

**SRINIVASA MATRIC HR.SEC.SCHOOL
KOLLIDAM**

**+2 COMPUTER SCIENCE
CENTUM Q&A**

Name : _____
STD : 12th STD
Subject : Computer Science
School : Srinivasa Matric Hr.Sec.School,
Kollidam, Nagai Dt.

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BLUE PRINT

CHAPTERS	QUESTIONS	1M	2M	5M	TOTAL MARKS
VOLUME – I (CHAPTERS 1 TO 9)					
1 to 5	13	9	2	2	23
6	11	7	2	2	21
7	12	9	2	1	18
8	7	5	2	-----	9
9	7	5	2	-----	9
SUB TOTAL	50	35	10	5	80
VOLUME – II (CHAPTERS 1 TO 12)					
1	3	2	1	-----	4
2	7	4	3	-----	10
3	7	5	1	1	12
4	6	4	1	1	11
5	5	3	2	-----	7
6	8	6	2	-----	10
7	5	3	1	1	10
8	6	4	1	1	11
9	5	3	1	1	10
10 to 12	8	6	2	-----	10
SUB TOTAL	60	40	15	5	95
TOTAL MARKS (VOL-1 AND VOL-II)	110	75	25	10	175

Note: i) Maximum Marks: 150 but Question paper has 175 marks*

ii) There are 2 questions in five marks (output and error) in the question paper from Chapter 7 to 9 of Volume-II.

GENERAL INSTRUCTIONS FOR STUDENTS:-

Part-I: Choose the most suitable answer from the given four alternatives and circle the correct (any one) option like **a or b or c or d** in the given **OMR sheet**.

Always use **BLACK BALL POINT PEN** only. → (75*1=75)

Part-II: Answer any 20 Questions from the given 25 Questions. →(20*2=40)

Part-III: Answer any 7 Questions from the given 10 Questions. → (7*5=35)

EXAM TIME: 3 HRS

MAX.MARKS: 150

TIME MANAGEMENT:-

- ✓ First 1.15 Hrs for One Mark.
- ✓ Next 1.45 Hrs for 2 and 5 Marks.

VOLUME-I

CHAPTER-1: AN INTRODUCTION TO STAROFFICE WRITER

1. Which of the following is not a word processor?
a) Word pro b) Lotus AmiPro c) Word perfect d) **Lotus 1-2-3**
2. The command to open a new document in star office writer is
a) File →New →Text c) **File →New →Text document**
b) File →New →Document d) File →New →Star writer
3. The key used to move to the beginning of a line is
a) **Home** b) Alt c) Enter d) Ctrl + Home
4. Which key is used to toggle between type-over mode and insert mode?
a) Home b) Alt c) Shift d) **Insert**
5. The key combination used to cut the selected text is
a) CTRL + C b) **CTRL + X** c) CTRL + V d) CTRL + P
6. Which of the following command is used to search and replace a word or text in a document?
a) File →Find & Replace c) Insert →Find & Replace
b) **Edit →Find & Replace** d) Format →Find & Replace
7. Which key should be pressed when a blank line is to be inserted in a star office writer document?
a) Home b) End c) Ctrl d) **Enter**
8. In star office writer, to move the insertion point one word to the left, press the key combination
a) Alt + Left arrow c) **Ctrl + Left arrow**
b) Shift + Left arrow d) Tab + Left arrow
9. In star office writer, which key deletes the character to the right of the insertion point?
a) Backspace b) **Delete** c) Space bar d) Enter
10. In find & replace dialog box, to skip the found text and to continue the search, which button is to be clicked?
a) Ignore b) Ignore once c) **Find** d) Cancel
11. StarOffice operating system is
a) Windows 95 b) DOS c) **Desktop** d) Unix
12. In StarOffice ----- is used to create a text document
a) Star Calc b) Star Impress c) **Star Writer** d) Star Draw
13. Star Writer is a -----
a) **Word processor** b) database c) spreadsheet d) language
14. The term word processing refers to the activity carried out -----
a) To create b) to view c) to manipulate d) **all the above**
15. The default name for a new document in StarOffice writer is ----
a) **Untitled 1** b) no name c) new document d) default
16. To move the ----- to anywhere in the document either the mouse or keyboard is used.
a) Letters b) pointer c) **insertion point** d) cursor
17. The ----- key should be pressed only at the end of paragraph or when a blank line is inserted.
a) Del b) Home c) Insert d) **Enter**
18. ----- is the keyboard shortcut for saving a document.
a) **CTRL + S** b) CTRL+X c) CTRL+V d) CTRL+A
19. To move one cell to the right in a table press ----- key
a) ALT+TAB b) SHIFT c) **TAB** d) CTRL
20. To move to the beginning of a line press ----- key.
a) END b) **HOME** c) PAGE UP d) PAGE DOWN
21. The thick horizontal line in a document in the page area is called
a) **End of document marker** c) end of a paragraph
b) End of line d) end of file

22. To move to the end of a line press ----- key.
a) HOME b) **END** c) PAGE UP d) PAGE DOWN
23. To move to the beginning of a document press ----- key
a) CTRL+SHIFT b) **CTRL + HOME** c) CTRL+END d) CTRL+TAB
24. To move to the end of a document press ----- key
a) CTRL+SHIFT b) CTRL+RIGHT c) **CTRL + END** d) CTRL+LEFT
25. ----- key deletes the characters to the left of the insertion point.
a) **BACKSPACE** b) DEL c) HOME d) CTRL
26. The ----- gives the information about the current mode.
a) **Status bar** b) Title bar c) Menu bar d) tool bar
27. To unselect the wrongly selected text a ----- should be made outside the selected text.
a) **Click** b) Move c) Window d) Double Click
28. The shortcut to select the entire document press -----
a) **CTRL + A** b) CTRL+W c) CTRL+Z d) CTRL+V
29. The shortcut key for cut(move) the text is -----
a) CTRL+C b) CTRL+A c) **CTRL + X** d) CTRL+V
30. The shortcut key for copy the text is -----
a) **CTRL + C** b) CTRL+A c) CTRL+X d) CTRL+V
31. The shortcut key for paste the text is -----
a) CTRL+C b) CTRL+A c) CTRL+X d) **CTRL + V**
32. To search for a word the ----- button is clicked in search and replace dialog box.
a) **Find** b) Format c) Replace d) Cancel
33. To make all the replacement without confirmation ----- button is clicked.
a) **Replace All** b) Replace c) Ignore d) Ignore All

CHAPTER-2: TEXT FORMATTING

1. Which menu is used to achieve all the formatting options?
a) File b) Edit c) Tools d) **Format**
2. Which font is decorative?
a) Times New Roman b) **Fajita** c) Symbol d) Wingdings
3. The size of the font is measured in
a) **Points** b) Bytes c) Inches d) Character
4. The keyboard shortcut to make the text justified is
a) CTRL + L b) CTRL + R c) CTRL + E d) **CTRL + J**
5. Which is used to make a long document easy and inviting to read?
a) Highlighting b) **Indenting** c) Paragraph alignment d) Changing size
6. Which tab in the paragraph dialog box is used to change the line spacing?
a) Alignment b) **Indent & spacing** c) Text flow d) Numbering
7. Which is a set of character in a certain style?
a) Text b) Symbol c) Document d) **Font**
8. If the value of the file line spin box in the paragraph dialog box is negative, it will create
a) Left indent b) Right indent c) **Hanging indent** d) First line indent
9. Which of the following is true, to change the font formatting in star office writer?
a) Format →font b) Insert →font c) **Format →character** d) View →Character
10. One way to set off a list of points or topics in a document, which of the following is used?
a) Numbered list b) Line spacing c) paragraph alignment d) **Bullets**
11. The number of options available in line spacing options in star office writer is
a) 3 b) 4 c) 5 d) **7**
12. How many types of formatting are there?
a) 1 b) **2** c) 3 d) 4
13. StarOffice default line spacing is -----
a) Double line b) 1.5 lines c) **single line** d) fixed

14. A font is ----- in a certain style.
 a) Only set of characters c) **both a and b**
 b) Only set of numbers d) none of these
15. Soft returns are inserted as -----
 a) **Line breaks** b) blank space c) comma d) none of these
16. ----- is a named set of defaults for formatting text.
 a) Bullet b) Indent c) **Style** d) Form
17. Bold, italic or underlined are the most common types of -----
 a) Word b) character c) **formatting** d) text
18. ----- key is used to make selected text bold.
 a) **CTRL + B** b) CTRL+I c) CTRL+U d) CTRL+V
19. ----- key is used to make selected text underline.
 a) CTRL+B b) CTRL+I c) **CTRL + U** d) CTRL+V
20. ----- key is used to make selected text italic.
 a) CTRL+B b) **CTRL + I** c) CTRL+U d) CTRL+V
21. ----- Fonts are symbols.
 a) Windings b) Fajita c) Symbol d) **both a and c**
22. To print invitations----- fonts can be used.
 a) Symbol b) Windings c) **Fajita** d) All the above
23. There are ----- points in an inch
 a) 45 b) 64 c) 12 d) **72**
24. ----- is used to select the required colour.
 a) **Color Palette** b) Icon c) Font d) Background
25. To remove the highlighting, selected the text and select the ---- from the colour palette.
 a) **No fill** b) Fill c) No Highlight d) Highlight
26. The hard return is inserted every time when ----- is pressed.
 a) **ENTER** b) DEL c) HOME d) INSERT
27. ----- Types of alignments can be selected in Star Writer.
 a) **Four** b) Three c) Two d) One
28. ----- keyboard shortcut are used to left align the selected text.
 a) CTRL+E b) CTRL+J c) CTRL+R d) **CTRL + L**
29. ----- Keyboard shortcut are used to right align the selected text.
 a) CTRL+E b) CTRL+J c) **CTRL + R** d) CTRL+L
30. ----- Keyboard shortcut are used to centred align the selected text.
 a) **CTRL + E** b) CTRL+J c) CTRL+R d) CTRL+L
31. ----- Keyboard shortcut are used to justified align the selected text.
 a) CTRL+E b) **CTRL + J** c) CTRL+R d) CTRL+L
32. Alignment changes are most appropriate for ---- in the document.
 a) **Heading and special paragraphs** c) heading and new lines
 b) Paragraph only d) none of these
33. Set of characters and numbers in certain style is
 a) **Font** b) row c) cell d) address
34. The font that looks professional is ----
 a) **Times New Roman** b) Fajita c) Symbol d) Windings
35. A paragraph in any text followed by a ----
 a) **A hard return** b) soft return c) hard and soft return d) full stop
36. StarOffice has an ----- facility.
 a) **On-line help** b) on-help menu c) on-alternate d) on-read
37. Which is used to call attention to key ideas or points in a text document?
 a) **Highlighting** b) Editing c) Formatting d) Text Colour
38. When increase indent icon is clicked the paragraph is indented by-----.
 a) $\frac{1}{2}$ b) $\frac{1}{4}$ c) $\frac{3}{4}$ d) 1
39. Which helps in providing the document more readability?

- a) Formatting b) Font c) **Indentation** d) Highlighting
40. _____ is used to list the important points and messages.
a) **Bullets and Numbering** b) indentation c) Highlighting d) Formatting
41. Bullets and numbering option is available under _____ menu.
a) **Format** b) Edit c) File d) View
42. How many types of help system are provides by StarOffice?
a) 2 b) 3 c) **4** d) 5
43. Which key opens the StarOffice Help?
a) **F1** b) F4 c) F12 d) F2
44. Which opens the help topics for the complex task?
a) Online help b) **Help Agent** c) Help Tips d) Extended Help Tips
45. Which key is used to display an Extended Help Tip?
a) CTRL+F1 b) ALT+F1 c) SHIFT+F7 d) **SHIFT + F1**
46. Which type of indent is used for numbered list?
a) Right Indent b) Left Indent c) Increasing Indent d) **Hanging Indent**
47. One way to set off a list of points or topics in a document, which of the following is used?
a) Numbered list b) Line spacing c) paragraph alignment d) **Bullets & Numbered list**
48. Which is the default font in StarOffice Writer?
a) Times New Roman b) Fajita c) Symbol d) **Thorndale**

CHAPTER-3: CORRECTING SPELLING MISTAKES

1. Which feature of star office writer can check for possible spelling mistakes even as the document is being typed?
a) Auto correct feature c) Spelling correction feature
b) **Auto spell check feature** d) Auto spelling correction feature
2. Star office writer underlines the word that do not match with the words in dictionary in----- colour
a) Green b) **Red** c) Blue d) Yellow
3. Which command is used to check the spelling after the entire document is typed?
a) Format→spelling→check c) **Tools → spelling→check**
b) Edit →spelling → check d) File →spelling → check
4. In the spell check dialog box, which list displays any alternative spellings?
a) Replace with b) replacement c) Not in dictionary d) **Suggestions**
5. Which button is clicked to add new word to the dictionary?
a) Enter b) **Add** c) Include d) change
6. Which option is very useful for correcting the spelling of the commonly misspelled words?
a) **Auto correct** b) Auto spell check c) spell check d) Highlighting
7. The key that is pressed to select the spelling check command is -----
a) A) F1 b) F2 c) F5 d) **F7**
8. How many ways StarOffice Writer can identify the spelling mistakes?
a) Four b) Three c) **Two** d) Five
9. Which text box is used to enter the replacement word in AutoCorrect dialog box?
a) Replace b) Change c) **With** d) Replace With
10. How many ways the mistakes can be corrected in StarOffice Writer document?
a) Four b) Three c) **Two** d) many
11. Which key is pressed to delete a misspelled word and the new word is retyped?
a) Delete b) Tab c) Shift+Delete d) **Backspace**
12. Which of the following list box displays the alternative spellings in spell check dialog box?
a) Not in dictionary b) **Suggestions** c) Ignore d) Replace
13. Which button is used to add the word to StarOffice Writer dictionary?
a) Replace b) **Add** c) Change d) Enter
14. Which command is used to add the error and correction word to the AutoCorrect list?
a) **Tools → AutoCorrect** c) Format→AutoCorrect

