

# 1.1. Introduction to Computer

## Fundamentals of Computer

Necessity is the mother of invention. This saying holds true for computers also because computers were invented as a result of man's search for fast and accurate calculating devices. The word computer comes from the word compute, which means to calculate.

## What is Computer?

A computer is an electronics device which manipulates the DATA which is first fed into the computer by an input device according to the instruction given to it into the form of a program (software) and gives the result into the form of output.

Father of modern Digital Computers: **Charles Babbage**.

## Generation of computers

### First Generation (1942-1955)

ENIAC, EDVAC, EDSAC Vacuum tube computers are referred to as first Generation Computer.

ENIAC (1943-1946) - Electronic Numerical Integrator and Calculator

EDVAC (1946-1952)- Electronic Discrete Variable Automatic Computer

EDSAC(1947-1949) – Electronic Delay Storage Automatic Calculator.

### Second Generation (1955-1964)

The second Generation emerged with **Transistors** being the brain of the computer.

### Third Generation (1964-1975)

The third Generation was based on “**Integrated Circuits**”(IC) technology and the computers were designed with the use of integrated circuits were called Third Generation.

### Fourth Generation Computers (1975 Onwards)

This Generation Using Small Scale Integrations (SSI)

Later it is possible to integrate into a hundred components on a **Single Chip** this technology came to be known as Medium Scale Integration(MSI).

LSI (Large Scale Integration) when it was possible to integrate more components onto a Single chip.

### Fifth Generation Computers (Yet to come)

The fifth generation will be totally different, totally novel, and totally new. Artificial Intelligence (A.I) is thus emerging from behind the curtain to take its place in real world.

## Types of Computers

1. Digital Computers 2. Analog Computers 3. Hybrid Computers

## Classification of Digital Computers

1. Personal Computer

2. Micro Computer

3. Mini Computers

4. Main Frame Computers

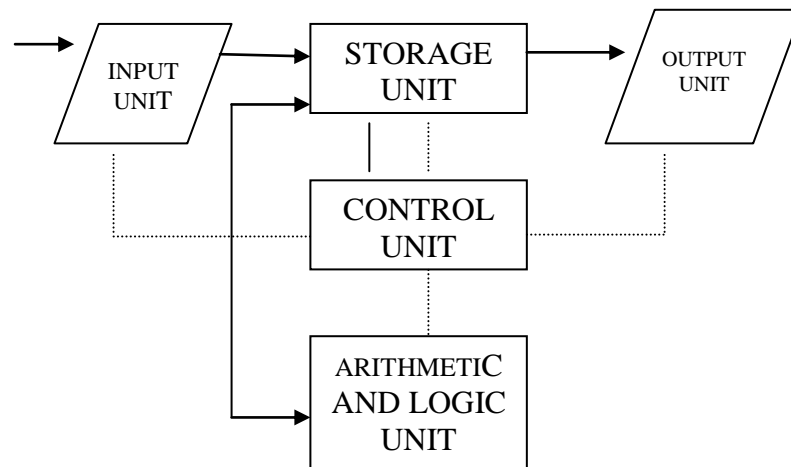
5. Super Computers

## Benefits of Computers

1. Speed
2. Accuracy
3. Diligence
4. Storage Capacity

## Computer Block Diagram

PROGRAM & DATA



## Input Device

1. Keyboard
2. Scanner
3. Barcode Reader
4. Digital Camera
5. Touch Sensitive Screen
6. Light Pen
7. Magnetic Ink Character Recognition(MICR)

## Output Device

1. Visual Display Unit(VDU) or Monitor
2. Printer
3. Speaker
4. Plotter

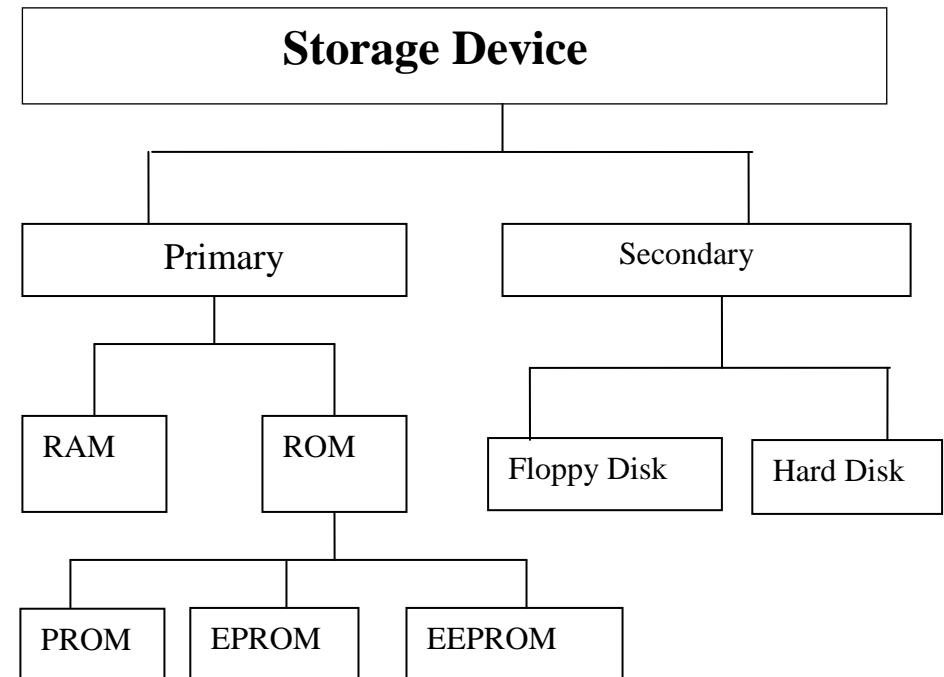
## Storage Devices

Any storage unit of a computer system is ranked according to the following criteria.

1. Access Time
2. Storage Capacity
3. Cost per bit of storage

## Types of Storage Devices

1. Primary Storage Device
2. Secondary Storage Device



**RAM:** Random Access Memory (randomly selects and use any location of this memory to directly store and retrieve data and instructions.

**ROM:** Read Only Memory is one in which information is permanently stored.

**PROM:** Programmable Read Only Memory which is supplied in blank form by the manufacturer.

**EPROM:** Erase Programmable Read Only Memory is possible to erase information stored in an EPROM

**EEPROM:** Electrically Erasable Programmable Read Only Memory which can be easily reprogrammable by the application of a small voltage.

#### **Secondary Storage Devices**

1. FDD( Floppy Disk Drive)
2. CDD(Compact Disk Drive)
3. HDD(Hard Disk Drive)

## **1.2 Hardware &Software**

### **Hardware**

The physical components of the computer are called as hardware.

Example: Hard disk, Floppy disk, Mother Board, RAM etc.,

### **Inside the system unit**

The system unit is a box-like unit filled with a number of useful components. There are 1.Internal Power Supply

2. Exhaust fan
3. Speaker
4. Mother board

### **Internal Power supply**

- The system unit draws power from the AC mains through a power production device.
- Power is not directly supplied to the internal components .i.e. called internal power supply.
- It converts AC input to DC output. It's referred as switched mode power supply(SMPS).

### **Exhaust Fan**

The SMPS has a small fan,called the exhaust fan,attached to it.This fan rotates as long as the computer switched on.Its function is to cool the SMPS unit.

### **Speaker**

This speaker is connected to the motherboard and produces a sound.

### **Motherboard**

- When you open the system unit, number of tiny electronic circuits and other components are contained. So it is called motherboard.
- All peripheral devices are connected to motherboard. In IBM PC, the motherboard is called the system board. The components of the motherboard are:
  - 1.Microprocessor
  - 2.Clock Chip
  - 3.Memory-RAM and ROM
  - 4.Bus
  - 5.Ports

## Representation of characters

Bytes refers to single character storage

Each character and number represent as 0's and 1's are called Binary number.

0-9->numbers

A-Z->character

! @->special character

## Central Processing Unit

Microprocessor can take in data and performs arithmetic operation like addition, subtraction, multiplication, division and sent out of the result.

## Interrupts

The processor executes the instruction in a specified sequence. it should be able to respond by request for its attention. i.e. pressing keyboard.

## Clock chip

The clock chip provides the timing signal in the form of electronic puls generated that are used by the computer components to set up a working pace.

## Speed of operation

The speed of a clock is measured in terms of frequency of pulses generated. The unit used for measuring this frequency is MHz (Mega Hertz).If the clock speed is 1 MHz, it means 1 million pulses per second.

PC speed is 16MHz-200MHz.

Unit for measuring the speed of a computer is MIPS (Million Instructions Per second).

The standard PC is rated to have a speed of 0.4 MIPS.

## Bus

Communication between the Microprocessor and the memory chips found on the motherboard is accomplished through a set of wires between them is called Bus.

## Ports

All input and output devices like the keyboard, the printer and the mouse are connected to the system unit through ports.

There are two types of ports

1. Serial
2. Parallel

## Serial

Eight bits are queued and sent bit by bit.

## Parallel

All the eight bits are transferred simultaneously.

## Software

The set of program or instructions written by the user is called as software.

Example: Tally, java, Oracle, MS-Office, Visual Basic etc.

There are two types of software

1. Application Software
2. System Software

### 1. Application Software

Software that enables the creation and storage of document such software is called application software

## Operating System

It is an integrated set of specialized program that is used to manage that overall operation of a computer

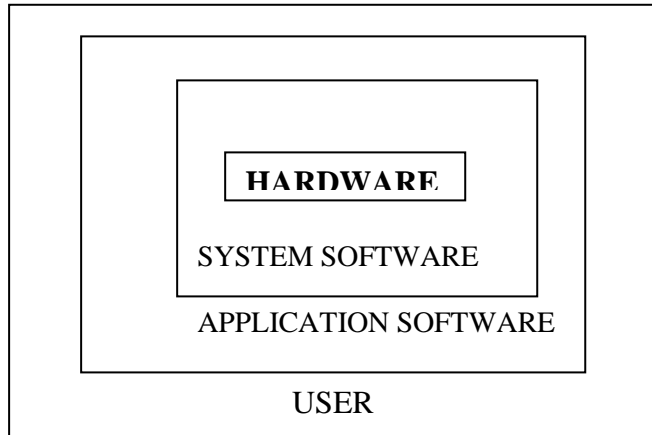
## Compiler

It translates the source program into object program.

Source code->compiler->object code.

