

UNIT 2 WEB APPLICATIONS

Fill in the blanks

1. The option in Microsoft Windows XP used for helping users with physical disabilities and to reduce repetitive strain is STICKY KEYS.
2. Sound Sentry is designed to help users with AUDITORY impairments.
3. The High Contrast option in Microsoft Windows XP is designed to assist people with VISION impairments.
4. SERIAL KEY is designed to assist people that have difficulty using a keyboard or a mouse.
5. The acronym for LAN is LOCAL AREA NETWORK.
6. Three types of Wired Internet Connectivity are DIAL-UP, DSL & CABLE INTERNET ACCESS.
7. Three types of Wireless Internet Connectivity are 3G, Wi MAX & WIFI.
8. IM(INSTANT MESSAGING) is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.
9. MICROPHONE, HEADSET & SPEAKERS & Web Camera are required for audio and video conferencing.

II. Answer the following:

1. What is the definition of networking?
2. What are the advantages of networking?
3. What are the different types of networking?
4. Explain LAN and WAN.
5. List any five application based instant messaging software.
6. What do you mean by instant messages?
7. State any 03 rules and etiquettes to be followed while chatting on the Internet.
8. What are the basic needs to use instant messaging (chat) softwares.
9. Explain the purpose of a blog.
10. List any 5 websites that provide blog service.
11. Difference between web page and website.
12. Explain the purpose of an offline blog editor.
13. List any five offline blog editors.
14. Explain the purpose of online transactions.
15. List any five websites that allow online transactions.
16. List any three payment tools to use online transactions.
17. Explain the purpose of Internet Security.
18. Explain different kinds of online threats.

UNIT 3 – WORD PROCESSING

Fill in the blanks:

1. PARAGRAPHS can be used to break continuous text to one or more sentences.
2. Paragraph group is available under PAGE LAYOUT.
3. Default tab stop position is 0.5.
4. HEADERS can be used for inserting information at the top of each page automatically.
5. Header option is available under HEADERS AND FOOTERS group in Insert Tab.
6. FOOTERS can be used for inserting information at the bottom of each page automatically.
7. The Footer option is available under HEADERS AND FOOTERS group in the Insert Tab.
8. STYLES are customized options for creating professional looking documents with the minimum efforts.
9. You can change styles by using the STYLES group under the Home tab.
10. Templates or document templates refer to a SAMPLE FILL IN THE BLANK document.
11. Creating a new document based on a TEMPLATE can save you TIME AND EFFORTS because ALL THE WORK IT TAKES TO DESIGN THE DOCUMENT HAS ALREADY BEEN DONE.
12. PAGE & SECTION breaks can be used to separate a document into sections.
13. Using page breaks, you can create different HEADERS AND FOOTERS, DIFFERENT FOOTNOTE NUMBERING, CHANGE LAYOUT
14. A section break controls the FORMATTING of the document content that PRECEDES it, until it reaches another section break.
15. To see a section/page break, click the SHOW/ HIDE button.
16. After selecting the text you need to click the GROW FONT in the Font group to make the font size larger than the current font size.
17. To remove the character formatting, select the text and click on CLEAR FORMATTING in the Font group.
18. On selecting SENTENCE CASE, the first character in the first word of the selected sentence will be converted to Capital Letter.
19. On selecting CAPITALIZED EACH WORD, the first character in all the words of the selected sentence will be converted to Capital Letter.
20. Embedding an object PART the document while linking an object does NOT into the document files.
21. Readers trying to access the linked object must also have DIRECT ACCESS file that forms that object.
22. Clip Art can help in making a document look COLOURFUL and PRESENTABLE.
23. Clip Art is available under CLIP ART Illustrations group in Insert Tab

24. To search for a picture, place the cursor **BEFORE** the text, click Insert Tab, and click **PICTURE** under Illustrations.
25. After you have inserted the picture, you can wrap the text by using the **WRAP TEXT** option.
26. To open an embedded document, **DOUBLE CLICK ON** it.
27. Embedded objects **CANNOT** be printed.
28. When you embed objects in a document, you may have trouble emailing it because **THE SIZE OF THE DOCUMENT INCREASES SIGNIFICANTLY SIZE** .
29. You can insert lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts using the **SHAPE** option.
30. Symbol option is available under **SYMBOL** group in the Insert tab.

