

3. COMPUTER ORGANIZATION**2 MARKS****1. What are the parameters which influence the characteristics of a microprocessor?**

A Microprocessor's performance depends on the following characteristics:

- ✓ Clock speed
- ✓ Instruction set
- ✓ Word size

2. What is an instruction?

A command which is given to a computer to perform an operation on data is called an **instruction**.

3. What is a program counter?

The program Counter (PC) is a special register in the CPU which always keeps the address of the next instruction to be executed.

4. Program counter?

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.

5. Which source is used to erase the content of a EPROM?

- ✓ Erasable Programmable Read Only Memory is a special type of memory which Serves as a PROM, but the content can be erased using ultraviolet rays.
- ✓ EPROM retains its contents until it is exposed to ultraviolet light. The ultraviolet light clears its contents, making it possible to reprogram the memory.

6. Define instruction set?

Basic set of machine level instructions that a microprocessor is designed to execute

Is called as an **instruction set**.

7. What is word size?

The number of bits that can be processed by a processor in a single instruction is called its word size.

Word size determines the amount of RAM that can be accessed by a microprocessor at one time and the total number of pins on the microprocessor.

8. Define bus?

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

9. What is access time?

The time taken to read or write a character in memory is called access time.

10. What is system bus?

The system bus is a bunch of wires which is the collection of address bus, data bus and control bus that serves as communication channels between the Microprocessor and other devices.

11. What is meant decoder?

Decoder, a digital circuit is used to point to the specific memory location where the **word** can be located.

12. What is a computer organization?

Computer organization deals with the hardware components of a computer system. It includes input/ output devices, the central processing unit, storage and primary memory.

3 MARKS**1. Differentiate Computer Organization from Computer Architecture.**

Computer Organization	Computer Architecture
Computer organization deals with the hardware components of a computer system. It includes input/ output devices, the central processing unit, storage and primary memory.	Computer architecture deals with the engineering considerations involved in designing computer.

2. Classify the microprocessor based on the size of the data.

- ✓ 8-bit microprocessor
- ✓ 16-bit microprocessor
- ✓ 32-bit microprocessor
- ✓ 64-bit microprocessor

3. Write down the classifications of microprocessors based on the instruction set.

- ✓ RISC stands for **Reduced Instruction Set Computers**.
- ✓ They have a small set of highly optimized instructions.
- ✓ Complex instructions are also implemented using simple instructions, thus reducing the size of the instruction set.
- ✓ Examples of RISC processors are Pentium IV, Intel P6, AMD K6 and K7.

4. Differentiate PROM and EPROM.

PROM	EPROM
PROM is a memory on which data can be written once.	EPROM is a memory on which ultra violet rays are used to clear its contents and making it possible to reprogram the memory.
Programmable Read Only Memory	Erasable Programmable ReadOnly Memory

5. Write down the interfaces and ports available in a computer.**Serial Port:**

To connect the external devices, found in old computers.

Parallel Port:

To connect the printers, found in old computers.

USB Ports:

To connect external devices like cameras, scanners, mobile phones, external hard disks and printers to the computer.

USB 3.0

It is the third major version of the Universal Serial Bus (USB) standard to connect computers with other electronic gadgets.

VGA Connector:

To connect a monitor or any display device like LCD projector.

Audio Plugs:

To connect sound speakers, microphone and headphones.

PS/2 Port:

To connect mouse and keyboard to PC.

SCSI Port:

To connect the hard disk drives and network connectors.

6. Differentiate CD and DVD

CD	DVD
CD stands for Compact Disc	DVD stands for Digital Versatile Disc or Digital Video Disc.
The capacity of an ordinary CDROM is 700MB.	The capable of storing up to 4.7 GB of data.
Cd's are made with the purpose of holding audio files as well as program files.	DVD s are made with the purpose of holding video files, movies, substantial amount of program etc.

7. How will you differentiate a flash memory and an EEPROM?

FLASH MEMORY	EEPROM
The flash memory allows data to be written or erased in blocks.	The EEPROM requires data to be written or erased one by one at a time.
Flash memory is faster in performance.	EEPROM is slower in performance.

8. Differentiate static RAM and Dynamic RAM?

STATIC RAM	DYNAMIC RAM
Static RAM needs to be refreshed less often.	Dynamic RAM needs to be refreshed frequently.
Static RAM is more expensive.	Dynamic RAM is less expensive.
Static RAM are used in cache memory.	Dynamic RAM are used in main memory.

5 MARKS

1. Explain the characteristics of a microprocessor.

A Microprocessor's performance depends on the following characteristics:

- ✓ Clock speed
- ✓ Instruction set
- ✓ Word size

Clock Speed

- ✓ Every microprocessor has an **internal clock** that regulates the speed at which it executes instructions.
- ✓ The speed at which the microprocessor executes instructions is called the **clock speed**.
- ✓ Clock speed is measured in MHz (Mega Hertz) or in GHz (Giga Hertz).

