1. Ctrl+ V
2. <DL>
3. type
4. text-decoration
5. content management system
6. trademark
7. line, shape, colours, space, typography
8. align left – aligns the text in the left margin
   align right – aligns the text in the right margin
   centered – aligns the text in the middle
   justifies – the text is flushed to both left & right margins
9. Positive Indent, Negative Indent, First line Indent, Hanging Indent
10. Select the matter.
    Format -> Columns.
    Select no of columns, width of columns, spacing, Seperator lines etc.
    Click OK.
11. a). H$_2$SO$_4$
    b). a^2+ B^2
12. Asynchronous JavaScript and Extensible Markup Language (XML) helps to update parts of a web page, without reloading the entire web page.
13. font-family, font-style, font-weight, font-size
14. left, right, center, justify
15. Free hosting provides web hosting services free of charge. Only allow you to upload very small files. Also audio and video files are not allowed.
16. a).The ability to modify the schema definition (structure) in one level without affecting the schema definition at the next higher level is called data independence
    b). Physical , Logical
17. sum(),avg(), min(), max(), count()
18. SMS is a text messaging service in mobile communication systems that allows exchanging short text messages. It allows transferring short text messages containing up to 160 characters between mobile phones.
19. a).It is the digital publication of e-books, magazines and the development of digital libraries and catalogues.
    b). Web based publishing, Digital distribution
20. **Assembling**- Arranging of pages in correct order.
    Folding- Folding of paper to get pages in correct order.
    Binding- Physically assembling a book from a number of folded or unfolded sheets of paper.
    Cutting- Cutting is done according to the crop marks printed on the paper.

21. a). **Header -** common text appearing on the top of every page
    Header - common text appearing on the top of every page.
    b). Insert->Header, Insert->Footer
22. a). TOC indicates the main contents of the document or book.
    b).TOC ഉണ്ടാക്കുന്നതിനുള്ള ഘട്ടങ്ങൾ എന്തെല്ലാം.
    Creating TOC involves two steps
    1.Creating TOC Entries
    2.Creating TOC Page
    b).What are the steps to create the TOC entries
    1. Choose Insert->Indexes and Tables->Index Entry
    2.Set Index as Table of Contents
    3.Insert main headings and subheadings into the entry box and select the level
    4.Click on Insert.
23.

Static web page	Dynamic web page
Content and layout is fixed.	Content and layout may change.
Never use databases.	Uses database.
Directly run on the browser.	Runs on the server.
Easy to develop.	Development requires programming skills.

24. <b>,<strong>, <i>, <em>, <u>, <big>, <small>, <sup>, <sub>, <s>, <q>, <blockquote>
25. **<TR>**To create rows in a table
    <TH>To define heading cells.
    <TD>To define data cells.
    <CAPTION> To provide heading to a table.
26. **Shared**- Many websites sharing single web server, RAM and CPU. etc
    Merits:- Cheaper, easy to use.
    Demerits:- shared bandwidth slow the service.
    Dedicated- A web server and its resources exclusively for a website
    Characteristics:- good performance, expensive
27. a). The columns of a relation are called attributes.
    b). The number of rows or tuples in a relation is called cardinality
    c). The number of attributes in a relation is called degree
28. a). Rules enforced on data that are entered into the column of a table.
    b). NOT NULL, AUTO_INCREMENT, UNIQUE, PRIMARY KEY, DEFAULT

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29. Cyber Crime is defined as a criminal activity in which computers or computer networks are used as a tool, target or a place of criminal activity.
30. Mail merge is a tool in word processors which allows to create formal letters, mailing labels and envelopes by linking a main document to a set of data or data source.

    Steps
    1. Select starting document
    2. Select document type(letter or e-mail)
    3. Insert address book
    4. Create salutation
    5. Adjust layout
    6. Edit document
    7. Personalise
    8. Save, Print or Send

31. <table border=1>
    <tr> <th>YEAR</th> <th>CASES</th>
        <th>KILLED</th> <th>INJURED</th>
    </tr>
    <tr><td>2012</td> <td>36174</td>
        <td>4286</td> <td>41915</td>
    </tr>
    <tr><td>2013</td> <td>35125</td>
        <td>4258</td> <td>40346</td>
    </tr>
    <tr><td>2014</td> <td>36286</td>
        <td>4049</td> <td>41096</td>
    </tr>
    </table>

32. Components of DBMS Environment

Hardware
· It is the computer system used for storage and retrieval

Software
· Consists of the actual DBMS, application programs and utilities
· DBMS is the software that interacts with the user, application programs and utilities
· Application programs are used to access data
· Utilities are the software tool used to manage database

Data
· Most important component
· Contains operational data and meta data (data about data)
· The actual data and programs that uses data are separated from each other
· For effective storage and retrieval, data is organized as fields, records and files
Fields: smallest unit of stored data
Record: collection of related fields
File: Collection of same type of records

Users
· The persons who can access data on demand using application programs
· Database administrator (DBA), Application programmers, Sophisticated users, Naive users

Procedures
· Instructions and rules that is used for the design and use of database