

## VOLUME-I

## Chapter-1

## INTRODUCTION TO COMPUTERS

**Important 2 & 3 Marks****1. What is Computer?**

It is an electronic device that processes the input according to the set of instructions provided to it and gives the desired output at a very fast rate.

**2. Give Short note on: First Digital Computer or Write a note on ENIAC Computer**

The ENIAC (Electronic Numerical Integrator And Calculator) was invented by J. Presper Eckert and John Mauchly at the University of Pennsylvania and began construction in 1943 and was not completed until 1946. It occupied about 1,800 square feet and used about 18,000 vacuum tubes, weighing almost 50 tons. ENIAC was the first digital computer because it was fully functional.

**3. What is NLP?**

Natural Language Processing (NLP) is a component of Artificial Intelligence (AI). It provides the ability to develop the computer program to understand human language.

**4. What is DLNN?**

Optical Character Recognition (Optical Grapheme Recognition) engine for the Indus Scripts has been developed using Deep Learning Neural Networks (a sub-field of Artificial Intelligence).

**5. What is Data and Information?**

**Data:** Data is defined as an un- processed collection of raw facts

**Information :** Data is the raw facts that is processed to give meaningful messages.

**6. What is Booting?**

When a computer is switched on, there is no information in its RAM. At the same time, in ROM, the pre-written program called POST (Power on Self Test) will be executed first. This program checks if the devices like RAM, keyboard, etc., are connected properly and ready to operate. If these devices are ready, then the BIOS (Basic Input Output System) gets executed. This process is called Booting.

**6. What is Bootstrap?**

“Bootstrap Loader” transfers OS from hard disk into main memory.

**7. What is GUI?**

Modern operating systems use a Graphical User Interface (GUI). A GUI lets you use your mouse to click icons, buttons, menus and everything is clearly displayed on the screen using a combination of graphics and text elements.

**8. What is IPO Cycle?**

Every task given to a computer follows an Input- Process- Output Cycle (IPO cycle). It needs certain input, processes that input and produces the desired output.

**9. What is OCR?**

**Optical Character Reader:** It is a device which detects characters printed or written on a paper with OCR, a user can scan a page from a book. The Computer will recognize the characters in the page as letters and punctuation marks and stores. The Scanned document can be edited using a wordprocessor

**10. What is Keyer?**

A Keyer is a device for signaling by hand, by way of pressing one or more switches.

**Important 5 Marks****1. Explain about Generations of Computer.**

<i>S.No</i>	<i>Generation</i>	<i>Period</i>	<i>Main component Used</i>	<i>Type used</i>
1	First	1942-1955	Vaccum Tubes	ENIAC, EDVAC, UNIVAC 1
2	Second	1955-1964	Transistors	IBM1401, 1620, UNIVAC 1108
3	Third	1964-1975	Integrated Circuit-IC	IBM 360 Series, Honey well series
4	Fourth	1975-1980	Microprocessor-VLSI- Very Large Scale Integrated Circuit	-
5	Fifth	1980-till date	ULSI - Ultra Large Scale Integration	-
6	Sixth	In future	-	-

**2. What are the components of computer?**

1. Input unit
2. Central Processing Unit
3. Arithmetic and Logic Unit
4. Control Unit
5. Output Unit
6. Memory Unit

### 3. What are Input Devices & Output Devices?

<i>Input Devices</i>	<i>Output Devices</i>
1. Keyboard- Most Commonly used Input Device	1. Monitor -Most Commonly used Output Device
2. Mouse	2. Plotter
Types of Mouse:	3. Printer
1. Mechanical Mouse	Types of Printer:
2. Optical Mouse	1. Impact Printer
3. Laser Mouse	Dot Matrix & Line Printer
3. Scanner	2. Non-Impact Printer
4. Finger Print Scanner	Laser & Inkjet
5. Track Ball	4. Speaker
6. Retinal Scanner	5. Multimedia Projectors
7. Light Pen	
8. Optical Character Reader	
9. Bar Code / QR Code Reader	
10. Voice Input Systems	
11. Digital Camera	
12. Touch Screen	
13. Keyer	

### 4. What are the types of booting?

**1. 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.

**2. 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.

## Chapter-2

# Number Systems

### Important 2 & 3 Marks

#### 1. What is Machine Language?

'0' and '1' that the Computer can understand is called Machine language.

#### 2. What is BIT?

A bit is the short form of Binary digit which can be '0' or '1'. It is the basic unit of data in computers.

#### 3. What is Nibble?

A nibble is a collection of 4 bits (Binary digits).

#### 4. What is Byte?

A collection of 8 bits is called Byte.

#### 5. What is Word Length?

Word length refers to the number of bits processed by a Computer's CPU.

#### 6. Define ASCII?

The most commonly used coding scheme is the American Standard Code for Information Interchange. Each binary value between 0 and 127 is used to represent a specific character. The ASCII value for (blank space) is 32 and the ASCII value of numeric 0 is 48. The range of ASCII values for lower case alphabets is from 97 to 122 and the range of ASCII values for the upper case alphabets is 65 to 90.

#### 7. List out the Various Memory Sizes?

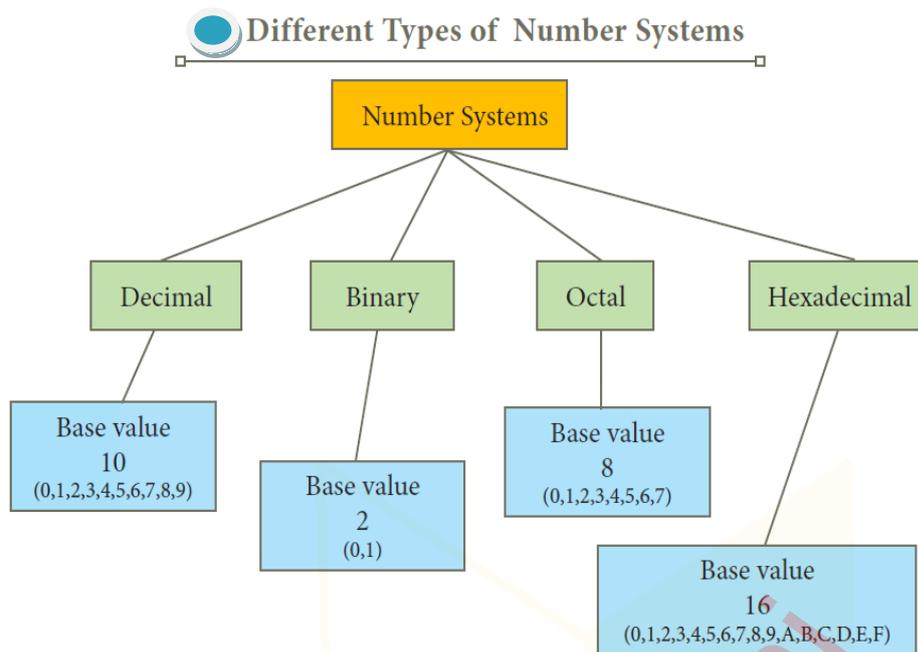
Name	Abbr.	Size
Kilo	K	$2^{10} = 1,024$
Mega	M	$2^{20} = 1,048,576$
Giga	G	$2^{30} = 1,073,741,824$
Tera	T	$2^{40} = 1,099,511,627,776$
Peta	P	$2^{50} = 1,125,899,906,842,624$
Exa	E	$2^{60} = 1,152,921,504,606,846,976$
Zetta	Z	$2^{70} = 1,180,591,620,717,411,303,424$
Yotta	Y	$2^{80} = 1,208,925,819,614,629,174,706,173$

#### 8. What is Base Value or Radix?

Number systems are Binary, Octal, Hexadecimal number system. Each number system is uniquely identified by its base value or radix.

