

Dear Students!!

In this e-book of **10th class**, study material of computer science is being sent to you as per new syllabus (2024-25). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue color. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.


10th Class - Computer Science Syllabus & Video Lecture Links (Pbi)

Chapter	Explanation of Chapter	Solution of Exercise	Quick Revision
Chapter-1 Office Tools	https://youtu.be/ld9j6u84ogo	https://youtu.be/0mdtRvkR1L8	https://youtu.be/nTTjLqVIS8s
Chapter -2 HTML-1	https://youtu.be/NOnCp sDMSYs	https://youtu.be/mQfZJaMMrWQ	https://youtu.be/DhYiCrQHtRo
Chapter -3 HTML-2	https://youtu.be/ULZGiTDL7D0	https://youtu.be/V_TcVpdRovE	https://youtu.be/QCVBtx12JQ4
Chapter -4 HTML-3	https://youtu.be/5xCOSrPMcBI	https://youtu.be/V_TcVpdRovE	https://youtu.be/7PtF2oI18YI
Chapter -5 Operating SYstem	https://youtu.be/QRWD EfZKcGI	https://youtu.be/N3kHjbycNrM	https://youtu.be/WAllLgkMeQ0
Chapter -6 Desktop Publishing	https://youtu.be/9GBAliFMUal	https://youtu.be/yYRW P3I6Fng	https://youtu.be/9X3_1LwA2ro
Chapter -7 Microsoft Publisher	https://youtu.be/QWhlyb10sdl	https://youtu.be/jKIT9a49jm4	https://youtu.be/11Q2g2_BzE4
Links of Playlists	https://www.youtube.com/playlist?list=PLja3EaJFAjmbp-HISbHmdHogP10foUyqn	https://www.youtube.com/playlist?list=PLja3EaJFAjma17j9srJRw_bNjqBGlcVyf	https://www.youtube.com/playlist?list=PLja3EaJFAjmbHFqNBhHHZzeDGbQM3yhsQ
HTML Practical Lecture Links	Practical Session – HTML Programming (Part-1) https://youtu.be/DcYz0QX9CVs Practical Session – HTML Programming (Part -2) https://youtu.be/qLlzLKrbhIA Practical Session – HTML Programming Using Mobile https://youtu.be/PYFuKCwdIOY		

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

<http://cspunjab.nirmancampus.co.in/study.php>

Que:1 Multiple Choice Questions:

- I. Which of the following is an example of office tool?
a. MS Word b. Google Slides c. MS PowerPoint d. All of these
- II. Which of the following is the example of Word Processor?
a. Google Docs b. Google Sheets c. Google Drive d. MS Excel
- III. 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
- IV. 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
- V. _____ is a set of programs that enable a user to perform some specific task.
a. Software b. Hardware c. Language Translators d. Prog. Languages
- VI. 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. Any of these

Que:2 Fill in the Blanks

1. Application Softwares are also known as _____
2. System softwares are usually written in _____ Computer Programming Languages.
3. Various types of Office Tools also fall in the category of _____ softwares.
4. _____ is a software that allows users to process and analyze tabular data easily.
5. _____ is a free online word processor.

Ans:

1. End-User Applications	2. Low-Level Programming languages	
3. Application Softwares	4. Spreadsheet	5. Google Docs

Que:3 Short Answer Type Questions

Que: I 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.

Que:II 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.

Que:Ill 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

Que:IV Write about Multimedia Tools.

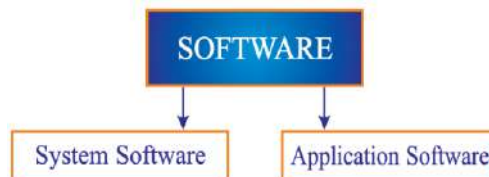
Ans: Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation. Multimedia tools allow users to create multimedia applications/contents using various forms of contents. Adobe Flash, Media Players and Real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

Que:V 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.

Que:4 Long Answer Type Questions**Que:I 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: Application Software and System Software.



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. **Application Software:** Application 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.

