



Dear students, you will be asked questions related to the final written paper of Computer Science which will be of total **50** marks divided into three parts (Part A, Part B and Part C).

1. Part A will carry a total of **12** marks consisting of **4** multiple choice questions, **4** Fill in the blanks and **4** full form questions.

2. Part B will be of total **20** marks consisting of **5** questions of **4** marks each, of which 2 questions will have internal exemption.

3. Part C will be of total **18** marks consisting of **3** questions of **6** marks each, which questions will have internal exemption.

#### Multiple choice questions:

1. Which of the following is an example of office tool?

a. MS Word      b. Google Slides      c. MS PowerPoint      d. All of these

2. Which of the following is the example of Word Processor?

a. Google Docs      b. Google Sheets      c. Google Drive      d. MS Excel

3. Which of the following is not an example of Google's Online Office Tool?

a. Google Slides      b. Google Docs      c. OpenOffice Writer      d. Google Sheets

4. Which softwares are designed to operate, control and extend the processing capabilities of the computer itself?

a. Application Software      b. System Software      c. Google's online office tools d. All of these

5. \_\_\_\_\_ is a set of programs that enable a user to perform some specific task.

a. Software      b. Hardware      c. Language Translators      d. Prog. Languages

6. After setting the option "Anyone with the link", we can set one of the following access levels using the drop-down menu for sharing the file created in Google Docs?

a. Viewer      b. Commenter      c. Editor      d. all of these

7.....is a collection of websites or web pages.

a. World Wide Web      b. Web Sites      c. HTML      d. HyperText

8..... is the text which contains links to other web pages.

a. Static Text      b. Hyper Text      c. Plain Text      d. All of these

9. To view the output of HTML program, we have to open it in the.....

a. Text Editor      b. Word Processor      c. File Explorer      d. Web Browser

10..... are used to provide additional information about HTML tags.

a. Paired tags      b. Unpaired Tags      c. Meta-data      d. Attributes

11..... tag is used to create scrollable texts and images within a web page.

a. <title>      b. <center>      c. <marquee>      d. <sup>

12. Which of the following list is not used in HTML documents?

a. Bulleted List      b. Numbered List      c. Ordered List      d. Data List

13. Which of the following tag is used to define the list items in the ordered and unordered lists?

a. <OL>      b. <UL>      c. <LI>      d. <DT>

14. \_\_\_\_\_ tag is used to create a table row in the HTML document.

a. <Row>      b. <Table Row>      c. <TR>      d. <R>

15. By using \_\_\_\_\_ attribute, we can define space between table cells.

a. Cellspacing      b. Cellpadding      c. Rowspan      d. Colspan

16. We will use \_\_\_\_\_ attribute if we want to merge cells of two or more rows into a single cell.

a. Cellspacing	b. Cellpadding	c. Rowspan	d. Colspan
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17. \_\_\_\_\_ URL gives complete location to a resource (file).

a. Relative	b. <b>Absolute</b>	c. Internal	d. External
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18. Which tag is used to add an image in HTML document?

a. <picture>	b. <pic>	c. <image>	d. <img>
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19. Which of the following attribute is not used by anchor tag in HTML?

a. HREF	b. <b>SRC</b>	c. TARGET	d. TITLE
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20. A \_\_\_\_\_ link is underlined and shown in purple color by default.

a. Unvisited Link	b. <b>Visited Link</b>	c. Active Link	d. None of these
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21. Which HTTP method is used to send form-data to web server?

a. GET and SET	b. <b>GET and POST</b>	c. POST and SEND	d. GET and SEND
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22. Which of the following form control is used to accept multiple lines of text in the web page?

a. Textbox	b. Dropdown Box	c. Password Field	d. <b>Text Area</b>
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23. An operating system is a \_\_\_\_\_

a. Terminal	b. <b>System Software</b>	c. Application Software	d. Processor
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24. \_\_\_\_\_ refers to keeping several programs in different parts of the main memory at the same time and executing them concurrently.