## 2. System Software

Set of software are called system software



## Difference between Hardware & Software

HARDWARE	SOFTWARE
It is the physical unit of the computer	It is a collection of programs to bring the Hardware system into operation.
It is the heart of the computer system	It is the brain of the computer
It has permanent structure and cannot be altered	It has no permanent structure but can be altered and reused

It is normally affected by agents like dust, heat, humidity, etc.	It is not affected by these agents to some extent.
Hardware understands only machine language or lower level language or binary	It is written by a well versed programmer and generally in higher level language which is readable by human being.
It works with binary code, the presence or absence of pulses as 1's or 0's	It represent by the higher level Language such as BASIC, COBOL, Cetc.

## Operating System

- An operating system is a set of commands which controls the computer's hardware and software
- Also an operating system s an interface between the user and the computer
- It is a bridge between the hardware and software

## Classification of operating system

1. Single user Operating System
2. Multi user Operating System

### Single User Operating System

It means at a time only one user can use a computer. Ex.MS-DOS

### Multi User Operating System

It means that a time more than one user can access a system. Ex.Linux

## 1.3 Number System

### Number System

Numbers are used in various activities like storing information calculating,

The different types of number system that are used in computers.

1. Decimal
2. Binary
3. Octal
4. Hexa Decimal

### Decimal

- It has base 10
- The number used in the system are 1-9 and 0 i.e. totally 10 numbers

### Binary

- It has base 2
- It consist of two digits only i.e. 0&1 are called binary number system  
0'S & 1'S ARE CALLED BITS

### Octal

- It has base 8
- The number that are used in these system are 1-7 and 0

### Hexa Decimal

- It has base 16
- It uses numbers 0-9 &the alphabets A-F

### Coded system used in computers

1. Binary Coded Decimal(BCD)
- 2.Extended Binary Coded Decimal(EBDIC)
3. American Standard Code for Information Interchange(ASCII)
  - 8 bits called bytes
  - 4 bits called nibble
  - 1024 bytes is referred as Kilobyte(KB)

- $2^{20}$  bytes is called Mega Byte(MB)
- 1024 MB is referred as Giga Byte(GB)

### Hexa Decimal

Number	Binary Numbers
0	0000
1	0001
2	0010
3	0011
4	0100
5	0101
6	0110
7	0111
8	1000
9	1001
10-A	1010
11-B	1011
12-C	1100
13-D	1101
14-E	1110
15-F	1111

## 1.4 WINDOWS-98

### Windows

It is a graphical user interface and user friendly

### User Interface

Interface can be defined as link and act as a link between the computer and the user.

### Two Types of User Interface

#### 1. Character User Interface: (CUI)

It uses text to help a user to give commands to the software. Ex: MS-DOS

#### 2. Graphical User Interface: (GUI)

It uses illustrations, rather than, text to help the user interact with an application.

### Windows-98

It is more interactive with Operating System and is more reliable ,faster, tightly integrated with web.

### Parts of the Window

**Title Bar:** It displays the type of application. Which currently used and name of the file.

**Menu bar:** It consists of options such as file, view, edit and some commonly used options are available.

**Tool bar:** Various tools are available which is used to have a shortcut access to the various tools.

**Scroll bar:** The vertical and horizontal are used to browse through the application.

**Status bar:** It is used to display the status of the application.

### Windows Explorer

It is an important tool to browse through the entire system, including the network drive.

### Shortcut Keys

Keys	Option
Ctrl+Z	Undo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+L	Left Align
Ctrl+R	Right Align
Ctrl+J	Justify
Ctrl+A	Select All
Ctrl+Y	Redo
Ctrl+F	Find
Ctrl+H	Replace

Ctrl+G	Goto
Alt+F4	Close
Ctrl+N	New
Ctrl+O	Open
Ctrl+S	Save

### Recycle Bin

The deleted files are moved to the recycle bin.

### Run Command

It is another loading an application

### Windows NT(New Technology)

It is a Multi-User Operating System

### My Computer

Is used to view to the contents of the computer's hard disk.

### Network Neighborhood

Is used for browsing through the computers in a work group and the network.

### Shutdown

Shutdown process must be invoked if you need to restart your computer or shutdown the system

Start → Shutdown → Dialog box appear → Click Shutdown  
Ok

## 1.5 LINUX

### History of Linux

- **Linux Torvalds** introduce a Linux. In a year 1991.
- Linux is POSIX-complaint.(Portable Operating System for the UNIX environment).
- Red hat Linux 6.0 uses the version 2.2.5 of the Linux kernel.(i.e. Core Program of Linux os)

### Some commonly used directory commands

- Pwd -> Prints the current work directory
- Cd -> Changes the current work directory
- mkdir -> Creates a new directory
- rmdir -> removes an empty directory
- Is-I -> Displays the content of a directory
- A dot (.) -> Current directory
- Two dot (..) Parent directory

### Some commonly file handling commands

- Cat -> displays the content of files
- Cp ->Makes copies of files
- Rm-> removes a file or directory
- Mv-> moves and renames files and directories
- Tput clear-> clear the content of the screen
- Tput cup -> used to position the cursor
- Tput blink-> used for a blinking output
- Man->displays help on any linux



## 1.6 Microsoft Office -2000

### Ms Office

It is a software package that offers features sharing data and documents, better communication tools, and better publishing capabilities.

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Power Point
4. Microsoft Access

### 1.6.1. Ms-Word

- Microsoft word is one of the powerful packages.
- To create edit and produce a document.
- It helps to create professional quality documents and format text to check spelling and grammar.
- Insert graphics, tables and charts into our documents.
- One of the best features in word is mail merge.

### Toolbar

There are three major types of toolbars.

1. Standard toolbar
2. Formatting toolbar
3. Drawing toolbar

### Document

A document is information, which is represented as a textual, or graphical are as a combinational both.

### Formatting & editing documents

It means making changes to an existing document. You can insert or delete text from a document.

**Undo** : Is used to reverse the last performed action on the document.

**Redo** : Is used to reverse the last undo action on the document.

**Formatting text:** Is refers to modifying the appearance of the text in your document.

**Font** : It refers to the manner or style in which text is displayed in the document. Different font contains different collection of characters and symbols.

**Font size** : Font size refers to the size of the text.

**Font style** : Font style refers various font styles like Regular, Bold, Italic and Bold italic.

**Format painter:** It copies the format from the selected text to the text you want format.

**Line space** : Line Space Word enables you to change the lines spacing in your text. . You can set spacing to single, double or 1.5.

### Font Effects

**Strike through** : Strikes the selected text.

**Double strike through:** adds Double line above the selected text.

**Super script** : Raise the selected text above the base line and reduces the font.

**Subscript:** Lower the selected text below the base line and reduces the font.

**Shadow :** displays the selected text with a shadow effect.

**Outline :** adds an outline to the selected text.

**Small caps :** Displays all the selected text in the small caps.

**All caps :** Displays all the selected text in caps.

**Hidden :** Prevents the selected text from being displayed or printed.

### **CONVERT CASE (or) CHANGE CASE**

**Sentence case :** Capitalizes only the first letter in the selected sentences.

**Lower case :** Converts all selected text to lowercase letters.

**UPPERCASE :** Converts all selected text to uppercase letters.

**Title Case :** Capitalizes the first letter of each word of the selected text.

**toggle case :** Changes uppercase to lowercase and lowercase to uppercase for all the selected text.

### **Word Provide different views.**

1. Normal view
2. Web layout view
3. Print layout view
4. Outline view
5. Full screen view

## **Header & Footer**

Header & Footer are placed to put repetitive information in each page of the documents top and bottom origin. It can be used to print information on each page. Such as name, text, and date and page numbers.

## **Table**

Table helps to organize complex columnar information.

### **To create table**

- Select the table menu click insert
- Select the table option from insert and enter the number of rows and columns and click ok.

### **Modify a table**

- Select a cell or a row or column and click delete from the table menu.
- Select the insert option from the table menu and select table, row and column.

### **Adding Border and Shading**

- Select the table and click the border and shading from the format menu.
- Select the border tab and select the line effect and color and click ok.
- Select the page border tab and select art and click ok.
- Select the shading tab and select the color and click ok.

## **Mail Merge**

- Mail merge is used to combine a data source with a main document.
- Mail merge helper dialogue box can be use create and print labels.

### Creating a Mail Merge

Tools->Mail Merge->Main Document->Form Letters->Click Active Window->Data Source->Get Data->Create Data Source->Remove the Field name->Add the Field name->click ok->save option appear->type the file name-> click save->Edit Data Source->Data Form->Add new->click ok->Insert Merge Field->Merge->Merge.

## 1.6.2.MS-Excel

### Spread Sheet

Is program that manipulates numbers and strewing data in row and columns. Ex-MS-Excel

### Worksheets

Worksheets are the sheets that contains row and column or cells

### Workspaces

Workspaces contains all related workbooks

### Workbook

Workbooks are container of a number of worksheets

EX:-Five worksheets is a workbook

### Feature of Microsoft Excel

#### Shared workbooks

- It enables you to use a workbook from any location on the network.
- Sharing workbooks helps in storing all data in on workbook

#### Linking worksheets

It enables you to work on a number of work sheets at the same time

### Numbers of Rows and Columns

- Work sheets contains 65,536 Rows & 256 columns
- Single cell in Excel contains 32,767 characters

### Information can be represented in workbooks

- Data-Includes normal text, date and numbers -EX-ABC,383
- Chart-Graphically represents in a worksheets -EX-Pie chart, column chart
- Pictures-Historically represents data in a work sheet -EX-amps nature file

### Function

Functions are predefined formulas that perform calculations by using specific values called arguments, in a particular order Ex: SUM (), COUNT ()

### Function Wizards

- Paste function acts as function wizard
- It act as an interactive tool
- **Fix(Formula bar)** icon .Follow the step-by-step procedure. According to our needs the different calculation
- Formula in Excel begin with an equal sign(=)

### Types of Calculations

1. =Char (“65”)->it display ASCII character
2. =Code(“c”) ->it displays a value
3. =Lower (“computer”) ->it displays a Lower Case
4. =Upper (“system”) ->it displays an Upper Case
- 5.=Proper (“number”) ->it displays a Title Case
- 6.=Len (“computer literacy programme”). -> It display count the letters

## Maths function

1. =Abs(34.89) -> it displays an Absolute Value
2. =Fact(5) -> it displays a Factorial Value
3. =Int(240.70) -> it display an Integer Number
4. =Power(3, 5)-> It display a Power Value
- 5.=Roman (10)-> It display a Roman letter

## Simple Paste Function

- 1.=SUM ()
2. =AVERAGE()
3. =MIN()
4. =MAX()
5. =PRODUCT()
6. =COUNT()

## Result Formula

=IF(AND (C2>39,D2>39,E2>39,F2>39,G>39),”PASS”,”FAIL”)

## Rank Formula

=IF(AND(C2>39,D2>39, E2>39,F2>39,G>39),RANK(j2:j10,\$j\$2:\$j\$10),”NIL”)

## Auto Fill

- Select the cell
- Drag the auto fill handle till the last cell to which formula has to be copied
- Release the mouse buttons

## Working with formula

Excel offers two types of cell referring techniques

## 1.Relative Referencing

Is a reference the cell in a formula based on the position of the cell that contains the formula?

