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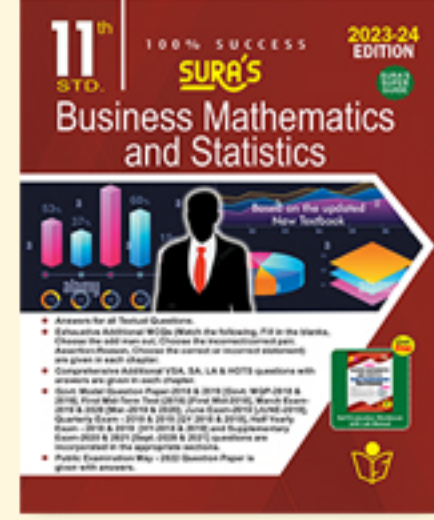
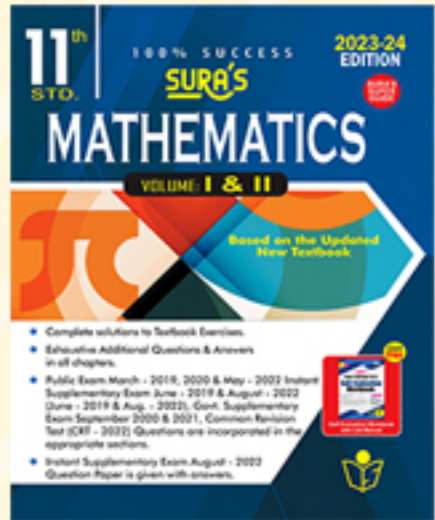
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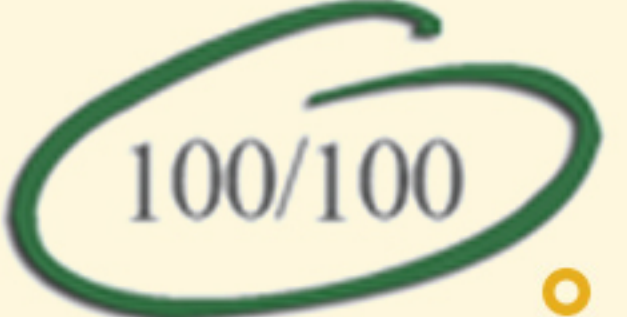
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UNIT- I

FUNDAMENTALS OF COMPUTER AND WORKING WITH A TYPICAL OPERATING SYSTEMS (WINDOWS & LINUX)

CHAPTER

1

INTRODUCTION TO COMPUTERS

CHAPTER SNAPSHOT

- * 1.1. Introduction to Computers
- * 1.2. Generations of Computers
- * 1.3. Sixth Generation Computing
- * 1.4. Data and Information
- * 1.5. Components of a Computer
 - * 1.5.1. Input Unit
 - * 1.5.2. Central Processing Unit
 - * 1.5.3. Output Unit
 - * 1.5.4. Memory Unit
 - * 1.5.5. Input and Output devices
- * 1.6. Booting of Computer

EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. First generation computers used [HY. '19; Aug '22]
(a) Vacuum tubes (b) Transistors
(c) Integrated circuits (d) Microprocessors
[Ans. (a) Vacuum tubes]
2. Name the volatile memory [CRT & May '22]
(a) ROM (b) PROM (c) RAM (d) EPROM
[Ans. (c) RAM]
3. Identify the output device
(a) Keyboard (b) Memory
(c) Monitor (d) Mouse
[Ans. (c) Monitor]
4. Identify the input device [June '19]
(a) Printer (b) Mouse
(c) Plotter (d) Projector
[Ans. (b) Mouse]
5. Output device is used for printing building plan.
(a) Thermal printer (b) Plotter
(c) Dot matrix (d) Inkjet printer
[Ans. (b) Plotter]
6. Which one of the following is used to in ATM Machines [Sep - 2020]
(a) Touch Screen (b) Speaker
(c) Monitor (d) Printer
[Ans. (a) Touch Screen]
7. When a system restarts which type of booting is used. [Mar. '19; QY. '19]
(a) Warm booting (b) Cold booting
(c) Touch boot (d) Real boot.
[Ans. (a) Warm booting]
8. Expand POST [Govt.MQP-'18]
(a) Post on self Test
(b) Power on Software Test
(c) Power on Self Test
(d) Power on Self Text
[Ans. (c) Power on Self Test]

9. Which one of the following is the main memory?
(a) ROM (b) RAM [QY. '19]
(c) Flash drive (d) Hard disk
[Ans. (b) RAM]
10. Which generation of computer used IC's?
[Sep. '21; CRT '22]
(a) First (b) Second (c) Third (d) Fourth
[Ans. (c) Third]

PART - II

VERY SHORT ANSWER.

1. What is a computer? [Mar. '19; QY. & HY. '19]
Ans. (i) A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data.
(ii) Computer works faster than human being and given the values more accuracy and reliable
2. Distinguish between data and information.

Data	Information
Data is defined as an unprocessed collection of raw facts, suitable for communication, interpretation or processing.	Information is a collection of facts from which conclusions may be drawn.
(Eg) 134, 16, 'Kavitha', 'C'	(Eg) Kavitha is 16 years old.

3. What are the components of a CPU? [Aug '22]
Ans. The CPU has three components which are Control unit, Arithmetic and Logic Unit (ALU) and Memory unit.
4. What is the function of an ALU? [CRT & May '22]
Ans. (i) The ALU performs arithmetic operations.
(ii) The result of an operation is stored in internal memory of CPU.
(iii) The logical operations of ALU promote the decision making ability of a computer.
5. Write the functions of control unit.
Ans. The control unit controls the flow of data between the CPU, memory and I/O devices. It also controls the entire operation of a computer.

6. What is the function of memory?

Ans. The primary memory is used to temporarily store the programs and data when the instructions are ready to execute. The secondary memory is used to store the data permanently.

7. Differentiate Input and Output unit. [QY. '19]

Input Unit	Output Unit
Input unit is used to feed any form of data to the computer, which can be stored in the memory unit for further processing.	An output unit is any hardware component that conveys information to users in an understandable form.
Example : Keyboard, mouse etc.	Example : Monitor, Printer etc.

8. Distinguish Primary and Secondary memory.

Primary Memory	Secondary memory
It is used to temporarily store the programs and data when the instructions are ready to execute.	It is used to store the data permanently.
It is volatile, the content is lost when the power supply is switched off. Eg. RAM.	It is non-volatile, the content is available even after the power supply is switched off. Eg. ROM, CD-ROM, DVD ROM.

PART - III

SHORT ANSWERS.**1. What are the characteristics of a computer?**

Ans. (i) Computer is the powerful machine.
(ii) It can perform large number of tasks.
(iii) The main capacities of computer are work length, speed accuracy, diligence, versatility memory and automation and lots of more tasks.

2. Write the applications of computer.

Ans. The various applications of computers are,
(i) Business (ii) Education
(iii) Marketing (iv) Banking
(v) Insurance (vi) Communication
(vii) Health care
(viii) Engineering - Robotics, Nano technology, Bio Engineering

3. What is an input device? Give two examples.

[HY. '19]

Ans. Input device is used to feed any form of data to the computer, which can be stored in the memory unit for further processing.

Example: Keyboard, mouse, Scanner, Fingerprint scanner, Track Ball, Retinal Scanner, Light pen etc.

4. Name any three output devices. [QY. '19; Sep. '21]

Ans. (i) Monitor (ii) Printer
(iii) Plotter (iv) Speaker
(v) Multimedia projectors are the output devices.

5. Differentiate optical and Laser mouse.

Optical Mouse	Laser Mouse
Measures the motion and acceleration of pointer.	Measures the motion and acceleration of pointer.
It uses light source instead of ball to judge the motion of the pointer.	Laser Mouse uses Laser Light.
Optical mouse is less sensitive towards surface.	Laser Mouse is highly sensitive and able to work on any hard surface.

6. Write short note on impact printer. [CRT '22]

Ans. Impact printers :

- (i) These printers print with striking of hammers or pins on ribbon. These printers can print on multi-part (using carbon papers) by using mechanical pressure. For example, Dot Matrix printers and Line matrix printers are impact printers.
- (ii) A Dot matrix printer that prints using a fixed number of pins or wires.
- (iii) Line matrix printers use a fixed print head for printing.

7. Write the characteristics of sixth generation.

[Govt.MQP-'18]

- (i) Parallel and Distributed computing
- (ii) Computers have become smarter, faster and smaller
- (iii) Development of robotics
- (iv) Natural Language Processing
- (v) Development of Voice Recognition Softwasse

8. Write the significant features of monitor.

[Sep. '21]

Ans. Monitor:

- (i) Monitor is the most commonly used output device to display the information. It looks like a TV.
- (ii) Pictures on a monitor are formed with picture elements called PIXELS.
- (iii) Monitors may either be Monochrome which display text or images in Black and White or can be color, which display results in multiple colors.
- (iv) There are many types of monitors available such as CRT (Cathode Ray Tube), LCD (Liquid Crystal Display) and LED (Light Emitting Diodes).
- (v) The video graphics card helps the keyboard to communicate with the screen.
- (vi) It acts as an interface between the computer and display monitor.

PART - IV

EXPLAIN IN DETAIL.

1. Explain the basic components of a computer with a neat diagram. [Mar. '19, Sep. 2020; CRT & Aug '22]

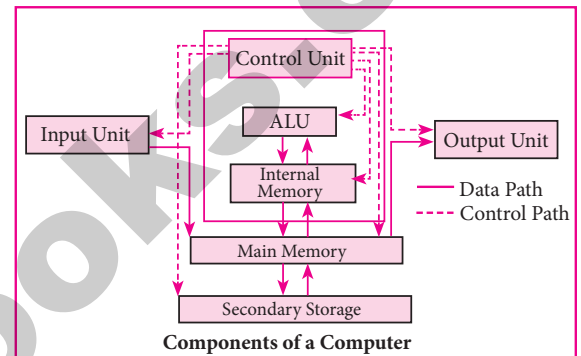
Ans. Components of a Computer :

The computer is the combination of hardware and software. Hardware is the physical component of a computer like motherboard, memory devices, monitor, keyboard etc., while software is the set of programs or instructions. Both hardware and software together make the computer system to function. Every task given to a computer follows an Input-process - output cycle (IPO cycle).



- (i) **Input unit :** Input unit is used to feed any form of data to the computer, which can be stored in the memory unit for further processing.
Example : keyboard, mouse etc.

- (ii) **Central Processing Unit :** CPU is the major component which interprets and executes software instructions. It also control the operation of all other components such as memory, input and output units.
- (iii) **Arithmetic and Logic Unit :** The ALU is a part of the CPU where various computing functions are performed on data. The ALU performs arithmetic operations such as addition, subtraction, multiplication, division and logical operations.



- (iv) **Control Unit :** The control unit controls the flow of data between the CPU memory and I/o devices. It also controls the entire operation of a computer.
- (v) **Output Unit :** An output unit is any hardware component that convey information to users in an understandable form. Example : Monitor, Printer etc.
- (vi) **Memory Unit :** The Memory Unit is of two types which are primary memory and secondary memory. The primary memory is used to temporarily store the programs and data when the instructions are ready to execute. The secondary memory is used to store the data permanently. The Primary Memory is volatile, that is, the content is lost when the power supply is switched off. The Random Access Memory (RAM) is an example of a main memory. The Secondary memory is non volatile, that is, the content is available even after the power supply is switched off. Hard disk, CD-ROM and DVD ROM are examples of secondary memory.

3. Explain the following :

- a. Inkjet Printer b. Multimedia projector
c. Bar code / QR code Reader

Ans. (a) Inkjet Printers:

- (i) Inkjet Printers use colour cartridges which combined Magenta, Yellow and Cyan inks to create color tones. A black cartridge is also used for monochrome output. Inkjet printers work by spraying ionised ink at a sheet of paper.
- (ii) They use the technology of firing ink by heating it so that it explodes towards the paper in bubbles or by using piezoelectricity in which tiny electric currents controlled by electronic circuits are used inside the printer to spread ink in jet speed.
- (iii) An Inkjet printer can spread millions of dots of ink at the paper every single second.

(b) Multimedia Projectors:

- (i) Multimedia projectors are used to produce computer output on a big screen.
- (ii) These are used to display presentations in meeting halls or in classrooms.

(c) Bar Code / QR Code Reader:

- (i) A Bar code is a pattern printed in lines of different thickness. The Bar code reader scans the information on the bar codes transmits to the Computer for further processing.
- (ii) The system gives fast and error free entry of information into the computer.

QR (Quick response) Code:

The QR code is the two dimension bar code which can be read by a camera and processed to interpret the image.

GOVERNMENT EXAM QUESTIONS AND ANSWERS

5 MARKS

1. Explain in detail the different types of Mouse.

[Govt. MQP-'18]

- Ans. (i) Mechanical Mouse :** A small ball is kept inside and touches the pad through a hole at the bottom of the mouse. When the mouse is moved, the ball rolls. This movement of the ball is converted into signals and sent to the computer.

- (ii) **Optical Mouse:** Measures the motion and acceleration of pointer. It uses light source instead of ball to judge the motion of the pointer. Optical mouse has three buttons. Optical mouse is less sensitive towards surface.

(iii) Laser Mouse:

Measures the motion and acceleration of pointer. Laser Mouse uses Laser Light Laser. Mouse is highly sensitive and able to work on any hard surface.

ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.**1 MARK****I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.****1. Which of the following led us today to extremely high speed calculating device?**

- (a) Laptop (b) Tabulating Machine
(c) Abacus (d) ENIAC

[Ans. (c) Abacus]

2. The first calculating device is

- (a) ENIAC (b) Analytical Engine
(c) EDVAC (d) Abacus

[Ans. (d) Abacus]

3. In which year the concept of the analytical engine was invented?

- (a) 1837 (b) 1910 (c) 1991 (d) 1836

[Ans. (a) 1837]

4. Which of the following period the first generation computers belongs?

- (a) 1956-1963 (b) 1940-1956
(c) 1964-1971 (d) 1980-1990

[Ans. (b) 1940-1956]

5. Which of the following is not a first generation computers?

- (a) ENIAC (b) EDVAC
(c) UNIVAC 1 (d) IBM1401

[Ans. (d) IBM1401]

6. Name the types of computer introduced in Fourth generation computers.

- Ans.** (i) Microcomputer
(ii) Portal Computers.