Instruction Set

- ✓ A command which is given to a computer to perform an operation on data is called an **instruction**.
- ✓ Basic set of machine level instructions that a microprocessor is designed to execute is called as an **instruction set**.
 - ❖ Data transfer
 - ❖ Arithmetic operations
 - ❖ Logical operations
 - ❖ Control flow
 - ❖ Input/output

Word Size

- ✓ The number of bits that can be processed by a processor in a single instruction is called its word size.
- ✓ **Word size** determines the amount of RAM that can be accessed by a microprocessor at one time and the total number of pins on the microprocessor.
- ✓ Total number of input and output pins in turn determines the architecture of the microprocessor.

2. How the read and write operations are performed by a processor? Explain.

- ✓ The read operation fetches data from memory and transfers to MDR.
- ✓ A single control line performs two operations like Read/Write using 1 or 0. Also, the write operation transfers data from the MDR to memory.
- ✓ The word in the RAM has the same size (no. of bits) as the Memory Data Register (MDR).
- ✓ If the processor is an 8-bit processor like Intel 8085, its MDR and the word in the RAM both have 8 bits.
- ✓ If the size of the MDR is eight bits, which can be connected with a word in the memory which is also eight bits size.
- ✓ The data bus has eight parallel wires to transfer data either from MDR to word or word to MDR based on the control (Read or write).
- ✓ This control line is labeled as R/W, which becomes 1 means READ operation and 0 means WRITE operation.
- ✓ The content of MDR and the word before the READ operation. Also, the content of MDR and the word after the READ operation.

3. Arrange the memory devices in ascending order based on the access time.

1. Cache Memory
2. Main Memory
3. Hard Disk.

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.

Hard Disks:

- ✓ Hard disk is a magnetic disk on which you can store data.
- ✓ The hard disk has the stacked arrangement of disks accessed by a pair of heads for each of the disks.
- ✓ The hard disks come with a single or double sided disk.

Compact Disc (CD)

- ✓ A CD or CD-ROM is made from 1.2 millimeters thick, polycarbonate plastic material.
- ✓ A thin layer of aluminum or gold is applied to the surface.
- ✓ The areas between pits are known as "lands".
- ✓ A motor within the CD player rotates the disk.
- ✓ The capacity of an ordinary CDRom is 700MB.

Digital Versatile Disc (DVD)

- ✓ A DVD (**Digital Versatile Disc or Digital Video Disc**)
- ✓ It is an optical disc capable of storing up to 4.7 GB of data, more than six times what a CD can hold.
- ✓ DVDs are often used to store movies at a better quality.
- ✓ The 8 cm DVD has 1.5 GB capacity.
- ✓ Double-layered sides are usually gold-coloured, while single-layered sides are usually silver-coloured, like a CD.

4. Explain 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.
- ✓ The stored programs that start the computer and perform diagnostics are available in ROMs.
- ✓ Once the data has been written onto a ROM chip, it cannot be modified or removed and can only be read.
- ✓ ROM retains its contents even when the computer is turned off. So, ROM is called as a non-volatile memory.

Programmable Read Only Memory (PROM)

- ✓ Programmable read only memory is also a non-volatile memory on which data can be written only once.
- ✓ Once a program has been written onto a PROM, it remains there forever.

- ✓ Unlike the main memory, PROMs retain their contents even when the computer is turned off.
- ✓ PROM programmer or a PROM burner is used to write data to a PROM chip.
- ✓ The process of programming a PROM is called burning the PROM.

Erasable Programmable Read-only Memory (EPROM)

- ✓ Erasable Programmable Read Only Memory is a special type of memory which serves as a PROM, but the content can be erased using ultraviolet rays.
- ✓ EPROM retains its contents until it is exposed to ultraviolet light.
- ✓ The ultraviolet light clears its contents, making it possible to reprogram the memory.
- ✓ EPROMs are used widely in personal computers because they enable the manufacturer to change the contents of the PROM to replace with updated versions or erase the contents before the computer is delivered.

Electrically Erasable Programmable Read Only Memory (EEPROM)

- ✓ Electrically Erasable Programmable Read Only Memory is a special type of PROM that can be erased by exposing it to an electrical charge.
- ✓ Like other types of PROM, EEPROM retains its contents even when the power is turned off.
Comparing with all other types of ROM.
- ✓ EEPROM is slower in performance.

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5. OPERATING SYSTEM

1. What is OS?

An Operating System (OS) is system software 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. List the popular Operating System?

- ✓ 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. List the functions of Windows Operating System?