#### 9. What is LSB & MSB?

- ✓ The *left most bit* in the binary number is called as the Most Significant Bit (**MSB**) and it has the largest positional weight.
- ✓ The *right most bit* is the Least Significant Bit (**LSB**) and has the smallest positional weight. **4**

**10. What are the different types of Number Systems?****11. What is Signed Magnitude?**

Computers can handle both positive (unsigned) and negative (signed) numbers. The simplest method to represent negative binary numbers is called **Signed Magnitude**.

**12. What is Sign bit or Parity bit?**

In signed magnitude method, the left most bit is Most Significant Bit (MSB), is called **sign bit or parity bit**.

**13. What is Binary Arithmetic?**

As decimal numbers, the binary numbers also permit computations like addition, subtraction, multiplication and division.

**14. What is BCD?**

This encoding system is not in the practice right now. This is 26 bit encoding system. This can handle  $2^6 = 64$  characters only.

**15. What is ISCII?**

ISCII is the system of handling the character of Indian local languages. This as a 8-bit coding system. Therefore it can handle 256 (28) characters

**16. What is Unicode?**

- This coding system is used in most of the modern computers. The popular coding scheme after ASCII is Unicode.
- Unicode scheme is denoted by hexadecimal numbers.

## Chapter-3

## COMPUTER ORGANIZATION

**Important 2 & 3 Marks****1. What are the operators carried out by the Instruction Set?**

- ✓ Data transfer
- ✓ Arithmetic operations
- ✓ Logical operations
- ✓ Control flow
- ✓ Input/output

**2. What is MDR?**

The Memory Data Register (MDR) keeps the data which is transferred between the Memory and the CPU.

**3. What is MAR?**

The Arithmetic and Logic unit of CPU places the address of the memory to be fetched, into the Memory Address Register.

**4. What is Bus?**

A bus is a collection of wires used for communication between the internal components of a computer.

**4. How microprocessor can be classified?**

Microprocessors can be classified based on the following criteria:

- ✓ The width of data that can be processed
- ✓ The instruction set

**5. What are the Microprocessors can be classified based on the data width?**

1. 8-bit microprocessor
2. 16-bit microprocessor
3. 32-bit microprocessor
4. 64-bit microprocessor

**6. What are the Microprocessors can be classified based on the Instruction Set?**

1. Reduced Instruction Set Computers (RISC)
2. Complex Instruction Set Computers (CISC)

**7. What are Memory Devices?**

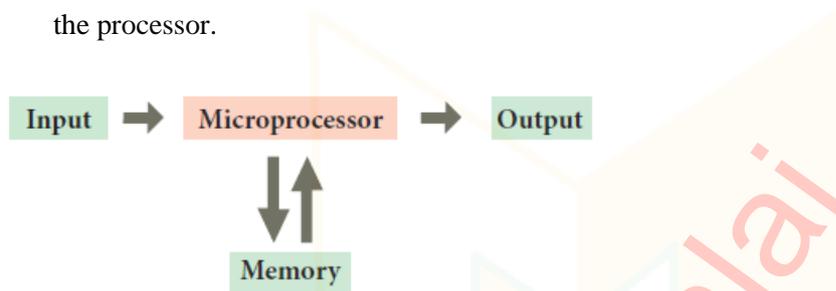
- ✓ Cache Memory
- ✓ Main Memory
- ✓ Hard Disk

## Important 5 Marks

### 1. Explain the Basics of Microprocessor.

The microprocessor is made up of 3 main units. They are:

- ✓ **Arithmetic and Logic unit (ALU):** To perform arithmetic and logical instructions based on computer instructions.
- ✓ **Control unit:** To control the overall operations of the computer through signals.
- ✓ **Registers (Internal Memory):** They are used to hold the instruction and data for the execution of the processor.



### 2. Explain the Characteristics of Microprocessor.

A Microprocessor's performance depends on the following characteristics:

- a) Clock speed
- b) Instruction set
- c) Word size

### 3. What are the types of RAM?

There are two basic types of RAM

1. *Dynamic RAM (DRAM)*
2. *Static RAM (SRAM)*

### 4. What are the types of ROM?

#### **Read Only Memory (ROM)**

Read Only Memory refers to special memory in a computer with pre-recorded data at manufacturing time which cannot be modified.

1. Programmable Read Only Memory (PROM)
2. Erasable Programmable Read Only Memory (EPROM)
3. Electrically Erasable Programmable Read Only Memory (EEPROM)

**5. Explain all the Storage Devices?**

1. Hard Disks
2. Compact Disc (CD)
3. Digital Versatile Disc (DVD)
4. Flash Memory Devices
5. Blu-Ray Disc

**6. Explain Cache Memory.**

The cache memory is a very high speed and expensive memory, which is used to speed up the memory retrieval process. **Due to its higher cost**, the CPU comes with a smaller size of cache memory compared with the size of the main memory. Without cache memory, every time the CPU requests the data, it has to be fetched from the main memory which will consume more time. The idea of introducing a cache is that, **this extremely fast memory** would store data that is frequently accessed and if possible, the data that is closer to it. This helps to achieve the fast response time, where response Time, (**Access Time**) refers to how quickly the memory can respond to a read / write request.

**7. Explain Different Types of Ports & Interfaces.**

1. **Serial Port:** To connect the external devices, found in old computers.
2. **Parallel Port:** To connect the printers, found in old computers.
3. **USB Ports:** To connect external devices like cameras, scanners, mobile phones, external hard disks and printers to the computer..
4. **VGA Connector:** To connect a monitor or any display device like LCD projector.
5. **Audio Plugs:** To connect sound speakers, microphone and headphones.
6. **PS/2 Port:** To connect mouse and keyboard to PC. **SCSI Port:** To connect the hard disk drives and network connectors.
7. **High Definition Multimedia Interface (HDMI):** High-Definition Multimedia Interface is an audio/video interface which transfers the uncompressed video and audio data from a video controller, to a compatible computer monitor, LCD projector, digital television etc.

## Chapter-4

*Theoretical concepts of Operating System***Important 2 & 3 Marks****1. What are the types of software?**

1. Application Software, Ex: MS Word, VLC
2. System Software, Ex: OS, Language Processor

**2. What are the types of Operating Systems?**

1. Single User Operating Systems
2. Multi-user Operating Systems

**3. What are the levels of Security Mangement?**

1. File access level
2. System level
3. Network level

**4. Write short note on: FAT**

Any type of data in a computer is stored in the form of files and directories / folders through **File Allocation Table (FAT)**.