EX:=PRODUCT (C2:E2)

## 2. Absolute Referencing

To refer a cell by using A.R precede the name at the column and row with dollar sign(\$) EX=H\$5

## Changing column width and Row Height

1.Place the mouse pointer on the right border of the column heading, a double-headed arrow appears,

2. Click and clay the mouse to right to Inverse an towards the left to devalue the column width

## Row Height

Place the mouse pointer on the row heading and click and drag the arrow up and down to decrease or increase the row height

## Charts

All linked to the data on which they are based and are automatically updated whenever the data is modified

## Types of charts

ColumnBar,Line,Pie,XY ,Area,Doughnut,Radar,Surface,Bubble,Stock,Cylinder,cone, and pyramid charts.

### **1.6.3. MS-Access**

Ms-Access is the powerful multi-user DBMS. Data in access is organized in the form of tables.

#### **Data Base:**

Database is a computer term for a collection of related information.

Basic components of Database Ex. Employee Database

1. Table 2. Record 3.Field 4. Value 5. Form 6. Query 7.Report

#### **Table**

The information stored in a database is contained in the form of one or more tables. A table stores data in a row and column format.

#### **Records**

The table is divided into several rows. Each row contains all the information. These rows of information are called Records.

#### **Field**

Fields in a table are the columns of information.

#### **Value**

Every specific piece of information in a table is known as a value .A value is located at the intersection of a field and row.

#### **Form**

To create a form, you work in Design view. Viewing a form in Design view is like sitting at a workbench surrounded by useful tools.

#### **Query**

The process of accessing the database and retrieving data selectively is known as query.

### **Database Management System (DBMS)**

Data management involves creating, modifying, deleting and adding data in files and using this data to generate reports. The software that allows you to perform these functions is known as a Database Management System.

### **Relational Database Management System (RDBMS)**

RDBMS avoids redundancy in data and defines the relationship between sets of data.

Relationship means common elements between tables. Ex. Book no.

#### **Creating database**

Start → run → MsAccess → Click ok

New → Database → Click ok

File new Database option → Enter the file name → click create button

#### **Modifying the database**

Create table in design view → enter the field name → click close button

click yes → save as (dba) → enter the table name → click yes button

create the table → click table name → enter the field name → enter close button

#### **Modifying the Table Design**

1. Place the cursor on the field before which you want to insert the new field
2. Select the field option from the insert menu.

#### **Renaming Fields**

A field name by placing the cursor on the field and typing the new name

#### **Deleting fields**

Select the field and then choose Delete from the Edit menu.

Select the field and click on the Delete row icon in the Tool bar.

### Data type available in access

Data Type	Type of Data Stored	Storage Size
Text	Alphanumeric characters	0-255 characters
Memo	Alphanumeric characters	0-64,000 characters
Number	Numeric values	1,2,4 or 8 bytes
Date/Time	Date &time data	8 bytes
Currency	Monetary data	8 bytes
Auto Number	Automatic number increments	4 bytes

### Editing and Deleting records

Editing Operation	Keystroke
Replace existing value with default	Ctrl+Alt+Space
Replace with value in previous record	Ctrl+”
Replace with value of previous field	Ctrl+’
Insert line break in text and memo fields	Ctrl+Enter
Save current record	Shift+Enter
Insert current date	Ctrl+;
Insert current time	Ctrl+:
Add a new record	Ctrl++
Delete current record	Ctrl+-

### Cutting, Copying and pasting data

1. Select the table in the Database window.

2. Select the copy option from Edit menu

3. Select the paste option from the Edit menu

### Query

The process of accessing the database and retrieving data selectively is known as Querying.

### Types of Query

**Select Query:** This Query is used to display fields from more than one related tables.

**Parameter Query:** This Query is used to prompts for the criteria on which data will be retrieved.

**Crosstab Query:** This Query is used to display summarized values (SUM, COUNT)of both the rows and columns in the query.

**Action Query :** This type of Query enables you to change or move data, create new tables or delete records from a table.

**SQL Query :** It is a Structured Query Language which is used to specify multiple table joins on the basis of foreign keys, record selection and data groupings

**Update Query :** It is used to perform update operation on record or table on certain criteria.

**Append Query:** It is used to add the records in the table.

### To create a query

Click query → create Query by using wizard → simple Query wizard → next → next → finish → right click(Query design) → employee details (dba) → click criteria → filename(ex. Raja) → click close button

## Sorting within a query

1. Select the field to sort on by click on the field selector.
2. Select the Sort option from the Records menu.
3. Select the sort order-ascending or descending.

## Relationship

There are different types of keys:

**1.Primary key :** Records arranged according to the common value known as primary key.

**2. Candidate key:** Set of attributes that uniquely identifies a row in a table is candidate key.

**3. Alternate key:** Any attribute that is a candidate for the primary key, but is not the primary key is called an alternate key.

**4. Composite key:** A combination of two or more fields can be called primary key and also called composite key.

**5. Foreign key:** Foreign key in a table is a field which links the table to another table.

## Reports

A report is a flexible way of viewing and printing summary information.

### Two types of reports

**Tabular reports:** Reports are similar to table.

**Column reports:** Reports display data vertically.

## 1.6.3. Ms –PowerPoint

### Presentation

A presentation is a collection of slides.

### Slide

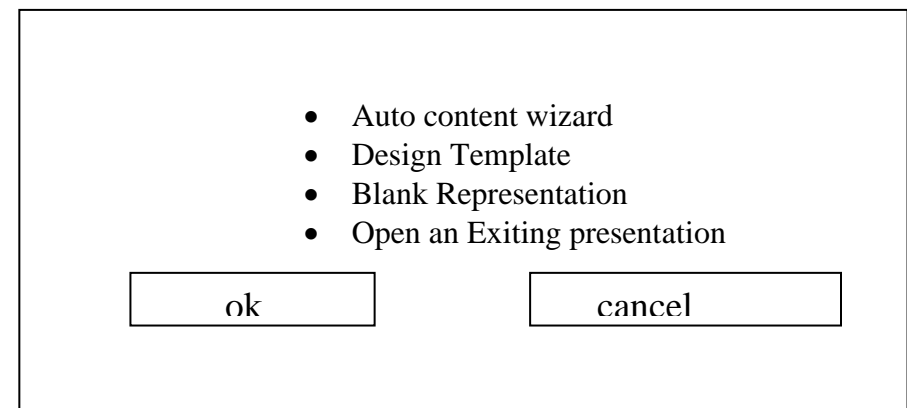
A slide is like a frame in a presentation that represents data presentation are saved as files with a . ppt extension

### What is power point?

- Power point is presentation software that enables a user to create powerful presentations.
- Presentation created with power point can have audio and visual effects as per the requirement.

### Starting power point

1. Click the start button
- 2.Select the programs option the submenu
3. select the Microsoft power point option from the programs submenu



## **Auto content wizard**

Guides you through a series of dialog boxes for creating a new presentation.

## **Design Templates**

Allow you to use built in designs that contain color schemes and design elements, which provide a background for a slide.

## **Open an Existing Presentation**

Opens an open dialog box to location a power point file that has previously been saved.

## **Creating a Blank Presentation**

1.Select the blank presentation option from the power point opening dialog box.The new slide dialog box is displayed. The dialog box displays various types of Auto Layouts.

2. Select a suitable layout.

3.Click ok.

## **Saving and closing a presentation**

1. Select the save option from the file menu

2.Select the folder from the list in the which you want to save the presentation

3.File name Text box

4. Click on the save button.The presentation is saved

## **Closing a presentation**

1.Select the close option from the file menu. If the current changes to the file were not saved, the Ms PowerPoint dialog box is displayed with Yes, No and cancel buttons.

2. Click yes, if you want to save the file .Click No ,if you don't want to save the file or cancel to return to your file without saving it.

## **Formatting Presentation**

### **Inserting clip Art**

#### Adding a picture from the clip Art Gallery

1. Click on the insert clip Art button on the drawing tools bar

2.Select the picture tab

3.Click on the category from which you want to insert pictures, various clips are displayed

4. Select the picture you want to insert.

### **Insert clip Art**

To insert the clip in the currently displayed slide

### **Preview clip**

To see the image of the clip

### **Add clip to favorites or other category:**

To add the clip to another category of your favorites folder.

### **Find similar clips**

To find the clips depicting the same theme. Click on the insert clip button and close the dialog box. The picture gets .Inserted in the slide.

### **Applying Transition Effects**

### **What is sliding Transition?**



Adding transition styles, an animation effects and music to your presentations. The transition styles determine how one slide is removed from the screen and the next one is displayed. When you run a slide show, each slide is displayed one after the other in a very simple fashion. If you want to add more visual effects to your presentation, you can specify the transition style between slides.

### **Adding Slide Transition**

1. Open the presentation in the slide sorter view
2. Select the slide for which you want to set transition and timing options. For multiple slides, select the slides as a group
3. Select the slide transition option from the slide show menu. The slide transition dialog box is displayed.
4. Select an appropriate transition style from the effect drop down list
5. Select an appropriate speed option out of slow, medium, or fast
6. Select the loop until text sound check box, if you want to play the sound will continuously hear.