Answer the following:

1. List any five items that can be added to the header area.
2. List any two websites that offers free clip arts.
3. What are Objects in a Word processing software?
4. List any three word wrapping options available in a word processing software.

UNIT 4 SPREADSHEET

Fill in the blanks:

1. **AUTOMATIC CALCULATION** of formulas is one of the most powerful features of electronic spreadsheets.
2. **AUTOSUM** is used for adding the values given in cells automatically without writing the formula.
3. AutoSum option is available in **EDITING** group under the Home tab.
4. Autosum automatically selects the values around the cells either **HORIZONTALLY** or **VERTICALLY** .
5. **CONDITIONAL FORMATTING** allows you to change the formatting (font color, border, shading) of the cells based on the values in it.
6. Conditional formatting is available under **STYLES GROUP** in Home tab.
7. When you freeze a row, **HEADER** remains constant.
8. Freeze Panes option is available under **WINDOW** group in **VIEW** tab.
9. The panes are formed where your **CURSOR** is placed.
10. To insert a **VERTICAL** page break, select the row below where you want to insert the page break.
11. To insert a **HORIZONTAL** page break, select the column to the right of where you want to insert the page break.
12. The Breaks option is available under **PAGE SETUP** group in the Page Layout tab.

13. To return to Normal view after you finish working with the page breaks, you need to click **NORMAL** in the **WORKBOOK VIEWS** group under the View tab.
14. Spread sheet software provides various page layout options for organizing pages using **PAGE LAYOUT OPTION** .
15. Margins option is available under **WORKBOOK VIEW** group in the **VIEW** tab.
16. Two types of page orientation are **PORTRAIT** & **LANDSCAPE** .
17. Different types of views are available under **WORKBOOK VIEW** in the View tab.
18. The five types of views available are **NORMAL VIEW** , **PAGE LAYOUT** , **CUSTOM VIEWS** , **PAGE BREAK PREVIEW** & **FULL SCREEN** .
19. The **CUSTOM VIEWS** helps you to view a selected area of a workbook.
20. Assigning names to cells in a worksheet help you to **LOCATE QUICKLY** specific cells.
21. The Define Name option is available under**DEFINES NAMES** group in the **FORMULAS** tab.
22. A chart is a **GRAPHICAL REPRESENTATION** of data, in which the data is represented by symbols, such as **BAR** in a bar chart, **LINES** in a line chart, or **SLICES** in a pie chart.
23. T he three tabs that are available after inserting the chart in the spreadsheet are **DESIGN** , **LAYOUT** & **FORMAT** .
24. Sort helps you arrange the selected data either in an **ASCENDING** or **DESCENDING** order.
25. Using filter you can extract data based on **SOME CONDITIONDS** .
26. Sort option is available in **SORT AND FILTER** group under the Data tab.
27. Filter option is available in **SORT AND FILTER** group under the Data tab.
28. Switch Windows option is available in **WINDOW** group under the View tab.
29. Linking cells from different **WORKSHEETS** / **SPREADSHEET** helps you to summarize data from different sources.
30. Linking data helps you help to keep information **UPTO DATE** without editing at multiple locations.
31. Share Workbook option is available in **CHANGES** group under the Review tab.
32. Shared workbooks don't allow **MERGING CELL, CONDITIONAL FORMATTING** & inserting **PICTURES** or **GRAPHS**.

Answer the following:

1. List any five conditions/formats/items that can be used for conditional formatting.
2. List seven chart elements.
3. List five chart types available in spreadsheet.