**5. What is Fault Tolerance?**

The Operating Systems should be robust. When there is a fault, the Operating System should not crash, instead the Operating System have fault tolerance capabilities and retain the existing state of system.

**6. What is Time Sharing?**

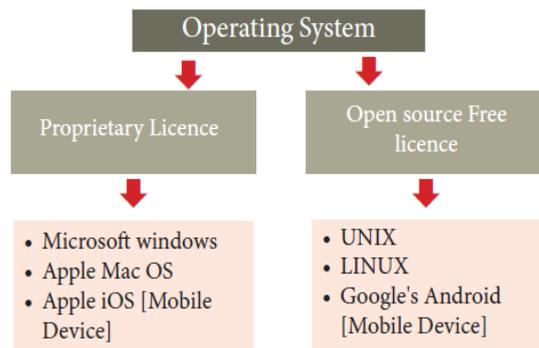
This is a one of the features of Operating Systems. It allows execution of multiple tasks or processes concurrently. For each task a fixed time is allocated. This division of time is called Time-sharing.

**7. What are the Prominent Operating Systems?**

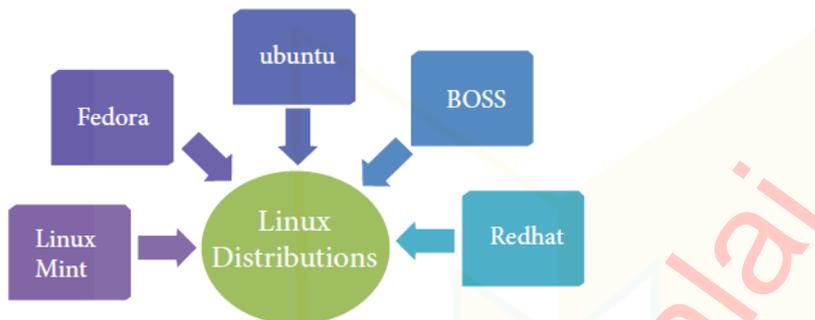
Prominent OS are as follows:

- UNIX
- Microsoft Windows
- Linux
- iOS
- Android

### 8. List some of the Proprietary & Open Source Free Licensed Operating Systems.



### 9. List some of the Linux distributors.



### 10. List some of the Android Versions.



### 11. Write Short Note on: iOS

*iOS (formerly iPhone OS) is a mobile Operating System created and developed by Apple Inc., exclusively for its hardware. It is the Operating System that presently powers many of the company's mobile devices, including the iPhone, iPad and iPod Touch. It is the second most popular mobile Operating System globally after Android.*

### 12. What is Multiprocessing & Parallel Processing?

It has two or more processors for a single running process (job). Processing takes place in parallel is known as parallel processing.

## **Important 5 Marks**

### **1. Explain Memory Management.**

Memory Management is the process of controlling and coordinating computer's main memory and assigning memory block (space) to various running programs to optimize overall computer performance.

*The Operating System is responsible for the following activities in connection with memory management:*

1. Keeping track of which portion of memory are currently being used and who is using them.
2. Determining which processes (or parts of processes) and data to move in and out of memory.
3. Allocation and de-allocation of memory blocks as needed by the program in main memory. (Garbage Collection)

### **2. Explain Process Management.**

Process management is function that includes creating and deleting processes and providing mechanisms for processes to communicate and synchronize with each other.

A process is the unit of work (program) in a computer. A word-processing program being run by an individual user on a computer is a process.

A system task, such as sending output to a printer or screen, can also be called as a Process.

A computer consists of a collection of processes, they are classified as two categories:

- Operating System processes which is executed by system code
- User Processes which is execute by user code

*The following algorithms are mainly used to allocate the job (process) to the processor.*

1. FIFO
2. SJF
3. Round Robin
4. Based on Priority

### 3. What is User Interface (UI)?

User interface is one of the significant feature in Operating System. The only way that user can make interaction with a computer. If the computer interface is not user-friendly, the user slowly reduces the computer usage from their normal life. This is the main reason for the key success of GUI (Graphical User Interface) based Operating System. The GUI is a window based system with a pointing device to direct I/O, choose from menus, make selections and a keyboard to enter text. Its vibrant colours attract the user very easily. Beginners are impressed by the help and pop up window message boxes. Icons are playing vital role of the particular application.

Now Linux distribution is also available as *GUI based Operating System*.

*The following points are considered when User Interface is designed for an application.*

1. The user interface should enable the user to retain this expertise for a longer time.
2. The user interface should also satisfy the customer based on their needs.
3. The user interface should save user's precious time. Create graphical elements like Menus, Window, Tabs, Icons and reduce typing work will be an added advantage of the Operating System.
4. The ultimate aim of any product is to satisfy the customer. The User Interface is also to satisfy the customer.
5. The user interface should reduce number of errors committed by the user with a little practice the user should be in a position to avoid errors (Error Log File)

### 4. What is Distributed Operating Systems? Write the Advantages.

This feature takes care of the data and application that are stored and processed on multiple physical locations across the world over the digital network (internet/intranet). The Distributed Operating System is used to access shared data and files that reside in any machine around the world. The user can handle the data from different locations. The users can access as if it is available on their own computer.

*The advantages of distributed Operating System are as follows:*

- A user at one location can make use of all the resources available at another location over the network.
- Many computer resources can be added easily in the network
- Improves the interaction with the customers and clients.
- Reduces the load on the host computer.

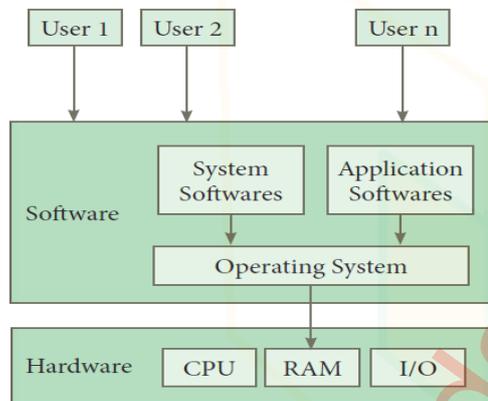
## Chapter-5

## Working with Typical Operating System

## Part-I: Working with Windows

**Important 2 & 3 Marks****1. What is Operating System? Write the important functions of OS?**

An Operating System (OS) is a system software (Figure 5.1) that enables the hardware to communicate and operate with other software. It also acts as an interface between the user and the hardware and controls the overall execution of the computer.

**2. What are the most popular Operating Systems?**

- ✓ Windows Series - for desktop and laptop computers.
- ✓ Android - for smart phones.
- ✓ iOS - for Apple phones, i-Pad and i -Pod.
- ✓ Linux - Open source Operating System for desktop and server.

**3. What is Multitasking?**

Multiple applications can execute simultaneously in Windows, and this is known as

**“Multitasking”.**

**4. What are the Mouse Actions?**

1. Point to an item
2. Click
3. Right click
4. Double-click
5. Drag and drop

**5. What is Desktop?**

The opening screen of Windows is called "Desktop".