### **Applying Animation Effects**

#### **What is an animation effects ?**

An Animation effect is an impression of movement of an object that determines how an element is displayed on the slide during a presentation, you apply an interesting animation effect called build to a slide with a bulleted list or other objects so that the items on the list appear one at a time or one after another

#### **Animating text and objects on a slide**

1. Display the slide to which you want to apply the build effects on the slide view
2. Select the object to which you want to apply animation effect in the slide
3. Select the custom animation option from the slide show menu
4. Select the order & timing Tab

5. Click on the check box against the object display in the check to animate slide object section. The object name is displayed in the animation order section.
6. Click on the effects tab.
7. Select the style of animation in the enter animation & sound section.
8. Select the sound effect from the entry animation & sound section. If you want to add sound
9. Select on section that should occur after the animation of the selected object, from the drop down list in the after animation section
10. Select the appropriate option in the introduce text section so that text can appear letter by letter word by word or all at once
11. Click ok

## **1.7. Multimedia**

### **Multimedia**

Multimedia can be defined as an integration of sound, Animation, Still images, Video and text along with computing technology.

#### **Uses**

1. Build a business presentation
2. Add sound to files
3. Create 3D effects in different ways

#### **Categories**

**Fun material** : Games and Realistic sounds

**Powerful materials** : Is well designed S/W Ex. Multimedia Beethoven

**Creative materials** : It includes S/W to create your own multimedia program

#### **Multimedia Software:**

Encarta, Multimedia Beethoven, Cinemania and Scenes

## Multimedia Requirements

The general requirements to run a multimedia package are:

### Sounds

#### Types of Sounds

##### 1. Waveform sounds files(.wav)

A waveform(.wav) simply stores a digital representation of sound waves.

##### 2. Non-wave form sound files(.MID)

Non-waveform sound files, also called the (Musical Instruments Digital Interface) files, store instructions regarding musical notes and their duration instead of waveform data. **MIDI files** (.MID) are generally used to store musical information only.

### Sound application in windows

There are two types of applications.

#### 1. Sound Recorder

Sound is in the analog form and computers store data only in digital form. To convert sound into digital form and play it through the computer. The specialized hardware called sound cards.

#### 2. Media Player

Media player is another Windows-based application capable of processing sound.

### Using Images in Multimedia

There are three basic steps involved in using images on a computer

1. Acquiring an image
2. Modifying the image
3. Incorporating the image into a document, presentation, or program

## Multimedia Platforms

### 1. Digital Video Interactive Technology(DVD)

<b>Cpu</b>	<b>386 Microprocessor operating at 33MHz or higher</b>
<b>Memory</b>	<b>at least 4 MB RAM</b>
<b>Storage</b>	<b>at least 80 MB hard disk, CD-ROM drive</b>
<b>Video</b>	<b>SVGA color monitor with SVGA adaptor</b>
<b>Audio</b>	<b>2 audio speakers, a sound card</b>

- It converts analog video signals in to digital form
- If audio can be captured and presented with audio

### DVI Application

- Interactive Training and Education
- Point of Sales Information
- Business Presentations
- Desktop Information Systems
- Video Mail
- Entertainment and Games

### 2. Multimedia Pc

1. educational programs
2. Video Conferencing

### 3. Quick time

Movie player, Movie recorder

### Virtual reality

Something that seems real but actually is not

### Application of virtual reality

1. Design and manufacturing

- 2. Defense work and space technology
- 3. Health care
- 4. Research and Education
- 5. Amusement

## **1.8.Desktop Publishing**

### **What is DTP?**

DTP is the abbreviation for desktop publishing. These are software packages used to create brochures, newsletters, business cards etcetera are lots of packages that are available in the market that support the above mentioned features we are now going to introduce you to one such package created by Microsoft, i.e the Microsoft publications 2000.

### **Microsoft Publisher 2000**

- Microsoft publisher is a desktop publishing program. You can create distinctive brochures, business cards, newsletters and other publications the document that you create in publisher is called a publication
- In this unit, you learning to use publication, examined the publisher environment and learning about the various components of the publisher window including the toolbars
- Microsoft publisher Tutorials, Office Assistant, and Microsoft publisher web site to access
- The help feature of publisher 2000 by using help menu commands

### **Working with Microsoft Publisher 2000**

- Microsoft publisher is learned how to create a publication

- To edit and save a publication and how to apply a design and color scheme to the layout of a publication
- Microsoft publisher is learned how to update the changes and also learned about the remind a save option in publisher
- Microsoft publisher is learned the page properties and how to specify a size for the page and change the page margins
- Microsoft publisher is learned how to create a text frame and also learned to resize and realign a text frame
- Microsoft publisher is learned how to modify it applying a fill color and by changing the text margins and saw how text frames could be connected
- Microsoft publisher is learned how to create a picture frame and how to insert a picture and Clip Art to a publication

### **Formatting and Editing Text**

- Microsoft publisher is a learned to use the formatting tool bar, change font type and font size, make text bold, align text and apply a font color
- Microsoft publisher is a learned to create special character
- Microsoft publisher is a learned to formatting shortcuts and create text styles
- Microsoft publisher is a learned to change paragraph properties
- Microsoft publisher is a learned to change line spacing and paragraph spacing
- Microsoft publisher is a learned to use edit tools like spell check and search and replace text

### **Multi-Page Publications**

- Microsoft learned to create and edit mutli page publication

- Microsoft learned to change the page size and to set the layout guides for facing pages
- Microsoft publisher learned to insert pages and page number in the foreground and also learned to add “continued” notices to connected text frames
- Microsoft learned to work in the background of the page and saw the text frames snap to a ruler mark or guide
- Microsoft learned to add objects in the background and saw that they are repeated in all the pages
- Microsoft learned to add objects difference between inserting page numbers in the foreground and in the background
- Microsoft learned to add a headline and format it and also learned to import text from other publication and to insert column breaks and frame breaks

## 1.9 Networking Concepts

### NETWORK

A large number of computers are interconnected by copper wire, fiber optic cable, microwave and satellite.

#### Computer that are connected in a network can share:

- Data
- Messages
- Printers
- Hard Disks
- CD-ROMs
- Modems

- Other hardware a resources

### Types of network:

#### 1. LAN: Local Area Network

Network connected to a single location i.e. building

#### 2. MAN: Metropolitan Area Network

Network connected to a large area i.e. city

#### 3. WAN- Wide Area Network

Network connected by a wide area i.e. .countries

### OSI model

OSI is developed by International Standards Organization (ISO) for network architecture.

#### It contains seven layers they are

#### 1. Application Layer

It is a top most layer of the OSI Model and the Layer handle general network access, flow control and error recovery

#### 2. Presentation Layer

Presentation Layer is responsible for converting protocols, translating the data, encrypting the data and changing or converting the character set.

#### 3. Session Layer

This Layer includes processes for controlling the transfer of data, handling transmission and transport errors, and managing records of transmissions sent.

#### 4. Transport Layer

It provides flow control and error handling, and its involved in solving problems concerned with the transmission and reception of data packets.

## **5. Network Layer**

This Layer is responsible for determining the path that the data should take, based on network conditions priority of service and other factors.

## **6.Data Link Layer**

Data link Layer sends data frames from the network layer to the physical layer.

## **7. Physical Layer**

It is responsible for transmitting bits from one computer to another computer.

## **Networking Devices**

### **1. Workstations**

The term workstation refers to the computers that are attached to a LAN and share the resources of the LAN.

### **2. Server**

A Server is a computer that provides the data, software and hardware resources(Printer) that are shared on LAN.

### **3. Network Interface Unit(NIU)**

It is a device that attached to each of the workstations and the server

### **4. Communication Channels**

Communication channels mean connecting cables. The connecting cables are the life-lines of a LAN

### **Some Common Communication Channel**

1. Twisted –Pair Cables

2. Co-axial Cables

3. Fiber-optic Cables

## **Topology**

Topology is the structure or layout of the communication channels that connects the various computers on the network.

## **Types of Topology**

### **1. Star Topology**

All computer and other communication devices are connected to a central hub. Such as a file server or host computer usually by a Unshielded Twisted Pair Cables(UTP)

### **2. Ring Topology**

All computers and other communication devices are connected in a continuous loop. There is no central host or server.

### **3. Bus Topology**

All communication devices are connected to a common cable called bus.

## **Protocols**

A set of rule is called protocols.

## **Commonly used Protocols**

### **1.TCP/IP**

It supports routing and to access the Internet and its resources.

### **Protocols written specifically for TCP/IP:**

- **SMTP** (Simple Mail Transfer Protocol): which is used to send E-mail.
- **FTP**(File Transfer Protocol): which is used to Transfer files.

- **SNMP**(Simple Network Management Protocol): which is used for Network Management.

## **2.NetBEUI(Net BIOS Extended User Interface)**

Is a small, fast and efficient transport layer protocols

## **3. X.25**

Is a set of protocol that is used in packet switching networks.

## **4. IPX/SPX and NW Link(Internet work Packet eXchange )**

It is a small and fast protocol that also supports routing.

# **1.10 Internet**

## **Internet**

Internet is an interconnection of several computers and also known as network of networks.

## **Use of Internet**

- WWW(World Wide Web) is the most graphically inviting and easily navigable section of Internet .It contains several pages. Each page is called web page.
- The first page of the web site is called home page.
- Every web page has a unique address called Uniform Resource Locator(URL)
- Ex. http://www.country.com/India
- Where http means Hypertext Transfer Protocols(HTTP)
- To browse the Internet, a software called web browser, web browser translates HTML (Hypertext transfer protocol) document of web site.

## **Internet can be accessed using**

- Dedicated Access
  - ISDN(Integrated Services Digital Network)
  - DSL(Digital Subscriber Line)
- Dial up Access
  - PSTN, TCP/IP, Dial Up Account

## **ISP(Internet Service Provider)**

- The ISPs are the companies, which allows the user to use the Internet for a price.
- ISP provides username, password, E-Mail address and telephone number.

## **Domain Naming System**

Domain name will be followed by the directory path and specific document address separated by slashes

## **ISDN(Integrated Services Digital Network):**

Is a high speed fully digital telephone services that works over existing copper telephone wiring.

## **TCP/IP**

It supports routing and to access the Internet and its resources

## **Different types of Browsers:**

- Mosaic
- Netscape Navigator
- Microsoft Internet Explorer

## 1.11. Email

### E.MAIL (Electronic mail)

E-Mail is usually used to exchange messages and data files

### FTP(File Transfer Protocol)

It is used for net user for transferring files around the world.

### E-Mail Fundamentals

#### E-Mail Client-Server

When any computer requesting for any operation from the server it is called client. The client requests for any operation to the server , the server performs the operation and sends the results to the client.