7. Write the developments of Sixth generation computers.

- Ans.** (i) Parallel Computing
(ii) Artificial Neural Networks
(iii) Robotics
(iv) Natural Language Processing

8. What is NLP?

Ans. Natural Language Processing is the ability of a computer program to understand human language. It is a component of artificial intelligence.

9. What is the use of Microphone?

Ans. Microphone serves as a voice Input device. It captures the voice data and send it to the Computer.

10. Write a note on Digital Camera.

Ans. It captures images / videos directly in the digital form. It uses a CCD (Charge Coupled Device) electronic chip. When light falls on the chip through the lens, it converts light rays into digital format.

11. What is use of VGA?

Ans. The screen monitor works with the VGA (Video Graphics Array). The video graphics card helps the keyboard to communicate with the screen. It acts as an interface between the computer and display monitor. Usually the recent motherboard incorporates built in video card.

12. Write the two main categories of Printer.

- Ans.** Printers are divided into two main categories:
(i) Impact Printers
(ii) Non Impact printers

13. What is booting a computer?

Ans. Booting a computer is to load an operating system into the computer's main memory or random access memory (RAM).

14. What makes Charles Babbage the father of computing?

Ans. Charles Babbage radical ideas and concept of the Analytical Engine (It contained an ALU, basic flow control and integrated memory) makes him the father of computing.

15. What is the goal of neural network approach?

Ans. The original goal of the neural network approach was to solve problems in the same way that a human brain would. Over time, attention focused on matching specific mental abilities, leading to deviations from biology.

16. Write the tools in which nano technology was born.

Ans. The right tools, such as the scanning tunneling microscope (STM) and the atomic force microscope (AFM), the age of nano-technology was born.

17. Define IPO Cycle.

Ans. The functional components of a computer performs. Every task given to a computer follows an Input-Process- Output Cycle (IPO cycle).

18. Name the different keys available in the keyboard.

Ans. There are different set of keys available in the keyboard such as character keys, modifier keys, system and GUI keys, enter and editing keys, function keys, navigation keys, numeric keypad and lock keys.

19. Which device is used to draw a lines?

Ans. Light Pen is an input device which is used to draw lines or figures on a computer screen. It is touched to the CRT screen where it can detect faster on the screen as it passes.

20. Define Pixels.

Ans. Pictures on a monitor are formed with picture elements called PIXELS.

21. Name the types of Monitors available.

Ans. The types of monitors available such as CRT (Cathode Ray Tube), LCD (Liquid Crystal Display) and LED (Light Emitting Diodes).

22. How the data travel through control bus?

Ans. The data travel in both unidirectional and bidirectional due to the internal connection with in the computer architecture.

23. Name the type of registers are essential for instruction execution.

- Ans.** (i) Program counter
(ii) Instruction Register
(iii) Memory Address Registers
(iv) Memory Buffer Register
(v) Accumulator

24. Expand (a) MAR (b) MBR

- Ans.** (a) MAR - Memory Address Register
(b) MBR - Memory Buffer Register

25. Why POST is essential?

Ans. If the hardware is not detected, a particular pattern of beeps will inform about the error. An error found in the POST is usually fatal (that is, it causes current program to stop running) and will halt the boot process, since the hardware check is absolutely essential for the computer's functions.

26. What does reboot mean?

Ans. It means to reload the operating system.

27. Write the limitations of impact printer.

- Ans.** (i) It is slow as compared to non-impact printers
(ii) It is not best suited for graphics
(iii) It is not possible to obtain colour output.

SHORT ANSWERS.**3 MARKS****1. Write a note Vacuum tube.**

- Ans.** (i) Vacuum tubes contain electrodes for controlling electron flow and were used in early computers as a switch or an amplifier.
(ii) Vacuum tubes are big in size and consumed more power.

2. Define Transistor.

- Ans.** (i) The transistor ("transfer resistance") is made up of semi-conductors.
(ii) It is a component used to control the amount of current or voltage used for amplification/modulation or switching of an electronic signal.

3. Define Punched cards.

Ans. Punch cards also known as Hollerith cards are paper cards containing several punched or perforated holes that were punched by hand or machine to represent data.

4. What is Machine language?

- Ans.** (i) Machine language is a collection of binary digits or bits that the computer reads and interprets.
(ii) In first generation, machined language was used.

5. What is Integrated circuits?

- Ans.** (i) IC is short for Integrated Circuit or Integrated Chip.
(ii) The IC is a package containing many circuits, pathways, transistors, and other electronic components all working together to perform a particular function or a series of functions.

6. What is Robotics?

- Ans.** (i) Robot is a term coined by Karel Capek in the 1921 play RUR (Rossum's Universal Robots).
(ii) It is used to describe a computerized machine designed to respond to input received manually or from its surroundings.

7. What is Nano-technology?

Ans. Nano-technology, is an engineering, science, and technology that develops machines or works with one atom or one molecule that is 100 nanometers or smaller.

8. Define POST.

- Ans.** (i) POST (Power-On Self-Test) is the diagnostic testing sequence that a computer's basic input/output system runs to determine if the computer keyboard, random access memory, disk drives and other hardware are working correctly.
(ii) If the necessary hardware is detected and found to be operating properly, the computer begins to boot.

9. Write the short note on finger print scanner.

Ans. Finger print Scanner: Fingerprint Scanners is a fingerprint recognition device used for computer security, equipped with the fingerprint recognition feature that uses biometric technology. Fingerprint Reader / Scanner is very safe and convenient device for security instead of password, that is vulnerable to fraud and is hard to remember.

10. Write a note on Touch Screen.

- Ans.** (i) A touch screen is a display device that allows the user to interact with a computer by using the finger.
(ii) It can be quite useful as an alternative to a mouse or keyboard for navigating a Graphical User Interface (GUI).
(iii) Touch screens are used on a wide variety of devices such as computers, laptops, monitors, smart phones, tablets, cash registers, and information kiosks.
(iv) Some touch screens use a grid of infrared beams to sense the presence of a finger instead of utilizing touch-sensitive input.

11. Write the sequence of steps in boot process? (or) Explain the types of booting in computer.

- Ans.** Booting process is of two types.
(i) Cold Booting (ii) Warm Booting

- (i) **Cold Booting:** When the system starts from initial state i.e. it is switched on, we call it cold booting or Hard Booting. When the user presses the Power button, the instructions are read from the ROM to initiate the booting process.
- (ii) **Warm Booting:** When the system restarts or when Reset button is pressed, we call it Warm Booting or Soft Booting. The system does not start from initial state and so all diagnostic tests need not be carried out in this case. There are chances of data loss and system damage as the data might not have been stored properly. Differentiate optical mouse and laser mouse.

12. Differentiate Impact Printers and Non-Impact Printers.

Impact Printers	Non-Impact Printers
It uses ribbons / carbon papers to leave the impressions on the paper.	It use ink cartridges and the impressions appear on the paper with the flow of ink.
The quality of printing is a draft quality.	The quality of printing is a high quality.
Striking Mechanism used to produce output.	No striking mechanism used to produce output.
faster speeds around 250 words per second.	slower speeds around 1 page per seconds.
Example : Dot Matrix printers and line matrix printers	Example : Laser printers and Inkjet printers.

13. Differentiate Dot Matrix Printer and Laser Printer.

Dot Matrix Printer	Laser Printer
Printing speed is slow.	Printing speed is high.
Suitable for black and white printing.	Suitable of colour printing.
It makes noise while printing.	It is silent while printing.

LONG ANSWERS.

5 MARKS

1. Explain Impact Printers with an Example.

Ans. Impact Printers :

- (i) These printers print with striking of hammers or pins on ribbon. These printers can print on multi-part (using carbon papers) by using mechanical pressure.

- (ii) For example, Dot Matrix printers and Line matrix printers are impact printers.
- (iii) A Dot matrix printer that prints using a fixed number of pins or wires. Each dot is produced by a tiny metal rod, also called a "wire" or "pin", which works by the power of a tiny electromagnet or solenoid, either directly or through a set of small levers.
- (iv) It generally prints one line of text at a time. The printing speed of these printers varies from 30 to 1550 CPS (Character Per Second).

2. Explain Non-Impact printers with an examples.

Ans. Non-Impact Printers :

- (i) These printers do not use striking mechanism for printing. They use electrostatic or laser technology.
- (ii) Quality and speed of these printers are better than Impact printers. For example, Laser printers and Inkjet printers are non-impact printers.

Laser Printers :

- (i) Laser printers mostly work with similar technology used by photocopiers.
- (ii) It makes a laser beam scan back and forth across a drum inside the printer, building up a pattern. It can produce very good quality of graphic images.

Inkjet Printers :

- (i) Inkjet Printers use colour cartridges which combined Magenta, Yellow and Cyan inks to create color tones.
- (ii) A black cartridge is also used for monochrome output. Inkjet printers work by spraying ionised ink at a sheet of paper.
- (iii) They use the technology of firing ink by heating it so that it explodes towards the paper in bubbles or by using piezoelectricity in which tiny electric currents controlled by electronic circuits are used inside the printer to spread ink in jet speed.
- (iv) An Inkjet printer can spread millions of dots of ink at the paper every single second.



UNIT- II

OFFICE AUTOMATION TOOLS (WORD PROCESSOR, SPREADSHEET AND PRESENTATION)

CHAPTER

6

INTRODUCTION TO WORD PROCESSOR

CHAPTER SNAPSHOT

Part - I : Introduction to Word Processor

- * 6.1 Introduction to Word Processor
- * 6.2 An Introduction to OpenOffice Writer
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EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. Which is the opening screen of OpenOffice?
 (a) Star desktop (b) Star center
 (c) Star screen (d) Star window
[Ans. (b) Star center]
2. Which option allows you to assign text, tables, graphics and other items to a key or key combination?
 (a) Autoformat (b) Automatic
 (c) Auto text (d) Autographics
[Ans. (c) Auto text]
3. Which menu contains the Numbering option?
 (a) File (b) Edit
 (c) Tools (d) Format
[Ans. (d) Format]
4. Which is displayed at the top part of the window?
[Mar. '19; Sep. '21; May '22]
 (a) Menu bar (b) Tool bar
 (c) Title bar (d) Format bar
[Ans. (c) Title bar]
5. What is changing the default appearance of the text called?
[QY. '19]
 (a) Text formatting (b) Page formatting
 (c) Special formatting (d) Paragraph formatting
[Ans. (a) Text formatting]
6. Find & Replace option is available in which menu?
[May '22]
 (a) File (b) Edit
 (c) Format (d) Tools **[Ans. (b) Edit]**
7. Which button selects all instances of the search text in the document?
[Aug '22]
 (a) Find (b) Find All
 (c) Replace (d) Replace All
[Ans. (b) Find All]
8. What is the shortcut key to go to the start of the document?
 (a) Ctrl + Home (b) Ctrl + End
 (c) Home (d) End
[Ans. (a) Ctrl + Home]

9. What is the shortcut key for finding and replacing text in a document?
[CRT '22]
 (a) Ctrl + F1 (b) Ctrl + F4
 (c) Ctrl + F5 (d) Ctrl + F7
[Ans. (*) Ctrl + F]
10. What is the shortcut key for Undo?
[QY. '19]
 (a) Ctrl + E (b) Ctrl + U
 (c) Ctrl + Z (d) Ctrl + n
[Ans. (c) Ctrl + Z]

PART - II

VERY SHORT ANSWERS.

1. How do you insert pictures in to your document?
[QY. '19; Sep. '21; CRT '22]
Ans. Openoffice writer has the ability to insert and edit images in a more simply way.
 (i) Place the insertion pointer where you want the image to appear
 (ii) Select Insert → Picture → From file
 (iii) The insert picture dialog box appears where the picture gallery opens from which the desired picture can be selected.
 (iv) If the picture is not in the gallery, then browse the pictures from the folder, choose the desired picture.
 (v) Click on the Open button.
 (vi) The selected picture is inserted into the document.
2. What are the different packages in Openoffice Writer?
[Sep. 2020]
Ans. Openoffice is a productive office suite with a collection of different software packages such as
 (i) Openoffice writer – Word processor to create text documents
 (ii) Openoffice calc – Spreadsheet to create worksheets
 (iii) Openoffice Base – Database
 (iv) Openoffice Impress – Presentation Software
 (v) Openoffice Draw – Drawing software
 (vi) Openoffice Forumula – Create formula and equations.

3. What is auto text in Writer? [Sep. '21]

Ans. AutoText allows you to assign text, tables, graphics and other items to a key or key combination. **For example**, rather than typing "TamilNadu" every time you use that phrase, you might just type "tn" and press F3.

4. How do you merge cells in a table?

Ans. To merge a group of cells:

- (i) Select the cells to merge.
- (ii) Right click and choose Cell → Merge or Choose Table → Merge Cells from the menu bar.

5. State the differences between proprietary software and open source software.

Ans.



Proprietary software		Open source software	
Package	Developer	Package	Developer
Microsoft Word	Microsoft Corporation	Open Office Writer	Apache
WPS Word	Kingsoft	Libre Office Writer	The document foundation
WordPro	Lotus Corporation	Abiword	Abisource

PART - III

SHORT ANSWERS.

1. What is the difference between moving and copying text? [Sep. '21; CRT '22]

Ans.

Moving text	Copying text
To move a text from one location to another	To copy a text from one location to another
Select the text to be moved	Select the text to be copied
Click Ctrl + X or Cut Icon  or Edit → Cut	Click Ctrl + C or Copy Icon  or Edit → Copy
The text is removed from the source location and placed in the clipboard	A duplicate copy of the text is made and send to the clipboard
Take the insertion pointer to the new location to be moved	Take the insertion pointer to the new location to be copied

2. What are the different types of orientation?

[Mar. '19; QY. '19]

Ans. There are two different orientation :

- (i) **Landscape :** The width of the document is more than the height. This is best suited for displaying professional photos, invitations, albums, tables etc.
- (ii) **Portrait :** This is the most common and default orientation. Here, the height of the document is more than the width. Normally books, newspapers will be displayed in this format.

3. How do you insert rows and columns?

Ans. To insert rows or columns inside a table:

- (i) Place the insertion pointer in the row or in the column where you would like to add new rows or columns and right-click.
- (ii) Choose Row → Insert – to insert a new row or Column → Insert – to insert a new column. A dialog box will appear, from which you can select the number of rows or columns to insert. You can also set the position of the new rows or columns to Before or After.

