Answer any five.　　　　　　　　(5x1=5)

1. Raw facts and figures are known as ….
    ☞ Data
2. The act of making a column or row immovable is ……
    ☞ Freezing
3. The text tool is available in ----toolbar.
    ☞ Drawing
4. Expand URL.
    ☞ Uniform Resource Locator
5. The protocol for internet communication is…
    ☞ TCP/IP
6. Name any 2 e-learning tools.
    ☞ E-books reader, e-Text, Online chat, e-Content, Educational TV channels

Answer any 9.　　　　　　　　(9x2=18)

7. Distinguish between data & information.

Data	Information
Raw facts and figures	Processed data
Similar to raw material	Similar to the finished product
Cannot be directly used	Helps in taking decisions
Does not give precise and clear sense	Clear and meaningful

8. List any 4 number systems used in computers.
    Binary, Octal, Decimal, HexaDecimal
9. Write any 2 functions of operating system.
    Process management, Memory management, File management and Device management
10. Define the range of cells in work sheet.
    A group of adjacent cells that form a rectangular area.
11. Differentiate between ROUNDUP and ROUNDDOWN FUNCTION.
    ROUNDUP- Rounds the given number up to a specified number of decimal places.
    ROUNDDOWN- Rounds the given number down to a specified n umber of decimal places.
12. Write any 4 components of presentation software window.
    Title Bar, Menu Bar, Tool Bars, Tasks pane, Slides pane, Status Bar
13. Name any 4 slide views in presentation software.
    Normal view, Outline view, Notes view, Handout view, Slide Sorter view
14. Write any 4 transformation tools in GIMP.
    Align, Move, Rotate, Crop, Scale, Shear, Flip
15. What is image editing?
    Image editing is the editing or manipulating of an image or a graphic.
16. Write any 4 blur filters.
    Gaussian Blur, Simple Blur, Motion Blur, Pixelize, Selective Gaussian Blur

17. Distinguish between router and gateway.
    A router is a device that can interconnect two networks of the same type using the same protocol.
    A gateway is a device that can interconnect two different networks having different protocols.
18. Write short notes on Bluetooth and WiFi.
    USB: Bluetooth technology uses radio waves. Used for short distance communication(10 m). It can connect upto 8 devices simultaneously.
    Wi Fi : Wi-Fi network makes use of radio waves to transmit information across a network like cell phones, televisions and radios. It can be used to connect more number of devices simultaneously. Used for communication upto 375 ft (114 m)

Answer any 9.　　　　　　　　(9x3=27)

19. What is primary storage and secondary storage?
    <u>Primary memory</u> is a semiconductor memory that is accessed directly by the CPU. It is capable of sending and receiving data at high speed. This includes mainly three types of memory such as RAM, ROM and Cache memory.
    <u>Secondary storage</u>: It is also known as auxiliary storage. Used to store large amount of data or programs permanently. It is non-volatile. The major categories are Magnetic, Optical and Semiconductor storage devices.
20. Differentiate RAM and ROM.

RAM (Random Access Memory)	ROM (Read Only Memory)
It is faster than ROM.	It is a slower memory.
It stores the operating system, application programs and data temporarily.	It stores the program required to boot the computer.
It allows reading and writing.	Allows reading only.
It is volatile, i.e. it will lose its data if the power is turned off.	It is non-volatile, i.e. it keeps its data even if the power is turned off.

21. Differentiate compiler and interpreter.
    Interpreter converts a HLL program into machine language line by line. If there is an error in one line, the execution of the program is terminated. It will continue the translation only after correcting the error.
    Compiler: It converts the whole high level language program into machine language at a time. compiler provides a list of error messages along with the line number at the end of the compilation.
22. What is the advantage of exporting a worksheet to PDF.
    ☞ PDF (Portable Document Format) files can be viewed on any platform.
    ☞ It is not easily editable.
    ☞ PDF is a popular format for transferring files to others.
23. Write any 4 mathematical functions in spreadsheet.
    Sum( ), round( ), roundup( ), rounddown( )

24. Differentiate between auto filter and standard filter.
    Autofilter displays a dropdown list containing all the values in each column and allows to filter the rows based on values in the list.
    Standard filter: Used when multiple conditions are to be used for filtering. These multiple conditions can be combined with either a logical **AND** or a logical **OR** operator.

25. Write the method to add a new slide and an image in a presentation.
    Insert → Slide / right click inside slide pane and select New Slide from the context menu / use keyboard short cut Ctrl+M
    Insert → Picture from **File** menu option

26. Briefly explain the uses of paths tool.
    Paths tool is used to create straight lined and smooth curved vector shapes and paths.
    This tool is very much useful to create different types of patterns.
    Path tool is also used to select a portion of an image in different shapes from an already existing picture.

    ## Tools->paths

27. Compare additive and subtractive colour methods.

Subtractive Colour Method	Additive Colour Method
Used in colour printing	Used in computer and Television screens
Mixing begins with white and ends with black	Mixing begins with black and ends with white.
Use Cyan, Magenta and Yellow colour components to create colours	Use Red, Green and Blue components to create colours.
Absence of colours is white	Absence of colour is black
Presence of all the colours is black	Presence of all the colours is white

28. Briefly explain any 3 communication devices.
    Network Interface Card(NIC), Hub, Switch, Repeater, Bridge, Router, Gateway

29. What are the different types of e-governance?
    Government to Government (G2G), Government to Citizens (G2C), Government to Business (G2B), Government to Employee (G2E)

Answer any 2   (2x5=10)

30. a). What is e-waste?
    b). Briefly explain e-waste disposal methods.
    a). e-Waste refers to electronic products nearing the end of their "useful life".
    b). a. Reuse: It refers to second-hand use.
    b. Incineration: It is a combustion process in which the waste is burned at a high temperature.
    c. Recycling: It is the process of making new products from old devices.
    d. Land filling: In this method soil is excavated and e-waste is buried in it.

31. Explain any 5 selection tools in GIMP.
    i. Rectangle Select- to select rectangular regions of the active layer**.**
    ii. Ellipse Select- to select circular or elliptical regions from an image.
    iii. Free Select(Lasso Tool)- to create a selection by drawing it free-hand with the mouse
    iv. Foreground Select-used for finer selection of pixels in an image.
    v. Fuzzy Select(Magic Wand)- to select areas of the active layer orimage based on color similarity.
    vi. By Color Select- to select contiguous areas based on colour similarity
    vii. Intelligent Scissors- to select a region defined by strong color-changes at the edges

32. a). What is network?
    b). Briefly explain different types of network?
    a). Network is a group of computers and other devices connected to each other electronically through a communication medium.
    b). PAN (Personal Area Network)
    • PAN is a network of communicating devices (computer, mobile, tablet, printer, etc.) in the proximity of an individual.
    • It can cover an area of a radius of few meters.
    LAN (Local Area Network)
    • LAN is a network of computing and
    • communicating devices in a room building or campus.
    • It can cover an area of few meters to few kilometers.
    MAN (Metropolitan Area Network)
    • MAN is a network of computing and communication devices within a city.
    It can cover an area of a few kilometers to a few hundred kilometers radius.
    • MAN is usually formed by interconnecting a number of LANs and individual computers.
    WAN (Wide Area Network)
    • WAN is a network of computing and communicating devices crossing the limits of a city, country, or continent.
    • It can cover an area of hundreds of Kilometers in radius.

Bejoy Joyce
St. Michel's HSS Westhill