#### Standards folder

- Inbox: All incoming messages are stored.
- Outbox: All outgoing messages are stored
- Sent items: After the message has been send it will delete from outbox.
- Deleted items: Deleted messages from other folder are stored here.

#### Sending and receiving mail

- Click Create a new mail message.
- Type the address of person in the To field
- If you want send same mail to different mail separate their address with semicolon.
- Next, click Cc (carbon copy) field is used to send copies of the messages.
- Next Bcc(blind carbon copy) is used to send copies to other people.

- To read the mail click read mail icon.

### Internet Tools

- Search Engine
- e-Mail
- Chat
- FTP
- Telnet

### Search Engines

- Yahoo – [www.yahoo.com](http://www.yahoo.com)
- Alta Vista – [www.AltaVista.com](http://www.AltaVista.com)
- Excite- [www.Excite.com](http://www.Excite.com)
- India Times –[www.Indiatimes.com](http://www.Indiatimes.com)
- Info seek – [www.infoseek.com](http://www.infoseek.com)
- Google – [www.google.com](http://www.google.com)

## 1.12. Creating WebPages- Using HTML

### Introduction to HTML

Hypertext Markup Language (HTML) is the encoding Scheme used to Create and format a web document.

### Origin of HTML

HTML is not an Invention but is an Improved version of Standard Generalized Markup Language(SGML), Tim Berners-Lee designed the Original HTML document type in 1990.

## Understanding HTML Tags

The various HTML tag or HTML elements used to CONSTRUCT an HTML file each document corresponds to a single page. An HTML tag comprises a left angular bracket(<), a less than symbol followed by the name of the tag and closed by a right angular bracket(>)

### There are two categorized of HTML document

1. Container elements
2. Empty elements

### Container Elements

Container elements are paired and have a starting and an ending tag.

The end tag is identical to the start tag except that it has a slash that precedes the text with in angular brackets. The parameters of the element are placed between the start and end tag.

### Empty Elements

Empty elements do not have the end tag but only the start tag.

An empty element takes attributes that are given within angular brackets, along with the tag name.

### Structure of an HTML Document

Every document should contain certain annotations, which would make the document more readable for others.

- Start with a container HTML element and end with a closing HTML tag.
- Have a title tag that would identify the document window.
- Displaying the document and the title should reflect the contents of the document.

- These tags are known as document structure elements. The essential document Structure elements are

```
<HTML>
<HEAD>
<TITLE> WELCOME TO ALL
</TITLE>
</HEAD>
<BODY>
ENTER YOUR NAME
</BODY>
</HTML>
```

### HTML Tag

The HTML tag identifies the document as one containing HTML elements

```
<HTML>
    Document Included Here
</HTML>
```

### HEAD TAG

The HEAD Tag contains an unordered collection of information about the HTML document. The title element is used b/w <HEAD> & </HEAD> elements its provide the title of the document.

```
<HEAD>
<TITLE> Introduction of HTML </TITLE>
</HEAD>
```

The <HEAD>and</HEAD> elements don't directory affect when it is displayed.



## TITLE TAG

This tag heads to be used in the <HEAD> tag since it specifies the Title of the documents.

Ex.

```
<HEAD>
```

```
<TITLE> INTRODUCTION OF HTML</TITLE>
```

```
</HEAD>
```

## BODY TAG

The body Tag contains all the text and images that make up the tag to getter with all the HTML elements that provide the control & Formatting of the page.

Ex

```
<BODY>
```

The Document is included here

```
</BODY>
```

## BG COLOR

This attribute allows setting of the background color for the document.

```
<BODY BGCOLOR="RED">
```

Document here

```
</BODY>
```

## Creating the first HTML document

```
<HTML>
```

```
<HEAD>
```

```
<TITLE>My first HTML Document </TITLE>
```

```
<BODY BGCOLOR="YELLOW">
```

```
WELCOME TO MY FIRST HTML DOCUMENT
```

```
</BODY>
```

```
</HTML>
```

## Formatting the Web Page

### Heading Elements

HTML defines six levels of Heading range from <H1> TO <H6>

Ex

```
<H1> PHYSICS </H1>
```

```
<H2> TAMIL </H2>
```

```
<H3> ENGLISH </H3>
```

```
<H4> ZOOLOGY</H4>
```

```
<H5> B.COM </H5>
```

```
<H6> TAMIL </H6>
```

### Aligning the Heading

We can also aligning the heading left, right and center. The following there are four types of alignment

**(i) LEFT**

```
<H2ALIGN=LEFT> .....</H2>
```

**(ii) RIGHT**

```
<H2ALIGN=RIGHT> .....</H2>
```

**(iii) CENTER**

```
<H2ALIGN=CENTER> .....</H2>
```

**(iv) JUSTIFY**

```
<H2ALIGN =JUSTIFY>.....</H2>
```

### Bold tag

The bold face tag specifies the text should be displayed in bold face

<B>.....</B>

### Underline tag

The tag states that the enclosed text should be displayed in Underline

<U> Welcome </U>

### Italic tag

The Italic face tag specifies the text should be displayed in italic face.

<I> ..... </I>

### Line Break Tag

The Line Break tag specifies the text should be displayed in Line break face

Rose is Lovely<BR> It is very beautiful.

Rose is lovely

It is very beautiful.

### Center tag

The Center tag specifies the text should be displayed in Center face

<C> .....</C>

### HORIZONTAL RULE TAG

The <HR> element in a divider between section of text such as a full width horizontal rule of equivalent graphical this is line No-1 <HR>

There are three attributes <HR> TAG. There are

- (i) size (ii) width (iii) Alignment

### Size of the Horizontal Rule

The size attribute has an integer value if size=1 the line is thin in the Horizontal line if size=5 the line is thick

<HR size=1>

### Width

<HR WIDTH = 50%>

### PARAGRAPH TAG

This element indicates a paragraph the text between <P> and </P> elements is surrounded by a vertical space of one line or half a line

<P> .....</P>

### Big tag

The Big tag specifies the text should be displayed in Big face

This is normal text <Big>.....</Big>

### Small tag

The Small tag specifies the text should be displayed in Small face

<Small>.....</Small>

### Font tag

The font tag specifies the text should be displayed in font face

<font size="50" color="blue"> Welcome to all </font>

### Marquee tag

The <MARQUEE> Element allows the author to create a scrolling text marquee

<MARQUEE ALIGN= TOP SCROLL DELAY=5> This marquee in at the top of the screen and runs very fast</MARQUEE>

### BODY Element

The BODY element contains all the text and images that make up the page, together with all the HTML elements that provide the control and formatting of the page.

<BODY>

The document is included here

</BODY>

## BACKGROUND

This attribute can be used to point to an image file that will be tiled across the browser window, providing a background for the document

<BODY BACKGROUND="filename.gif">

Document here

</BODY>

## BGCOLOR

This attribute allows setting of the background color for the document

<BODY BGCOLOR="#rrggbb">

Document here

</BODY>

## TEXT

This attribute is used to control the color of all the normal text in the document

This is basically consists all text that is not specifically colored to indicate a link.

The format of TEXT is the same as that of BGCOLOR

<BODY TEXT="rrggbb">

Document here

</BODY>

## KBD (Keyboard Text)Element

The KBD tag displays text in a special font that is meant to indicate that the user should type the text on the keyboard

<KBD> .....</KBD>

## STRIKE Element

The STRIKE TAG displays text with a line (strike) through it. The STRIKE tag has the same effect as the S tag

<STRIKE> .....</STRIKE>

## STRONG ELEMENT

The strong tag displays text with a strong emphasis same as bold represented by

<STRONG>.....</STRONG>

## Subscript Element

The SUB tag displays text as subscript. A subscript appears slightly below the baseline (bottom edge) and in a smaller font.

## Superscript Element

The SUP tag displays text as superscript .A superscript appears slightly above baseline text and in a smaller font,

<SUP> .....</SUP>

## Hyperlink

A hyperlink is a connection two pages on different locations on the web.

<A HREF="C:\File name">hyperlink</A>

## Anchor element

The anchor element is the most important element in HTML.

This element marks the text as a hyperlink.

Anchor element is defined by the <A> element.

The <A> element accepts several attributes , but either the NAME or HREF attribute is the required .

Some of the attributes of the Anchor element are:

- HREF, NAME, TITLE, REV, METHODS, TARGET.

## Image element

Image elements are used to incorporate in-line graphics into an HTML document

<IMG SRC="filename.gif">, where SRC is the source of the graphics file.

## HTML Program

```
<HTML>
  <HEAD>
  <TITLE> WELCOME TO ALL</TITLE>
  <BODY bgcolor="green">
    <H1> TAMIL</H1>
    <H2> ENGLISH </H2>
    <H3> MATHS </H3>
    <H4> ZOOLOGY </H4>
    <H5> B.COM </H5>
    <H6> HISTORY </H6>
    <HR SIZE=10 WIDTH =75%>
  <B> HARDWARE </B> <BR>
  <U> SOFTWARE </U> <BR>
  <I> COMPUTER SCIENCE </I>
  <CENTER> HTML </CENTER>
  <P> Hypertext Markup Language (HTML)is the encoding Scheme used
  to Create and format a web document.</P>
  <BIG> COMPACT DISK </BIG> <BR>
```

```
<SMALL> FLOPPY DISK </SMALL> <BR>
  <FONT SIZE=5 COLOR="YELLOW" FACE="ARIAL">
  COMPUTER LITERACY PROGRAMME</FONT>
  <MARQUEE ALIGN =TOP DIRECTION=RIGHT SCROLL
  DELAY=5> ARIGNAR ANNA GOVT. ARTS COLLEGE
  .</MARQUEE>
  <KBD>M.Sc COMPUTER SCIENCE </KBD> <BR>
  <STRIKE> M.Phil COMPUTER SCIENCE</STRIKE>
  <STRONG> Ph.D computer science</STRONG> <BR>
  <SUB>X </SUB>2 <BR>
  <SUP>H </SUP>2 <BR>
  <IMG SRC ="C:FILENAME.GIF"> </IMG>
```

```
</BODY>
</HEAD>
</HTML>
```