Que:II 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.

Que:III 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	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	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	Files can be accessed from anywhere in the world as files are stored at online storage media
4.	Files cannot be shared easily.	File can be shared easily using inbuilt options.
5.	Multiple people cannot work easily on the same file created in these Apps.	Multiple people can work on the same file created in these Apps.
6.	Examples: MS Word, Excel, PowerPoint etc.	Examples: Google Docs, Google Sheets, Google Slides etc.

Q:I Multiple Choice Questions:

- _____ is a collection of websites or web pages.
a. World Wide Web b. Web Sites c. HTML d. Hyper Text
- _____ is the text which contains links to other web pages.
a. Static Text b. Hyper Text c. Plain Text d. All of these
- 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
- _____ are used to provide additional information about HTML tags.
a. Paired tags b. Unpaired Tags c. meta-data d. Attributes
- _____ tag is used to create scrollable texts and images within a web page.
a. <title> b. <center> c. <marquee> d. <sup>

Q:II Fill in the Blanks

- Paired Tags are also known as _____ tags
- _____ part contains all those contents that are displayed on the web page to the end user.
- <!DOCTYPE html> tag describes the _____ of HTML.
- _____ tag is used to insert a single line break.
- _____ tag is used to add a subscript text to the HTML document.
- _____ attribute is used to set the background image for the HTML document.

Ans: 1. Container Tags 2. Body 3. Version 5
4.
 5. <sub> 6. background

Q:III Write the full forms of the following HTML tags:

- | | | | |
|--------|---------------|-----------|------------------|
| 1. | Bold | 6. <tt> | Teletype Text |
| 2. <i> | Italic | 7. <hr> | Horizontal Ruler |
| 3. <u> | Underline | 8.
 | Break Line |
| 4. <s> | Strikethrough | 9. <sup> | Superscript |
| 5. <p> | Paragraph | 10. <sub> | Subscript |

Q:IV Short Answer Type Questions

Q:1 What is HTML?

Ans: HTML stands for Hypertext Mark-up Language. It is a simple text based language. It is used to create webpages. HTML Commands that are used in webpages are called Tags. Tags are represented using angular brackets (<>). There are two types of tags used in HTML:

- Paired or Container tags
- Unpaired or Empty tags

Q:2 Write the name of softwares required for HTML programming.

Ans: Following softwares are required for HTML programming:

- Text Editors:** Notepad, Notepad++, Sublime etc.
- Web Browsers:** Internet Explorer, Google Chrome, Firefox etc.

Q:3 What are attributes?

Ans: HTML tags can also have attributes. Attributes are used to provide additional information about HTML tags. These attributes are always specified in the Opening tag. Attributes usually come in name/value pairs like: name="value". Attribute values should always be enclosed in quotation marks.

Example: <table border="1">

Here border is the attribute of table tag and "1" is the value the border attribute.

Q:4 Write the name of any five tags used for formatting in HTML.

Ans: Following are commonly used tags used for formatting in HTML:

- tag for Bold
- <I> tag for Italic
- <U> tag for Underline
- <S> tag for Strikethrough
- <SUP> tag for Superscript

Q:5 How will you scroll text and images in HTML document?

Ans: Marquee is one of the important tags introduced in HTML. It is used to create scrollable texts and images within a web page. It scrolls either from horizontally - left to right or right to left, or vertically - top to bottom or bottom to top. For example: `<marquee direction="right">Scrolling Text</marquee>`

Q:V Long Answer Type Questions

Q:1 What are Tags? Explain different types of tags used in HTML.

Ans: HTML commands that are used in a webpage are called Tags. Tags are some special instructions which instruct web browser to perform special task. Tag is represented using angular brackets (<>). There are two types of tags that are used in HTML:

1. **Paired Tags:** These tags are also known as Container or Companion Tags. These tags consist of two tags: first one is called an opening tag (<>) and the second one is called a closing tag (</>). For Example:

`HTML From HTML`
↑
Opening Tag
↑
Closing Tag

2. **Unpaired Tags:** These tags are also known as Empty or Singular Tags. These tags do not need to be closed. For Example: `
`, `<hr>` tags etc.