**6. What is Window?**

Window is a typical rectangular area in an application or a document. It is an area on the screen that displays information for a specific program.

**7. What are the elements of a Window?**

1. Title Bar
2. Menu Bar
3. The Workspace
4. Scroll Bars
5. Corners and Borders
6. Task bar

**8. What is Task bar?**

At the bottom of the screen is a horizontal bar called the "**Taskbar**".

**9. How will you create the folder?**

1. File → New → Folder
2. Right click → New → Folder

**10. How will you search the files & folders?**

You can use the *search box* on the *Start menu* to quickly search a particular folder or file in the computer or in a specific drive.

**11. What is difference between Copying & Moving Folders?**

Copying the files & Folder	Moving the files & Folder
1. Click Edit → Copy Ctrl + C right click → Copy from the pop-up menu. 2. Click Edit → Paste or Ctrl + V. 3. Right click → Paste from the pop-up menu.	1. Edit → Cut Ctrl + X 2. Right click → cut from the pop-up menu. 3. Click Edit → Paste from edit menu or Ctrl + V using keyboard. 4. Right click → Paste from the pop-up menu. The file will be pasted in the new location.

**12. Give Short on Drag & Drop.**

- Click and drag the selected file or folder from the right pane, to the folder list on the left pane.
- Release the mouse button when the target folder is highlighted (active).

**13. What is Recycle Bin?**

Recycle bin is a special folder to keep the files or folders deleted by the user

**14. What is the use of Switch User?**

Switch to another user account on the computer without closing your open programs and Windows processes.

**15. Define Hibernate?**

Hibernate (found only on **laptop** computers): Puts the computer into a low-power mode after saving all running programs and open windows on the machine's hard drive for a quick restart.

**16. How will rename folder?**

1. File→Rename
2. **Right click & Select**→**Rename** from the pop-up menu
3. Select the folder & **Press F2 Function key** to rename the folder

**17. How will you Copy the Files and Folders to removable disk?**

There are several methods of transferring files to or from a removable disk.

- Copy and Paste
- Send To

**18. How will Log off/ Shut down the Computer?**

- ✓ Click start → log off (click the arrow next to Shut down)
- ✓ Start → Shutdown

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## ***Important 5 Marks***

**1. What are various Versions of Windows? (Below the given Keys to keep in mind -Go through the book to know more)**

1. Windows 1.x ,2.x 3.x
2. Windows 95, 98, NT, ME
3. Windows 2000, XP, Vista
4. Windows 7,8,10

## Chapter-5

*Part - II : Working with Linux (Ubuntu)****Important 2 & 3 Marks*****1. What are the Linux Distributors?**

1. Ubuntu Linux
2. Linux Mint
3. Arch Linux
4. Deepin
5. Fedora
6. Debian
7. CentOS

**2. What are the Significant Features of Ubuntu?**

1. The desktop version of Ubuntu supports all normal software like Windows such as Firefox, Chrome, VLC, etc.
2. It supports the office suite called LibreOffice.
3. Ubuntu has in-built email software called Thunderbird, which gives the user access to email such as Exchange, Gmail, Hotmail, etc.
4. There are free applications for users to view and edit photos, to manage and share videos.
5. It is easy to find content on Ubuntu with the smart searching facility.

**3. What are the names of the icons in the Ubuntu OS?**

1. Search your Computer
2. Files
3. Firefox Webbrowser
4. LibreOffice Writer
5. LibreOfficeCalc
6. LibreOffice Impress
7. Ubuntu Software
8. Amazon
9. System Settings
10. Trash

**4. What is use of the Trash?**

This icon is the equivalent of Recycle bin of windows OS. All the deleted Files and Folders are moved here.

**5. What is Launcher?**

*The Launcher (Equivalent to Task bar)*

The vertical bar of icons on the left side of the desktop is called the Launcher.

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**Chapter-6****Introduction to Word Processor****Important 2 & 3 Marks****1. What is word processor?**

Word processor is a computer software to create, edit, manipulate, transmit, store and retrieve a text document. The above said activities are called as “Word Processing”.

**2. What are the different packages Proprietary & Open Source in Open Office?**

<i>Proprietary source Word processing software</i>	
Package	Developer
Microsoft Word	Microsoft Corporation
WPS Word	Kingsoft
WordPro	Lotus Corporation
<i>Open Source Word processing software</i>	
Package	Developer
OpenOffice Writer	Apache
LibreOffice Writer	The document foundation
Abiword	Abisource

**List some word processors:**

- ✓ Tamil openoffice writer,
- ✓ Tamil LibreOffice Writer,
- ✓ Kamban 3.0,
- ✓ Mentamizh2017

**3. How will you open a new document in open office writer?**

1. Start → All Programs → OpenOffice → OpenOffice Writer
2. Double-click on “OpenOffice” icon the desktop

**4. How to create a new text document?****Creating:**

1. File → New → Text Document
2. Ctrl + N
3. New Icon

**Opening:**

1. File → Open
2. Ctrl + O
3. Open Icon

**Saving:**

1. File → Save
2. Ctrl + S
3. Save Icon

**Closing:**

1. File → Close (To close a single document / File→Exit or Ctrl+Q , To close a open office package)

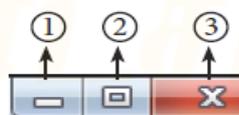
**5. What are the parts of the writer window?**

- Title bar,
- Menu bar, Standard Toolbar,
- Formatting Tool bar,
- Ruler,
- Work space and
- Status bar.

**6. What are the control buttons?**

In the right corner of title bar,

1. Minimize
2. Maximize/restore and
3. Close control buttons

**7. What are the Menus available in open office writer?**

1. File
2. Edit
3. View
4. Insert
5. Format
6. Tables

7. Tools

8. Window

9. Help

### 8. What are the tool bars?

#### 1. Standard Toolbar

This tool bar is just below the menu bar which consists of shortcut icons for frequently performed tasks. There are many shortcut icons like cut, copy, paste, undo etc...

#### 2. Formatting Toolbar

The formatting tool bar is below the standard tool bar which consists of icons used for formatting the text like bold, underline, italics, font type, font color etc.

### 9. What is Text Editor?

Creating / Entering a new text, or modifying an existing text is known as "Text Editing".

### 10. What is Insertion Point?

Flashing Vertical bar is known as "Insertion Point".

### 11. What is Word Wrap?

When the text reaches the end of the line, the word is automatically wrapped to the next line.

This feature in any word processor is known as "Word Wrap".