4. What are the different ways to save a document?

[Sep. '21]

- Ans.**
- (i) You can save by clicking File → Save on top left corner and then click File → Save As or Ctrl+Shift+S. After that browse the location where exactly you want to save in your computer.
 - (ii) You can also save by just pressing Ctrl + S and then browse the location where you want to save.
 - (iii) All documents in OpenOffice writer will be stored with .odt extension. You can store your OpenOffice document as Microsoft Word document or pdf.

5. Write the steps to change the line spacing of text.

- Ans.**
- (i) Rightclick → line spacing, select the type single, 1.5 or double.
 - (ii) Select the entire document by Edit → Select All
 - (iii) Format → paragraph
 - (iv) The paragraph dialog box appears, click Indents & Spacing tab
 - (v) In the line spacing option, select the type and click OK button.

PART - IV

EXPLAIN IN DETAIL.

1. What are the different methods to change margin in writer? [June '19]

Ans. Page margins are the white space around the top, bottom, left and right of your document.

Changing or setting page margins in openoffice writer can be done in two ways:

- (i) Using the Rulers - quick and easy, but does not have precise values.
- (ii) Using the Page Style dialog box - can specify precise values for the margins.

Changing Page Margins using Ruler:

- (i) The shaded sections of the rulers are the margins.
- (ii) Hold the mouse pointer over the line between the gray and white sections.
- (iii) The mouse pointer turns into a double-headed arrow.
- (iv) Hold down the left mouse button and drag the mouse to move the margin and release it at the required point.
- (v) The new margin is set.

Using the Page Style Dialog Box:

To change margins using the Page Style dialog box

- (i) Right-click anywhere on the page and select Page from the popup menu or select page tab of page style dialog box.
- (ii) In the Margins boxes, specify the values for left, right, top and bottom margins.
- (iii) Click on OK button.

2. What is Header and Footer? How do you insert page numbers in footer area? [CRT & Aug '22]

Ans. The header is a section of the document that appears in the top margin, which displays the title or chapter name, author name of a document.

- (i) Select from the main menu Insert → Header → Default.
- (ii) The header text area is separated from the normal text area.
- (iii) In the header area, Enter the text that is to be repeated in all pages or Select Insert → Fields → Title.

The footer is a section of the document that appears in the bottom margin of the page which displays the page number, date, time etc. which gets displayed on all the pages automatically.

- (i) Select from the main menu Insert → Footer → Default
- (ii) Place the insertion pointer in the footer part of the page.
- (iii) Select Insert → Fields → Date to insert date in all the pages.

Inserting and Formatting page numbers

The page numbers can be inserted by performing the following steps:

- (i) Place the insertion pointer where you want to insert the page number
- (ii) choose Insert → Fields → Page Number
- (iii) The page number appears with a gray background.

Normally, the page numbers appear as 1,2,3....., To change the numbering style, the following sequence of steps can be performed:

- (i) Position the insertion pointer where the page number has to appear.
- (ii) Select **Format** → **page**, which will display the **Page Style** dialog box.
- (iii) Select page Tab
- (iv) In the Layout settings, select the format drop down combo box
- (v) Select the desired style and click OK button.

3. Write the steps to Find and Replace a word with another word in OpenOffice writer.

[QY. & HY. '19; Sep. '21; CRT '22]

Ans. OpenOffice Writer has a Find and Replace feature that helps to locate for a text inside a document and replace it with another word.

- ◆ Click **Edit** → **Find & Replace** (or) **Ctrl + F**
- ◆ The find & Replace dialog box appears as shown.

Steps to find & replace a text :

- (i) Type the text you want to find in the **Search for** box
For Example : To search a word "Bombay" in a document and replace with "Mumbai", enter the word "Bombay" in the **Search for** box.
- (ii) To replace the text with different text, type the new text in the **Replace with** box Enter the word " Mumbai" in the **Replace with** box and Click **Find** button, to start the search, the found word is highlighted and the first occurrence of "Bombay" is highlighted.
- (iii) To replace text, click **Replace** button.

CHAPTER SNAPSHOT

- * 8.1 Presentation Software - Meaning
- * 8.2 Impress
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- * 8.12. Creating Graphic Objects
 - 8.12.1. The Drawing toolbar
- * 8.13. Inserting images
- * 8.14. Inserting audio and video

EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. Which is used to move quickly from one slide to another?

(a) Compass	(b) Navigator
(c) Fill color	(d) Page border

[Ans. (b) Navigator]
2. Which is the shortcut key to view the slide show?

(a) F6	(b) F9
(c) F5	(d) F10

[Ans. (c) F5]
3. In Impress, which views shows thumbnail versions of all your slides arranged in horizontal rows.

(a) Notes	(b) Outline
(c) Handout	(d) Slide Sorter

[Ans. (d) Slide Sorter]
4. Identify the default view in Impress.

(a) Normal	(b) Slide Sorter
(c) Handout	(d) Notes

[Ans. (a) Normal]
5. Which menu contains the Slide Transition option?

(a) Slide Show	(b) View
(c) Tools	(d) Format

[Ans. (a) Slide Show]
6. Identify the extension of the Impress presentation.

(a) .odp	(b) .ppt
(c) .odb	(d) .ood

[Ans. * .odp]
7. In presentation tools, the entry effect as one slide replaces another slide in a slide show. Identify the option that suits after reading the statement.

(a) Animation	(b) Slide Transition
(c) Custom animation	(d) Rehearse Timing

[Ans. (b) Slide Transition]
8. Vanya has made a presentation on "Global Warming". She wants to progress her slide show automatically while speaks on the topic in the class. Which features of Impress would she use?

(a) Custom Animation	(b) Rehearse Timing
(c) Slide Transition	(d) Either (a) or (b).

[Ans. (b) Rehearse Timing]

PART - II

VERY SHORT ANSWERS.

1. What is the difference between a slide and a slide show?

[QY. '19]

Slide	Slide Show
Slide means a single slide that contains different elements like text, tables, charts, clip-art etc.	A slide show is a presentation of a series of slides on a projection screen typically in a prearranged sequence. The changes between slide may be automatic or manually controlled by a presenter or the viewer.

2. How many in-built slide layouts does impress consist of?

Ans. In built the openoffice impress consists of 12 different layout of slides.

3. What do you understand by a presentation?

[May '22]

Ans. A presentation is a sequential collection of slides in which each slide displays some information in the form of text or graphics.

4. Define a template in Impress.

Ans. Templates are built-in design files which contain different predefined styles, such as fond face and size, bullet size, place holder's size and position, background, colors heme and slide master.

5. What do you understand by the slide layout?

Ans. Slide layouts are pre-packaged layouts which contain formatting, positioning, and placeholders for all of the content that appears on a slide. Placeholders are the containers in layouts that hold such content as text, tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art.

PART - III

SHORT ANSWERS.

1. How many types of views are provided by Impress to its users?

[Mar. '19, Sep. 2020]

Ans. There are 5 types of views are provided by Impress. They are

- (i) **Normal view** : Normal view is the main view for creating individual slides.
- (ii) **Outline view** : Outline view shows topic titles, bulleted lists and numbered lists for each slide in outline format.

- b. Handout view is used for setting up the layout of your slides for a printed handout.
- c.
 - Select the slide to insert the picture.
 - Choose Insert → Picture → From File option, and choose the required picture that has to be inserted into the slide.
- d. Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.
- e. To make her presentation attractive, she needs to add animation and transition effects to the slides.

2. Explain how a presentation can help a salesperson to promote his/her products. [QY. '19]

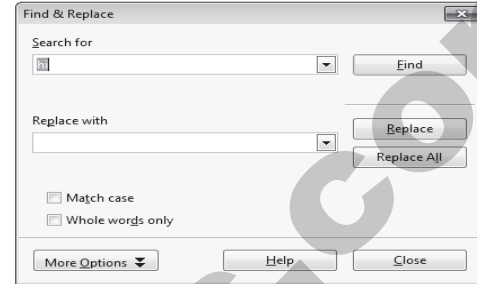
Ans. Presentation is helpful for a sales person to promote his/her products effectively.

- (i) Presentation will give visual video, pictures to understand a goodness of the product.
- (ii) By using presentation, sales person can make audience to understand easier and he can get more response from the people.
- (iii) Presentation help sales person to present prospect challenges easier.
- (iv) Sales person can explain with physical demonstration by shocking animations. It helps to increase the sales.

3. Sivabalan created a presentation to be shown at his school's Annual Function. Just 5 minutes before the presentation, he noticed that he has misspelt the name of the school, which is appearing in all the 30 slides of the presentation. How can he rectify this mistake in all the slides in one-shot?.

Ans. The slide master will be helpful in this situation. Select the Master slide,

- (i) Choose Edit → Find & Replace option from the menu bar. The Find & Replace Dialog box appears on the screen.



- (ii) In the search for box type the misspelt word.
- (iii) Type the correct word in the Replace with box.
- (iv) Click the Find option to find the misspelt word.
- (v) Click the Replace All option to replace the correct word in all the slides. You can see the replacement in all the slides.

4. List some advantages of using templates.

- Ans.**
- (i) **Professional Graphic Design** : Even the user don't have graphic design experience, they know how to make adjustments to existing graphics.
 - (ii) **Branding** : Templates can easily be modified by changing colors, fonts, graphics etc.
 - (iii) **Speed** : With a good starting point in each slide, the presentation is made in a snap.
 - (iv) **Quick customization** : It's much easier to edit the template in its original form, not as a copy of a copy.
 - (v) **Consistency** : A consistent design scheme will avoid Jarring transitions and sneaking suspicion that the presentation was pasted together as a ransom note.

GOVERNMENT EXAM QUESTIONS AND ANSWERS

1 MARK

1. The no.of tabs in the workspace of Impress is _____.
[Govt.MQP-'18]
(a) 2 (b) 5 (c) 4 (d) 6
[Ans. (b) 5]
2. In Impress, Shortcut key used to make changes in the text style is _____.
[Govt.MQP-'18]
(a) F5 (b) F7 (c) F11 (d) F12
[Ans. (c) F11]

3. Which is the shortcut key to view the slide show?
(a) F6 (b) F8 [HY. '19]
(c) F5 (d) F10 [Ans. (c) F5]
4. You can display the Navigator by pressing:
[CRT '22]
(a) Shift+F5 (b) Ctrl+Shift+F5
(c) Ctrl+F5 (d) Shift+Ctrl+F5
[Ans. (c) F11]

2 MARKS

1. What is use of slide sorter view in Impress?

[Govt.MQP-'18]

Ans. Slide Sorter view: Shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.

2. Define slide transition. [March 2020]

Ans. Various transitions are available, in Impress. You can select the transition speed (slow / medium / fast). You can also choose between automatic or manual transition, and how long you want the selected slide to be shown.

3. What is presentation software? [Sep. 2020; CRT '22]

Ans. A presentation software is a computer software package used to show information, in the form of a slide show.

3 MARKS

1. What are the three methods of inserting slide in Impress presentation? [Govt.MQP-'18]

Ans. Step 1: Insert a new slide. This can be done in a variety of ways.

- (i) Insert → Slide.
- (ii) Right-click on the present slide, and select Slide → New Slide from the pop-up menu.
- (iii) Click the empty space after the last slide also to create a new slide by right clicking New Slide.
- (iv) Click the Slide icon in the Presentation toolbar.

Step 2: Select the layout slide that best fits your needs.

Step 3: Modify the elements of the slide like removing unneeded elements, adding needed elements (such as pictures), and inserting text.

2. How will you start open office impress? [HY. '19]

Ans. (i) In order to open Impress using Start button, click Start button and select All Programs → Open Office → OpenOffice Impress.

(ii) If it is already pinned in the Start menu, just click and open it.

5 MARKS

1. What is Master Slide? How can you create it using Open Office Impress? [QY. '19]

Ans. Master Slide: A Master Slide is a slide that is used as the starting point for other slides. It is similar to a page style in Writer. It controls the basic formatting of all slides. A slide show can have more than one Master Slide.

The pre-packed presentation styles can be modified, but new presentation styles cannot be created.

Click View → Master → Master Slide It is possible to view the Master slides in two styles :

1. Slide Master
 2. Notes Master
- (i) A New Master slide can be created either by using the Master View dialog box or by right clicking slides in the Slides pane.
 - (ii) The renaming of the Master Slide is also done by the same procedure.
 - (iii) Master Slide will be closed by using the Close Master View in the Master View dialog box.

ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.

1 MARK

- I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.

1. Which of the following software used to show information in the form of slide show?

- (a) Word processor (b) Spread sheet
(c) Presentation (d) draw

[Ans. (c) Presentation]

2. How many major functions included in presentation software?

- (a) 2 (b) 3 (c) 4 (d) many
[Ans. (b) 3]

3. Which of the following is used to create multimedia?

- (a) Presentation (b) Word Processor
(c) draw (d) Spreadsheet

[Ans. (a) Presentation]

3. Devi has created a presentation based on "Trends of Wireless Communication", she wants to add header, footer, slide numbers in presentation. Which menu option she click on?

Ans. She must click of view menu to add Header, Footer and slide numbers in presentation.

4. In which menu option is the picture sub menu option present?

Ans. The picture sub menu option present under Insert menu.

5. What does presentation software includes?

Ans. It includes three major functions:

- (i) an editor that allows the text to be inserted and formatted,
- (ii) a method for inserting and manipulating graphic images and
- (iii) a slide-show system to display the content.

6. Name few presentation software.

Ans. OpenOffice.org Impress, Microsoft PowerPoint and Apple's Keynote.

7. How will you create a presentation using templates?

Ans. (i) Choose the option From template, it uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template that you want.

- (ii) Introducing a New Product and Recommendation of a Strategy are pre-packaged presentation templates. They can be used to create a presentation by choosing from template in the first step.

8. What are the three parts of the main impress window?

Ans. The main Impress window has three parts : the Slides pane, the Workspace, and the Tasks pane.

SHORT ANSWERS.

3 MARKS

1. What do you understand by animation and how does it help in enhancing a presentation?

Ans. Animation refers to the visual effects that are added to the text as well as other objects in the slides in presentation. In other words, animation effects are used to apply movement in the images and objects in slides. The use of animation enhances presentation and makes it more attractive.

