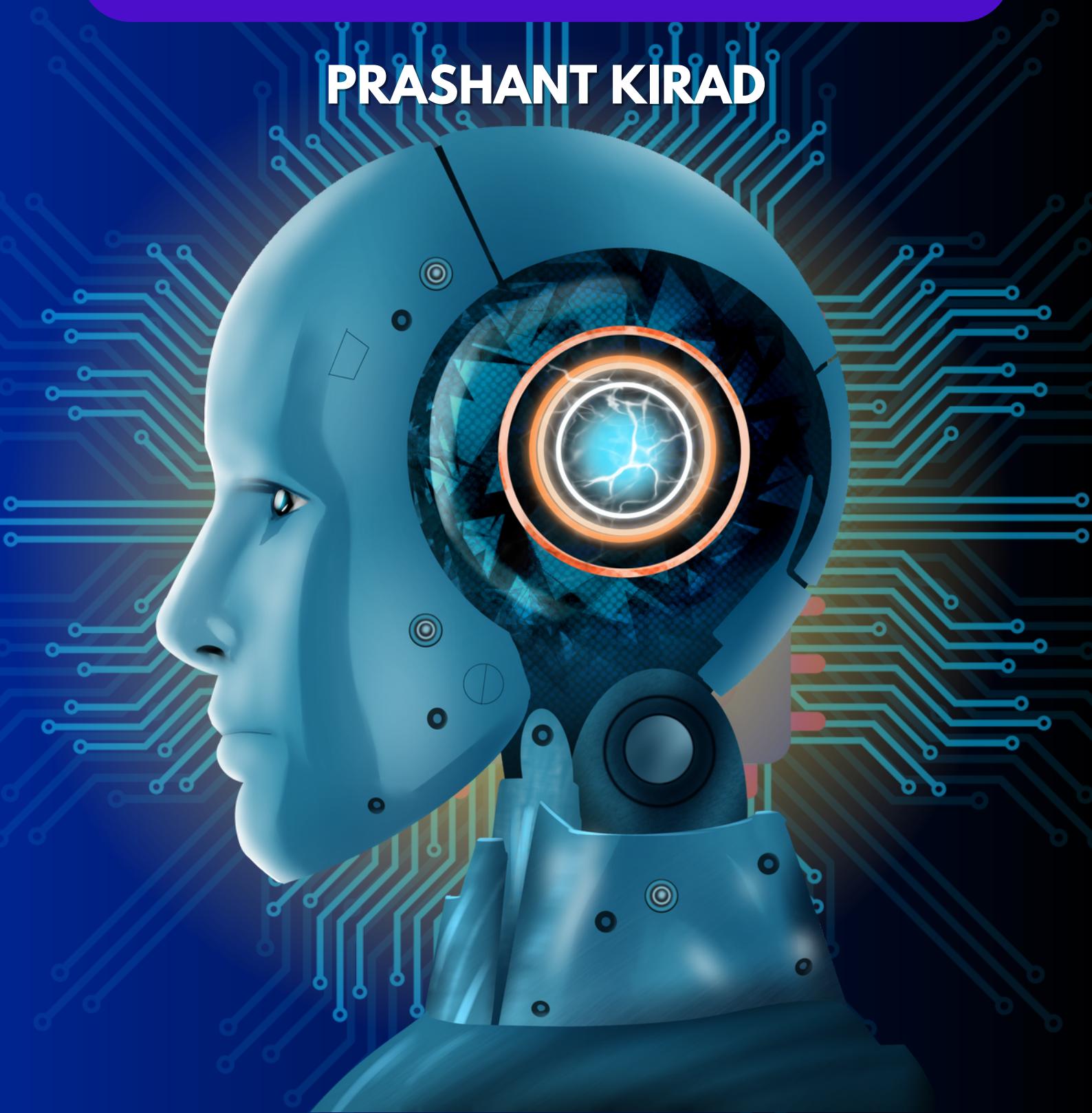


CLASS 10 NOTES

INFORMATION TECHNOLOGY

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SELF-MANAGEMENT SKILLS II

SELF MANAGEMENT SKILLS

Self-management skills are essential abilities that empower individuals to regulate their thoughts, desires, emotions, and behaviors. These skills play a crucial role in optimizing productivity and performance across various career domains. In the context of employability, mastering self-management skills is instrumental in steering one's career trajectory and navigating challenging situations effectively. This article delves into the nuances of stress, explores stress management techniques, and provides insights into the art of working independently.

Following are some of the skills you must master to succeed in life:

- **Self-awareness:** Seek candid feedback to gain insights into your personality and professional capabilities. Reflect on daily interactions, recognizing areas where you excelled and identifying opportunities for improvement.
- **Responsibility:** Embrace accountability for your tasks as a crucial step in self-development. Whether assigned a task by a teacher or employer, taking complete ownership is paramount. If challenges arise, communicate proactively, report delays, and take corrective action promptly.
- **Time Management:** Efficiently prioritize tasks and eliminate unnecessary elements from your workload. Develop and adhere to a well-structured timetable, ensuring disciplined adherence to maximize productivity.
- **Adaptability:** Stay abreast of industry best practices and continually update your knowledge base. Be proactive in preparing for changes, fostering the ability to transition seamlessly when faced with new information or evolving circumstances.

What is Stress?

Stress encompasses our emotional, mental, physical, and social responses to perceived demands or threats, known as stressors. These stressors trigger the stress reaction. For instance:

- Being near exams while feeling inadequately prepared.
- Coping with the loss of a close family member.
- Feeling concerned about others' perceptions based on your appearance or communication skills.

Stress Management:

Effectively handling stress involves creating a strategy to cope with daily pressures, aiming for a harmonious balance between life, work, relationships, relaxation, and enjoyment. This approach enables the proactive management of daily stressors, allowing you to confront challenges successfully.

Always bear in mind the ABC of stress management:

A: Adversity, representing the stressful event.

B: Beliefs, indicating your response to the event.

C: Consequences, encompassing the actions and outcomes resulting from the event.

Ability to Work Independently:

The capability to work independently is achieved by fostering a calm and composed demeanor, signifying:

1. Developing self-awareness, self-monitoring, and self-correction.
2. Understanding the tasks at hand.
3. Initiating actions without relying solely on instructions.
4. Acknowledging and rectifying mistakes without assigning blame to others.
5. Possessing both the ability and the determination to engage in continuous learning.

Management Techniques:

Effective stress management techniques include:

- 1. Time Management:** Prioritize tasks to alleviate stress.
- 2. Physical Exercise and Fresh Air:** Engage in activities like yoga or meditation for better blood circulation and relaxation. Outdoor activities provide fresh oxygen, enhancing overall well-being.
- 3. Healthy Diet:** Maintain a balanced diet, incorporating staples like dal, roti, vegetables, and fruits for sustained energy and efficiency.
- 4. Positivity:** Focus on positive aspects rather than dwelling on negatives. Adopting a constructive attitude can help overcome challenges, such as improving performance after a low test score.
- 5. Adequate Sleep:** Ensure a minimum of 7 hours of sleep each night to recharge both body and mind for optimal functioning.
- 6. Holidays with Family and Friends:** Break from routine by spending quality time with family or friends during vacations, providing a refreshing perspective upon return.

Emotional Intelligence:

Emotional intelligence involves recognizing and handling both personal and others' emotions effectively.

- 1. Emotional Awareness:** This skill encompasses the capability to identify and label one's own emotions.
- 2. Harnessing Emotions:** The adeptness to channel and utilize emotions for cognitive processes, such as thinking and problem-solving.
- 3. Managing Emotions:** This facet involves the skill to regulate one's own emotions as needed and assist others in achieving emotional regulation.

Finding Strengths (Abilities):

1. Reflect on consistent successes.
2. Consider positive traits others appreciate in you.
3. Dedicate time to identify your competencies.

Finding Weaknesses:

1. Identify challenging areas and tasks.
2. Pay attention to feedback from others.
3. Embrace feedback openly for self-improvement.

Interests:

1. Pleasurable activities in free time.
2. Curiosity-driven or self-motivated pursuits.
3. Future learning or desired activities.

Abilities (Strengths):

1. Natural or acquired capacities.
2. Proficiency in performing specific tasks or jobs.

Self-Motivation:

Internal drive propelling action, fostering goal achievement, happiness, and enhanced quality of life. It's the capacity to act independently without external influence.

Types of Motivation:

- **Internal Motivation:** Driven by personal satisfaction, happiness, and well-being, such as learning a new skill during an annual function.
- **External Motivation:** Fueled by external rewards like respect, recognition, and appreciation, as seen when Suresh's prize in a 100m race motivates him to practice regularly.

TOP 10 MCQs

1. What is the best way to start our day positively?

- (a) Think about all that can go wrong.
- (b) Think about the difficult test you will face during the day.
- (c) Think about all your accomplishments so far and feel good about them.
- (d) Think about the traffic on the road and feel stressed.

Answer: (c)

2. Do you think people living in hill stations can skip taking a bath for many days?

- (a) No, irrespective of the climate, one should take a bath regularly.
- (b) Yes, not taking bath for many days is acceptable for people staying in cold climate.
- (c) Yes, if they wipe themselves with a wet cloth, then it is fine.
- (d) None of the above

Answer: (a)

3. In self-management skills you can improve yourself in various skills like _

- a. Discipline
- b. Timeliness
- c. Goal-setting
- d. All of the above

Answer: (d)

4. When you are under _____ for a prolonged period, it can cause health problems and mental troubles as well.

- a. Stress
- b. Discipline
- c. Timeliness
- d. Goal – Setting

Answer: (a)

5. If you can become a calm and relaxd person, you will have the ability to work independently, which means.

- a. You are self-aware
- b. You are self-monitor
- c. You are self-correcting
- d. All of the above.

Answer: (d)

6. How many types of skills are there in emotional intelligence?

- a. Emotional awareness
- b. Harnessing emotions
- c. Managing emotions
- d. All of the above

Answer: (d)

7. How can you identify your weaknesses?

- a. Point out the areas where you struggle and the things you find difficult to do.
- b. Look at the feedback others usually give you.
- c. Be open to feedback and accept your weaknesses without feeling low about them.
- d. All of the above

Answer: (d)

8. _____ Management refers to focusing human efforts on maintaining a healthy body and mind capable of better withstanding stressful situations.

- a. Stress
- b. Time
- c. Money Page
- d. Emotion

Answer: (a)

9. High expectations from self can leave one with chronic anxiety and stress, thus leading to _____ stress

- a. Mental
- b. Physical
- c. Social
- d. Financial

Answer: (a)

10. Managing stress is about making a plan to be able to cope effectively with daily pressures. Always keep in mind the ABC of stress management. The acronym ABC stands for _____.

- a. Ability, Burden, Concise
- b. Adore, Belief, Cause
- c. Adversity, Beliefs, Consequences
- d. Adapt, Balance, Cooperate.

Answer: (c)

TOP 10 QUESTIONS

Q1. What do you mean by Self-management?

Ans. Self-management, also referred to as ‘self-control,’ is the ability to control one’s emotions, thoughts and behavior effectively in different situations.

Q2. Give any two examples where a small amount of stress is helpful. of stress is helpful.

Ans. Two examples where a small amount of stress is helpful are:

1. A fire alarm is intended to cause stress and alert you to avoid danger.
2. The stress created by a deadline to finish a paper can motivate you to finish it on time.

Q3. Write four signs/symptoms of stress.

Ans. Four Symptoms of stress management are

- a. Headache
- b. Sleeplessness
- c. Sadness
- d. Excessive worrying
- e. Nervousness

Q4. Write four qualities of those people who work independently.

Ans:

1. Possessing self-awareness, self-monitoring skills, and the ability to self-correct.
2. Taking initiative without needing explicit instructions.
3. Demonstrating a capacity for continuous learning.
4. Acknowledging and learning from their own mistakes.

Q5. Differentiate between Interests and Abilities.

Ans:

| Interests | Abilities |
|---|--|
| Things that you like to do in your free time that make you happy. | An acquired or natural capacity |
| Things you are curious to do even if no one asked you to do it. | Enable you to perform a particular task with proficiency |

Q6. What do you mean by Goal and Goal Setting?

Ans. Goals: They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favorite mobile phone by a particular date. Goal setting: It is all about finding and listing your goals and then planning on how to achieve them

Q7. Write the Qualities of self-confidence.

Ans: Qualities of self-confident people –

- a. Self-belief – Always believe in yourself and respect the failures, that make you successful in life.
- b. Hard Work – Work hard to achieve the goal, don't be afraid of failures.
- c. Positive Attitude – A positive attitude means focusing on the goal and trying to achieve.

Q8. How to build self-confidence?

Ans: There are three steps to build self – confidence are as follows –

- a. Step 1: Appreciate achievements & accept failures.
- b. Step 2: Make a goal and try to achieve it.
- c. Step 3: Always look on the positive side and be happy.

Q9.What are the factors that decrease self-confidence?

Ans: Factors Decreasing Self-Confidence:

1. Task Overwhelm:
2. Past Mistakes and Demotivation:
3. Failure Aversion:

Q10. What are the reasons for the promotion of a Self-Management person?

Ans:

Reasons for Promoting Self-Management:

(a) Independence Emphasis:

- Encourages autonomy, avoiding dependency on others.

(b) Boosting Self-Confidence:

- Foster's self-assurance, empowering individuals to navigate their own lives.

(c) Long-Term Sustainability:

- Establishes a lasting and sustainable approach to managing personal life.

EXPHUB 9&10

ITC SKILLS II

The Importance of Acquiring and Building ICT Skills"

Acquiring and developing ICT skills are essential for effective communication, business operations, and maintaining connections with family and friends. Therefore, it is crucial for individuals to continually enhance their ICT skills to keep pace with the latest software and applications available.

A computer system is comprised of two main components:

Hardware - These are the physical parts of the computer that can be seen and touched, such as the keyboard, monitor, and CPU.

Software - This refers to the intangible components that enable the hardware to function. Examples include Windows and MS Office.

AN OPERATING SYSTEM

SERVES AS AN INTERFACE BETWEEN USERS AND COMPUTERS, DIRECTING PROGRAM PROCESSING AND CONTROLLING COMPUTER OPERATIONS. IT PERFORMS SEVERAL KEY FUNCTIONS:

1. Supervising hardware by monitoring each device's status and usage.
2. Ensuring proper functionality of hardware devices.
3. Managing software resources.
4. Regulating memory usage by tracking available and utilized memory for each software.
5. Organizing files and directories within the computer system.
6. Monitoring disk space utilization for specific files.
7. Enabling file management operations like creation, copying, moving, and deletion.

Types of Operating Systems

The different types of operating systems are as follows:

Different types of operating systems serve specific purposes:

Single-user, single-task OS: Allows only one user to utilize the computer for a single task at a time.

Single-user, multi-task OS: Found in desktops and laptops, it enables one user to run multiple programs simultaneously, such as Windows and Apple MacOS.

Multi-user OS: Permits multiple users to work on the same computer either at different times or concurrently.

Real-time OS: Responds to input within specific time constraints, ensuring consistent completion times for operations. Examples include Lynx OS and Windows CE.

Distributed OS: Operates across interconnected computers in a network, integrating them into a unified computing and storage environment. Examples include Windows, UNIX, and LINUX.

Interactive (GUI-based) OS: Features a user-friendly graphical interface allowing input through mouse actions like clicking, double-clicking, or right-clicking. Windows exemplifies this type of operating system.

Understanding Desktop Components in Windows:

Taskbar: Positioned along the bottom of the screen, the taskbar is a lengthy horizontal bar that provides essential functionality. To the left, you'll find the Start button, while the Date/Time is located to the right. Additionally, the taskbar displays icons representing open programs and several shortcuts.

Start Button: Situated on the left side of the taskbar, the Start button serves as a gateway to the Start menu, offering access to various programs and features upon clicking.

Recycle Bin: Housing deleted files and folders, the Recycle Bin allows users to restore accidentally removed items. It serves as a temporary storage space for items before permanent deletion.

CREATING AND MANAGING FILES AND FOLDERS

Files – Every single thing you keep on your computer is kept as a file. A file system is a method for naming, storing, and retrieving files.

Creating Files:

1. Right-click on any empty space within the right column.
2. From the shortcut menu, choose "New" and then select the desired file type you wish to create.

Renaming Folders and Files:

1. Right-click on the file or folder.
2. Select the "Rename" option from the shortcut menu.
3. Input the new name or modify the existing one, then press the Enter key.
4. Alternatively, simply select the file/folder and press the function key F2.
5. Right-click on any empty space within the right column.
6. From the shortcut menu, choose "New" and then select the desired file type you wish to create.

Folder: Folders and directories serve as containers for single or multiple files. Within each directory or folder, you may find related files and/or subfolders. Sub-folders can contain one or more files and additional sub-folders, allowing for easy organization and accessibility of files.

Creating a Folder:

1. Double-click the Computer icon.
2. Select the drive where you wish to create the folder, such as Local Disk D:.
3. A window will open, displaying the files and folders on Local Disk D:.
4. Click on "New Folder" in the toolbar.
5. A new folder named "New Folder" will be created, with the name highlighted.
6. Enter a desired name for the folder.