- ✓ Access applications (programs) on the computer (word processing, games, spread sheets, calculators and so on).
- ✓ Load any new program on the computer.
- ✓ Manage hardware such as printers, scanners, mouse, digital cameras etc.,
- ✓ File management activities (For example creating, modifying, saving, deleting files and folders).
- ✓ Change computer settings such as colour scheme, screen savers of your monitor, etc.

5. Explain various versions of Windows?

VERSION	YEAR	SPECIFIC FEATURES
Windows 1.x	1985	<ul style="list-style-type: none"> • Introduction of GUI in 16 – bit Processor. • Mouse was introduced as an input device.
Windows 2.x	1987	<ul style="list-style-type: none"> • Supports to minimize or maximize windows. • Control panel feature was introduced with various system settings and customizing options.
Windows 3.x	1992	<ul style="list-style-type: none"> • Introduced the concept of multitasking. • Supported 256 colours which brought a more modern, colourful look to the interface.
Windows 95	1995	<ul style="list-style-type: none"> • Introduced Start button, the taskbar, • Windows Explorer and Start menu. • Introduced 32 - bit processor and

		focused more on multitasking.
Windows 98	1998	<ul style="list-style-type: none"> • Integration of the Web browser (Internet Explorer) with the Operating System. • DOS gaming began to disappear as Windows based games improved. • Plug and play feature was introduced.
Windows NT		<ul style="list-style-type: none"> • Designed to act as servers in network.
Windows Me	2000	<ul style="list-style-type: none"> • It introduced automated system diagnostics and recovery tools
Windows 2000	2000	<ul style="list-style-type: none"> • Served as an Operating System for business desktop and laptop systems. • Four versions of Windows 2000 were released: Professional (for business desktop and laptop systems), Server (both a Web server and an office server), • Advanced Server (for line-of-business applications) and Data Centre Server (for high-traffic computer networks).
Windows XP	2001	<ul style="list-style-type: none"> • Introduced 64-bit Processor. • Improved Windows appearance with themes and offered a stable version.
Windows Vista	2006	<ul style="list-style-type: none"> • Updated the look and feel of Windows.
Windows 7	2009	<ul style="list-style-type: none"> • Booting time was improved, introduced new user interfaces like Aero Peek, pinning programs to taskbar, handwriting recognition etc.and Internet Explorer 8.
Windows 8	2012	<ul style="list-style-type: none"> • Windows 8 was faster than previous versions of Windows. • Start button was removed. • Windows 8 takes better advantage of multi-core processing, solid state drives (SSD), touch screens and other alternate input methods. • Served as common platform for mobile and computer.

Windows 10	2015	<ul style="list-style-type: none"> • Start Button was added again. • Multiple desktop. • Central Notification Center for App notification and quick actions. • Cortana voice activated personal assistant
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6. Explain Elements of a window ?

Title Bar – The title bar will display the name of the application and the name of the document opened. It will also contain minimize, maximize and close button.

Menu Bar

The menu bar is seen under the title bar. Menus in the menu bar can be accessed by pressing Alt key and the letter that appears Underlined in the menu title.

Additionally, pressing Alt or F10 brings the focus on the first menu of the menu bar.

The Workspace

The workspace is the area in the document window to enter or type the text of your document.

Scroll bars

The scroll bars are used to scroll the workspace horizontally or vertically.

Corners and borders

- The corners and borders of the window helps to drag and resize the windows.
- The mouse pointer changes to a double headed arrow when positioned over a border or a Corner.
- Drag the border or corner in the direction indicated by the double headed arrow to the desired size as shown.
- The window can be resized by dragging the corners diagonally across the screen.

7.How Will You Starting and Closing Applications?

- 1.Click the Start button and then point to All Programs. The Program menu appears.
2. Point to the group that contains the application you want to start, and then click the application name.
- 3.You can also open an application by clicking Run on the Start menu, and the name of the application.
- 4.To quit a application, click the Close button in the upper right corner of the application window.
5. You can also quit an application by clicking on File → Exit and File → Close option in

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Windows 7.

8. How will you creating files and folders ?**Method I:**Step 1: Open **Computer Icon**.

Step 2: Open any drive where you want to create a new folder. (For example select D:)

Step 3: Click on File → New → Folder.

Step 4: A new folder is created with the default name “New folder”.

Step 5: Type in the folder name and press Enter key.

Method II:

In order to create a folder in the desktop:

Step 1: In the Desktop, right click → New → Folder.

Step 2: A Folder appears with the default name “New folder.”

Step 3: Type the name you want and press Enter Key.

9. How will you creating files using WordPad?

WordPad is an in-built word processor application in Windows OS to create and manipulate text documents.

Click **Start** → **All Programs** → **Accessories** → **Wordpad** or **Run** → **type Wordpad**, click OK. Wordpad window will be opened.