- b) Insert→AutoCorrect d) Edit→AutoCorrect
15. To skip the current occurrence but stop on the next one ----- button is clicked in spelling check dialog box.
- a) Ignore all b) Replace all c) **Ignore once** d) Replace all
16. The misspelled words are displayed in spell check dialog box is
- a) **Not in dictionary** b) suggestions c) add d) dictionary
17. The number of tabs in AutoCorrect dialog box is.....
- a) 2 b) 3 c) 4 d) **5**
18. The only option button in the AutoCorrect dialog box is -----
- a) Whole words only b) match case c) backwards d) **text only**
19. Star Writer underlines misspelled words with squiggly -----
- a) Blue b) Green c) **Red** d) Yellow
20. To add the error and its correction to the AutoCorrect list ---- command is use.
- a) Tools→File c) Tools→Correct
- b) Help→AutoCorrect d) **Tools → AutoCorrect/AutoFormat**

CHAPTER-4: WORKING WITH TABLES

1. Which key is used to move forward through the cells in a table?
- a) CTRL b) SHIFT c) **TAB** d) ALT
2. In star office writer, which command is used to insert more than one row in the table?
- a) Format → rows → insert c) Insert → Table → Rows
- b) **Table → Insert → Rows** d) Edit → Insert → Rows
3. Which key is used to change the width of the column or row in a table?
- a) CTRL b) SHIFT c) **ALT** d) TAB
4. In star office writer, each cell by default includes a
- a) **Border** b) row c) Column d) Row & border
5. The command to get the table format dialog box is
- a) Format → table b) Table → format c) **Table → Table properties** d) Table → properties
6. The command used to make the selected columns even from the popup menu is
- a) Column → space → Equally c) Table → Format
- b) **Column → Space equally** d) Table → Properties
7. The command used to make the selected rows even from the popup menu is
- a) Row → space → Equally c) Table → Format
- b) **Row → Space equally** d) Table → Properties
8. In star office writer, which command is used to insert more than one column in the table?
- a) Format → columns → insert c) Insert → Table → columns
- b) **Table → Insert → columns** d) Edit → Insert → columns
9. In star office writer, which command is used to delete more than one column in the table?
- a) Format → columns → delete c) Delete → Table → Columns
- b) **Table → Delete → Columns** d) Edit → Delete → Columns
10. In star office writer, which command is used to delete more than one row in the table?
- a) Format → Row → delete c) Delete → Table → Rows
- b) **Table → Delete → Rows** d) Edit → Delete → Rows
11. Which key is pressed to delete only entries in the table?
- a) Tab b) Backspace c) **Delete** d) CTRL+ALT
12. Which key is hold down to resize the column without changing the width of the table?
- a) **ALT + CTRL** b) CTRL+SHIFT c) SHIFT+TAB d) ALT
13. Which key is hold down to resize the row?
- a) CTRL b) SHIFT c) TAB d) **ALT**
14. The table is a grid with the specified number of ----
- a) Rows b) Columns and Borders c) **Rows and Columns** d) Rows and Borders

15. Which of the following icon is intersection of row and column?
a) Grid b) **Cell** c) Table d) Data
16. Which icon is used to combine two or more cells into a single cell?
a) Table fixed b) table cell c) **merge cells** d) combine cells
17. Which command is used to create a simple table?
a) **Table → Insert → Table** c) Insert→Table→Table
b) Table→Table→Insert d) Table→Table→Insert
18. Which key is used to move forward through the cells in a table?
a) SHIFT+TAB b) HOME c) CTRL+TAB d) **TAB**
19. Which key is used to move backward through the cells in a table?
a) TAB b) **SHIFT + TAB** c) CTRL+TAB d) CTRL+HOME
20. Which of the following command is used to select the entire table?
a) File →Select→All c) Table→Select→All
b) **Edit → Select → All** d) Tools→Select→All
21. Which command is used to delete the selected table?
a) **Table → Delete → Table** c) Delete→Table
b) Delete→Table→Table d) File→Table→Delete
22. Which key is used to add a row in last row of the table?
a) **TAB** b) SHIFT c)ALT d) CTRL
23. In Insert Table dialog box, which textbox is used to give the name of the table?
a) Column b) Row c) **Name** d) Table Heading
24. In a table, when then text is wrapped in a cell, it grows _____.
a) Wider b) **taller** c) wrap d) border

CHAPTER-5: PAGE FORMATTING

1. The default left and right margins in star office document are _____ inches.
a) 1 b) **1.25** c) 1.5 d) ½
2. How many types of page orientations are there?
a) 4 b) 3 c) **2** d) 1
3. In star office writer, the command to open the page style dialog box is
a) File→Page b) Edit → page c) **Format → Page** d) view→Page
4. Which are some references and remarks added at every page of the document at the top and bottom margins respectively?
a) **Header & footer** b) Top & Bottom c) Title & Reference d) Heading & Footnote
5. Which of the following is used to insert page number?
a) File b) View c) Format d) **Insert**
6. In how many ways, the margins of a page can be changed in star office writer?
a) **2** b) 3 c) 5 d) 6
7. The default top and bottom margins are-----
a) **1 inch** b)1.25 inch c) 1.5 inch d) 0.5 inch
8. Which option of the file menu can be used to see the changes in the document?
a) **Page preview** b) view page c) print view d) preview
9. Which command is used to display ruler line?
a) File→ruler b) **view → ruler** c) format→ruler d) edit→ruler
10. The length of a document will be more than the width is called....
a) Landscape b) Page format c) Paper source d) **Portrait**
11. The width of a document will be more than the width is called -----
a) **Landscape** b) Portrait c) Paper format d) Paper source
12. By default the documents are printed in ----- size
a) 8.5x11.5 inch b) 8x11.5 inch c) 8x11 inch d) **8.5x11inch**
13. Which of the following is used to change the page orientation?
a) Check box b) **Radio button** c) Text box d) Drop-down list

14. Which of the following will work line for most of the documents?
 a) **Margins** b) Page breaks c) Printing d) Text formatting
15. Which command is used to insert page numbers on every page?
 a) Insert→Fields→Numbers **c) Insert → Fields → Page Number**
 b) Insert→Number→Field d) Insert→Page Numbers→Field
16. Margins can be changed using -----
 a) Page style dialog box c) Ruler
 b) **Both a and c** d) Table format dialog box
17. If the ruler is not displayed in StarOffice Writer screen, which option is clicked?
 a) File→ruler **b) view → ruler** c) format→ruler d) edit→ruler
18. Which control is used to change the paper size?
 a) Check box b) Radio button c) Text box **d) Drop-down list**
19. If the exact value for the margins are not known, then the command is used to change margin is ----
 a) File→ruler **b) view → ruler** c) format→ruler d) edit→ruler
20. Which dialog box can be used to change the margins if the user knows the exact value?
 a) Page Format **b) Page Style** c) Page Margin d) Margin Style

CHAPTER-6: SPREADSHEET

1. VisiCalc was invented by
 a) Dan Bricklin b) Bob Frankston c) Dennis Ritchie **d) Both (A) and (B)**
2. Which of the following data can be typed into a spread sheet cell?
 a) Numbers b) Text c) Formulae **d) All of these**
3. A grid of cell with a programmable calculator attached to each cell is
a) Spreadsheet b) Worksheet c) Data sheet d) word processor
4. How many rows and columns are there in VisiCalc?
 a) 64, 254 **b) 254, 63** c) 63, 254 d) 254, 64
5. Which one of following spreadsheet package was developed by sun micro system?
 a) VisiCalc b) Excel **c) StarCalc** d) Improve
6. Which bars have shortcut icons frequently done tasks in the spreadsheet?
 a) Menu bar b) Formula bar **c) Functional bar & object bar** d) Main toolbar
7. In star office, the command to work with star office calc is
 a) File →New → StarCalc c) File →New → worksheet
b) File → New → Spreadsheet d) File →New →sheet
8. A rectangular box covering a cell is called
 a) Mouse b) Cursor c) Insertion point **d) Cell pointer**
9. which format date should be entered in star office calc?
a) MM/DD/YY b) DD/MM/YY c) DD/YY/MM d) MM/YY/DD
10. In order to close the worksheet, chose the command
 a) File →Exit b) File → Quit **c) File → Close** d) File →End
11. Which operator combines areas?
 a) Arithmetic b) Comparative c) Text **d) Reference**
12. In star calc, amongst arithmetic operators which one of the following is executed first in the rules of precedence?
a) Exponentiation c) Multiplication & division b) Negation d) Addition & subtraction
13. In spread sheet, which of the following operators is meant for inequality?
 a) = **b) <=** c) != d) > =
14. In star calc, which menu contains auto format option?
 a) File b) Edit **c) Format** d) Tools
15. Which of the following command is used to generate a series in star office calc?
a) Fill b) Fill series c) Print range d) Page format
16. How many cells are available in the worksheet range?
 a) 4 **b) 6** c) 8 d) 10

17. The cell B4 becomes absolute when you enter as
 a) \$B4\$ b) B\$\$4 c) B\$4\$ d) **\$B\$4**
18. Which is the most commonly used function in star office calc?
 a) SQRT() b) **SUM()** c) AVERAGE() d) POW()
19. Which operator is not an arithmetic operator in star calc?
 a) % b) * c) ^ d) **:**
20. Which is used to make data easier to understand in work sheets?
 a) **Charts** b) Formula c) Function d) object
21. Which sign appears before the numeric data present in a cell, when number format: currency icon is clicked?
 a) & b) # c) % d) **\$**
22. Which command is used to change the row height of the worksheet?
 a) Format → Row height c) **Format → Row → Height**
 b) Format → Height → Row d) Format → Row → Height
23. Which option in the file menu can be used to preview a worksheet before printing?
 a) **Page view** b) Page setup c) Print d) Pre View
24. Which company introduced the spread sheet software “Improve”?
 a) Microsoft b) **Lotus corporation** c) Borland International d) Sun micro system
25. While printing worksheets, to remove the print range setting click on
 a) **Format → Print range → delete** c) File → Print ranges → Delete
 b) Format → Print Range → Edit d) File → Print ranges → Edit
26. To print the worksheet with grid lines, which check box is to be selected?
 a) Page b) Sheet c) **Grid** d) Format
27. Which command is used to insert charts in a worksheet?
 a) Tools → Chart b) Edit → Chart c) Draw → chart d) **Insert → Chart**
28. In star office calc, the cells A1, B1, C1, D1, E1 & F1 are referred in a worksheet as
 a) **A1: F1** b) A1, F1 c) A1. F1 d) A1 ; F1
29. Which icon in the insert cells floating tool bar is used to insert an empty cell in a column?
 a) Insert cell right b) **Insert cells down** c) Insert cells up d) insert cells left
30. If you want to delete selected cells, row or column in a worksheet, choose the command?
 a) File → Delete cells c) **Edit → Delete cells**
 b) Format → delete cells d) Tools → Delete cells
31. To begin within a worksheet, the cell pointer is always in cell
 a) 1A b) **A1** c) B1 d) C1
32. Which operator returns either true or false?
 a) **Comparative** b) arithmetic c) text d) Reference
33. Which command is used to copy the contents of a cell to other cells?
 a) File → fill → down c) Tools → Fill → Down
 b) Format → File → Down d) **Edit → Fill → Down**
34. Which addressing is the default type of cell addressing used by star office calc?
 a) Absolute cell addressing c) Range cell addressing
 b) **Relative cell addressing** d) None of these
35. Which icon is used to generate a scrolling screen within a worksheet?
 a) Insert Formulae b) **Insert floating frame** c) Insert OLE d) Insert applet
36. Which electronic spreadsheet is invented for Apple II computer?
 a) Lotus 1-2-3 b) **VisiCalc** c) Excel d) Improve
37. Which option in the print dialog box is used to print only the selected area in a worksheet?
 a) All b) Pages c) **Selection** d) Highlighting
38. In a 3D formula, which sign represents the data present in different sheets of a worksheet?
 a) : b) **:** c) , d) .
39. The files that you create with spreadsheet software is called
 a) Database b) Table c) **Worksheet** d) Spreadsheet
40. The operator “&” is called