Renaming Folders and Files:

1. Right-click on the file or folder.
2. From the shortcut menu, choose the "Rename" option.
3. Type the new name or edit the existing one, then press Enter.
4. Alternatively, select the file/folder and press the Function key F2.

Deleting Files or Folders:

1. Click on the file or folder.
2. Press the Delete key.
3. Alternatively, right-click and select the "Delete" option from the shortcut menu.

BASIC SHORTCUTS

CTRL+ z – undo
CTRL+ y – redo
CTRL+ a – select all
CTRL+ x – cut
CTRL+ c – copy
CTRL+ v – paste
CTRL+ p – print
CTRL+ s – save.

APPLY BASIC SKILLS FOR CARE AND MAINTENANCE OF COMPUTER

Computer systems require maintenance in order to function properly. System failure may result from poor maintenance. You may be able to keep it in good working order by giving it routine care and maintenance. Installing updates, security, creating backups, and scanning are all part of routine system maintenance.

Maintaining Computer System:

1. Ensure the computer is free from dust by regular cleaning.
2. Avoid consuming food or beverages while using the computer to prevent spills.
3. Keep hands clean before using the keyboard to maintain its cleanliness.
4. Handle CDs and DVDs with care to prevent scratches.
5. Cover the keyboard when not in use to protect it from dust and debris.

Maintaining Computer Components

Proper care of computer components is essential for longevity.

Implementing preventive maintenance measures can significantly extend the lifespan of these components.

General Precautions for Cleaning Computer Components:

- Always ensure the computer system is powered off before beginning the cleaning process.
- Avoid spraying cleaning fluid directly onto computer components. Instead, apply the liquid onto a cloth and then use it to wipe the components.
- Take care not to allow any cleaning liquid to drip near the circuit board.
- It's recommended to use an anti-static wristband to prevent the accumulation of static electricity near electronic devices.

Cleaning Computer Components:

Computer Monitor: To clean the computer monitor, use a soft lint-free cloth such as cotton, along with water or a specialized cleaning liquid. Avoid spraying water or cleaning liquid directly onto the monitor to prevent it from seeping through the seams.

Keyboard: Dirt and dust can harm the keyboard, potentially causing keys to malfunction. Periodically, turn the keyboard upside-down and gently shake it to remove dirt and debris.

Optical Mouse: Use a clean, lint-free cloth to wipe the bottom of the optical mouse. Air or a cotton swab can be used to clean the lens area.

Digital Camera: Avoid touching the camera's lens directly.

Use a soft lens brush or a dry cloth to remove dust from the lens.

For stubborn dust, apply a special lens cleaning solution to a tissue before wiping the lens.

CDs and DVDs: Store CDs and DVDs in their proper cases to prevent damage. Clean any dirt or fingerprints from CDs and DVDs by lightly rubbing them with a clean, lint-free cotton cloth.

PREPARING MAINTENANCE SCHEDULE

regular computer system maintenance is crucial for optimal performance and longevity.

Some of the maintenance activities are:

- Maintain cleanliness of computer components like keyboard, mouse, and monitor.
- Replace malfunctioning hardware promptly.
- Avoid food near the computer to prevent damage.
- Organize cables and cords to prevent tangling.
- Remove unauthorized software from the system.
- Back up data regularly for safety.
- Periodically verify backup integrity through restoration checks.
- Use an external hard drive for data backups.
- Run antivirus scans routinely and keep software updated.
- Avoid overcharging device batteries.
- Ensure vents are clear to prevent overheating.
- Always shut down the computer properly.

Safeguarding Computer Systems from Viruses:

A computer virus, an unauthorized program, attaches itself to other programs, altering their functionality. While some viruses may not cause harm, others can inflict damage by corrupting programs or deleting data. VIRUS, standing for Vital Information Resource Under Seize, is a term used to describe these malicious programs.

Ways a Computer Can Get Infected with a Virus:

- Through infected files.
- Via infected pen drives.
- From infected CD-ROMs/DVD-ROMs.
- Through infected file attachments in emails.

Things a Computer Virus Cannot Do:

- It cannot infect files on CD or DVD if they are closed for writing.
- It cannot infect computer hardware such as keyboards, mice, etc.

Detecting Signs of Computer Virus Infection:

- Sluggish computer performance.
- Changes in file sizes.
- Frequent system freezes or crashes.
- Unusual increase in the number of files.
- Unexpected error messages on the screen.
- Automatic computer restarts.

Scanning and Cleaning for Viruses, SPAM Files, Temporary Files, and Folders:

- Install and utilize reliable anti-virus software.
- Ensure the anti-virus software is regularly updated.
- Scan all downloaded files from the Internet.
- Avoid opening emails from unknown senders.
- Do not permit unauthorized individuals to use your system.
- Exercise caution with unknown pen drives or CDs.
- Refrain from clicking on pop-up windows while browsing the Internet.

Preparing Computer Against Viruses:

- Maintain active background operation of the anti-virus program.
- Keep the anti-virus software updated to detect new viruses.
- Perform full disk scans periodically.

Removing Temporary Files:

1. Double-click on the Computer icon located on the desktop.
2. Open the Computer window.
3. Right-click on Local Disk C: and select Properties from the Shortcut menu.
4. The Properties window opens. Click on Disk Cleanup.
5. The Disk Cleanup for C: window will appear.
6. Click the Check box next to Temporary Files, Temporary Internet files, etc. that you want to delete.
7. Click OK.
8. A confirmation message will appear
9. Click Delete Files.
10. Windows will delete all the temporary files on the computer.

Removing Files from the Temporary Folder

- Press the Windows button + R on the keyboard.
- The Run dialog box will appear.
- Type %temp% and press Enter.
- The Temp folder will open. Press Ctrl + A to select all the files in the folder.

- Press the Delete key.
- A message box will appear. Click Yes to confirm the deletion

Firewall:

A computer firewall functions as a network security system, either through software or a programmable device, overseeing and controlling incoming and outgoing network traffic based on user-defined security parameters. Firewalls enhance the security of computers connected to networks such as LANs or the Internet. Generally, a firewall establishes a barrier between a trusted internal network and an untrusted external network, such as the Internet. It scrutinizes each data packet, assessing whether it should be allowed to pass or halted, regardless of whether it is incoming or outgoing traffic.

Cookies:

When a user visits an internet website, a small file called a cookie is stored on their computer. These files are utilized to retain personalized information specific to a particular client and website. A cookie is transmitted by a website upon your visit and is stored on your computer in a file. Only the website that generated the cookie can read it, and this information remains inaccessible to other servers.

Basic Tips for Device Care:

- (i) **Keyboard:** Clean the keyboard using a soft brush.
- (ii) **Screen:** Wipe the screen with a soft cloth to remove fingerprints.
- (iii) **Handle Devices Carefully:** Handle and move your laptop carefully to avoid dropping or banging it against hard surfaces.
- (iv) **Keep the Computer Cool:** Overheating can damage internal parts. Ensure the CPU fan is functioning to maintain optimal temperature.
- (v) **Avoid Overcharging the Battery:** Unplug the device once it reaches full charge to prolong battery life.
- (vi) **Plug in Devices Carefully:** Connect USB drives or headphones gently without forcing them into the port.
- (vii) **Limit Running Programs:** Avoid running too many programs simultaneously to prevent computer slowdown or crashes.

Maintenance Schedule:

(a) Daily Maintenance:

- i. Clean up your email inbox.
- ii. Download email attachments and save them in proper folders.

(b) Weekly Maintenance:

- i. Clean your keyboard.
- ii. Clean your monitor.

- iii. Dust CPU and printer.
- iv. Backup your data to an external drive.

(c) Monthly Maintenance:

- i. Transfer photographs to computer and delete from drive.
- ii. Organize photos into folders or albums.
- iii. Clean up 'Download' folder.
- iv. Uninstall unused programs and apps.
- v. Run disk cleaner software.
- vi. Run full system virus scan.

(d) Yearly/Annual Maintenance:

- i. Clean up contacts list on social media accounts.
- ii. Clean up email contact list.
- iii. Update your operating system.
- iv. Check for expiry of antivirus software and renew.

BACKING UP YOUR DATA:

Backing up data involves saving information from your computer onto another device such as CD/DVD drives. This ensures data recovery in case of computer failure due to crashes, human errors, or natural disasters like floods.

Scanning and Cleaning Viruses: Install antivirus software to prevent and clean viruses from entering your system, safeguarding your data against potential threats.

Increasing Computer Performance: Regularly clean unnecessary files and data such as temporary files and images to free up hard disk space, improving computer performance.

Removing SPAM from your Computer: Sometimes we get emails from companies who are advertising a product or trying to attract you to their website. Such mails are called SPAM. We should never respond to SPAM and delete it on a regular basis.

THREATS TO COMPUTER

Threats are the ways in which personal information can be leaked from a computer without our knowledge.

(a) Theft: Theft means stealing of information or hardware. These may be of three types:

- Physical: Where a person may steal your desktop computer or laptop.
- Identity: Where a hacker steals your personal information and assumes your identity. Using this false identity, the hacker can gain access to your account information or perform illegal activity.
- Software Piracy: This is stealing of software and includes using or distributing unlicensed and unauthorised copies of a computer program or software.

(b) Virus: Viruses are computer programs that can damage the data and software programs or steal the information stored on a computer. Major types of viruses are Worms and Trojan Horse.

Worms: These are viruses that replicate themselves and spread to all files once they attack a computer. This makes it very difficult to remove them.

Trojan Horse: A Trojan Horse disguises itself i.e., it appears to be a useful software program but once it reaches a computer it starts behaving like a virus and destroying data.

- Online Predator: Online predators are people who trap you into inappropriate relationships. They may be older people posing to be your age, bullying you into doing illegal activities online and sometimes face to face.

- Internet Scams: Sometimes you may receive very attractive offers saying you have won huge money in a lottery and that you can claim the prize by depositing a certain amount of money. When you deposit the money using credit card or online banking, you not only lose the deposit money but your card/account information may be misused later. rewrite everything with same points and format

PROTECTING YOUR DATA:

(a) Use Strong Passwords: Utilize complex passwords that are difficult to guess, incorporating a mix of lowercase and uppercase letters, numbers, and special characters. This enhances security and prevents unauthorized access to your computer.

(b) Install Anti-virus and Firewall: Implement anti-virus software and a firewall to monitor incoming and outgoing data, preventing viruses from infiltrating your computer. Anti-virus programs also detect and eliminate viruses that may have already infected your computer.

(c) Encrypt Data: Encrypt sensitive data stored on your computer, especially important for banks and companies storing customer information. Utilize encryption features like Bitlocker in Windows to encrypt the entire hard disk, requiring a decryption password or key to access the data, thereby preventing unauthorized usage.

(d) Use Secure Sites: Only provide credit card or bank account details on secure sites. Look for "https://" and a lock symbol in the browser's address bar to ensure the site is secure before entering sensitive information.

TOP 10 MCQs

1. Which software manages all the devices of a computer and keeps track of the status of the device,

whether it is busy or not?

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

2. An _____ manages the computer memory and keeps track of which memory space is in use by which program and which space is free.

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

3. 18. GUI stands for _____

- (a) Graphical User Interface
- (b) Graphical User Interaction
- (c) Graphical User Interactive
- (d) None of the above

Answer: a. Graphical User Interface

4. Which of the following is not an operating system?

- a. DOS
- b. Windows
- c. Linux
- d. Disk Defragmentor

Answer: d. Disk Defragmentor

5. Which of the following is not a mobile operating system?

- a. Android
- b. iOS
- c. Windows Phone
- d. Linux

Answer: d. Linux

6. Which operating system allows only one user to do a task on the computer and one thing at a time?

- (a) Single-user, multi-task operating system
- (b) Single-user , single-task operating system
- (c) Multi-user
- (d) None of the above

Answer: (b) Single-user, single-task operating system

7. Which Operating System is used to control machineries like robots in complex animations and computer-controlled automated machines

- (a) Real Time
- (b) Multi-user
- (c) Single-user, multi-task operating system
- (d) Distributed

Answer: (a) Real Time

8. _____ operating system enables multiple users to work on the same computer simultaneously.

- (a) Single-user , single-task operating system
- (b) Single-user, multi-task operating system
- (c) Multi-user
- (d) None of the above

Answer: (c) Multi-user

9. Which of the following is a free and open-source operating system?

- a. DOS
- b. Windows
- c. Linux
- d. None of these

Answer: c. Linux

10. What is the shortcut key to rename a file or folder in windows?

- (a) Ctrl + R
- (b) F2
- (c) Alt + R
- (d) Ctrl + F2

Answer: (b) F2

TOP 10 QUESTIONS

1. What is ICT?

- Information and Communication Technology (ICT) is an acronym for information and communication technology. ICT helps in the proper sharing, receiving, and processing of information, and an ICT device is a device that is used for processing, storing, and delivering information to others. Examples of ICT devices are – Laptop, Desktop, Tablets and Smartphones.

2. Objectives of Information and communication technology?

Advantages and disadvantages of ICT.

- Full form of ICT is Information and communication technology. The goal of ICT is to bridge the gap between parents, educators, and students by encouraging sustainable, cooperative, and transparent communication methods. Advantages of ICT
- a. Enhanced the modes of communication
 - b. Independent learning platforms Cost – efficient
 - c. Enhanced data and information security
 - d. Paperless – Eliminate the usage of paper
 - e. Better teaching and learning methods
 - f. Web – based LMS tools
- Disadvantages of ICT
- a. Traditional books and handwritten methods are at risk.
 - b. Managing courses online is difficult
 - c. Teachers require experience to handle ICT
 - d. Risk of cyber attacks and hacks
 - e. Misuse of technology

3. What is BIOS?

- BIOS stands for Basic Input/ Output System, It helps the computer system to identify (Self-test) the peripheral devices which are connected to the computer system and helps computers to load Operating System properly.

4. What is the purpose of Mouse?

➤ The purpose of the mouse is –

- Roll Over or Hover – Whenever we bring the mouse over the files, it shows the details of the file.
- Click or Double Click – Mouse allows you to select, open or delete files and folders from the computer system.
- Drag and Drop – Click on the file and drag and drop your file where you want.

5. What are files and folders in a computer system?

➤ a. File – File is a collection of information different types of files store different types of information. Every file has a file name and extension that identifies the type of file.

- Folder – Folder is a collection of files or a group of files.

6. How to maintain a computer system?

➤ Some simple ways to take care of computer system are –

- Keeping a Device Clean – Always keep a device clean, such as the keyboard, the screen, and the mouse. Handle your gadget with care, keep it cool, and don't overload your battery.
- Prepare a Maintenance Schedule – Make a schedule for computer maintenance.

Daily Maintenance

- Clean up your email inbox
- Save Important attachments and save in folder

Weekly Maintenance

- Clean your Keyboard, monitor, CPU and printer
- Backup your data

Monthly Maintenance

- Clean unused photographs
- Clean up Download folder
- Uninstall unused programs
- Run full system virus scan
- Run disk – cleaner software

Yearly / Annual Maintenance

- Clean up social media accounts
- Clean up e-mail contact list
- Update your operating System

7. How to increase Computer performance?

>We frequently install a large number of applications, which slows down the computer. Always attempt to uninstall unnecessary applications, temporary files, and antivirus software updates.

8. What is a Security Break?

Security break is leakage of information stored in a computer. Your personal information can be lost or leaked in two ways – We are not cautious when it comes to disclosing personal information via the internet. We share our account information and passwords on unsafe websites. A person gets unauthorized access to our computer. This can happen at work if we don't log out before leaving the computer.

9. How can we protect our data?

To protect our data from theft and viruses we can take the following measures –

- a. Use Strong password in your account – Make your passwords difficult to guess. When creating a new password, attempt to use a combination of Small Character Capital Character Special Character Numbers
- b. Install Antivirus and Firewall –Anti-virus software and a firewall protect your data from virus and from hackers.
- c. Encrypt your data – Keep your information in an encrypted format to keep it safe from unauthorized users.
- d. Open only secure site – Before visiting a website, make sure the address begins with https://. A website that begins with https:// is a secure website.

10. Difference between Hardware and Software?

A computer system consists of two main parts – Hardware and Software.
a. Hardware – Hardware is a physical part of a computer system. We can feel and touch the hardware devices. example – CPU, Mother Board, Hard Disk, Keyboard, Mouse, Printer etc.
b. Software – Software related to the programs which perform different types of tasks on the computer system. Program is a collection of Instructions. It also helps the computer to perform the specific task. Example – Open Office Base, Spreadsheet, Presentation etc.