2. Explain the usage of Rephrase Time in options are available in presentation software.

Ans. While rehearsing, use the slide Timing feature to record the time that needed to present each slide, and then use the recorded time to advance the slides automatically when the presentation shows to actual audience. The slide timing feature is ideal for creating a self-running presentation. If also make sure that the presentation fits within a certain time frame.

3. Write the steps to change the font and effects of the current design theme of a presentation?

Ans. Changing font :

- (i) Choose format → styles and formatting or press F11.
- (ii) Select the style category by clicking on either the presentation styles icon or the Graphic Style icon at the top of the style and formatting window.
- (iii) Right - Click on style to be modified and select modify from the pop menu.

4. Write a short note on impress.

Ans. Impress is OpenOffice.org's presentations (slide show) module. You can create slides using Impress. It contains different elements like text, bulleted and numbered lists, tables, charts, clip art and a range of graphic objects. Impress has access to the spelling checker and thesaurus. Also, it comes with pre-packaged text styles, background styles with online help.

5. How will you create a presentation?

Ans. create a presentation by any one of the following methods.

- (i) By selecting an Empty presentation.
- (ii) By selecting From template.
- (iii) By selecting from Open existing presentation.

LONG ANSWERS.

5 MARKS

1. Explain the steps to create a presentation by selecting on empty presentation.

Ans. Using Empty presentation

- (i) Select Empty presentation under Type. It creates a presentation from scratch.
- (ii) Click Next. The Presentation Wizard step 2 appears. Figure 8.4 shows the Wizard.
- (iii) Choose a design under Select a slide design. The slide design section gives you two main choices: Presentation Backgrounds and Presentations.

- (iv) Each one has a list of choices for slide designs. If you want to use one of these other than the <Original>, click it to select it. The preview of the same will be shown in the preview pane.
- (v) <Original> is an empty background. You can also select among three predefined Presentations: <Original>, Introducing a New Product, and Recommendation of a Strategy.
- (vi) Click an item to see a preview of the slide design in the Preview window.
- (vii) Select how the presentation will be used under Select an output medium. Generally, presentations are created for computer screen display, so select Screen option.
- (viii) Click Next. The Presentation Wizard step 3 appears. In this step, you can choose the desired slide transition from the Effect drop-down menu. Select the desired speed for the transition between the different slides in the presentation from the Speed drop-down menu. Medium is a good choice. Click Create. A new presentation is created.

2. Explain view buttons in Impress.

- Ans.** (i) Normal, Outline, Notes, Handout and Slide Sorter, These five tabs are called View Buttons. There are many toolbars that can be used during the slide creation; they are revealed by selecting them with View → Toolbars.
- (ii) The actual Workspace section is below the View Buttons. This is where you assemble the various parts of your selected slide. Each view is designed to ease the completion of certain tasks.
 - (iii) Normal view is the main view for creating individual slides. Use this view to format and design slides and to add text, graphics and animation effects.

- (iv) Outline view shows topic titles, bulleted lists and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list and add new slides.
- (v) Notes view lets you add notes to each slide that are not seen when the presentation is shown.
- (vi) Slide Sorter view shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.
- (vii) Handout view lets you print your slides for a handout. You can choose one, two, three, four, or six slides per page from Tasks pane → Layouts. Thumbnails can be re-arranged in this view by dragging and dropping them.

3. Explain the purposes served by outline view in Impress.

Ans. Outline view serves for two purposes.

Making changes in the text of a slide:

- (i) Add or delete text in a slide just as in the Normal view.
- (ii) Move the paragraphs of text in the selected slide up or down by using the up and down arrow buttons (Move Up or Move Down) on the Text Formatting toolbar.
- (iii) Change the outline level for any of the paragraphs in a slide using the left and right arrow buttons (Promote or Demote).
- (iv) Both move a paragraph and change its outline level using a combination of these four arrow buttons.
- (v) Comparing the slides with outline that another slide is needed, create it directly in the Outline view then return to review all the slides against your outline in the Outline view.



CHAPTER SNAPSHOT

- * 10.1. Introduction to HTML
- * 10.2. Writing HTML document
 - 10.2.1. HTML Document Structure
 - 10.2.2. Structural Tags of HTML
 - 10.2.3. HTML Writing Tools
- * 10.3. HTML Attributes
 - 10.3.1. Attributes for Structural Tags
- * 10.4. Headings
 - 10.4.1. Attribute of Headings Tag
- * 10.5. Line Breaks and Paragraphs
- * 10.6. Comments
- * 10.7. Container and Empty Elements

EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. HTML is acronym for [Sep. '21]
 (a) Hyper Transfer Markup Language
 (b) Hyper Text Markup Language
 (c) Hyper Transfer Makeup Language
 (d) Hyper Text Makeup Language
[Ans. (b) Hyper Text Markup Language]
2. The coded HTML keywords that indicates how web browser should format and display the content is called _____. [HY. '19]
 (a) Tags (b) Attributes
 (c) Headings (d) Body [Ans. (a) Tags]
3. Which of the following is a special word used inside tag to specify additional information to the tag?
 (a) Tags (b) Attributes
 (c) Headings (d) Body
[Ans. (b) Attributes]
4. HTML tags should be specified within: [Mar. '19]
 (a) [] (b) { }
 (c) () (d) < > [Ans. (d) < >]
5. An HTML document is bounded within a pair of tags. [March 2020]
 (a) <body>.....</body> (b) <title>.....</title>
 (c) <html></html> (d) <head>.....</head>
[Ans. (c) <html>.....</html>]
6. Which of the following symbol is used to define a closing tag? [May '22]
 (a) < > (b) %
 (c) / (d) \ [Ans. (c) /]
7. Which section of the browser window displays the main contents? [Sep. 2020]
 (a) Head (b) Body
 (c) Title (d) Heading
[Ans. (b) Body]
8. Which of the following tag is a structural tag?
 (a) <html> (b) <hl>
 (c)
 (d) <p>
[Ans. (a) <html>]

9. In HTML, colours are represented as
 (a) Binary values (b) Octal values
 (c) Decimal values (d) Hexadecimal values
[Ans. (d) Hexadecimal values]
10. Which of the following symbol is used to prefix with hexadecimal value representing colour in HTML?
 (a) % (b) # (c) @ (d) &
[Ans. (b) #]
11. Which of the following attribute is used to change text colour within body tag?
 (a) bgcolor (b) background
 (c) text (d) color [Ans. (c) text]
12. Within body section, which of the following attribute is used to set top margin?
 (a) margin (b) top
 (c) topmargin (d) leftmargin
[Ans. (c) topmargin]
13. How many levels of heading tags available in HTML? [Aug '22]
 (a) 6 (b) 4 (c) 8 (d) 3
[Ans. (a) 6]
14. The tag used to insert a line break: [June '19]
 (a) <hl> (b)
 (c) <html> (d) <p>
[Ans. (b)
]
15. The tag used to define a paragraph in HTML:
 (a) <para> (b) <p> (c) <q> (d)

[Ans. (b) <p>]

PART - II

VERY SHORT ANSWERS.

1. Sandhiya is creating a webpage. She is entering HTML code on her computer. In between, she keeps pressing "Refresh" / "Reload" button on her browser. What is the purpose?
Ans. Reload / Refresh button is used to get the changes from the source file:
 - (i) After modify and save the source file, minimize your source file.
 - (ii) Go to the browser.
 - (iii) Click Refresh (Internet Explorer)/Reload Current Page (Firefox)/Reload this page (Chrome) icons on the address bar.
 - (iv) Press Ctrl + R or F5 will be used to refresh / reload the modifications.

2. Explain with the help of an example the difference between container and empty elements of HTML.

Ans. Container Elements: [March '19 & 2020; HY. '19]

- (i) The tags which are required opening and closing is known as container elements or tags.
- (ii) **Example :** <html>, <body>, <title>, <p> etc.,

Empty Elements:

- (i) The tags which are required only opening tag is known as empty elements or tags.
- (ii) **Example :**
, <hr>, etc...

3. What is the wrong in the following coding?

```
<html>
<my web page>
<title> Welcome to my web page
</head>
</title>
```

- Ans.** 1. </html> tag is missing
2. There is no opening tag<head>
3. </title>tag not closed properly.

Corrected Code :

```
<html>
<head>
<title> Welcome to my web page </title>
</head>
</html>
```

4. How do you define comments in HTML?

[June '19, Sep. 2020]

Ans. The tag <!--> is used to create comments. In HTML, the text what you type within this tag is considered as comments and it is ignored by the browser. Comments never show up onscreen. Comments can be placed anywhere in HTML document.

The general form of comments: <!-- comments -->

5. How do you include an image as your web page background?

Ans. An image or picture can be applied as background to a webpage. When you insert an image as background, the text will be displayed on top of the image. Background images can be a texture or bitmap or even a photo.

The attributes to apply an image as background:

```
<body background = "image_name_with_ extension">
```

PART - III

SHORT ANSWERS.

1. Explain the attributes available with <body> tag.
[March '19; HY. '19]

Ans. The <body> tag defines the documents body. The contents of an HTML page reside within the <body> tag. <body> tag contains several attributes.

(i) **Background Colour: bgcolor = color :**

By default all the browsers display the text on white background. However, the background color of the browser can be changed by using bgcolor tag.

The tag to change background colour:

```
<body bgcolor = color_name/color_code>
<body bgcolor = yellow>
```

(ii) **Body text Colour: text = color:** The default text colour of body section is "black", it is often called as automatic color, text attribute within body tag is used to change the text colour.

The tag to change body text colour:

```
<body text = color_name/color_code>
<body text = #FFFFFF00>
```

(iii) **Background image: background = image:** An image or picture can be applied as background to a webpage. When you insert an image as background, the text will be displayed on top of the image. Background images can be a texture or bitmap or even a photo.

The tag to apply an image as background:

```
<body background = "image_name_with_
extension">
<body background = "E:\Images\ flower01.
gif">
```

(iv) **Setting Margins: margin = value :** The margin refers the blank area from left or top edge of the browser window. Generally there is no default margin setting in any browser. If you want to leave some space as margin to left or top; leftmargin or topmargin attributes will be used respectively.

The tag to specify the left and top margin:

```
<body leftmargin = value topmargin = value>
<body leftmargin = 50 topmargin = 50>
```

2. What are the attributes available in <html> tags?

Ans. Attributes of <html> tag :

[March 2020]

- (i) The <html> tag is used to specify the beginning and closing of an HTML document. This tag does not have any effect on appearance of document. This is only used to make browsers and other programs, known that this is an HTML document.
- (ii) <html> tag has two attributes viz. **dir** and **lang** to specify the text direction and language setting respectively.

attribute	Value to be set to attribute	Description
dir	ltr (align left-to-right) rtl (align right-to-left)	dir attribute specifies the direction of the text to be aligned within the entire document. It is global attribute. 1. ltr is the default value 2. rtl is used for Arabian languages.

attribute	Value to be set to attribute	Description
lang	Predefined language code English – en Tamil – ta Telugu – te	lang attribute specify the language used within the document. Predefined language code will be used for this purpose. Malayalam – ml; Kannada – kn; Hindi – hi; French – fr; German – de;

3. How do you view the source file? [Aug-'22]

Ans. Viewing Source file : Source file is an HTML document, what you actually type in text editor (Notepad or getit). You can view your original source file in the browser. The following steps are to be followed to view a source file.

- (i) Right click on the browser.
- (ii) Select **View Page Source (Firefox and Chrome)/ View Source (Internet Explorer)** or Press Ctrl + U (all browser).
- (iii) Source file will be displayed.
- (iv) In Internet Explorer, **View → Source** is also used to open source file.

4. How do you save a file as HTML file?

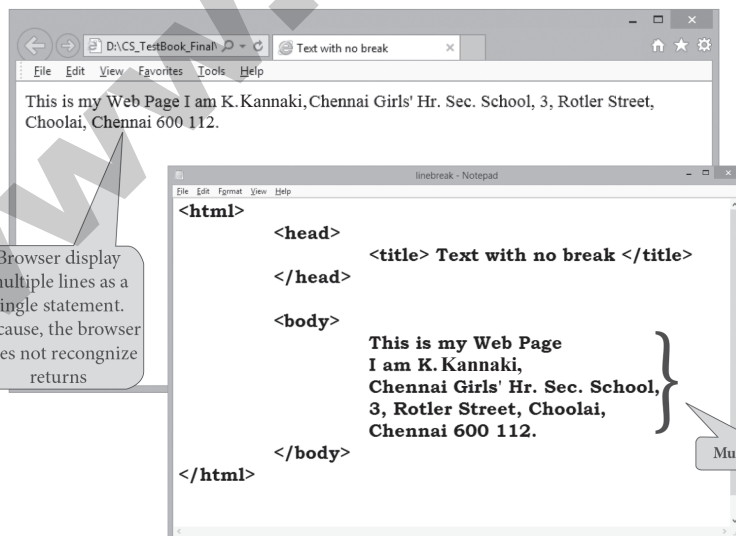
- Ans.** (i) Click File → Save (or) Press Ctrl + S (ii) Save as dialog box appears.
(iii) In “File Name” text box, type a file name with .htm or .html extension.
(iv) Select “All Files” from “Save as type” list box. (v) Click “Save” button.

PART - IV

EXPLAIN IN DETAIL.

1. Write a HTML program to display your school name and address using various grading level tags.

Ans.



2. Write the basic structure of a HTML program.

Ans.

Opening Tag	Closing Tag	Description
<html>	</html>	The <html> tag identified the document as an HTML document. All HTML documents should begins with <html> and end with </html>.
<head>	</head>	The <head> tag contains information about the document, including its title, scripts used, style definition and document descriptions.

Opening Tag	Closing Tag	Description
<title>	</title>	The <title> tag contains the title of the document. The title specified between opening and closing tags appears in the title bar / page tab of the browser. <title> tag should be placed within <head> tag.
<body>	</body>	The <body> tag encloses all the tags, attributes and information to be displayed in the web page. <body> tag should be entered below the </head> tag.

GOVERNMENT EXAM QUESTIONS AND ANSWERS

2 MARKS

1. What is the error in the following code? [HY. '19]

```
<html>
<my web page>
<title> Welcome my friends
</head>
</title>
```

- Ans. 1. </html> tag is missing
2. There is no opening tag<head>
3. </title>tag not closed properly.