## 2. ABBREVIATION

- |             |   |  |
|-------------|---|--|
| 1. AI       | - | Artificial Intelligence                                |
| 2. ALU      | - | Arithmetic Logic Unit                                  |
| 3. APPC     | - | Advanced Program to Program Communication              |
| 4. ARPA net | - | Advanced Research Projects Administration Network      |
| 5. ASCII    | - | American Standard Code for Information Interchange     |
| 6. BASIC    | - | Beginners All-purpose Symbolic Instruction Interchange |
| 7. BCC      | - | Blind Carbon Copy                                      |
| 8. BCD      | - | Binary Coded Decimal                                   |

9. BIOS	-	Basic Input Output System
10. BMP	-	Bitmap
11. BSD	-	Barely Software Distribution
12. CAD	-	Computer Aided Design
13. CC	-	Carbon Copy
14. CD	-	Compact Disc
15. CEO	-	Chief Executive Officer
16. CMOS	-	Complementary Metal Oxide Semiconductor
17. COBOL	-	Common Business Oriented Language
18. CORBA	-	Common Object Request Broke Architecture
19. CPS	-	Characters Per Second
20. CPU	-	Central Processing Unit
21. CU	-	Control Unit
22. CUI	-	Character User Interface
23. DBMS	-	Data Base Management System
24. DLL	-	Dynamic Link Library
25. DMP	-	Dot Matrix Printer
26. DNS	-	Domain Naming System
27. DOD	-	Department of Defense
28. DOS	-	Disk Operating System
29. DSL	-	Digital Subscriber Line
30. DSS	-	Decision Support System
31. DTP	-	Desktop Publishing
32. DVD	-	Digital Versatile Disc
33. EBCDIC	-	Expended Binary Coded Decimal
34. ENIAC	-	Electronic Numeric Integrator and Calculator
35. FAQ	-	Frequency Asked Question

36. FAT	-	File Allocation Table
37. FORTRAN	-	Formula Translation
38. FTP	-	File Transfer Protocol
39. GB	-	Giga Byte
40. GUI	-	Graphical User Interface
41. HTML	-	Hyper Text Markup Language
42. HTTP	-	Hyper Text Transfer Protocol
43. IBM	-	International Business Machine
44. IC	-	Integrated Chip
45. IP	-	Internet Protocol
46. I-P-O	-	Input –Process Unit
47. IPX/SPX	-	Internet Packet Exchange/Sequenced Packed Exchange
48. IRC	-	Internet Relay Chat
49. ISBN	-	International Standard Book Number
50. ISDN	-	Integrated Services Digital Network
51. ISO	-	International Standard Organization
52. ISOC	-	Internet Society
53. ISP	-	Internet Service Provider
54. JPEG	-	Joint Photographic Expert Group
55. KB	-	Kilo Byte
56. LAN	-	Local Area Network
57. LPS	-	Lines Per Second
58. LSI	-	Large Scale Integration
59. MAN	-	Metropolitan Area Network
60. MB	-	Mega Byte
61. MICR	-	Magnetic Ink Character Recognition
62. MIDI	-	Musical Instrument Digital Interface

63. MIPS	-	Million Instruction Per Second
64. MIS	-	Management Information System
65. MPEG	-	Moving Picture Experts Group
66. MU	-	Memory Unit
67. NCSA	-	National Center for Super Computing Application
68.NETBEUI	-	Net BIOS Extended User Interface
69. NIU	-	Network Interface Unit
70.NSFNET	-	National Science Foundation Network
71.NTFS	-	New Technology Field System
72.OS	-	Operating System
73.OSI	-	Open System Interconnection
74.PC	-	Personal Computer
75.POSIX	-	Portable Operating System for the Unix Environment
76.POST	-	Power-On-Self-Test
77.PPM	-	Pages Per Minute
78. PPP	-	Point-to-Point Protocol
79.PSTN	-	Public Switched Telephone Network
80.RAM	-	Random Access Memory
81.RDMS	-	Relational Database Management System
82.ROM	-	Read Only Memory
83.ROM-BIOS	-	Read Only Memory-Basic Input Output Service
84.SA	-	System Administrator
85.SLIP	-	Serial Line Internet Protocol
86.SMTP	-	Simple Mail Transfer Protocol
87.SMPS	-	Switched Mode Power Supply
88.SNA	-	System Network Architecture
89.SNMP	-	Simple Network Management protocol

90.SQL	-	Structured Query Language
91.TCP	-	Transmission Control Protocol
92.UPS	-	Uninterrupted Power Supply
93.URL	-	Uniform Resource Locator
94.USB	-	Universal Serial Bus
95.VDU	-	Visual Display Unit
96.VGA	-	Video Graphics Adaptor
97.VLSI	-	Very Large Scale Integration
98.WAN	-	Wide Area network
99.WAP	-	Wireless Application protocol
100.WFW	-	Windows For Workgroup
101.WIFI	-	Wireless Fidelity
102.WWW	-	World Wide Web

### **3. Question bank**

- Status bar in Microsoft word 2000 display\_\_\_\_\_
 

Information about the document on
- Which you are working mail merge will not be useful\_\_\_\_\_
 

To send many letter to single address
- The 'Font' option on the \_\_\_\_\_menu can be used to change to font characteristics of the text in MS word document.
 

Format
- The step to get into clipart area is\_\_\_\_\_
 

Insert → picture → Clipart
- Which of the following feature is not done in excel
 

Mail Merge
- Fundamental data types are\_\_\_\_\_

Int,char,float

7.Which of the following are not a logical operator

IF

8.The meaning of the > operator is \_\_\_\_\_

Greater than

9.In MS-Excel the last column will be

IV

10.Which one is the shortcut key used in MS-Word replace a value

Ctrl+H

11.Which statement is used to exit from a loop?

The break statement

12.The decimal equivalent of 111 is

7

13.Printer is an

Output devices

14.<BR> tag is used to given

Line break

15.Shortcut key to save a document\_\_\_\_\_

Ctrl+s

16.Shortcut key for copy and paste is \_\_\_\_\_

Ctrl+C and Ctrl+V

17.Shortcut key for 'Undo' option

Ctrl+Z

18.Statement A:In MS-word 2000,we can insert table

Statement B:In MS-word 2000,we cannot insert a picture

Statement A is true and Statement B false

19.How to change small case letter to upper case letter in MSWord

'Format' → Change Case → UPPERCASE

20.Statement A:You can edit the document while you creating or editing headers or footers

Statement B:Spell check can be done in MS Word Documents

Statement A is false and statement is B true

21.Which is not a view in power point

Presentation View

22.Operating System is a\_\_\_\_\_

System Software

23.Example for Volatile Memory

RAM

24.Binary Numbers are\_\_\_\_\_

0&1

25.We can browse the internet by typing the URL in\_\_\_\_\_bar

Address bar

26.If we make an alignment is "justification", then

Text will be alignment between the right & left margins

27.Excel allows\_\_\_\_\_calculation

All the above (Mathematical,Satistical,Financial)

28.Scroll in text can be create using \_\_\_\_element

Marquee

29.Pick the odd man out

Yahoo (Mosaic,Netscape,Navigator,Internet Explorer,Yahoo)

30.Which one of the following correctly states that the network type

Client and Server

31.The component used in the second generation computer

Transistor

32. Notepad save the file in  
.txt format
33. To move forward through the cell we have press \_\_\_\_\_ key  
Alt
34. In Access, database files extension is \_\_\_\_\_  
.mdb
35. Which of the following is used to edit a script  
VI
36. Linux is an  
Operating System
37. The capacity of the Floppy disk  
1.44MB
38. Recycle bin has  
Files that were deleted
39. \_\_\_\_\_ Organize data into fields and records  
Database
40. We can draw pictures using  
Ms-Paint
41. The automatic files feature s of Ms Excel is used to \_\_\_\_\_  
Copy the content of a create a series
42. \_\_\_\_\_ is used to set a relationship between two tables  
Foreign key
43. Microcomputer are called  
Personal computer
44. Speed of computer is measured in  
MIPS
45. 8 bit is called  
Byte
46. Using \_\_\_\_\_ keys on the keyboard, we can a,b,c

- Alphabet
47. \_\_\_\_\_ and \_\_\_\_\_ are input devices  
Mouse, Keyboard
48. The backspace key is used to \_\_\_\_\_ text  
Erase
49. The binary equivalent of 8 is  
1000
50. Who is father of computer?  
Charles Babbage
51. By default an Excel sheet will have \_\_\_\_\_ number of worksheets  
3
52. A cell can contain \_\_\_\_\_  
All the above (Characters, Number, Special Character)
53. Padhami is a  
Word Processor
54. VDU is an \_\_\_\_\_ device  
Output
55. Pick out the input device  
Keyboard (Floppy, Lightpen, Printer, Keyboard)
56. The base value of Hexadecimal is  
16
57. The base value of Octal is  
8
58. Which one is not a type of computer?  
None of the above (Mini, Main frame, Super)
59. \_\_\_\_\_ Became the basis for third generation computer  
Integrated Chip
60. Pentium is a



Micro Processor

61. Hard & Floppy disk are type of  
Storage Media
62. Printer can be added to your system using  
Control Panel
63. To move up and down in your document use \_\_\_\_\_  
Scroll bar
64. To create a new document, click the \_\_\_\_\_ option on the file Menu  
New
65. Shortcut key for opening a document is \_\_\_\_  
Ctrl+O
66. To restrict other user from viewing your document, you can protect it with a \_\_\_\_  
Pass-word
67. \_\_\_\_\_ Are the shortcut key to change the font to bold  
Ctrl+B
68. The name of the document and the of the application is in displayed in the \_\_\_\_  
Title bar
69. The meaning of the < operation is \_\_\_\_\_  
Less than
70. Internet is owned by  
None of these(Microsoft,Sun Micro System,Red Hal,)
71. In Letter addressing system of Internet, the abbreviation '**COM**' represents  
Commercial Organization
72. The first page of a web site is called  
Home Page
73. External programs used for data handling at the server end are known as  
CGI scripts
74. To insert a picture in to the document one should use \_\_\_\_ tag with \_\_\_\_