2. Type the contents in the workspace and save the file using **File** → **Save** or **Ctrl + S**.

3. Save As dialog box will be opened.

4. In the dialog box, select the location where you want to save the file by using **look in** drop down list box.

5. Type the name of the file in the **file name** text box.

6. Click save button.

10. How will you creating Finding Files and 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.

To find a file or folder:

1. Click the **Start** button, the **search** box appears at the bottom of the start menu.

2. Type the name of the file or the folder you want to search. Even if you give the part of the file or folder name, it will display the list of files or folders starting with the specified name.

3. The files or the folders with the specified names will appear, if you click that file, it will directly open that file or the folder. There is another option called “**See more results**” which appears above the **search** box.

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5. If you click it, it will lead you to a **Search Results** dialog box where you can click and open that file or the folder.

11. How will you creating Searching Files or folders using Computer icon?

1. Click **Computer Icon** from desktop or from **Start menu**.
2. The Computer disk drive screen will appear and at the top right corner of that screen, there is a **search** box option.
3. Type the name of the file or the folder you want to search. Even if you give the part of the file or folder name, it will display the list of files or folders starting with the specified name.
4. Just click and open that file or the folder.

12. How will you Opening existing Files or Folders ?

Method 1

Using the FILE Menu

1. Select the File or Folder you wish to rename.
2. Click File → Rename.
3. Type in the new name.
4. To finalize the renaming operation, press Enter.

Method 2

Using the Right Mouse Button

1. Select the file or folder you wish to rename.
2. Click the right mouse button over the file or folder.
3. Select Rename from the pop-up menu.
4. Type in the new name.
5. To finalize the renaming operation, press Enter.
6. The folder "New Folder" is renamed as MOHI.

Method 3

Using the Left Mouse Button

1. Select the file or folder you wish to rename.
2. Press F2 or click over the file or folder. A surrounding rectangle will appear around the name.
3. Type in the new name.
4. To finalize the renaming operation, press Enter.

13. How will you Moving/Copying Files and Folders ?

Method I-CUT and PASTE

To move a file or folder, first select the file or folder and then choose one of the following:

- Click on the **Edit → Cut** or **Ctrl + X** Or right **click → cut** from the pop-up menu.

• To move the file(s) or folder(s) in the new location, navigate to the new location and paste it using **Click Edit → Paste** from edit menu or **Ctrl + V** using keyboard.

• Or **Right click → Paste** from the popup menu. The file will be pasted in the new location.

Drag and Drop

- ✓ The right pane of the Disk drive window, select the file or folder you want to move.
- ✓ 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).
- ✓ Your file or folder will now appear in the new area.

14. How will you Copying Files and Folders ?

Method I - COPY and PASTE

- ✓ To copy a file or folder, first select the file or folder and then choose one of the following:
- ✓ Click **Edit → Copy** or **Ctrl + C** or **right click → Copy** from the pop-up menu.
- ✓ To paste the file(s) or folder(s) in the new location, navigate to the target location then do one of the following:
- ✓ Click **Edit → Paste** or **Ctrl + V**.
- ✓ Or **Right click → Paste** from the pop-up menu.

Method II – Drag and Drop

- ✓ In the **RIGHT** pane, select the file or folder you want to copy.
- ✓ Click and drag the selected file and/or folder to the folder list on the left, and drop it where you want to copy the file and/or folder.
- ✓ Your file(s) and folder(s) will now appear in the new area.

15. How will you Copying Files and Folders to removable disk ?

1. Copy and Paste
2. Send To

METHOD I - Copy and Paste

- ✓ Plug the USB flash drive directly into an available USB port.
- ✓ If the USB flash drive or external drive folder does NOT open automatically, follow these steps:
- ✓ Click **Start → Computer**.
- ✓ Double-click on the Removable Disk associated with the USB flash drive.
- ✓ Navigate to the folders in your computer containing files you want to transfer.
- ✓ Right-click on the file you want to copy, then select **Copy**.
- ✓ Return to the Removable Disk window, right-click within the window, then select **Paste**.

METHOD II - Send To

- ✓ Plug the USB flash drive directly into an available USB port.

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- ✓ Navigate to the folders in your computer containing files you want to transfer.
- ✓ Right-click on the file you want to transfer to your removable disk.
- ✓ Click **Send To** and select the Removable Disk associated with the USB flash drive.

16. How will you Deleting Files and Folders ?

- When you delete a file or folder, it will move into the Recycle Bin.

To delete a file or folder:

- ✓ Select the file or folder you wish to delete.
- ✓ Right- click the file or folder, select **Delete** option from the po-pup menu or Click **File → Delete** or press **Delete** key from the keyboard.
- ✓ The file will be deleted and moved to the Recycle bin.