ENTREPRENEURIAL SKILLS II

ENTREPRENEUR

- An entrepreneur, stemming from the French term "entrepreneur" meaning to undertake, is an individual who initiates a new business venture, assuming a majority of the associated risks while also reaping the majority of the rewards.
- A person who establishes one or more businesses, assuming financial risks with the expectation of achieving profitability.
- Alternatively, an entrepreneur can refer to a promoter within the entertainment industry.
- Entrepreneurship encompasses the process of conceiving, launching, and managing a new business endeavor, typically starting as a small-scale operation. Those who spearhead these ventures are commonly referred to as entrepreneurs.
- An entrepreneur epitomizes someone who identifies a challenge within society and promptly sets out to devise a solution. They are the pioneers who take independent action to foster societal advancement, whether through job creation or the introduction of innovative products.

ENTREPRENEUR SKILLS

There are many skills required to start a business. The most popular entrepreneur skills are marketing, business development, customer service, leadership, execution, resilience, focus, determination, talent acquisition, continuous learner.

ENTREPRENEURSHIP AND SOCIETY

Entrepreneurship: The meaning of entrepreneurship involves an entrepreneur who takes action to make a change in the world. Whether startup entrepreneurs solve a problem that many struggle with each day, bring people together in a way no one has before, or build something revolutionary that advances society, they all have one thing in common: action. It's not some idea that's stuck in your head. Entrepreneurs take the idea and execute it. Entrepreneurship is about execution of ideas.

Society: Society can be described as an aggregate of people living together in a community or basically a situation of being in the company of others. The persons that comprise a population associate for various engagements including business.

QUALITIES/CHARACTERISTICS OF A GOOD ENTREPRENEUR:

Leadership: A successful entrepreneur embodies strong leadership qualities, guiding their team towards achieving goals. They can effectively communicate their ideas and maintain a clear vision. An entrepreneurial leader understands the importance of taking initiative and being responsive, actively supporting their team.

Risk Taking: A good entrepreneur demonstrates rational planning and decisive action when taking risks. They approach risks with a differentiated perspective and are prepared to invest their time and resources. However, they also maintain backup plans for every risk they undertake, ensuring a safety net for their ventures.

Innovativeness: Adapting to evolving customer needs and market demands requires innovative thinking. A successful entrepreneur leverages creative ideas to meet these requirements. Entrepreneurial ventures are not limited to one type of innovation but can thrive on a combination of innovative approaches. This could involve introducing new products in novel ways with unique messaging strategies.

Goal-oriented: Effective entrepreneurs maximize their business outcomes by working towards clear, measurable objectives.

Decision-maker: Entrepreneurs face numerous decisions in realizing their business ideas and consistently opt for the most suitable and profitable alternatives.

Highly Optimistic: Successful entrepreneurs maintain a constant sense of optimism, undeterred by present challenges as they anticipate favorable business conditions in the future.

Motivator: Entrepreneurs cultivate teamwork and motivate their employees, ensuring full cooperation from their team members.

Self-confident: Entrepreneurs exhibit confidence in their abilities to achieve goals, essential for convincing their team to pursue shared objectives.

Action-oriented: Entrepreneurs possess a vision and ideology focused on taking proactive steps to plan and execute initiatives effectively.

Dynamic Agent: Entrepreneurs innovate by identifying new needs and devising novel means to fulfill them, constantly visualizing fresh ventures and strategies.

High Achiever: Entrepreneurs are driven by a strong desire to excel, displaying a relentless pursuit of success fueled by their achievement motivation.

Trust in Self: Entrepreneurs rely on their own decisions and actions, trusting in their perseverance and ingenuity rather than relying on luck.

Entrepreneurship and Economy

Entrepreneurship plays a influential role in driving economic growth and improving the overall standard of living within a nation. While as a startup founder or small business owner, you may perceive your efforts as solely aimed at building your own enterprise and supporting your family, your contributions extend far beyond that scope. In reality, you are making substantial contributions to your local community, state, region, and the entire country.

Entrepreneurs serve as the architects of economic progress, bolstering a nation's prosperity through their initiative, innovative prowess, and dynamic leadership. They generate wealth, create employment opportunities, and stimulate various sectors of the economic system.

Organizer of Society's Productive Resources: Entrepreneurs serve as the organizers of society's productive resources. They gather untapped natural, physical, and human resources, effectively combining them, establishing coordination, and invigorating economic activities.

Facilitator of Capital Formation: Entrepreneurs play a crucial role in capital formation, a vital component for the economic advancement of any nation. Countries unable to increase their capital formation rate lag behind in industrial development.

Job Creation: Entrepreneurs are pivotal in creating employment opportunities within society. They achieve this by establishing new industries, nurturing and expanding existing ones, and engaging in innovative ventures.

Development of Innovative Production Techniques: Entrepreneurs constantly seek to enhance production techniques. They conduct experiments to streamline processes, reduce time, labor, and capital input, and improve product and service variety and quality.

Visionary Leadership: Entrepreneurs demonstrate visionary leadership, adept at recognizing profitable opportunities and formulating strategic plans to achieve their goals.

Support for Government Policies: Entrepreneurs actively contribute to implementing government policies and realizing national objectives. They collaborate with governmental bodies to execute developmental plans effectively.

Enhanced Productivity: Entrepreneurs exhibit the capability to increase productivity by producing more goods and services with fewer inputs. Their efforts significantly contribute to boosting overall productivity levels.

Initiator: Entrepreneurs are the catalysts who initiate the process of establishing an enterprise. They conceive the business idea and strategize the steps required to transform that idea into a tangible reality.

Pillar of Capitalist System: Within a capitalist economy, characterized by the freedom to save, invest, compete, and operate businesses, entrepreneurs play a pivotal role. They exert significant influence by assuming roles as competitors and leaders, thereby shaping market dynamics.

Essential Component of Modern Production Systems: Entrepreneurs serve as the linchpin of the contemporary global economy. They function as the driving force behind innovation, pushing the boundaries of technology, and shaping consumer preferences. Today, entrepreneurs are indispensable components of modern production systems, generating wealth and fostering employment opportunities.

MYTHS OF ENTREPRENEURSHIP

Entrepreneurship is a set of activities performed by the entrepreneur. It is the process of identifying opportunities in the market place. It is the attempt to create value. Many entrepreneurs believe a set of myths about entrepreneurship and the most common are as follows

Misconception: Starting a Business is Easy: Contrary to popular belief, launching a successful business is a challenging endeavor. The reality is that the failure rate of new ventures is quite high, although small-scale entrepreneurship may be relatively easier to initiate.

Misconception: Lot of Money to Finance New Business: Successful entrepreneurs demonstrate the ability to design and launch their businesses even with limited financial resources.

Misconception: Startups cannot be Financed: Entrepreneurs have access to various financing options through schemes like MUDRA, enabling them to raise loans from banks and other financial institutions.

Misconception: Talent is more Important than Industry: The success and growth of a business are significantly influenced by the industry chosen by the entrepreneur, debunking the notion that talent outweighs industry selection in entrepreneurial success.

Misconception: Most Startups are Successful: In developing countries, startups often face challenges in generating substantial profits, leading to a higher rate of failure compared to success.

ADVANTAGES OF ENTREPRENEURSHIP

The main advantages of adopting entrepreneurship as a career are discussed below Independence: An entrepreneur is himself a boss or owner and he can take all the decisions independently.

Excitement: Entrepreneurship offers a thrilling journey, with many entrepreneurs finding immense joy in their ventures. Each day presents new opportunities to test and enhance one's determination, skills, and abilities.

Wealth Creation: Entrepreneurship primarily focuses on generating wealth and enhancing livelihoods by providing goods and services.

Entrepreneurial ventures not only create new wealth but also introduce innovative products, services, or technologies, thereby opening up new markets and avenues for wealth creation.

Flexibility: As an entrepreneur, you have the freedom to tailor your work hours to accommodate other commitments, including spending quality time with your family.

Status: Successful entrepreneurship brings significant recognition and prestige within society, elevating one's standing and reputation.

Ambition Fulfillment: Entrepreneurship enables individuals to realize their ambitions by transforming ideas into original products or services, fulfilling their entrepreneurial dreams.

DISADVANTAGES OF ENTREPRENEURSHIP

Some of the disadvantages of entrepreneurship as a career are discussed below Huge Amount of Time: You have to dedicate a huge amount of time to your own business. Entrepreneurship is not easy and for it to be successful, you have to take a level of time commitment.

Risk: Entrepreneurship entails significant risk, with the potential for loss of personal savings if the business fails.

Hard Work: Entrepreneurs must exert considerable effort to ensure the success of their new ventures, often requiring intense dedication and perseverance.

Uncertain Income: Entrepreneurs face the reality of fluctuating and unpredictable income streams, lacking the stability of a regular or fixed income.

Inexperienced Staff: New entrepreneurs may struggle to hire qualified and experienced staff, leading to potential incompetence among employees due to a lack of experience and expertise

ENTREPRENEURSHIP AS A CAREER OPTION

A career is a line of work that a person takes for life. There are two ways a person can earn a living.

They are

1. self-employment
2. wage employment

For example, a doctor who works for a hospital is a wage employed person. If the same doctor has their own clinic, he or she is a self-employed person.

A self-employed person running a business to satisfy a need by trying new ideas is an entrepreneur.

A person who becomes an entrepreneur goes through a career process. This process is as follows:

| ENTER | SURVIVE | GROW |
|---|---|--|
|  <p>When an entrepreneur is starting, they are just entering the market to do business.</p> <p>For example, Sanjana is starting a small grocery store in a locality.</p> |  <p>There are many entrepreneurs in the market. The entrepreneur has to remain in a competitive market.</p> <p>For example, there are many other grocery stores in the area. Yet, Sanjana's store survives the competition and does well. She also expands the store to two more floors.</p> |  <p>Once the business is stable, an entrepreneur thinks about expanding his or her business.</p> <p>For example, after five years, Sanjana has opened a chain of four more grocery stores in the same city. In the next two years, she plans to expand to two other cities.</p> |

TOP 10 MCQs



1. _____ are people who work for a person or an organization and get paid for that work.

- (a) Self employed
- (b) Wage employed
- (c) Both of the above
- (d) None of the above

Answer : (b) Wage employed

2. Ravi's customer comes to his store and starts shouting at him. He does not get angry. He listens to what his customer is saying. He is _____.

- (a) Hardworking
- (b) Confident
- (c) Patient
- (d) Trying new ideas

Answer : (c) Patient

3. Success of entrepreneur depends on _____ .

- (a) Hard Work
- (b) Good Idea
- (c) Both of the above
- (d) None of the above

Answer: (c) Both of the above

4. A doctor who works for a hospital is a _____ person.

- (a) Wage employed
- (b) Self employed
- (c) Both of the above
- (d) None of the above

Answer: (a) Wage employed

5. Adverse impact of entrepreneurship on society is _____ .

- (a) Environmental degradation
- (b) Trade imbalance
- (c) Labour exploitation
- (d) None of the above

Answer: (d) None of the above

6. Which of the following social problems are tackled by social entrepreneurs?

- (a) Low reach of quality education
- (b) Unemployment
- (c) Child labour
- (d) All of the above

Answer: (d) All of the above

7. Agricultural Entrepreneurship helps farmers in _____ .

- (a) finding low-cost innovations in farming processes.
- (b) giving loans to farmers
- (c) giving jobs to the family members of farmers.
- (d) All of the above

Answer: (a) finding low-cost innovations in farming processes.

8. Entrepreneurship skills helps _____ .

- (a) to develop ability to handle failure.
- (b) in making difference to the society.
- (c) to develop critical thinking
- (d) All of the above

Answer: (d) All of the above

9. Which of the following are commercial functions of Entrepreneur?

- (a) Innovation
- (b) Finance and Accounting
- (c) Leadership
- (d) All of the above

Answer : (d) All of the above

10. An enterprise owned and controlled by a woman and giving at least 51 per cent of the employment generated in the enterprise to women is _____ .

- (a) Agricultural Entrepreneurship
- (b) Small Scale Entrepreneurship
- (c) Social Entrepreneurship
- (d) Women Entrepreneurship

Answer: (d) Women Entrepreneurship

TOP 10 QUESTIONS

1. State a difference between an entrepreneur and a businessman.

- An entrepreneur is different from a conventional businessman. A businessman is someone who sets up a business with an existing idea offering products and services to customers. An entrepreneur, on the other hand, is a person who starts an enterprise with a new idea or concept or a better way to offer an existing idea or concept.

2. What is a business plan?

- An entrepreneur conducts studies to assess the feasibility of the market as regards the proposed products or services. He makes an assessment of the resources required to run the enterprise and the problems that may possibly be faced. Such a blue print of an enterprise is termed as a business plan or a project report.

3. What is the contribution of the entrepreneurs in the execution of government policies?

- The entrepreneurs provide an important contribution in implementing government policies and achieving the national goals. They cooperate with the government for implementations of development plans of the country

4. How does an entrepreneur promotes economic prosperity of a country?

- Entrepreneurs can bring about drastic changes in the very structure of the economy. They stand beyond challenges and make huge profits in every economic system. They are an important source of economic development. They create jobs, wealth and capital in the country. They promote investment, increase production and bring competitiveness in business, reduce costs of products and raise the standard of living in society.

5. Explain the risk bearing characteristic of an entrepreneur.

- An entrepreneur has to have patience to see his efforts bearfruit. In the intervening period (time gap between the conception and implementation of an idea and its results), an entrepreneur has to assume risk. If an entrepreneur does not have the willingness to assume risk, entrepreneurship would never succeed.

6. Explain the role of an entrepreneur as a catalytic agent.

- As Joseph Schumpeter says, entrepreneur's task is "creative destruction". He destroys to create new things. He changes and transmutes values. He searches change and responds to it. He is a change creator. Ralph Harwitz writes in his book 'Realities of Profitability',

The entrepreneur makes a happening, wants piece of action, is the growth man. Without him there is no happening, no action, no growth.

7. Define an entrepreneur.

- Explain the leadership and decision-making qualities of an entrepreneur. Ans. An entrepreneur is someone who perceives opportunity, organises resources needed for exploiting that opportunity and exploits it.

An entrepreneurial leader realises the importance of initiative and reactivity as they go out of their way to provide all support to the team.

Decision-making is an important function because it includes stabilising organisation's aims and objectives and changes them according to the changing conditions.

8. Explain the role and significance of an entrepreneur as an enterprising man and a visionary leader.

- Enterprising Man A business does not get started by itself. It is the entrepreneur who takes the risks and is willing to face devastating failure. He braves uncertainty, strikes out on his own and through native wit, devotion to duty and singleness of purpose, somehow creates business and industrial activity where none existed before. His values and activities have become integral to corporate culture.
- Visionary Leader An entrepreneur has a good vision and sense of mission. He instills inspiration. He is able to recognise potentially profitable opportunities and to conceptualise the venture strategy. He is the key force in successfully moving the idea from the laboratory to the market place. He has the sense of accomplishment.

9. Describe the disadvantages of entrepreneurship as a career.

- Some of the common disadvantages of entrepreneurship as a career are as follows
- (i) Huge Amount of Time: You have to dedicate a huge amount of time to your own business. Entrepreneurship is not easy and for it to be successful, you have to take a level of time commitment.

- (ii) Risk: Entrepreneurship involves high risk of loss. If the business fails then it will wipe away all the personal savings.
- (iii) Hard Work: Entrepreneur has to work very hard to make the new business very successful.
- (iv) Uncertain Amount: There is no regular or fixed income available to an entrepreneur. So, there is always uncertainty in terms of income.
- (v) Incompetent Staff: A new entrepreneur may not be able to hire qualified and experienced staff so there are chances of incompetency by the staff due to lack of experience and knowledge.

10. What are the functions of an entrepreneur? Explain.

- The functions of an entrepreneur are as follows
- (i) New Inventions: Encouraging new inventions and introducing innovations in production, production techniques, sales, marketing, advertisement etc.
 - (ii) Establishing Relations with Government: To establish relations with government and its functionaries. In this regards his functions are
 - (a) obtaining licences,
 - (b) payment of taxes,
 - (c) selling the product to government,
 - (d) Provision for export-import etc.
 - (iii) Size and Scale of Business Unit: To decide about size of business unit, i.e., he wants to establish one production unit or more etc. which is dependent upon demand of the product. Similarly, he has to decide about scale of production, i.e., small scale, middle scale or large scale.
 - (iv) Organisation and Management: An entrepreneur organises and manages various economic and human factors through planning, coordination, control, supervision and direction.
 - (v) Factors of Production: Another important function of an entrepreneur is the factors of production i.e. land, labour, capital etc., should be in right proportion and to maximise output of these factors is the responsibility of the entrepreneur.

DIGITAL DOCUMENTATION (ADVANCED)

CREATE AND APPLY STYLE IN THE DOCUMENT

Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document. Styles help to ensure consistency in formatting throughout the document and make it easier to manage and modify the document's formatting.

Advantages of Style:

- Provides consistency throughout the document
- Saves time and increases efficiency
- Allows for easy updates and modifications
- Makes document management simpler and more organized
- Enhances accessibility for readers who use assistive technologies.