- a) Arithmetic operator
b) Comparative operator
- c) **Text operator**
d) Reference operator
41. The ----- was the first electronic spreadsheet.
a) Lotus 1-2-3 b) FoxPro c) **Visible Calculator** d) Excel
42. In a spreadsheet, the rows are numbered from 1 upto ---- (in case of StarCalc).
a) 30,000 b) **32,000** c) 32,500 d) 40,000
43. What if analysis is performed by -----
a) **Electronic spreadsheet** b) Word c) Visual Basic d) FoxPro
44. Worksheet is a ----
a) **File** b) Text c) Letter d) Summary
45. The syntax of formulas/ all formulas begin with ----- sign.
a) A plus(+) b) a slash(/) c) a caret(^) d) **an equal(=)**
46. When arithmetic operators are used in formula, the operators that combine cell areas are ----.
a) **∴!** b) "+," c) != d) /=
47. The intersection of a row and a column creates -----.
a) Pointer b) address c) **cell** d) location
48. Each cell is identified by a -----
a) Pointer b) **address** c) cell d) location
49. The cell is can hold up to ----- characters.
a) 256 b) 257 c) **255** d) 258
50. The popular spreadsheet programs are ----- from Microsoft Corporation.
a) lotus 1-2-3 b) **MS-Excel** c) StarCalc d) Dbase
51. A formula can be up to ----- characters long.
a) 128 b) 64 c) 256 d) **255**
52. -----keys on the keyboard allow you to move around the worksheet.
a) Tab b) home c) pgup and pgdown d) **all the above**
53. In the entered data is ----- the program recognizes it as a label.
a) Number b) **word** c) double d) single
54. Caret(^) is ----- operator in spreadsheet.
a) **Arithmetic** b) text c) reference d) comparative
55. A continuous group of cells in a worksheet is called -----
a) Group b) **range** c) set of cells d) set of rows
56. A range address of the first cell in the range followed by a ----- followed by the address of the last cell in the range.
a) ∴ b) ∴! c) | d) !
57. ----- calculates the sum of a given set of numbers.
a) Sigma b) & c) avg d) **sum**
58. ----- icon displays list of fonts that can be used.
a) **Change font** b) font c) font colour d) none of these.
59. Graphic representation of numbers are known as -----
a) **Charts** b) Graphs c) Bar diagrams d) Cells
60. To insert the spreadsheet Calc cell in StarOffice Writer, select -----
a) Edit→Paste b) **Edit → Paste Special** c) Tools→Paste Special d) Format→Paste
61. To do the calculations for different worksheets in a particular sheet, we use -----
a) 2D formula b) Function c) **3D formula** d) Selection
62. Which key is pressed while editing the contents in a cell?
a) F1 b) **F2** c) F5 d) F7
63. Which of the following formulae calculates the sum of the numbers in the cell A1 of sheet 1 and A2 of sheet 2?
a) =sum(sheetA.1+sheet2.A2) c) =sum(sheet.A1;sheet2.A2)
b) =sum(sheet:A1;sheet2:A2) d) **=sum(sheet.A1:sheet2.A2)**
64. The function used to find the square root of a number in StarOffice Calc is ----
a) SQR b) SQT c) **SQRT** d) SRT

65. Which is the most commonly used function in StarOffice Calc?
a) SQRT() b) **SUM()** c) AVERAGE() d) POW()
66. Which command is used to print the worksheet with grid lines?
a) Format→Sheet b) **Format → Page** c) Format→Grid d) File→Print→Grid
67. Which command is used to get print dialog box?
a) CTRL+A b) ALT+P c) **CTRL + P** d) ALT+A
68. Which command is used to generate series in a worksheet?
a) Edit →Fill→ Down c) Format→Fill→Series
b) **Edit → Fill → Series** d) Insert→Fill→Series
69. ----- icon provides to generate a scrolling screen within a worksheet.
a) OLE object b) plug-in c) **floating frame** d) none of these
70. ----- icon is used to import data from different URL into a worksheet.
a) **Plug-in** b) applet c) OLE object d) image
71. Spreadsheets are made up of -----
a) Rows b) columns c) **cells** d) worksheet
72. ----- bar is used to display the current cell and its contents.
a) Function b) Menu c) **Formula** d) Scroll
73. To enter the same formula or data in various cells we can use ----- feature of Star Calc.
a) Copy and paste icon b) **automatic fill** c) fill series d) fill
74. Star Calc has wide variety of -----
a) Formulae b) options c) buttons d) **functions**
75. To delete the contents of cell select -----
a) Delete rows b) delete cell c) **delete contents** d) delete columns
76. To draw in spreadsheet click -----
a) Insert picture icon b) color icon c) draw d) **show draw function icon**
77. To separate two different sheets in a formula ----- is used.
a) Colon(:) b) hyphen(-) c) **semicolon(;)** d) comma(,)
78. VisiCalc was essentially a -----
a) **Financial analysis program** c) real analysis program
b) Scientific analysis program d) result analysis program
79. ----- is the shortcut icon on the formula bar that can be used to insert functions.
a) Function b) Autopilot c) **Function Autopilot** d) insert function.

CHAPTER-7: DATABASE

1. The term data comes from the word
a) Field b) Number c) **Datum** d) Record
2. To do some operations or computations on the data of different variables to relate them is called
a) Data base b) **Data processing** c) Information processing d) Datum
3. The entire collection of related data in one table is referred to as a
a) **File** b) Record c) Field d) Data base
4. Each table column represents
a) File b) Record c) **Field** d) Data base
5. The process of arranging the data in a table in some order is called
a) Searching b) **Sorting** c) Merging d) Arranging
6. A field that uniquely identifies a record in a database table is called
a) **Primary key** b) First key c) Secondary key d) Key
7. The database structure primarily used on main frame computer is
a) Relational b) **Hierarchical** c) Network d) Flat file
8. There are ____ types of data processing
a) 3 b) **2** c) 4 d) 5
9. Which of the following is not a step in data processing?
a) Collection b) Verification c) **Computation** d) Validation

10. Which of the following contains usable set of data?
a) Form b) Field c) **Information** d) spreadsheet
11. Example for flat file database is
a) Work processor b) Presentation c) Animation d) **Spreadsheet**
12. Which data type accepts only whole numbers?
a) Char b) Decimal c) **Integer** d) Float
13. The shortcut key is used to save a table in the database is
a) Ctrl + V b) **Ctrl + S** c) Alt + S d) Shift + S
14. Which of the following is not a field type in star office base?
a) Time b) Date c) Real d) **String**
15. Which option is used to specify, if the user should always enter a value for that field?
a) **Entry Required** b) Default value c) Value d) Format
16. In star office base, which one of the following is not a process in editing the database?
a) Adding new record b) Changing the format of the database c) **Calculating results** d) Deleting existing data
17. To modify the design of an existing table, right click on that table and choose
a) Open b) **Edit** c) Format d) View
18. Which icon is clicked to display the records of the table in the ascending order of the specified field?
a) Sort order b) Sort descending c) **Sort ascending** d) Sort
19. Sorting on more than one field of a table at the same time is called
a) Sorting b) Field sorting c) Record sorting d) **Multiple sorting**
20. Which language is used to query the database?
a) C++ b) **SQL** c) HTML d) DBMS
21. SQL stands for
a) **Structured Query Language** b) Standard Query Language c) System Query Language d) Sorted Query Language
22. Which are the special views of the data in the table?
a) Filters b) sorting c) Editing d) **Queries**
23. Queries are
a) **User constructed statements** b) User defined statements c) Pre defined Statement d) Structured statements
24. Which of the following is a type of query?
a) Tables b) Form c) Report d) **Filter**
25. Which filter is used to display only the records, which match the value of the current field?
a) Default filter b) **Auto filter** c) Standard filter d) Condition filter
26. To remove the filter, click on the icon?
a) Remove sort/ filter b) **Remove Filter/ sort** c) Delete sort/ filter d) Delete filter/sort
27. Which one of the following makes it easier to enter, view and edit the data in a table or query?
a) Filter b) Report c) Query d) **Form**
28. Which is a printed information that is assembled by gathering data in a table or a query?
a) Filter b) Query c) **Report** d) Form
29. How many steps are there in report wizard window?
a) **6** b) 7 c) 8 d) form
30. How many types of reports are there in star office base?
a) 3 b) **2** c) 4 d) 5
31. To insert the spreadsheet calc cell in star office writer document, select
a) Edit → Paste b) Edit → Insert c) **Edit → Paste special** d) Edit → Insert special
32. The two types of filter are
a) Auto, static b) **Auto, standard** c) Default, static d) Auto, query
33. Which of the following limits the information of database that appears on the screen?
a) **Filtering** b) sorting c) Editing d) Viewing

34. To transfer each heading together with its accompanying paragraphs into presentation, select the command
 a) File → Send → Outline to presentation
 b) File → Send → Abstract to presentation
 c) File → Send → Auto outline to presentation
 d) **File → Send → Auto abstract to presentation**
35. Which is used to assemble information from data?
 a) **DBMS** b) Datum c) Information d) Sorting
36. The data management task in a DBMS is classified into _____ categories
 a) 2 b) **3** c) 4 d) 5
37. Which of the following cannot be saved for future use?
 a) Query b) **Filter** c) Form d) Report
38. In computers, the value assigned to a variable is called
 a) Key b) Information c) **Data** d) Report
39. The command that is used to create a new table in the data base is
 a) Insert → Table c) Tools → Table design
 b) **Insert → Table design** d) File → New → Table
40. Which key combination is used to drag and drop the selected range into the presentation?
 a) **Alt + Tab** b) Shift + Tab c) Ctrl + Tab d) Esc + Tab
41. Which command is used to create a new database in StarOffice Base?
 a) File → New → StarBase c) File → New → Base
 b) **File → New → Database** d) File → Database → New
42. Each row represented as ----
 a) Field b) table c) **record** d) key
43. Which command is used to insert a text outline into a presentation?
 a) **File → Send → Outline to presentation** c) File → Send → Auto outline to presentation
 b) File → Send → Abstract to presentation d) File → Send → Auto abstract to presentation

CHAPTER-8: MULTIMEDIA

1. The application that allows you to send and receive messages over cell phones is
 a) SMS b) **MMS** c) DBMS d) HTML
2. The e-learning packages that are used to train and educate people world over is
 a) CBT/SMS b) MMS/WBT c) SMS/MMS d) **CBT/WBT**
3. The two most common image formats are
 a) **GIF/JPG** b) GIF/BMP c) GIF/TIFF d) JPG/BMP
4. Expand: JPEG
 a) Join Photo Expert Group c) Joint Processor Experts Group
 b) **Joint Photographic Experts Group** d) Joint Photographic Expression Group
5. Which format produces relatively small file sizes?
 a) NX view b) Shock Wave c) GIF d) **JPEG**
6. How many attributes control the characteristics of sound?
 a) 4 b) 5 c) 3 d) **2**
7. WBT stands for
 a) Web Based Training c) **Web Based Tutorials**
 b) Word Based Training d) Window Based Training
8. The pattern of the sound that we hear is
 a) **Analog wave** b) Digital Wave c) Hybrid wave d) Circular Wave
9. GIF is limited to an _____ bit colour palette.
 a) 64 b) 32 c) 16 d) **8**
10. Which of the following is a sound editing program?
 a) **Sound Forge** b) Fade in c) Fade out d) Echo
11. The animation that is created by moving an object across a screen is called
 a) Object Based Animation c) Path animation
 b) Slide animation d) **All of these**

12. How many steps are there in creating a 3-D animation?
a) 2 **b) 3** c) 4 d) 5
13. A technique by which we can blend two or more images to form a new image is called
a) Morphing b) Warping c) Sampling d) Rendering
14. Reducing the frame count to less than ____ Frames per second causes the video to look jerky
a) 20 b) 16 **c) 15** d) 10
15. In which year the real audio/ real video format was developed?
a) 1982 b) 1985 c) 1992 **d) 1995**
16. Expansion of AIFF is
a) Audio Interleave File Format c) Audio Interface File Format
b) Audio Intermediate File Format **d) Audio Interchange File Format**
17. Quick time format was developed by
a) Apple b) Microsoft c) IBM d) Macromedia
18. The extension of windows media format files is
a) .wmf **b) .wmv** c) .wim d) .wmm
19. Which format is used to store multimedia components created using flash?
a) Wave b) quick time **c) Shock wave** d) Windows media
20. Which tags are used to add inline sound/ video to a web page?
a) <sound> / **c) <bgsound> / **
b) <applet> / <embed> d) <sound> / <image>
21. Which image files are a lossy format?
a) **JPEG** b) GIF c) MPEG d) Nx VIEW
22. Which of the following is called frequency?
a) amplitude b) resistance **c) pitch** d) modulation
23. Conversion of a analog waves to a digital format called ----
a) echo b) sound forge c) frequency **d) sampling**
24. How many color depth results in the image looks murky?
a) < 225 b) < 16 **c) < 256** d) < 8
25. How many types of video compressions?
a) 3 **b) 2** c) 4 d) 6
26. Which compression provides some loss of quality?
a) lossless b) cell-based **c) lossy** d) object-based

S.NO	FORMAT	EXPANSION(FULL FORM)	COMPANY AND YEAR	EXTENSION NAME
1	GIF	Graphic Interchange Format	-----	.gif
2	JPEG	Joint Photographic Experts Group	-----	.jpg / .jpeg
3	MIDI	Musical Instrument Digital Interface	1982	.mid / .midi
4	Real Audio / Real Video	-----	Real networks 1995	.rm / .ram
5	AU	-----	-----	.au
6	AIFF	Audio Interchange File Format	Apple	.aif / .aiff
7	SND	-----	Apple	.snd
8	WAVE	-----	IBM and Microsoft	.wav
9	MPEG	Moving Pictures Experts Group	-----	.mpg / .mpeg
10	MP3	-----	----	.mp3
11	AVI	Audio Video Interleave	Microsoft 1992	.avi
12	Windows Media Format	-----	Microsoft	.wmv
13	Quick Time Format	-----	Apple	.mov
14	Shockwave Format	----	Macromedia	.swf

