPEG</u></b> was designed to <b>maximum image compression</b> uses <b>lossy compression</b> technique.</li> <li>• <b><u>TGA</u></b> is the <b>first popular format</b> for <b>high resolution images</b>.</li> </ul>
3	Audio file Formats	<ul style="list-style-type: none"> <li>• <b><u>WAV</u></b> is the most popular file format in <b>windows</b> for <b>storing uncompressed sound files</b>.</li> <li>• <b><u>MP3</u></b> is the most popular format for <b>storing and downloading music</b>.</li> <li>• <b><u>WMA</u></b> is a popular windows media audio format <b>owned by Microsoft</b></li> </ul>
4.	Video file format	<ul style="list-style-type: none"> <li>• <b><u>AVI</u></b> is the video file format for <b>windows</b>. <b>Sound and picture elements</b> are stored in the file.</li> <li>• <b><u>MPEG</u></b> is a <b>digital video and audio compression</b> under the <b>International Standards Organization</b> by the group of people.</li> </ul>

## 2. AN INTRODUCTION TO ADOBE PAGEMAKER

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### 1. What is desktop publishing?

Desktop publishing is the creation of **page layouts** for documents using DTP software.

### 2. Give some examples of DTP software.

Adobe PageMaker	Adobe InDesign	QuarkXpress
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### 3. Write the steps to open PageMaker.

Start → All Programs → Adobe → PageMaker 7.0 → Adobe PageMaker 7.0

### 4. How do you create a New document in PageMaker?

1. Choose **File** → **New** in the menu bar Or **Ctrl + N** in the Keyboard
2. Now **Document Setup Dialog box** appears.
3. Enter the appropriate **settings**.
4. Click on **OK**. Now a new document called **Untitled-1**.

### 5. What is a Pasteboard in PageMaker?

A document page is displayed within a **dark border**.

The area **outside** of the dark border is referred to as the **pasteboard**.

Pasteboard is **not visible** when you **print the document**.

### 6. Write about the Menu bar of PageMaker.

**File, Edit, Layout, Type, Element, Utilities, View, Window, Help.**

### 7. Differentiate Ellipse tool from Ellipse frame tool.

Ellipse tool	Ellipse frame tool
Used to draw <b>circles</b> and <b>ellipses</b> .	Used to create elliptical placeholders for <b>text</b> and <b>graphics</b> .

### 8. What is Text editing?

Editing means making **changes** to the text. Entering a **new text** or modifying the **existing text** in a document is known as **Text editing**.

### 9. What is text block?

A **text block** contains **type, paste or import**. You can't see the borders of a text block until you select the **pointer tool**.

### 10. What is threading text blocks?

The process of **connecting text** among **Text blocks** is called **threading text**.

A **threaded text block** can be identified by a **plus sign** in its **top or bottom handles**.

### 11. What is threading text?

Text blocks that are connected are said to be threaded.

The process of **connecting text** among **Text blocks** is called **threading text**.

### 12. How do you insert a page in Page Maker?

1. Choose **Layout** → **Insert Pages** in the menu bar.
2. **The Insert Pages Dialog box appears.**
3. Type the **number of pages** you want to insert.
4. Click on **Insert**.
5. The new pages are inserted in your document.

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### 1. What is PageMaker? Explain its uses.




Adobe page Maker is a **page layout software**. It is used to design and produce documents that can be **printed**. You can create anything from a **simple business card** to a **large book**.

**Example:** Creating a newsletter that includes **articles** and **pictures** on each page using PageMaker.

### 2. Mention three tools in PageMaker and write their keyboard shortcuts.

<b>Pointer Tool</b>	F9
<b>Rotating Tool</b>	Shift + F2
<b>Line Tool</b>	Shift + F3

### 3. Write the use of any three tools in PageMaker along with symbols.

<b>Line Tool</b>		Used to draw <b>straight lines</b> in any direction.
<b>Constrained line tool</b>		Used to draw <b>vertical</b> or <b>horizontal</b> lines.
<b>Rectangle tool</b>		Used to draw <b>squares</b> and <b>rectangles</b> .