a. Multi-application	b. <b>Multi-processing</b>	c. Multi-programming	d. Multi timing
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25. The users of \_\_\_\_\_ operating system do not interact with the computer directly.

a. <b>Batch Processing System</b>	b. Time Sharing System
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c. Network Operating System

d. Distributed system
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26. A \_\_\_\_\_ acts as a security guard between the internet and our local area network.

a. Operating System	b. Processor	c. <b>Firewall</b>	d. Security Threat
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27. GUI stands for \_\_\_\_\_

a. Graph User Interface	b. Graphics User Interface
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**c. Graphical User Interface**

d. None of these
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28. Programs that can be used to create books, magazines, newspapers, flyers, pamphlets, and many other kinds of printed documents, are called?

a. Desk Publishing	b. <b>Desktop Publishing</b>	c. Top Publishing	d. Publishing
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29. \_\_\_\_\_ enables us to see on the display screen exactly what will appear when the document is printed.

a. WYSWJKI	b. WKSWUG	c. WUSIWUG	d. <b>WYSIWYG</b>
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30. \_\_\_\_\_ are external output devices that take data from a computer and generate output in the form of graphics / text on a paper.

a. Frames	b. <b>Printers</b>	c. Fonts	d. Plotters
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31. \_\_\_\_\_ are rectangular areas which are meant for inserting graphics and text.

a. Rectangles	b. <b>Frames</b>	c. Structure	d. Fonts
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32. \_\_\_\_\_ is a visual representation of objects

a. Charts	b. <b>Graphics</b>	c. Frames	d. Fonts
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6. Which of the following is not an example of Desktop Publishing Software

a. Corel Draw	b. <b>Word Processor</b>	c. GIMP	d. Adobe Photoshop
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33. Choose an application used to design and produce attractive advertising and promotional material.

a) Word Processor	b) Spreadsheet	c) <b>Publisher</b>	d) Presentation
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34. \_\_\_\_\_ is the predefined model of publication?

a) <b>Template</b>	b) ClipArt	c) Object	d) Style
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3. Now a days, brochures are also available in electronic format and are called \_\_\_\_\_

a) <b>e-brochures</b>	b) m-brochures	c) t-brochures	d) k-brochures
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35. \_\_\_\_\_ is stationery with a printed heading. The heading usually consists of a name, an address, and a logo.

a) <b>Letterhead</b>	b) Program	c) Invitation Card	d) Catalogue
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36. What are longer than resumes – at least two or three pages?

a) <b>Curriculum Vita (CV)</b>	b) Banner	c) Invitation Card	d) Catalogue
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### Fill in the blanks:

- Application Softwares are also known as **End-User Applications**
- System softwares are usually written in **Low-Level Programming languages** Computer Programming Languages.
- Various types of Office Tools also fall in the category of **Application** softwares.
- Spreadsheet** is a software that allows users to process and analyze tabular data easily.
- Google Docs** is a free online word processor.
- Paired Tags are also known as **Container** tags
- Body** part contains all those contents that are displayed on the web page to the end user.
- <!DOCTYPE html> tag describes the **Version 5** of HTML.
- <BR> tag is used to insert a single line break.