CHAPTER-9: PRESENTATION

- Which command is used to create a new impress presentation from within any star office application?
 - File → New → Presentation**
 - File → New → slide show
 - File → New presentation
 - File → New slide show
- Which page of the presentation wizard allows you to select a background for all the slides in the presentation?
 - First
 - Second**
 - Third
 - fourth
- Which option allows you to manually control the transition of slides using options such as mouse clicks?
 - Default**
 - Manual
 - option
 - Automatic
- Which dialog box appears when shift + Ctrl + N buttons are clicked from star office impress?
 - Academic Presentation
 - Templates
 - documents
 - Templates and document**
- Which determines the text formatting style for title, outline and the background design for single or all slides?
 - Master page
 - Master text
 - Master Slide**
 - Master format
- Which view allows you to create and edit slides?
 - Normal view**
 - outline view
 - Notes view
 - Handouts view
- Which page displays various options that allow you to add or modify animation effects to elements of a slide?
 - Master page
 - Layouts
 - Custom animation**
 - Slide transition

8. Which View allows you to reorder slides, edit slide titles and heading?
 a) Normal view **b) Outline view** c) Slide sorter view d) Handouts view
9. Which command is used to run a slide?
 a) File → Slide show **c) Slide show → slide show**
 b) Run → Slide show d) Slide show → Run
10. Which command is used to insert a picture in a slide in the presentation?
 a) Insert → Picture **c) Insert → Picture → From file**
 b) Insert → Picture → Browser d) Insert → From file → Picture
11. Which command is used to rename a slide?
 a) Rename → slide **c) Slide → Rename slide**
 b) Slide → Rename d) Edit → Rename slide
12. Which icon is used to import objects from other application into a presentation?
 a) Insert application c) Insert formulae
 b) Insert plug-in **d) Insert OLE object**
13. The command to open the style list box is
 a) **Format → Style and formatting** c) Tools → Styles
 b) Format → Style list d) Format → Style list and formatting
14. By using which can we move from slide to slide quickly?
 a) Moving **b) Navigator** c) Copying d) Editing
15. The menu used to open media player in star office impress is
a) Tools b) Insert c) View d) Format
16. To change the slide order, in the switching presentation view tab, click
a) Slide sorter b) Layouts c) Outline d) Hand outs
17. The command to show a hidden slide is
 a) Slide → Show slide c) Slide show → show slide
 b) Slide → Show/ hide slide **d) Slide show → Show/ hide slide**
18. Which command is used to make impress presentation into a HTML format?
 a) Tools → Export c) File → Export → HTML
 b) File → HTML → Export **d) File → Export**
19. To set the default printing options for star office impress, choose
 a) File → Options → Star office impress → Print
b) Tools → Options → Star office impress → Print
 c) File → Print → Options
 d) Tools → Print → Options
20. The command to get print dialog box is
 a) Format → Print b) Tools → Print **c) File → Print** d) View → Print
21. Which page of the wizard allows to specify the transition effect to be used for the presentation?
 a) First b) second **c) third** d) fourth
22. Which key is used to start a presentation?
 a) F2 **b) F5** c) F7 d) F11
23. Which key is used to end a presentation?
a) Esc b) Alt c) Shift d) Tab
24. Which command is used to insert movie and sound in a slide?
 a) Insert → Movie c) File → Movie and Sound
 b) Edit → Movie and Sound **d) Insert → Movie and Sound**
25. Which command is used to open a Media Player window?
 a) File → Media Player c) Insert → Media Player
b) Tools → Media Player d) File → Open a Media Player
26. Which command is used to assign slide transition effects to slides is in slide view?
 a) **View → Toolbars → Slide View** c) Insert → Slide View
 b) Insert Toolbars → Slide View d) View → Slide View → Toolbars
27. Which command is used to change the background color of all the slides?
 a) Format → Background **c) Format → Page → Background**

- b) Format → Page d) Insert → Page Format → Background
28. Which command is used to open the styles and formatting window?
a) F2 b) F5 c) F7 d) **F11**
29. Which command is used to open custom slide shows?
a) **Slide show → custom slideshows** c) Tools → custom slideshows
b) Insert → Slideshow → custom d) slideshow → custom → slideshows
30. Which key is used select a range of slides?
a) CTRL b) ALT c) **SHIFT** d) TAB
31. Which command is used to start a slide show from the current slide?
a) File → Options StarOffice Impress → General
b) Insert → Options StarOffice Impress → General
c) **Tools → Options StarOffice Impress → General**
d) View → Options StarOffice Impress → General
32. Which of the following command settings override the default printer settings?
a) Tools → Print c) **File → Print**
b) Tools → Options → Print d) View → Options → Print
33. Which key is used to print in StarOffice?
a) ALT+P b) **CTRL + P** c) SHIFT+P d) SHIFT+CTRL+P
34. Which command is used to reduce the size of a slide to be print?
a) Insert → Page c) Tools → Page
b) File → Print → Page d) **Format → Page**
35. Which command is used to open navigator?
a) File → Navigator c) Tools → Navigator
b) **Edit → Navigator** d) Insert → Navigator
36. In presentation wizard which check box will display the message, created with “StarOffice” during the pause between each presentation?
a) Create Logo b) Paste Logo c) **Show Logo** d) Logo
37. Which command is used to insert a new slide in the presentation?
a) Insert → New → Slide b) Add → Slide c) **Insert → Slide** d) File → New → Slide
38. Which one is the most effective to communicate?
a) Charts b) Data Base c) Presentation d) Text
39. To create a presentation press
a) SHIFT+N b) SHIFT+CTRL+N c) **CTRL+N** d) ALT+N
40. StarOffice Impress allows us into start slide show from the
a) First slide b) Middle slide c) **Current slide** d) Last slide

SHORTCUT KEYS AND COMMANDS

S.NO	SHORTCUT KEYS / COMMANDS	USES
1.	Start→All programs→ Star office-8	To open the star office
2	File → New →Text Document (OR) CTRL + N	To create a New Document
3	File → Save (OR) CTRL + S	To save a document
4	File → Close	To close a document
5	File → Exit	To Quit from Star office application
6	File→Open (OR) CTRL + O	To open an existing document
7	Edit → Cut (OR) CTRL + X	To Cut the selected text
8	Edit→Copy (OR) CTRL + C	To Copy the selected text
9	Edit → Paste (OR) CTRL + V	To Paste the selected text
10	Shift + End	To Select Entire Line
11	CTRL+END	To the end of a document
12	CTRL+HOME	To the beginning of a document
13	PAGE UP	Up one screen
14	PAGE DOWN	Down one screen
15	Double Click on the word	To Select a Particular word
16	CTRL+A	To Select the entire the document
17	Edit →Find & Replace (OR) CTRL + F	Find and Replace dialog box
18	Format → Character	Character dialog box is opened
19	CTRL + L	Left alignment
20	CTRL + R	Right alignment
21	CTRL + E	Centre alignment
22	CTRL + J	Justified alignment
23	Format → Paragraph	opens the Paragraph dialog box
24	Format → Bullets and Numbering	Opens Bullets and Numbering dialog box
25	SHIFT + F1	Extended Tip
26	Tools →Spelling→Check (OR) F7	Opens the Spelling check dialog box
27	Tools→AutoCorrect	AutoCorrect dialog box
28	F7	Opens the Spelling check dialog box
29	F1	To open the help window
30	F2	To edit the contents of the cell
31	F12	To insert Numbering
32	Table → Insert →Table	Opens Insert Table dialog box
33	CTRL + F12	Opens Insert Table Dialog box
34	Table→Insert → Rows	Opens insert rows dialog box to add rows in a table
35	Table → Insert→Columns	Opens insert columns dialog box to add columns in a table
36	TAB	To move forward through the cells in a table
37	SHIFT + TAB	To move backward through the cells in a table
38	Table →Delete → Rows	To delete rows from a table
39	Table → Delete →Columns	To delete columns from a table
40	Edit →Select → All	To select the entire document and Table
41	Table →Delete → Table	To delete the entire table
42	Table→Table Properties	To open the Table Properties dialog box
43	Format → Page	To Opens Page Style dialog box
44	View→Ruler	It is used when the ruler is not visible in the work area

45	Insert→Fields →Page number	To insert a page number on every page
46	File→New → Spreadsheet (OR) CTRL+N	Opens StarOffice Calc Window
47	Edit → Fill→Series	Opens Fill Series dialog box
48	Insert →Function (OR) CTRL+ F2	Opens Function Wizard dialog box
49	Format → Cells	Opens the Format Cells dialog box
50	Format →AutoFormat	Opens AutoFormat dialog box
51	Format → Column → Width	Opens Changing Column Width dialog box
52	Format →Row→Height	Opens Changing Row Height dialog box
53	View →Toolbar →Insert Object	Opens Floating toolbar
54	Edit →Delete Contents	Opens Deleting Contents dialog box
55	Edit →Delete Cells	Opens Deleting Cells dialog box
56	Insert→Picture →From File	Opens Insert picture dialog box
57	Insert →Special Character	Opens the Insert Special Character dialog box
58	Insert → Chart	Opens AutoFormat Chart Window
59	File →Print (OR) CTRL+P	Print dialog box is opened
60	Format→Print Ranges →Edit	To select a print range
61	Format →Print Ranges → Delete	To delete a print range
62	File→Page View	To preview a worksheet before printing
63	Edit → Fill →Down or Left or Right	To fill / Generate the series of numbers
64	File → New → Database	Opens Database Wizard dialog box
65	Remove filter / Sort icon	To remove the sorting icons
66	Edit →Paste Special	Opens Past Special dialog box
67	File → Send→Outline to Presentation	Sends outline of a text document into a Presentation
68	File→Send →Auto Abstract to Presentation	Sends outline along with its accompanying paragraphs
69	ALT + TAB	To switch between multiple applications
70	Tools →Media Player	To open the Media player window
71	SHIFT + CTRL + N	create a new presentation using templates
72	File →Export	To Produce the HTML Presentations
73	Edit→Navigator	To open the navigator
74	Insert→Slide	To insert a slide
75	Slide show→show / Hide Slide	To hide & Show the slides
76	CTRL key	To select multiple slides in a presentation
77	F11	To open the styles & formatting options
78	Slide Show →Slide Show	To Start the presentations
79	F5	To Star the presentation
80	Slide →Rename Slide	To Rename the slide
81	Insert →Object	To insert the object into a presentations
82	Slide Show→Custom Animation	To Choose Custom Animation
83	Format →Page →Background	Select the background fill
84	Format →Styles and Formatting	To Open the Stylist
85	View →Toolbars →Slide View	The easiest way to assign slide transition effects to slide
86	ESC Key	To End the slide show

VOLUME - II

CHAPTER-1: OBJECT ORIENTED CONCEPTS

1. In the early programming languages the input and output data items were represented as
a) Constants **b) Variables** c) Data type d) Information
2. Which programming facilitates the way of problem solving by combination data and operation that are to be performed on the data?
a) Data oriented Programming c) Application Oriented Programming
b) Object Oriented Programming d) Structured Programming
3. In C++, group of data and operation together are termed as
a) State b) Functions c) Structure **d) Object**
4. C++ belongs to which category of programming language?
a) Structure Oriented **c) Object oriented**
b) System oriented d) Application oriented
5. Which makes it easy to represent real system in program?
a) Data **b) Objects** c) Operators d) Operations
6. The ability of an object to respond differently to different messages is called
a) Inheritance b) Encapsulation **c) Polymorphism** d) Abstraction
7. The process of acquiring the base class properties is called
a) Polymorphism b) Encapsulation **c) Inheritance** d) Abstraction
8. Which reduces software complexity?
a) Polymorphism b) Encapsulation c) Inheritance d) Abstraction
9. Which promotes reusability of code?
a) Polymorphism b) Encapsulation **c) Inheritance** d) Abstraction
10. Which data type conventionally represents an object in the real world?
a) int b) object c) string **d) class**
11. Which is the tool to solve a wide range of problems?
a) **Computer** b) data c) variables d) programs
12. The solution to the problem are in the form of
a) computer programs b) application software c) data items **d) both a and b**
13. Which operates on a set of known input data items?
a) **Computer programs** b) application software c) computer d) all of these
14. Which statement provided a way of instructing the computer, the operations to be performed on the data item
a) Variable **b) control statements** c) input d) output
15. In Object Oriented Programming(OOP) languages the solution to the problem were viewed in
a) **Two ways** b) three ways c) four ways d) many ways
16. Which were viewed as a separate segment in OOP?
a) Data & variables **b) Data & operations** c) Data & control d) All
17. Which OOP language deals with complex aspects of real life?
a) PASCAL **b) C++** c) BASIC d) SQL
18. What is the orientation of C++?
a) Procedure **b) object** c) structured d) All
19. Which is split into smaller groups with that a set of operations can be performed on it without calling function?
a) **Set of data items** b) set of variables c) set of control statements d) subprograms
20. OOP facilitates the way of problem solving by combining
a) Data & Variables **b) Data & Operations** c) Data & Control d) Data & Functions
21. The group of data and the operations together are termed as
a) **Object** b) encapsulation c) both a and b d) state
22. Which represents the behavior of an object?

