COMPUTER APPLICATIONS
QUESTION MATERIAL
BOOK BACK & PUBLIC

XI – STANDARD

PREPARED BY.,
B. MOHAMED YOUSUF M.C.A., B.Ed.,
PG ASST IN COMPUTER SCIENCE
[yousufaslan5855@gmail.com]

CHAPTER 1 TO 18 [2, 3 & 5] MARK BOOK BACK & PUBLIC QUESTIONS ONLY

	CHAPTER – 1 INTRODUCTION TO COMPUTERS
1.	What is a computer? [M-2019]
2.	Distinguish between data and information. [M-2023]
3.	What are the components of a CPU? [S-2022, J-2023, J-2024]
4.	What is the function of an ALU? [J-2019, M-2022]
5.	Write the functions of control unit. [M-2024]
6.	What is the function of memory?
7.	Differentiate Input and output unit.
8.	Distinguish Primary and Secondary memory.
	CHAPTER – 2 NUMBER SYSTEMS
1.	What is data?
2.	Write the 1's complement procedure.
3.	Convert $(46)_{10}$ into equivalent binary number [M-2024]
4.	We cannot find 1's complement for $(28)_{10}$. State reason.
5.	List the encoding systems for characters in memory.
1.	11.011_2 Binary to decimal equivalent [M-2020]
2.	Convert $(65)_{10}$ into Binary number [S-2021, M-2022]
3.	What is meant by signed magnitude? [M-2023]
4.	Convert $(1560)_8$ into equivalent Decimal number [J-2023]
5.	Convert $(150)_{10}$ into Binary number [J-2024]
	CHAPTER – 3 COMPUTER ORGANIZATION
1.	What are the parameters which influence the characteristics of a microprocessor?
2.	What is an instruction? [M-2019]
3.	What is a program counter? [M-2019, S-2020, M-2023]
4.	What is HDMI? [S-2020]
5.	Which source is used to erase the content of an EPROM? [S-2021, J-2024]
1.	What is an instruction set? [AUG-2022]
2.	What is Bus? [J-2019]
	CHAPTER – 4 THEORETICAL CONCEPTS OF OPERATING SYSTEM
1.	List out any two uses of Operating System?
2.	What is the multi-user Operating system? [M-2019, M-2023]
3.	What is a GUI? [J-2019, S-2021, M-2023]
4.	What are the security management features available in Operating System? [S-2022, J-2024]
5.	What is multi-processing?
6.	What are the different Operating Systems used in computer? [M-2024]
1.	Name some popular operating system used in personal computer and mobile devices. [M-2022]
2.	What are the security management levels available in Operating System? [S-2020]
3.	Define software and mention its types [AUG-2022]
	CHAPTER – 5 WORKING WITH WINDOWS OPERATING SYSTEM
1.	What is known as Multitasking? (J-2023)
2.	What are called standard icons? (M-2022)
3.	Differentiate Files and Folders. (AUG-2022)
4.	Differentiate Save and save As option.
5.	How will you Rename a File? (S-2022)(M-2023)
1.	What is open source? (M-2019)
	CHAPTER – 6 INTRODUCTION TO WORD PROCESSOR
1.	How do you insert pictures in to your document? (S-2021)
2.	What are the different packages in Open Office writer? (S-2020)
3.	What is auto text in writer? (S-2021)
4.	How will you merge cells in a table? (J-2023)
5.	State the differences between proprietary software and open source software. [M-2024]
1	Write about short cut keys for LEFT,RIGHT, CENTER AND JUSTIFIED alignments. (M-2019)
2.	What is word wrap? (M-2020)
3.	What are the different types of data? (M-2020)
	CHAPTER -7 WORKING WITH OPEN OFFICE CALC
1.	What are the types of toolbars available in Open Office calc? (S-2022)
2.	What is a Cell pointer? (M-2019)(S-2021)(M-2023)
3.	Write about the text operator in Open Office Calc. (J-2023, J-2024)

