

**FIRST TERMINAL EXAMINATION 2023-24
COMPUTER APPLICATION HUMANITIES**

ANSWER KEY

PART A

(Answer any 5 questions from 1 -6) (5*1=5)

1. Electronic media
2. Header
3. undo
4. Templates
5. 25
6. Hypertext Preprocessor

PART B

(Answer any 9 questions from 7 -18) (9*2=18)

7. Art and technique of arranging letters to make written language readable
8. It is the activity to ensure that all necessary elements are contained in the page.
9. Wikipedia, Blog , Online newspaper
10. Speed, wordwrapping, editing, drawing and graphics, templates, table, header, footer, formatting, page number, OLE, editing, mail merge etc
11. copy-paste: duplicates text, text appears at source and destination
cut-paste: does not duplicate text, only at destination
12. right, left, center, justify
13. File->Print or Ctrl+ P or Use The Print button in the Standard toolbar
14. Table->Insert->Table Or Ctrl + F12
15. replaces each wrongly spelt word by correct word immediately on typing.
Eg: Helo--->Hello
16. Client to Webserver
Webserver – Webserver
17. to break the current page forcefully and start a new page , CTRL+Enter
- 18.

Static web page	Dynamic web page
The content and layout of a web page fixed	The content and layout may change during runtime.
never use database	use database
directly run on the browser	Dynamic web pages runs on the server
Static web pages are easy to develop.	Dynamic web pages are difficult to develop.

PART C

(Answer any 9 questions from 19 -30) (9*3=27)

19. a) Balance b) Repetition c) Contrast

- d) Harmony e) Unity f) Dominance
20. A) Folding: arrangement of pages for printing
B) Assembling: Arranging printed pages in correct order
C) Binding: physically assembling a book
D) Cutting: Cutting is done according to the crop marks printed on the paper
21. a) electronically published materials like e-books ,e- journals etc can be downloaded from various websites 1
b) they are more portable, better readability in sunlight, longer battery life 2
22. Title bar, Menu bar, Toolbars ,Ruler ,Scroll bars and Text area, Status bar
23. a) CTRL+N b) CTRL+S c) CTRL+Q
d) CTRL+O e) CTRL+A f) CTRL+F
24. Explanation of this a) Adding an image
b) Using Drawing tools c) Inserting Charts

25. 1) Select the text matter
2) Select the menu option Table-->Convert Text to Table
3) From the dialog box Choose the column separator
5) Click OK button.

26. TOC (Table of Contents) indicates the main contents of the document or book.
There are two steps used to create Table of Contents. They are

Step 1

Creating TOC entries

To create the TOC entries the following steps are to be taken:

- i) Open the document
- ii) Choose the menu option Insert-->Indexes and Tables -->Index Entry
- iii) Set Index as Table of Contents
- iv) Insert main headings and sub headings one by one in to the Entry box.
Select the level as, 1 for main headings , 2, 3 ,4 etc for sub- headings
- v) Click the Insert button.

STEP 2 :- Creating Table of Contents page

To create the TOC page the following steps are to be taken:

- i) Click on fresh page of the document.
- ii) Choose the menu option Insert-->Indexes and Tables-->Indexes and Tables
- iii) Click the Index/ Table tab
- iv) Select Table of Contents in the Type box
- v) Click OK button

27. Text seen in the background of documents is called watermark

- 1) Open the file to be exported as a PDF file
- 2) Choose the menu option File-->Export as PDF
- 3) Type the required watermark.
- 4) Click the Export button
- 5) Export dialog box appears. Give a suitable filename and save it.

28. any 3 points from each

Client side scripting	Server side scripting
Script is copied to the client browser	Script remains in the web server
Script is executed in the client browser	Script is executed in the web server and the web page displays in the browser
Used for validation of data at the client	Server side scripts usually used to connect to database
User can block client side scripting	User cannot block server side scripting.
Used to create static web pages	Used to create dynamic web pages
It depends on browser type	It does not depend on browser type.

29.i) Inline CSS : css codes are placed inside the body section of HTML file.

ii) Embedded CSS: css code are placed in the head section of the HTML file.

iii) Linked CSS: css codes are placed in an external file with the file extension .css and is linked to the web page

30) URL-Uniform Resource Locator

DNS-Domain Name System

FTP-File Transfer Protocol

PART D

(Answer any 2 questions from 31 -33) (2*5=10)

31)a) Bold ,Ialic, Underlining ,Overlining ,Subscript ,Superscript, Font,Font effects,Position, HyperLink ,Background ,Borders,Copying a format etc
Using the command sequence
Format -->Character 21/2

b) Paragraph formatting involves controlling the appearance of the entire text in a paragraph. Some of the formatting features of text alignment, tab stops, paragraph indentation, linespacing etc. 21/2

For paragraph formatting, we use the command sequence

Format-->Paragraph

32)a) helps to print many documents with the same content and addressed to different people 1

b) Using the following 8 steps 4

Step 1 : Select starting document

Step 2: Select document type.

Step 3: Insert address book

Step 4 : Create salutation

Step 5: Adjust layout

Step 6 : Edit documents

Step 7: Personalise documents

Step 8: Save, print or send

33) Container tags: Tags that require opening tag as well as closing tag are known as container tags

Eg : <HTML>

Empty tags: It has only opening tag Eg :
 2

b) <html>

<head><title>-----</title>

</head>

<body>.....</body>

</html> 2

c) tag-BODY 1

attribute-bgcolor