- a) State b) data c) **operation** d) function
23. The physical feature of an object is represented as
a) **State** b) data c) operation d) function
24. The kind of function in an object is called
a) State b) **behavior** c) operation d) function
25. Which is the group of related functions and data that serves those function?
a) **Object** b) class c) behavior d) state
26. A kind of self-sufficient subprogram with a specific functional area
a) **Object** b) class c) encapsulation d) state
27. The process of grouping data and its related function into units is called as
a) An object b) **an encapsulation** c) an abstraction d) a polymorphism
28. Objects paves way of
a) Object b) **encapsulation** c) abstraction d) polymorphism
29. Which is the mechanism that bound data and functions together within an object definition?
a) Inheritance b) **encapsulation** c) abstraction d) polymorphism
30. Which defined function accepts different inputs to different shapes?
a) **Draw()** b) start() c) stop() d) none of these
31. Which function is defined to draw a square?
a) **draw(side)** c) draw(radius)
b) draw(length, breadth) d) draw(radius,start_angle, end_angle)
32. Which function is defined to draw a rectangle?
a) draw(side) c) draw(radius)
b) **draw(length, breadth)** d) draw(radius,start_angle, end_angle)
33. Which function is defined to draw a circle?
a) draw(side) c) **draw(radius)**
b) draw(length, breadth) d) draw(radius,start_angle, end_angle)
34. Which function is defined to draw a arc?
a) draw(side) c) draw(radius)
b) draw(length, breadth) d) **draw(radius,start_angle, end_angle)**
35. Which is the template for entities that have common behavior?
a) Object b) **class** c) encapsulation d) inheritance
36. Which model entities in the real world?
a) **Object** b) class c) encapsulation d) polymorphism

CHAPTER-2: OVERVIEW OF C++

1. C++ was developed at
a) Sun micro system c) Microsoft
b) **AT & T bell laboratories** d) L & T bell
2. Which is the smallest individual unit in a program?
a) Function b) Operator c) **Tokens** d) Variables
3. Which words have special meaning to the language compiler?
a) **Keywords** b) Important words c) Identifies d) Command words
4. A variable name should start with a/ an
a) Alphabet c) Number or alphabet
b) Number d) **alphabet or underscore**
5. The escape sequence for new line/ line feed is
a) **\n** b) /n c) \o d) \0
6. String literals are surrounded by
a) ' ' b) **" "** c) () d) []
7. Which of the following operators is specific to C++?
a) **::** b) . c) → d) >>
8. Which operators are used only by the pre-processors?

- a) && and !! b) == and ++ c) # and # # d) != and \$ \$
9. The logical grouping of operators and operands are called
a) **Association** b) Precedence c) Expression d) Grouping
10. Relational operators have lower precedence than
a) **Arithmetic operators** c) Boolean operators
b) Logical operators d) Assignment operators
11. Which are used to group a set of C++ statements?
a) () b) { } c) [] d) < >
12. C++ data types can be broadly classified into _____ categories
a) 4 b) 5 c) 2 d) **3**
13. Which data type helps users in creating a list of identifiers of type int?
a) Type definition c) **Enumeration**
b) Structure d) Class
14. Which of the following is not a storage specifier?
a) Auto b) static c) **const** d) register
15. Which modifier allows the variable to exist in the memory of the computer, even if its function or block within which it is declared loses its scope?
a) Auto b) static c) **const** d) register
16. Which data type is used to declare generic pointer?
a) Float b) int c) char d) **void**
17. When the „unsigned“ modifier is used with the integer type, will store a maximum value of
a) 32768 b) 255 c) 32767 d) **65535**
18. . Which modifier increases the bytes for a particular data type, thus increasing the range of values?
a) **Long** b) Short c) Signed d) unsigned
19. Which of the following is a derived data type?
a) int b) float c) class d) **pointer**
20. Which of the following operators is used to give the remainder of an integer division?
a) / b) \ c) **%** d) ^
21. int i = 6;
Unsigned int j = 10; Cout<<size of (i * j);
The output when the above code executed is
a) 2 b) **4** c) 8 d) 6
22. Which of the following is not a C++ keyword?
a) Switch b) new c) if d) **cin**
23. Which symbol is used to declare a pointer variable?
a) \$ b) ***** c) & d) #
24. What is the value assigned to X in the following snippet? Int a; float b;X=a/float()b; where a=7,b=3
a) Error b) **2.33** c) 2.0 d) 3.0
25. Which are user defined named entities of memory locations that can store data?
a) Constant b) keywords c) **Variables** d) Operators
26. Type casting is restricted only to
a) **Built in basic data types** c) User defined data types
b) Derived data type d) All of these
27. Which provides means by which the memory location of a variable can be directly accessed?
a) Modifiers b) Storage classes c) Constant d) **pointers**
28. Each string literal is by default added with a special character
a) \a b) \s c) \n d) **\0**
29. Which variables are global variables known to all functions in the current program?
a) Auto b) static c) **extren** d) Register
30. int x, y, z;
X = 9; Y = 10;
Z = (X++) + (- Y);

Cout << Z;

The output of the above snippet when executed is

- a) 18 **b) 19** c) 20 d) 21
31. In which year was C++ developed?
a) **1980** b) 1970 c) 1960 d) 1990
32. Who developed C++?
a) Dennis Ritchie **b) Bjarne Stroustrup** c) Don Bricklin d) Rick Mascitti
33. Who coined C++?
a) Dennis Ritchie b) Bjarne Stroustrup c) Don Bricklin **d) Rick Mascitti**
34. Plus Plus in C++ denote
a) Increment of C++ b) increment of C
b) Increment operator of C++ **d) increment operator of C**
35. Which are the basic elements essential for program coding?
a) Variables **b) tokens** c) identifiers d) keywords
36. The character set comprises of
a) White space b) horizontal tab c) carriage return **d) all of these**
37. The basic types are collectively called as
a) Variables **b) tokens** c) identifiers d) keywords
38. How many classifications of tokens are there?
a) 2 b) 3 c) 4 **d) 5**
39. Which are reserved words for special purpose?
a) Variables b) tokens c) identifiers **d) keywords**
40. Which cannot be used as normal identifier?
a) Variables b) tokens c) identifiers **d) keywords**
41. **Data Types ,Size & Range of Values:-**

Data Type	Byte	Range
char	1	-128 to 127
unsigned char	1	0 to 255
signed char	1	-128 to 127
int	2	-32768 to 32767
unsigned int, unsigned short int	2	0 to 65535
signed int,short int, signed short int	2	-32768 to 32767
long int,signed long int	4	-2147483648 to 2147483647
unsigned long int	4	0 to 4294967295
float 4	4	3.4e-38 to 3.4e+38
double	8	1.7e-308 to 1.7e+308
long double	10	3.4e-4932 to 1.1e+4932

42. **Punctuators and their Purpose:-**(Punctuators are characters with a specific function)

Punctuators	Purpose
;	Terminates a C++ statement
//	Treats statements prefixed with this as comments(Multiple command lines)
/* */	Blocks enclosed within these characters are treated as comment (Single line command)
{ }	Used to group a set of C++ statements. Coding for a function is also enclosed within these symbols
[]	Index value for an element in an array is indicated within these brackets
' '	Is used to enclose a single character

“ “	Is used to enclose a set of characters
-----	----------------------------------------

43. Escape Sequences:-

Escape Sequence	Non-graphic Character
\a	Bell/Alarm
\b	Back space
\n	New line/ line feed
\t	Horizontal tab
\v	Vertical tab
\\	Back slash
\' or \"	Single / double quotes
\o	Octal number
\x	Hexadecimal number
\0	Null

44. Binary operators:-

Additive	+	Binary Plus
	-	Binary minus
Multiplicative	*	Multiply
	/	Divide
	%	Remainder (Modulus)
Shift	<<	Shift Left
	>>	Shift Right
Bitwise	&	AND
		OR
	^	XOR
Logical	&&	Logical AND
		Logical OR
Assignment	=	Assignment
	/=	Assign quotient
	+=	Assign sum
	*=	Assign product
	%=	Assign remainder
	-=	Assign difference
	<<=	Assign left shift
	>>=	Assign right shift
	&=	Assign bitwise AND
	^=	Assign bitwise XOR
	=	Assign bitwise OR
Relational	<	Less Than
	>	Greater than
	<=	Less than or Equal to
	>=	Greater that or Equal to
Equality	==	Equal to
	!=	Not Equal to
Component Selection	.	Direct Component Selection
	->	Indirect Component Selection
Class member	::	Scope access/Resolution operator
	. *	Dereference Operator
	-> *	Dereference pointer to class member
Conditional	? :	Ternary operator
Comma	,	Evaluate

45. Unary operators:-

&	Address of
!	Logical Not
*	Indirection
++	Increment
~	Bitwise
--	Decrement
-	Unary minus
+	Unary plus

CHAPTER-3: BASIC STATEMENTS

- Which object is used to read data from the keyboard during runtime?
b) Input **b) cin** c) cout d) output
- In which header file, the declarations for the object cin are available?
a) istream.h b) instream.h c) ostream.h d) stdio.h
- A preprocessor directive starts with
a) # b) \$ c) @ d) *
- Which is called the insertion or put to operator or put to operator?
a) >> b) >> = c) << = **d) <<**
- Which of the following is an assignment operator?
a) = = b) > = c) < = **d) ≡**
- How many categories of control structures are there in C++?
a) 3 b) 4 **c) 2** d) 5
- The decision making statements are also known as
a) Looping statements **c) Selection statements**
b) Calling statements d) Conditional statements
- Which is the simplest of all the decision statements?
a) Switch **b) if** c) For d) while
- Which is a multiple branching statement?
a) For b) if **c) switch** d) while
- What are the two segments of looping block?
a) Control, input **c) body of the loop & control statement**
b) Input, output d) input part & control statement
- Which is an entry check loop?
a) Switch b) for **c) while** d) do – while
- Which is an exit-check loop?
a) Switch b) for c) while **d) do – while**
- Which loop is an entry control loop?
a) Switch **b) for** c) while d) do-while
- The machine readable form of a program is called
a) Source file **b) Object file** c) executable file d) Application file
- The break statement would exit only
a) Current loop b) Current function c) Current program d) none of these
- How many times will the following loop be executed?
For (int I = 2; i <= 30; i++)
a) 28 **b) 29** c) 30 d) 31
- What is error thrown by the compiler for the following snippet?
if (a > b)
cout << "Greater";
else
cout << "Lesser";
a) Misplaced if **b) Misplaced else** c) Misplaced if-else d) Misplaced else-if

18. Which is linked with libraries to create an executable file?
 a) Source file b) Compiler c) **Object code** d) Program
19. The program statements that cause jump of control are called
 a) **Control statement** c) input/ output statement
 b) Assignment statement d) Conditional statement
20. The valid variable declaration statement in C++ in the following is
 a) int a:b; b) int a = 10.5, float b; c) **int a, b;** d) int a; float b = 10;
21. In C++, which should be declared or defined before are used in a program?
 a) Call statement b) Constant c) **Variables** d) Assignment statement
22. In how many ways data can be assigned to a variable in C++?
 a) **2** b) 3 c) 1 d) 4
23. Which comprises of the combined properties of istream and ostream?
 a) istream.h b) ostream.h c) **iostream.h** d) stdio.h
24. Which is called the extraction or get from operator?
 a) **>>** b) >> = c) << = d) <<
25. Which is the predefined object of standard output stream?
 a) Cin b) **cout** c) if...else d) switch
25. A C++ programs has primarily
 a) Two sections b) **three sections** c) four sections d) five sections
26. Which function is called automatically?
 a) **Main()** b) void() c) inline() d) online()
27. Which statement introduces a variable's name and its type?
 a) **Declaration** b) assignment c) control d) loop
28. Which statements assign values of the right hand side to the left hand side?
 a) Declaration b) **assignment** c) control d) loop
29. Which converts the data type of an expression to the data type of the variable on left?
 a) **C++ compiler** b) C++ interpreter c) C++ assembler d) both a and b
30. In control statements the flow of control is in
 a) Sequence b) **branches to another part** c) repeat the sequence d) all
31. Control structure are categorized in
 a) **2 ways** b) 3 ways c) 4 ways d) 5 ways
32. The major categories of control structures are
 a) Decision making statement c) **both a and b**
 b) Looping statement d) declaration statement
33. The control structures are implemented in C++ using
 a) Decision making statement c) **control statements**
 b) Looping statement d) declaration statement
34. Which statement chooses the best two alternatives?
 a) Simple if b) **if...else statement** c) nested if d) switch
35. If statement are implemented in
 a) **Two forms** b) three forms c) four forms d) five forms
36. If...else containing another if statement is called as
 a) Simple if b) if...else statement c) **nested if** d) switch
37. Switch selection expression can be of an
 a) **Integer** b) float c) double d) void
38. Which execute a set of instructions repeatedly for a certain number of times?
 a) If b) if..else c) **loop** d) switch
39. How many times loops are unconditionally executed (condition at the end) ?
 a) Zero times b) **atleast once** c) more than once d) exactly two
40. How Many kinds of loop?
 a) 2 b) **3** c) 4 d) 5
41. Each instruction of the for loop must be separated by
 a) Comma b) **semicolon** c) colon d) dot

42. One loop within another loop is called as
 a) Nested if b) nested for c) **nested loop** d) multiple statement
43. An outer loop and the inner loop having same control variable leads to
 a) Syntax error b) **logical error** c) semantic error d) all
44. Which creates object file from the source file?
 a) **Compiler** b) interpreter c) assembler d) none
45. Program written in high level language is called as
 a) Source code b) **object code** c) programs d) low level file
46. The grammar of a language is called as
 a) **Syntax** b) statement c) rule d) instructions