There are several types of styles in OpenOffice, including:

- **Character styles:** These are used to apply formatting to specific characters or words within a paragraph. For example, you might use a character style to make a particular word bold or italicized.
- **Paragraph styles:** These are used to apply formatting to entire paragraphs, including text alignment, spacing, and indentation.
- **Page styles:** These are used to define the layout and formatting of individual pages, including margins, headers, and footers.
- **List styles:** These are used to define the formatting of bulleted or numbered lists.
- **Frame styles:** These are used to define the formatting of frames, which are used to hold graphics or other elements within a document.
- **Table styles:** These are used to define the formatting of tables, including cell borders, backgrounds, and text alignment.
- **Graphics styles:** These are used to define the formatting of graphics or images within a document, including borders, backgrounds, and text wrapping.

How to Apply Style in OpenOffice.org

Step 1 : Select the text, paragraph, or other element where you want to apply the style.

Step 2 : Click Format > Style and Formatting or press F11

Step 3 : Select any one of the style (e.g., Paragraph, Character, etc.)

What is Fill Format Mode and How to apply

Fill Format Mode is a feature in OpenOffice that allows you to copy the formatting from one element of a document and apply it to another element. This can be useful when you want to quickly apply consistent formatting to multiple elements within a document. How to Apply Fill Format Mode

Step 1 : Select the element that contains the formatting you want to copy.

Step 2 : Click on the “Fill Format mode” icon in the Style and Formatting window.

Step 3 : Select the element or elements that you want to apply the formatting to.

Step 4 : Click on the element that you want to apply the formatting.

Creating New Custom Style in OpenOffice.org

There are two different ways to create a Style

- 1) Creating a new Style from a selection
- 2) Dragging and Dropping to Create A Style

Create New Style from Selection

By replicating an existing manual format, you can make a new style. This new style will only be applied to this document and will not be saved in the template.

Step 1 : Select the formatted text or paragraph.

Step 2 : From the top menu, select “Styles” > “New Style” (or press F11).

Step 3 : In the New Style window, enter a name for the new style and select the type of style you want to create.

Step 4 : Make any additional changes to the style options.

Step 5 : Click “OK” to save the new style.

Drag and Drop to create New Style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Step 1 : Open the Styles and Formatting window.

Step 2 : Select text and drag it to the Styles and Formatting window.

Step 3 : In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click OK to save the new style.

Step 4 : If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

Modifying Custom or Pre defined Styles

There are two different ways to modify Style in OpenOffice –

- Updating a style from a selection •
- Load or copy styles from another document or template

Updating a Style from a selection

To update a style from a selection:

Step 1 : Open the Styles and Formatting window.

Step 2 : In the document, select an item that has the format.

Step 3 : In the Styles and Formatting window, select the style you want to update (single click, not double-click), then long-click on the arrow next to the New Style from Selection icon and click on Update Style.

Load or copy styles from another document or template

You can copy styles by loading them from a template or another document:

Step 1 : Open the document into which you wish to paste styles.

Step 2 : Long-click on the arrow next to the New Style from Selection symbol in the Styles and Formatting window, and then select Load Styles.

Step 3 : Locate and choose the template you wish to copy styles from on the Load Styles box.

Step 4 : Decide which style categories should be duplicated.

Step 5 : Click OK to copy the styles

How to Insert and use Image in Digital Document

There are various ways to insert images into a document, including via the Drag and Drop, Insert Image from File, Insert Image from Clipboard, Open Office Gallery, and a scanner.

1. Drag and Drop
2. Insert Image from Dialog Box
3. Insert Image from Clipboard
4. Insert Image from Gallery
5. Insert Image from Scanner

Drag and Drop

To drag an image file into a digital document, follow these steps: –

Step 1 : Open a File browser window and locate the image you want to insert.

Step 2 : Drag the image into the Writer document and drop it where you want.

Insert Image from Dialog Box

To insert an image file into a digital document, follow these steps –

Step 1: Click in the Open Office document in the first step to place the image there.

Step 2: From the menu bar, select Insert > Picture > From File.

Step 3: Navigate to the file that needs to be inserted on the Insert Picture dialogue, select it, and click Open.

Insert Image from Clipboard

Step 1 : Open the document in which you want to insert the image.

Step 2 : Place the cursor where you want the image to be inserted.

Step 3 : Press “Ctrl+V” or right-click and select “Paste” to insert the image from the clipboard.

Step 4 : Resize or move the image as necessary.

Insert Image from Gallery

Step 1 : Open the document in which you want to insert the image.
Step 2 : From the top menu, select “View” > “Gallery” (or press F6).
Step 3 : In the Gallery window that appears, browse through the categories to find the image you want to insert.
Step 4 : Click on the image to select it.
Step 5 : Click and drag the selected image into the document where you want it to appear.

Insert Image from Scanner : If your computer has a scanner attached, Open Office may access the scanning software and enter the scanned item as an image into the Open Office document. To insert image Click the area where the image to be placed, then choose Insert > Picture > Scan > Select Source to begin the process.

Modifying Image in OpenOffice.org : You might need to edit a new image you include so that it matches the document. Here, we'll go through how to use the Picture toolbar, as well as how to resize, crop, and rotate a photo using a workaround.

Picture Toolbar: The Picture toolbar displays when you insert a picture or choose one that is already in the page. View > Toolbars > Picture allows you to set it to always be visible.

Graphics mode: You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list. Flip vertically or horizontally Select the image, then click the corresponding icon to turn it vertically or horizontally.

Filters : The filters are briefly described in the following table, but the best way to comprehend them is to use them. Try around with the various filters and their settings.

Transparency:

To adjust transparency, change the percentage value in the Transparency box on the Picture toolbar, useful for creating watermarks or background images.

Using Formatting Toolbar and Picture Dialog:

a. Cropping Images:

- Right-click the image and choose Picture to initiate cropping.

b. Keep Scale / Keep Image Size:

- Keep Scale maintains image scale during cropping.
- Keep Image Size may result in size increase, decrease, or distortion based on cropping values.

c. Width and Height:

- Inputting values in Scale or Image Size fields changes Width and Height.
- Thumbnail aids in precise cropping measurements.

d. Resizing an Image:

- Adjust image size in Writer if it's too big or small to fit on the paper.

e. Rotating a Picture:

- Use the rotation option in digital documentation to rotate the image as needed.

f. Creating Drawing Objects:

- Access the Drawing toolbar by selecting View > Toolbars > Drawing to utilize drawing tools.

CREATE AND CUSTOMIZE TABLE OF CONTENTS:

A Table of Contents (TOC) is a document feature listing main sections or chapters, providing readers with a quick summary and navigation tool. It typically includes section or chapter titles along with corresponding page numbers.

Advantages of Table of Contents:

- Provides quick navigation
- Enhances organization
- Improves comprehension
- Adds a professional appearance
- Increases accessibility for readers with disabilities

Purpose of Table of Contents:

1. Offers users a summary of the document's contents and structure.
2. Facilitates quick navigation to specific areas within the document.

How to Insert Table of Content in Digital Documentation: Navigate to Insert > Indexes and Tables > Indexes and Tables.

Basic Settings in Table of Contents:

1. Adding A Title:

- Enter a title in the Title area or edit an automatically entered title.
- Clear the Title field to remove the title.

2. Protecting Against Manual Changes:

- Select the "Protected against manual changes" checkbox to prevent accidental modifications.
 - If checked, modifications are limited to the context menu or the Insert Table/Index window.

3. Changing The Number Of Levels:

- Adjust the number of levels examined by entering the required value in the "Evaluate up to level" spin box.

4. Assigning Custom Styles:

- Writer automatically assigns paragraphs using default heading styles (Heading 1, Heading 2).

5. Using The Entries Tab:

- Customize TOC formatting through the Entries tab.
 - Specify the appearance of headings and subheadings, including font, style, indentation, and page number formatting.

IMPLEMENT MAIL MERGE:

Mail merge enables personalized communication to a large group, making it appear tailored for each recipient. It's useful for letters, labels, or envelopes with varied addresses.

How to Create Mail Merge in Digital Documentation:

1. Select Starting Document:

- Begin by choosing the starting document for your mail merge.

2. Select Document Type:

- Specify the type of document you are creating.

3. Insert Address Block or Selecting Data Source:

- Insert an address block or select the data source for your recipients.

4. Create Salutation:

- Generate a salutation for your recipients.

5. Adjust Layout:

- Modify the layout as needed.

6. Edit Document and Insert Extra Fields:

- Edit the document and insert additional fields.

7. Personalize Documents:

- Personalize each document with recipient-specific information.

8. Save, Print, or Send:

- Save, print, or send the personalized documents as required.

Data Source in Mail Merge:

During mail merge, data is retrieved from another document known as the data source. It connects to the main document and provides information such as names, addresses, and phone numbers from a document, spreadsheet, or database.

Types of Data Sources in Mail Merge:

1. Spreadsheet:

- Use spreadsheet files as a data source.

2. Text File:

- Employ text files as data sources.

3. Access/Base Database:

- Link Access or Base databases as data sources.

4. Address Book:

- Utilize an address book as a data source in a mail merge.

TOP 15 MCQs

1. Which of the following is a Mail Merge field?

- a. <>Address>>
- b. Address
- c. {Address}
- d. [Address]

Answer: (a)

2. Which of the following is NOT a step to complete a Mail Merge in Microsoft Word?

- a. Edit the merged document
- b. Preview the merged document
- c. Save the merged document
- d. Print the merged document.

Answer: (c)

3. How is a Table of Contents created in OpenOffice Writer?

- a. Manually typing the headings and page numbers
- b. Automatically generating it using the headings in the document
- c. Copy-pasting the headings and page numbers from another document
- d. None of the above.

Answer: (b)

4. What is a Table of Contents?

- a. A summary of a book
- b. An index of a book
- c. A list of the chapters or sections of a book or document
- d. A glossary of terms

Answer: (c)

5. How can you customize the formatting of a Table of Contents in OpenOffice Writer?

- a. By using the Table of Contents dialog box
- b. By using the Page Layout tab of the ribbon
- c. By manually formatting each entry in the Table of Contents
- d. None of the above

Answer: (a)

6. What is the purpose of the Level setting in a Table of Contents?

- a. To change the font size of the headings
- b. To specify the heading levels that should be included in the Table of Contents
- c. To change the color of the headings
- d. None of the above

Answer: (b)

7. What is the purpose of the “Protect Against Manual Changes” option in the Table of Contents dialog box?

- a. To prevent the Table of Contents from being edited manually
- b. To prevent the headings in the document from being edited
- c. To prevent the page numbers from being edited
- d. None of the above.

Answer: (a)

8. Which of the following is not a recommended practice when creating a table of contents in a digital document?

- a. Using automatic numbering for headings
- b. Including every heading in the document in the table of contents
- c. Updating the table of contents before printing or sharing the document
- d. Using a consistent style for all headings in the document

Answer: (b)

9. What is the difference between a Table of Contents and an Index in a digital document?

- a. A Table of Contents is used to list all the tables in the document, while an Index is used to list all the headings and subheadings in the document.
- b. A Table of Contents is used to list all the figures in the document, while an Index is used to list all the footnotes in the document.
- c. A Table of Contents is used to list all the headings and subheadings in the document, while an Index is used to list all the tables and figures in the document.
- d. A Table of Contents and an Index are the same thing.

Answer: (c)

10. Which of the following image formats is NOT supported in digital documents?

- a. JPG
- b. PNG
- c. PDF
- d. BMP

Answer: (c)

11. What is the purpose of a data source in Mail Merge?

- a. To create a form letter
- b. To connect to the database
- c. To create a table of contents
- d. To add a hyperlink

Answer: (b)

12. Which of the following is a Mail Merge option in Microsoft Word?

- a. Merge and Split
- b. Merge and Protect
- c. Merge and Format
- d. Merge and Center

Answer: (d)

13. What is the purpose of a Mail Merge wizard in Microsoft Word?

- a. To format the merged document
- b. To create the data source
- c. To guide you through the steps of Mail Merged.
- d. To preview the merged document

Answer: (c)

14. Which of the following is a way to insert a Mail Merge field in Microsoft Word?

- a. Insert > Field
- b. Insert > Picture
- c. Insert > Hyperlink
- d. Insert > Table

Answer: (a)

15. In which tab of the ribbon in OpenOffice Writer can you find the option to insert a Table of Contents?

- a. Home
- b. Insert
- c. Page Layout
- d. References

Answer: (d)

TOP 10 QUESTIONS

1. What do you understand by the terms:

- a. Text Wrapping**
- b. Anchoring**

Ans:

a. Text Wrapping – Text wrapping describes the relationship between graphics and the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or be overprinted behind or in front of the graphic.

b. Anchoring – The graphics' reference point is referred to as IT. This point could represent the object's location on the page or in the frame. An anchor point is always present in an image.

2. Explain different ways of creating a template.

Ans: There are two ways to create templates in a document.

- Creating a template from a document –
 1. Create or edit a new or existing document of the type you wish to use as a template.
 2. Fill in the blanks with the content and styles you desire.
 3. Select File > Templates > Save from the main menu.
- Creating a template using a wizard – Wizards can be used to construct letters, faxes, agendas, presentations, and Web page templates. The Fax Wizard, for example, walks you through the following options:
 1. Fax machine type (business or personal)
 2. Document components such as the date, topic line (for business faxes), salutation, and closing
 3. Information about the sender and receiver options (business fax)
 4. Inclusion of text in the footer (business fax)

3. What are Styles? What are the advantages of using styles?

Ans: Styles are pre-defined formatting attributes in digital document processing that can be used to apply consistent formatting to text and other elements. The advantages of using styles include –

- Consistency throughout the document
- Efficiency in formatting the document
- Flexibility in making changes to the document
- Improved accessibility for users with assistive technologies

4. What do you mean by table of contents?

Ans: The table of contents tool in Writer allows you to create an automated table of contents from your document's headings.

Many of the elements are used in the table of contents –

- a. E – It indicates chapter number
- b. E – It represents the entry text
- c. T – It represents tab stop
- d. LS – It represents the start of a hyperlink
- e. LE – It represents the End of a hyperlink

5. How can styles be used to create a table of contents in a digital document?

Ans: To create a table of contents in a digital document, styles can be utilized by assigning particular styles to headings and subheadings throughout the document. By applying the “Heading 1” style to primary section headings and the “Heading 2” style to subheadings, users can generate an automatic table of contents that lists all of the document's sections and subsections in a structured and organized manner. This saves time and effort since users don't have to manually create a table of contents, and it also ensures that the document is consistent and easy to navigate for the reader. In short, using styles to create a table of contents is a powerful feature of digital documents that improves the overall readability and usability of the document.

6. How can the use of styles improve the efficiency of document creation and editing?

Ans: Styles can enhance the efficiency of document creation and editing by enabling users to quickly and easily apply formatting options to text and paragraphs. By defining a set of styles that reflect the formatting options commonly used in the document, users can swiftly apply those styles to text and paragraphs with a single click, streamlining the process and saving time. This feature allows for consistency in formatting, reduces the possibility of errors, and improves the overall productivity of document creation and editing. In summary, using styles is a powerful tool that significantly enhances the efficiency of digital document processing.

7. How can the use of a table of contents benefit the author of a digital document?

Ans: Using a table of contents can be advantageous for the writer of a digital document in various ways. By presenting a structured and well-organized summary of the document's content, the writer can ensure that the document is easily comprehensible and coherent. Consequently, this can save time and minimize the possibility of mistakes that may arise when the reader has to search for particular sections or chapters manually.

8. How can the use of styles help to improve the accessibility of a digital document?

Ans: – Styles are an effective means of enhancing the accessibility of digital documents as they provide a consistent structure and formatting that is easy for users with visual impairments to navigate. By utilizing styles to define headings and subheadings, document creators can establish a clear hierarchy of information that can be interpreted effectively by screen readers. This results in a document that is more user-friendly and inclusive, as it enables individuals with visual impairments to easily access and understand the content. Ultimately, incorporating styles into digital documents can have a positive impact on the overall accessibility and usability of the document, which is a crucial consideration in today's increasingly diverse and inclusive society.

9. How can a table of contents be created and formatted in a digital document?

Ans: To create and format a table of contents in a digital document, users can follow these steps:

- Assign unique heading styles to each section or chapter of the document.
- Insert a table of contents using the appropriate option from the menu or toolbar.
- Customize the table of contents by choosing the desired style and formatting options to match the document's design and layout.
- Update the table of contents whenever changes are made to the document's structure or content to ensure its accuracy and usefulness to the reader.

10. What are templates? What are the advantages of using templates?

Ans: A template is a type of document that you can use to make a similar type of document. Templates can contain text, graphics, style, and design.

The advantages of template are –

- a. Document creation is made easier with templates.
- b. It saves time to give style in document
- c. The use of templates helps to keep the audience's interest.

ELECTRONIC SPREADSHEET (ADVANCED)

ANALYZE DATA USING SCENARIOS AND GOAL-SEEK

Data Consolidation:

Data consolidation in OpenOffice involves merging information from different sources or sheets into a unified area, streamlining analysis and manipulation. This process proves beneficial when dealing with dispersed data across various files or sheets, ultimately boosting productivity, precision, and the effectiveness of decision-making.