### 12. What is the use of Backspace & Delete?

**Backspace** : Remove the text from the left of the insertion of point.

**Delete** : Remove the text from the Right of the insertion of point.

### 13. What is the difference between Copying Text & Moving Text?

Copying Text	Moving Text
It will duplicate the original file	It will change the destination.
<b>In Menu</b> Edit→Copy Edit→Paste	<b>In Menu</b> Edit→Cut Edit→Paste
<b>In Shortcut</b> Ctrl+C Ctrl+V	<b>In Shortcut</b> Ctrl+X Ctrl+V

**14. List some word processing Softwares.**

1	MS Word
2	Lotus AmiPro
3	Word Perfect
4	Word Star
5	Word Pro

**Important 5 Marks****1. How will you select the text?**

In any word processor, the text has to be selected for performing any operation like copying, moving, formatting etc. This text selection can be done by two methods:

- i) Selecting the continuous text.
- ii) Selecting the non continuous text.

**Selecting the continuous text –**

1. To select the text continuously take the insertion pointer to the starting of the text.
2. Hold the SHIFT key and drag the mouse across until the required text is selected and then release the SHIFT key.
3. The selected text can be used for any operation.

**Selecting the non continuous text. –**

1. To select the text not continuously, take the insertion pointer to the starting of the text,
2. Hold the CTRL key and drag across it till the required text is selected and release the CTRL key
3. The required text is selected for any operation

**Selection by Different methods:****Selection using Mouse:****To select the text using mouse:**

- i) Take the insertion pointer to the start of the text
- ii) Hold down the Leftmouse button and drag it across the text
- iii) Release the mouse button when the required portion of text is selected
- iv) The selected text will be highlighted.

**Selection using Keyboard:**

To select the text using keyboard:

- i) Take the insertion pointer to the start of the text

ii) Hold the Shift key and use the movement keys to drag across the required portion.

iii) when the required portion is selected release the Shift key

iv) The selected text will be highlighted.

### Selection using Shortcut keys:

**Shortcut keys help to select the text quickly and easily.**

To select a word - Double click on the word

To select the entire document - Press Ctrl + A

## Part-JJ

### *Formatting Text and Paragraph*

#### 1. How will you change the case?

1. Select the text to change case
2. Select **Format** → **Change case**.

#### 2. What is the command to formatting the text?

To make the texts in,

- ✓ Bold, (Ctrl+B)
- ✓ Italic, (Ctrl+I)
- ✓ Underline, (Ctrl+U)
- ✓ Font Type,
- ✓ Font Size,
- ✓ Font Colour

The other formatting options can be selected by using **Format** → **Character**.

#### 3. What are the types of alignments?

ALIGNMENT	ACTION	ICON	SHORT CUT KEY
LEFT	Aligns the paragraph with respect to the left margin		Ctrl + L
RIGHT	Aligns the paragraph with respect to the right margin		Ctrl + R
CENTER	Aligns the paragraph with respect to the center of the page		Ctrl + E
JUSTIFIED	Aligns the paragraph with respect to both the left and right margin		Ctrl + J

#### 4. How will you change the lines spacing options?

- Select the entire document by **Edit** → **Select All**
- **Format** → **paragraph**
- The paragraph dialog box appears, click **Indents & Spacing tab**
- In the line spacing option, select the type and click **OK** button.

**5. What is mean by indenting the text?**

Indents is the distance from the margin that is used to **improve the efficiency and readability** of the paragraph.

**6. What is Bullets & Numberings?**

It is used to list the important messages and points in the document.

Bullets	Numbering
<p><b>1. Select the text to be bulleted</b></p> <p><b>2. Format → Bullets and Numbering</b></p> <p><b>3. Select Bullets Tab</b></p> <ul style="list-style-type: none"> <li>The Bullets and Numbering dialog box appears where different styles of bullets are displayed</li> <li>Click on the required style</li> <li>Click Ok button</li> </ul> <p>The selected text is bulleted.</p>	<p><b>1. Select the text to be numbered</b></p> <p><b>2. Format → Bullets and Numbering</b></p> <p><b>3. Select Numbering Type Tab</b></p> <p>4. The Bullets and Numbering dialog box appears where different styles of numbering are displayed</p> <p>5. Click on the particular style</p> <p>6. Click Ok button</p> <p>7. The selected text is numbered.</p>
<p><b><u>To Remove Bullets</u></b></p> <p>Click on the bullets icon  again to remove bullets.</p>	<p><b><u>To Remove Numbers</u></b></p> <p>Click on the numbering icon  again to remove numbering.</p>

**7. What is Page Orientation? What are its types?**

Page orientation refers to how the document will be displayed on screen and printed. There are **two** different orientations:

- Landscape [Width x Height, 11 x 8.5]** - The width of the document is more than the height.
- Portrait [Width x Height, 8.5 x 11]** – This is the most common and default orientation.

Here, the height of the document is more than the width.

**8. How will you insert Header, Title, Footer, Date, Page Numbers in the document?**

- Insert → Header → Default
- Insert → Fields → Title.
- Insert → Footer → Default
- Insert → Fields → Date
- Insert → Fields → Page Number

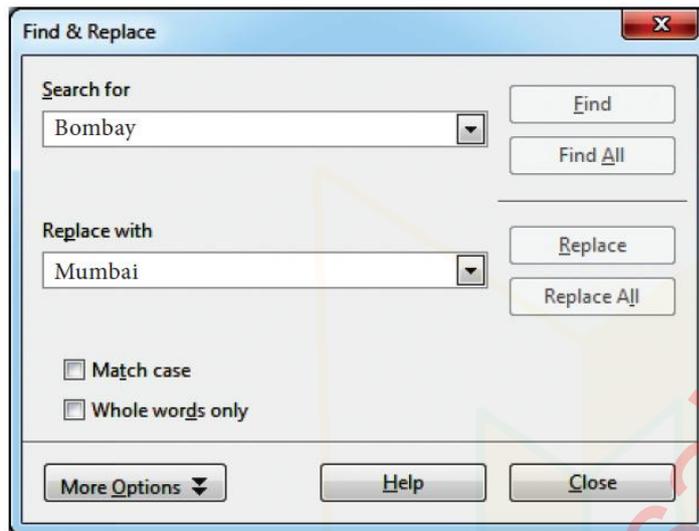
**9. What is Highlighting?**

Highlighting is to draw attention to important or key points in a document for easy reference by marking in a different color.

**Part - III***Find & Replace and Spell check***1. How will you replace a given text?**

Click Edit → Find & Replace (or) Ctrl + F

- The Find & Replace dialog box appears as given below

**Steps to find & replace a text**

1. 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.

2. 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.

3. To replace text, click Replace button.

The highlighted word is replaced with the word given in the Replace with box.

4. Click **Find All**, Writer selects all instances of the search text in the document.

All occurrences of Bombay are highlighted.

5. Click **Replace All** button, Writer replaces all matches.

This will replace all occurrences of "Bombay" with "Mumbai".

6. Enable **Match case** to perform the search case sensitively so that uppercase and lower cases are distinguished separately.