CHAPTER-4: FUNCTIONS

1. The executable segments in a program are
 a) **Functions** b) Operators c) Keywords d) Operands
2. The starting point for the execution of a program is
 a) Void b) **main()** c) inline d) #include<iostream.h>
3. Which reduces the size of the program?
 a) Tokens b) operators c) **functions** d) Keywords
4. Which statement transfers control to the statement after call statement?
 a) Cout b) break c) continue d) **return**
5. Declaration of a function is made through
 a) Function name c) **Function prototype**
 b) Function Definition d) Function call
6. The function name may include a set of actual parameters enclosed in parenthesis separated by
 a) **, (Comma)** b) ; (semicolon) c) : (colon) d) . (dot)
7. Which are the channels through which data flows from the call statement to the function and vice versa?
 a) **Parameters** b) Characters c) Identifiers d) data channels
8. The parameters associated with function header are called
 a) Actual parameter c) function parameter
 b) **Formal parameter** d) Default parameter
9. In which method, any change in the formal parameters is not reflected back to the actual parameters?
 a) **Call by value** b) call by variable c) call by reference d) none of these
10. In which form, the actual parameters can be passed to the formal parameters which are of value type?
 a) Variables b) constants c) expressions d) **All of these**
11. The functions that return no value are declared as
 a) **Void** b) inline c) int d) main()
12. The data type of a function is treated as ____, if no data type is explicitly mentioned.
 a) Float b) void c) **int** d) char
13. Which function inserts the functions code directly into calling program?
 a) Void b) **inline** c) static d) main()
14. Which refers to the accessibility of a variable?
 a) **Scope** b) Storage classes c) Modifiers d) Visibility mode
15. How many types of scopes are there in C++?
 a) 3 b) **4** c) 5 d) 6
16. Which scope variable's scope is the life time of a program?
 a) Local b) Function c) **File** d) Class
17. Which operator reveals the hidden scope of a variable?
 a) . b) ? : c) : d) **::**
18. The return type of the function prototype fact (float, char, double); is
 a) Float b) char c) double d) **int**
19. Which of the following, about function is false?
 a) **Function provide data security**

- b) Functions reduce the size of the program
 c) Functions induce reusability of code
 d) Functions are executable segments in a program
20. What is the scope of the variable x, in the following code?
#include<iostream.h>
Int x =100;
Void main()
{ cout<< x;}
- a) Local b) Function c) **File** d) Class
21. Which are the building blocks of C++ programs?
 a) **Functions** b) instructions c) variables d) keywords
22. Which statement marks the end of the function?
 a) **Return** b) curly braces { } c) void main() d) { & }
23. Which is an optional in an argument?
 a) **Variable** b) statement c) constant d) keywords
24. A function can be invoked or called by its
 a) **Name** b) parameters c) reference d) all of these
25. Function name include a set of
 a) **Actual parameters** b) dummy parameters c) formal parameters d) all
26. Which function creates new variables to store the value of the argument passed to it?
 a) **Call by value** b) call by reference c) call by function d) call by data type
27. Which can be passed in the form of constants are variables or expressions to the formal parameters?
 a) Formal parameter b) **actual parameter** c) dummy parameter d) arguments
28. The function that return no value is declared as
 a) **Void** b) main c) inline d) static
29. Char *success()
 a) **Pointer to character** c) pointer to a variable
 b) Operator of the two operands d) pointer to a function void
30. Which function looks like a normal function in the source file?
 a) Procedural function c) main function
 b) **Inline function** d) manipulative function
31. Which executes faster and require more memory spaces?
 a) Procedural function c) main function
 b) **Inline function** d) manipulative function
32. Which keyword is inserted to make a function inline?
 a) Online b) void c) main d) **inline**
33. The keyword inline is used in the
 a) **Function header** b) main function c) sub function d) void function
34. Which cannot be accessed from outside the block of its declaration?
 a) **Local variable** b) file variable c) function variable d) class variable
35. Blocks of code begin and end with
 a) **{ }** b) [] c) “ ” d) ()

CHAPTER-5: STRUCTURED DATA TYPE- ARRAYS

1. In C++, which of the following is a derived data type?
 a) Integer b) **array** c) float d) char
2. Which is a collection of variables of the same data type?
 a) Structure b) pointer c) **array** d) class
3. The size of the array should always be
 a) Negative b) **positive** c) float d) hexa decimal
4. The array subscripts always commences from
 a) 1 b) **0** c) -1 d) 2

5. Which are otherwise called literals?
a) Character b) numbers c) Arrays **d) strings**
6. Which are treated as single dimensional array of character?
a) Strings b) matrix c) numbers d) expression
7. Getline() is a member function of
a) Istream.h b) ostream.h c) stdio.h d) string.h
8. How many methods are there to display the contents of string?
a) 3 **b) 2** c) 4 d) 5
9. Which is a member function of standard output stream?
a) Gets() **b) write()** c) getline() d) printf()
10. In which header file, string manipulators are defined?
a) stdio.h b) iomanip.h **c) string.h** d) istream.h
11. which function copies source string to target string?
a) Strcopy() **b) strcpy()** c) string copy() d) string cpy()
12. The number of elements of the array int sales [2] [4] is
a) 10 b) 6 **c) 8** d) 24
13. What is the size of the array float num, [4] [6] (in bytes)?
a) 24 b) 64 **c) 96** d) 46
14. Arrays parameters by default behave like a _____.
a) Value type **b) reference type** c) float type d) address type
15. Matrices can be represented through _____ dimensional parameter.
a) One b) three **c) two** d) four
16. In a 2D – array declaration, the second subscript represents the number of _____.
a) Rows **b) column** c) elements d) bytes
17. In the array, int sales [2] [4]; the first row and second column is
a) Sales [1] [2] b) sales [2][1] **c) sales [0] [1]** d) sales [1] [0]
18. Which function return 0 (Zero) , if the string are equal?
a) Strcat() **b) strcmp()** c) strlen() d)strcpy()
19. How many parameters are required for write() function?
a) 2 b) 3 c) 5 d) 4
20. The elements of an array are stored in
a) Row-wise b) column-wise **c) both a & b** d) sequential
21. cin>>num[3] indicates
a) reads 3rd element **b) reads 4th element** c) reads 5th element d) all
22. one can arrange the data in a given array either in ascending or descending order, this is called
a) editing b) searching **c) sorting** d) string
23. array parameters by default behave like a
a) formal parameter b) actual parameter c) dummy parameter **d) reference parameter**

CHAPTER-6: CLASS AND OBJECTS

1. A ____ is a way of creating a implementing a user defined data type.
a) Class b) function c) array d) pointer
2. In C++ , the member functions are also called
a) Method b) attributes c) state d) pointer
3. The class declaration or body of a class is terminated by the sign
a) : **b) ;** c) . d) ,
4. How many access specifiers can be there in a body?
a) 2 b) 4 **c) 3** d) 5
5. Which of the following class access specifiers is optional?
a) Public b) protected **c) private** d) All of these

6. The members that have been declared as ___ can be accessed only from within the class
a) Public b) protected c) **private** d) static
7. The binding of data and functions together into a single entity is referred to as
a) **Encapsulation** b) polymorphism c) inheritance d) object abstraction
8. Instruments allowing only selected access of components to object and to members of other classes is called
a) Data hiding b) **Data Abstraction** c) Data control d) Data limit
9. Which is the key feature of object oriented programming?
a) Class b) **Data hiding** c) inheritance d) Polymorphism
10. In C++, class variables are called
a) Methods b) **objects** c) tags d) Modifiers
11. The members of a class are accessed using the operator
a) **_** b) ; c) : d) ::
12. Which operator is used to define the member functions outside the class?
a) . b) **::** c) : d) →
13. Which statement can be read as „stud“ is an instance or object of the class student?
a) Stud student; c) class student (stud);
b) Class student stud; d) **student (stud);**
14. The variable that is initialized only when the first object of the class created is
a) **Static** b) private c) public d) protected
15. The class access specifier that can be accessed using friend function is
a) Public b) protected c) **private** d) static
16. A class belongs to which of the following data type?
a) Built – in data type c) Basic data type
b) Derived – data type d) **user defined data type**
17. When object is created, no separate space is allocated for
a) Object b) **member function** c) data members d) Static member
18. The members declared under ___ scope can be accessed by the objects of that class.
a) **Public** b) protected c) private d) static
19. The variable shared by all the objects of a class has the data type
a) Public b) protected c) private d) **static**
20. In the given snippet, how many objects are created?
{ **int a, b, c;**
 float m, n;
} P[3];
a) 1 b) 2 c) **3** d) 4
21. A member function can call another member function directly without using dot operator is called
a) **Nesting of member function** c) inline function
b) Friend function d) static function
22. Member function defined outside the class has the prototype as
a) Void add:display() c) int add::display()
b) Float display::add() d) **void add::display()**

CHAPTER-7: POLYMORPHISM

1. In how many ways polymorphism is achieved in C++?
a) **2** b) 3 c) 4 d) 5
2. The ability of the function to process the message or data in more than one form is called
a) Operator overloading c) **Function overloading**
b) Data overloading d) Program overloading
3. Which strategy is adopted by the compiler in function overloading?
a) Good match b) correct match c) Next match d) **Best match**
4. In integral promotion, double data type can be converted to

- a) int or char **b) int or float** c) char or float d) char or string
5. Which arguments of overloaded functions are not considered by the C++ compiler as part of the parameter list?
a) Default b) actual c) formal d) static
6. The functionality of „+“ operator can be extended to strings?
a) Operator b) Function c) constructor d) Object
7. Which function is used to concatenate strings?
a) Strcmp() **b) strcat()** c) strcon() d) strjoin()
8. In which part of the class, the operator () function is to be declared?
a) Private b) Protected **c) Public** d) pointer
9. The mechanism of giving special meaning to an operator is called
a) Function overloading c) object over loading
b) Constructor overloading **d) Operator overloading**
10. When ____ operators are overloaded; the left hand object must be an object of the relevant class.
a) Unary **b) Binary** c) Ternary d) Logical
11. Which operators, when overloaded through a member function take one explicit arguments?
a) Ternary b) Unary **c) Binary** d) Logical
12. The overloaded operator must have at least one operand of
a) Built in type **b) user defined type** c) Array type d) Derived Type
13. Which refers to a function having more than one distinct meaning?
a) Data abstraction b) Encapsulation c) Inheritance **d) Overloaded Function**
14. Which of the following operators can be overloaded?
a) :: b) . c) ?: **d) +**
15. Which of the following operators cannot be overloaded?
a) + b) - c) * **d) :**
16. Cout<<5+10; will display the result as
a) 5 + 10 b) 510 **c) 15** d) 50
17. Overloaded functions must differ in
a) **Number of arguments** c) function size
b) Function name d) The return value
18. Which of the following statements is false in case of operator overloaded?
a) Only existing operator can be overloaded
b) The basic definition of an operator can be replaced
c) Overloaded operators behave in the same way as the basic operators in terms of their operands
d) The overloaded operator must have at least one operand of user defined data type
19. In operator overloading, operator () function must be
a) Member function b) Friend function **c) a or b** d) inline function
20. The term ____ means a name having two or more distinct meaning.
a) Inheritance **b) overloading** c) Constructors d) Encapsulation

CHAPTER-8: CONSTRUCTOR AND DESTRUCTORS

1. Which function initializes the class object?
a) Member b) Special **c) Constructor** d) Destructor
2. When a class object goes out of scope, a special function called ____ gets executed
a) Constructor **b) Destructor** c) Main () d) inline
3. Which function has the same name as the class tag?
a) Member b) constructor c) destructor **d) b and c**
4. When the program is executed, ____ is automatically executed when the class object is created.
a) Constructor b) Destructor c) main() d) Incline
5. Which function allocates memory space to an object?
a) Member function b) Static function **c) Constructor** d) Destructor

6. Which overloading can be applied to constructor?
 a) Operator b) Procedure **c) Function** d) Class
7. The compiler generated constructors are called
 a) Parameterized constructor c) Copy constructor
b) Default constructor d) program constructor
8. Which constructor is executed, when an object is passed as a parameter to any of the member functions?
 a) Parameterized constructor **c) Copy constructor**
 b) Default constructor d) program constructor
9. The destructor has the class name prefixed by the character _____
 a) # b) \$ **c) ~** d) &
10. Which functions cannot have arguments?
 a) Constructor **b) Destructor** c) Operator () function d) Copy Destructor
11. Which functions can be overloaded?
a) Constructor b) destructor c) Main () d) All of these
12. Which of the following cannot have the same name as the class name?
 a) Constructor b) Destructor c) Overloaded Constructors **d) Member functions**
13. Which of the following is true?
 a) **constructor can have arguments** c) Destructor has a return type
 b) Destructor can have arguments d) Constructor Returns int type

Read the following program snippet carefully and answer the questions 14, 15 and 16

Class simple

```
{
    private:
        Int x;
    Public:
        Simple(int y)
        {
            x = y;
        }
        ~ simple( )
        { }
} s(6);
```

14. What is the name of the constructor?
a) Simple() b) ~ simple() c) Private d) Public
15. What type of constructor is used in this snippet?
 a) Non Parameterized **b) Parameterized** c) Copy d) default
16. How many objects are created?
 a) 0 b) 7 **c) 1** d) 6
17. The constructor add (add &a) is
 a) Default constructor c) compiler constructor
 b) Parameterized constructor **d) Copy constructed**
18. A constructor with parameters is called
 a) Default constructor c) compiler constructor
b) Parameterized constructor d) Copy constructed
19. Which of the following has no return type and cannot be overloaded?
 a) Constructor **b) Destructor** c) main() d) operator()
20. Which of the following is default constructor?
a) Add() b) add (int s1) c) add(int s1,int s2) d) add (add &a)