PREPARED BY…, B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

4.	Write the general syntax of constructing a formula in Calc.
5.	What are the keyboard shortcuts to cut, copy and paste?
6.	Can you edit the contents of a cell? If yes, explain any one of the method of editing the cell content.
7.	What are the options available in "Insert Cells" dialog box?
8.	**Match the following**

A	B	A	B
(a) Cut, Copy and Paste	(1) Absolute Cell	(c) Selection Mode	(3) Standard Toolbar
(b) Cell pointer	(2) Status bar	(d) $A5$	(4) Active cell

9.	Define the following (i) Text Operator (ii) Rows and Columns of spreadsheet.
10	Differentiate between Copy -Paste and Cut-Paste.
1.	What are the different types of data? **(M-2020)**
2.	What are the Backspace key and delete key functions in open office writer? **(J-2019)**
3.	Write the formula to find the sum of the contents of the cells A1,A2 and A3 in a worksheet **(J-2019)**

CHAPTER- 8 PRESENTATION BASICS

1.	What is the difference between a slide and a slide show?
2.	How many in-built slide layouts does impress consist of?
3.	What do you understand by a presentation? **(M-2022)**
4.	Define a template in Impress. **[M-2024]**
5.	What do you understand by the slide layout?
1.	Define Slide transition **(M-2020)**
2.	What is presentation software? **(S-2020)**
3.	What is use of slide sorter view in impress? **(J-2019)**

CHAPTER- 9 INTRODUCTION TO INTERNET AND EMAIL

1.	Name the two important protocols for internet?
2.	What is a network? **(M-2023)**
3.	What is the role of ICANN?
4.	What is a search engine?
5.	What is a browser?
6.	What are the components of URL addressing?
7.	What is a website?
8.	What is CC and BCC in an email? **(M-2022)**
9.	What is a Static web Page?
10	What is a Dynamic web page?
11	What are the benefits of e-governance?
12	What is Phishing?

CHAPTER- 10 HTML - STRUCTURAL TAGS

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?
2.	Explain with the help of an example the difference between container and empty elements of HTML. **(M-2019) (M-2020)**
3.	What is the wrong in the following coding? <html> <my web page><title> Welcome to my web page </head> </title>
4.	How do you define comments in HTML? **(J-2019)(S-2020) (J-2023)**
5.	How do you include an image as your web page background?
1.	Write an attribute of heading tag with example **(M-2020)**
2	Write the output of the following HTML code. **(J-2019)** <HTML> <BODY> <UL> <LI> LAN <LI> MAN<LI> WAN</UL></BODY></HTML>
3.	Write the output of the following HTML code. **(M-2019)** <HTML> <BODY> <OL> <LI> KEY BOARD <LI> MONITOR<LI> SPEAKER</OL></BODY></HTML>
4.	Write the output of the following HTML code. **(J-2024)** <html> <head> <title> Number List </title></head><body><OL> <LI> Tamil<LI> Telugu<LI> English <LI> Computer Applications<LI> Commerce<LI> Accountancy<LI> Economics</OL></body></html>

CHAPTER- 11 HTML - FORMATTING TEXT, CREATING TABLES, LIST AND LINKS

1.	Write a short note on (i) <strong> (ii) <em> **(J-2019)(J-2023)(M-2020)(M-2023)**
2.	What is the use of <mark> tag?
3.	Write the following equation as HTML notation: $Pd = 2s - Q_2$
4.	Write about any two attributes of font tag.
5.	What is thematic break? **(M-2022)**
6.	What is pixel?
7.	What are the types of list in HTML? **(M-2019)(S-2022)(M-2024)**
8.	How will you defined numbered list?
1.	Write an attribute of heading tag with example. **(M-2020)**

