303 – Answer Key

February 2023

[N.B: Answer all Questions.]

Marks

I   Fill in the blanks: 10 x 1 = 10

1. Transformation of input to output is performed by **CPU.**

2. **Folder** is a named location on a disk where files are stored.

3. **Wall** command in Linux system is used to write a message to all users.

4. **Insert** tab is used to add a table to a document.

5. Long text can be broken into many lines within cell by **Wrap text** option in formatting.

6. OpenOffice keeps a list of recently opened files under the **File / Recent Documents** menu.

7. In Access, **Tables** are used to store the data.

8. **Static** reports contain the data in the selected fields at the time the report was created, in OpenOffice base.

9. In MS Power Point **F5** key is used to run the slide show from the beginning.

10. Cc in email is **Carbon Copy**

II   Match the following: 10x1=10

1.	Joy stick	**input device**
2.	Android	**operating system**
3.	Cd	**change directory**
4.	Copy & Paste	**clipboard**
5.	Word	**mail merge**
6.	Record	**collection of field**
7.	Base	**ODBC**
8.	Impress	**slide transition**
9.	Calc	**calculation**
10.	Hub	**network device**

[Turn over...]

III Choose the best answer: 10 x 1 = 10

1. The _____ are not performed by the Computer.

   a. storage and retrieval operations   b. logic operations

   c. arithmetic operations   d. **printing of documents**

2. File ____ shrinks the size of a file so it requires less storage space.

   a. **compression**   b. defragmenting   c. synthesizing   d. scanning

3. Which one is not a tab in Microsoft Word 2010?

   a. File   b. Insert

   c. Home   d. **Design**

4. Which of the following file extension is not compatible with OpenOffice Writer?

   a. txt   b. doc   c. sxw   d. **csv**

5. Page border in Excel; can be set

   a. **from border tab in format cells dialog box**   b. from border tool in formatting toolbar

   c. from line style in drawing toolbar   d. from Insert tab.

6. The place where accessories are connected in Computer is

   a. **Port**   b. Ring   c. Bus   d. Zip

7. The size of yes/no field is always _____ in OpenOffice base.

   a. **1 bit**   b. 1 byte

   c. 1 character   d. 1 kB

8. Which tool do you use to create a query object?

   a. Table query wizard   b. **Simple query wizard**

   c. Simple filer wizard   d. Database wizard

9. The file that consists of readymade styles that we can easily use for our presentation is known as:

   a. Pre formatting   **b. Template**   c. Wizard   d. AutoStyle

10. Which of the following command is used to count the total number of lines, words, and characters contained in a file?

   a. **wc**   b. wcount

   c. countw   d. cw

IV   Say TRUE or FALSE: 10 x 1 = 10

1.   Auxiliary memory is popularly known as primary memory.   **False**

2.   When a file is moved to recycle bin, it will be immediately deleted from the computer.   **False**

3.   Directory is a type of file in Linux.   **True**

4.   Pressing the Printscreen key on your keyboard takes a 'picture' of what is displayed on the screen.   **True**

5.   Nested tables cannot be created in OpenOffice writer.   **False**

6.   If a formula consisting of relative references is copied from one cell to another, it will still be the same.   **False**

7.   In Excel, you can view the worksheet page wise with page break. **True**

8.   In Excel, logical values are represented by numbers.   **True**

9.   In Impress, placeholders are areas on the slide that are enclosed by dotted borders.   **True**

10. A network location of a web page is a URL.   **True**

V   Write short answers for any Fifteen Questions from the following: 15 x 2 = 30

1.   **List the types of computer on the basis of working.**

     Analog, digital and hybrid computer.

2.   **Differentiate ROM and RAM. (any two points)**

RAM	ROM
RAM stands for Random Access Memory.	ROM stands for Read Only Memory.
RAM is a primary memory of the computer that stores those data and instructions on which the CPU is currently working.	ROM is a primary memory of the computer that stores those computer instructions and programs that do not need to be altered in future like BIOS.
RAM is a volatile memory. Which means it stores data as long as power is on.	ROM is a non-volatile memory that means it stores data permanently even when power is off.
RAM is used to store data that CPU needs for current instruction processing.	ROM is used to store data that in needed to bootstrap the computer.
There are two major types of RAM available – SRAM (Static Random Access Memory) and DRAM (Dynamic Random Access Memory).	Three types of ROM available – PROM (Programmable ROM), EPROM (Erasable PROM), and EEPROM (Electrically EPROM).
The speed of RAM is quite high.	The speed of ROM is slower than RAM.
RAM memory is large and high capacity.	ROM is generally small and of low capacity.
RAM is used as CPU Cache, Primary Memory.	ROM is used as firmware by microcontrollers.
RAM is costly.	ROM is not so expensive.