7. Enable **Whole Words only** to make the search more specific to words used separately alone.

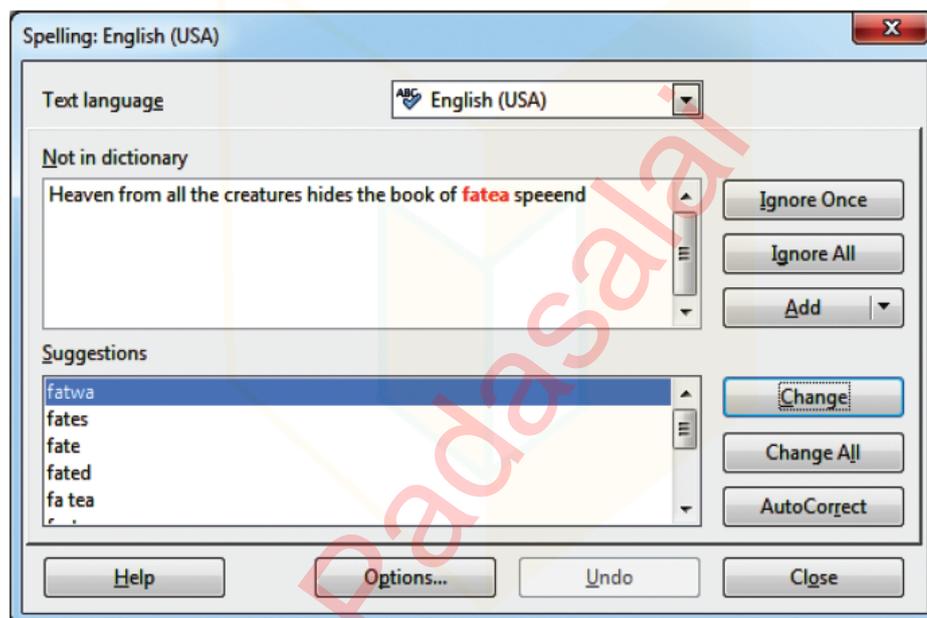
## 2. How will you check the spelling?

Auto spell check option checks each word as it is typed and displays a wavy red line under any misspelled words. Once the word is corrected, the red wavy

line disappears. This can be done through clicking the icon 

To perform a separate spelling check on the document (or a text selection) click the Spelling and Grammar button. This checks the document or selection and opens the Spelling dialog box if any

misspelled words are found. This can be achieved by clicking the icon 



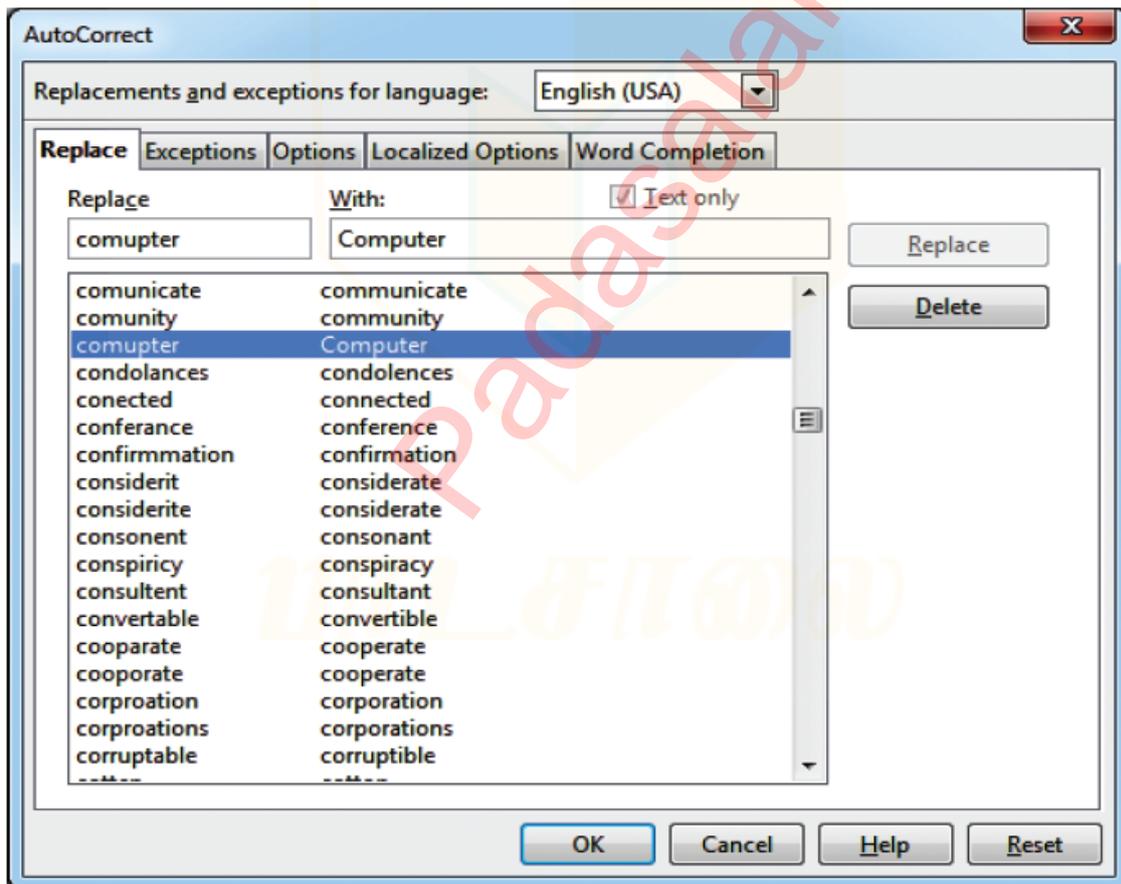
### Here are some more features of the spelling tool:

- Right-click on a word with a wavy underline, to open a powerful context menu. Correct words can be selected from the suggested words on the menu. The selection will replace the misspelled word with correct word. Other menu options are discussed below.
- The dictionary language can be changed (for example, Spanish, French, or German) from the Spelling dialog box.
- The new words can be added to a dictionary. Click Add in the Spelling dialog box and pick the dictionary to add it to.
- The Options dialog box of the Spelling tool has a number of different options such as whether to check uppercase words or words with numbers. Words can be added or deleted through this option. Dictionaries also can be added or deleted through custom directories.

### 3. What is the use of Autocorrect option?

Auto Correct function has the facility to correct the common misspellings and typing errors, automatically. For example, “hte” will be changed to “the”. which can be done through the menu option, **Tools** → **AutoCorrect** to open the AutoCorrect dialog box which provides the chance to change the misspelled word by a default name.

- To stop the Writer to replace specific spellings, use Tools → AutoCorrect, highlight the word pair and click Delete.
- To add a new spelling to correct, type it into the Replace and With boxes and click New.



**Part - JV****Working with Tables****1. How will you insert Tables / rows / Columns?****Creating a Table:**

1. Table → Insert → Table
2. Ctrl +F12

3. Left Click on Table Icon

**Inserting Rows:**

Choose Row → Insert – to insert a row

**Inserting Columns:**

Choose Column → Insert

**2. How will you delete rows / Columns/Tables?**

1. Choose Row → Delete – to delete a row
2. Column → Delete– to delete a column.

**Delete an entire table:**

1. Edit → Select All
2. Table → Delete → Table

**3. How will you Split & Merge Cells?****Split Cells:**

1. Place the insertion pointer inside the cell.
2. **Right click** and choose **Cell → Split**, or choose **Table → Split Cells** from the menu bar.