Benefits of employing Data Consolidation:

- Time savings through the integration of information from diverse sources into a single document.
- Decreases the likelihood of errors associated with manual data copying, thereby enhancing accuracy.
- Facilitates comprehensive examination and interaction with consolidated data in a centralized location, leading to improved efficiency.
- Enhances decision-making by providing a holistic view of the data.
- Simplifies data sharing with others by consolidating all relevant information in one accessible location.

Creating Subtotal in Electronic Spreadsheet:

In an OpenOffice electronic spreadsheet, the Subtotal function computes the total of a specified range of values within a list or table. This feature proves useful for summarizing data based on categories or groups, enabling a swift overview of the total for each distinct group.

Benefits of Utilizing Subtotal in OpenOffice Electronic Spreadsheet:

Streamlined data analysis through the grouping and summarization of data based on specified criteria.

- Elevated accuracy is achieved through automated subtotal calculations, minimizing the risk of errors.

Time and effort savings lead to increased efficiency in handling and analyzing data.

Improved organization facilitated by the grouping of data into distinct categories and subcategories.

Customizable grouping and calculation criteria provide flexibility for tailored data analysis.

Using “What-if” Scenarios in Electronic Spreadsheet.

In OpenOffice electronic spreadsheets, the term "Scenarios" pertains to functionality that empowers users to generate and compare various datasets, enabling the exploration of diverse outcomes or possibilities. This feature proves valuable in scenarios where there is a need to assess the impact of data modifications on calculations, particularly in applications like financial modeling or forecasting.

Advantages of employing Scenarios in OpenOffice electronic spreadsheets include:

- Exploration of diverse outcomes or possibilities by adjusting data parameters.
- Enhanced comprehension of your data, leading to more informed decision-making.
- Particularly beneficial in financial modeling, forecasting, and other fields where assessing the impact of various variables on data is crucial.
- Comparison and contrast of different data sets, providing insights into their potential impact.
- Time-saving capabilities, allow for the effortless creation and testing of different scenarios.

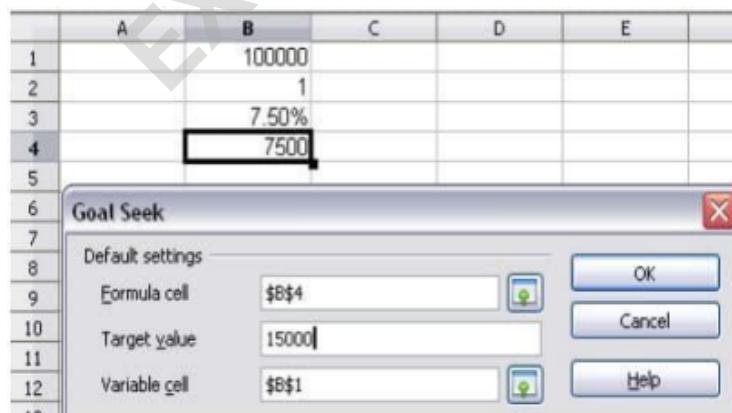


To utilize Scenarios in OpenOffice, follow these steps:

1. Open a new or existing spreadsheet in OpenOffice.
2. Input the original data serving as the foundation for your scenarios.
3. Navigate to Tools > Scenarios in the menu bar.
4. In the Scenarios dialog box, select Add to generate a new scenario.
5. Assign a name to your scenario and choose the cells you wish to modify.
6. Input new values for each designated cell in your scenario.
7. Click OK to save your scenario.
8. Repeat steps 4-7 to create additional scenarios.
9. For scenario comparison, go to Tools > Scenarios, and choose the scenarios you want to compare.

Goal Seek in Electronic Spreadsheet:

Goal Seek in an electronic spreadsheet refers to a feature that allows you to find the input value needed to achieve a specific output value. This can be useful when you know the desired result of a calculation, but you are not sure what input value is needed to achieve that result. For example, you might use Goal Seek to determine what interest rate is needed to pay off a loan in a specific amount of time, or what sales volume is needed to achieve a certain profit margin.



To use Goal Seek:

1. Input formula for output.
2. Enter the initial input value.
3. Click Tools > Goal Seek.
4. Set target output and select input cell.
5. Click OK to calculate and update the input cell.

Solver in Electronic Spreadsheet:

Solver in electronic spreadsheets is an advanced alternative to Goal Seek, capable of handling equations with multiple unknown variables. It identifies the optimal solution meeting defined conditions, such as minimizing or maximizing results based on user-defined rules or constraints.

| | Goal Seek | Solver |
|--------------------|---|--|
| Purpose | Find a single variable solution to a problem | Find an optimal solution to a problem with multiple variables |
| Input variables | One input variable | Multiple input variables |
| Output | Finds the value of the input variable that produces a specific output | Finds the best combination of input variable values that meet a set of conditions or constraints |
| Problem complexity | Simple problems with one unknown variable | Complex problems with multiple unknown variables and constraints |
| Algorithm | Iterative method | Optimization algorithm |
| Optimization | None | Minimize, maximize, or target a specific value |
| Constraints | None | Multiple constraints can be added |

Linking Data and Spreadsheets:

You can establish connections between cells across various worksheets and spreadsheets to consolidate data from multiple sources within your spreadsheets. This enables the creation of formulas that blend data from diverse origins, allowing for computations using both linked and local data.

Inserting New Sheet:

When working with a new spreadsheet, it typically includes three sheets named Sheet1, Sheet2, and Sheet3. If you wish to add a new sheet, various methods are available.

Steps for Creating a New Sheet:

1. Choose **Insert > Sheet** from the menu bar.
2. Insert the sheet by right-clicking on the tab.
3. Click in the empty area at the end of the sheet tabs.

Renaming Sheets:

1. Double-click on the current worksheet name.
2. Right-click on an existing worksheet name and select "Rename."
3. Click on the worksheet tab, choose "Sheet" from the Format menu, and then select "Rename" from the displayed submenu.

Cell Reference:

Referring to specific cells involves a unique identifier called a cell reference, comprising a column letter and a row number. Two ways to reference cells in other sheets:

1. Create the reference with the mouse.
2. Create the reference with the keyboard.

Working with Hyperlinks:

In Calc, hyperlinks facilitate navigation between cells, files, websites, or other spreadsheets.

a. Relative and Absolute Hyperlinks:

Relative Hyperlinks: Specify the current cell, using a path relative to the file.

b. Absolute Hyperlinks: Specify the full path or URL of the linked resource.

Linking to External Data:

1. Using External Data dialog: Go to "Data" > "External Data," select and insert data.
2. Using the Navigator: Click on the "Navigator" icon, select a data source, and drag it into your spreadsheet.

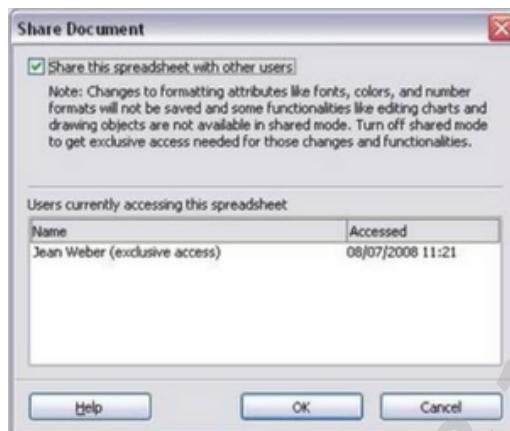
Sharing Worksheet Data:

Spreadsheet software provides the capability to share and store workbooks in a network location, allowing multiple users to view the same workbook simultaneously. This functionality enhances collaboration and increases the efficiency of data entry.

Setting up a Spreadsheet for Sharing:

To enable collaborative features in a spreadsheet:

1. Open the spreadsheet document.
2. Select **Tools > Share Document** to access the collaborative features dialogue.
3. Choose to activate or disable sharing based on your preference



Record Changes:

Tracking modifications in a spreadsheet, whether made by yourself or others, is made possible through the "Record Changes" option in OpenOffice Calc. This feature proves valuable when collaborating on a spreadsheet, reviewing, editing data, and keeping tabs on multiple users' edits.

Any alterations made to the spreadsheet are documented and recorded when the "Record Changes" option is activated in OpenOffice Calc.

Turning on Record Changes Feature:

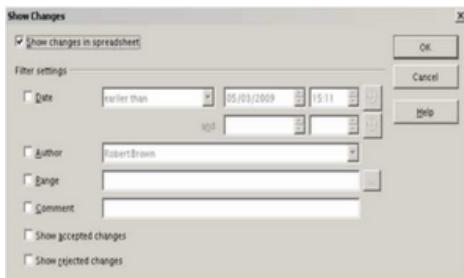
1. Open the Spreadsheet.
2. Click on **Edit > Changes > Record
3. Now, you can begin editing the worksheet.

Viewing Changes:

Calc provides control over the spreadsheet to review changes made by you or others.

To adjust available filters:

- Select **Edit > Changes > Show.
- The following dialog opens.



Viewing Changes in OpenOffice Calc:

In OpenOffice Calc, the "Record Changes" feature allows you to review modifications in a spreadsheet. Key filters include:

- **Date Filter:** Displays changes made within a specified time range.
- **Author Filter:** Shows changes made by a specific person, useful for multiple reviewers.
- **Range Filter:** Reveals changes made within a specific cell range, beneficial for large spreadsheets.
- **Comment Filter:** Displays changes with comments matching search criteria.
- **Show Accepted Changes:** Exhibits only changes you have accepted.
- **Show Rejected Changes:** Reveals only changes you have rejected.

Accepting or Rejecting Changes:

After editing a document with recorded changes, you can choose to accept or reject the alterations. Accepted changes become permanent parts of the document, while rejected changes revert the document to its original state.

1. Go to the "Edit" menu, select "Changes," and then choose "Accept or Reject."
2. In the Accept or Reject Changes dialog box, decide to accept or reject changes individually or all at once.

Merging Worksheets:

Merging worksheets in OpenOffice Calc combines two or more worksheets into a single sheet, useful for consolidating data for analysis or reporting.

1. Open the Worksheet.
2. Select Edit > Changes > Merge Document.
3. Choose the file from the selection dialog box.
4. Utilize the Accept or Reject changes feature as needed.

Accepting or Rejecting Changes:

After editing a document with recorded changes, you can choose to accept or reject the alterations. Accepted changes become permanent parts of the document, while rejected changes revert the document to its original state.

1. Go to the "Edit" menu, select "Changes," and then choose "Accept or Reject."
2. In the Accept or Reject Changes dialog box, decide to accept or reject changes individually or all at once.

Comparing Documents:

To find discrepancies between two or more spreadsheets in OpenOffice Calc, use the "Document Comparison" feature. This is helpful when evaluating edits made by others or comparing two spreadsheet versions for inconsistencies or errors.

1. Open the worksheet.
2. Select Edit > Compare Document.
3. Choose the original worksheet.
4. Identify the changes made.

Creating and Using Macros in Spreadsheets:

Using Macros: A macro in OpenOffice is a set of commands or keystrokes stored for later use. It can automate simple tasks like inputting an address or complex processes, making it flexible for various automation needs.

Advantages of Macros:

- Automate repetitive and routine processes.
- Save time.

Creating Macros in Spreadsheet:

1. Open the Worksheet.
2. Click on Tools > Macros > Record Macro.
3. Click on Start/Stop recording.

EXPHUB 9&10

TOP 15 MCQs

1. _____ series of worksheets or workbooks summarizes it into a single worksheet

- a. Multiple Data
- b. Data Consolidation
- c. Scenarios
- d. Goal Seek Ans: b. Data Consolidation

Answer: (b)

2. Scenarios are a tool to test questions.

- a. Auto
- b. Goal Seek
- c. What-if
- d. Drop Down

Answer: (c)

3. It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want a formula to calculate.

- a. Row
- b. Column
- c. Autosum
- d. Cell Reference

Answer: (d)

4. . _____, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must follow before using the Subtotal option?

- a. Consolidate.
- b. Rename Data
- c. Filter Data
- d. Subtotal

Answer: (d)

5. An _____ link will stop working only if the target is moved while a _____ link will stop working only if the start and target locations change relative to each other.

- a. absolute, fixed
- b. Relative, Absolute
- c. absolute, relative
- d. permanent, absolute

Answer: (c)

6. Rohit received a 25 out of 30 grade in English and a 22 out of 30 grade in Math. To calculate the score in IT, he needs to acquire an overall score of 85 percent. Provide him with the best selection from the list below.

- a. Macro
- b. Solver
- c. Goal Seek
- d. Sub Total

Answer: (c)

7. You can use _____ to combine data from multiple worksheets into a master worksheet.

- a. Data Consolidation
- b. Goal Seek
- c. Solver
- d. Total data

Answer: (a)

8. In the consolidate window, which of the following functions are available?

- a. Max
- b. Min
- c. Count
- d. All of the above

Answer: (d)

9. The default name of the first scenario created in Sheet1 of Calc is

- _____
- a. Sheet1_Scenario1
- b. Sheet1_Scenario_1
- c. Sheet_1_Scenario1
- d. Sheet_1_Scenario_1

Answer: (b)**10. Which feature of Calc helps to see the changes made in the shared worksheet?**

- a. Comparing worksheets
- b. Duplicating worksheets
- c. Checking worksheets
- d. None of the above

Answer: (a)**11. . How can Calc find the changes made to a shared worksheet?**

- a. Data Consolidation
- b. Goal Seek
- c. Solver
- d. Total data

Answer: (a)**12. Where should one go to edit a macro in Calc?**

- a. View > Macros > Edit Macros
- b. Format > Macros > Edit Macros
- c. Tools > Macros > Edit Macros
- d. None of the above

Answer: (c)**13. What elements are present in the “Insert Sheet” dialog box?**

- a. After Current Sheet
- b. No. of Sheets
- c. Before Current Sheet
- d. All of the above

14. What is the name of the library automatically included in a Calc document when it is created and saved?

- a. Macro Library
- b. Standard
- c. Module Library
- d. None of the above

Answer: (b)

15. Which option allows you to specify where you want the result to be displayed when consolidating data in SpreadSheet?

- a. Source data range
- b. Target result at
- c. Copy results to
- d. Delete Range

Answer: (c)

TOP 10 QUESTIONS

Q1. What is Consolidating Data?

Answer – The Data Consolidation tool summarises data from multiple worksheets or workbooks into a single worksheet that you can simply update. Consolidate has a graphical interface for copying data from one set of cells to another and then performing one of a dozen operations on it. Consolidation allows the contents of cells from many sheets to be consolidated in one location.

Q2. How can we rename a worksheet in Spreadsheet?

Answer – You can rename a worksheet in three different ways, with the only difference being how you begin the renaming process. You can choose from the following options: Select one of the existing worksheet names with a double-click. Right-click an existing worksheet name, then select Rename from the Context menu that appears. Select the worksheet you want to rename (by clicking on the worksheet tab), then choose Sheet from the Format menu. This brings up a submenu, from which you should choose Rename.

Q3. Define and Explain the usage of the following terms about OpenOffice Calc.

- (a) Consolidating data
- (b) Subtotals
- (c) Goal seek
- (d) Scenario
- (e) Solver

(a) Consolidating Data:

Data consolidation in OpenOffice Calc involves gathering data from separate worksheets into a master worksheet. It provides a graphical interface for copying and summarizing data from multiple sheets into a single, easily updatable worksheet.

(b) Subtotals:

Subtotals in OpenOffice Calc refer to totaling or adding data arranged in an array. This involves selecting arrays and choosing a statistical function (sum, average, max, min) through the Subtotals dialog. Efficiency is maintained by selecting up to three groups of arrays to which the function is applied.

(c) Goal Seek:

Goal Seek in OpenOffice Calc, found under the Tools menu, helps discover what values will produce a desired result. It involves figuring out input values based on known output values, using a specific operator in a formula.

(d) Scenario:

Scenarios in OpenOffice Calc are tools to test "what-if" questions. Named and separately editable, scenarios save sets of cell values for calculations. Users can switch between scenarios using the Navigator or a drop-down list, efficiently exploring different possibilities and viewing updated results.

(e) Solver:

Solver, available under the Tools menu, is a more advanced version of Goal Seek. It handles equations with multiple unknown variables and is designed to minimize or maximize results based on user-defined rules. Constraints can be set, specifying relationships between variables and adjusting them to achieve desired outcomes.

Q4. Differentiate between relative and absolute hyperlinks.

Answer: An absolute hyperlink will stop working only if the target is moved. A relative hyperlink will stop working only if the source and target locations change relative to each other. Suppose, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break a link.

Q5. How can we rename a worksheet in Spreadsheet?

Answer: There are three methods to rename a worksheet, differing only in the way you initiate the renaming process:

1. Double-click: Double-click on an existing worksheet name.
2. Right-click: Right-click on an existing worksheet name, then choose "Rename" from the resulting context menu.
3. Format Menu: Select the worksheet you wish to rename by clicking on its tab. Then, choose the "Sheet" option from the Format menu, followed by selecting "Rename" from the displayed submenu.