CHAPTER-9: INHERITANCE

1. Which is the most powerful feature of an object oriented programming language?
a) Encapsulation b) Polymorphism c) **Inheritance** d) Data hiding
2. The class from which the other classes are derived is called
a) **Base class** b) Abstract class c) Derived Class d) Common class
3. Which of the following is not an advantage of inheritance?
a) Reusability of code b) **Data hiding** c) Code sharing d) Consistency of interface
4. Which symbol is used while defining a derived class?
a) :: b) : c) . d) ;
5. Which class members are inherited by derived class?
a) **Base** b) common c) First d) Derived
6. While defining a derived class, after which keyword the name of the derived class should appear?
a) **Class** b) main() c) include d) derived
7. How many access specifiers are there in C++?
a) 5 b) **3** c) 4 d) 2
8. Which feature is used to know as to when a member of a data base class can be used by the objects or the members of the derived class?
a) **Accessibility** b) Abstraction c) Hiding d) Scope
9. Which is also referred to as visibility mode?
a) Scope b) Modifier c) **Accessibility** d) Qualifier
10. The default visibility mode is
a) Public b) protected c) pointer d) **Private**
11. Which members of the base class are not inherited by the derived class?
a) Public b) protected c) Pointer d) **Private**
12. When a base class is inherited with public visibility mode, the protected members of the base class will be inherited as _____ members of the derived class.
a) Public b) **Protected** c) pointer d) Private
13. The _____ of the base class are not inherited.
a) **Constructor** b) Data members c) Member function d) None of these
14. Which of the following is executed first, when an instance of the derived class is created?
a) Constructor of derived class c) **Constructor of base class**
b) Destructor of derived class d) Destructor of base class
15. How many types are there in inheritance?
a) 2 b) 3 c) 4 d) **5**
16. When a derived class inherits from multiple base class, it is known as
a) Single inheritance c) Multiple level inheritance
b) **Multiple Inheritance** d) Hierarchical inheritance
17. When a derived class inherits from multiple base classes, it is known as
a) Single inheritance c) **Multiple level inheritance**
b) Multiple inheritance d) Hierarchical inheritance
18. Which a class is derived from a class which is a derived class itself, then this is known as
a) Single inheritance c) **Multiple inheritance**
b) Multiple level inheritance d) hierarchical inheritance
19. Which are executable in the order of inherited class?
a) **Constructed** b) Destructor c) Functions d) Operators
20. Which are executed in the reverse order of inheritance?
a) Constructed b) **Destructor** c) Functions d) Operators
21. Classes used only for deriving other classes are called _____ classes.
a) Void b) static c) Private d) **abstract**
22. For which classes the objects are not declared?
a) Base classes b) Derived Classes c) Virtual Classes d) **Abstract Classes**
23. Which of the following is not a type of inheritance?
a) Single b) Multiple c) **Multiplex** d) Multilevel

24. Based on the given class definitions, answer the questions from 24, 25, 26 ,27 and 28 :

```

Class A
{
    Int x, y;
    Protected;
        Int s, t;
    Public:
    Int u, v;
};
Class B : Public A
{
    Private:
    Int a, b
};

```

25. The data members that inherit from class A to class B are
a) X, Y b) s, t c) u, v d) **b and c**
26. What is the visibility mode of the data members u, v in class B?
a) Private b) Protected c) **Public** d) a or b
27. What is the visibility mode of the data members s, t in class B?
a) Private b) **Protected** c) public d) a or b
28. Which of the following data members can be accessed using the object of the class B?
a) a, b b) x, y c) s, t d) **u, v**

CHAPTER-10: IMPACT OF COMPUTERS ON SOCIETY

1. To reach out the benefits of IT to the common man, how many technical elements are needed?
a) 2 b) **3** c) 4 d) 5
2. How many percentage of computer usage is word processing?
a) 80% b) 60% c) **85%** d) 65%
3. Which enables data storage and management?
a) **Archive unit** b) LCD screen c) Personal archives d) Emotional Containers
4. Which can prevent people from acquiring bad habits?
a) Archive unit b) LCD screen c) Personal archives d) **Emotional Containers**
5. Which function as electronic pets?
a) Karoke b) **Robots** c) Memo frame d) camera
6. Which is useful in computer based education?
a) **CBT** b) e - shopping c) Transcription d) teaching
7. ATM is an example for
a) e - shopping b) e - learning c) **e - banking** d) e - commerce
8. Give the example for CBT
a) customer based Tutorials c) **Computer Based Tutorials**
b) Customer Based Tuitions d) Computer Based Tuitions
9. Which facilitates remote diagnostics?
a) **Tele medicine** b) Unique medicine c) Speacial medicine d) remote medicine
10. Which permits banking from the comfort of the home by using internet facilities?
a) e - shopping b) e - learning c) **e - banking** d) e - commerce
11. Which enables online educational programs leading to degrees and certifications?
a) e - shopping b) **e - learning** c) e - banking d) e - commerce
12. Which became a key component in the national economy?
a) Computer b) **Bank** c) Education d) Health care
13. We can purchase any product, any brand, any quantity from anywhere through
a) **E - shopping** b) e - learning c) e - banking d) e - commerce

CHAPTER-11: IT ENABLED SERVICES

1. Expand: ITES
 - a) IT Enables Studies
 - b) IT ethics Studies
 - c) **IT Enabled Services**
 - d) IT Ethics Services
2. Information technology that helps in improving the quality of services to the user is called
 - a) **IT Enabled Services**
 - b) IT Internet Services
 - c) IT Online Services
 - d) IT Telecom Services
3. Which device converts the speech into a letter?
 - a) Grama phone
 - b) Telephone
 - c) **Dictaphone**
 - d) Headphone
4. What are the skills needed for the effective implementation of ITES?
 - a) Basic aspects of industry culture
 - b) Professionalism
 - c) Etiquette
 - d) **All of these**
5. Expand : BPO
 - a) Business Publication Online
 - b) Business Publication Outsourcing
 - c) **Business Process Outsourcing**
 - d) Business Process Outsourcing
6. Which of the following is not an ITES?
 - a) e – governance
 - b) Tele medicine
 - c) Data management
 - d) **Reservation**
7. A telephone based shared service center for specific customer activities is called
 - a) Service center
 - b) **Call center**
 - c) BPO center
 - d) Computer Center
8. Computer helps us to look at the various websites provided by the government is called
 - a) **E-governance**
 - b) Computer governance
 - c) Web Governance
 - d) Internet Governance
9. Which provides information and support services to customers?
 - a) PCO center
 - b) BPO center
 - c) **Call Center**
 - d) service center
10. Data management is
 - a) Pertaining to collection of data that comes from various sources
 - b) Digitization of data
 - c) Processing of data
 - d) **All of these**
11. The key for effective and profitable use of IT in organisations is
 - a) Data Processing
 - b) Data digitization
 - c) **Data management**
 - d) Call center
12. Computer ethics is critical for the success of
 - a) E-governance
 - b) Call center
 - c) BPO
 - d) **ITES**
13. BFSI and pension services are high growth areas for
 - a) Call center
 - b) **ITES**
 - c) Public telecom
 - d) Medical Transcription
14. Which supports insurance claim?
 - a) Language transcription
 - b) Government transcription
 - c) **Medical transcription**
 - d) Office transcription
15. A permanent legal document that formally states the result of a medical investigation is called
 - a) Medical insurance
 - b) Medical register
 - c) medical report
 - d) **Medical Transcription**
16. How many main steps are involved in medical transcription?
 - a) **3**
 - b) 4
 - c) 5
 - d) 2
17. Which form of the materials can be digitized?
 - a) Maps
 - b) Manuscripts
 - c) moving sounds & images
 - d) **All of these**
18. Which is a long term strategy?
 - a) Data digitization
 - b) **Data preservation**
 - c) Data management
 - d) data processing
19. Conversion of non digital material to digital form is called
 - a) **Data digitization**
 - b) Data preservation
 - c) Data management
 - d) Data processing
20. How many steps are there in data digitization?
 - a) 5
 - b) **6**
 - c) 4
 - d) 3

CHAPTER-12 : COMPUTER ETHICS

1. Computer ethics has its roots in the work of
a) **Norbert Wiener** b) Donn Parker c) Bjarne Stroustrup d) Rick Mascitti
2. Donn Parker belongs to the company
a) **SRI international** b) AT & T Bell c) Sun Micro system d) Apple
3. A number of social and ethical consequences of information technology were becoming public issues in America and Europe during
a) 1960s b) 1970s c) **1980s** d) 1990s
4. The set of rules for determining moral standards or what is considered as socially acceptable behaviours is called
a) **Ethics** b) Behavior Rules c) Moral Rules d) Social rules
5. Data security is of ____ types.
a) **3** b) 4 c) 2 d) 5
6. Which security refers to the protection of hardware, facilities, magnetic disks and other items that could be illegally accessed, stolen damaged or destroyed?
a) **Physical security** c) personal security
b) Personnel security d) Private security
7. Which refers to software setups that permit only authorized access to the system?
a) Physical security c) **personal security**
b) Personnel security d) private security
8. User ids and passwords are common tools used for
a) Physical security c) **personal security**
b) Personnel security d) private security
9. Protecting data and computer system against dishonesty or negligence of employees is referred as
a) Physical security c) personal security
b) **Personnel security** d) private security
10. In computers, only those with a need to know have ____ for access.
a) **User id & password** c) computer & data
b) Computer & user-id d) data & user-id
11. Any illegal activity using computer software, data or access as the object, subject or instrument of the crime is called
a) **Computer crime** b) cracking c) software crime d) e – crime
12. Which can cause damage to data and files stored on your computer?
a) Antivirus b) **Virus** c) cracking d) piracy
13. How many commandments of computer ethics is written by the computer ethics institute?
a) 20 b) 5 c) 15 d) **10**
14. How many new viruses are found each day?
a) 5 b) **6** c) 7 d) 10
15. How many percentages of computer crimes happen from within the computer??
a) 60% b) 70% c) **80%** d) 85%
16. Making & using duplicate hardware and software is called
a) Virus b) copying c) **Piracy** d) cracking
17. Some other software runs on an idle computer without the knowledge of the organization is called
a) **Theft of computer time** c) Theft of software
b) Theft of computer d) Theft of software time
18. Cracking comes under
a) Data security c) **Computer Crime**
b) Website Services d) Data management
19. Which of the following is a computer crime
a) Tele medicine b) **Virus** c) Call center d) data digitization
20. Which laws are used to prevent computer crimes in India?
a) Computer laws b) Technical Laws c) Space laws d) **Cyber laws**

One Mark Test- Full Portion-1**I. Choose the correct answer:-****(75*1=75)**

1. Which of the following is not a word processor?
a) Star Office Writer **b) Note Pad** c) MS-Word d) WordStar
2. Which of the following keys is pressed to move the insertion point one word left in Star Office Writer?
a) Ctrl + left arrow b) alt+left arrow c) shift+left arrow d) tab+left arrow
3. Which changes are most appropriate for headings or other special paragraphs in the document?
a) Alignment b) Indentation c) Line Spacing d) Highlighting
4. The number of options in 'Line Spacing' drop down list box in paragraph dialog box of Star Office Writer is
a) 4 b) 5 c) 6 **d) 7**
5. Which of the following option will result in a hanging indent when a negative value is given?
a) Left indent b) Right indent **c) First line** d) None of these
6. In order to prepare the document, without spelling mistakes, Star Office Writer includes
a) A dictionary b) spell-check program c) spelling correct program **d) both a and b**
7. The command used to delete the selected table is
a) Table → Delete → Table b) Format→Table→Delete c) Edit→Table→Delete
d) Table→Table→Delete
8. Which dialog box is used to when precise measurements for each column are known or needed?
a) Table properties b) column width **c) table format** d) format table
9. To set exact values for the margins, use the dialog box
a) Page style b) page format c) page margin d) print setup
10. VisiCalc was invented by
a) Don Bricklin b) Bob Frankston c) Bill Gates **d) Don Bricklin and Bob Frankston**
11. Which of the following is a spreadsheet?
a) Star Office Impress **b) Improve** c) Lotus AmiPro d) Flash
12. A formula in spreadsheet always begins with
a) + b) & c) ^ **d) =**
13. Which of the following comparative operator is meant for inequality?
a) <= b) >= **c) <>** d) !=
14. The command used to open fill series dialog box is
a) Edit → Fill → Series c) Edit→Fill→Down
b) Edit→Fill→Cells d) Edit→Fill→Number
15. One of the most commonly used function in Star Calc is
a) ABS() b) AVERAGE() c) SQRT() **d) SUM()**
16. Name the window which is used to create charts.
a) Insert chart window b) auto chart window **c) auto format chat window**
d) none of these
17. Which term comes from the word 'datum'?
a) Data b) Date c) Fact d) Record
18. In which database, records are organized in a tree like structure?
a) Flat file b) Relational c) Network **d) Hierarchical**
19. Which of the following refers to the processing or handling that can be associated to the object?
a) Characteristics b) attributes **c) procedures** d) program
20. To view or modify the design of the selected table, right click and select
a) Open **b) Edit** c) View d) Modify
21. Which is used to display only the records, which match the value of the current field?
a) Auto filter b) condition filter c) standard filter d) apply filter
22. Which of the following cannot be saved for future use?
a) Queries b) forms c) reports **d) filters**
23. Which of the following has the ability to provide extremely quick access and retrieval from large databases?
a) Spreadsheet **b) DBMS** c) word processor d) text editor