3. Define operating system. What is multi-tasking operating system?

An operating system (OS) is the program that, after being initially loaded into the computer by a boot program, manages all of the other application programs in a computer.It is the interface between human and computer.

Multitasking, in an operating system, is allowing a user to perform more than one computer task (such as the operation of an application program) at a time.

4. What is quick launch tool bar?

The Quick Launch toolbar **provides an area for PC users to place shortcuts to their most frequently used programs**.

5. What are the components of Linux?

The Linux operating system is made up of three parts; the kernel, the shell, and the programs.

6. How the text can be aligned in a Writer?

1. Click anywhere in the paragraph that you want to align.
2. On the **Home** tab, in the **Paragraph** group, do one of the following:

To	Click
Align text left	**Align Text Left**
Center text	**Center Text**
Align text right	**Align Text Right**

7. How to insert a table in MS Word?

click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want.

For a larger table, or to customize a table, select Insert > Table > Insert Table.

8. How to set the page break in MS Word?

Go to Layout > Breaks > Page.

1. Click or tap in the document where you want a page break.
2. Go to Insert > Page Break.

9. What is relative cell reference?

Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar ($) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row.

10. What are the types of spread sheet?

- Small databases.
- Models.
- Business Processes.

11. What is a cell in Calc? How it is addressed?

The cell is the intersection between the row and the column on the spreadsheet. Each cell in spreadsheet has unique address/ reference which is defined by its column letter (A,B...) and row number (1,2...).

12. What are the types of reports in Base?

Static report

Dynamic report

13. How to create a database?

Right-click Databases, and then select New Database. In New Database, enter a database name. To create the database by accepting all default values, select OK.

14. What is a query?

A query is **a request for data or information from a database table or combination of tables**.

15. What is master template in Impress?

A slide master is a slide that is used as the starting point for other slides. It is similar to a page style in Writer: it controls the basic formatting of all slides based on it. A slide which is used to create other slides.

16. How to add text to the presentation?

1. On the Home tab, under Insert, click Text.
2. On the pop-up menu, click Text Box.
3. On the slide, click the location where you want to add the text box.
4. Type or paste your text in the text box

17. What is topology?

A topology is **the physical and logical arrangement of nodes and connections in a network**.

18. Differentiate LAN and WAN. (any two)

LAN	WAN
The full form of LAN is Local Area Network.	The full form of WAN is Wide Area Network.
LAN is private.	WAN can be private or public.
When it comes to LAN, the propagation delay is shorter.	In the case of WAN, the propagation delay is longer.
The speed of LAN is higher.	The speed of WAN is slower.
In LAN, the blockages are less.	In WAN, the blackages are more.
The configuration and maintenance is easy in LAN.	The configuration and maintenance is harder than LAN.
In LAN, the fault tolerance is more.	In WAN, the fault tolerance is less.
LAN covers smaller areas like school, hospital, etc.	WAN covers a large area like a country.
Coaxial or UTP cable is the transmission medium used by LAN.	PSTN or satellite link is a transmission medium used by WAN.

VI   Write answers in detail: 6 x 5 = 30

1.   (a)   What are the components of CPU? Explain.
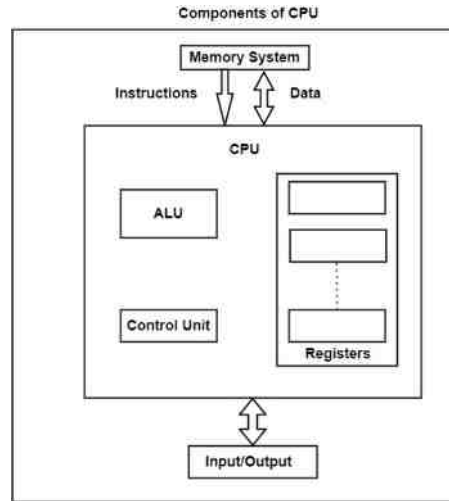
Register Set
The register set contrasts from one system to another. The register set includes several registers which contain general-purpose registers and special-purpose registers. The general-purpose registers do not implement any particular function. They save the temporary information that is needed by a program. The special-purpose registers execute various functions for the CPU.