Q6. Explain features and use of Record changes.

Answer: Calc has the feature to track what data was changed when the change was made, who made the change, and in which cell the change occurred. A colored border, with a dot in the upper left-hand corner, appears around a cell where changes were made. Other reviewers then quickly know which cells were edited. A deleted column or row is marked by a heavy-colored bar. Example: If you are the sponsor of a youth baseball team. The coach has submitted a budget to you for the season and you need to edit the costs and return them to her. You are concerned that if you just make the changes, then the coach won't see the changes you made. You decide to use Calc with the record changes feature turned on so that the coach can easily see the changes you have made.

Q7. How can we add comments to the changes made?

Answer: To add a comment to a change:

1. Make the change to the spreadsheet.
2. Select the cell with the change.
3. Choose Edit > Changes > Comments. The dialog shown below appears. The automatically added comment provided by Calc appears in the title bar of this dialog and cannot be edited.
4. Type your own comment and click OK.

Q8. How can we rename a worksheet?

Answer: There are three ways you can rename a worksheet a. Double-click on one of the existing worksheet names. b. Right-click on an existing worksheet name, then choose Rename from the resulting Context menu. c. Select the worksheet you want to rename (click on the worksheet tab) and then select the Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

Q9. How can we record a Macro?

Answer. The steps to record macro are as follows

- a. Use Tools > Macros > Record Macro to start the macro recorder. The Record Macro dialog is displayed with a stop recording button.
- b. Perform the actions you want to be recorded in the document.
- c. Click Stop Recording.
- d. The Macro dialog appears, in which you can save and run the macro.

Fill in the blanks (Electronic Spreadsheet (Advanced))

1. At the bottom of each worksheet window is a small tab that indicates the **name** of the worksheets in the workbook.
2. A **cell reference** refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want the formula to calculate.
3. Spreadsheet software allows the user to share the workbook and place it in the **Network** location where several users can access it.
4. Spreadsheet software can find the changes by **Comparing** Sheets.
5. Macros are useful to **repeat** a task the same way over and over again

DATABASE MANAGEMENT SYSTEM

DATABASE MANAGEMENT SYSTEM

A database is an organized collection of data. It is considered as a container of information. In the manual system, you would maintain several files with different bits of information while in the computerized system you would use database programs such as Microsoft Access, OpenOffice.org Base, and MySQL, to organize the data as per your business need. A database is basically a computer-based record/data/information keeping system. Data is raw, unorganized facts and entities relevant to the user that need to be processed such as a digital representation of text, numbers, graphical images, or sound. The data are stored in such a way that they are independent of the programs used by the people for accessing the data. Database can be created with the help of the following structures

Following are some of the skills you must master to succeed in life:

DATABASE MANAGEMENT SYSTEM (DBMS): DBMS is a collection of programs that enables users to create, maintain database, and control all the access to the database. It is a computer-based record-keeping system. The primary goal of the DBMS is to provide an environment that is convenient and efficient for users to retrieve and store information. It acts as an interface between the application program and the data stored in the database. DBMS is a software package that manages the database. e.g. MySQL, INGRES, MS-Access, etc. DBMS is actually a tool that is used to perform any kind of operation on data in the database. It also maintains data consistency in case of multiple users. The purpose of a DBMS is to bridge the gap between information and data.

Data organization comes in two primary types:

1. Flat File:

- Data is stored in a single table.
- Typically suitable for a smaller amount of data.

2. Relational:

- Data is stored in multiple tables.
- Tables are linked using a common field.
- Suited for managing medium to large amounts of data.

DATABASE SERVERS:

Database servers are dedicated computers that hold the actual databases and run only the DBMS and related software.

ADVANTAGES OF A DATABASE/DBMS:

The centralized nature of the database system provides several advantages, which overcome the limitations of the conventional file processing system. These advantages are as follows

1. Reduce Data Redundancy: Redundancy means ‘duplication of data’. This eliminates the replication of data items in different files, and extra processing required to face the data item from a large database. This also ensures data consistency and saves the storage space.
2. Enforcing Data Integrity: It means that, the data contained in the database is accurate and consistent. Integrity constraints or consistency rules can be applied to the database so that the correct data can be entered into the database.
3. Data Sharing: The data stored in the database can be shared among multiple users or application programs.
4. Data Security: The DBMS ensures that the access of database is done only through an authorized user.
5. Ease of Application Development: The application programmer needs to develop the application programs according to the user's needs.
6. Backup and Recovery: The DBMS provides a backup and recovery sub-system that is responsible to recover data from hardware and software failures.
7. Multiple Views of Data: A view may be the subset of a database. Various users may have different views of the database itself.
8. Enforced Standards: It can ensure that all the data follow the applicable standards.
9. Data Independence: System data descriptions are independent from the application programs.

Disadvantages of a Database/DBMS:

While databases offer numerous advantages, they also come with some minor drawbacks:

1. Cost of Hardware and Software:

- Database systems incur additional costs for hardware and software.

2. Complexity:

- The use of a database system introduces additional complexity and requirements.

3. Database Failures:

- Database corruption due to power failures or storage media issues can result in data loss or system failures.

4. Lower Efficiency:

- A database system, being multi-user, may be less efficient.

Key Features of a Database:

1. A database can consist of one or many tables, each holding information about a specific type of item.
2. Each table in a database contains information about one type of item, acting as a container managing how they can be used.
3. Record uniqueness in every table is crucial to distinguish between items with similar values.
4. Every database table should have one or more key fields for assigning unique values to differentiate records.

Components of a Database::

A database comprises several components, each playing a crucial role:

Data:

- Raw numbers, characters, or facts represented by values, acting as a bridge between hardware and software.

Software:

- Programs that control and manage the computerized database, utilizing software such as MySQL or Oracle.

Hardware:

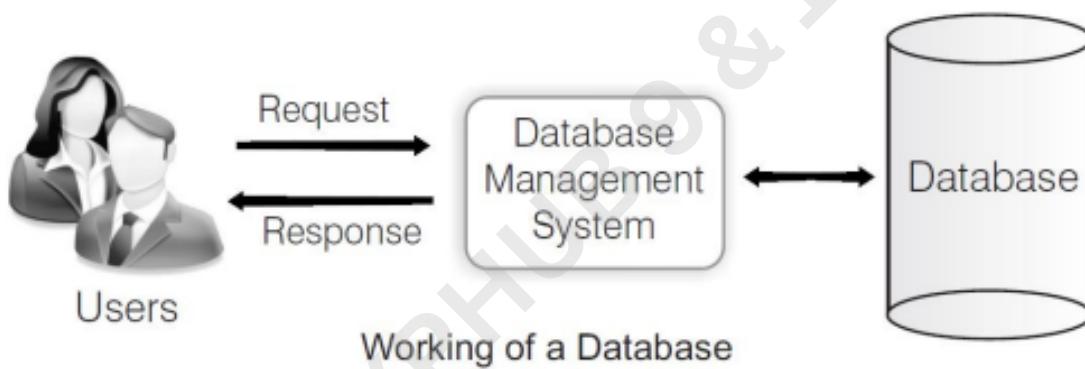
- The physical aspects of computers, telecommunication, and databases, including secondary storage devices like magnetic discs.

RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS)

RDBMS is a type of DBMS that stores data in the form of relations (tables). Relational databases are powerful, so they require few assumptions about how data is related or how it will be extracted from the databases. An important feature of a relational database system is that a single database can be spread across several tables. Base, Oracle, DB2, SAP, Sybase, ASE, Informix, Access, etc., are examples of RDBMS.

WORKING OF A DATABASE

A Database is created to operate large quantities of information by inputting, storing, retrieving, and managing the information. It is a centralized location which provides an easy way to access the data by several users. It does not keep separate copies of a particular data file still a number of users can access the same data at the same time.



As the diagram shows, DBMS works as an interface between the user and the centralised database. First, a request or a query is forwarded to a DBMS which works (i.e. a searching process is started on the centralised database) on the received query with the available data and if the result is obtained, it is forwarded to the user. If the output does not completely fulfill the requirements of the user, then a rollback (again search) is done and again search process is performed until the desired output is obtained.

Data Integrity:

Data Integrity guarantees the accuracy, reliability, and consistency of data during any operation. Different types of data integrity include:

Entity Integrity:

- Defines the primary key of a table.
- Prohibits duplicate and null values in the primary key column.

Domain Integrity:

- Defines the type, range, and format of data allowed in a column.
- Requires all values in a column to be of the same type.

Referential Integrity:

- Defines foreign key concepts.
- Ensures that data in related tables remains accurate and consistent before and after changes.

User-Defined Integrity:

- Allows users to create custom integrity rules to meet specific business requirements.
- Offers flexibility for unique data integrity constraints not covered by entity, domain, or referential integrity.

Key Fields:

A key in a database is a column or set of columns used to uniquely identify each record in a table. The key field serves as a unique identifier for each record.

Types of Key Fields:

1. Primary Key:

- A field or set of fields uniquely identifying each record.
- Must not allow null values, has a unique index, and accommodates both numbers and text.
- Example: StudentId in a student's table.

2. Candidate Key:

- The set of all attributes uniquely identifying each tuple in a relation.
- Each table may have one or more candidate keys; one becomes the primary key.
- Must uniquely identify each row, and no attribute can be discarded without losing unique identification.
- Example: StudentId, a combination of FirstName and LastName in a student table.

3. Alternate Key:

- Remaining candidate keys after selecting one as the primary key.
- Example: If StudentId is the primary key, the combination of FirstName and LastName becomes an alternate key.

4. Foreign Key:

- A field referencing the primary key of another table.
- Establishes relationships between tables and aids in reconstructing broken-apart tables.
- Example: CourseId in a student table, referencing the primary key in a course table.

Database Objects:

1. Table:

- A table is a collection of data elements organized using vertical columns and horizontal rows.
- It has a defined number of columns and can have any number of rows.
- Each row is identified by values in a particular column, known as a unique key index or key field.

2. Columns or Fields or Attributes:

- Columns are sets of data values of a particular simple type, one for each row in the table.
- They provide the structure for composing rows, such as cFirstName or cLastName.

3. Rows or Records or Tuples:

- A row, also called a record or tuple, represents a single data item in a table.
- Each row in a table represents a set of related data, and all rows in the table share the same structure.

CREATING DATABASE USING OPENOFFICE:

- 1) Open the OpenOffice Base Application by Clicking on Start>Programs>OpenOffice.org 4>OpenOffice.org Base.
- 2) Create a new database by selecting the option Create a new database
- 3) Database wizard appears. Click Finish. The Save As dialog box appears.
- 4) Specify a name for the database in the File name: field and click Save.

CREATE TABLES:

Tables are the basic building blocks of a database. You store the data in the database in the form of tables. There are different ways to create a table:

a) Use Wizard To Create Table:

The following are the steps to create a table:

- 1) Click on Tables > Use Wizard to Create Table
- 2) Click the Select Fields > Choose Category > Select the table > Click on Next Button.
- 3) Select the fields as per the requirements. Click on the Next button
- 4) Set the data types and properties of the selected fields. Click on the Next Button
- 5) Set the Primary Key and Click on the Next Button
- 6) The window to rename the table will open. A user can either go ahead with the same table name or change it.
- 7) Click on Finish to insert the data in the table.

b) Creating a table using Design View

- 1) Click on Create Table in Design View.
- 2) Specify the field name and data type of the field.
- 3) Save the table by clicking on File > Save
- 4) Specify the table name. The default name is Table 1. Click OK.
- 5) An alert appears if there is no primary key in the table. 6) Click yes set the primary key and finally save the table.

Data Types in OpenOffice Base:

Data types in OpenOffice Base are classified into five categories:

1. Numeric Types:

- Integer, Long Integer, Double.

2. Alphanumeric Types:

- Text, Varchar.

3. Binary Types:

- Blob, Varbinary.

4. Date Time:

- Date, Time, Timestamp.

5. Other Variable Types:

- Boolean, Currency.

| Name | Data type | Description |
|----------|---------------|--|
| BOOLEAN | Yes / No | Values as 0 or 1. Example: True or False, Yes or No. |
| TINYINT | Tiny Integer | Store integer range between 0 to 255 |
| SMALLINT | Small Integer | Store integer range between -2^{15} to $+2^{15}-1$ |
| INTEGER | Integer | Store integer range between -2^{31} to $+2^{31}-1$ |
| BIGINT | Big Integer | Range between -2^{63} to $+2^{63}-1$ |
| NUMERIC | Number | Maximum precision of $e^{(+/-)231}$ |
| DECIMAL | Decimal | Maximum precision of $e^{(+/-)231}$ |
| REAL | Real | 2^{-1074} to $(2 \cdot 2^{-52}) \cdot 2^{1023}$ |
| FLOAT | Float | 2^{-1074} to $(2 \cdot 2^{-52}) \cdot 2^{1023}$ |
| DOUBLE | Double | 2^{-1074} to $(2 \cdot 2^{-52}) \cdot 2^{1023}$ |

Alphanumeric Types: This data type is used to store information which has alphabets as well as numbers for example address, book summary field, etc. The different types of Alphanumeric Types available are listed here.

| Name | Data type | Description |
|---------------------|------------|--|
| LONGVARCHAR | Memo | Stores up to the max length or number indicated by user. It accepts any UTF 8 Character. |
| CHAR | Text (fix) | Stores exactly the length specified by user. Pads with trailing spaces for shorter strings. Accepts any UTF 8 Character. |
| VARCHAR | Text | Stores up to the specified length. No padding (Same as long var char) |
| VARCHAR_IGNORE CASE | Text | Stores up the specified length. Comparisons are not case sensitive but stores capitals as you type them. |

Binary Types: Binary data types are used for storing data in binary formats. Binary data types in a database can be used for storing photos, music files, etc.

| Name | Data type | Description |
|---------------|--------------|---|
| LONGVARBINARY | Image | Stores any array of bytes (images, sounds, etc.). No validation required. |
| BINARY | Binary (fix) | Stores any array of bytes. No validation required. |
| VARBINARY | Binary | Stores any array of bytes. No validation required. |

Date Time: Date time data types in a database can be used for storing information such as date of birth, date of admission, date of product sale,

| Name | Description | Format |
|-----------|--|------------------------|
| Date | Stores month, day and year information | 1/1/99 to 1/1/9999 |
| Time | Stores hour, minute and second information | Seconds since 1/1/1970 |
| Timestamp | Stores date and time information | |

PERFORM OPERATIONS ON TABLE:

In OpenOffice Base, data is stored in tables that can be inserted, modified, and removed using appropriate options.

Inserting Data In The Table:

To insert the data in the table, follow the steps:

- 1) Select the table > Double-click on it.
- 2) The table will open in Datasheet View.
- 3) Insert the required number of records in Datasheet View.

Editing Records In The Table:

To edit the data in the table, follow the steps:

- 1) Select the table > Double-click on it.
- 2) The table will open in Datasheet View.
- 3) Edit the required record in Datasheet View.

Deleting Records From The Table:

To remove the data from the table, follow the steps:

- 1) Select the table > Double-click on it.
- 2) The table will open in Datasheet View.
- 3) Select the data > right click on selected data > select the Delete option FIELD PROPERTIES: To set the field properties: Select the table > Right click > Select the option Edit > the table will open in Design View. In the design view, there are different properties of fields according to the data type set for each field.

Numeric Type Data Properties:

- 1) AutoValue: If set to yes, the field gets auto numeric values.
- 2) Length: The default length is 10, but it can be set to a maximum length.
- 3) Default Value: A default value can be set for the field.
- 4) Format: Defines the format of entered data (e.g., 91-222-333).

Character Type Data Properties:

- 1) Entry Required: If set to yes, it is mandatory to insert a value in the field.
- 2) Length: Default length is 10, adjustable to maximum length.
- 3) Default Value: A default value can be set for the field.
- 4) Format: Specifies the format of the entered data (e.g., 91-222-333).

Sorting Data:

Sorting arranges data in either ascending or descending order.

RETRIEVE DATA USING QUERY:

A query is to collect specific information from the pool of data. A query helps us join information from different tables and filter that information OR Queries are commands that are used to define the data structure and also to manipulate the data in the database. There are two types of languages:- DDL (Data Definition Language) and DML (Data Manipulation Language) DATA DEFINITION LANGUAGE (DDL) DDL is used to define the structure of your tables and other objects in the database. In DBMS, it is used to specify a database schema as a set of definitions (expressed in DDL). In SQL, the Data Definition Language allows you to create, alter, and destroy database objects. A data definition language is a computer language used to create and modify the structure of database objects in a database. These database objects include views, schemes, tables, indexes, etc. This term is also known as data description language in some contexts, as it describes the fields and records in a database table.

Data Manipulation Language (DML) is a set of commands used to interact with and manipulate data within a database. It is predominantly utilized in SQL databases, aiming to facilitate efficient human interaction with the system. DML operations involve inserting, retrieving, updating, and deleting data in existing tables.

Two Types of DMLs:

1. Procedural DMLs: Users specify both the required data and the steps to obtain it.
2. Non-Procedural DMLs: Users specify the needed data without specifying how to obtain it.

