1. The keyboard shortcut to save a file in Libre Office Writer is
    a. Ctrl + S
2. Give an example for empty tag.
    a.
,<hr>,<img>
3. Name the tag used to insert video in HTML
    a. **<EMBED>**
4. CMS stands for
    a. Content Management System
5. Write an example for DCL command.
    a. **GRANT, REVOKE**
6. Name the mobile operating system owned by Google.
    a. Android
7. Define the term publishing.

    Publishing comprises of the creation,compilation and mass reproduction of graphic and text images thereby making information available to the public.

8. List any four principles of design.
    Balance, proportion, rhythm, emphasis and Unity.(**Repetition, Contrast, Harmony, Dominance)**
9. Write any 4 components of Libre Office Writer IDE.
    Title bar, Menu bar, Toolbars, Ruler, Scroll bars, **Status bar,** Text area.
10. Define the term watermark.
    Watermark is a facility to define text, graphics or colours in the background of the document
    pages.
11. Differentiate client side scripting and server side scripting.

Client side scripting
Executed in the client browser.
Used for validation of client data.
Users can block.
Browser dependent
Server side scripting
Executed in the web server.
Used to connect to databases.
Users cannot block.
Not browser dependent

12. Write the tags used for the following
    a. To display scrolling text
       <MARQUEE>
    b. To display the text H_2O
       <SUB>

13. Write any two attribute of <FONT>tag and their use.
    Color: To set the text colour.
    Face: To set the font face like **Arial,Courier New**, etc.
    Size: To set the font size.
14. List any 2 important text properties in CSS.
    text-align, text-decoration, text-indent, line-height.
15. What do you mean by responsive web design?
    Responsive web design is the custom of building a website suitable to work on every device and every screen size, no matter how large or small, mobile phone or desktop or television.
16. Define the terms:
    a. **Field**
       A field is the smallest unit of stored data. Each field consists of data of a specific type
    b. **Record**
       A record is a collection of related fields.
17. List any 4 aggregate functions in SQL.
    SUM(),AVG(),MIN(),MAX(),COUNT()
18. What is IPR?
    IPR refers to the exclusive right given to a person over the creation of his/
    her mind for a period of time.
19. Briefly explain electronic publishing.
    Electronic publishing is the digital publication of e-books, digital magazines and the development of digital libraries and catalogues.
    Two types-web based publishing / digital distribution.
20. Explain paragraph formatting features in Libre Office Writer.
    Controlling the appearance of entire text in a paragraph
    format-> paragraph->paragraph dialog box
    Paragraph alignment-
    horizontal:- Left, Right, Centred, Justify
    vertical:- Top, Bottom, Middle
    Indentation : left indent, right indent, first line indent, hanging indent, positive indent, negative indent
    Line spacing, Drop caps, Bullet and numbering
21. (a).Write the steps of Copy-Paste
    1 Select the text or object
    2 Select Copy option as you required
    3 Place the cursor at the destination
    4 Select the command Paste,or Ctrl+V or Paste button
    (b). Differentiate Cut-Paste and Copy-Paste

Cut - Paste
Does not duplicate text
Text will be present at the destination only
Moves the text from one place to another

Copy - Paste
Duplicate text
Text will be present at the source and destination
Copy the text from one place to another

22. Explain TOC in Libre officeWriter
TOC indicates the main contents of the document or book
Creating TOC involves two steps
1.Creating TOC Entries
2.Creating TOC Page

23. Write the basic structure of HTML document.
<HTML>
<HEAD>
<TITLE> .. title of web page....... </TITLE>
</HEAD>
<BODY>
..............contents of webpage..................
</BODY>
</HTML>

24. Briefly explain 3 types of lists in HTML.
Unordered lists
• Unordered lists or bulleted lists display a bullet in front of each item in the list.
• **<UL>** tag: To create Unordered list.
• **<LI>** tag: To add items in the list.
Ordered lists
• Ordered lists or numbered lists present the items in some numerical or alphabetical order.
• **<OL>** tag: To create Ordered list.
• **<LI>** tag: To add items in the list.
Definition lists
• Definition List is a list of terms and its definitions.
        <DL> tag: To create Definition list.
        <DT> tag: To specify the term,
Data integrity<DD> tag: To add its definition.

25. What are the different ways to add CSS to a web page?
Internal style sheet, External style sheet, Inline style

26. Define the following.
    a. Web Host : The companies that provide web hosting services are called **web hosts**.
    b. VPS : A shared web server which feels dedicated virtually.
    c. Free hosting : Free hosting provides web hosting services free of charge.

27. Explain database abstraction.
Data abstraction is the procedure of hiding unwanted data from the end user.
Three levels: Physical level, Logical level (Conceptual level), View level

28. What are the different components of SQL?
SQL has three components:
1. Data Definition Language (DDL)
2. Data Manipulation Language (DML)
3. Data Control Language (DCL)

29. Define the following
    a. **SIM**: Subscriber Identity Module
    b. **GPS**: The Global Positioning System (GPS) is a satellite based navigation system that is used to locate a geographical position anywhere on earth, using its longitude and latitude.
    c. **SMS**: **Short Message Service (SMS)**:- It allows transferring short text messages containing up to 160 characters between mobile phones

30. (a). What is mail merge?
(b). List the steps involved in mail merge process.
(a). Mail merge is a tool in word processors which allows to create formal letters, mailing labels and envelopes by linking a main document to a set of data or data source.
(b). **Steps**
1. Select starting document
2. Select document type(letter or e-mail)
3. Insert address book
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalise
8. Save, Print or Send

31. (a). Explain the tags used for creating a table in HTML.
<TABLE> To create a table.
<TR> To create rows in a table
<TH> To define heading cells. The text will be bold.
<TD> To define data cells.
(b) List the attributes of <TABLE> tag.
Border, Bordercolor, Align, Bgcolor, Background, Cellspacing, Cellpadding

32. (a) Define DBMS.
Database Management System (DBMS) is a set of programs which deals the storage, retrieval and management of database
(b). Write any three advantage of DBMS
Controlling data redundancy, Data consistency, Efficient data access, Data integrity, Data security, Sharing of data, Enforcement of standards, Crash recovery

Bejoy Joyce
St. Michaels HSS, Westhill