ALU
The ALU implements all the arithmetic, logical, and shift operations by supporting important circuitry that provides these evaluations.

Control Unit
The control unit fetches the instructions from the main memory, decodes the instructions, and then executes them.
The CPU interacts with the main memory and input/output devices. The CPU reads and writes data to and from the memory system and transfers data to and from the I/O devices.

Motherboard The motherboard is the computer's main circuit board.
Hard disk The hard drive is where your software, documents, and other files are stored.
RAM (Random Access Memory)
SMPS & Connecting wire
Connecting wires
20 + 4 Pin ATX / Motherboard Connector
CPU 4 + 4 Pin Connector
SATA Power Connector
Floppy 4 Pin Connector
Peripheral 4 Pin Molex Connector
PCI-e 6 Pin / PCI-e 8 Pin Connector
Graphics Card
Sound Card
Network Interface Card
Modem

(Or)

1. (b) Explain about the memory units.

Memory Unit All the data that has to be processed or has been processed is stored in the memory unit. The memory unit acts as a hub of all the data. It transmits it to the required part of the computer whenever necessary. The memory unit works in sync with the CPU. This helps in faster accessing and processing of the data. Thus, making tasks easier and faster.

There are two types of computer memory

1. **Primary memory** – This type of memory cannot store a vast amount of data. Therefore, it is only used to store recent data. The data stored in this is temporary. It can get erased once the power is switched off. Therefore, is also called temporary memory or the main memory. RAM stands for Random Access Memory. It is an example of primary memory. This memory is directly accessible by the CPU. It is used for reading and writing purposes. For data to be processed, it has to be first transferred to the RAM and then to the CPU.

2. **Secondary memory** – As explained above, the primary memory stores temporary data. Thus it cannot be accessed in the future. For permanent storage purposes, secondary memory is used. It is also called the permanent memory or the auxiliary memory. The hard disk is an example of secondary memory. Even in a power failure data does not get erased easily.

2. (a) Explain mail merge.

Mail Merge is a useful tool that will allow to produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet. While performing a Mail Merge two documents are required (1) Word document (also can start with an existing one or create a new one) and (2) a recipient list, which is typically an Excel workbook.

To use Mail Merge

1. Open an existing Word document, or create a new one.

2. Click the Mailings tab.

3. Click the Start Mail Merge command.

4. Select Step by Step Mail Merge Wizard.

The Mail Merge task pane appears follow the six main steps to complete a merge. The following is an example of how to create a form letter and merge the letter with a recipient list.

Step 1: 1. Choose the type of document you want to create. In this example, select Letters. 2. Click Next: Starting document to move to Step 2.

Step 2: 1. Select Use the current document. 2. Click Next: Select recipients to move to Step 3.

Step 3: From the address list so Word can automatically place each address into the document. The list can be in an existing file, such as an Excel workbook, or type a new address list from within the Mail Merge Wizard. 1. From the Mail Merge task pane, select Use an existing list, then click Browse. 2. Locate your file in the dialog box, then click Open. 3. If the address list is in an Excel workbook, select the worksheet that contains the list, then click OK. 4. In the Mail Merge Recipients dialog box,can check or uncheck each recipient to control which ones are used in the merge. Click OK to close the dialog box. 5. From the Mail Merge task pane, click Next: Write your letter to move to Step 4.

Step 4: When it is printed, each copy of the letter will basically be the same, except the recipient data—like the name and address—will be different on each one. Add placeholders for the recipient data so Mail Merge knows exactly where to add the data. In this step if the Mail Merge is with an existing letter, make sure the file is open.

Step 5: 1. Preview the letters to make sure information from the recipient list

2. Click Next: Complete the merge, followed by printing.

(Or)

2. (b) Explain about the formatting of documents in Writer.

In Apache OpenOffice, you can apply formatting to documents in two different ways. You can do so directly using menus and toolbars, or you can use styles and templates. To a new user, it may seem easier to format a document directly, applying formatting only as needed. However, this can be repetitive, and problematic when working with longer documents. You can save yourself a lot of time and trouble by using styles and templates, which cause your document to follow predefined formatting rules. While this may seem complex at first glance, it is actually an easy-to-learn tool that affords a great deal of flexibility and consistency when authoring documents. Styles can be used in all Apache OpenOffice programs with the exception of Apache Math.

Benefits of Styles Over Direct Formatting Suppose we have written a long report that is divided into chapters, each marked by a heading. We need these headings to be displayed in a particular sans serif font. We also need these headings to be displayed in large, bold text, and centered on the page. To apply this formatting manually, we would need to set up the following formatting for each heading individually: "Liberation Sans, 16 point, bold, centered..."