17. Write notes about Recycle Bin?

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

Which means you still have an opportunity to recover them? The user cannot access the files or folders available in the Recycle bin without restoring it. To restore file or folder from the Recycle Bin.

18. How will you Creating Shortcuts on the Desktop?

- ✓ Shortcuts to your most often used folders and files may be created and placed on the Desktop to help automate your work.
- ✓ Select the file or folder that you wish to have as a shortcut on the Desktop.
- ✓ Right click on the file or folder.
- ✓ Select **Send to** from the shortcut menu, then select Desktop (create shortcut) from the submenu.
- ✓ A shortcut for the file or folder will now appear on your desktop and you can open it from the desktop in the same way as any other icon.

19. List out the functions of an Operating System ?

- ✓ Memory Management
- ✓ Process Management
- ✓ Device Management
- ✓ File Management
- ✓ Security Management
- ✓ Control overall system performance
- ✓ Error detecting aids

Coordination between other software and users

20. Differentiate cut and copy options.

CUT	COPY

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When an object is cut from a document, it is completely removed and placed into a clipboard.	When an object is copied a duplicate of it is placed into a clipboard while the original remains in place.
Ctrl + X and Ctrl + V is the shortcut command for cut and paste.	Ctrl + C and Ctrl + V is the shortcut command for cut and paste.

21. Differentiate files and folders?

FILES	FOLDERS
A file is a collection of data on a single unit. It can be anything from a word file to a music, video or photo file.	Folders are places where files are stored. Folders can contain folders inside them.
Files have a size ranging from a few bytes to several giga bytes.	Folders take up no space on hard drive.4

22. Application window and document window?

Application window	Document window
The larger window is called the application window.	The smaller window, which is inside the application window is called the document window.
This window helps the user to communicate with the application program.	This window is used for typing, editing, drawing and formatting the text and graphics.

23. What is Open Source?

- ✓ Open Source refers to a program or software in which the source code is available in the web to the general public free of cost.
- ✓ Open Source code is typically created as a collaborative effort in which programmers continuously improve upon the source code in the web and share the changes within the community.

24. what are the advantages of **Open Source**?

The advantages of open sources are better security, better quality, more control, no vendor dependence, easier licence management.

25. mention the most popular Linux server distributors in Linux OS?

- ❖ Ubuntu Linux
- ❖ Linux Mint
- ❖ Arch Linux

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- ❖ Deepin
- ❖ Fedora
- ❖ Debian
- ❖ CentOS

26. how will you log off from Ubuntu OS?

When you have finished working on your computer, you can choose to Log Out, Suspend or Shut down through the Session Indicator on the far right side of the top panel.

28 . Differentiate windows Os an Ubuntu OS ?

windows Os	Ubuntu OS
Windows is a GUI based operating system.	Ubuntu is a Linux based operating systems.
Windows is a closed source.	Ubuntu is an open – source operating system.
Windows is strictly Microsoft company based.	It is based around company canonical and is also community based.

29. Differentiate Thunderbird and firebox in Ubuntu OS?

Thunderbird	firebox
Ubuntu has in-built email software called thunderbird.	Firefox is a internet browser, you can directly browse the internet.
It gives the user access to email such as Gmail, hotmail et.,	It is the fastest browser and numerous features that protect you, from viruses and other common exploits.
There are free application for users to view and edit , to manage and share videos.	Firefox has some advanced security measures that guard against the spyware and viruses.

30. Differentiate Save, Save As and Save a Copy in Ubuntu OS.**Save:**

This will save the document without asking for a new name or location. It will over-write the original.

Save As:

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These will prompt you to save the document using a dialog box. You will have the ability to change the file name or location.

Save a copy:

This will prompt you to save a copy using the same dialog box as save as. You will have the ability to change the file name or location. If you changed the name or location of the document you will be working on the original document not the copy. That means if you make additional changes and then it save the original will be overwritten with new changes, but the copy you saved earlier will be left at the state of the 'save a copy'.

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CHAPTER -6

Introduction to Word Processor**1. How do you insert pictures in to your document?**

- ✓ Open office Writer has the ability to insert and edit images in a more simple way.
- ✓ Place the insertion pointer where you want the image to appear
- ✓ Select **Insert →Picture →From file**
- ✓ The insert picture dialog box appears where the picture gallery opens from which the desired picture can be selected.
- ✓ If the picture is not in the gallery, then browse the pictures from the folder, choose the desired one and Click on the **Open** button.
- ✓ The selected picture is inserted into the document.