Q:2 How will you work with fonts in the HTML document?

Ans: To work with the fonts in HTML document, we use `` tag. `` tag is a container tag. It is started with `` tag and closed with `` tag. To change the size, color and font of text, we can use its attributes. Following are the three main attributes used for this purpose of `` tag:

- **Size:** This attribute is used to change the size of font
- **Color:** This attribute is used to change the color of text
- **Face:** This attribute is used to change the font of text

For Example: ` Hello `

Q:3 Explain about the body part of the HTML document? How will you format it?

Ans: HTML document represents a web page. Body part is an important part of a web page. Body part is defined by the `<BODY>` tag which is 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>`. Head and Body part of the web page should be embedded in between the `<HTML>` and `</HTML>` tags. To format the body of HTML document, we can use its attributes:

- **BGCOLOR:** This attribute is used to set the background color of the body
- **BACKGROUND:** This attribute is used to set the background image of the body
- **TEXT:** This attribute is used to change the foreground-color of text

Chapter – 3rd
HTML PART-II

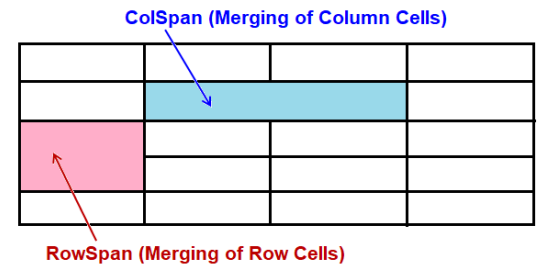
Que:I Multiple Choice Questions:

1. Which of the following list is not used in HTML documents?
 a. Bulleted List b. Numbered List c. Ordered List c. Data List
2. Which of the following tag is used to define the list items in the ordered and unordered lists?
 a. `` b. `` c. `` d. `<DT>`
3. _____ tag is used to create a table row in the HTML document.
 a. `<Row>` b. `<Table Row>` c. `<TR>` d. `<R>`
4. By using _____ attribute, we can define space between table cells.
a. Cellspacing b. Cellpadding c. Rowspan d. Colspan
5. 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

Q:4 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.

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



Q:5 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:

- **Bgcolor:** This attribute is used to change the background color of the table. For Example: <table bgcolor= "pink">.....</table>
- **Background:** This attribute is used to set background image for the table. For Example: <table background= "back.jpg">.....</table>

Que:V Long Answer Type of Questions

Q:1 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:

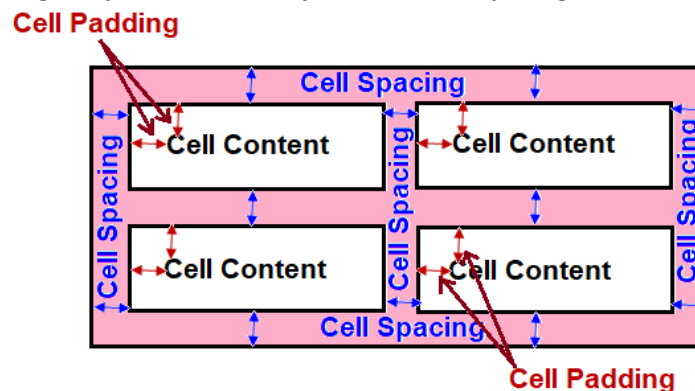
- **<TABLE> Tag:** The <table> tag is used to define a table in HTML documents.
- **<TR> Tag:** TR stands for Table Row. This tag is used to define a row in the <table> tag.
- **<TH> Tag:** TH stands for Table Heading. This tag is used to define the Column Headings of a table. Normally, we will put our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

```
<table>
  <tr>
    <th> Roll No </th>
    <th> Name of Student</th>
  </tr>
  <tr>
    <td>101</td>
    <td> Paramveer</td>
  </tr>
  <tr>
    <td>102</td>
    <td> Karanveer</td>
  </tr>
  <tr>
    <td>103</td>
    <td> Kavyanjali</td>
  </tr>
</table>
```

Q:2 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.

