Directorate of Government Examination Chennai - 6
Higher Secondary Second Year Public Exam March – 2023
Computer Technology Answer Key (New Syllabus)

Maximum Marks :70

PART - I
15 X 1 = 15

Answer **all** the Questions.

Choose the most appropriate answer from the given **four** alternatives and write the **option code and corresponding answer**

1	(c) Lotus 1-2-3	1
2	(d) Pasteboard	1
3	(d) Ctrl+V	1
4	(b) Story	1
5	(a) (ii) and (iv)	1
6	(b) Esc	1
7	(b) Ctrl+K	1
8	(d) Ellipse Tool	1
9	(b) Graphics Interchange Format	1
10	(a) Microsoft	1
11	(d) 4	1
12	(c) .fla	1
13	(d) Search	1
14	(d) Ctrl+9	1
15	(b) F1	1

PART – II

Answer **any six** questions. Question no. **24** is **compulsory**

6 X 2 = 12

16	The process of connecting text among Text blocks is called **threading text**.	2
17	The Property Inspector appears on the right side of your Flash workspace by default. It is grouped with the library panel. It displays properties and options for objects selected on the Stage and also allow you to modify them.	2
18	When you start InDesign for the first time, you see the default workspace, called **"Essentials"**	2
19	There are two rulers in the window. They are horizontal ruler and vertical ruler. They are used to determine the size and position of objects in a document.	2
20	1. Select the objects with the Pick tool. (To select multiple objects hold down Shift key while selecting them.)	1
	2. Choose Object → Group → Group Objects (or) Press Ctrl + G. The selected objects will be grouped as a single object.	1
21	Animation is the process of displaying still images so quickly so that they give the impression of continuous movement	2

22	A text block contains text you type, paste, or import.	2
23	To start AutoCAD 2016, double-click the AutoCAD 2016 - English icon on your Desktop (or) Click Start All Programs Autodesk AutoCAD 2016 AutoCAD 2016-English.	2
24	Flash movies measure time in frames. Frames are the discrete, small slices of time.	2

PART – III
Answer **any six** questions. Question no. **33** is **compulsory**

6 X 3 = 18

25	1. Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.	1½
	2. Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.	1½
26	1. Any text or object that you place on the master page will appear on the entire document pages to which the master is applied.	1
	2. It shortens the amount of time because you don't have to create the same objects repeatedly on subsequent pages.	1
	3. Master Pages commonly contain repeating logos, page numbers, headers, and footers.	1
27		

Keyboard Shortcuts	Functions
Ctrl+=	zoom in
Ctrl+–	zoom out
Ctrl+1	To view a page at actual size
Ctrl+2	To view a page at 200%
Ctrl+0	To fit the entire page in the document window.
Alt+Ctrl+0	To fit the entire spread in the document window
Ctrl+Spacebar or **Ctrl+Alt+Spacebar**	To temporarily access the Zoom tool and zoom in or out

(Question 27 mark: 3)

28	1. To draw a rectangle, select the Rectangle tool in the toolbox. The mouse pointer changed to a crosshair with a small rectangle beneath it.	1
	2. Click and drag anywhere in the drawing area. As you drag, a rectangle appears.	1
	3. Release the mouse button when the rectangle is of the desired size. Now a rectangle will appear on the screen.	1
29	1. Click the Close button in the upper right corner of your document window.	
	2. File Close or Window Close Window or Press Ctrl + F4.	1
	3. If you have more than one document file open, choosing Window Close All closes all files at once.	1 1

| 30 | • In animation the screen object is a vector image in animation. Using numerical transformations the movement of that image along its paths is calculated for their defining coordinates. Animation tools are very powerful and effective. | 2 |
| | • The two basic types of animations are Path animation and Frame animation. | 1 |

31			
	ZOOM TOOL (Z)	HAND TOOL(H)	
	This tool is used to zoom in (enlarge) and zoom out (reduce) the display size of any area of the stage.	The Hand Tool allows you to move the stage so that you can view the objects without changing the magnification level.	3

| 32 | 1. While drawing a line, if you specify a wrong endpoint, then you can undo the last specified point and go back to the previous stage by using the Undo option of the Line tool. You can use this option multiple times. | 1½ |
| | 2. To use this option, type Undo (or just U) at the Specify next point or [Undo] prompt. | 1½ |

| 33 | It is used to animate objects that have joints. For example, you could use a series of linked objects, such as arms and legs to create character animations. | 3 |

PART– IV
Answer **all** Questions

5 X 5 = 25

34 (a)	1. Click on one of a Frame tool from the Toolbox.	1
	2. Draw a frame with one of PageMaker's Frame tools. Make sure the object remains selected.	1
	3. Click File Place. Place dialog box will appear.	1
	4. Locate the document that contains the text you want to place, select it.	1
	5. Click on Open. Click in a frame to place the text in it. The text will be placed in the frame.	1
	OR	
(b)	1. Choose File Print in the menu bar (or) Press Ctrl + P in the keyboard. The Print Document dialog box appears.	2
	2. Choose the settings in the Print Document dialog box as Select the printer from the Printer drop-down list box. Choose the pages to be printed in the Pages group box by selecting one of the following available options :	2
	All: This option prints the whole document.	
	Ranges: This option prints individual pages by the page number or a range of pages.	
	Print : You can also print only odd-numbered or even-numbered pages. Select the Odd pages or Even pages option from the Print drop-down list box.	
	Copies : Type the number of copies you want in the Copies text box.	1
	3. Click Print button to print the document.	