2. What are the different packages in OpenOffice writer?

- ❖ OpenOffice Writer - Word Processor to create text documents
- ❖ OpenOffice Calc - Spreadsheet to create worksheets
- ❖ OpenOffice Base – Database
- ❖ OpenOffice Impress – Presentation software
- ❖ OpenOffice Draw - Drawing Software
- ❖ OpenOffice Formula - Create formula and equations

3. What is auto text in writer?

AutoText allows you to assign text, tables, graphics and other items to a key or key combination. For example, rather than typing "TamilNadu" every time you use that phrase, you might just type "tn" and press **F3**. You can also save a formatted Tip as AutoText and then insert a copy by typing "tip" and pressing **F3**.

4. How do you merge cells in a table?

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

5. State the difference between proprietary software and open source software?

proprietary software	open source software
Microsoft Word developed by Microsoft Corporation	OpenOffice developed by Writer Apache

WPS Word developed by Kingsoft	LibreOffice Writer developed by The document foundation
WordPro developed by Lotus Corporation	Abiword developed by Abisource

6. What is the difference between moving and copying text?

MOVING TEXT	COPYING TEXT
Select the text to be moved	select the text to be copied
Click Ctrl + X or Cut Icon or Edit → Cut	Click Ctrl + C or Copy Icon or Edit → Copy
The text is removed from the source location and placed in the clipboard	A duplicate copy of the text is made and send to the clipboard
The text is removed from the source location and placed in the clipboard	Take the insertion pointer to the new location to be copied
Take the insertion pointer to the new location to be moved and Click Ctrl + V or Paste Icon or Edit → Paste	Click Ctrl + V or Paste Icon or Edit → Paste

7. What are the different types of orientation?

Landscape

The width of the document is more than the height. This is best suited for displaying professional photos, invitations, albums, tables etc.

Portrait

This is the most common and default orientation . Here, the height of the document is more than the width. Normally books, newspapers will be displayed in this format.

8. How do you insert rows and columns?

- 1.Place the insertion pointer in the row or in the column where you would like to add new rows or columns and **rightclick**.
2. Choose **Row → insert** to insert a row or **Column → Insert** – to insert a column. A dialog box will appear, from which you can select the number of rows or columns to insert. You can also set the position of the new rows or columns to **Before** or **After** .
3. Click OK to close the dialog box.

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

- ❖ Click **File → Save** (or) **File → Save As** (or) **Ctrl + S**
- ❖ The “**Save As**” dialog box appears on the screen.
- ❖ Select location to store your document. The default location to store all documents is “Documents” folder in Windows.
- ❖ Type your document name in the **File Name** box.
- ❖ In OpenOffice writer, a document can be protected with a password.
- ❖ You can set a password to protect your document while saving a file.
- ❖ To save a file with password, click on “**Save with Password**” check box and then click “**Save**” button.
- ❖ Immediately it shows “Set Password” dialog box as given.

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

- ❖ 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.

11. What are the different methods to change margin in writer?

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

- ✓ Using the **Rulers** - quick and easy, but does not have precise values.
- ✓ Using the **Page Style dialog box** – can specify precise values for the margins.

1. Changing page margins - using Ruler

- ✓ The shaded sections of the rulers are the margins.
- ✓ Hold the mouse pointer over the line between the gray and white sections.
- ✓ The mouse pointer turns into a doubleheaded arrow.
- ✓ Hold down the left mouse button and drag the mouse to move the margin and release it at the required point.
- ✓ 5.The new margin is set.

12. Using the Page Style dialog box

To change margins using the Page Style dialog box

- ✓ **Right-click** anywhere on the page and select Page from the popup menu and
- ✓ select **page tab** of **page style dialog box**.
- ✓ In the **Margins** boxes, specify the values for left, right , top and bottom margins.
- ✓ Click on ok button.

13. What are Header and Footer? How do you insert page numbers?

HEADER:

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

FOOTER

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

Inserting Header and Footer

- ✓ Select from the main menu **Insert →Header →Default**
- ✓ The header text area is separated from the normal text area.
- ✓ In the header area, Enter the text that is to be repeated in all pages or Select **Insert →Fields →Title.**
- ✓ Select from the main menu **Insert →Footer →Default**
- ✓ Place the insertion pointer in the footer part of the page.
- ✓ Select **Insert →Fields →Date** to insert date in all the pages.

Inserting and Formatting page numbers

- ✓ Position the insertion pointer where you want to insert the page number
- ✓ choose **Insert →Fields →Page Number.**
- ✓ The page number appears with a gray background

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

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

- ✓ Click **Edit →Find & Replace** (or) **Ctrl + F**
- ✓ 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.
- ✓ 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.
- ✓ 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.

- ✓ Click **Replace All** button, Writer replaces all matches. This will replace all occurrences of "Bombay" with "Mumbai".
- ✓ Enable **Match case** to perform the search case sensitively so that uppercase and lower cases are distinguished separately.
- ✓ Enable **Whole Words only** to make the search more specific to words used separately alone.
- ✓ **Explain Page formatting in writer**
- ✓ The most important thing in a word processor is how to format the page with elements such as margins, numbering, page layout, headers and footers.
- ✓ Formatting your pages makes them look more attractive and makes them easier to read.