- **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">
- **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">



Q:3 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 tag is used to create this type of list	4. The 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.

Chapter – 4th
HTML PART – III

Que:I Multiple Choice Questions:

- _____ URL gives complete location to a resource (file).
a. Relative b. Absolute c. Internal d. External
- Which tag is used to add an image in HTML document?
a. <picture> b. <pic> c. <image> d.
- Which of the following attribute is not used by anchor tag in HTML?
a. href b. src c. target d. title
- A _____ link is underlined and shown in purple color by default.
a. Unvisited Link b. Visited Link c. Active Link d. None of these
- Which HTTP method is used to send form-data to web server?
a. GET and SET b. GET and POST c. POST and SEND d. GET and SEND
- 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. TextArea

Que:II Fill in the Blanks:

- In relative paths, _____ delimiter points to the parent folder of the current working file.
- Every image tag has a _____ attribute which tells the browser where to find the image that we want to display.
- Named anchors are also called _____.
- Form submission with _____ HTTP method cannot be bookmarked
- _____ is nothing but prioritizing tasks for website completion.

Ans: 1. ./ 2. src 3. Bookmarks 4. POST 5. Planning

Que:III Write the full forms of the following:

- URL** Uniform Resource Locator
- GIF** Graphics Interchange Format
- PNG** Portable Network Graphics
- JPEG** Joint Photographic Expert Group
- HREF** Hypertext Reference
- SRC** Source
- <A>** Anchor Tag
- ** Image Tag

Que:IV Short Answer Type Questions:

Q:1 How will you insert an image in the HTML document?

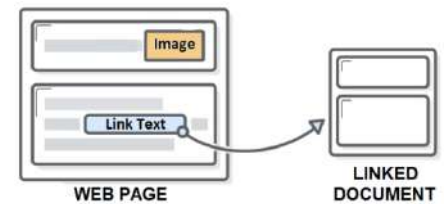
Ans: To insert an image in the HTML document, we use tag. The tag is an empty tag, which means it has no closing tag. Following is the basic syntax to insert an image to a web page:

Here, src is an essential attribute of tag which stands for source. This attribute is used to specify the URL of the image to be displayed.

Q:2 What is Hyperlink?

Ans: HTML links are called Hyperlinks. A webpage can contain various links. These links allow visitors to navigate between Web sites by clicking on them. By default, web browser shows links in blue color with underline. In HTML, a link can be created using <a> tag. This tag is called anchor tag. In this tag, HREF (Hypertext Reference) attribute is used to specify the URL of the document to be linked. Following is the simple syntax to create a hyperlink using <a> tag.

Link Text or Image



Q:3 What are Forms?

Ans: HTML Forms provide interactivity between user and website. These forms are like simple forms. They are used to get data from the user, such as - registration information: name, email address, credit card, etc. A form gets input from the user. Then it will be posted/submitted to web-server. At web-server, server-side scripts (ASP or PHP etc.) process the form's data and stores it in the database.

Fig: Example of a HTML Form

Q:4 Write the name of various controls used in the web forms.

Ans: Following are the commonly used controls of web-forms:

- Textbox Control
- Text Area Control
- Password Field Control
- Checkbox Control
- Radio button Control
- Selection List Control
- File Selection Control
- Button Control
- Submit Button
- Reset Button

Q:5 What are the different types of buttons used in the HTML forms?

Ans: Following are the common types of buttons used in the HTML documents:

- **Submit:** This button is used to send all form-data to the web server.
- **Reset:** This button is used to reset all form-controls to their initial values.
- **Button:** This button is used to call/run a function/code written in client-side scripting language (JavaScript).
- **Image:** This button is used to create a clickable button with image background.

Que:V Long Answer Type Questions:

Q:1 What is URL? Explain different types of URL.