Corrected Code :

```
<html>
<head>
<title> Welcome to my web page </title>
</head>
</html>
```

5 MARKS

1. Write an attribute of heading tag with example. [March 2020; Sep. '21; May '22]

Ans. Headings are used to include titles to sections of a web page. HTML has six levels of headings viz. <h1> to <h6>. The number with h indicates the level of heading. Headings tags are displayed in the body text as bold and larger in size according to its level.

Example :

```
<html>
  <head>
    <title> Heading </title>
  </head>
  <body>
    <h1> Welcome to Computer Application</h1>
    <h2> Welcome to Computer Application</h2>
    <h3> Welcome to Computer Application</h3>
    <h4> Welcome to Computer Application</h4>
    <h5> Welcome to Computer Application</h5>
    <h6> Welcome to Computer Application</h6>
  </body>
</html>
```

ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.

1 MARK

I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.

1. HTML was originally derived from
(a) XML (b) XHTML
(c) SGML (d) HTML
[Ans. (c) SGML]
2. Which of the following language used to create web pages?
(a) HTML (b) ASP
(c) JAVA (d) VB [Ans. (a) HTML]
3. Which of the following are coded by HTML commands to display the content in the browser?
(a) language (b) tags
(c) keywords (d) statements
[Ans. (b) tags]
4. HTML language is made up of
(a) tags (b) attributes
(c) Text (d) a and b
[Ans. (d) a and b]
5. Which of the following known as elements of HTML?
(a) Attributes (b) Tags
(c) Operators (d) Data types
[Ans. (b) Tags]
6. Additional Information included in the HTML tags are known as?
(a) Tags (b) Operators
(c) Data types (d) Attributes
[Ans. (d) Attributes]
7. Which of the following is used to improve the appearance of an HTML document?
(a) Tags (b) Information
(c) Attributes (d) Symbols
[Ans. (c) Attributes]
8. Which of the following defines the structure and appearance of the document?
(a) HTML document (b) HTML tags
(c) HTML attributes (d) HTML symbols
[Ans. (a) HTML document]

9. How many sections are there in Every Web document?
(a) 2 (b) 3
(c) 6 (d) only one [Ans. (a) 2]
10. Which sections is used to show the title of a webpage in title bar in browser?
(a) Body (b) Head
(c) Title (d) Browser
[Ans. (b) Head]
11. Which tag is used to specify the title of the webpage?
(a) <HTML> (b) <Body>
(c) <Head> (d) <Title>
[Ans. (d) <Title>]
12. Which section is used to display the main content on the browser window?
(a) Head (b) Title
(c) Body (d) Window
[Ans. (c) Body]
13. Which tag is used to display the web content on the browser window?
(a) <HTML> (b) <Head>
(c) <Content> (d) <Body>
[Ans. (d) <Body>]
14. How many tag are known a structural tag?
(a) 3 (b) 4
(c) 5 (d) 2 [Ans. (b) 4]
15. Which of the following tag is not a structural tag?
(a) <body> (b) <Head>
(c) <Title> (d) <Html>
(e) None of these [Ans. (e) None of these]
16. The tag <title> should be entered with in
(a) <Title> (b) <Head>
(c) <body> (d) <p>
[Ans. (b) <Head>]
17. Which of the following is a structural tag?
(a) (b)

(c) <title> (d) <bgcolor>
[Ans. (c) <title>]

- 18.** Which of the following not needed to start writing HTML?
 (a) Web server (b) Web hosting
 (c) Internet (d) All of these
 [Ans. (d) All of these]
- 19.** Which of the following cannot be done with webpages without a network?
 (a) write (b) test
 (c) upload (d) link [Ans. (c) upload]
- 20.** Which of the following is need to write HTML code?
 (a) Compiler (b) Interpreter
 (c) Text Editor (d) Linker
 [Ans. (c) Text Editor]
- 21.** Which of the following is need to view HTML code?
 (a) Browser (b) Editors
 (c) Compiler (d) System Software
 [Ans. (a) Browser]
- 22.** The shortcut key to save the HTML document is
 (a) Ctrl +H (b) Ctrl+D
 (c) Ctrl+S (d) Ctrl+V
 [Ans. (c) Ctrl+S]
- 23.** The menu used to save the HTML document is
 (a) edit (b) file
 (c) save (d) view [Ans. (b) file]
- 24.** The shortcut key to view the webpage in a browser is
 (a) Ctrl +B (b) Ctrl+W
 (c) Ctrl+F (d) Ctrl+O
 [Ans. (d) Ctrl+O]
- 25.** The shortcut key used to view the HTML source file is
 (a) Ctrl +S (b) Ctrl+O
 (c) Ctrl+U (d) Ctrl+F1
 [Ans. (c) Ctrl+ U]
- 26.** The command to open an HTML source file
 (a) View → Source (b) File → Source
 (c) Edit → Source (d) File → Pageview
 [Ans. (a) View → Source]
- 27.** Which of the following menu is used to open the HTML source file?
 (a) File (b) View
 (c) Format (d) Edit [Ans. (b) View]
- 28.** Which of the following operation can be done using HTML text editor?
 (a) Create (b) Edit
 (c) Open (d) All of these
 [Ans. (d) All of these]
- 29.** HTML source file can be edit only through the
 (a) Text Editor (b) Compiler
 (c) Interpreter (d) Browser
 [Ans. (a) Text Editor]
- 30.** Which icon on the address bar to refresh the changes of the HTML document in Firefox?
 (a) Refresh (b) Reload current page
 (c) Reload this page (d) Reload
 [Ans. (b) Reload current page]
- 31.** Which icon is used for reload the changes in HTML document?
 (a) Refresh (b) Reload this page
 (c) Reload current page (d) Refresh this page
 [Ans. (a) Refresh]
- 32.** Which of the following should be placed within the opening tag?
 (a) Operators (b) Punctuators
 (c) Variables (d) Attributes
 [Ans. (d) Attributes]
- 33.** How many attributes are there in <Html> tag?
 (a) 2 (b) 3
 (c) 1 (d) no attributes
 [Ans. (a) 2]
- 34.** Which of the following tag does not have any effect on apperance of HTML document?
 (a) <Head> (b) <Html>
 (c) <Body> (d) <Title>
 [Ans. (b) <Html>]
- 35.** Which attribute used to in <Html> tag to specify the text direction?
 (a) text (b) direction
 (c) direct (d) dir [Ans. (d) dir]
- 36.** Which attribute used to in <Html> tag to specify the language?
 (a) dir (b) language
 (c) lang (d) en [Ans. (c) lang]
- 37.** Which of the following is Global attribute?
 (a) align (b) dir
 (c) text (d) bgcolor
 [Ans. (b) dir]

15. Write a note on <p> tag

Ans. In HTML, paragraphs are created using the <p> tag. The content between <p> and </p> is identified as a paragraph and display as a paragraph by the browser. Because, the browser does not recognize returns (Pressing “Enter” Key). Remember that in word processors, pressing “Enter” key is identifying a paragraph.

16. What are the keys not recognized by the Browser?

Ans. Browser applications are having some special rules for displaying text. They do not recognize returns, tabs or even more than one space between words.

17. Name the types of HTML elements.

Ans. The HTML elements (Tags) can be classified as two types - (1) Container elements (2) Empty elements.

SHORT ANSWERS.**3 MARKS****1. What is HTML?**

Ans. HTML stands for Hyper Text Markup Language. HTML is a special markup language used to create web pages. This language tells the browsers, how to display the text, images, animations and other contents of a hypertext document on the screen. The language also tells how to make a document interactive through special hyper links.

2. Explain HTML document structure.

Ans. An HTML document contains the text of the page itself and HTML tags, which defined the structure and appearance of the document. It also contains hyperlinks to other pages or to include multimedia elements such as audio, video, animations etc. Entire HTML document is bounded within a pair of <html> and </html> tags.

3. Write the steps for viewing webpage in a Browser.

Ans. Step 1 : Open a Browser (Internet Explorer / Mozilla Firefox or any)

Step 2 : Click File → Open File (or) Press Ctrl + O

Step 3 : From the “Open” dialog box, browse the folder in which the HTML document is saved. Choose the File name and click “Open” button.

4. Explain two attributes used in HTML.**Ans.**

attribute	Value to be set to attribute	Description
dir	ltr (align left-to-right) rtl (align right-to-left)	dir attribute specifies the direction of the text to be aligned within the entire document. It is global attribute. 1. ltr is the default value 2. rtl is used for Arabian languages.
lang	Predefined language code English - en Tamil - ta Telugu - te	lang attribute specify the language used with in the document. Predefined language code will be used for this purpose. Malayalam - ml; Kannada - Kn; Hindi - hi; French - fr; German - de;

5. What is use of <!> tag?

Ans. Comments are used to describe the page or provide some kind of indication of the status of the page. The tag <!> is used to create comments. In HTML, the text what you type within this tag is considered as comments and it is ignored by the browser. Comments never show up onscreen. Comments can be placed anywhere in HTML document.

The general form of comments:

<! comments >

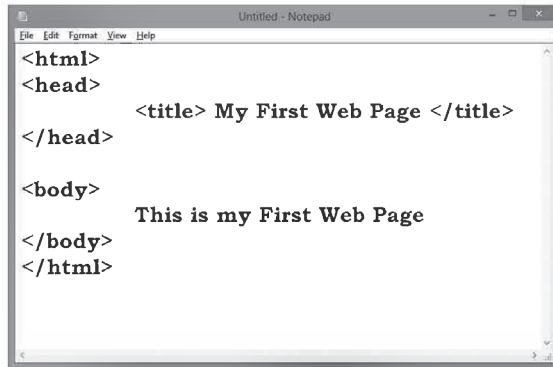
LONG ANSWERS.**5 MARKS****1. Explain the steps to create a webpage.****Ans. Creating a Webpage :**

Step 1 : Open a text editor

Windows7 : Start → All Programs
Accessories → Notepad

Linux : Applications → Accessories
→ Text Editor

Step 2 : In the appearing Note pad / Text Editor, type the HTML document.



```

<html>
<head>
  <title> My First Web Page </title>
</head>
<body>
  This is my First Web Page
</body>
</html>

```

Step 3 : Save the file as HTML

- (i) Click File → Save (or) Press Ctrl + S
- (ii) Save as dialog box appears.
- (iii) In “File Name” text box, type a file name with .htm or .html extension.
- (iv) Select “All Files” from “Save as type” list box.
Click “Save” button.

2. Explain how will you edit and reload the source file in a HTML document.

Ans. Source file can be edit only through the text editor. So, to edit the source file, open the source file with a text editor. When you edit a source file, no need to close browser in which displaying the HTML document. The following steps are to be followed to open a source file.

- (i) Go to the folder in which your source files are located.
- (ii) According to you default browser, your source file icon is displayed.
- (iii) Right click on the source file that you want to edit.
- (iv) From the pop-up menu, select Open With → Notepad.

- (v) Source file will be opened in text editor.
- (vi) Make the changes and save the file using File → Save or Ctrl + S.

Reload / Refresh the changes :

- (i) After modify and save the source file, minimize your source file.
- (ii) Go to the browser.
- (iii) Click Refresh (Internet Explorer) / Reload Current Page (Firefox) / Reload this page (Chrome) icons on the address bar.
- (iv) Press Ctrl + R or F5 will be used to refresh / reload the modifications.

3. Create a webpage in HTML documents.

Ans. Create a web page (HTML document) to the following specification.

- (i) Title: My First Web Page :
- (ii) Text to be display: Welcome to Computer Applications.
- (iii) Background color: Lime
- (iv) Body text color: Blue
- (v) Margin: from left and top 1 inch

```

<html>
  <head>
    <title> My First Web Page </title>
  </head>
  <body bgcolor = Lime text = blue
    leftmargin = 72 topmargin = 72>
    Welcome to Computer Applications
  </body>
</html>

```



UNIT-IV

JAVASCRIPT

CHAPTER

14

INTRODUCTION TO JAVASCRIPT

CHAPTER SNAPSHOT

- * 14.1. Introduction to JavaScript
- * 14.2. Advantages of JavaScript Programming Language
- * 14.3. Using JavaScript in HTML page with <script>tag
 - 14.3.1. Steps to follow to code Javascript Language
 - 14.3.2. First Javascript Program
- * 14.4. Lexical Structure of a JavaScript Program
- * 14.5. JavaScript Variables
 - 14.5.1. Basic Data types and Declaring Variables
 - 14.5.2. Rules for naming variable
 - 14.5.3. Scope of variables
 - 14.5.4. Assigning Values to Variables
 - 14.5.5. Javascript Literals
 - 14.5.6. Type Casting in Javascript
- * 14.6. JavaScript Operators and Expressions
 - 14.6.1. Arithmetic Operators
 - 14.6.2. Assignment Operator
 - 14.6.3. Relational or comparison operators
 - 14.6.4. Logical Operators
 - 14.6.5. String Operators
 - 14.6.6. Increment and Decrement Operators
 - 14.6.7. Unary + and - Operator
 - 14.6.8. Type of Operator
 - 14.6.9. Conditional Operator (?:)
- * 14.7. JavaScript Popup or Dialog Boxes
 - 14.7.1. Alert Dialog Box
 - 14.7.2. Confirm Dialog Box
 - 14.7.3. Prompt Dialog Box
- * 14.8. Comments in JavaScript

EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. Which provided a common scripting language to web developers to design, test and deploy Internet Application

- (a) C (b) C++
(c) Java (d) JavaScript

[Ans. (d) JavaScript]

2. Expand CGI [Sep. 2020]

- (a) Common Gateway Interface
(b) Complex Gateway Information
(c) Common Gateway Information
(d) Complex Gateway Interface

[Ans. (a) Common Gateway Interface]

3. JavaScript programming language is used to develop the

- (a) Dynamic Web Page (b) Window
(c) Web Page (d) Home Page

[Ans. (a) Dynamic Web Page]

4. The Dynamic Web Page help to save server's

- (a) Work (b) Route
(c) Traffic (d) Pvath

[Ans. (c) Traffic]

5. User entered data, is validated before sending it to server is called

- (a) Server traffic (b) Dynamic Web Page
(c) Server Route (d) Web server

[Ans. (b) Dynamic Web Page]

6. Java Scripts can be implemented using which statements? [June '19]

- (a) <head> (b) <Java>
(c) <script> (d) <text>

[Ans. (c) <script>]

7. Expand DHTML

- (a) Distance Hyper Text Markup language
(b) Dynamic Hyper Text Markup language
(c) Distance High Text Markup language
(d) Dynamic High Text Markup language

[Ans. (b) Dynamic Hyper Text Markup language]

8. How many attributes specifies that <script> tag in the scripting

- (a) 2 (b) 3
(c) 4 (d) 5

[Ans. (a) 2]

9. Which attribute is used to indicate the scripting language and its value should be sent to "Text/JavaScript"

- (a) Language (b) Textl
(c) Type (d) Body

[Ans. (c) Type]

10. The file reload into the browser use the shortcut key is [March '19; Aug '22]

- (a) F2 (b) F3
(c) F4 (d) F5

[Ans. (d) F5]

11. JavaScript ignores spaces that appear between

- (a) Command (b) Scripts
(c) Tokens (d) Text

[Ans. (c) Tokens]

12. A Data value for variable that appears directly in a program by using a

- (a) loop (b) Literal
(c) Statement (d) Text

[Ans. (b) Literal]

13. Which is mostly used to give a warning message to users? [May '22]

- (a) Alert Dialog Box (b) Confirm box
(c) Prompt box (d) Display box

[Ans. (a) Alert Dialog Box]

14. In the below snippet, value of x is

`var x = 250 + 2 - 200;`

- (a) 50 (b) 52
(c) 48 (d) 42

[Ans. (b) 52]

PART - II

VERY SHORT ANSWERS.