Adding Styles to Your Document You can create, edit, and apply styles to your document through the 'Styles and Formatting' panel.

3. **(a) Write the steps to create and print chart in Calc.**

Creating Charts

- Open OpenOffice Calc and enter data
- Click the Insert menu Chart
- Cart and Chart wizard will appear
- Choose Chart type (Column, Bar , Pie,…) Click Next
- Select the data range, then click Next
- Customise the Data range
- Add chart title , x-axis, y-axis
- Choose Left/Right/Top/Bottom from Display Legend Radio Button
- Then Click Finish Button

Printing Chart

- Select format Page from the main menu
- Select the sheet tab
- Specify which details to print
- Click charts check box, then click ok button
- Then click File Menu Print.

(Or)

3. (b) Explain how to set formulae in Excel.

Simple formulas always start with an equal sign (**=**), followed by constants that are numeric values and calculation operators such as plus (**+**), minus (**-**), asterisk(*****), or forward slash (**/**) signs.

example of a simple formula.

To add together the numbers 2, 7 and 1, type the following into any Excel cell: = 2 + 7 + 1 which returns the result 10.

As with all Excel formulas, instead of typing the numbers directly into your addition formula, you can use references to cells containing numbers. The Excel addition formula in cell A1 of the spreadsheet on the right adds together the contents of cells B1, B2 and B3 (which contain the values 2, 7 and 1). Again, the formula returns the value 10.

The Excel Sum Function Instead of using the + operator, you can use the Excel Sum Function to perform addition in Excel. The syntax of this function is: =SUM(number1, [number2], ...) where number1, [number2], etc. are one or more numbers (or references to cells containing numbers) that you want to add together.

An example of the Excel Sum function is shown in cell A1 of the spreadsheet on the right. In this example, the Sum function is used to add together the three values in cells B1, B2 and B3 (i.e. the values 2, 7 and 1). Again, the function returns the value 10.

4. (a) Explain about importing data from other databases in Access.

1. On the External Data tab, in the Import & Link group, click the command for the type of file that you are importing from. For example, if you are importing data from an Excel worksheet, click Excel. If you don't see the correct program type, click More.

2. In the Get External Data dialog box, either click Browse to browse to the source data file, or type the full path of the source data file in the File name box.

3. Click the option that you want under Specify how and where you want to store the data in the current database. You can create a new table by using the imported data, or create a linked table that maintains a link to the data source.

4. Click OK. Depending on your choice, the Link Objects dialog box or the Import Objects dialog box opens.

5. Use the dialog box to finish the process. The exact procedure you follow depends on the import or link option that you choose

6. On the last page of the wizard, click Finish. If you chose to import, Access asks whether you want to save the details of the import operation that you just completed.

7. If you think that you will be performing this same import operation again, click Save import steps, and then enter the details. You can then easily reproduce the import operation by clicking Saved Imports in the Import group on the External Data tab, clicking the import specification, and then clicking Run.

8. If you don't want to save the details of the operation, click Close. Access imports the data into a new table, and then displays the table under Tables in the Navigation Pane.

(Or)

4. (b) Explain about creating of reports in Base.

Reports provide information found in the database in a useful way. In this they are similar to queries. Reports are generated from the database's tables or queries. They can contain all of the fields of the table or query or just a selected group of fields.

1. **Create a new report**.

a. Click the Reports icon in the Database list in the Automobile - OpenOffice.org window.

b. In the Tasks list, click Use Wizard to Create Report. The Report Wizard window opens.

2. **Select the fields.**

 a. Select Table: Vacations in the Tables or Queries dropdown list.

b. Use the > to move these fields from the Available fields list to the Fields in report list: Date, Motel, Tolls, Miscellaneous, Breakfast, Lunch, Supper, and SnackCost. Click Next.

3. Label the fields: answering the question How do you want to label the fields. Shorten Miscellaneous to Misc. Click Next.

4. Since we are grouping by the date, use the > button to move the Date field to the Grouping list. Click Next.

5. Sort options. We do not want to do any additional sorting. Click Next.

6. Choose layout. We will be using the default settings for the layout. Click Next.

7. Create report.

Label the report: Vacation Expenses.

Select Static report.

Click Finished.

5. (a)   Write the steps for setting Animations in MS Power Point.

Step 1 – Go to the Animation ribbon and click on the Animation Pane to display the animation sidebar.