Ans: URL stands for Uniform Resource Locator. URLs play an important role in locating our resources on web server or local computer. Each website or webpage has a unique URL. For example: the website of Punjab School Education Board has web-address or web-URL called <http://pseb.ac.in/>. There are two types of URLs:

1. **Absolute URL:** An absolute URL gives complete location to a resource (file).
Consider an example of absolute URL: "D:\main\picture.jpg"
2. **Relative URL:** A Relative URL describes the path of the file relative to the current location of file. It usually contains only the folder name and file name or even just the file name.
Consider an example of relative URL: "./picture.jpg"

Q:2 Explain the various text input controls used in web forms.

Ans: Following are the text input controls used in web forms:

- **Textbox or Text-Field Control:** This control is used to accept a single line of text from the user. For example: user name, contact number etc. Basic example of textbox control is: `<input type="text">`
- **Password Field Control:** It is also a Single-line text input control, but this control is used to accept the password type secure information. Basic example of password control is: `<input type="password">`
- **Text Area Control:** This control is used to accept multiple lines of text from the user. For Example: address information, comments, etc. Basic example of textarea control is: `<textarea rows="5" cols="50"></textarea>`

Q:3 What are the various phases of web development?

Ans: Web development refers to building, creating, and maintaining websites. for developing web projects, following phases should be followed:

- **Phase 1 – Information Gathering:** It involves understanding the client's requirements.
- **Phase 2 – Planning:** It is about prioritizing tasks for website completion.
- **Phase 3 – Design & Layout:** In this phase, look and feel of the website is determined.
- **Phase 4 – Development:** In this phase, web developers develop websites using programming languages.
- **Phase 5 – Testing & Launch:** In this phase, the functionality of the website is tested.
- **Phase 6 – Maintenance:** This phase deals with the updation of contents and design of the website.

Chapter 5th Operating System

Que:I Multiple choice questions:

1. An operating system is a _____.
a. Terminal **b. System Software** c. Application Software d. Processor
2. _____ refers to keeping several programs in different parts of the main memory at the same time and executing them concurrently.
a. Multi-application b. Multi-processing **c. Multi-programming** d. Multi timing
3. The users of _____ operating system do not interact with the computer directly.
a. Batch Processing System b. Time Sharing System c. Network Operating System d. Distributed system
4. A _____ acts as a security guard between the internet and our local area network.
a. Operating System b. Processor **c. Firewall** d. Security Threat
5. GUI stands for _____.
a. Graph User Interface b. Graphics User Interface **c. Graphical User Interface** d. None of these

Que:II Fill in the blanks:

1. The little CPU time given to each user in the Time-Sharing operating system is known as _____.
2. _____ refers to a mechanism or a way to control the access of programs, processes, or users to the resources defined by a computer system.
3. _____ is a program that acts as an interface between the user and the computer hardware.
4. _____ replicate itself and infects the files and programs of our PC and can make them non-functional.

Ans: 1. Time Slice 2. Protection 3. Operating System
 4. Computer Viruses

Que:III Write True or False:

1. In tightly coupled systems, there is a single primary memory, which is shared by all the processors.
2. A Multi-User Operating System is a system that allows only one user to access a computer system at one time.
3. Confidentiality ensures that data exchanged is not accessible to unauthorized users.
4. Firewall cannot block unauthorized access to our PC.
5. Anti-malware is a computer program used to prevent, detect, and remove malware.

Ans: 1. True 2. False 3. True 4. False 5. True

Que:IV Short answer type Questions:**Q:1 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.

Q:2 Write the name of types of operating systems.

Ans: Following are some popular types of Operating Systems:

- Batch Operating System
- Multi-Programming Operating System
- Time-Sharing Operating Systems
- Multi-Processing Operating System
- Network Operating System
- Real Time Operating System

Q:3 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

Q:4 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:

- Malware
- Phishing
- Rootkit
- Keylogger

Q:5 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.