2
PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

2.	Name the tags used in text bigger and smaller than the normal size of the text.
3.	Write a short note on a) \<big\> b) \<small\> **(S-2020)**
	CHAPTER- 12 HTML - ADDING MULTIMEDIA ELEMENTS AND FORMS
1.	List out the popular image formats **(M-2019) (M-2022)**
2.	Write down the general format of marquee **(S-2022) (M-2023)**
3.	What is inline sound or movie? **(S-2020)**
4.	What is the purpose of \<input\> tag? **(S-2021, J-2024)**
5.	Which tag is used to specify the list of items in dropdown list box?
6.	What are the major attributes are available in \<text area\> tag?
	CHAPTER- 13 CSS - CASCADING STYLE SHEETS
1.	What is the use of \<style\> tag? **(J-2023)**
2.	What is CSS? **(J-2019)S-2020)**
3.	Write the general format of linking CSS with HTML. **(M-2022)**
4.	What is Inline Style?
5.	Write down general format of CSS declaration. **(S-2021)**
	CHAPTER- 14 INTRODUCTION TO JAVA SCRIPT
1.	Write a syntax of \<script\> tag **(S-2020)**
2.	What is scope of variables and types of scope variable? **(S-2022)**
3.	Write a notes to type casting in JavaScript.
4.	How many Literals in JavaScript and mention its types.
5.	What is conditional operator give suitable example?
6.	What are the comments in Java Script?
7.	Write note on types of Operator.
8.	Write the role of variable in JavaScript.
9.	What is the uses of prompt dialog box?
	CHAPTER- 15 CONTROL STRUCTURE IN JAVA SCRIPT
1.	What are the different types of control statement used in JavaScript?
2.	What is meant by conditional statements in JavaScript?
3.	List out the various branching statements in JavaScript?
4.	Write the general syntax for switch statement.
5.	Differentiate the break and continue statement
	CHAPTER- 16 JAVASCRIPT FUNCTIONS
1.	What is a function in JavaScript? **(J-2023)**
2.	What is the use of function?
3.	Write a note on Library functions. **(M-2019)(S-2021)(M-2020)**
4.	Write a note on user defined functions.
5.	Write the syntax of functions.
1.	Write any four common library functions **(M-2020)**
	CHAPTER – 17 COMPUTER ETHICS AND CYBER SECURITY
1.	What is harvesting? **(M-2019)**
2.	What are Warez?
3.	Write a short note on cracking.
4.	Write two types of cyber-attacks.
5.	What is a Cookie? **(J-2019, J-2024)**
1.	What is Phishing? **(S-2022)(M-2024)**
2.	What are the guidelines to be followed by any computer user? **(S-2022)**
3.	What are the two types of encryption? **(S-2020)**
4.	What is cyber-crime? **(M-2024)**
	CHAPTER – 18 TAMIL COMPUTING
1.	List of the search engines supporting Tamil. **(M-2020)(M-2022)(J-2023)(M-2024)**
2.	What are the keyboard layouts used in Android?
3.	Write a short note about Tamil Programming Language. **(J-2024)**
4.	What TSCII? **(M-2020)**
5.	Write a short note on Tamil Virtual Academy.
1.	Write a note on Unicode. **(S-2020)**
2.	What are the familiar keyboard used for Tamil typing? **(J-2019)**

