



Q1 Explain Open office Impress in detail.

Ans Impress is Apache OpenOffice's slide show (presentations) program. Impress creates presentations in the ODF format, which can be opened by other presentation software or can be exported in different presentation formats. We can create slides that contain different elements, including text, bulleted and numbered lists, tables, charts, clip art, and a wide range of graphic objects. Impress also includes a spelling checker, prepackaged text styles and active background styles.

### Parts of Impress

1. User Interface : The interface is intuitive and familiar with menus, toolbox and a slide navigator to organise and edit slides.

2. Slide creation: Users can create slides with various layouts, including title slides, content slides and transition slides.

3. Text Formatting: Impress provides tools for formatting text, including fonts, sizes, colors, alignment, and styles.

4. Inserting Media: Users can insert images, audio and video files into slides to enhance presentations. These media elements can be resized, positioned, and formatted as needed.

5. Charts and Graphs: OpenOffice Impress includes tools for creating charts and graphs to visualize data. Users can choose from different chart types and customise them to suit their needs.

6. Transitions and Animations: Users can add transition effects between slides and animate objects within slides to create dynamic presentations. These effects can be timed and customised.

7. Export and Sharing: finished presentations can be exported to various formats including PDF, PPT, HTML. They can also be shared online or via email.



8. Compatibility: OpenOffice Impress is part of the open office suite which is compatible with multiple operating systems, including Windows, Mac OS, and Linux. It can also open and edit Power Point files.

Overall, OpenOffice Impress offers a comprehensive set of features for creating professional looking presentations, making it a popular choice for users seeking a free and open-source alternative to Power-Point.

Q2 What are the tools we should use in class lecture.

Answer: Some tools we should use in class lecture are as follows:

1. Presentation Software :- Such as Power Point or Google Slides or Visual Slides.

2. White board : for dynamic explanations and illustrations.

3. Interactive Boards : for engaging students with interactive activities.

4. Polling Software: To gather real-time feedback and facilitate class participation.

5. Video Clips: To supplement explanations or demonstrate concepts.

6. Note-taking tools: Encouraging students to use apps like Notion or OneNote.

7. Online Resources: Accessible through a learning management software or using education websites for text and image content.

8. Collaborative tools: like Google Docs for group activities or projects.

Q3 Why do we use openOffice spreadsheet (calc)?

Answer: OpenOffice calc is a spreadsheet program similar to Microsoft Office Excel. It allows you to organise data into rows and columns, perform calculations, create charts and analyze data. You can use it for budgeting, financial analysis,



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data tracking and much more, it's a versatile tool for managing and manipulating numerical data.

## Q4 What are Information Security best practices?

Answer: Information Security best practices encompass a set of guidelines, protocols and strategies aimed at protecting sensitive information from unauthorised access, disclosure, alteration or destruction.

These practices involved implementing robust security measures such as encryption, access controls, regular security audits, employee training and staying updated on emerging threats and technologies. The goal is to safeguard data integrity, confidentiality and availability.

## Q5 Explain the tool we use in information security.

Answer: Cybersecurity analysts use a variety of tools in their jobs, which can be organised into a few categories: network security monitoring, encryption, web vulnerability, penetration testing, antivirus software, network intrusion.

detection, and packet sniffing.

1. Network Security monitoring is a term that describes various tools, tactics and policies designed to oversee network traffic and devices to quickly identify potential vulnerabilities, suspicious activity and any other signs that might indicate an upcoming or in-progress breach.

2. Encryption is a form of data security in which information is converted to ciphertext only authorised people who have the key can decipher the code and access the original plain text information. In even simpler terms encryption is a way to render data unreadable to an unauthorised party.

3. Web Vulnerability: A website vulnerability refers to a weakness or misconfiguration in design implementation or operation of a website that can be exploited by attackers to compromise its integrity, availability or confidentiality.

4. Penetration Testing: is a security exercise where a cyber security expert attempts to find and exploit vulnerabilities in a computer system. The purpose of this simulation attack is to identify any weak spots in a system defenses which attackers could take advantage of.

5. Antivirus Software: is a kind of software used to prevent, scan, detect and defeat viruses from a computer.

6. Network intrusion detection: Systems are used to detect suspicious activity to catch the hackers before damage is done to the network.

7. Packet Sniffer: is a method of detecting and assessing packet data sent over a network, it can be used by administrators for network monitoring and security. However packet sniffing tools can also be used by hackers to spy or steal confidential data.

Q6 Explain OpenOffice writer in detail.

**Answer:** Open Office writer is a word processor that is part of the OpenOffice software package. It is similar to Microsoft Word. OpenOffice writer can be used for a variety of tasks, from writing a quick letter to producing an entire book.

### Features of OpenOffice writer

1. Wizards: Can produce standard documents like letters, faxes, agendas.
2. Styles and Formatting: Allows users to use style sheets.
3. AutoCorrect dictionary: Can check spelling as you type.
4. Auto Complete: Reduce typing effort.
5. Templates: Can be created or downloaded from the Apache Open Office Templates repository.



6. Large documents: Can be managed utilizing various capabilities such as the ability to construct a table of contents, index, and cross references.

OpenOffice writer is simple enough for a quick memo yet powerful enough to create complete books with contents, diagrams, indexes etc.

Q7 Explain C.S.S. in detail.

Answer: The full name of C.S.S. is Cascading Style Sheets is a computer language that is used to make website beautiful and attractive. CSS is used by web designers and programmers to add and change color, font, animation and size in HTML website. In HTML, CSS is used in 3 ways, through inline CSS, through external style sheet and through internal style sheet.

1 Inline CSS: is used inside HTML tags only but for this we have to use style attribute.

Example:

`<p style="color: red;"> this is a paragraph </p>`

2. Internal C.S.S.: To write internal CSS we have to create a Style tag after writing style tag in html head we can write styles for html elements.

Example:

```
<html>
<head>
<title> Internal CSS </title>
<style>
p {
    background-color: red;
    color: blue;
}
</style>
</head>
<body>
<p> This is a paragraph </p>
</body>
</html>
```

3. External Style sheet: To write external C.S.S. we have to create a file with extension .css and link the css file with html file.

Example:

Index.html

HTML

```
<html>
<head>
<title> External C.S.S. </title>
<link rel="stylesheet" href="style.css">
</head>
```

<body>

<h1> Example of Using External CSS <h1>

<p> External style sheet is mostly used in production applications </p>

</body>

</html>

Style & C.S.S.

```
h1 {  
    color: red;  
    font-size: 30px;  
}
```

p {  
text-transform : uppercase;  
font-weight : bold;  
}

~~coffee~~ I want to go to the airport today.

*(Signature)* I hereby declare that the information contained in this application is true and correct to the best of my knowledge.

9

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