Que:V Long Answer Type Questions:**Q:1 Explain various functions of operating system.**

Ans: The main functions of the operating system are:

1. **Program Execution:** The operating system executes user programs and system programs in the computer.
2. **Input Output Operation:** The operating system controls all the input/output operations in the computer.
3. **File System Manipulation:** The operating system manages the files and directories in the computer system.
4. **Communication:** The operating system handles the communication between different types of devices and programs in a computer system.
5. **Error detection:** The operating system can detect various types of errors in the computer system and correct them too.
6. **Resource Management:** The various resources of the computer system, such as: Memory, CPU, Storage, etc. are also managed by the operating system.
7. **Protection:** The operating system provides various technologies to protect user data and programs.

Q:2 Write the difference between the Single-user and multi-user operating systems.

Ans: Following table shows the major differences between these two systems:

Single-User Operating System	Multi-User Operating System
1. In these Systems, only one user can access the computer at the same time.	1. In these System, more than one user can access a computer at the same time.
2. All the resources are allocated to a single user of the system.	2. All the resources are allocated among multiple users of the system.
3. Processing of system is faster.	3. Processing of system is slower.
4. These systems are simplistic and easy to design.	4. These are complicated and difficult to design
5. Types of Single User Operating systems are: <ul style="list-style-type: none">• Single-User Single-Task systems• Single-User Multi-Task systems.	5. The types of Multi-User Operating System are: <ul style="list-style-type: none">• Time Sharing Operating System• Distributed Operating System
6. Examples: MS DOS, Windows 95, Personal Computers, etc.	6. Examples: Mainframe Computers such as IBM AS400, Linux & Unix Distributed OS, etc.

Q:3 What is Time-Sharing Operating System? Write its advantages and disadvantages.

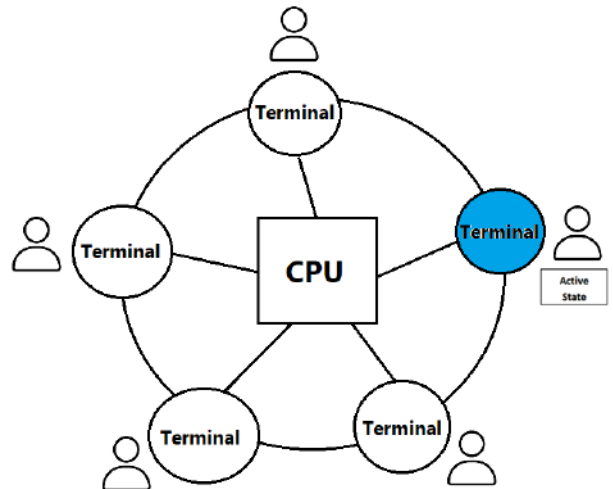
Ans: In Time sharing systems, many terminals/users are connected to a main computer system at the same time. A little time of CPU is given to each user's program in a circular way. This little CPU time given to each user is known as Time Slice or Time Quantum. The system switches rapidly from one user to the next user.

Advantages of Time-Sharing System:

- Reduces CPU idle time.
- Reduces the output of paper.
- Avoids duplication of software.

Disadvantages of Time-Sharing System:

- Large main memory is required for user programs.
- It requires CPU scheduling techniques.
- Memory management is required.



Q:4 What is Multi-Processing Operating Systems? Explain.

Ans: Multiprocessing system is used to describe interconnected computers, with two or more CPUs. These systems have the ability to simultaneously execute several programs. In such a system, instructions from different and independent programs can be processed simultaneously by different CPUs. The basic organization of a typical multiprocessing system is shown below:

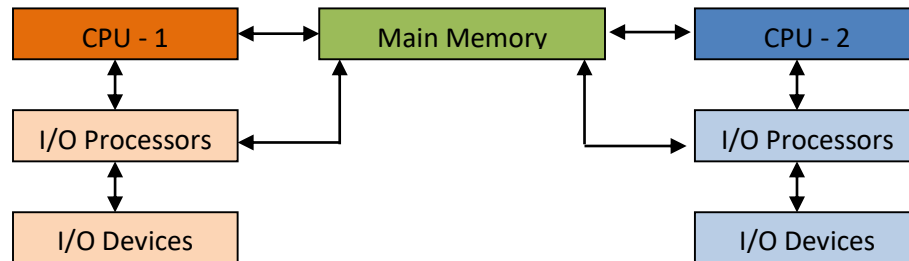


Fig: Basic Organization of Multiprocessing System

Multiprocessing systems are of two types:

- **Tightly Coupled Systems:** These systems are also known as Parallel Processing Operating Systems. In these systems, there is a single primary memory, which is shared by all the processors.
- **Loosely Coupled Systems:** These systems are also known as Distributed Operating Systems. In these systems, each processor has its own local memory.