10. **<SUB>** tag is used to add a subscript text to the HTML document.
11. **Background** attribute is used to set the background image for the HTML document.
12. In HTML documents, we can create and use **Three** different types of lists
13. In **Unordered** list, all the list items are marked with bullets.
14. A **Nested** list is a list within a list.
15. **<TH>** tag is used to define the Table Headings.
16. We can set the vertical alignment of only cell-contents using **Valign** attribute.
17. **Cellpadding** represents the distance between the cell border and the content of a cell.
18. In relative paths, **/** delimiter points to the parent folder of the current working file.
19. Every image tag has a **SRC** attribute which tells the browser where to find the image that we want to display.
20. Named anchors are also called **Bookmarks**
21. Form submission with **POST** HTTP method cannot be bookmarked
22. **Planning** is nothing but prioritizing tasks for website completion.
23. In a time sharing operating system, a small amount of time allocated to each user is called a **Time slice**.
24. **Protection** refers to a mechanism or a way to control the access of programs, processes, or users to the resources defined by a computer system.
25. **Operating System** is a program that acts as an interface between the user and the computer hardware.
26. **Computer Viruses** replicate itself and infects the files and programs of our PC and can make them non-functional.
27. **Desktop Publishing** is the use of the computer and software to create visual displays of ideas and information.
28. A **Margin** is the space between the main content of a page and its edges.
29. A **Font** is a graphical representation of text that may include a different typeface, point size, weight, colour, or design.
30. In Graphics software, **Layers** are the different levels at which one can place an object or image file.
31. In **Impact** Printers, characters or graphics are printed by striking print-head on the paper.
32. Advertising means how a company encourages people to buy their **Products**, services or ideas.
33. A **News-Letter** is a printed report containing news or information of the activities of a business or an organization.
34. Business cards are cards bearing business information about a **Person** or **Organization**.
35. A resume provides a summary of our **Education**, work history, credentials, and other accomplishments and skills.
36. **Resume** is the most common document requested of applicants in job applications.

#### True/False:

1. In tightly coupled systems, there is a single primary memory, which is shared by all the processors. **True**
2. A Multi-User Operating System is a system that allows only one user to access a computer system at one time. **False**
3. Confidentiality ensures that data exchanged is not accessible to unauthorized users. **True**
4. Firewall cannot block unauthorized access to our PC. **False**
5. Anti-malware is a computer program used to prevent, detect, and remove malware. **True**
6. A Template is a tool used in Publisher to help us easily create basic publication. **True**
7. Before exiting Publisher, we should not close all the publications. **False**
8. A compliment card is a piece of card or high-quality paper used for advertising purpose. **False**
9. Certificates of achievement, merit, and honor given to a person can be proved powerful tools for him when given at the right time and presented in the right way **True**
10. Brochures are promotional documents, primarily used to introduce a company, organization, products or services to the public. **True**

#### Full Forms:

1. **<B>** **Bold Tag**
2. **<I>** **Italic Tag**
3. **<U>** **Underline Tag**
4. **<S>** **Strikethrough Tag**
5. **<P>** **Paragraph Tag**
6. **<TT>** **Teletype Text**
7. **<HR>** **Horizontal Rule**
8. **<BR>** **Break Line**

9.<SUP>	<b>Superscript</b>
10.<SUB>	<b>Subscript</b>
11. <OL>	<b>Ordered List</b>
12. <UL>	<b>Unordered List</b>
13. <DL>	<b>Definition List</b>
14. <LI>	<b>List Item</b>
15. <DT>	<b>Definition Title</b>
16. <DD>	<b>Definition Data</b>
17. <TR>	<b>Table Row</b>
18. <TH>	<b>Table Heading</b>
19. <TD>	<b>Table Data</b>
20. URL	<b>Uniform Resource Locator</b>
21. GIF	<b>Graphics Interchange Format</b>
22. PNG	<b>Portable Network Graphics</b>
23. JPEG	<b>Joint Photographic Expert</b>
24. HREF	<b>Hypertext Reference</b>
25. SRC	<b>Source</b>
26. <A>	<b>Anchor Tag</b>
27. <IMG>	<b>Image Tag</b>
28.DTP	<b>Desktop Publishing</b>
29.WYSIWYG	<b>What you See Is What You Get</b>
30.3D	<b>Three Dimensional</b>
31.GIMP	<b>GNU Image Manipulation Program</b>
32.DMP	<b>Dot Matrix Printer</b>

#### **4 Marks Questions:**

##### **1. Define the term Office Tools?**

Ans: Those softwares which are designed to make computer users more productive and efficient at their workplace, are known as Office Tools. Office Tools includes some application softwares such as Word Processors, Spreadsheets, Presentation softwares etc. These tools help users to save their large amount of time and effort.