IMG&SRC

75. Budgets and planning are made by the  
Top Management
76. Which of the following is not a category of Multimedia  
None of the above(FunMaterial,Powerful Material,CreativeMaterial)
77. The media player application is play in which file  
Both a & b(WAV Files,MID Files)
78. Which of the following is not a multimedia platform  
Power media(DVI Technology,Quick Time,Power media,Multimedia PC)
79. The device which has some beads inserted on to the strings is called  
Abacus
80. Printer are classified into  
Impact and NoN-impact Printers
81. All the information in the computers is stored as \_\_\_\_\_  
Files
82. What are the two components of a file name?  
Main Component and Extension
83. In Linux, cat command used to  
Display the content of the files
84. Title bar displays the \_\_\_\_\_  
Name of the application
85. Shortcut key to select all contents in a file is \_\_\_\_\_  
Ctrl+A
86. Which one of the following alignment is not possible in MS Word by clicking  
on the icon in formatting toolbar?  
Bottom align
87. How do you open a new blank document when you are working in MS Word  
Ctrl+N

88. \_\_\_\_\_ is a program that manipulates number and string data in rows and columns,

Spreadsheet

89. In Ms-Excel, Ctrl+Home will do the following action

Moves the cell pointer to cell A1

90. In Ms-Excel \_\_\_\_\_ function displays the current date and time

Today()

91. A formula is a sequence of \_\_\_\_\_ and \_\_\_\_\_

Both of a & c (values & operation, Variables and operators)

92. In Excel information can be represented in the form of

Data, Charts and pictures

93. \_\_\_\_\_ Is a tool used to copy format from the selected text to the next on which you click the mouse button

Format Painter

94. Pick the odd one out in MS-Access

Real(Text, Date/Time, Real, Number)

95. What is a presentation?

**Collection of slides**

96. \_\_\_\_\_ is presentation software that enables a user to create powerful presentation

MS-Power Point

97. \_\_\_\_\_ View shows all the slides in a miniature form

Slide sorter view

98. \_\_\_\_\_ is defined as the integration of sound, animation, still images, video and text along with computing technology

Multimedia

99. Which of the following is Multimedia Software

Encarta

100. The way computers are organized within a network is called

Topology

101. The expansion of ISP is  
Internet Service Provider

102. \_\_\_\_\_ are websites on the world web that allow user to search on keywords or a combination of keywords.

Search Engines

103. \_\_\_\_\_ is an internet exploration tool that allows your PC to connect to a another network and login as if you were a user on that system

Telnet

104. The type of files in Linux system

Ordinary file

105. Text placed between <B> & </B> will appear

Bold

106. The \_\_\_\_\_ tag allows the author to create a scrolling text marquee

<MARQUEE>

107. Which tag is used to make strike in text in HTML

<STRIKE>

108. The main source required for MIS is

Data Base

109. <TITLE> tag should be used within

HEAD element

110. CPU can also be called as

System Unit

111. In general \_\_\_\_\_ keyboard is used in padhami

Tamil Net 99

112. There are \_\_\_\_\_ types of keyboard in padhami

4

113. Plotter is an example for  
Output Device

114. POST means  
Power –on Self Test

115. A Mega Byte is approximately equal to  
1024 Kilo Bytes

116. Application software  
Programming languages

117. A Data file is made up of  
Records are Fields

118. ICON in Window is  
A link to a application

119. Clipboard is used for  
Storing in copied data

120. Inbox is used to  
Receive mails Only

121. In Linux, user can select  
The type of Shell

122. The command used to change user password in Linux is  
Passwd

123. In Linux command used for copying files  
Cp

124. Deleted files are moved to  
Recycle Bin

125. User Interface used by Window 95 is  
GUI

126. A Web page user can move from one page to another by clicking on a  
Hyperlink

127. The menu option available in the Internet Explorer are  
All the Above (File, Edit, View)

128. Refresh shortcut key used in Access  
F5

129. Some of the most web browsers are  
All the above (NCSA Mosaic, NetScape, Internet Explorer)

130. You are inviting your friends for your birthday party through mail facility. you want to give a surprise to priya by inviting Ritu, her old friend. But you don't want priya to know that Ritu has been invited. What option will you make use of in e-mail?  
Bcc

131. Messenger is used for  
To Know the mails received and chat with people

132. Sending and receiving Data within a Network is the responsibility of  
Server

133. Shortcut key used for format a cell  
Ctrl+1

134. When you create a new PPT show the start-up dialog box contains  
Auto Content Wizard

135. The timing for the presentation slide could be seen in \_\_\_\_\_ view  
Slide sorter view

136. In Excel charts can be represented in the  
All the above (Same worksheet, Different Worksheet, Different workbook)

137. Shortcut key used for bold a cell  
Ctrl+2

138. In Excel the count function counts the  
Number of matching cells within the given arguments

139. Return statement in a function can return \_\_\_\_\_  
Only one value

140. shortcut key used for Italic a cell  
Ctrl+3
141. Tab control key will  
Move the cell pointer to one cell right from the active cell
142. Shortcut key used for underline a cell  
Ctrl+4
143. When \$ is prefixed before the row number it is called \_\_\_\_\_ addressing  
Absolute
144. To unhide a column in a worksheet clicks the following  
Format → Column → unhide
145. In Excel the cell containing a formula will starts with a  
=
146. Data integrity means  
Cross referencing of data
147. Second normal form states to remove  
Those fields that are not dependant on the primary key
148. In a one to many relationships  
For one record in the master table there will be many such records in the related table
149. Foreign key is nothing but  
Primary key of another table
150. Which is not available in Ms-Access query  
None of the above
151. A combination of one or more fields as primary key is called as \_\_\_ key  
Composite key
152. Which is the short cut key used in Ms-Access to replace a value in the current record with in the previous record  
Ctrl+'
153. How many basic categories of queries are there in Ms-Access  
6

154. To see the contents in the memo field fully \_\_\_\_\_ shortcut key is used  
Shift+F2
155. To insert the current date in the date/time field \_\_\_\_\_ shortcut key is used  
Ctrl+;
156. \_\_\_\_\_ is one type of storage media in which writing or reading from the media takes place with the help of optic technology  
Compact Disk
157. The \_\_\_\_\_ software are translate the source program onto object program  
Compiler
158. The computer that are connected in a network can share  
All the above(Data,Messages,Printers)
159. The date in Linuxsystem can be changed by  
Administrator
160. Windows –NT is a true  
32 bit operating system
161. Ability of the operating system to perform more than one task is called  
Multi tasking
162. The option to access the computers next to you ,use  
Network Neighborhood
163. Resource can be shared using  
Cable television
164. Choose the right order , in terms of size of the network (from small to big)  
LAN,MAN,WAN
165. The oldest communication channel ,still in use  
Twisted- pair cables
166. Data processing involves \_\_\_\_\_  
All the above(Data collection,Data Verification,Validation)

167.If computers are connected using hub within a network, the topology is called

Star

168.Client server network should have

Server & node

169.Decimal numbers are \_\_\_\_\_

1 to 9

170.Microsoft word save the file in which format

.doc format

171.Paint save the file in

.bmp format

172.Excel save the file in

.xls format

173.4 bit is called

Nibble

174.\_\_\_\_\_ and \_\_\_\_\_ output device

Monitor, Printer

175.\_\_\_\_\_ became the basis for fourth generation computers

VLSI

176.\_\_\_\_\_ are the short cut keys to change the font style italic

Ctrl+I

177.\_\_\_\_\_ became the basis for fifth generation computers

Artificial Intelligence

178.Spelling shortcut key used in power point

F7

179.A computer provides basic benefits

All the above(Speed,Accuracy,Deligence)

180.\_\_\_\_\_ is the primary output devices

Printer

181.The delete key is used to \_\_\_\_\_ text

Erase

182.107 can be a \_\_\_\_\_ number

Octal

183.<HEAD> tag should be used for

HEAD Element

184.AB can be a \_\_\_\_\_ number

Hexadecimal

185.<HTML> tag should be used for

HTML element

186.The binary equivalent of A is

1010

187.MAN stands for

Metropolitan Area Network

188.The decimal equivalent of 5AB is

1451

189.In which form data in computers are stored?

0&1

190.The decimal form of an octal number 11 is

9

191.Light pen is a

Input Device

192.MS-DOS is a

Operating system

193.Window 98 is a

GUI

194.Linux introduced by

Linus Torvalds

- 195.pwd command is used to  
Present working directory
- 196.rm command removes  
A file
- 197.Cat command is used to  
Display a file
- 198.Echo command is used to  
Display
- 199.cd command is for  
Change directory
- 200.MS-Office is a  
Package
- 201.The two parts of mail merge is  
Main document & menu
- 202.All communication device are connected to a common cable called  
Ring
- 203.The toolbar option present in  
View menu
- 204.The file Extension of a Html is  
.html
- 205.Excel is used for  
Math & statistical calculations
- 206.\_\_\_\_\_ refers to the manner of style in which text is displayed in a document  
Format painter
- 207.Query is used to  
Data retrieval
- 208.In Hexadecimal system a stand for  
10
- 209.DTP is mainly used to create  
A document
- 210.How many layers are in a network  
7
- 211.In Hexadecimal system E stands for  
14
- 212.Expansion of BPS  
Bits Per Second
- 213.\_\_\_\_\_ is a search engine in internet  
All the above(Yahoo,Google,AltaVista)
- 214."blink" tag is used to  
Blink a text
- 215.The attributes of font tag are  
All the above(size,color,space)
- 216.HTML is used to  
All the above(create webpage)
- 217."Strong" tag is similar to  
Bold tag
- 218.Website is a collection of  
Web pages
- 219.The option to reverse a undo option  
Redo
- 220.Virtual Reality means  
Something that we can see only
- 221.Animation is  
Active graphics
222. \_\_\_\_\_ & \_\_\_\_\_ are the two ways of representing an algorithm

Pseudocode & flowchart

223.The result of 1&& 1 && 0 is  
0

224.The result of NOT 1 is  
0

225.How A and a are differs in c  
By their ASCII value

226.<Hr> & <br> tags are used to  
Horizontal line&break

227.The two parts of E-mail are  
User name & mailbox location

228.Outlook Express is associated with  
All the above(outbox,inbox,e-mail)

229.www.niit.com in this .com indicates  
Commercial

230.Who is the chief in a LAN community?  
Supervisor

231.Network can be achieved by  
All the above(cables,satellites,wireless)

232.what is the use of CTRL+A shortcut key  
To Select all

233.In Hexadecimal system D stand for  
13

234.The binary form A decimal number 9 is  
1001

235.Banking software is a  
Application software

236.The padhami File stored with an extension  
.rtf

237.\*.Bmp indicates  
Paint file with filename

238. \_\_\_\_\_ used to communicate between to computers  
Winpop

239.For Internet connection we need  
All the above(phone connection,Modem,Computer)