Setting the page size and margins

Changing page size

The default page size in writer is 8.5 x 11", the same as that of a standard A4 printing paper. However, for different types of documents, you may need to change the page size. To change the paper size:

- ✓ Select the page whose page size is to be changed.
- ✓ Select **Format** → **Page**, the page style dialog box appears.
- ✓ Select **Page Tab**
- ✓ In the **paper format group**, select the format like A4, legal
- ✓ Or the **width** and **height** option can be used to set the page size.

15. How do you insert cells, rows and columns?

To insert rows or columns inside a table:

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

16. What is a Watermark?

- ✓ Watermarks are images or text displayed in transparency across the text.
- ✓ To create a watermark, it is best to use a Font works object wrapped in the background.
- ✓ The Wrap Through option inserts an image that overlaps the text which as a result will be hidden.
- ✓ To make the text appear, change the transparency of the picture, although the words under the image become visible, they may be difficult to read and will appear lighter than the rest of the text.

17. Explain Page formatting in writer.

- ✓ The most important thing in a word processor is how to format the page with elements such as margins, numbering, page layout, headers and footers.
- ✓ Formatting your pages makes them look more attractive and makes them easier to read.

- ✓ Changing Page Size:
- ✓ The default page size in writer is 8.5 x 11”, the same as that of a standard A4 printing paper. However, for different types of documents, you may need to change the page size. To change the paper size:
 - ✓ Select the page whose page size is to be changed.
 - ✓ Select **Format** Page, the page style dialog box.
 - ✓ In the **paper format group**, select the format like A4, legal.....
 - ✓ Or the **width** and **height** option can be used to set the page size.

18. What is meant by word processing?

- ✓ 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”.
- ✓ In other words, Word processing is an activity carried out by a computer with suitable software to create, edit, manipulate, transmit, store and retrieve text documents.

19. What are the familiar Tamil word processor?

Tamil OpenOffice writer, Tamil Libre, Kamban 3.0, Mentamizh 2017 there are familiar word processors exclusively for Tamil Language.

20. What is called insertion pointer?

The work space is the blank area which is used to type the content of the file. A flashing vertical bar appears at the beginning of the screen which is called as “Insertion pointer”.

21. Which is known as 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”.

22. What is the use of Insert Key?

To insert a text in between if something is left out, the insertion can be made by taking the insertion pointer to the current location and Press the Insert Key the newly typed text is inserted, so that the existing text moves to the right. Press the Insert Key again, the text is over written on the existing text. This is called ‘Type over mode’. You can toggle between the insert mode and type over mode by pressing the ‘Insert key’.

23. What is the purpose of using paste special option?

When you move or copy information, the paste option is used to send the information as a whole. But, to move or copy only some aspects of the data, like only its formatting or only value, the Paste Special option is used. To use the paste special, select the text and apply move or copy, then at the destination location, Click Edit → Paste Special (or) press Ctrl + Shift + V, (or) Alt + E + S the Paste Special dialog box opens.

24. What is difference between paste and paste special?

Paste : Paste is a feature that lets a user cut or copy items from Cells and transfer them to another completely.

Paste Special: Paste Special allows the items being transferred to be formatted to several different ways. Paste Special is a feature found in software like Microsoft Word, Microsoft Excel and Open Office.

25. What is meant by Text formatting?

A font is a set of characters in a particular style. Changing the default appearance of the text like changing the font type, size, color, style etc., are called as Text formatting.

26. What is meant by highlighting?

Highlighting is used to draw attention to important information in a text. Highlighting is beneficial because it first asks the reader to pick out the important parts, and then gives an effective way to review that information later.

Highlighting can be applied by selecting the text and click Highlighting icon.

27. What is meant by hanging indent?

This is a special kind of indent where the first line of the paragraph along hangs outside leaving the rest of the text. To apply Hanging indent, a negative value is given in the “first line” option of the paragraph dialog box.

28. What is the types different page orientation?

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

Landscape: The width of the document is more than the height. This is best suited for displaying professional photos, invitations, albums, table etc.,

Portrait: This is the most common orientation. Here, the height of the document is more than the width. Normally books, newspapers will be displayed in this format.

29. What is the Function of AutoCorrect?

AutoCorrect function has the facility to correct the common misspellings and typing errors, automatically. For example, “the” will be changed to “the” which can be done through the menu option, Tools → AutoCorrect.

30. What is meant by table?

A table is a grid with a specified number of rows and columns. Tables can often be used as an alternative to spreadsheet to organize materials. A well-designed table can help readers understand better what you are trying to convey.