##### **2. What is Application Software?**

Ans: Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

##### **3. Write some examples of Word Processor Tools?**

Ans: Examples of Word Processor Tools/Software are given below:

1. Microsoft Word
2. Google Docs
3. OpenOffice Writer
4. WordPad
5. Word Perfect

##### **4. Write about Multimedia Tools.**

Ans: Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation. Multimedia tools allow users to create multimedia applications/contents using various forms of contents. Adobe Flash, Media Players and Real players are the examples of multimedia tools.

## 5.Explain Google Docs.

Ans: Google Docs is a free online word processor. It is a Web-based document management application for creating and editing documents. It helps us in real time online word processing. Google Docs allows us to export its document file in all major file types including .docx, .pdf, .odt, .rtf, .txt, and .html.

## 6. What is Definition List.

Ans: Definition List is also known as a Description List. It is a list of items with a description or definition of each item or term. In this list, items are listed like in a dictionary. <DL> tag is used for declaring a definition list in HTML. Each list-item in the definition list contains two entries:

**1.Definition Title (also called Data Term):** The <DT> tag defines definition title.

**2.Definition Description (also called Data Definition):** The <DD> tag defines definition description.

## 7. What is Ordered List? Write the name of tag and attributes for creating ordered lists.

Ans: Ordered-List is also known as Numbered List because it displays list of items in the Numbered Format. These lists are used when the order of the items in the list is important. Tags and Attributes for Ordered List:

1.The <OL> tag is used to create Ordered list in HTML. <LI> tag is used to represent the list items in the list.

2.Type and Start are the two commonly used attributes for <OL> tag. Type attribute is used to specify the type of numbering for the list while Start attribute is used to specify the starting point of numbering.

## 8. Write the name of various basic tags used for creating tables in HTML.

Ans: Following are the basic tags used for creating tables in HTML documents:

- 1.<TABLE>
- 2..<TR>
- 3.<TH>
- 4.<TD>

## 9. How will you merge cells of HTML table?

Ans: Merging cells mean combining two or more cells to make a single cell. Colspan and Rowspan Attributes can be used to merge cells in HTML tables. These are the attributes of <TD> or <TH> tags.

**1.Colspan:** It is used to merge cells of two or more columns. For Example: <td colspan= "2">

**2.Rowspan:** It is used to merge cells of two or more rows. For Example: <td rowspan= "2">

## 10. Explain the various attributes of <table> tag used for formatting its background.

Ans: Table background can be formatted using the attributes of <table> tag. We can set table background using the following attributes:

**1.Bgcolor:** This attribute is used to change the background color of the table. For Example: <table bgcolor="pink">.....</table>

**2.Background:** This attribute is used to set background image for the table. For Example: <table background="back.jpg">.....</table>

## 11. What is an Operating System?

Ans: Operating system is System Software. It is used to operate or run computer. It provides an environment in which the users can work efficiently on the computer system. It is a software that acts as an interface between the user and the computer hardware and controls the execution of all kinds of programs. Examples of Operating Systems are: Windows, DOS, Unix, Linux, Mac OS etc.

## 12. Write the name of types of operating systems.

Ans: Following are some popular types of Operating Systems:

1. Batch Operating System
2. Multi-Programming Operating System
3. Time-Sharing Operating Systems
4. Multi-Processing Operating System
5. Network Operating System
6. Real Time Operating System

### **13. Make a list of the common functions of operating system.**

Ans: Following list shows the most common functions of an operating system:

1. Program Execution
2. To control Input output related operations
3. File Manipulation
4. Communication
5. Error Detection
6. Resource Management
7. Protection

### **14. What are Computer Security Threats? Write their names.**

Ans: A computer security threat refers to any possible malicious attack. These threats can affect the smooth functioning

of our PC. The most harmful types of computer security threats are given below:

1. Malware
2. Phishing
3. Rootkit
4. Keylogger

### **15. What is Firewall?**

Ans: A firewall helps us to secure and protect our Information from various Security threats. It acts as a security guard between the internet and our local area network. It prevents hackers from attacking our system. Firewall blocks unauthorized access to our PC.