240.In Linux man is a  
Displays help

241.Floppy disk is a  
Input Device

242.How many keys in the keyboard  
104 keys

243.Capacity of the 3.1/4 floppy disk  
1.44MB

244.MKdir command in linux is used  
To copy a file

245.Windows 98 is an \_\_\_\_\_  
Operating System

246.Align right shortcut key used for  
Ctrl+R

247.VIRUS stands for \_\_\_\_\_  
Vital information resource under siege

248.Working with Windows  
All the above(Parts Of Windows, Moving the Windows, changing thesize)

249.Center Alignment using shortcut key for  
Ctrl+E

250.A word file can be inserted into another word document using

Insert menu

251. which of the following is an application that can play

All the above (Speakers, Sound Analyzer, Media Player)

252. Networking is a

Protocol

253. Html is a

Language

254. Modem is a

Both Internal and External

255. A Non-waveform file \_\_\_\_ simply stores a digital representation waves

.MIC

256. Sorting on more than one field of a table at the same time is called \_\_\_\_\_

Searching

257. Align left using shortcut key for

Ctrl+N

258. Raw information is called

Software

259. Set of instructions are called as

OS

260. Word's \_\_\_\_\_ feature is used to combine a data source with a main document

Replace

261. A \_\_\_\_ is a grid of columns and rows.

table

262. The \_\_\_\_\_ option is used to reverse a mistake

Undo

263. \_\_\_\_\_ is a DBMS that can store and manipulate large volumes of data

MS-Access

264. A waveform file \_\_\_\_\_ simply stores a digital representation waves

.Wav

265. To insert header & footer in a document use \_\_\_\_\_ menu

View

266. Shortcut key for "New Slide"

Ctrl+N

267. Which icon or symbol in the tool bar indicates the formula tool.

Fx

268. If a database is deleted, then

First the tables need to be deleted before deleting a database

269. Shortcut key for "Delete current record".

Ctrl+ -

270. Linux is a single user operating system

False

271. All the statements in C end with a semicolon (;)

True

272. Windows NT is a network operating system

True

273. Linux is a package

False

274. MS-Office is developed by Microsoft Corporation.

True

275. A \_\_\_\_\_ is a collection of related information

Data base

276. A table stores data in a \_\_\_\_\_ format

Row and Column



277.A presentation is a collection of \_\_\_\_\_

Slides

278.Shortcut key for “insert current time”

Ctrl+:

279. \_\_\_\_\_ is an integration of sound, animation, still images video and text along with computing technology.

Multimedia

280.<BGCOLOR> tag is used to give

Body Background color

281.<B> tag is used to give

Bold

282.<U> tag is used to give

Underline

283.<I> tag is used to give

Italic

284.<center> Tag is used to give

Horizontal line

285.<HR> tag is used to give

Paragraph

286.<P> tag is used to give

Paragraph

287.<BIG> tag is used to give

Big

288.<SMALL> tag should be used with in

Small

289.<SUP> Tag should be used with in

Superscript

290.<SUB> tag should be used with in

Subscript

291.A \_\_\_\_\_ is collection between two pages on different location on the web

Link

292.HTML is introduced by

Tim Berne’s lee

293.<STRONG> tag should be used with in

Strong

294.Shortcut key for “Add a new record”

Ctrl +

295..Pick out an odd one

New server

296.A \_\_\_\_\_ cable consists of one or more small cables in a productivity converting

Co-axial-cable

297.Shortcut key for “Insert current date”

Ctrl+;

298.Bus topology also know as a \_\_\_\_\_

Linear bus topology

299.How many types of topology

Five

300.Pick out an odd one

Internet

301.A set of rules is called \_\_\_\_\_

Topology

302.The expansion of NETBEIU

NET BIOS Extended user Interface

303.What is the use of CTRL+S shortcut key?

- To save
304. What is the use of CTRL+O shortcut key?
- To open
305. In Hexadecimal system B stand for
- 11
306. The binary form a decimal number 8 is
- 1000
307. Pick out an odd one
- Monitor
308. Why is an Exhaust fan used?
- Cool
309. Which is a non impact Printers?
- Inkjet Printer
310. Shortcut key for “save current record”
- Shift + Enter
311. What is the Single User system?
- MS-DOS
312. What is the Multi-User system?
- Linux
313. Shortcut key for “finds”
- Ctrl+F
314. Auto number means
- Automatic number Increment
315. ROM-BIOS stands for
- None of the above
316. OLE object is used for
- All the above
317. Excel Supports \_\_\_\_\_ referencing
- None of the above

318. Cp means
- Make copies of files
319. Mv means
- Moves or renames files and directory
320. A single Excel work sheet contains \_\_\_\_\_ rows
- 65,536
321. A single Excel work sheet contains \_\_\_\_\_ columns
- 256
322. A single cell can contains \_\_\_\_\_ characters
- 32,767
323. A cell intersection is a \_\_\_\_\_ and \_\_\_\_\_
- Row and Column
324. The expansion of DVI technology
- Digital video interactive technology
325. How many types of sound files are there
- Two
326. The area in system unit that stores data is called \_\_\_\_\_
- File allocation Table
327. The text can be “REDO” using
- Ctrl+Y
328. The page rule consist of \_\_\_\_\_ scales
- 2
329. The first device inveted by \_\_\_\_\_
- Abacus
330. \_\_\_\_\_ menu appears while clicking the right button of the mouse
- Contextsensitive
331. Components of system unit is called \_\_\_\_\_
- Microprocessor

332.A VDU screen can display \_\_\_\_\_ lines  
24

333.A Table stores data in a \_\_\_\_\_ and \_\_\_\_\_ Format  
Row,Column

334.Web layout view shows the \_\_\_\_\_  
None

335.HTML is the encoding scheme used to create and format a \_\_\_\_\_  
Web document

336.\_\_\_\_\_ and \_\_\_\_\_ are the two types of Sound Files  
Wave form sound Files and Non wave form sound files

337.A mouse may be classified as a \_\_\_\_\_  
Mechanical Optical

338.A mouse may be classified as a \_\_\_\_\_  
Three

339.The computer uses \_\_\_\_\_ types of internal memory  
Two

340.Which computer used for complex scientific and defense applications?  
Super Computer

341.Which type of mouse uses a light beam instead of a rotating ball to detect movement across the mouse pad?  
Optical

342.What are the two types of memory?  
RAM & ROM

343.Printer is an \_\_\_\_\_  
Output Device

344.The \_\_\_\_\_ unit processes the numbers  
Arithmetic Logic Unit

345.All the physical items associated with a computer's system is called

Hardware

346.1024Mb is referred to as \_\_\_\_\_  
GigaByte

347.Shortcut key for closing a file  
Alt+F4

348.\_\_\_\_\_ query is used to add the records in the table?  
None of the above

349.Speed of a computer is measured in terms of  
Million Instruction Per Second

350.Binary, Octal and Hexadecimal are  
Types of Number Systems used in computers to represent data

351.Which component is referred to as the internal power supply of the computer?  
Switched Mode power Supply

352.Instruction execution sequence is called \_\_\_\_\_  
Interrupts

353.Communication between the microprocessor and memory chips and other chips or the motherboard is accomplished through \_\_\_\_\_  
Ports

354.The data in Linux system can be changed by  
Administrator

355. \_\_\_\_\_ is not a category of multimedia  
None of the above

356.The short cut key to view /run the presentation is \_\_\_\_\_  
F4

357.TCP/IP,IPX/SPX,NET BEUI are examples for  
Commonly used for protocol

358.Expansion of E-Mail

Electronic Mail

359.Nadodi is a \_\_\_\_\_

Browser

360.Window 98 moves all deleted objects-files,folders,shortcuts and printers into

Recycle Bin

361.Which bar displays the type of wordart, shadow & 3d animation in use?

Drawing Tool bar

362. \_\_\_\_\_ icon on the desktop is used for browsing through the computers in a workgroup and the network

Network Neighborhood

363.Which user is the administrator of linux operating system?

Root or Super User

364.Which directory command prints the current working directory?

Pwd

365.Which command in linux is used to position the cursor in a specified row and column

Date

366.Which command evaluates an expression and either returns a true(0) or false(1)?

Test

367.In Linux, double dot(...) represents which directory?

Parent

368.\_\_\_\_\_ is the area in the word document window where the text is typed?

View Buttons

369.\_\_\_\_\_tool bar helps to format text in a document

Formatting toolbar

370.The features \_\_\_\_\_ automatically saves documents after a specific time period

Auto save

371.The process to control the basic products is done by

Strategic control

372.A document can be divided by using

Split option in windows menus

373."Bit" means

Binary Digit

374.The \_\_\_\_\_ data type holds a variable amount of data from 0 to 64,000 characters for Each record

Memo data type

375.A combination of two or more fields can also be used as the primary key, Such a combination is called

Composite Key

376.HREF attributes is part of

Anchar tag

377.The HTML tags are known as \_\_\_\_\_

Document Structure Elements

378.The \_\_\_\_\_ data type holds variable amount of data from 0 to 255 characters for each record

Text data type

379.VLINK means

Visited link

380. \_\_\_\_\_ object type can store any type of object such as video clip, a picture or a word document

OLE object

381.The process of accessing the database and retrieving data selectively is known as

Querying

382.Which is not a section in MS-Access report

Group Footer

383.How many basic categories of queries are there in MS-Access

6

384."Print" shortcut key

Ctrl+P

385.Once the tables are selected in the MS-Access query, the relationship between tables and graphical links are displayed in the \_\_\_\_\_ window

Graphical Query By link

386.The header file for the scanf and printf statement is \_\_\_\_\_

Stdlib.h

387.To get the input from the user the statement is

Scanf()

388.The unchanging values in the program are called as

Constants

389.Flow chart is

Pictorial representation

390.C is

Language

391.What is the size of float data types?

4

392.What is the size of int data types?

2

393.% in "C" language refers to \_\_\_\_\_

None of the above

394.Which of the following are not a logical operator

IF

395.In a C program \_\_\_\_\_ is always the first function to be executed by the computer

Main()

396.Array is series of memory location for \_\_\_\_

Homogeneous data type

397.Each statement in C is terminated by \_\_\_ Ans: ;

398.Short key to run a program in C? Ans: Ctrl+F9

399.Shortcut key to compile program in C?s Ans: Alt+F9

400.Sum++ is called Ans: Post Increment



**ALL THE BEST**