35 (a)	1. Choose Start All Programs Adobe InDesign CC 2019 (or) click on the InDesign short cut on the desktop.	1
	2. Welcome to InDesign window will open. Now click on Create New … button.	1
	3. Now a New Document window will open. When you create a new document, you have the opportunity to set many options in the New Document dialog box. To set the basic options for a new document, in the New Document dialog box, click a category tab: Print, Web, or Mobile. Specify the following options for the selected preset: Width and Height, Units, Orientation, Pages, Facing pages, Start#, Primary text frame, Columns, Columns gutter, Margins, Bleed and Slug	2
	4. Click the Create button to open a document with the preset settings.	1

OR

(b)	(1) Freehand selection The Lasso tool is used for selecting objects by drawing a freehand selection area. To use the Lasso Tool follow these steps. 1. Click the Lasso Tool on the Tools panel. 2. To lasso freehand, make sure that the Polygon Mode modifier (in the Options section of the Tools panel) is not selected. 3. Click anywhere on the Stage and drag around the objects that you want to select. Flash creates a selection area while you drag. Release the mouse button close to where you started it to close the lasso's loop.	2½
	(2) Point-to-point selection The Lasso Tool can also be used to create point-to-point selection of objects. To create such selection, follow these steps. 1. Click the Lasso Tool on the toolbox. 2. Click the Polygon Mode modifier from the Options area. 3. Click on the stage at a point from where you want to start the selection. 4. Continue click on the stage to form the outline around the objects that are to be selected. 5. Double-click to close the selection.	2½

36 (a)	1. To draw a polygon, select the Polygon tool in the toolbox. The mouse pointer changes to a crosshair with a small polygon beneath it.	1
	2. Click on anywhere in the drawing area and drag the mouse pointer.	1
	3. Release the mouse button where you like the end of the polygon.	1
	4. To increase the number of sides of your polygon, select the polygon you have drawn using the Pick tool.	1
	5. Place the mouse pointer on the Number of Points on Polygon text box and type the number of sides you like for you polygon.	1

OR

(b)	(i) RTF - Rich Text Format is the primary file format introduced in 1987 by Microsoft with the specification of their published products and for cross-platform documents interchange.	1
	(ii) JPEG -JPEG was designed to attain maximum image compression. It works good with photographs, naturalistic artwork, and similar material but functions less on lettering, live drawings or simple cartoons.	1
	(iii) AIFF - A standard audio file format used by Apple which is like a WAV file for the Mac.	1
	(iv) MPEG - MPEG is a standard for generating digital video and audio compression under the International Standards Organization (ISO) by the group of people.	1
	(v) PNG - An extensible file format for the less loss, portable and well compressed storage of raster images.	1
37 (a)	1. Click the drop-down arrow in the Rectangle Tool button and then click PolyStar Tool from the submenu that appears.	1
	2. From the Property Inspector panel, select the required settings of the shape	1
	3. Click the Options button in the Property Inspector panel. The Tool Settings dialog box appears. a) Click polygon or star from Style drop-down list box. b) Enter the value between 3 and 32 to specify the number of sides of a polygon or points of a star. c) If star option is selected from the Style list box, then specify a value between 0 and 1 in the Star point size text box. The value 0 means that star will be created with maximum depth and value 1 means that star will be created with minimum depth. Click OK button.	2
	4. Click on the stage and then drag to draw the desired shape.	1
OR		
(b)	1. Click on Layout. The Layout menu will appear.	1
	2. Click on Delete Page.	1
	3. Delete Page dialog box will appear.	1
	4. Type the page number you want to delete in the Delete Page box.	1
	5. Click on OK button. The page will be deleted.	1

38 (a)	The Flash window is divided into four main components. They are 1. Stage and Pasteboard 2. Timeline 3. Tools panel 4. Property Inspector	2
	1. Stage and Pasteboard	
	The white rectangle area in the middle of your workspace is called the Stage. All the animations, objects and scenes for a Flash movie are created, edited, placed and played back in the stage. The gray area surrounding the Stage in Flash is the Pasteboard	
	2. Timeline	
	The timeline is one of the most important components of Flash. It is located below the Stage. It is used to specify of each element's appearance and animation.	3 (Explain)
	3. Tools panel	
	The Flash Tools panel includes the tools you need to create, select, or edit graphics on the Stage. The double arrows at the top of the Tools panel are used to collapse the panel to icon only view, or to expand the panel and see all the tools. By default, the toolbar is on the right side of your screen. The single capital letter in parentheses indicates the keyboard shortcuts to select those tools.	
	4. Property Inspector	
	The Property Inspector appears on the right side of your Flash workspace by default. It is grouped with the Library panel. It displays properties and options for objects selected on the Stage, and also allow you to modify them. The object can be text, an image, a line, or any other shape.	
	OR	
(b)	1. Command : RECTANGLE (or) REC (Press Enter Key)	1
	2. The following will appear on the command line: RECTANGLE Specify first corner point or [Chamfer/Elevation/Fillet/ Thickness/Width]: Specify the location of the first corner by moving the cursor to a location (P1) and then press the left mouse button.	2
	3. The following will appear on the command line: Specify other corner point or [Area / Dimensions / Rotation]: Specify the location of the diagonal corner (P2) by moving the cursor diagonally away from the first corner (P1) and pressing the left mouse button. Now a rectangle will appear.	2