### **16.. What is Desktop Publishing?**

Ans: Desktop publishing is also known as DTP. DTP is an application through which we can print Visiting cards, Magazines, Calendar, Advertisement etc. in a good quality with the help of computer. This task is related to Publishing and Printing.

### **17.. Write the name of various types of printers?**

Ans: A printer is an external output device that is used to print documents. There are two types of printers:

1. Impact Printers
2. Non-Impact Printers

### **18..What are Margins?**

Ans: A margin is the space between the main content of a page and its edges. The margin helps to define where a line of text begins and ends. Margin size can also be adjusted as per our requirement.

### **19. Define Graphics?**

Ans: A graphic is an image or visual representation of an object. Therefore, computer graphics are simply images displayed on a computer screen. Old Graphics could represent Graphics only in few colours while modern computers can represent Graphics in millions of colours.

### **20. What do you mean by the term “WYSIWYG”?**

Ans: WYSIWYG stands for “What You See Is What You Get”. In printing and computing, it is a system that shows you exactly what the document will look like when you print it.

### **21. What is Publisher?**

Ans: Publisher is a Desktop Application. The first version of Publisher was released in the year 1991 by Microsoft. In Microsoft Publisher, the emphasis is placed on page layout and design. It is used to design and produce attractive advertising and promotional material like letter heads, banners, posters, calendars, invitations, and newsletters and so on. This advertising and promotional material is called a publication.

### **22. How to start publisher using Run command?**

Ans: Following are the steps to start Publisher using Run command:

1. Press Window Key + R from the keyboard, it will open Run Command box.
2. Type MSPUB in it.
3. Press Enter Key from keyboard or Click on OK button of Run Command Box.

### 23. Define Templates.

Ans: Template is the default model of the Publication. A Template helps us to create a basic publication very easily. Many predefined design-styles are available in Templates. We can use these designs in publication without changing them or by making desirable changes in them. Many popular templates are available on office.com which can be downloaded to make high quality publications easily.

### 24. Which publications can be used for advertisements?

Ans: Various print media used for advertisement are:

1. Brochures
2. News letters
3. Banners
4. Business cards

### 25. What is Banner?

Ans: A banner is a long strip of cloth. Commonly, it bears a symbol, logo, slogan or other marketing message. Banners are commonly hung at public places. An online banner is a graphic image that announces the name or identity of a site. It is typically a rectangular advertisement placed on Web pages. It is generally linked to the web-site of advertiser.

## 6 Marks Questions:

### 1. What are Softwares? Explain different types of softwares?

Ans: Software is a set of programs that enable a user to perform some specific task or used to operate a computer. Without software, a user can't perform any task on a computer. Software can be divided into mainly two types:

**1. System software:** System software is a collection of system programs. These softwares are designed to operate, control, and extend the processing capabilities of the computer itself. These softwares are usually written in Low-Level Computer Programming languages. Some examples of system software are Operating System, Language Translators, etc.

**2. Applications software:** Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

### 2. What are the advantages and disadvantages of using online office tools?

Ans: Following are some of the common advantages and disadvantages of using online office tools:

#### Advantages of Using Online Office Tools:

- The cost of using online office tools is either very low or there is no specific charge for using these services.
- There is no need to download or install these online tools/software.
- Online office tools can run on thin clients (N Computing) with minimal hardware requirements.
- Online office tools provide the ability to share files.
- Online office tools are portable.

#### Disadvantages of Using Online Office Tools:

- For accessing these tools, high speed internet connectivity is required always.
- There is a lack of advanced features in the online tools as compared to offline tools.
- The user has no control over the version of the software used.