Chapter 6th
Desktop Publishing

Que:1 Multiple Choice Questions:

- Programs that can be used to create books, magazines, newspapers, flyers, pamphlets, and many other kinds of printed documents, are called?
 - Desk Publishing
 - Desktop Publishing**
 - Top Publishing
 - Publishing
- _____ enables us to see on the display screen exactly what will appear when the document is printed.
 - WYSWJKI
 - WKSUUG
 - WUSIWUG
 - WYSIWYG**
- _____ are external output devices that take data from a computer and generate output in the form of graphics / text on a paper.
 - Frames
 - Printers**
 - Fonts
 - Plotters
- _____ are rectangular areas which are meant for inserting graphics and text.
 - Rectangles
 - Frames**
 - Structure
 - Fonts
- _____ is a visual representation of objects
 - Charts
 - Graphics**
 - Frames
 - Fonts
- Which of the following is not an example of Desktop Publishing Software
 - Corel Draw
 - Word Processor**
 - GIMP
 - Adobe Photoshop

Que:II Fill in the banks

1. _____ is the use of the computer and software to create visual displays of ideas and information.
2. A _____ is the space between the main content of a page and its edges.
3. A _____ is a graphical representation of text that may include a different typeface, point size, weight, colour, or design.
4. In Graphics software, _____ are the different levels at which one can place an object or image file.
5. In _____ Printers, characters or graphics are printed by striking print-head on the paper.

Ans: 1. Desktop Publishing 2. Margin 3. Font 4. Layers 5. Impact

Que:III Write the Full Forms:

1. **DTP** Desktop Publishing
2. **WYSIWYG** What you See Is What You Get
3. **3D** Three Dimensional
4. **GIMP** GNU Image Manipulation Program
5. **DMP** Dot Matrix Printer

Que:IV Short Answer type Questions

Q:1 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. Desktop Publishing Application is used to prepare beautiful, accurate and high-quality documents. It is easy to create Page Layout in it. Each object (Text and Graphics) can be controlled separately using DTP application software.

Q:2 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:

- Impact Printers (Daisy wheel printer, dot matrix printer, line printer)
- Non-Impact Printers (inkjet Printer, Laser Printer)



ਇਮਪੈਕਟ ਪ੍ਰਿੰਟਰ

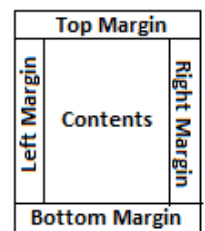


ਨਾਨ-ਇਮਪੈਕਟ ਪ੍ਰਿੰਟਰ

Q:3 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. We can set margin in all four directions of a page - Top Margin, Bottom Margin, Left Margin and Right Margin. Commonly, document's margin-size is set to one inch. Margin size can also be adjusted as per our requirement.

Margins



Q:4 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. Computer graphics can be either two dimensional or three-dimensional.

Q:5 What do you mean by the term "WYSIWYG"?

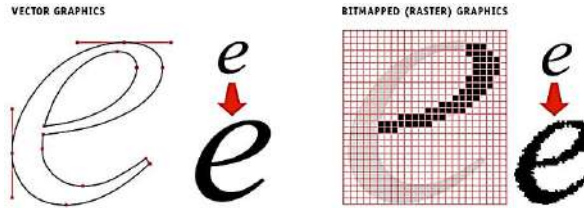
Ans: It is pronounced as "Viz-E-Vig". WYSIWYG stands for "What You See Is What You Get". In printing and computing, it is a system that shows you exactly what the document will look like when you print it. We can prepare such type of documents with the help of DTP software that appears very close to WYSIWYG. In computers, laptops, and tablets, the 'print preview' feature is a WYSIWYG application.

