

10th Class

Computer Science

Question Bank

(For Differently Abled Students)

Chapter 1st

Office Tools

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
- VII. Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation.
- a. Multimedia
 - b. Hypermedia
 - c. Presentation
 - d. Word Processors

- Ans:**
- 1. d. All of these
 - 2. a. Google Docs
 - 3. c. OpenOffice Writer
 - 4. b. System Software
 - 5. a. Software
 - 6. 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.
6. _____ is a free online spreadsheet web application.
7. A software for creating, storing and manipulating text documents is called word processor.

- Ans:**
1. End-User Applications
 2. Low-Level Programming languages
 3. Application Softwares
 4. Spreadsheet
 5. Google Docs
 6. Google Sheets
 7. Word Processors

Que:3 Short Answer Type Questions

Que:I Define the term Office Tools?

Que:II What is Application Software?

Que:III Write some examples of Word Processor Tools?

Que:IV Write about Multimedia Tools.

Que:V Explain Google Docs.

Que:VI Write the name of any three online office tools.

Que:VII For what purpose we use presentation tool?

Que:4 Long Answer Type Questions

Que:I What are Software's? Explain different types of softwares?

Que:II What are the advantages and disadvantages of using online office tools?

Que:III Compare Offline and Online Office Tools.

Que:IV Once a file is opened in Google Docs, what are the various modes that we can use in it?

Chapter – 2nd

HTML PART-I

Q:I Multiple Choice Questions:

1. _____ is a collection of websites or web pages.
 - a. World Wide Web
 - b. Web Sites
 - c. HTML
 - d. Hyper Text

2. _____ is the text which contains links to other web pages.
 - a. Static Text
 - b. Hyper Text
 - c. Plain Text
 - d. All of these

3. 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

4. _____ are used to provide additional information about HTML tags.
 - a. Paired tags
 - b. Unpaired Tags
 - c. meta-data
 - d. Attributes

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

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

6. In HTML, _____ tag is used to apply bold effect.

- a. <bold>
- b.
- c.

- d. None of these

Ans: 1. a. World Wide Web

2. b. Hyper Text

3. d. Web Browser

4. d. Attributes

5. c. <marquee>

6. b.

Q:II Fill in the Blanks

1. Paired Tags are also known as _____ tags.
2. _____ part contains all those contents that are displayed on the web page to the end user.
3. <! DOCTYPE html> tag describes the _____ of HTML.
4. _____ tag is used to insert a single line break.
5. _____ tag is used to add a subscript text to the HTML document.
6. _____ 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 |
| 2. <i> | Italic |
| 3. <u> | Underline |
| 4. <s> | Strikethrough |
| 5. <p> | Paragraph |
| 6. <tt> | Teletype Text |
| 7. <hr> | Horizontal Ruler |
| 8.
 | Break Line |
| 9. <sup> | Superscript |
| 10. <sub> | Subscript |

Q:IV Short Answer Type Questions

Q:1 What is HTML?

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

Q:3 What are attributes?

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

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

Q:6 What tags are used to create headings in HTML and how many levels of heading tags can be used?

Q:V Long Answer Type Questions

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

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

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

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
 - d. 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

6. _____ tag is used to created numbered lists in HTML.

- a.
- b.
- c. <DL>
- d.

- Ans:**
- 1. d. Data List
 - 2. c.
 - 3. c. <TR>
 - 4. a. Cellspacing
 - 5. c. Rowspan
 - 6. b.

Que:II Write the full forms of the following tags or attributes:

- 1. Ordered List
- 2. Unordered List
- 3. <DL> Definition List
- 4. List Item
- 5. <DT> Definition Title
- 6. <DD> Definition Data
- 7. <TR> Table Row

- 8. **<TH>** **Table Heading**
- 9. **<TD>** **Table Data**

Que:III Fill in the Blanks:

1. In HTML documents, we can create and use _____ different types of lists.
2. In _____ list, all the list items are marked with bullets.
3. A _____ list is a list within a list.
4. _____ tag is used to define the Table Headings.
5. We can set the vertical alignment of only cell-contents using _____ attribute.
6. _____ represents the distance between the cell border and the content of a cell.

Ans: 1. Three

2. Unordered List

3. Nested

4. <TH>

5. Valign

6. Cellpadding

Que:IV Short Answer Type Questions:

Q:1 What is Definition List.

Q:2 What is Ordered List? Write the name of tag and attributes for creating ordered lists.

Q:3 Write the name of various basic tags used for creating tables in HTML.

Q:4 How will you merge cells of HTML table?

Q:5 Explain the various attributes of <table> tag used for formatting its background.

Q:6 How will you define a title for the HTML table?

Q:7 How can you change the horizontal and vertical alignment of table's cell contents?

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.

Q:2 What is Cell Padding and Cell Spacing? Explain with suitable example.

Q:3 Differentiate between Ordered List and Unordered List.

Q:4 For what purpose, Colspan and Rowspan attributes are used? Explain with suitable example.

Chapter – 4th

HTML PART – III

Que:I Multiple Choice Questions:

1. _____ URL gives complete location to a resource (file).
 - a. Relative
 - b. Absolute
 - c. Internal
 - d. External
2. Which tag is used to add an image in HTML document?
 - a. <picture>
 - b. <pic>
 - c. <image>
 - d.
3. Which of the following attribute is not used by anchor tag in HTML?
 - a. href
 - b. src
 - c. target
 - d. title
4. A _____ link is underlined and shown in purple color by default.
 - a. Unvisited Link
 - b. Visited Link
 - c. Active Link
 - d. None of these
5. 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

6. 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

7. Which of the following button is used to send form data to web server?

- a. Image Button
- b. Save Button
- c. Submit Button
- d. Reset Button

- Ans:**
- 1. b. Absolute
 - 2. d.
 - 3. b. src
 - 4. b. Visited Link
 - 5. b. GET and POST
 - 6. d. TextArea
 - 7. c. Submit Button

Que:II Fill in the Blanks:

1. In relative paths, _____ delimiter points to the parent folder of the current working file.
2. Every image tag has a _____ attribute which tells the browser where to find the image that we want to display.
3. Named anchors are also called _____.
4. Form submission with _____ HTTP method cannot be bookmarked
5. _____ is nothing but prioritizing tasks for website completion.
6. _____ allows a user to select zero or more options from a limited set of choices.
7. _____ means updating the contents & design of the website.