Key DML Commands:

1. SELECT: Retrieves data from a database.
2. INSERT: Adds new data to a table.
3. UPDATE: Modifies existing data in a table.
4. DELETE: Removes records from a table while retaining the space.
5. LOCK TABLE: Manages concurrency.

SELECT Statement:

The SELECT statement is a fundamental DML command used to retrieve rows from one or more tables. It is the most commonly used DML command. The basic syntax to retrieve all columns from a table is: 'SELECT * FROM <Table Name>;'

Performing Calculations in Base involves utilizing arithmetic operators for simple calculations on data. Here are examples of SQL commands for performing calculations in Base:

1. To display the salary of all employees after incrementing by 1000:

```SQL

```
SELECT "EmployeeID", "FirstName", "Salary" + 1000 FROM "Employee";
```

```

2. To display the salary of all employees after decreasing by 10000:

```SQL

```
SELECT "EmployeeID", "FirstName", "Salary" - 10000 FROM "Employee";
```

```

3. To display the salary of all employees after incrementing it as twice the present salary:

```SQL

```
SELECT "EmployeeID", "FirstName", "Salary" * 2 FROM "Employee";
```

```

These SQL commands showcase how to perform calculations on the "Salary" column for each employee in the "Employee" table in LibreOffice Base.

Update Statement Example:

```SQL

```
Update Employee SET Salary = Salary + 2000 WHERE FirstName = 'Ravi';
```

```

Creating Forms Using Wizard:

1. Click "Use Wizard to Create Form..." in the Tasks group.
2. Select fields for the form and arrange them.
3. Optionally, add a subform.
4. Arrange selected fields on the form.
5. Choose data entry mode.
6. Specify styles for the form.
7. Provide a name for the form and click Finish.

Creating Reports Using Wizard:

1. Click "Use Wizard to Create Report..." under Tasks.
2. Select table fields.
3. Redefine field labels if necessary.
4. Define grouping if required.
5. Sort fields in the report.
6. Select the layout.
7. Provide a name for the report and click Finish.

TOP 15 MCQs

1. What does SQL stand for?

- a. Structured Query Language
- b. Structured Quality Language
- c. Structural Query Language
- d. None of the above

Answer: (b)

2. In which view can the structure of a table be changed?

- a. Design view
- b. Structure view
- c. Data view
- d. All of the above

Answer: (a)

3. What data type is the Auto Value property used for?

- a. Date
- b. Character
- c. Numeric
- d. Binary

Answer: (c)

4. Which SQL query will retrieve the details of all students whose favorite color is blue?

- a. SELECT all FROM Stud WHERE fav_Color = 'Blue';
- b. SELECT all FROM Stud WHERE fav_Color is 'Blue';
- c. SELECT name FROM Stud WHERE fav_Color = 'Blue';
- d. SELECT * FROM Stud WHERE fav_Color = 'Blue';

Answer: (d)

5. Which operators are used to perform simple calculations in Base?

- a. Arithmetic Operators
- b. Membership Operators
- c. Logical Operators
- d. Relational Operators

Answer: (a)

6. In which view can data be entered in a table in Base?

- a. Datasheet View
- b. Design View
- c. Both of the above
- d. None of the above

Answer: (a)**7. Which SQL command is used to delete data from a table?**

- a. INSERT
- b. REMOVE
- c. SELECT
- d. DELETE

Answer: (d)**8. What is a primary key made up of two or more columns called?**

- a. Composite Primary Key
- b. Alternate Primary Key
- c. Foreign Primary Key
- d. Reference Primary Key

Answer: (a)**9. What is the default data type of fields?**

- a. Int
- b. Text[Memo]
- c. Memo
- d. Text[Varchar]

Answer: (d)**10. Which data type is used for storing photos, music files, and other binary data?**

- a. Numeric
- b. Varchar
- c. Binary
- d. Alphanumeric

Answer: (c)

11. What is the purpose of the SQL query: “SELECT empname, salary * 3 FROM emp;”?

- a. Display only name and salary
- b. It will give an error.
- c. Display empname and three times the salary of all employees.
- d. None of the above

Answer: (c)

12. Which of the following is NOT a function of a database management system?

- a. Data retrieval
- b. Data manipulation
- c. Data storage
- d. Data transmission

Answer: (d)

13. Which field property in Base can be used to store data in a specific format, such as a phone number?

- a. Auto Value
- b. Length
- c. Default Value
- d. Format

Answer: (d)

14. Which commands are used to add, modify, and delete records in a database table?

- a. Insert, Update, and Remove
- b. Insert, Update, and Delete
- c. Insert, Modify, and Delete
- d. Add, Update, and Delete

Answer: (b)

15. Which data type stores hours, minutes, and second information?

- a. Date
- b. Time
- c. StampTime
- d. Timer

Answer: (b)

TOP 10 QUESTIONS



1. What is a database? Give an example. What does DBMS stand for?

Ans. A collection of related information organized as tables is known as a database e.g. INGRES, MySQL, etc. DBMS stands for DataBase Management System. It is a computer-based record-keeping system.

2. Why Memo data type is preferred over the Text data type for a field?

Ans. When the length of the field is more than 255 characters. The text data type is not capable of storing the project description because its length cannot be more than 255 characters so the memo data type is preferred over the Text data type

3. Damini is a programmer in an institute and is asked to handle the records containing information on students. Suggest any 5 fields' name and their data type of student database.

Ans:

| Field Name | Data Type |
|------------|-----------|
| RollNo | Number |
| Name | Text |
| Class | Text |
| Section | Text |
| Gender | Text |

4. Create a table of Student based on the following table instance

| Column Name | Data Type | Length |
|-------------|-----------|--------|
| ID | integer | |
| Name | varchar | 15 |
| Stream_Id | integer | |

Ans. CREATE TABLE STUDENT (ID Integer, Name varchar (15), Stream_Id Integer);

5. Write a SQL command to create the table BANK whose structure is given below.

Table : BANK

| Field Name | Datatype | Size | Constraint |
|------------|----------|------|-------------|
| ID_Number | integer | 10 | Primary key |
| Name | varchar | 20 | |
| B_date | date | | |
| Address | varchar | 50 | |

Ans. The SQL command to create a table as per the given structure is as follows Mysql> CREATE TABLE BANK (ID Number integer (10) PRIMARY KEY, Name varchar (20), B date Date, Address varchar (50));

6. Insert some information into a table COLLEGE, whose structure is given below.

| ROLL_NO | NAME | CLASS | BRANCH |
|---------|------|-------|--------|
| | | | |

Ans. (i) Mysql>INSERT INTO COLLEGE (ROLL_NO, NAME, CLASS, BRANCH) VALUES (2, 'VIKAS',12, 'SCIENCE');
(ii) Mysql>INSERT INTO COLLEGE (ROLL_NO, NAME, CLASS, BRANCH) VALUES (3, 'RAJ', 10, 'SCIENCE');

7. What is Data Control Language?

Ans. Data Control Language is used to create roles, permissions, and referential integrity as well it is used to control access to the database by securing it. These SQL commands are used for providing security to database objects. These commands are GRANT and REVOKE.

8. Mention the main principles of sustainable development.

Ans. The main principles of sustainable development are

- (i) Respect and care for all forms of life.
- (ii) Improving the quality of human life.
- (iii) Minimising the depletion of natural resources.
- (iv) Conserving the Earth's vitality and diversity.
- (v) Enabling communities to care for their environment.
- (vi) Changing personal attitudes and practices towards the environment

9. Why is it important to adopt sustainable development? Explain

Ans: Adopting sustainable development is crucial due to environmental deterioration identified in a UN study. The Earth's declining health necessitates ethical responsibility, recognizing humanity as caretakers of the planet. Sustainable development is vital for survival, emphasizing a holistic, ecological view to ensure the well-being of current and future generations. It is not just a response to environmental problems but a passport to a sustainable future.

10. Describe the meaning and importance of sustainable development.

Ans: Sustainable development involves using resources judiciously to meet present needs while preserving them for future generations. Its importance lies in:

1. Efficient resource utilization without wastage.
2. Raising awareness about individual responsibility for resource preservation.
3. Recognizing natural resources as shared property, fostering conservation.
4. Prioritizing people's participation in development for sustainable outcomes.
5. Cultivating a mindset of maintaining the present for the future, conserving resources for upcoming generations.

EXPHUB 9 & 10

WEB APPLICATIONS AND SECURITY

Computer Accessibility

The term "user friendliness" of a computer system applies to its accessibility for individuals with disabilities, enabling them to use it despite their impairments. This capability is referred to as Assistive Technology. Various types of impairments can affect computer usage, such as cognitive impairments, learning disabilities, Attention Deficit Hyperactivity Disorder (ADHD) or autism, visual impairment, hearing impairment, and motor impairment.

- Cognitive impairments and learning disabilities
- Attention Deficit Hyperactivity Disorder (ADHD) or autism.
- Visual impairment.
- Hearing impairment
- Motor impairment

Launching Accessibility Options:

To launch accessibility options in WindowsXP, Click Start > Control Panel > Accessibility Options.

Accessibility Option Window Tabs:

Keyboard Tab to configure accessibility options for Keyboard is displayed

Sticky Keys: The Sticky Keys feature is designed as an accessibility aid for computer users with physical disabilities. However, it is also utilized by others to mitigate repetitive strain. StickyKeys enables users to activate a modifier key (e.g., Shift, Ctrl, Alt, or the Windows key) by pressing and releasing it, with the activation remaining in effect until another key is pressed.

To activate StickyKeys:

Check the box labeled "Use StickyKeys."

Click on "Apply."

Click on "OK."

Upon activation, the Sticky Keys icon will appear in the system tray.

Filter Keys: Filter Keys is a functionality within Microsoft Windows designed to enhance accessibility. It allows the keyboard to disregard brief or repeated keystrokes, thereby facilitating typing for individuals with hand tremors.

To activate Filter Keys:

Check the box labeled "Use Filter Keys."

Click on "Settings" below Filter Keys and select "Ignore Repeated Keystrokes."

Click on "Apply."

Click on "OK."

Upon activation, the FilterKeys icon will appear in the system tray.

ToggleKeys: ToggleKeys is an accessibility feature intended for individuals with visual impairments or cognitive disabilities. When ToggleKeys is enabled, the computer emits auditory cues upon pressing the locking keys (Caps Lock, Num Lock, or Scroll Lock). A high-pitched sound indicates the keys are activated, while a low-pitched sound indicates deactivation.

To enable ToggleKeys:

Check the box labeled "Use ToggleKeys."

Click on "Settings" below ToggleKeys.

Click on "Apply."

Click on "OK."

After enabling ToggleKeys, its effect can be observed by pressing any of the following keys: NUM LOCK, CAPS LOCK, or SCROLL LOCK, resulting in an audible beep.

Sound Tab: Configuration of Accessibility Options for Sound

SoundSentry: SoundSentry is a feature intended to assist users with auditory impairments. It produces visual alerts, such as a blinking title bar or a flashing border, whenever the computer emits a sound.

To activate SoundSentry:

Check the box labeled "Use SoundSentry" under the Sound Tab. This action activates a drop-down list where you can select the desired type of visual warning.

Click on "Apply."

Click on "OK."

ShowSounds: ShowSounds directs applications that convey information via sound to also present information visually, using text captions or informative icons.

To activate ShowSounds:

Check the box labeled "Use ShowSounds" under the Sound Tab.

Click on "Apply."

Click on "OK."

Display Tab to configure accessibility options for Display is displayed.

High Contrast: High Contrast is an accessibility feature designed to aid individuals with vision impairment. It allows for adjustments to the size and color of fonts, as well as the background, to improve visibility.

To activate High Contrast:

Check the box labeled "Use HighContrast" under the Display Tab.

Click on "Apply."

Click on "OK."

Cursor Options: Cursor Options is another accessibility feature intended to assist individuals with vision impairment by modifying the blink rate and width of the cursor.

To adjust cursor settings:

Move the Blink Rate slider to change the speed of the cursor blink, observing the cursor blinking at different speeds.

Move the Width slider to change the width of the cursor, observing the cursor's width change accordingly.

Mouse Tab to configure accessibility options for Mouse is displayed.

MouseKeys: MouseKeys is an accessibility feature that assists people who have difficulty using a mouse. This option uses the keyboard (especially numeric keypad) as a pointing device instead of a mouse.

- To enable MouseKeys, Check Use MouseKeys.
- Click Apply.
- Click OK.

General Tab enables you to configure accessibility options for all users.

Serial Keys: Serial Keys is an accessibility feature designed to aid individuals who struggle with using a keyboard, a mouse, or both. These users can utilize specialized devices like Sip, Puff, and Breath Switches to input commands to the computer via Serial Ports.

NETWORKING FUNDAMENTALS

A network can be defined as an interconnected collection of autonomous computers. A ‘computer network’ or simply a ‘network’ is a collection of computers and other hardware devices, interconnected by communication channels (satellites or cables) that allow sharing of resources and information. Computer networking is the practice for exchanging informations/services between two or more computer devices together for the purpose of sharing data. The speed of a network is measured in Mbps (Megabits per second).

Networks are designed using the following architecture:

Peer-to-Peer (P2P) Architecture: Peer-to-peer networks consist of computers with equal status, where each terminal typically possesses a CPU of comparable capability.

Client-Server Architecture: In client-server networks, specific computers are designated with dedicated tasks to provide services to other computers within the network. These serving computers are termed servers, while the computers utilizing these services are referred to as clients.

BENEFITS OF NETWORKING

In the modern environment, computer networks offer numerous benefits, some of which are outlined below:

Data Sharing: Networking facilitates the sharing of data among users.

File Sharing: Computers connected in a network enable users to share data files.

Hardware Sharing: Users can share various devices such as printers, scanners, CD-ROM drives, hard drives, etc.

Application Sharing: Applications can be shared across the network, enabling the implementation of client/server applications.

User Communication: Networking allows users to communicate via email, newsgroups, and video conferencing within the network.

Access to Remote Databases: Networking grants access to remote databases, enabling individuals to make reservations for airplanes, trains, hotels, etc., from anywhere in the world with instant confirmation.

TYPES OF NETWORK

A network refers to a group of interconnected computers which are capable of sharing information and communication devices.

On the basis of coverage or geographical spread, a network can be divided into following types:

LAN (Local Area Network):

A LAN refers to a network comprised of a group of computers and associated devices within a limited geographical area. Users or computers in a LAN can share data, information, software, and common hardware devices like printers, modems, and hard disks. Typically, LANs primarily utilize wired connections for enhanced speed and security, although wireless connections may also be integrated. LANs are commonly deployed within office buildings, schools, and similar environments.

MAN (Metropolitan Area Network):

A MAN is essentially an expanded version of a LAN and typically employs similar technology. It encompasses a larger geographical area, potentially spanning multiple buildings within a city. MANs can be either private or public and may support both data and voice services. For instance, in urban settings, a MAN might be linked to the local cable television network.

WAN (Wide Area Network):

A WAN connects networks across different geographical regions, including countries. It can consist of a collection of interconnected LANs. The Internet represents the largest existing WAN, serving as a global network connecting millions of users worldwide. Examples of WANs include networks of ATMs, banks, and national government offices dispersed across countries or continents.

INTERNET:

The Internet is a worldwide network comprising interconnected computer networks that utilize the standard Internet protocol suite. It serves billions of users globally and functions as a network of networks, facilitating communication, information sharing, and various online services.

Uses of the Internet:

Gathering information for research by students and educational institutes.

- Conducting online shopping.
- Sending and receiving emails.
- Playing games.
- Performing online transactions.

World Wide Web: World Wide Web (abbreviated as WWW or W3, commonly known as the Web), is a system of interlinked hypertext documents accessed via the Internet.

Web Browser:

A web browser is software used to access and view websites, serving as an interface between the user and the World Wide Web.

Web Server:

A web server is a computer that stores websites and their associated files for viewing on the Internet.

Internet Service Provider (ISP):

An ISP is an organization that provides individuals and businesses with access to the Internet through various methods such as dial-up (using a modem), direct (hardwired), or wireless connections.

Examples of ISPs include Bharat Sanchar Nigam Limited (BSNL), Airtel, MTS, Vodafone, Tata Docomo, etc.

Modem:

A modem, short for modulator/demodulator, is a device that converts digital computer signals into analog signals for transmission over telephone lines and vice versa.