1. Write a syntax of <script> tag. [Sep. 2020]

Ans. `<script language="javascript" type="text/javascript">`
JavaScript code
`</script>`

2. What is scope of variables and types of scope variable? [Aug '22]

Ans. The scope of a variable is the life time of a variable of source code in which it is defined.

- A global variable has global scope; it can be defined everywhere in the JavaScript code.
- Variables declared within a function are defined only within the body of the function. They are local variables and have local scope.

3. Write a notes to type casting in JavaScript.

Ans. Type casting is the act of converting one data type into a different data type which is also called as casting. In JavaScript there are two type of casting,

- (i) Implicit casting and
- (ii) Explicit casting

Implicit casting occurs automatically in JavaScript when you change the data stored in a variable:

4. How many Literals in JavaScript and mention its types.

Ans. There are 5 type of literals in JavaScript. They are Integer, Floating Point, Character, String and Boolean.

5. What is conditional operator give suitable example?

Ans. The?: is the conditional operator in JavaScript, which requires three operands, hence it is called the ternary operator. The syntax is

var variablename=(condition) ? value 1: value2;

Example : var result=(10>15) ?100 :150;

6. What are the comments in Java Script?

Ans. There are two types of comments, Single line and Multiple line comments. Single-line comments begin with a double slash (//), causing the interpreter to ignore everything from that point to the end of the line. Multiple line comments begins with /* and ends with */.

7. Write note on types of Operator.

Ans. The type of operator is used to get the data type (returns a string) of its operand. The operand can be either a literal or a data structure such as a variable, a function, or on object.

8. Write the role of a variable in JavaScript.

Ans. Variables are declared in JavaScript using var keyword that allocates storage space for new data and indicates to the interpreter that a new identifier is in use.

9. What is the uses of prompt dialog box?

Ans. The prompt dialog box is very useful when the user want to pop-up a text box to get user input. Thus, it enables you to interact with the user.s

PART - III

SHORT ANSWERS.

1. What are the advantages of programming language?

Ans. (i) JavaScript programming language is used to develop interactive web pages called Dynamic Web pages.

(ii) User entered data in the Dynamic Web page can be validated before sending it to the server. This saves server traffic, which means less load on your server.

(iii) JavaScript includes items such items as Text boxes, Buttons, drag-and-drop components and sliders to give a Rich Interface to site visitors.

2. Brief the basic data types in Java Scripts.

Ans. The basic data types in JavaScript are Strings, Numbers, and Booleans.

(i) A **string** is a list of characters, and a string literal is indicated by enclosing the characters in single or double quotes. Strings may contain a single character or multiple characters, including whitespace and special characters such as \n (the newline).

(ii) Numbers can be integer or floating-point numerical value and numeric literals are specified in the natural way.

(iii) Boolean can be any one of two values: true or false. Boolean literals are indicated by using true or false directly in the source code.

3. Write note on string Operator. [Sep. '21]

Ans. One of the built-in features of JavaScript is the ability to concatenate strings. The + operator performs addition on numbers but also serves as the concatenation operator for strings. Because string concatenation has precedence over numeric addition, + will be interpreted as string concatenation if any of the operands are strings. + operator which is also called as the string concatenation operator.

7. JavaScript dialog boxes are also called _____.

- (a) list boxes (b) dropdown list boxes
(c) combo boxes (d) popup boxes

[Ans. (d) popup boxes]

III. CHOOSE THE CORRECT STATEMENT.

1. (i) Java script not used to create interactive webpages
(ii) Java script can be placed only in <Head>tags
(iii) The syntax of Java script segment in HTML or DHTML

- (a) Only (i) (b) Both (i) and (iii)
(c) Only (iii) (d) Only (iii) and (ii)

[Ans. (c) Only (iii)]

2. (i) Javascript is a case sensitive language
(ii) /* */ is treated as a single line comment in Javascript
(iii) Javascript can not use keywords

- (a) Only (i) (b) Only (ii)
(c) Only (iii) (d) All the above

[Ans. (a) Only (i)]

3. (i) An expression is formed by joining operators
(ii) An expression is evaluated and produces result
(iii) There are three types of expressions in Javascript

- (a) Only (i) (b) Only (ii)
(c) Only (iii) (d) All the above

[Ans. (d) All the above]

4. (i) ++ is used before the operand is known as preincrement operator
(ii) -- is used before the operand is known as postdecrement operator
(iii) ++ is used after the operand is known as postincrement operator

- (a) Only (i) (b) Only (ii)
(c) Both (i) and (iii) (d) Both (i) and (ii)

[Ans. (b) Only (ii)]

5. (i) The prompt dialog box is used to get user input
(ii) The confirm dialog box is used to take user consent
(iii) The alert dialog box is used to give a warning message

- (a) Only (i) (b) Only (ii)
(c) Only (iii) (d) All the above

[Ans. (d) All the above]

IV. CHOOSE THE INCORRECT STATEMENT.

1. (i) Lexical structure is not the lowest-level syntax of a language
(ii) Lexical structure is the set of elementary rules of the language
(iii) Lexical structure specifies variable names

- (a) Only (i) (b) Both (ii) and (iii)
(c) Both (i) and (iii) (d) Only (iii)

[Ans. (a) Only (i)]

2. (i) The first character of a variable name must be letter or underscore
(ii) Java script variable names are not case sensitive
(iii) There is no limit to the variable name length
(iv) Javascript keywords cannot be used as a variable name

- (a) Only (i) (b) Only (ii)
(c) Both (ii) and (iv) (d) All the above

[Ans. (b) Only (ii)]

VERY SHORT ANSWERS.

2 MARKS

1. What does CGI provides?

Ans. It provides a common scripting language for Web developers to design, test and deploy Internet Applications.

2. Expand (i) DHTML (ii) XHTML.

Ans. (i) DHTML : Dynamic Hyper Text Markup Language.

(ii) XHTML : Extensible Hyper Text Markup Language.

3. What is meant lexical structure of a programming language?

Ans. The lexical structure of a programming language is the set of elementary rules that specifies how to write programs in that language. It is the lowest level syntax of a language.

4. What does lexical structure specifies?

Ans. The Lexical structure specifies variable names, the delimiter characters for comments, and how one program statement is separated from the next.

5. Define variable? How variable declared in JavaScript?

Ans. Variable is a memory location where value can be stored. Variable is a symbolic name for a value. Variables are declared with the var keyword in JavaScript. Every variable has a name, called identifier.

6. Write the general syntax of write statement.

Ans. General Syntax:
document.write("string" + var);

7. Define JavaScript literal.

Ans. A literal is a fixed value given to a variable in source code. Literals are often used to initialize variables. Values may be Integer, Floating point, Character, String and Boolean.

8. What is meant by JavaScript expression?

Ans. An expression is a phrase of JavaScript that a JavaScript interpreter can evaluate to produce a value. The data types are used directly as literals or within variables in combination with simple operators, such as addition, subtraction, and so on, to create an expressions.

9. Write the three types of expressions in JavaScript

Ans. There are three types of expressions as follows,

- (i) Arithmetic expressions
- (ii) Relational expressions
- (iii) Logical expressions

10. What is the use of assignment operator?

Ans. An assignment operator is the operator used to assign a new value to a variable. Assignment operator can also be used for logical operations such as bitwise logical operations or operations on integral operands and Boolean operands.

11. Write the shorthand arithmetic operators supported by JavaScript.

Ans. JavaScript supports shorthand arithmetic operators like +=, -=, *=, /= and %= to evaluate arithmetic calculations.

12. What is the value of Y if x = 10 where

- (i) $y = x++$
- (ii) $y = ++x$

Ans. (i) 10
(ii) 11

13. Write a note on unary + and - operator.

Ans. Unary + and - Operator: + has no effect on numbers but causes non-numbers to be converted into numbers - Negation (changes the sign of the number or converts the expression to a number and then changes its sign)

14. What is type of operator?

Ans. The type of operator is used to get the data type (returns a string) of its operand. The operand can be either a literal or a data structure such as a variable, a function, or an object. The operator returns the data type.

15. Write the syntax of type of operator.

Ans. Syntax
type of operand
or
typeof(operand)

16. List the type of value returned by type of operand

Ans.

Type of Operand
Number
Boolean
String
Functions
Undefined

17. What is the use of JavaScript dialog boxes?

Ans. JavaScript supports three important types of dialog boxes. Dialog boxes are also called as Popup Boxes. These dialog boxes can be used to raise an alert, or to get confirmation on any input or to have a kind of input from the users.

18. Give an example of two type of comment statement in JavaScript.

Ans. (i) // JavaScript single line comment//
(ii) Multiple line comments begins with /* and ends with */

19. Write the syntax of prompt () in JavaScript.

Ans. The Syntax of prompt dialog box is,
Prompt("Message","defaultValue");
(or)

window.prompt("sometext","defaultText");

SHORT ANSWERS.

3 MARKS

1. Explain the prompt Dialog Box.

Ans. The prompt dialog box is displayed using a method called prompt() which takes two parameters: (i) a label which you want to display in the text box and (ii) a default string to display in the text box. This dialog box has two buttons: OK and Cancel. If the user clicks the OK button, the prompt() will return the entered value from the text box. If the user clicks the Cancel button, the prompt() returns null.

2. Write the syntax of confirm () dialog box.

Ans. The syntax of confirm dialog box is
confirm("message");
(or)

window.confirm("message");

Example :

confirm("Hai Do you want to continue.");
(or)

window.confirm("Hai Do you want to continue.");

3. Write the syntax of alert dialog box.

Ans. The syntax of alert box is

Alert("Message");
(or) Window.alert("Message");

Example :

alert("Name is compulsory entry");
(or) window.alert("Name is compulsory entry");

4. Write the rule of operands used in logical expression.

Ans. The strict rules are as follows:

- (i) For && (AND) the result is false if the first operand is false; otherwise, the result is the Boolean value of the second operand.
- (ii) For || (OR) the result is true if the first operand is true; otherwise, the result is the Boolean value of the second operand.
- (iii) For ! (NOT) the result is true if the operand is false; otherwise, the result is true.

5. Write a note on Relational operators.

Ans. Relational operators are also called as Comparison operators, they compares two values and the result is true or false. JavaScript provides a rich set of relational operators including == (equal to), != (not equal to), < (less than), > (greater than), <= (less than or equal to), and >= (greater than or equal to). Using a relational operator in an expression causes the expression to evaluate as true if the condition holds or false if otherwise.

6. Write a note on important attributes of <script> tag.

Ans. The <SCRIPT> tag takes two important attributes -

- (i) **Language :** This attribute specifies that the scripting language. Typically, its value will be javascript. Although recent versions of HTML (Extensible HyperText Markup Language - XHTML, its successor) have phased out the use of this attribute is optional.
- (ii) **Type :** This attribute is used to indicate the scripting language and its value should be set to "text/javascript".

LONG ANSWERS.**5 MARKS****1. Explain the steps to follow to code Javascript language.**

Ans. Steps to follow to code JavaScript Language

- (i) Enter HTML and JavaScript code using any text editor.

- (ii) Save the latest version of this code.
- (iii) Use any browser to see the result. For example : Internet Explorer, Google Chrome, etc.,
- (iv) If this is a new document, open the file via browser's Open Menu. If the document is already loaded in the Memory, to reload the file into the browser use "Refresh" or press F5 button.

2. Explain the lexical structure of a Javascript program.

Ans. The lexical structure of a programming language is the set of elementary rules that specifies how to write programs in that language. It is the lowest-level syntax of a language. The Lexical structure specifies variable names, the delimiter characters for comments, and how one program statement is separated from the next.

- (i) Though JavaScript is a case-sensitive language. It is good programming practice to type the command in lowercase.
- (ii) JavaScript ignores spaces that appear between tokens (identifiers, operators, punctuator, constants and keywords) in programs.
- (iii) JavaScript supports two styles of comments. Any text follow a "//" and the end of a line is treated as a single line comment and is ignored by JavaScript. Any text between the characters "/* */" is also treated as a multiline comment.
- (iv) JavaScript uses the semicolon (;) to separate statements. Many JavaScript programmers use semicolons to explicitly mark the ends of statements.
- (v) A literal is a data value for variable that appears directly in a program.
- (vi) An identifier is simply a name. In JavaScript, identifiers are used to name variables, functions and to provide labels for certain loops in JavaScript code.
- (vii) In JavaScript certain keywords are used as reserved words, These words cannot used as identifiers in the programs.



ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.

1 MARK

I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.

1. How many types of control statements in JavaScript?

- (a) 3 (b) 2 (c) 4 (d) 7

[Ans. (b) 2]

2. Which of the following statements used to perform different actions based on different conditions which are supported by JavaScript?