### 4. How do you rejoin split blocks?

- Place the Cursor on the bottom handle of the **second text block** click and drag the **bottom handle up to the top**.
- Place the Cursor on the bottom handle of the **first text block** and click and drag the **bottom handle down if necessary**.

### 5. How do you link frames containing text?

1. Draw a **second frame**
2. Click the **first frame** to select it.
3. Click on the **red triangle** to **load the text icon**.
4. Click the **second frame** PageMaker flows the text into the second frame.

### 6. What is the use of Master Page?















- ☺ Any **text or object** that you place on the **master page** will appear on the **entire document pages** to which the master is applied.
- ☺ Master Pages commonly use **logos, page numbers, headers, and footers**.
- ☺ They also contain **nonprinting layout guides**, such as **column guides, ruler guides, and margin guides**.

### 7. How to you insert page numbers in Master Pages?

1. Click on **Master Pages icon**.
2. Click on **Text tool**. Now the cursor changes to **I-beam**.
3. Then Click on the **Left Master Page** where you want to put the page number.
4. Press **Ctrl + Alt + P**
5. The page number displays as **'LM'** on the left master page.
6. Similarly click on the **Right Master Page** where you want to put the page number.
7. Press **Ctrl + Alt + P**
8. The page number displays as **'RM'** on the right master page

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## 1.Explain the tools in PageMaker Toolbox.

Tool	Tool Box	Use
Pointer tool		Used to <b>select, move, and resize text objects and graphics.</b>
Text tool		Used to <b>type, select, and edit text.</b>
Rotating tool		Used to <b>select and rotate objects.</b>
Cropping tool		Used to <b>orderly imported graphics.</b>
Line tool		Used to draw <b>straight lines</b> in any direction
Constrained line tool		Used to draw <b>vertical or horizontal lines.</b>
Rectangle tool		Used to draw <b>squares and rectangles.</b>
Rectangle frame tool		Used to create <b>rectangular placeholders</b> for text and graphics.
Ellipse tool		Used to draw <b>circles and ellipses.</b>
Ellipse frame tool		Used to create <b>elliptical placeholders</b> for text and graphics.
Polygon tool		Used to draw <b>polygons.</b>
Polygon frame tool		Used to create <b>polygonal placeholders</b> for text and graphics.
Hand tool		Used to <b>scroll</b> the page
Zoom tool		Used to <b>magnify or reduce</b> an area of the page.



## 2. Write the steps to place the text in a frame.

1. Click on one of a **Frame tool** from the **Toolbox**.
2. **Draw a Frame** with one of PageMaker's **Frame tools**
3. Click on **File**. The **File menu will appear**.
4. Click on **Place**. The **Place dialog box will appear**.
5. **Locate** the document that contains the text you want to place, **select** it.
6. Click on **Open**.
7. Click in a **frame** to place the text in it.
8. The text will be **placed in the frame**.

## 3. How can you convert text in a text block to a frame?

1. Draw the **frame** of your choice using one of the PageMaker's **Frame tool**.
2. Select the **text block** you want to **insert** in the frame.
3. Click the **frame** while pressing the **Shift key**.
4. Now **both** elements will be **selected**.
5. Choose **Element > Frame > Attach Content** on the Menu bar.
6. Now the **text appears in the frame**.

#### 4. Write the steps to draw a star using polygon tool?

##### Drawing a Star using Polygon tool

1. To draw a Star.
2. Click on the **Polygon tool** from the **toolbox**.
3. The cursor changes to a **crosshair**.
4. Click and **drag** anywhere on the **screen**. As you drag, a Polygon appears.
5. Release the mouse button when the Polygon is of the desired size.
6. Choose **Element > Polygon Settings** in the menu bar.
7. Polygon Settings **dialogue box** appears.
8. Type **5** in the Number of sides **text box**.
9. Type **50%** in star insert **textbox**.
10. Click **OK**. Now the required **star** appears on **the screen**.