### 3. Compare Offline and Online Office Tools.

Ans: Following table shows the comparison between Offline and Online Office-Tools:

Offline Office Tools	Online Office Tools
1. No internet connection is required for using these tools	1. Internet connection is required for using these office tools.
2. Files created in offline office tools are stored in the local storage of computer system	2. Files created in online office tools are stored on the cloud storage.
3. Files can be accessed only on the local computer system where they are stored	3. Files can be accessed from anywhere in the world as files are stored at online storage media
4. Files cannot be shared easily.	4. File can be shared easily using inbuilt options.
5. Multiple people cannot work easily on the same file created in these Apps.	5. Multiple people can work on the same file created in these Apps.
6. Examples: MS Word, Excel, PowerPoint etc.	6. Examples: Google Docs, Google Sheets, Google Slides etc.

### 4. What are Tags? Explain two different types of tags used in HTML.

Ans: HTML is a hyper text markup language; It has a predetermined set of markup tags (also known as elements). These markup tags are special type of instructions that are used in HTML documents to design web pages. Each tag starts with Opening Angle Bracket (<) and ends with closing angle bracket (>). Therefore, these HTML tags can be mainly divided into following two types:

**1. Paired Tags:** These tags are also known as Companion or Container tags. A paired tag consists of two tags: first one is called an opening tag (<tag>) and the second one is called a closing tag (</tag>). The text on which we want to apply tag's effect is placed in between these opening and closing tags.

**2. Unpaired Tags:** These tags are also known as Singular or Stand-Alone tags. These tags do not need to be closed. These tags do not require any closing tag.

## 5. How will you work with fonts in the HTML document?

Ans: <Font> tag is a container tag. It is started with <Font> tag and is closed with </Font> tag. Following are the three main attributes of <font> tag:

**1. Face:** This attribute is used to change the font

**2. Size:** This attribute is used to change the size of font

**3. Color:** This attribute is used to change the color of text

For Example: <Font face= "arial" size= "2" color= "red"> Hello </Font>

## 6. Explain about the body part of the HTML document? How will you format it?

Ans: **BODY Part:** This part contains all those contents that are displayed on the web page to the end user. Body part is defined by the <BODY> tag which is also a container tag. It begins with <BODY> tag and ends with </BODY> tag. All the contents, such as text, pictures, videos, tables, lists, forms etc. shown to user is defined within this tag. Body of the html document should start immediately after the closing head tag, i.e. </head>. To format the body of HTML document, we can use its attributes:

**1. BGCOLOR:** This attribute is used to set the background color of the body.

**2. BACKGROUND:** This attribute is used to set the background image of the body.

**3. TEXT:** This attribute is used to change the foreground-color of text.

## 7. What are tables? Explain the basic tags used for creating a table in the HTML document.

Ans: A table is a structure in which data can be arranged in rows and columns. Tables are widely used to represent data in tabular form mainly. Information in tables is easily readable and understandable. Contents of a table are shown in the cells. Following basic tags are used for creating tables in HTML:

**1. <TABLE> Tag:** The <table> tag is used to define a table in HTML documents.

**2. <TR> Tag:** TR stands for Table Row. This tag is used to define a row in the <table> tag.

**3. <TH> Tag:** TH stands for Table Heading. This tag is used to define the Column Headings of a table. Normally, we will put our top row as table heading. By default, table headings are bold and centered in the cell.

**4. <TD> Tag:** TD stands for Table Data. This tag is used to define contents/data of a cell. The contents defined by <td> are regular and left aligned by default.

## 8. What is Cell Padding and Cell Spacing? Explain with suitable example.

Ans: CellPadding and CellSpacing are the attributes of <table> tag. These attributes can be used to adjust the white space in table cells.

**1. Cellpadding:** It provides space inside the cells. It represents the distance between cell border and the content of a cell. The default cell padding is 1 pixel. For Example: <table cellpadding= "5">

**2. Cellspacing:** It provides space outside the cells. Using cellspacing attribute, we can define space between table cells. The default cellspacing is 2 pixels. For Example: <table cellspacing= "7">

## 9. Differentiate between Ordered List and Unordered List.

Ans: Following are the differences between ordered and unordered lists:

Unordered List	Ordered List
1. It is also known as Bulleted List	1. It is also known as Numbered List
2. It is a list in which order of the list items does not matter.	2. It is a list in which order of the list items is important.
3. It displays list items with bullets.	3. It displays list items in the numbered format
4. The <UL> tag is used to create this type of list	4. The <OL> tag is used to create this type of list
5. Type is the main attribute for creating Unordered Lists.	5. Type and Start are the main attributes for creating Ordered Lists.