- (a) branching (b) looping
(c) break (d) continue and default

[Ans. (a) branching]

3. Which of the following alters the execution sequence?

- (a) loop (b) break (c) default (d) branch

[Ans. (d) branch]

4. How many types of branching statements are there in Javascript?

- (a) 3 (b) 4 (c) 5 (d) 7

[Ans. (b) 4]

5. Which of the following is not a branching statement in Javascript?

- (a) if (b) if-else (c) else if (d) for

[Ans. (d) for]

6. Which of the following statement is the fundamental control statements?

- (a) if-else (b) else-if
(c) switch (d) none of these

[Ans. (d) none of these]

7. How many forms of if statement in Javascript?

- (a) 3 (b) 2 (c) 4 (d) 7

[Ans. (b) 2]

8. Which of the following expression is evaluated in form statement of javascript?

- (a) Arithmetic (b) Assignment
(c) relational/logical (d) all of these

[Ans. (c) relational/logical]

9. Which of the following expression not evaluated in form statement of javascript?

- (a) relational (b) Arithmetic
(c) logical (d) a or b

[Ans. (d) a or b]

10. Which of the following is only for true condition?

- (a) if-else (b) if
(c) else-if (d) switch

[Ans. (b) if]

11. Which of the following statement to specify a new condition if the first condition is false?

- (a) if-else (b) else-if
(c) if (d) for

[Ans. (b) else-if]

12. else if is also called

- (a) nested if (b) logical if
(c) conditional if (d) alternate if

[Ans. (a) nested if]

13. Which of the following statement is an alternate to using if-else structure in Javascript?

- (a) do-while (b) else if
(c) switch (d) if

[Ans. (c) switch]

14. The switch statement beings by evaluating an expression placed between

- (a) {} (b) <> (c) [] (d) ()

[Ans. (d) ()]

15. Which of the following statement used commonly within switch to exit if choice is found?

- (a) break (b) case
(c) default (d) label

[Ans. (a) break]

16. The same portion of code needs to be executed many times is called

- (a) branching (b) selections
(c) loops (d) conditional branching

[Ans. (d) conditional branching]

17. How many types of looping statements in Javascript?

- (a) 4 (b) 3 (c) 2 (d) many

[Ans. (b) 3]

18. Which of the following is not a loop statement in Javascript?

- (a) for (b) while
(c) while-do (d) do-while

[Ans. (c) while-do]

```
<Title>Program - To test do..while statement in
JavaScript </Title>
</Head>
<Body>
  <script language="javascript" type="text/
    javascript">
    document.write("<h2> Using do..while
      Statement </h2>");

    var no2=0; do
  {
    document. write(no2+""");
    no2=no2+2;
  }while(no2<=10);
</script>
</Body>
</Html>
```

4. Write a Javascript to find whether the given number is positive or negative.

Ans. Code :

```
<Html>
<Body>
<script language="javascript" type="text/javascript">
var N=0;
var N = prompt ("Enter the number","0");
if (N > 0)
{
  alert ("The Number is Positive")
}
else {
  alert ("The Number is Negative")
}
</script>
</body>
</Html>
```

5. Write a Javascript to find whether the given number is even or odd.

Ans. Code :

```
<Html>
<Body>
<script language="javascript" type="text/javascript">
var N=0;
var N = prompt ("Enter the number","0");
```

```
if (N % 2 == 0)
{
  alert ("The Number is Even")
}
else {
  alert ("The Number is Odd")
}
</script>
</body>
</Html>
```

6. Write a Javascript to display the given number in words using switch-case (Number between only 1 and 5)

Ans. Code:

```
<Html>
<Body>
<script language="Javascript" type="text/javascript">
var N=0;
var N = prompt ("Enter the Number","0");
switch (N)
{
  case 1 :
    document.write ("One");
    break;
  case 2 :
    document.write ("Two");
    break;
  case 3 :
    document.write ("Three");
    break;
  case 4 :
    document.write ("Four");
    break;
  case 5 :
    document.write ("Five");
    break;
  default:
    document.write ("Invalid! Enter between 1 and 5");
}
</script>
</body>
</Html>
```



CHAPTER SNAPSHOT

- * 16.1. Introduction
- * 16.2. Some common pre-defined functions
- * 16.3. User defined functions

EVALUATION

PART - I

CHOOSE THE CORRECT ANSWER.

1. The parameters work as

(a) Local Variable	(b) Global Variable
(c) File Variable	(d) block variable

 [Ans. (a) Local Variable]
2. Predefined functions are also called as

(a) Library functions	(b) storage functions
(c) instructions	(d) commands

 [Ans. (a) Library functions]
3. Larger programs are divided into smaller are called

(a) modules	(b) block
(c) sets	(d) Group

 [HY. '19]
[Ans. (a) modules]
4. Which of the following is used to enhance reusability and program clarity.

(a) functions	(b) modules
(c) sets	(d) instructions

 [Ans. (a) functions]
5. Which of the following allow the programmer to modularize a program.

(a) Library functions	(b) User defined functions
(c) Normal functions	(d) Ordinary functions

 [Aug '22]
[Ans. (b) User defined functions]

PART - II

VERY SHORT ANSWERS.

1. What is a function in JavaScript?
Ans. A function is a block of JavaScript code that is defined once but may be executed or invoked any number of times.
2. What is the use of function? [HY. '19]
Ans. Functions are used to encapsulate code that performs a specific task. Sometimes functions are defined for commonly required tasks to avoid the repetition entailed in typing the same statements over and over. More generally, they are used to keep the code that performs a particular job in one place in order to enhance reusability and program clarity.
3. Write a note on Library functions. [Mar. '19; Sep. '21]
Ans. Pre-defined functions are already defined in the JavaScript library which are also called Library functions. For example isNaN(), toUpperCase(), toLowerCase(), length(), alert(), prompt(), write() etc., are pre-defined functions.
4. Write a note on user defined functions. [HY. '19]
Ans. User-defined functions allow the programmer to modularize a program. Most computer programs that solve real-world problems are much large, occupy more space in the computer memory and takes more time to execute. Hence such large programs are divided into small programs are called modules.
5. Write the syntax of functions.
Ans. The format of a function definition is
 Function function-name(parameters list)


```

{
  { Declaration of variable }
  { Executable statements; } Function Body
}

```

PART - III

SHORT ANSWERS.

1. Write a program in JavaScript to find the cube of a number using function.

Ans. `<html>`
`<body>`
`<script language = "JavaScript" type = "text/`
`JavaScript">`
`var N = window.prompt("Enter the number to find`
`cube", "O");`
`var x = parse Int(N);`
`var y = cube(x);`
`document, written ("The cube of a number" + x +`
`"is" +s); function cube(m)`
`{`
`var s = m*m*m;`
`returns s ;`
`}`

```

</script>
</body>
</html>

```

2. Write a Program in JavaScript to find the sum of 10 numbers using function.

Ans. `<html>`
`<body>`
`<script language = "JavaScript" type = "text/`
`JavaScript">`
`var N ;`
`var N = prompt("Enter the N terms", "O");`
`var x = parse Int(N);`
`var s = sum(x);`
`document.write in("The sum of 10 numbers = "+8);`
`function sum (x)`
`{`
`var s = 0 ;`
`var s = (x*(x +1))/2;`
`return s ;`
`}`
`return`
`</script>`
`</body>`
`</html>`

GOVERNMENT EXAM QUESTIONS AND ANSWERS

2 MARKS

1. Write any four common Library functions.

[March '19 & 2020]

Ans. `isNaN()`, `toUpperCase()`, `toLowerCase()`, `length()`.

3 MARKS

1. Write any three predefined functions with its description and example

[May '22]

Ans.

Function	Description	Example	Result
<code>toUpperCase()</code>	Used to convert given string into uppercase	<code>x="java"</code> <code>x.toUpperCase();</code>	JAVA
<code>toLowerCase()</code>	Used to convert given string into lowercase	<code>x="JAVA"</code> <code>x.toLowerCase();</code>	java
<code>length</code>	Used to find length of the given string	<code>x="JAVA"</code> <code>x.length();</code>	4

5 MARKS

1. Describe any five pre-defined functions in JavaScript with examples.

[March '19]

Ans.

Function	Description	Example	Result
<code>toUpperCase()</code>	Used to convert given string into uppercase	<code>x="java"</code> <code>x.toUpperCase();</code>	JAVA
<code>toLowerCase()</code>	Used to convert given string into lowercase	<code>x="JAVA"</code> <code>x.toLowerCase();</code>	java
<code>length</code>	Used to find length of the given string	<code>x="JAVA"</code> <code>x.length();</code>	4
<code>parseInt()</code>	Used to convert the given float value into an integer	<code>parseInt(34.234);</code>	34
<code>parseFloat()</code>	Used to convert the given string into a integer	<code>parseFloat("34.23");</code>	34.23

ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.

1 MARK

I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.

1. Which of the following is defined once but invoked any number of times in JavaScript?

- (a) Branch (b) Loop
(c) Function (d) Script

[Ans. (c) Function]

2. Which of the following are used to encapsulate code that performs a specific task?

- (a) Loops (b) Functions
(c) Conditional statements
(d) Tokens

[Ans. (b) Functions]

3. How many types of functions in JavaScript supports?

- (a) 2 (b) 3
(c) 4 (d) many

[Ans. (a) 2]

4. Which of the following is not a library function?

- (a) prompt() (b) script()
(c) write() (d) isNaN()

[Ans. (b) script()]

5. Which of the following in JavaScripts paprameterized or non-parameterized?

- (a) literals (b) identifies
(c) punctuators (d) functions

[Ans. (d) functions]

6. Which library function returns the element that has the ID attribute with the specified value.

- (a) isNAN () (b) stElementBy ID ()
(c) getelement By ID () (d) get element ID ()

[Ans. (c) getelement By ID ()]

II. CHOOSE AND FILL IN THE BLANKS.

1. Function invocations provide value for the function's _____.

- (a) body (b) execution
(c) parameters (d) expression

[Ans. (c) parameters]

2. The result of parseInt("5.68") is _____.

- (a) 5 (b) 5.68
(c) 5.6 (d) error

[Ans. (a) 5]

3. The result of parseFloat("5.68") is _____.

- (a) 5 (b) 5.6
(c) 5.68 (d) error

[Ans. (c) 5.68]

4. The functions parameter lists must be seperated by _____.

- (a) comma (b) dot
(c) semi-colon (d) colon

[Ans. (a) comma]

5. The result of "Sura" length() is _____.

- (a) 3 (b) 4
(c) "sura" (d) sura.4

[Ans. (b) 4]

6. The function is NaN ("A") returns _____.

- (a) 0 (b) 1
(c) true (d) false

[Ans. (d) false]

7. The function body enclosed with _____.

- (a) () (b) < > (c) [] (d) { }

[Ans. (d) { }]

8. The punctuator used to identify the function is _____.

- (a) { } (b) < > (c) () (d) []

[Ans. (c) ()]

III. CHOOSE THE CORRECT STATEMENT.

1. (i) In JavaScript, there are 3 types of functions
(ii) User-defined functions allow the programme to modularize the program.

(iii) Larger programs divided into smaller are called modules.

(iv) The function isNAN() checks whether the given value is valid number or not.

- (i) Only (iv) (b) Only (ii) and (iii)
(c) Only (i) (d) Both (ii), (iii) and (iv)

[Ans. (d) Both (ii), (iii) and (iv)]

IV. CHOOSE THE INCORRECT STATEMENT.

1. (i) JavaScript function is defined once and executed once.

(ii) Pre-defined functions are not called library functions.

(iii) A parametered function definition may include a list of identifiers.

- (a) Only (i) (b) Both (i) and (iii)
(c) Only (iii) (d) Both (i) and (ii)

[Ans. (d) Both (i) and (ii)]

2. (i) The function name is any valid identifier

(ii) The function parameter list contians only one valid variable name.

(iii) The function parameter lists parameters are seperated by

- (a) Only (ii) (b) Only (iii)
(c) Only (i) (d) Both (ii) and (iii)

[Ans. (d) Both (ii) and (iii)]

V. MATCH THE FOLLOWING.

1.

	Result		function
i)	7	1)	toLowerCase()
ii)	74.36	2)	toUpperCase()
iii)	Java	3)	parseInt()
iv)	JAVA	4)	parseFloat()

- (a) 3, 4, 2, 1 (b) 3,4,1,2
(c) 3,1,4,2 (d) 4,3,1,2

[Ans. (b) 3, 4, 1, 2]

VERY SHORT ANSWERS. 2 MARKS

1. What are the two types of functions supports by JavaScript?

Ans. JavaScript supports two types functions. They are

- (i) Pre-defined or Library Functions.
(ii) User-defined Functions.

2. What are the rules followed while defining functions in JavaScript?

Ans. The function-name is any valid identifier.

- (i) For Example: sum
(ii) The parameter list contains one or more valid variable name.
(iii) Parameter list contains more than one variable then comma must be there between the variable.
(iv) The function body must be enclosed by braces.

3. Write a note on isNaN() function.

Ans. (i) The isNaN() function is used to check whether the given value or variable is valid number.

- (ii) This function returns true if the given value is not a number. For example isNaN("12"), isNaN("A").

LONG ANSWERS. 5 MARKS

1. Write a JavaScript to find sum of two numbers using function.

Ans. <html>
<head>
<title> Function Example </title>
<script type = "text/JavaScript">
var input 1 = window.prompt("Enter Valuel :", "0");
var input2=Window.prompt("Enter Value2:","0");
var v1=parseInt(input1);
var v2=parseInt(input2);

```
var s=sum(v1,v2);
document.writeln("<br><h4><u>Example for
Function</u></h4>");
document.writeln("First No:"+v1+<br>Second
No:"+ v2+ "<br>The Sum = " + s);
function sum(x, y)
{
var s=x+y;
return s;
}
</script>
</head>
<body>
</body>
</html>
```

2. Write a JavaScript to find the given value is a number or not. Using functions and form.

Ans. <html>
<title>Example Program to test isNaN() Function</title>
<head> </head>
<body>
<h4><u>Example Program to test isNaN() Function
</u></h4>

```
<script language="JavaScript">
function checknum()
{
var n=document.form1.text1.value;
if(isNaN(n)==true)
{
document.form1.text2.value="Not a Number:"+n;
}
else
{
document.form1.text2.value="It is Number: "+n;
}
}
</script>
<form name="form1">
Enter a Number1:
<input type="text" name="text1" size=3>
<br><br>
<input type="button" value="Click to Check"
onClick="checknum()">
<input type="text" name="text2" size=30>
<br>
</form>
</body>
</html>
```



CHAPTER **18****TAMIL COMPUTING****CHAPTER SNAPSHOT**

- * 18.1. Introduction
- * 18.2. Tamil in Internet
- * 18.3. Search Engines in Tamil
- * 18.4. e-Governance
- * 18.5. e-Library
- * 18.6. Tamil Typing and Interface Software
 - 18.6.1. Familiar Tamil Keyboard Interface
- * 18.7. Tamil Office Automation Applications
- * 18.8. Tamil Translation Applications
- * 18.9. Tamil Programming Language
- * 18.10. Tamil Information Interchange Coding Systems
- * 18.11. Tamil Operating System
- * 18.12. Organisation and Projects to develop Tamil

EVALUATION**VERY SHORT ANSWERS.**

1. List the search engines supported by Tamil language. *[March 2020; May '22]*

Ans. (i) Google (ii) Bing
(iii) yahoo.