Ans: 1. ./

2. src

3. Bookmarks

4. POST

5. Planning

6. Checkboxes

7. Maintenance

Que:III Write the full forms of the following:

1. **URL** **Uniform Resource Locator**
2. **GIF** **Graphics Interchange Format**
3. **PNG** **Portable Network Graphics**
4. **JPEG** **Joint Photographic Expert**
5. **HREF** **Hypertext Reference**
6. **SRC** **Source**
7. **<A>** **Anchor Tag**
8. **** **Image Tag**

Que:IV Short Answer Type Questions:

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

Q:2 What is Hyperlink?

Q:3 What are Forms?

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

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

Q:6 What is Web Development?

Q:7 Explain about the various attributes used in form tag.

Que:V Long Answer Type Questions:

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

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

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

Q:4 What are links? Explain the various states of links in web pages.

Chapter 5th

Operating System

Que: 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 does 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

6. CUI stands for _____

- a. Clear User Interface
- b. Character User Interface
- c. Custom User Interface
- d. None of these

7. Spooling stands for _____

- a. Simultaneous Peripheral Operation Online
- b. System Peripheral Operation Output
- c. Simultaneous Printing Operation Output
- d. None of these

- Ans:**
- 1. b. System Software**
 - 2. c. Multi-programming**
 - 3. a. Batch Processing System**
 - 4. c. Firewall**
 - 5. c. Graphical User Interface**
 - 6. b. Character User Interface**
 - 7. a. Simultaneous Peripheral Operation Online**

Que:II Fill in the blanks:

1. The users of a _____ operating system does not interact with the computer directly.
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 used to interact with the computer system.
4. _____ is a program that acts as an interface between the user and the computer hardware.
5. _____ replicate itself and infects the files and programs of our PC and can make them non-functional.
6. A _____ Operating System is a system that allows more than one user to access a computer system at one time
7. A little time of CPU is given to each user's program in the Time-Sharing system in a circular way. This little CPU time given to each user is known as _____.

Ans: 1. **Batch**

2. **Protection**

3. **Operating System**

4. **Operating System**

5. **Computer Viruses**

6. **Multi User**

7. **Time Slice**

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?

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

Q:3 Make a list of the common functions of operating system.

Q:4 What are Computer Security Threats? Write their names.

Q:5 What is Firewall?

Q:6 What do you mean by Phishing?

Q:7 What is Cyber Security?

Que:V Long Answer Type Questions:

Q:1 Explain various functions of operating system.

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

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

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

Chapter 6th

Desktop Publishing

Que:I Multiple Choice Questions:

- 1. 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. Desktop Publishing
 - c. Top Publishing
 - d. Publishing

- 2. _____ enables us to see on the display screen exactly what will appear when the document is printed.**
 - a. WYSWJKI
 - b. WKSWUG
 - c. WUSIWUG
 - d. WYSIWYG

- 3. _____ 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. Printers
 - c. Fonts
 - d. Plotters

- 4. _____ are rectangular areas which are meant for inserting graphics and text.**
 - a. Rectangles
 - b. Frames
 - c. Structure
 - d. Fonts

5. _____ is a visual representation of objects

- a. Charts
- b. Graphics
- c. Frames
- d. Fonts

6. Which of the following is not an example of Desktop Publishing Software

- a. Corel Draw
- b. Word Processor
- c. GIMP
- d. Adobe Photoshop

Ans: 1. b. Desktop Publishing

 2. d. WYSIWYG

 3. b. Printers

 4. b. Frames

 5. b. Graphics

 6. b. Word Processor

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?

Q:2 Write the name of various types of printers?

Q:3 What are Margins?

Q:4 Define Graphics?

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

Q:6 What are Impact Printers?

Q:7 Write the name of six Desktop Publishing Softwares.

Que:V Long Answer type questions

Q:1 Explain Vector Graphics and Bitmap Graphics?

Q:2 What is Desktop Publishing Software? Write about any two Desktop Publishing Softwares.

Q:3 What is the difference between Impact and Non-Impact printers?

Q:4 Give any six comparisons between Desktop Publishing and Word Processing Software.

Q:5 Write the various features of Desktop Publishing.

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

6. Which of the following print media is used for advertisement?

- a) Brochures
- b) Banner
- c) News Letter
- d) All of the above

7. _____ is a small card printed with one's name, occupation, business address etc.

- a) Brochures
- b) Business Card
- c) News Letter
- d) All of the above

- Ans:**
- 1. c) Publisher**
 - 2. a) Template**
 - 3. a) e-brochures**
 - 4. a) Letterhead**
 - 5. a) Curriculum Vita (CV)**
 - 6. d) All of the above**
 - 7. b) Business Card**

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?

Q:2 How to start publisher using Run command?

Q:3 Define Templates.

Q:4 Which publications can be used for advertisements?

Q:5 What is Banner?

Q:6 What are Business Cards?

Q:7 How will you save publication in the MS Publisher?

Que:V Long Answer type Questions:

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

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

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

Q:4 What is letter head? How will you create it using MS Publisher?