31. What are the important features which provides OpenOffice writer?

- ✓ Templates and styles.
- ✓ Page layout methods, including frames, columns, and tables.
- ✓ Embedding or linking of graphics, spreadsheets, and other objects.
- ✓ Built-in drawing tools.

32. How to select a text continuous and discontinuous?

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:

- ✓ Selecting the continuous text.
- ✓ Selecting the non continuous text.

Continuous text: To select the text continuously take the insertion pointer to the starting of the text.

Selecting the continuous text: To select the text continuously take the insertion pointer to the starting of the text.

- (i) Hold the SHIFT key and drag the mouse across until the required text is selected and then release the SHIFT key.
- (ii) The select text can be used for any operation.

Selection the non continuous text: To select the text not continuously, take the insertion pointer to the starting of the text,

- (i) Hold the CTRL key and drag across it till the required text is selected and release the CTRL key.
- (ii) The required text is selected for any operation.

33. How can you change the line spacing adjustment?

Line spacing determines the amount of vertical space between lines of text in a paragraph. By default, the lines are single-spaced, that is the spacing accommodates the largest font in that line, plus a small amount of extra space. In Open Office, setting line spacing is quite easy through the context menu, select the line or word or phrase,

right-click → line spacing, select the type single, 1.5 or double. There are seven different types of line spacing.

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

34. How to insert special characters and equations?

Many symbols which are used in a mathematical equation like alpha (α), beta (β), pi (π) etc., are not available on the standard keyboard. However, representing these characters are very much essential in mathematical equations. To insert such characters, the procedure given below is followed:

- ✓ Place the cursor in your document where you want the character to appear.
- ✓ Click on the **Insert → Special character.**
- ✓ The Special character dialog box appears from which the desired symbol can be selected by clicking on the character.
- ✓ As you select each character, it is shown on the lower right, along with the numerical code for that character.
- ✓ If you do not find a particular special character you want, try changing the font selection.
- ✓ Click the **OK** button and the character is inserted at the current location.

35. What are the steps needed to create watermark?

- ✓ Insert the image or text of your choice.
- ✓ Anchor the image to the page and
- ✓ Select the wrap through option from the Format → Wrap menu or right-clicking on the image and selecting Wrap.
- ✓ Wrap Through from the pop-up menu.
- ✓ Move the image into the desired position.
- ✓ The picture toolbar should be displayed when the image is selected.
- ✓ Change the transparency to a suitable value so that the text can be read.

36. How can you merging and splitting cells?

To merge a group of cells:

- ✓ Select the cells to merge.
- ✓ **Right click** and choose **Cell → Merge** or choose **Table → Merge cells** from the menu bar.

To split a cell:

- ✓ Place the insertion pointer inside the cell.
- ✓ **Right click** and choose **Cell → Split**, or choose **Table → Split Cells** from the menu bar.
- ✓ Select the direction of the split, horizontally (for rows), or vertically (for columns), as well as the total number of cells to create.

37. Explain the menu bar in OpenOffice writer?

Menu Bar: The menu bar is just below the title bar which comprises of various menus consisting of various options.

File: The File menu contains the commands of all file management tasks like, Create a new file, Open an existing file, Close the current file, Save a file, Save As another file, print file, Export file etc.,

Edit : The Edit menu contains the editing commands like, cut, copy, paste, Undo, Redo etc.,

View: The View menu contains the commands which are used to modify the environment of write like display of toolbars, web layout, print layout, navigator etc.,

Insert : The Insert menu contains commands for interesting various elements such as pictures, tables, charts, comments, headers, footers, special characters, cross reference etc.,

Format : The Format menu contains the commands of various text and page formatting features like page size, layout, font characteristics, bullets and numbering etc.,

Tables : The Table menu contains various tools to manage and manipulate tables such as create table, insert rows, insert columns, split cells, merge cells etc.,

Tools : The Tools menu contains various tools and functions such as spell check, macros, mail merge, end note / footnotes etc.,

Window : The window menu shows display options such as New Window, Close Windows, Split and Freeze.

Help : The Help menu lists out the inbuilt help features available with OpenOffice.

38. What are the different shortcut keys of moving within a document?

There are different ways of moving within a document. There are many shortcut keys given in Table which are used to move easily within a document.

KEY	ACTION
→	To move a character right
←	To move a character left
↑	To move one line up
↓	To move one line down
Ctrl + →	One word right

Ctrl + ←	One word left
Ctrl + ↑	One paragraph up
Ctrl + ↓	One paragraph down
Home	To the beginning of line
End	To the end of line
Ctrl + Home	To the beginning of document
Ctrl + End	To the end of document
Tab	To move one cell to right
Shift + Tab	To move one cell to left
Pg Up (Page Up)	To scroll one screen up
Pg Down (Page Down)	To scroll one screen down

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Best wishes from
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