**Merge Cells:****To merge a group of cells:**

1. Select the cells to merge.
2. **Right click** and choose **Cell → Merge** or choose **Table → Merge Cells** from the menu bar.

## Part - V

### *Enhancing and Printing a document*

1. How will you insert a picture into a document?
  1. Place the insertion pointer where you want the image to appear
  2. Select **Insert** → **Picture** → **From file**
2. How will you insert a special character?
  1. Place the insertion pointer in your document where you want the character to appear
  2. Click on the **Insert** → **Special characters**
3. How will you insert drawing into the document?
  1. The drawing tool bar can be obtained by clicking **View** → **Toolbars** → **Drawing**
  2. Select the **tool** from the **Drawing toolbar**
4. What is AutoText?
  - ✓ AutoText allows you to assign text, tables, graphics and other items to a key or key combination.
  - ✓ Select **Edit** → **AutoText (or press Ctrl+F3)**.
5. How to print and preview the document?

#### ***To print a document:***

1. Click File → Print
2. Ctrl + P
3. Print File Icon

#### ***To preview a document:***

1. Click **File** → **Page Preview**,
2. Click the **Page Preview button**.

Unit II -Office Automation Tools*PART-I**Working with Open Office Calc***Important 2 & 3 Marks****1. What are the features of open office calc?**

1. Connecting with Excel
2. AutoSum
3. List AutoFill
4. AutoFill
5. Charts
6. Functions
7. Database functions

**2. How to create a new worksheet?**

1. Start → All Programs → Open Office → Open Office Calc (or)
2. From Star Center (Welcome Screen)
3. Double-click on **“OpenOffice” icon** the desktop

**3. What are scroll bars?**

Spreadsheet window also has two sets of scrolling bars

**Vertical Scroll bar** : It is used to move the screen up and down.

**Horizontal Scroll bar** : It is used move the screen left and right.

**Scroll buttons** : It is used to move the screen to the relative distance.

**4. What is cell? What is Cell Pointers?**

1. Intersection of each row and column makes a box which is called as “Cell”.
2. Cell pointer is a rectangle box which can be moved around the worksheet.

**5. What are the operators? Explain all the operators?**

Operators are symbols for doing some mathematical, statistical and logical calculations. Combination of values, operators and cell references is called as “Expression”. Calc supports a variety of operators which are categorized as:

Name of the Operator	Operator	Example
<p><b>Arithmetic Operators:</b> Arithmetic operators return a numerical result.</p>	+ , _ * , / , ^ , %	=a1+b1 =a2-b1 =a8*b8 = B3 * 35%
<p><b>Relational Operators:</b> The relational operators are also called as "Comparative operators". These operators return either a <b>True or a False</b>.</p>	> < >= <= <> =	=B3>C3 =B3<=C3
<p>Reference Operators Reference operators are used to refer cell ranges. A continuous group of cells is called as "Range". There are three types of reference operators that are used to refer cells in calc; they are (1) Range Reference Operator, (2) Range Concatenation (3) Intersection Operator.</p>	: -Range !-Intersection	=sum(a1:c7) (A2:D3 ! B2:E4)
<p><b>Text Operator:</b> In Calc, "&amp;" is a text operator which is used to combine two or more text. Joining two different texts is also known as "Text Concatenation".</p>	&	A1=tamil A2=nadu In the a3 cell place the formula =a1& a2 and enter, it will be displayed as "tamilnadu"

**6. What is the function of Autofill feature?**

The process of Copy and paste can be replaced by a click and drag and it is called as “Auto Fill”. This is an alternate way to copy and paste. Auto Fill feature fills the contents from one cell to all the dragged cells. The content may be a data or formula. If you fill a relative formula, all the addresses of filled formulae will be changed.

**7. What is date arithmetic?**

Manual date calculations can be tricky because you have to keep track of the number of days in a month. In spreadsheets, date calculations become very simple. Here you can add a number to a date and arrive at a new date, find the difference between two dates and use a wide variety of function and formats to get what you want.

For example, enter a date **02/26/2018** in a cell, say **A2**. Suppose you want to calculate the date 80 days after this date. To do so, enter the formula, = **A2 + 80**, in another cell, say **A4**. The date **05/17/18** appears in the cell.

**8. What is function? How will you open it?**

Functions are predefined formulae already available with Calc. They are used to perform several frequently done calculations.

Function wizard can be invoked by

1. Clicking the Function Wizard icon on the Formula bar
2. Insert → Function
3. Ctrl + F2.

**PART-II****Editing and Formatting Worksheet****Important 5 Marks****1. How will you insert Column, Rows, Cells?****Inserting a Column:**

Step 1: Select the column where a new column should be inserted.

Step 2: Right-click on the selected column name that you selected. A pop-up menu appears.

Step 3: click the “Insert Columns” option from the menu.

**Or**

A new column can also be inserted using **Insert → Columns** command.

**Inserting a Row:**

When you insert a new row, it is inserted above the current row. The location of the cell pointer present is the current row. In Calc, you can insert a new row anywhere in the worksheet.

Step 1: Select the row where a new row to be inserted.

Step 2: Right-click on the row number, a pop-up menu appears

**30**

Step 3: click “Insert Rows” option from the menu.

**Or Insert** → **Rows** command is used to insert a new row

### Inserting Cells

- To insert a new cell between two existing cells, just right-click on any existing cell
- From the pop-up menu, select “Insert” option Figure 7.36 Insert cells
- The “Insert Cells” dialog box appear with four options

i) Shift cells down

ii) Shift cells right

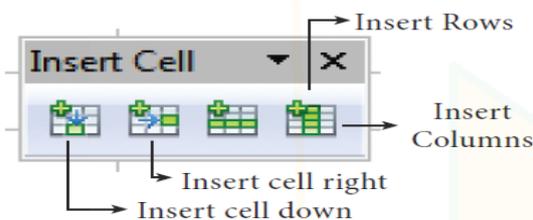
iii) Entire row

iv) Entire Column

- Any one of the four options is selected.

### Inserting Columns, Rows and Cells using “Insert Cells” Toolbar

View → Toolbars → Insert Cell



## 2. How will delete Column, Rows, Cells?

### Deleting columns and rows:-

A single or multiple columns or rows can be deleted.

#### Delete single column or row

A single column or row can be deleted by using the mouse:

- Select the column or row to be deleted.
- Choose **Edit** → **Delete Cells** from the menu bar.

(Or)

- Right-click on the column or row header.
- Choose Delete Columns or Delete Rows from the pop-up menu.

#### Delete multiple columns or rows

- ✓ Select the required columns or rows for deletion.
- ✓ Right-click on the selected columns or row.
- ✓ Choose Delete Columns or Delete Rows from the pop-up menu or **Edit** → **Delete Cells**.

**PART-III****Working with Functions and Chart****Important 5 Marks****1. What is function? How will you use them in a worksheet? Explain with example.**

Functions are predefined formulae already available with Calc. They are used to perform several frequently done calculations.