Que:V Long Answer type questions

Q:1 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 is gets decreased.



Q:2 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:

- **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.
- **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.

Q:3 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.

Q:4 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.

Chapter 7th
Microsoft Publisher

Que:I Multiple Choice Questions:

1. Choose an application used to design and produce attractive advertising and promotional material.
a) Word Processor b) Spreadsheet c) Publisher d) Presentation
2. _____ is the predefined model of publication?
a) Template b) ClipArt c) Object d) Style
3. Now a days, brochures are also available in electronic format and are called _____.
a) e-brochures b) m-brochures c) t-brochures d) k-brochures
4. _____ is stationery with a printed heading. The heading usually consists of a name, an address, and a logo.
a) Letterhead b) Program c) Invitation Card d) Catalogue
5. What are longer than resumes – at least two or three pages?
a) Curriculum Vita (CV) b) Banner c) Invitation Card d) Catalogue

Que:II Fill in the Blanks:

1. Advertising means how a company encourages people to buy their _____, services or ideas.
2. A _____ is a printed report containing news or information of the activities of a business or an organization.
3. Business cards are cards bearing business information about a _____ or _____.
4. A resume provides a summary of our _____, work history, credentials, and other accomplishments and skills.
5. _____ is the most common document requested of applicants in job applications.

Ans: 1. Products 2. News-Letter 3. Person, Organization
4. Education 5. Resume

Que:III Write True or False:

1. A Template is a tool used in Publisher to help us easily create basic publication.
2. Before exiting Publisher, we should not close all the publications.
3. A compliment card is a piece of card or high-quality paper used for advertising purpose.
4. 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
5. Brochures are promotional documents, primarily used to introduce a company, organization, products or services to the public.

Ans: 1. True 2. False 3. False 4. True 5. True

Que:IV Short Answer type Questions:

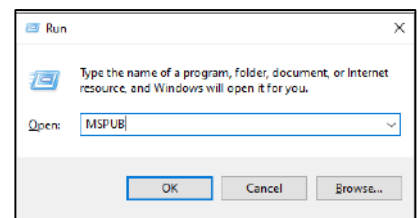
Q:1 What is Publisher?

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.

Q:2 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.



Q:3 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.

Q:4 Which publications can be used for advertisements?

Ans: Various print media used for advertisement are:

- Brochures
- News letters
- Banners
- Business cards

Q:5 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.



Que:V Long Answer type Questions:

Q:1 Write about the main components of publisher window.

Ans: There are three most important components of Publisher window:

1. **Quick Access Toolbar:** This toolbar appears on the left side of the title bar. It contains frequently used commands. We can also customize this toolbar as per our requirement.
2. **Ribbon:** The ribbon appears as a panel at the top portion of publisher window. It has six tabs: Home, Insert, Page Design, Mailings, Review, and View. Each tab is divided into groups.
3. **File Window:** File Window appears when we click on the File Menu. This menu contains many options related to file, such as New, Open, Print, Save, Save As, Exit etc.



Q:2 How to Print Publication? Write their steps.

Ans: Follow these steps:

1. Click on the File Menu → Print or Press Ctrl + P
2. In the Print window, set the desired number of copies.
3. Choose any other Print Settings
4. Click Print button.

Q:3 What are Advertisements? Explain various print media used for advertisements.

Ans: An advertisement is also known as "ad" for short. Advertisement is an audio or visual form of marketing communication. Usually, it contains a message to promote or sell a product, service or idea. Various print media used for advertisement are:

- **Brochures:** A brochure is an informative paper used for advertising. It can be folded into a pamphlet or leaflet.
- **News Letters:** A newsletter is a printed report containing news or information of the activities of a business
- **Banners:** A banner is a long strip of cloth that bears a symbol, logo, slogan or other marketing message.
- **Business Cards:** It is a small card printed with one's name, occupation and business address etc.