## 10. Explain Vector Graphics and Bitmap Graphics?

Ans: The difference between Vector Graphics and Bitmap Graphics is given below:

Vector Graphics	Bitmap Graphics
1. Vector graphics consist of Control Points which are connected through Lines or curves called Vector Path.	1. Bitmap graphics consist of many tiny dots called Pixels.
2. These are used to form polygons and other shapes.	2. Digital images or scanned images are examples of these graphics.
3. It is possible to edit every shape object in different ways.	3. It is possible to edit each and every pixel with help of bitmap graphics software.
4. Adobe Illustrator and Coral Draw are the examples for creating Vector Graphics.	4. Adobe Photoshop is the best example for creating bitmap graphics.
5. File size is not dependent on image size	5. File size is dependent on image size.
6. When a vector image is re-sized, then its quality does not decrease.	6. When a bitmap graphics is re-sized, then its quality gets decreased.

## 11. What is Desktop Publishing Software? Write about any two Desktop Publishing Softwares.

Ans: Desktop publishing (DTP) software is designed for creating visual communications such as newspapers, business cards, greeting cards, magazines, posters, books, and more for printing or on-screen. These software helps in creating the electronic form of the given information. Two commonly used Desktop Publishing softwares are as follows:

**1. Microsoft Publisher:** Microsoft Publisher is a DTP application. In Microsoft Publisher, the emphasis is placed on page layout and design. The first version of Microsoft was released in the year 1991 by Microsoft.

**2. Adobe Photoshop:** Adobe Photoshop is a desktop image editing software developed by Adobe Inc. It is widely considered as one of the most powerful image editors in the market. It has amazing photo editing tools that can take a photographer's pictures to the next level.

## 12. What is the difference between Impact and Non-Impact printers?

Ans: Following are the common differences between the Impact and Non-Impact Printers:

Impact Printer	Non-Impact Printer
1. Characters, graphics are printed on paper by striking.	1. Characters, graphics are printed on paper without striking.
2. Printing is done by striking Printer-Head on the paper.	2. Printing is done by depositing ink on paper or by using laser techniques.
3. Electro-Mechanical devices are used for printing.	3. Non-Electro-Mechanical devices are used for printing.
4. Impact Printers are slow in speed.	4. Non-Impacts are faster in speed.
5. Impact Printers are very noisy.	5. Non-Impact Printers are not very noisy .
6. Examples of Impact Printers are: DMP, Daisy-Wheel Printers, and line Printers.	6. Examples of Non-Impact Printers are: Inkjet Printers and Laser Printers.

**13. Give any six comparisons between Desktop Publishing and Word Processing Software.**

Ans: Differences between Word Processing and Desktop Publishing:

Word Processing	Desktop Publishing
1. Word processing software allows users to create documents that contain mostly text.	1. Desktop Publishing (DTP) software allows users to create documents that contain text and graphics, where layout is important.
2. It is less expensive.	2. It is more expensive.
3. A word processor is a Text based Editor.	3. DTP is a Graphics based Editor.
4. Examples of Word processing documents are: simple memos, letters, resumes etc.	4. Examples of Desktop Publishing documents are: newsletters, magazines, posters, brochures etc.
5. In Word Processor, text can be directly entered into the blank page.	5. In Desktop publisher, frames are used to add text and images on the page .
6. Examples of Word Processing software are: Microsoft Word, Word Pro, Word Perfect etc.	6. Examples of DTP software are: Adobe PageMaker, Microsoft Publisher, Adobe Photoshop etc.