	CHAPTER 1 TO 18 THREE MARK BOOK BACK & PUBLIC QUESTIONS ONLY
	CHAPTER – 1 INTRODUCTION TO COMPUTERS
1.	What are the characteristics of a computer? **(M-2023)**
2.	Write the applications of computer.
3.	What is an input device? Give two examples**. (M-2023)**
4.	Name any three output devices. **(S-2021, J-2024)**
5.	Differentiate optical and Laser mouse.
6.	Write short note on impact printer.
7.	Write the characteristics of sixth generation. **(M-2022)**
8.	Write the significant features of monitor.
	CHAPTER – 2 NUMBER SYSTEMS
1.	What is radix of a number system? Give example. **(M-2022)**
2.	Write note on binary number system. **(S-2022)**
3.	Convert $(150)_{10}$ into Binary, then convert that Binary number to Octal **(S-2020)**
4.	Write short note on ISCII.
5.	Add a) $-22_{10}+15_{10}$ b) $20_{10}+25_{10}$
1.	Convert 340_{10} to its equivalent Binary, Octal and Hexadecimal **(J-2019)**
2.	A) State whether the following numbers are valid or not. If invalid write reason. **(S-2020)** 1) $(796)_8$ 2) $(7GE)_{16}$ 3)$(1110)_2$ B) Write the number system for the following numbers. 1) $(926)_{10}$ 2) $(ABC)_{16}$ 3) $(450)_8$
3.	A) Add : 1101_2+1010_2 B) Subtract : 10100_2-1111_2 **(M-2019)**
4.	What is the decimal equivalent sequence for $(547)_8$ octal sequence? **(M-2020)**
5.	a) Convert the octal number $(67)_8$ into decimal number **(J-2019)** b) Convert the decimal number $(57)_{10}$ into hexadecimal number
6.	Add: (A) $-20_{10} + 25_{10}$ (B) $22_{10} + 15_{10}$ **(M-2024)**
7.	A) Add : 1011_2+1001_2 B) Subtract : $1001010_2-10100_2$ **(J-2024)**
	CHAPTER – 3 COMPUTER ORGANIZATION
1.	Differentiate Computer Organization from Computer Architecture.
2.	Classify the microprocessor based on the size of the data. **(M-2023)**
3.	Write down the classifications of microprocessors based on the instruction set. **(M-2022)(M-2024)**
4.	Differentiate PROM and EPROM. **(S-2022)**
5.	Write down the interfaces and ports available in a computer. **(J-2023)**
6.	Differentiate CD and DVD. **(J-2019) (M-2020, J-2024)**
7.	How will you differentiate a flash memory and an EEPROM?
1.	Explain the types of RAM **(AUG-2022)**
	CHAPTER – 4 THEORETICAL CONCEPTS OF OPERATING SYSTEM
1.	What are the advantages and disadvantages of Time-sharing features? **(M-2023)**
2.	List out the key features of Operating system **(M-2022)**
3.	Write a note on Multi processing. **(J-2023)**
1.	Write a note following process management system (a) FIFO (b) SJF **(S-2020)**
2.	What is GUI? **(M-2023)**
3.	Write about security management **(J-2019)**
4.	Explain and list out examples of mobile OS **(M-2019)**
5.	Write any 6 of the most popular Linux server distributors **(M-2020)**
	CHAPTER – 5 WORKING WITH WINDOWS OPERATING SYSTEM
1.	What are the functions of Windows Operating System? **(M-2022)**
2.	Write a note on Recycle bin. **(M-2020)(S-2022)**
3.	Write a note on the elements of a window. **(S-2021)**
4.	Write the two ways to create a new folder. **(M-2023)(M-2024)**
5.	Differentiate copy and move.
1.	Write the procedure to create a file in word pad **(AUG-2022)**
2.	Compare CUT-PASTE and COPY- PASTE **(M-2023)**
3.	Write down the steps involved in copying files and folders using Send To method.
4.	Name the methods followed while copying files and folders to removable disk **(S-2020)**
5.	How can you move a file one location to another location in windows? **(J-2019)**
	CHAPTER – 6 INTRODUCTION TO WORD PROCESSOR
1.	What is the difference between moving and copying text? **(S-2021)**
2.	What are the different types of page orientation? **(M-2019)**
3.	How do you insert rows and columns? **(M-2022)(M-2023)**

PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

4.	What are the different ways to save a document? **(S-2021, J-2024)**
5.	Write the steps to change the line spacing of text.
1.	Write about auto correct option in Writer **(S-2020)**
2.	What is indenting text in writer? Write its types **(J-2023)**
3.	What are the different types of operators supported by calc? What is range? **(S-2020)**
	CHAPTER -7 WORKING WITH OPEN OFFICE CALC
1.	Write a short note on Open Office Calc. **(M-2020)**
2.	Write about inserting columns and rows in Calc. **(M-2023)**
3.	Differentiate Deleting data using Backspace and Delete
4.	Write any three formatting options.
5.	In cell A1=34 A2=65 A3=89 write the formula to find the average. **(M-2024)**
1.	Write about date arithmetic **(J-2019)**
	CHAPTER- 8 PRESENTATION BASICS
1.	How many types of views are provided by Impress to its users? **(M-2019)(S-2020)**
2.	Who uses the presentation software and why?
3.	Define the Slide Sorter view and its significance. **(M-2020)**
4.	What is a Normal view? Explain. **(J-2023) (J-2024)**
5.	How are transition effects helpful in creating an effective presentation in Impress?
1.	How will you start open office impress? **(J-2019)**
2.	What are the three methods of inserting slide in impress presentation? **(S-2020)**
	CHAPTER- 9 INTRODUCTION TO INTERNET AND EMAIL
1.	What is TCP/IP? **(M-2022)**
2.	Write a note on Hotspot internet service. **(S-2020)**
3.	Differentiate Data Card and Dongles. **(M-2020)(M-2023)**
4.	Write a note on two access methods of connecting to internet.
5.	Differentiate browser and a search engine with suitable examples.
6.	Differentiate Website and Webpage. **(M-2019)(S-2021)**
7.	What is the difference between Static and dynamic web page?
8.	What are Advantages of e-mail? **(S-2022)(J-2023)(J-2024)**
1.	What is W3C? **(J-2019)**
	CHAPTER- 10 HTML - STRUCTURAL TAGS
1.	Explain the attributes available with <body> tag. **(M-2019)**
2.	What are the attributes available in <html> tags? **(M-2020)(M-2024)**
3.	How do you view the source file? **(S-2022)**
4.	How do you save a file as HTML file?
	CHAPTER- 11 HTML – FORMATTING TEXT, CREATING TABLES, LIST AND LINKS
1.	Write an HTML code to display the following text in exactly the same way as given below. I am studying Computer Science Application.
2.	Briefly explain the attributes of <hr> tag. **(S-2021) (J-2023)**
3.	What are the core tags used to create table in HTML? **(M-2022)**
4.	Write an HTML code to provide hyperlink to https://www.w3schools.com
5.	Difference between <UL> and <OL> tags. **(M-2023)**
6.	Write HTML code to produce the following table: A B C
1.	What are the uses of <strong> and <em> tag? **(S-2022)**
2.	Write an HTML code to scroll the following message in a web page. "Welcome to HTML" **(M-2019)**
	CHAPTER- 12 HTML – ADDING MULTIMEDIA ELEMENTS AND FORMS
1.	Write a short note on familiar images format. **(M-2020)**
2.	How will you scroll the text in HTML?
3.	Explain the main attributes used with <form> tag. **(S-2020)(M-2022)(M-2024)**
4.	Explain the values of <input> tag's type attribute. **(S-2022)(J-2023)**
5.	Explain the attributes of <select> and <option> tags. **(J-2019)(S-2019)(S-2021)**
	CHAPTER- 13 CSS – CASCADING STYLE SHEETS
1.	What are the advantages of using CSS? **(J-2019)(M-2019)(M-2024)**
2.	Write a short note on rule of CSS. **(J-2024)**
3.	Write a CSS file to define text color and alignment to <p> tag. **(S-2020)**
4.	Write a CSS file to define font type, style and size to <h1> tag
	CHAPTER- 14 INTRODUCTION TO JAVA SCRIPT

PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

1.	What are the advantages of programming language?
2.	Brief the basic data types in Java Scripts. **(J-2023)(M-2024)**
3.	Write note on string Operator **(S-2021)**
4.	Write about <script> tag. **(M-2019)(J-2024)**
5.	What are the uses of Logical Operators?
6.	Difference between the increment and Decrement operator. **(S-2022)**
1.	Write the rules for naming a variable in java script **(J-2019)**
	CHAPTER- 15 CONTROL STRUCTURE IN JAVA SCRIPT
1.	What is if statement and write its types.
2.	Write the syntax for else-if statement. **(S-2021)**
3.	What is called a loop and what are its types? **(M-2020) (M-2022)(J-2024)**
4.	Differentiate between while and do while statements. **(S-2020) (J-2023)**
5.	What message will be displayed, if the input for age is given as 20, for the following snippet? **(M-2019)**
1.	List out various branching statements in java script **(M-2023)**
2.	Write a syntax of if statement **(S-2021)**
3.	What message will be displayed, if the input marks is given as 60, for the following snippet? **(J-2019)**
	if (marks> = 40) { alert ("you have passed"} } else alert ("you have failed"); }
	CHAPTER- 16 JAVASCRIPT FUNCTIONS
1.	Write a program in JavaScript to find the cube of a number using function
2.	Write a program in JavaScript to find the sum of 10 numbers using function.
1.	Write the syntax of functions **(S-2020)**
2.	Describe any three pre-defined functions in JavaScript with examples **(M-2022)**
3.	What is function in java script? Write its types. **(M-2024)**
	CHAPTER – 17 COMPUTER ETHICS AND CYBER SECURITY
1.	What is the role of firewalls?
2.	Write about encryption and decryption. **(M-2023)**
3.	Explain about proxy server.
4.	What are the guidelines to be followed by any computer user?
5.	What are ethical issues? Name some. **(M-2020)(S-2022)**
1.	What is meant by computer ethics?
2.	Write a short note on cracking. **(M-2023)**
	CHAPTER – 18 (TAMIL COMPUTING)
1.	Write a short note on Tamil virtual Academy. **(M-2023)**
2.	Define – Unicode **(S-2020)**
	CHAPTER 1 TO 18 FIVE MARK BOOK BACK & PUBLIC QUESTION WITH ANSWERS
	CHAPTER – 1 INTRODUCTION TO COMPUTERS
1.	Explain the basic components of a computer with a neat diagram. **(M-2019) (S-2020)(S-2022)**
2.	Discuss the various generations of computers. **(J-2019)(M-2020)(S-2021) (M-2022)(M-2023)(J-2024)**
3.	Explain the following a. Inkjet Printer b. Multimedia projector c. Bar code / QR code Reader **(J-2023)(M-2024)**
1.	Explain Data and information **(M-2022)**
	CHAPTER – 2 NUMBER SYSTEMS
1.	a) Write the procedure to convert fractional Decimal to Binary. **(M-2020)(M-2023)** b) Convert $(98.46)_{10}$ to binary: **(M-2023)**
2.	Find 1's Complement and 2's Complement for the following Decimal number a) -98 b)- 135 **(J-2024)**
3.	a) Add $1101010_2 + 101101_2$ b) Subtract $1101011_2 – 111010_2$ **(S-2020) (M-2023)**
1.	1) Find the 2's complement of $(-46)_{10}$ 2) Convert $(145)_8$ to binary **(S-2020) (J-2023)**
1.	Covert the following Decimal numbers to its equivalent Binary, Octal, Hexadecimal **(M-2019)(M-2022)** 1) 1920 2) 255 3) 126
2.	Convert $(155)_{10}$ into Binary, Octal and Hexadecimal equivalent **(M-2019)**
3.	Find 1's Complement and 2's Complement for the following Decimal number **a) -89 b)- 128** **(J-2019)**
4.	a) Convert $(58.36)_{10}$ to binary: **(J-2023)**
7.	b) Convert $(98.42)_{10}$ to binary: **(M-2020)**
8.	a) Convert $(58.46)_{10}$ to binary: **(M-2024)**
9.	b) Write the 1's complement number and 2's complement number for the following decimal numbers: **(M-2024)** 1) (-24) 2) (- 65)
	CHAPTER – 3 COMPUTER ORGANIZATION
1.	Explain the characteristics of a microprocessor. **(J-2019)(M-2020) (J-2023) (J-2024)**
2.	How the read and write operations are performed by a processor? Explain.

PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

3.	Arrange the memory devices in ascending order based on the access time. **(S-2020) (M-2023)**
4.	Explain the types of ROM. **(S-2021)(M-2022)(M-2024)**
1.	Explain any three secondary storage devices. **(J-2019)**
	CHAPTER – 4 THEORETICAL CONCEPTS OF OPERATING SYSTEM
1.	Explain the concept of a Distributed Operating System along with its advantages **(M-2019)(S-2022)(M-2020) (J-2024)**
2.	List out the points to be noted while creating a user interface for an Operating system. **(M-2019)(S-2021 b)(M-2024)**
3.	Explain the process management algorithms in Operating System. **(M-2020)(S-2020)(M-2023) (J-2024)**
1.	Classify operating system based on the availability. **(S-2020)**
2.	Explain the different types of software **(J-2019)**
3,	What is a user inter face? **(S-2021 a))**
	CHAPTER – 5 WORKING WITH WINDOWS OPERATING SYSTEM
1.	Explain the versions of Windows Operating System. **(S-2020) (M-2022) (M-2023)**
2.	Explain the different ways of finding a file or Folder: **(M-2024)**
3.	Write the procedure to create shortcut in Windows OS.
1.	Explain about the different mouse actions **(M-2019)**
2.	Write the procedure to copy and paste files and folders to removable disk **(S-2020)**
	CHAPTER – 6 INTRODUCTION TO WORD PROCESSOR
1.	What are the different methods to change margin in writer? **(J-2019) (J-2023)**
2.	What are Header and Footer? How do you insert page numbers? **(S-2022)(M-2024)**
3.	Write the steps to Find and Replace a word with another word in Open Office writer? **(S-2021)(M-2023)**
4.	Explain Page formatting in writer.
1	Write the steps to create the bullets and numbering in open office Writer. **(M-2020)**
2	Parts of Writer Window: **(J-2019)**
3.	Selection using other methods
4.	Write any 10 shortcut keys and their actions in open office writer. **(S-2020)**
5.	Explain auto spell check option **(M-2022)**
	CHAPTER -7 WORKING WITH OPEN OFFICE CALC
1.	Explain about changing the column width in Calc. **(M-2023)**
2.	Write the steps to generate the following series. 5, 10, 20 ….. 2560 **(S-2021)(J-2023)**

3. Read the following table

	A	B	C	D	E
1	Year	Chennai	Madurai	Tiruchi	Coimbatore
2	2012	1500	1250	1000	500
3	2013	1600	1000	950	350
4	2014	1900	1320	750	300
5	2015	1850	1415	820	200
6	2016	1950	1240	920	250

Above table shows the sales figures for "Air Cooler" sold in four major cities of TamilNadu from the year 2012 to 2016. Based on this data, write the formula to calculate the following.
1.Total sales in the year 2015. 2.Total sales in Coimbatore from 2012 to 2016.
3.Total sales in Madurai and Tiruchi during 2015 and 2016. 4.Average sales in Chennai from 2012 to 2016
5.In 2016, how many "Air Coolers" are sold in Chennai compared to Coimbatore?

1.	Parts of the Open Office Calc Window: **(J-2019)**
2.	Operators: **(J-2019)**
3.	Explain filters in open office calc **(J-2023)**
	CHAPTER- 8 PRESENTATION BASICS
1.	Valarmathi's teacher asks her to create a presentation in Open Office Impress. As Valarmathi has never worked in Impress before, help her to perform the following tasks: **a)** She wants that except for the first slide, all the slides should have the same design. For this, what does she need to do? **b)** To easily communicate with her audience, she wants to provide them with a hard copy of the slides of the presentation. What should she create for it? **c)** She wants to insert some pictures and movie files in some slides. How can she do that? **d)** Suggest her view that would be the most suitable for showing the presentation to the audience. **e)** To make her presentation more attractive, she wants to add some effects in it. How can she do it? Suggest.
2.	Explain how a presentation can help a sales person to promote his/her products.
3.	Siva balan 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?
4.	List some advantages of using templates.
1	Define Slide sorter view and write its significance. **(M-2023)**
2.	How many types of views are provided by impress to its users? Explain them. **(M-2019)(S-2020)**
	CHAPTER- 9 INTRODUCTION TO INTERNET AND EMAIL
1.	Explain any five types of internet services. **(S-2021)(S-2022)**
2.	Explain any five internet applications with suitable examples**. (M-2019)(S-2020)(M-2023)**

7
PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)

3.	Write a note on any five Internet browsers other than that given in the book.
4.	Explain the dos and don'ts of safe surfing on internet.
1.	Explain the different types of interactions in E-governance **(J-2019)**
2.	Explain structure of E-mail **(J-2022)**