UNIT 5 DIGITAL PRESENTATION

Fill in the blanks:

1. Presentation allows the user to add MOVIE CLIPS to the presentation in order to make the presentation colourful and meaningful.
2. You can use two options to insert a movie clip the INSERT TAB & USING TITLE AND CONTENT LAYOUT.
3. The two options available under Movie option are MOVIE FROM FILE & MOVIE FROM ORGANISER.
4. Movie option is available in MEDIA CLIPS group under the Insert tab.
5. You can include AUDIO CLIPS to a presentation similar to that of videos.
6. Audio Clips are used for playing MILD BACKGROUND MUSIC while making presentations.
7. Sound option is available in the Media Clips group under the INSERT tab.
8. TABLES are used to represent the statistical data meaningfully in a presentation.
9. Table option is available in TABLES group under the Insert tab.
10. Two ways to create a table are : USING INSERT TABS & USING TITLE AND CONTENT OPTION
11. Additional tabs that will be available for editing and formatting the table are DESIGN & LAYOUT
12. Presentation enables the user to insert CHARTS in slides to present statistical table data in a pictorial representation.
13. Chart option is available in ILLUSTRATION group under the Insert tab.
14. SPECIAL effects can help in increasing audience's interest during a presentation.
15. A VIDEO is the visual motion when one slide changes to the next during a presentation.
16. The list of transition effects will be available under ANIMATION tab.
17. Transition effects are available in TRANSATION TO THIS SLIDE group under the Animations tab.
18. FADES AND DISSOLVES, WIPES, PUSH AND COVER, STRIPES AND BARE, RANDOM are some of the transition effects available in a presentation software.
19. TRASITIONS enables you to put slide elements, such as text and graphics, in motion within a slide.
20. ANIMATION are helpful way to make your slides look more dynamic.
21. To apply an animation, select the animate option available in ANIMATIONS group under the Animations tab.
22. GROUPING helps to move, rotate or resize multiple objects in a presentation.
23. The Group option is available in ARRANGE group under the Format tab.
24. The three options available under Group dropdown option are: GROUP, UNGROUP & REGROUP.
25. SPEAKER NOTES are guided text used by the presenter during a presentation.
26. SPEAKER NOTES can be short or long texts that can be used as a reference by the presenter.

27. Notes page option is available in PRESENTATION VIEW group under the View tab.
28. Presentation software includes options such as SPELL CHECKS for correcting errors in a presentation.
29. Set Up Slide Show option is available in SET UP group under the Slide Show tab.
30. The BROWSED BY AN INDIVIDUAL(WINDOW) option should be used while presenting the presentation to an audience.
31. The PRESENTED BY A SPEAKER(FULL SCREEN) option should be used while presenting the presentation to an audience.
32. A KIOSK is a computer terminal featuring specialized hardware and software designed within a public exhibit that provides access to information and applications for communication, commerce, entertainment, and education.
33. Print option is used to print NOTES , HANDOUTS & OUTLINE of a presentation
34. Handouts option is available under PRINT WHAT dropdown list.
35. The OUTLINE option is used to print only the text part of the presentation.

UNIT 6 E-MAIL MESSAGING

Fill in the blanks:

1. **TIME MANAGEMENT** is the act of planning to stay organized that will result in increased efficiency and productivity.
2. A **CALENDARING** software provides the user an electronic version of a calendar.
3. The three view supported by a calendaring software are **DAY , WEEK & MONTH .**
4. The two ways to schedule an appointment are: **MENU BAR & CALENDAR VIEW.**
5. Calendar software prompts with an **ALERT** based on entries scheduled in the calendar.
6. **RECURRING** appointments can be used for scheduling repetitive tasks.
7. You can categorize appointments in time management software by giving specific **COLORS** to appointments.
8. Some of the categories in the time management software are:
 - a) **BLUE CATEGORY** b) **GREEN** c) **ORANGE** d) **PURPLE** e) **RED** f) **YELLOW**
9. **SHARING** your calendar helps to share various segments of your time-centric life with your spouse, family, and others.
10. **CALENDAR SHARING** is the last frontier for true collaboration and social networking.
11. To share a calendar you have to select **SEND** option available in the Navigation Pane.
12. Print option is available under **FILE** menu.
13. To print the details of private appointments you have to uncheck **HIDE DETAILS OF PRIVATE APPOINTMENTS** checkbox.
14. A **MEETING** is an appointment to which you invite people or reserve resources.
15. You can specify **SUBJECT, LOCATION & TIMMINGS** while sending a meeting request.
16. Calendar software allows the user to **RESPOND** to other users meeting requests.
17. Responses to your meeting request appear in your _____.
18. Some of the response options for meeting request are **ACCEPT , TENTATIVE , DECLINE & PROPOSE NEW TIME .**
19. You have received a meeting request for which the schedule is not convenient to you; however you would like to reschedule this meeting. Which option should be used when responding to this meeting request? **PROPOSE NEW TIME .**
20. **TASK** refers to actions that can be performed by a user.
21. While creating a task you can define **SUBJECT NAME , START DATA, END DATE, STATUS & PRIORITY** of a task.
22. **NOTES** are short text messages that can be used for taking quick notes.
23. To view the list of notes you select the **NOTES** option in the Calendar application.
24. **JOURNAL ENTRY** creates a timeline of transactions that can be linked to a contact.
25. **EMAIL SENT AND RECORD, TELEPHONE CALLS , MEETING REQUEST RESPONSES, OFFICE DOCUMENTS YOU MANAGE** are some of the items that can be automatically recorded by the Calendar Software.

UNIT 7 DATABASE DEVELOPMENT

1. A **DATABASE** is an organized collection of data.
2. A **DATABASE MANAGEMENT SYSTEM** is a software package that can be used for creating and managing databases.
3. A **RDBMS(RELATIONAL DATABASE MANAGEMENT SYSTEM)** is a database management system that is based on the relational model.
4. Three popular DBMS software are **MICROSOFT SQL SERVER, MYSQL, &ORACLE**.
5. A **TABLE** is a set of data elements that is organized using a model of vertical columns and horizontal rows.
6. A **COLUMN** is a set of data values of a particular simple type, one for each row of the table.
7. A **ROW** represents a single, data item in a table.
8. **DATATYPES** are used to identify which type of data we are going to store in the database.
9. A **PRIMARY KEY** is a unique value that identifies a row in a table.
10. Types of languages used for creating and manipulating the data in the Database are **DDL & DML**.
11. A **DDL** is a standard for commands that define the different structures in a database.
12. A **DML** is a language that enables users to access and manipulate data in a database.
13. A **QUERY** is a part of DML involving information retrieval only.
14. A popular data manipulation language is **SQL**.
15. Common DDL statements are **CREATE**, **AFTER** and **DROP**.
16. **TABLES** are the basic building blocks of a database.
17. To design a table, you need to select **CREATE TABLE** in **DESIGN VIEW** option available under Task.
18. A **FORMS** helps the user to systematically store information in the database.
19. A **INTERFACE** enables users to view, enter, and change data directly in database objects such as tables.
20. To create a form you need to select **FORMS** option available under Database section
21. A **QUERY** is helps to collect specific information from the pool of data in the database.
22. **SELECT** statement retrieves zero or more rows from one or more database tables or database views.
23. **INSERT** statement is used to add one or more records to a database.
24. **UPDATE** statement is used for modifying records in a database.
25. **DELETE** statement is used to remove one or more records in a database.
26. **CREATE** statement is used for creating a database or a table in any RDBMS Software
27. A **REPORT** is used to generate the overall work outcome in a clear format.
28. To create reports you need to select **USE WIZARD TO CREATE REPORT** option available under Tasks.