2. What are the keyboard layouts used in Android?

Ans. Sellinam and Ponmadal – are familiar Tamil keyboard layouts that works on Android operating system in Smart phone using phonetics.

3. Write a short note about Tamil Programming Language.

Ans. Programming languages to develop software to computers and smart phones are available only in English. Now, efforts are taken to develop programming languages in Tamil. Based on Python programming language, the first Tamil programming language "Ezhil" (எழில்) is designed. With the help of this programming language, you can write simple programs in Tamil.

4. What is TSCII?

[March 2020]

Ans. TSCII (Tamil Script Code for Information Interchange) is the first coding system to handle our Tamil language in an analysis of an encoding scheme that is easily handled in electronic devices, including non-English computers. This encoding scheme was registered in IANA (Internet Assigned Numbers Authority) unit of ICANN.

5. Write a short note on Tamil Virtual Academy.

Ans. With the objectives of spreading Tamil to the entire world through internet, Tamil Virtual University was established on 17th February 2001 by the Govt. of Tamilnadu. Now, this organisation functions with the name of "Tamil Virtual Academy": It offers different courses in Tamil language, Culture, heritage etc., from kindergarten to under graduation level.

GOVERNMENT EXAM QUESTIONS AND ANSWERS

1 MARK

1. Getting Government services through internet is known as _____. [HY. '19]
 (a) e-filling (b) e-payment
 (c) e-governance (d) e-shopping [Ans. (c) e-governance]
2. _____ is a Tamil translation application. [Sep. '21]
 (a) Lippikar (b) Thamizpori (c) Azhagi (d) Ezhil [Ans. (b) Thamizpori]
3. The first Tamil programming language is _____. [Sep. 2020; May '22]
 (a) Ezhil (b) Kuzhal (c) Thamizpori (d) kamban [Ans. (a) Ezhil]

2 MARKS

1. What are the familiar keyboard used for Tamil typing? [HY. '19]
Ans. (i) NHM Writer, E-Kalappai and Lippikar - are familiar Tamil keyboard interfaces software that is used for Tamil typing which works on Tamil Unicode, using phonetics.
(ii) Sellinam and Ponmadal - are familiar Tamil Keyboard layouts that works on Android operating system in smart phone using phonetics.
2. Write a note on Unicode. [Sep. 2020]
Ans. Unicode is an encoding system, designed to handle various world languages, including Tamil. Its first version 1.0.0 was introduced on October 1991. While introduction of this scheme, can be able to handle nearly 23 languages including Tamil. Among the various encoding scheme, Unicode is the suitable to handle Tamil.

ADDITIONAL QUESTIONS AND ANSWERS

CHOOSE THE CORRECT ANSWERS.

1 MARK

I. CHOOSE THE CORRECT OPTIONS FOR THE BELOW QUESTIONS.

1. Which of the following plays a vital role in ever man's life?
 (a) Mobile (b) Computer (c) Internet (d) Laptop [Ans. (c) Internet]

- 2.** Which of the following is the best information technological device?
(a) Computer (b) Internet
(c) Mobile (d) Notebook Computer
[Ans. (b) Internet]
- 3.** How many percentage of people using Internet is Tamil?
(a) 40% (b) 43%
(c) 50% (d) 42% [Ans. (d) 42%]
- 4.** In India, Which is the most widely language in Internet?
(a) Tamil (b) Hindi
(c) Kannada (d) Malayalam
[Ans. (a) Tamil]
- 5.** How many percentage of Internet users consider local language digital content to be more reliable than english?
(a) 42% (b) 52%
(c) 68% (d) 48% [Ans. (c) 68%]
- 6.** Which year onwards, 74% if people in India will access Internet using Tamil?
(a) 2019 (b) 2021
(c) 2023 (d) 2030 [Ans. (b) 2021]
- 7.** Which of the following are used to search any information from the cyberspace?
(a) Operating System (b) Compiler
(c) Search engines (d) Web clients
[Ans. (c) Search engines]
- 8.** Which of the following provide searching facilities in Tamil?
(a) Google (b) Bing
(c) Safari (d) Both a and b
[Ans. (d) Both a and b]
- 9.** Which of the following is not provide searching facilities in Tamil?
(a) Yahoo (b) Safari (c) Bing (d) Google
[Ans. (b) Safari]
- 10.** Which of the following search engine gives Tamil virtual keyboard?
(a) Bing (b) Yahoo (c) Safari (d) Google
[Ans. (d) Google]
- 11.** Which country provides all their services through the official website in Tamil?
(a) Srilanka (b) America
(c) Singapore (d) Malaysia
[Ans. (a) Srilanka]
- 12.** Which of the following are portal or website of books collection?
(a) E-Papers (b) E-Commere
(c) E-languages (d) E-libraries
[Ans. (d) E-libraries]
- 13.** Which of the following is not a familiar Tamil keyboard interfaces software?
(a) NHM Writer (b) Ponmadal
(c) E-Kalappai (d) Lippikar
[Ans. (b) Ponmadal]
- 14.** In white OS, Sellinam Tamil keyboard layout works?
(a) windows (b) linux
(c) Android (d) iOS
[Ans. (c) Android]
- 15.** Which of the following Tamil keyboard layout not used by Android OS?
(a) NHM Wirter (b) E-Kalappai
(c) Lippikar (d) All of these
[Ans. (d) All of these]
- 16.** Which of the following application have more than 30000 Tamil words equivalent to English words?
(a) Kamban (b) Thamizpori
(c) Vani (d) Ponmozhi
[Ans. (b) Thamizpori]
- 17.** Which of the following language used to design "Ezhil"? Tamil programming language?
(a) C (b) C++ (c) Java (d) Python
[Ans. (d) Python]
- 18.** Which of the following coding systems specially designed for Indian languages?
(a) ASCII (b) TSCII
(c) ISCII (d) EBCDIC
[Ans. (c) ISCII]

19. Which encoding scheme is suitable to handle Tamil?

- (a) ASCII (b) ISCII
(c) Unicode (d) BCD

[Ans. (c) Unicode]

20. In India, 42% of users mostly used language in india?

- (a) Tamil (b) Kannada
(c) Malayalam (d) Telugu

[Ans. (a) Tamil]

II. CHOOSE AND FILL IN THE BLANKS.

1. The first programming language "Ezhil" is designed by _____.

- (a) C++ (b) Java
(c) Python (d) Visual Basic

[Ans. (c) Python]

2. The ASCII encoding system is applicable only for handling the language _____.

- (a) English (b) Hindi
(c) Tamil (d) All of these

[Ans. (a) English]

3. The first version of Unicode is _____.

- (a) 1.0.0 (b) 1.0.1
(c) 0.0.1 (d) 0.1.1 [Ans. (a) 1.0.0]

4. The first version of Unicode introduced in the year _____.

- (a) 1990 (b) 1998
(c) 1991 (d) 1981 [Ans. (c) 1991]

VERY SHORT ANSWERS.

2 MARKS

1. What is e-governance?

Ans. Getting Government services through internet is known as e-Governance. Govt. of Tamilnadu has been giving its services through Internet.

2. What is the use of e-libraries?

Ans. E-Libraries are portal or website of collection of e-books. Tamil e-Library services provide thousands of Tamil Books as e-books mostly at free of cost. It is the most useful service to Tamil people who live far away from their home land.

3. What is the use of Tamil interfaces software?

Ans. Tamil interface software is the familiar one among the different methods of typing. This is the simplest method of typing Tamil in both Computer and Smart phones.

4. List some Tamil Automation softwares.

Ans. Tamil Libra Office, Tamil Open Office, Azhagi Unicode Editor, Ponmozhi, Menthamiz, Kamban, Vani are office automation software working exclusively for Tamil.

5. Write a short note on "Thamizpori".

Ans. Thamizpori (தமிழ்ப்பொறி) is a Tamil translation application having more than 30000 Tamil words equivalent to English words. Using this application. we can translate small English sentences into Tamil.

6. Expand

- (i) TSCII (ii) ISCII (iii) ASCII

Ans. (i) Tamil Script Code for Information Interchange

(ii) Indian Script Code for Information Interchange

(iii) American Standard Code for Information Interchange.

7. Write a short note on Madurai project.

Ans. Project Madurai is an open and voluntary initiative to collect and publish free electronic editions of ancient tamil literary classics. This means either typing-in or scanning old books and archiving the text in one of the most readily accessible formats for use on all popular computer platforms.



11th
STD

INSTANT SUPPLEMENTARY EXAM AUGUST - 2022

Reg. No.

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PART-III

Computer Applications

(With Answers)

Time Allowed : 3.00 Hours]

[Maximum Marks: 70

- Instructions :**
1. Check the question paper for fairness of printing. If there is any lack of fairness, inform the Hall Supervisor immediately.
 2. Use **Blue** or **Black** ink to write and underline pencil to draw diagrams.

Note : This Question Paper contains four parts.

PART - I

Note: (i) Answer **all** the questions. (15 × 1 = 15)

(ii) Choose the most appropriate answer from the given **four** alternatives and write the option code and the corresponding answer.

1. The main component of first generation computers is :
(a) Vacuum tubes (b) Transistors
(c) Integrated circuits (d) Microprocessors
2. Expansion of ASCII :
(a) American School Code for Information Interchange
(b) American Standard Code for Information Interchange
(c) All Standard Code for Information Interchange
(d) American Society Code for Information Interchange
3. The file management system used by Linux is :
(a) ext 2 (b) NTFS
(c) FAT (d) NFTS
4. The shortcut key used to rename a file in windows :
(a) F2 (b) F4 (c) F5 (d) F6
5. Which button selects all instances of the search text in the document?
(a) Find (b) Find all
(c) Replace (d) Replace All
6. Which is the first electronic spreadsheet?
(a) Excel (b) Lotus 1-2-3
(c) Visicalc (d) OpenOffice Calc
7. W3C was established in 1994 by :
(a) Tim Berners - Lee (b) Tim Burnard Lee
(c) Kim Berners (d) Kim Bernard Lee
8. How many levels of heading tags available in HTML?
(a) 6 (b) 4 (c) 8 (d) 3
9. The tags <sub> and <sup> used for :
(a) Subject and Super
(b) Subscript and Super
(c) Subject and Superscript
(d) Subscript and Superscript
10. The important attributes used with the <Form> tag are:
(a) method and action (b) name and size
(c) post and get (d) type and name
11. Which of the following is the page level style?
(a) <Page> (b) <Style>
(c) <Link> (d) <H>
12. The file reload into the browser use the shortcut key is :
(a) F2 (b) F3 (c) F4 (d) F5
13. _____ statement can be used as alternative to if -else statement.
(a) while (b) if
(c) Else - if (d) Switch
14. Which of the following allows the programmer to modularize a program?
(a) Library functions
(b) User defined functions
(c) Normal functions
(d) Ordinary functions
15. Commercial programs made available to the public illegally are known as :
(a) Freeware (b) Warez
(c) Free software (d) Software

[227]

PART - II

Note: Answer **any six** questions. Question No. 24 is **Compulsory.** (6 × 2 = 12)

16. What are the components of a CPU?
17. What are the security management features available in operating system?
18. How will you rename a file?
19. What are the types of toolbars available in OpenOffice Calc?
20. What is phishing?
21. What are the types of list in HTML?
22. Write down the general format of <marquee> Tag.
23. What is scope of variables? Mention its types.
24. What are the guidelines that should be observed by computers users?

PART - III

Note: Answer **any six** questions. Question No. 33 is **Compulsory.** (6 × 3 = 18)

25. Write note on binary number system.
26. Differentiate PROM and EPROM.
27. Write a note on Recycle bin.
28. What are the advantages of email?
29. How do you view a source file?
30. What are ethical issues? Name them.
31. Explain the different values of <input> tag's type attribute.
32. Difference between the increment and decrement operator.
33. What are the uses of and tag?

PART - IV

Note: Answer **all** the questions. (5 × 5 = 25)

34. (a) Explain the basic components of a computer with a neat diagram.
(OR)
(b) What is header and footer? How do you insert page numbers in footer area?
35. (a) Explain the concept of a distributed operating system with its advantages.
(OR)
(b) Explain the attributes used with <table> tag in HTML.
36. (a) Explain any five types of internet services.
(OR)
(b) How will you insert images with HTML document?

37. (a) Explain about logical operator with suitable example.

(OR)

- (b) Explain switch case statement with example.
38. (a) List and explain the font and text element properties and values used CSS.

(OR)

- (b) Explain the structure of e-mail.

Answers

PART - I

1. (a) Vacuum tubes
2. (b) American Standard Code for Information Interchange
3. (a) ext 2
4. (a) F2
5. (b) Find all
6. (c) Visicalc
7. (a) Tim Berners - Lee
8. (a) 6
9. (d) Subscript and Superscript
10. (a) method and action
11. (b) <Style>
12. (d) F5
13. (d) Switch
14. (b) User defined functions
15. (b) Software

PART - II

16. The CPU has three components which are Control unit, Arithmetic and Logic Unit (ALU) and Memory unit.
17. The Operating System provides three levels of securities to the user end. They are
(i) File access level (ii) System level
(iii) Network level.
18. There are number of ways to rename files or folders. You can rename using the File menu, left mouse button or right mouse button.
19. There are three toolbars available by default. They are:
(i) Standard Toolbar
(ii) Formatting Toolbar (iii) Formula bar
20. Phishing scams are fraudulent attempts by cyber criminals to obtain private information. Phishing scams often appear in the guise of email messages designed to appear as though they are from legitimate sources.