Types of Common Internet Connectivity:

Different types of internet connectivity are available, broadly categorized into wired and wireless access methods.

| Technology | Type of Connectivity |
|-----------------------|----------------------|
| Dial-up | Wired |
| DSL | Wired |
| Cable Internet Access | Wired |
| 3G | Wireless |
| WiMAX | Wireless |
| Wi-Fi | Wireless |

Some of the commonly used Internet connectivity are:

- Dial-up connections are known for their slow speeds and have largely been replaced by high-speed alternatives like DSL or Cable Modem connections.
- DSL (Digital Subscriber Line) utilizes the local telephone network to provide internet access by transmitting digital data over telephone wires. It is often bundled with wired telephone service on the same line. To use DSL, subscribers need a DSL modem and a subscription.
- Cable Internet Access is a form of broadband internet that utilizes the cable television infrastructure. Similar to DSL, it is delivered over existing cable TV networks.
- 3G (3rd Generation) refers to a set of standards used in mobile devices and telecommunication networks, providing higher data transfer speeds and capacity. HSDPA (High-Speed Downlink Packet Access) is a 3G mobile telephony protocol that enables increased data speeds.
- WiMAX (Worldwide Interoperability for Microwave Access) is a wireless communications standard designed to offer mobile broadband connectivity across cities and countries. It covers long distances, making it suitable for areas where DSL or Cable Internet Access is not feasible, such as remote locations.
- Wi-Fi (Wireless Fidelity) is a widely used technology that enables electronic devices like computers and mobile phones to exchange data wirelessly over a network, including high-speed internet connections. Devices connect to a network resource, such as the internet, through a Wireless Access Point (WAP). Wi-Fi is commonly used in various settings, including homes, offices, schools, and public areas like shopping malls and coffee shops, to provide internet access.

INSTANT MESSAGING

Instant messaging (IM) is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.

Types of Instant Messaging Software:

There are two kinds of instant messaging software – application based and Web based.

A) Application-based instant messaging software is downloaded and installed on the user's computer. Some popular examples include Google Talk, Yahoo! Messenger, Skype, Windows Live Messenger, Rediff Bol, etc.

B) Web-based instant messaging software is accessed through web browsers like Internet Explorer, Mozilla Firefox, Google Chrome, etc. Popular web-based options include Meebo, Yahoo! Messenger for the Web, MSN Web Messenger, IMO, etc.

Key Features of Instant Messaging:

Sending text messages to one or more recipients (similar to SMS)

Audio calling and conferencing

Video calling and conferencing

File transfers (including documents, spreadsheets, audio files, video files, etc.)

Message history (ability to save messages for future reference)

NOTE: To use instant messaging software, a user must have a valid instant messaging account.

GOOGLE TALK Google Talk :

Google Talk is an instant messaging service that provides both text and voice communication developed by Google Inc. Google Talk can also be used for making video calls. Google Talk is free and is available as application based as well as web based. A Gmail account is required to use Google Talk.

Steps to Chat with a contact that is already added to your contact list.

a) Whenever your friend in the contact list is online you can see the person along with a green dot.

b) You can start sending text chat message instantly by double-clicking on a contact the other person will see the text message and respond to your message.

General rules and etiquettes to be followed while chatting :

- 1) Messages should be short and to the point.
- 2) Always introduce yourself by name if your screen name doesn't reflect it.
- 3) Always ask if the other person has time to chat first.
- 4) Don't Type your messages in uppercase as it seems to be extremely rude.
- 5) Give people time to respond.

CREATING AND PUBLISHING WEB PAGES – BLOG

Blog: A blog is a discussion style site used by non-technical (or technical users) users for creating personal web pages. Blogs are similar to an online personal diary and simple to use.

Some of the popular websites that offer blog service for free are:

www.wordpress.com
www.blogger.com
www.blog.com
www.weebly.com
www.blogsome.com

WordPress: WordPress is free web service that you can use to create a beautiful website or blog. WordPress has support for “themes” which can make the blog or the webpage look attractive.

How to create account in WordPress?

- 1) Open the Web Browser and type <https://signup.wordpress.com/signup/>.
- 2) Enter a unique address to your WordPress Blog. This is the address which others will use to view your blog.
- 3) Enter username and password to manage your blog.
- 4) Enter your Email Address and click on create blog.
- 5) An email will be sent (above mentioned email) for activating your blog account. Open your email and click on the activation link.
- 6) Now the blog is ready for use.

How to create post in WordPress?

- 1) Login to your WordPress Account.
- 2) To create a post, click New Post.
- 3) Type the title for your post.
- 4) Type the content which you want others to read. You can also add photos, videos, etc. to the blog using the options available in WordPress

5) Once you have finished typing the content, Click Publish Post to publish your content. This process is called posting content.

USING OFFLINE BLOG EDITORS

Offline blog editors are editors that enable users to create blog posts even without an active internet connection. These posts can then be published once internet connectivity is restored.

There are several free offline blog editors available such as :

Qumana

Windows Live Writer

Blogdesk

BlogJet

MarsEdit

Online transactions: Online transactions deals with transfer of money over the internet. There are many benefits of online transactions like, fast transaction speed, convenience, low risk of theft etc.

Some of the popular online transaction websites are:

- 1) IRCTC(Indian Railway Catering and Tourism Corporation), an online portal for booking flight and train tickets.
- 2) Flipkart, an online shopping portal for buying consumer products. Flipkart offers multiple payment methods like credit card, debit card, net banking, e-gift voucher, and Cash on Delivery.
- 3) EBay, an online portal for buying and selling goods.
- 4) Redbus, an online portal for booking bus tickets.

Online shopping: Online shopping is a form of electronic commerce where customers can buy or sell goods over the Internet.

Online shopping proves beneficial in the following scenarios:

- When a customer lacks the time to physically visit stores.
- When purchasing a product online is more cost-effective than visiting a store.
- When a product or service unavailable in the local market can be found and purchased online.

Internet security: Internet security is a branch of computer security specifically related to the Internet. Its objective is to establish rules and measures to use against attacks over the Internet.

Best Practices for Security:

- 1) Use strong password and keep on changing after every 2 -3 weeks.
- 2) Use encryption software to protect your data from unauthorized users.
- 3) Never save your username or password on shared computers.
- 4) Do not share personal information.
- 5) Use updated antivirus and antispyware software.
- 6) Clear browser cookies frequently.
- 7) Keep the operating system and software applications up to date.
- 8) Install Firewall : Firewalls analyse the network traffic and determine if the traffic should be allowed or not.
- 9) Never install software from unknown sources.
- 10) Remove unwanted or unknown software applications: These might have got installed without your knowledge when you have visited some websites.
- 11) Clear Data Stored In Browsers : It is not advisable to leave the web browser store data(username, password, credit card detail) particularly on public or shared computers.

Here are general recommendations for managing strong passwords:

- Ensure the password length is at least 12-14 characters if permitted.
- Avoid using repetitive patterns, dictionary words, sequential letters or numbers, usernames, familiar names (such as relatives or pets), etc.
- If allowed, incorporate numbers and symbols into passwords.
- Utilize a combination of uppercase and lowercase letters.
- Refrain from using the same password across multiple websites or purposes.
- Avoid using personal preferences or dislikes that may be known to the public or coworkers.

Please note:

- Websites like www.strongpasswordgenerator.com can assist in generating strong passwords.
- Examples of online threats include phishing, email spoofing, and chat spoofing.
- Creating a password with a combination of alphanumeric characters and special symbols enhances security and makes it harder to crack.
- Keyloggers are programs that clandestinely track and transmit every keystroke entered on a keyboard to unauthorized users.

ENSURING WORKPLACE SAFETY

It is essential for every organization to adhere to a standardized set of safety regulations and procedures. These regulations should be clearly stated and prominently displayed in key areas of the workplace.

Additionally, all employees must receive comprehensive training and demonstrations on how to adhere to these safety protocols.

Basic workplace safety rules include fire safety measures, prevention of falls and slips, electrical safety precautions, and knowledge of first aid procedures.

Regular maintenance and timely repairs should be conducted by qualified individuals or organizations in both workplace and home settings to prevent or minimize potential hazards.

Basic Fire safety rules in an organization are:

- Ensure fire escape plans are installed at suitable locations.
- Conduct regular fire drills to familiarize employees with emergency procedures.
- Install smoke alarms at appropriate intervals throughout the workplace.
- Maintain a strict no-smoking policy within the workplace.
- Regularly maintain safety equipment to ensure effectiveness.

Safety Rules for Falls and Slips:

- Maintain clean and clutter-free moving areas.
- Ensure proper ventilation and lighting in the workplace.
- Wear non-slip footwear.
- Keep floors clean and dry, promptly cleaning up oil spills and dust.

Electrical Safety Guidelines:

To prevent electrical hazards and accidents, it's important to adhere to the following measures:

- Use electrical equipment approved by recognized organizations.
- Provide training for workers on safe handling of electrical equipment.
- Immediately replace damaged or hazardous electrical equipment, including old, worn-out, and frayed switches and wires.
- Keep heat-emitting equipment away from electrical equipment.
- Avoid overloading outlets and circuits.
- Always switch off and unplug electrical appliances before cleaning or relocating them.

FIRST AID USAGE

First Aid involves providing immediate assistance to the injured in order to save lives and minimize health damage until proper medical aid is available.

Every organization should possess a basic First Aid Kit containing all essential items, ensuring regular checks for the expiry dates of medical supplies.

Some principles of First Aid include:

Encouraging the injured to remain calm and avoid panicking.

Keeping them warm if they are in shock.

Avoiding movement of the victim in cases of back or neck injuries.

Occupational Hazard:

An occupational hazard refers to illnesses that may arise as a result of one's occupation. Various types of occupational hazards include physical, chemical, biological, behavioral, radiological, and ergonomic hazards.

Accident:

An accident is an unforeseen event that occurs suddenly and can lead to unexpected or unintended outcomes.

Types of Accidents:

Accidents can be categorized as follows:

- Workplace Accidents: Including slips, falls, and fires.
- Industrial Diseases/Illnesses
- Road Traffic Accidents
- Clinical Accidents
- Sports-related Accidents

Handling Accidents:

Accidents should be handled with care and compassion, avoiding blame on others.

- Organizations should adhere to Standard Operating Procedures (SOP) for accident management.
- Safety measures should be implemented to prevent workplace accidents.
- Medical assistance should be promptly summoned for any injuries.
- Remain vigilant and attentive.
- Follow emergency procedures and drills diligently.

EMERGENCY: Any unexpected situation that needs immediate attention and action is called emergency.

An emergency situation is defined as one that:

- Puts employees, customers, or the public at risk
- Results in the disruption or cessation of operations
- Causes physical or environmental harm

TYPES OF EMERGENCIES:

There are various types of emergencies that require an emergency management plan to effectively handle the situation. Some of these emergencies include:

- Chemical spills
- Extreme heat waves
- Droughts
- Pandemics
- Terrorist attacks
- Fires
- Floods
- Thunderstorms
- Leakage of hazardous gases or chemicals

Certain emergencies necessitate evacuation measures, such as:

- Fires
- Explosions
- Floods
- Earthquakes
- Hurricanes
- Tornadoes
- Releases of toxic materials
- Civil disturbances
- Workplace violence

HAZARDS AND THEIR SOURCES:

A hazard is defined as anything that poses a potential threat of harm, damage, or loss of health or life.

Various types of hazards include:

- Physical hazards
- Chemical hazards
- Biological hazards
- Mechanical hazards

Evacuation: Evacuation is the process of emptying a place in case of an emergency, disaster. Every

- company must ensure following points for evacuation in case of any emergency:
- An evacuation policy.
- Organization must have a designated assembly point for emergencies.
- Floor plans with evacuation routes pasted in work areas
- Periodic evacuation drills should be conducted

Healthy Living:

A healthy living has a lasting impact on an individual which ultimately yields a healthy environment at home as well as at work place. A healthy lifestyle helps to keep and improve people's health and well being.

A healthy lifestyle includes :

- healthy eating habits
- physical activities
- stress management
- healthy mind
- sound sleep
- goal setting

TOP 15 MCQs

1. What are the different type of impairments that impact computer usage?

- a. Dyslexia
- b. Visual Impairment
- c. Hearing Impairment
- d. All of the above

Ans: d. All of the above

2. Accessibility options are available in _____.

- a. Setting
- b. Control Panel
- c. Desktop
- d. None of the above

Ans: b. Control Panel

3. _____ enables the user to hold and release a modifier key, like as Shift, Ctrl, Alt, or the Windows key, and have it remain active until another key is pressed.

- a. Filter keys
- b. Toggle Keys
- c. Sticky Keys
- d. None of the above

Ans: c. Sticky Keys

4. _____ is an accessibility feature for persons with vision impairment or cognitive problems.

- a. Filter keys
- b. Toggle Keys
- c. Sticky Keys
- d. None of the above

Ans: b. Toggle Keys

5. _____ is designed to help users with auditory impairments.

- a. Filter keys
- b. Toggle Keys
- c. Sound Sentry
- d. None of the above

Ans: c. Sound Sentry

6. _____ is an accessibility feature that assists people that have difficulty using a keyboard or a mouse (or both). They can use special devices such as Sip, Puff and Breath Switches to provide input to the computer through Serial Ports.

- a. High Contrast
- b. Mouse key
- c. Serial Keys
- d. None of the above

Ans: c. Serial Keys

7. Networks in which all computers have an equal status are called _____.

- a. Peer – to – Peer Network
- b. Client – Server Network
- c. Both a) and b)
- d. None of the above

Ans: a. Peer – to – Peer Network

8. Networks in which certain computers have special dedicated tasks, providing services to other computers are called _____.

- a. Peer – to – Peer Network
- b. Client – Server Network
- c. Both a) and b)
- d. None of the above

Ans: b. Client – Server Network

9. _____ is a network of interconnected hypertext documents that may be accessed via the Internet.

- a. World Wide Web
- b. W3
- c. Both a) and b)
- d. None of the above

Ans: c. Both a) and b)

10. _____ helps to share hardware components such as printers, scanners etc.

- a. Computer Network
- b. Hardware Network
- c. Information Network
- d. None of the above

Ans: a. Computer Network

11. A _____ is a device that converts digital computer signals into analog signals that can travel over phone lines.

- a. Router
- b. Modem
- c. Bridge
- d. None of the above

Ans: b. Modem

12. _____ provide Internet access by transmitting digital data over wires of a local telephone network.

- a. Dial – Up
- b. Digital Subscriber Link (DSL)
- c. 3G
- d. WiMax

Ans: b. Digital Subscriber Link (DSL)

13. Three types of Wired Internet Connectivity are _____ , _____ & _____.

- a. 3G, DSL, Dial-Up
- b. Cable Internet Access, DSL, Dial-Up
- c. WiMax, 3G, Wi-Fi
- d. WiMax, DSL, Dial-up

Ans: b. Cable Internet Access, DSL, Dial-Up

14. _____ is a form of communication over the Internet that offers an instantaneous transmission of text-based messages from sender to receiver.

- a. Instant Messaging
- b. Computer Software
- c. Hardware
- d. None of the above

Ans: a. Instant Messaging

15. _____ are programs that are created on your local computer when you visit websites.

- a. Firewall
- b. Cookies
- c. History
- d. All of the above

Ans: b. Cookies

TOP 10 QUESTIONS

1. Explain Wifi and its significance.

- Wi-Fi stands for wireless fidelity. Wi-Fi is a popular technology that allows an electronic device such as computers or mobile phones to exchange data wirelessly over a network. Wi-Fi is used where cables cannot be run (such as old buildings, outdoor areas) to provide network and Internet access

2. Compare LAN with WAN.

| LAN | WAN |
|--------------------------------------|---------------------------------|
| It Stands for Local Area Network | It Stands for Wide Area Network |
| It covers a small geographical area. | It spreads across countries. |

3. Explain P2P Architecture and how it is different from Client Server Architecture?

- Networks in which all computers have an equal status are called peer to peer networks. Generally in such a network each terminal has an equally competent CPU. Networks in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called client server networks. The computer(s) which provide services are called servers and the ones that use these services are called clients.

4. Give any three key features of Instant Messaging.

- Three key features of Instant Messaging are :
- Text Messages can be sent to one or more person
 - Audio calling and conferencing.
 - Video calling and conferencing.

5. What is a blog? Explain its use.

- A blog is a discussion style site used by non-technical (or technical users) users for creating personal web pages. Blogs are similar to an online personal diary and simple to use. We can use a blog to convey messages about events, announcements, news, reviews, etc.

6. Explain the need to clear data stored in browsers.

- Browsers often prompt to save usernames and passwords when users attempt to logon to websites. Browsers can also store data such as cookies, visited websites or webpages data, browsing history, etc. However it is not advisable to leave the web browser store this data particularly on public or shared computers. So it is advisable to clear data stored in browsers particularly on public or shared computers.

7. Explain use of Antivirus and Anti Spyware.

- Antivirus and Antispyware programs offer real-time protection monitoring your computer for any changes by malware software. Keep your Antivirus and Antispyware software always up to date, this can help in protecting your computer from any threats.

8. List any three types of hazards.

- Different types of hazards are as follows : (Write any three)
Physical
Chemical
Biological
Mechanical

9. Explain importance of a healthy lifestyle.

- Healthy Lifestyle leads to a healthy being. A healthy living has a lasting impact on an individual at home as well as at work place. A happy and healthy worker will always perform best to his ability.

10. Give any four points of a healthy lifestyle. Healthy lifestyle includes : (Write any four)

- 1. Healthy eating habits
2. Physical activities
3. Stress management
4. Healthy mind
5. Sound sleep
6. Goal setting