**Inserting Functions into Worksheet:**

A function can be inserted by

- (i) Direct Insert Method or
- (ii) Using Function Wizard method

**(i) Direct Insert Method**

If you know the function name and its syntax, it can be directly typed in any cell of the worksheet.

For example, SUM is the most frequently used function to add a set of values. The syntax of the SUM ( ) is = SUM (range 1; range 2; range 3..... range n)

If you want to know the sum of the values in A1, A2, A3, A4 and in A5, Place your cell pointer in A5 and directly type the formulae as follows.

= SUM (A1:A4)

**(ii) Using Function Wizard method**

A function can inserted using Function Wizard in Calc. Function Wizard is a dialog box provides the step-by-step procedure to insert a function. Function wizard can be invoked by

**1. Clicking the Function Wizard icon on the Formula bar****2. Insert → Function****3. Ctrl + F2.****Function category drop down list box:**

Function Wizard has two tabs viz. Functions and Shortcuts. In Functions Tab, the list of categories is available in Category drop down list box. In Calc, the functions are categorized into 11 types. They are,

- |                |                  |              |                |
|----------------|------------------|--------------|----------------|
| 1. Database    | 2. Date and Time | 3. Financial | 4. Information |
| 5. Logical     | 6. Mathematical  | 7. Array     | 8. Statistical |
| 9. Spreadsheet | 10. Text         | 11. Add-in   |                |

**2. How will you insert a chart?**

One of the most important features of spreadsheet is the ability to create charts based on numeric data. The charts are used to present data in an easy manner. Creating charts is the key factor for the of success of spreadsheet. OpenOffice Calc provides a “chart wizard” to create and manipulate charts.

Chart Wizard Chart wizard is used to insert charts in Calc. Chart wizard can be invoked by clicking “chart” icon from standard toolbar or choosing Insert → Chart command. Chart wizard dialog box has 4 steps viz. **(1) Chart type (2) Data Range (3) Data Series and (4) Chart Elements**. The “Next” button is used to move from one step to another step.

#### **Step 1: Chart type**

The first step of “Chart wizard” is used to select Chart type. All available chart types are listed under the “Choose a chart type” list box.

#### **Step 2: Data Range**

In this step, specify the range of data for which the chart should be created in “Data range” text box or click “Select data range” button which is at the end of the textbox to minimize the wizard.

#### **Step 3: Data Series**

In this step, the user can fine tune the data to be included in the chart. If you don’t want to include any column, click the column names listed in “Data Series” box and click on “Remove” button or if you want to add some more columns click “Add” button.

#### **Step 4: Chart Element**

This step is used to insert or change titles and legend. In “Title” box, type the title for the chart, to add a subtitle type it in the “Subtitle” box.

## **PART-IV**

### **Sorting Filtering and Page Setup**

### **Important 5 Marks**

#### **1. What is Database?**

A database is a repository of collections of related data or facts. It arranges them in a specific structure.

#### **2. What is Record / Field / File or Table?**

##### **Record:**

Each row in a table represents a Record, which is a set of data for each database entry.

##### **Field:**

Each table column represents a Field, which groups each piece or item of data among the records into specific categories.

##### **File or Table:**

The entire collection or related data in one table is referred to as a File or a Table.

### 3. What is sorting?

Sorting is the process of arranging data in ascending or descending order. There are two types of sorting in Open Office Calc. They are,

- (1) Simple Sorting
- (2) Multi Sorting
- (3) Sort by selection

#### (1) Simple Sorting

Arranging data using single column is known as simple sorting. For sorting the data, calc provide two icons on the standard tool bar viz. (1) Sort Ascending (2) Sort Descending.

- **Sort Ascending** – Arrange data in alphabetical order (A to Z / Small to Large)
- **Sort Descending** – Arrange data in reverse order (Z to A / Large to Small)

#### (2) Multi Sorting

Select **Data** → **Sort**

Sorting data based on more than one field (column) is known as multi sorting. For example, the worksheet containing data of 20 students belongs to different groups and classes. To rearrange this data alphabetically by name and group code, multi sorting is used.

#### (3) Sort by selection

In Calc sorting can be done on selected range. But this kind of sorting is generally not recommended, because the other relevant data are also not sorted. Therefore, OpenOffice Calc displays a warning message for this type of sorting.

### 4. What is Filters? List its types.

Filter is a way of limiting the information that appears on screen. Open Office Calc allows three types of filters.

They are *AutoFilter*, *Standard Filter* and *Advanced Filter*.

### 5. What is Spreadsheet?

- ✓ Spreadsheet is a very useful office automation tool for organization, analysis and storage of data in a tabular form.
- ✓ Sheet of paper that shows accounting or other data in rows and columns

## Chapter-8

### Presentation Basics

## Important 2 & 3 Marks

#### 1. How will you open a new presentation?

You can start Impress in several ways:

- In order to open Impress using Start button, click Start button and select

*All Programs → Open Office → OpenOffice Impress.*

- If it is already pinned in the Start menu, just click and open it.

#### 2. How will you Create a new presentation?

You can create a presentation by any one of the following methods.

1. By selecting an *Empty* presentation
2. By selecting From *template*
3. By selecting from Open *existing* presentation

#### 3. What are the various ways of Starting Impress?

You can start Impress in various ways.

1. You can select the presentation from the system menu or the OpenOffice.
2. You can click the triangle to the right of the New icon on the main
3. Choose *File → New → Presentation.*

#### 4. What is Custom Animation?

A variety of animations for selected elements of a slide are listed here. Animation can be added to selected elements of a slide and it can also be changed or removed later

#### 5. What is Slide Transition?

Transitions are available, including No Transition. You can select the transition speed (slow, medium, fast). You can also choose between an automatic or manual transition, and how long you want the selected slide to be shown (automatic transition only).

**6. What is Navigator?**

- ✓ It provides another convenient way to move around a document and find items in it.
- ✓ You can also display the Navigator by
- ✓ Choosing *Edit* → *Navigator* on the menu bar or pressing *Ctrl+Shift+F5*.

**7. How will you insert the slide?**

- ✓ *Insert* → *Slide*.
- ✓ Right-click on the present slide, and select **Slide** → **New Slide** from the pop-up menu.

**8. Is it possible to view master slides?**

Click *View* → *Master* → *Slide Master*

It is possible to view the Master slides in two styles:

1. Slide Master
2. Notes Master

**9. What is Master Slide?**

A slide master 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 based on it. A slide show can have more than one slide master.

**10. What is Master Page?**

You define the page style for your presentation using Master Pages. Impress contains pre-packaged Master Pages (slide masters). One of them by default is blank, and the rest have a specific background

**11. What are the ways to start the presentation? Or Running the slide show**

1. Click Slide Show → Slide Show
2. Slide Show Icon
3. Press F5 or F9.

**12. Write short note on Templates?**

If you 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.

**13. How will you insert image, Audio, Video into the presentations?**

1. Click *Insert* → *Select Picture* → *From File* option from the Insert menu.
2. Click *Insert* → *Insert Movie and Sounds*

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