Step 2 – Select one of the objects in the slide and click on the Add Animation menu option.

Step 3 – Choose from one of the Animation options.

● Entrance will cause the object to appear in the screen.

● Emphasis will cause the object to emphasis without appearing or leaving the screen.

● Exit will cause the object to disappear from the screen

Step 4 - Once you add the animation for an object, it will show up in the Animation pane.

Step 5 – By default, all the animations are initiated by a click, but you can change this. To change the trigger, right-click on the animation object on the pane and choose an alternate trigger.

● Start On Click will cause the animation to start when you click the mouse.

● Start With Previous will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show.

● Start After Previous will cause the animation to begin after the previous animation ends.

Step 6 – From the timing section, you can also manipulate the animation timings.

Step 7 – To preview the animation settings, just click Play on the animation pane.

(Or)

5. **(b) Explain about printing handouts in Impress.**

Handouts In the Handout view you can check, how the documents for the listeners look like. If you prefer another sharing out of the slides, you can change the Layout in the Task pane on the right side. This selection is used after a mouse click for all pages of the handout.

Printing If you want to print your presentation directly, you can click the Printer button (printer symbol) in the Standard bar. Special adjustments can be done in the menu File > Print. Here you can define if all pages should be printed, or only individual pages. When you click the Options button a dialog box will appear, where you can define, that notes or handouts should be printed too.

6. **(a)** **Explain about the applications of Google Forms and Google Sheets.**

Applications of Google Forms
1. Google forms are used to create surveys to meet curriculum objectives
 2. Can be used to ask Various Types of Questions like
● Text ● Paragraph Text ● Multiple Choice ● Checkboxes ● Choose from a list ● Scale ● Grid ● Date ● Time
3. Possible to Apply Validation Options to Control Data Entry
4. Google Forms helps to Create Professional Looking Forms using Themes
5. Google Forms helps us to collect data using multiple methods.
● A form can be included in the body of an email allowing a respondent to submit their responses from their Inbox.
● A link can be generated allowing respondents to answer the questions using a web-based form.
● Code can be generated and then embedded into a blog or web page as another option for data collection.

Applications of Google Sheets
1. **Editing**
One of the key features of Google Sheets is that it allows collaborative editing of spreadsheets in real-time. Rather than emailing one document to multiple people, a single document can be opened and edited by multiple users simultaneously. Users can see every change made by other collaborators, and all changes are automatically saved to Google servers. Google Sheets also includes a sidebar chat feature that allows collaborators to discuss edits in real-time.
2. **Explore**
The Explore feature in Google Sheets was first introduced in September 2016, and it uses machine learning to bring additional functionalities. This feature provides a lot of information based on the data added to the spreadsheet, and it can auto-update itself depending on the selected data. With the Explore feature, users can ask questions, build charts, visualize data, create pivot tables, and format the spreadsheet with different colors.
3. **Offline editing**
Google Sheets supports offline editing, and users can edit the spreadsheet offline either on desktop or mobile apps.
4. **Supported file formats**
 Google Sheets supports multiple spreadsheet file formats and file types. Users can open, edit, save or export spreadsheets and document files into Google Sheets. Some of the formats that can be viewed and converted to Google Sheets include: .xlsx, .xls, .xlsm, .xlt, .xltx, .xltxm, .ods, .csv, .tsv
5. **Integration with other Google products**
Google Sheets can be integrated with other Google products such as Google Form, Google Finance, Google Translate, and Google Drawings. For example, if you want to create a poll or questionnaire, you can input the questions in Google Forms, and then import the Google Forms into Google Sheets.

(Or)

6. (b) Explain the different types of Computer Networks.

Types of Computer Networks 1. Local Area Network (LAN) 2. Metropolitan Area Network (MAN) 3. Wide area network (WAN) 4. campus area network (CAN) 5. Home Area Networks (HAN)

LAN(Local Area Network)

- Local Area Network is a group of computers connected to each other in a small area such as building, office.
- LAN is used for connecting two or more personal computers through a communication medium such as twisted pair, coaxial cable, etc.
- It is less costly as it is built with inexpensive hardware such as hubs, network adapters, and ethernet cables.
- The data is transferred at an extremely faster rate in Local Area Network.
- Local Area Network provides higher security.

Wide area network (WAN) is a telecommunication network that is used for connecting computers and covers a wide geographical area. WANs often contain a few smaller networks (LANs, MANs, etc.).A WAN span across city, state, country or even continent boundaries.

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