CHAPTER- 10 HTML - STRUCTURAL TAGS

1.	Write a HTML program to display your school name and address using various getting level tags.
2.	Write the basic structure of a HTML program.
1.	Explain various heading level tags in HTML? **(S-2021)(M-2022)**

CHAPTER- 11 HTML - FORMATTING TEXT, CREATING TABLES, LIST AND LINKS

1.	Write an HTML code the show the following text
	MODERN ATOMIC THEORY
	The findings of modern atomic theory are given as follows:
	• An atom is the smallest particle which takes part in chemical reaction.
	• An atom is considered to be a divisible particle.
	• The atoms of the same element may not be similar in all respects.
	eg: Isotopes (17Cl35, 17Cl37)
	• The atoms of different elements may be similar in some respects.
	eg. Isobars (18Ar40, 20Ca40)
2.	Explain the attributes used with <table> tag in HTML. **(M-2019)(S-2022) (J-2024)**
3.	Explain the types of list with suitable HTML code. **(M-2019) (S-2021)(M-2022)(M-2023)**
4.	What is Link and explain the types of links. **(J-2019)(M-2024)**
5.	Write HTML code to create the following table:

A	B		
C	D	E	G
F			

1.	Write an HTML code to create the following table **(M-2019)(M-2020)**

Class	Boys	Girls
XI	75	80
XII	65	70

2.	Write an HTML code to create the following table **(S-2020)**

Reg:No	Total	%
1531	360	60%
1532	420	70%

3.	Write the output of the following html code **(J-2019)**
4.	Write short note on 1) <strong> 2.<em> 3. <mark> 4. <hr> 5. <sub> **(M-2022)**

CHAPTER- 12 HTML - ADDING MULTIMEDIA ELEMENTS AND FORMS

1.	Explain the <form>tag with its attributes **(M-2019)**
2.	Explain Input tag with attributes **(J-2019) (J-2024)**
3.	How will you insert images with HTML document? **(S-2022)**

CHAPTER- 13 CSS - CASCADING STYLE SHEETS

1.	Write an HTML document to display the following paragraph as per the given description Using CSS
	• Font Name : Cooper Black • Style : Bold Italics • Color : Blue
	"The State Institute of Education (SIE) was established in 1965 to provide for systematic study of problems relating to School Education under the administration of Directorate of School Education."
2.	List and explain the Font and text element properties and values used CSS**. (M-2020)(J-2022)**

CHAPTER- 14 INTRODUCTION TO JAVA SCRIPT

1.	Explain about the popup dialog boxes in JavaScript **(S-2021) (J-2023)(M-2024)**
2.	Explain about the Arithmetic operator with suitable example. **(M-2020)(M-2022) (J-2024)**
1.	Explain relational operator suitable example. **(M-2023)**
2.	Write a rules of naming variables in Java script program **(J-2019) (J-2023)**
3.	Explain Logical operator with suitable example **(S-2022)**

CHAPTER- 15 CONTROL STRUCTURE IN JAVA SCRIPT

1.	Explain for loop with example **(J-2019)(M-2023)**
2.	Explain switch case statement with example **(M-2019)(S-2021)(S-2022) (J-2024)**
3.	Write the output for the following program
4.	Write a Java Script program using while statement to display 10 numbers. **(S-2020)**
1.	Explain while loop and example**. (J-2020)**

CHAPTER- 16 JAVASCRIPT FUNCTIONS

1.	Explain isNAN function
2.	Describe any five pre-defined functions in JavaScript with examples **(M-2019)**

CHAPTER – 17 COMPUTER ETHICS AND CYBER SECURITY

1.	What are the various crimes happening using computer? **(M-2022) (J-2024)**
2.	What is piracy? Mention the types of piracy? How can it be prevented?
3.	Write the different types of cyber-attacks. **(J-2019)(M-2023) (J-2023)**

PREPARED BY…,   B.MOHAMED YOUSUF M.C.A., B.Ed., (PG ASST IN COMPUTER SCIENCE)