24. The entire collection of related data in one table is referred to as a
 a) **File** b) record c) field d) database
25. The language that is supported by DBMS that similar to a programming language is
 a) HTML b) C c) C++ **d) SQL**
26. Which of the following uses lossy compression technique?
 a) GIF **b) JPEG** c) BMP d) WMF
27. Which of the following animation consists of multiple drawings?
 a) Object-based b) screen-based **c) cell-based** d) drawing-based
28. Reducing the frame count to less than how many frames per second causes the video to look jerky?
 a) 20 b) 16 c) 10 **d) 15**
29. The format that is commonly used for transferring music information between electronic music devices in computer is
 a) AU format b) Wave format c) MPEG format **d) MIDI format**
30. When sound or video is included as part of a web page, then it is called
 a) Off line sound or video b) online sound or video **c) inline sound or video** d) none of these
31. We can create a new Impress Presentation from within any StarOffice application, by choosing
 a) **File → New → Presentation** c) File→Presentation→New
 b) File→Presentation d) New→Presentation
32. Which page of the presentation wizard allows us to specify the transition effects to be used in the presentation?
 a) First b) second **c) third** d) fourth
33. An automatic presentation flips through the slides at a defined duration until we press
 a) **Esc key** b) Space bar key c) Enter key d) Shift key
34. To rename a slide, choose slide
 a) **Rename slide** b) new slide c) rename d) slide rename
35. Which window allows us to quickly jump from one slide to other slide or move between open files?
 a) **Navigation** b) Goto c) Custom animation d) styles& formatting
36. Which of the following is an object oriented programming language?
 a) Basic b) Pascal **c) C++** d) C
37. Which provides security to data?
 a) Encapsulation b) Polymorphism c) Inheritance **d) Data Hiding**
38. The other name for variable is
 a) Constant **b) identifier** c) keywords d) label
39. Which of the following operators is called conditional operator?
 a) Unary b) binary **c) ternary** d) Boolean
40. Which of the following is not a C++ keyword?
 a) Auto b) goto **c) constant** d) signed
41. Which modifier increases the bytes for a particular data type, thus increasing the range of values?
 a) **Long** b) short c) double d) unsigned
42. Basic statements in C++ are constructed using
 a) **Tokens** b) constants c) identifiers d) functions
43. Which of the following is a predefined object of standard input stream?
 a) Scanf() b) gets() **c) cin** d) cout
44. Which is called the insertion or put to operator?
 a) >> **b) <<** c) >= d) <=
45. The statement that creates multiple branches, depending on the value of a single variable is
 a) Do-while **b) switch** c) if d),while
46. How many times the following loop will be executed? for(i=0;i<10;i++) { }
 a) 1 time b) 9 times **c) 10 times** d) 11 times
47. Which of the following reduce the size of the program?
 a) Keywords b) variables c) tokens **d) functions**
48. In which method any change in the formal parameter is not reflected back to the actual parameter?
 a) **Call by value** b) call by reference c) call by variables d) call by function

49. The default return type of a function is
 a) **int** b) char c) float d) double
50. the lifetime of a file scope variable is the life time of a
 a) class **b) program** c) block d) function
51. the collection of variables of the same type referenced by a common name is called
 a) function **b) array** c) structure d) pointer
52. gets() is defined in
 a) **stdio.h** b) istream.h c) iostream.h d) string.h
53. What is the value returned by the function strcmp(), when the strings are equal?
 a) >0 b) <0 c) =0 d) !=0
54. Class student
 {
 int x,y;
 }a,b;
 In the above segment of coding a,b are
 a) **Objects of class student** b) data members of class student c) alias name of the student
 d) none of these
55. In C++, which is achieved through data hiding?
 a) Polymorphism **b) data abstraction** c) data management
 d) inheritance
56. Class comprises of
 a) Data members, members name b) data functions, system function
 c) **data members, member functions** d) data name, member type
57. Which variables are shared by all the objects of a class?
 a) **Static** b) auto c) extern d) private
58. Which of the following visibility label is optional?
 a) Public **b) private** c) protected d) class
59. The binding of data and functions together into a single entity is referred to as
 a) **Encapsulation** b) polymorphism c) in heritage d) data hiding
60. In how many ways polymorphism is achieved in C++?
 a) **2** b) 3 c) 4 d) 5
61. Which strategy is adopted by the compiler in function overloading?
 a) Good match b) next match **c) best match** d) worst match
62. The overloaded operator must have atleast --- operand of user defined type.
 a) **1** b) 2 c) 3 d) 4
63. Which special function gets executed, when an instance of a class comes into scope?
 a) **Constructor** b) destructor c) friend d) static
64. Which overloading can be applied to constructor?
 a) Operator b) procedure **c) function** d) class
65. Which function cannot be overloaded?
 a) Constructor **b) destructor** c) main() d) static
66. Which of the following is default constructor?
 a) Add() b) add(int s1) c) add(int s1, int s2) **d) add(add &a)**
67. The most powerful feature of an object oriented programming language is
 a) Encapsulation b) polymorphism **c) inheritance** d) data hiding
68. Access specifier is also referred as
 a) Class **b) visibility mode** c) scope d) modifier
69. The new class created from the existing class is called
 a) Base class b) abstract class **c) derived class** d) void class
70. How many percentage of computer usage is word processing?
 a) 80% b) 65% c) 60 **d) 85%**
71. ATM is an example for
 a) E-shopping b) e-commerce **c) e-banking** d) e-business

72. Which refers to the conversion of non-digital material to digital form?
 a) Sampling **b) digitization** c) data management d) data processing
73. Which amongst the following is the critical for the success of ITES?
 a) Data security b) customer privacy **c) computer ethics** d) internet
74. Which security refers to the software setups that permit only authorized access to the system?
 a) Physical b) personnel **c) personal** d) private
75. Which can cause damage to the data and files stored in your computer?
 a) **Virus** b) anti-virus c) compiler d) application

One Mark Test- Full Portion-2

I. Choose the correct answer:- (75*1=75)

1. The document can be closed using the command
 a) **File → Close** b) File→Quit c) file→Exit d) File→End
2. The user can toggle between type-over mode and the insert mode by using the key
 a) Ctrl **b) insert** c) shift d) home
3. The key combination used to bold the selected text is
 a) Shift+B b) Alt+Ctrl+B **c) Ctrl + B** d) Alt+B
4. Any text followed by a hard return is called
 a) Sentence **b) Paragraph** c) Block d) Page
5. Various styles for the bullets and numbers can be selected using the command
 a) Insert→ Bullets and Numbering c) Edit→Bullets and Numbering
 b) **Format → Bullets and Numbering** d) View→ Bullets and Numbering
6. In spell check dialog box, which area displays the misspelled word?
 a) **Not in dictionary** b) Suggestions d) Dictionary Language d) None of these
7. Which key/key combination is used with up or down arrow to resize a row?
 a) Alt +Ctrl b) Ctrl+Shift **c) Alt** d) Alt+Ctrl+Shift
8. Which command is used to make all rows even in Star Office Writer?
 a) **Row → Space Equally** b) Space→Row→Equally c) Row→Space→Equally
 d) Row→Equally→Space
9. In which orientation the length of the document will be more than the width?
 a) **Portrait** b) Landscape c) Footnote d) Layout
10. VisiCalc was invented in the year
 a) 1982 b) 1971 c) 1980 **d) 1979**
11. Which bars have shortcut icons for frequently done tasks in the spreadsheet?
 a) Menu bar b) Formula Bar c) Function Bar & Object Bar
d) Main Toolbar
12. Which of the following is the reference operator?
 a) % b) <> c) & **d) !**
13. The cell referencing that does not get change when copied is
 a) Relative cell addressing c) reference cell addressing
 b) **absolute cell addressing** d) none of these
14. The command to get the Insert Object Floating Tool bar is
 a) View →Insert Object **b) View → Toolbar → Insert Object** c) Insert→ Insert Object
 d) Insert→Toolbar→Insert Object
15. To draw lines and circles in a worksheet click the icon
 a) Insert Picture b) Insert Special Character **c) Show Draw Functions** d) Insert Chart
16. To print the part of a worksheet, select the range to be printed and click on
 a) **Format →Print Ranges→Edit** b) Format→Print Ranges→Set
 c) Format→Print Ranges→Print d) Format→Print Ranges
17. In computers, the value assigned to a variable is called
 a) **Data** b) information c) key d) datum
18. How many types of data processing are there?
 a) **2** b) 3 c) 4 d) 5

19. The common field or fields in a relational database are called the
 a) Records b) relations **c) keys** d) reference
20. Which option in the field properties section is used to specify the maximum characters that can be entered in that field?
 a) **Length** b) maximum c) width d) char length
21. To display the records in the original order, after sorting click on the icon
 a) Remove filter b) remove sort **c) remove filter/sort** d) remove order
22. How many steps are there in Form Wizard?
 a) 4 b) 6 7 **d) 8**
23. How many types of filters are there in StarOffice Base?
 a) 3 **b) 2** c) 1 d) 4
24. Most of DBMS software creates reports from
 a) Tables **b) Queries** c) Forms d) Filters
25. To insert the Calc cell range into StarOffice Writer document is
 a) Edit→Paste **b) Edit→Paste Special** c) Edit→Copy Special d) Edit→Paste Cell
26. The two most common image formats are
 a) GIF,BMP b) JPEG,BMP c) WMF,GIF **d) GIF, JPEG**
27. Which of the following is not a step to create 3D animation?
 a) Modelling b) Rendering c) Animating **d) Accessing**
28. The MIDI format was developed in the year
 a) **1982** b) 1995 c) 1992 d) 1985
29. The Shockwave format is used to store multimedia components created using
 a) Media player b) Netscape Navigator c) Internet Explorer **d) Flash**
30. Sound files stored in the MP3 format have the extension as
 a) .mpg or .mp3 b) .mpga or .mp3 **c) .mpeg or .mp3**
 d) .mp3 or .mpa
31. A presentation can be created from scratch or from
 a) **Template** b) Model c) Pattern d) Default
32. Which of the following view allows reordering the slides, editing slide titles and headings?
 a) Normal **b) Outline** c) Slide sorter d) Handouts
33. Which of the following can be used to preview movie and sound files in presentation?
 a) Multimedia player **b) Media player** c) Movie player d) Audio player
34. The key used to select multiple slides, while creating a custom slide show, is
 a) Alt **b) Ctrl** c) Shift d) Enter
35. To set the default printing options for StarOffice Impress, choose
 a) File → Options →StarOffice Impress →Print
 b) Tools → Print → Options →StarOffice Impress
 c) **Tools → Options → StarOffice Impress → Print**
 d) File →Print →Options StarOffice Impress
36. The mechanism by which data and functions are bound together within an object definition is called
 a) **Encapsulation** b) Polymorphism c) Inheritance d) Data Hiding
37. Which data type allows programs to organize as objects that contain both data and functions?
 a) Int b) object **c) class** d) string
38. Which variables are sensitive to the data type they point to?
 a) Static b) extern **c) pointer** d) auto
39. If a=5 and b=4, the value of the expression a+b/2*6 is = ?
 a) 15 b) 16 **c) 17** d) 18
40. How many bytes does the unsigned int data type occupy?
 a) 1 **b) 2** c) 3 d) 4
41. Which marks the end of string literal?
 a) **\0** b) /0 c) /n d) \n
42. How many methods are there for assigning data to the variable?
 a) 3 **b) 2** c) 4 d) 1

43. Statement used in C++ to display messages and result is
 a) Print b) println **c) cout** d) cin
44. Which of the following is the invalid variable declaration?
 a) int a,b; b) int a; int b; c) int a; float b; **d) int a;b;**
45. What is the error thrown by the compiler for the following snippet?
 if(a>b);
 cout<<"Greater";
 else
 cout<<"Lesser";
 a) Misplaced if **b) misplaced else** c) misplaced if-else d) misplaced else-if
46. Which of the following is an entry controlled loop?
 a) Do-while b) switch c) while **d) for**
47. Which induce the reusability of the code?
 a) Objects b) classes **c) functions** d) variables
48. The parameters associated with function call statement are called
 a) Formal parameters **b) actual parameters** c) local parameters
 d) global parameters
49. Which variable is defined within a block?
 a) **Local variable** b) function variable c) file variable d) class variable
50. Find the output of the following C++ snippet.
 int n1=10,n2=&n1;
 n2++;
 cout<<n1;
 a) 10 **b) 11** c) 12 d) 13
51. An array comprising of elements, each of which is itself a one dimensional array is called
 a) Two dimensional array **b) multi dimensional array**
 c) one dimensional array d) multi array
52. Number of parameters required for write() function is
 a) 3 b) 4 **c) 2** d) 1
53. The array identifier represents the
 a) First value of the array b) base address of the array c) size of the array
d) no. Of elements in the array
54. A class belongs to which of the following data types?
 a) **User defined** b) derived c) basic d) built-in

Read the following C++ program snippet and answer the questions from 55-59

```
class student
{
    int rollno;
    protected:
        int mark1;
    public:
        int avg;
        student()
        {
            Cout<<"\n Constructor Executed";
        }
        void accept()
        {
            cin>>rollno>>mark1;
        }
}
s1;
```

55. What is the name of the class?
 a) Class **b) student** c) accept d) rollno

56. What is the name of the member function?
 a) Rollno b) avg **c) accept** d) mark1
57. Name the data members of the class
 a) Rollno b) mark1 c) avg **d) all of these**
58. What is the visibility label of 'rollno'?
 a) **Private** b) protected c) public d) none of these
59. For which of the following, the compiler will not throw an error?
 a) S1.rollno b) s1.mark1 c) s1.avg **d) all of these**
60. Which arguments of the overloaded functions are not considered by the C++ compiler as part of the parameter list?
 a) Actual b) formal **c) default** d) static
61. In operator overloading, operator functions can be defined as
 a) Member function b) friend function **c) either a or b** d) neither a or b
62. Which operator overloads through a member function take only one explicit argument?
 a) Unary **b) binary** c) ternary d) logical
63. Which function allocates memory space to an object?
 a) **Constructor** b) destructor c) main() d) friend
64. When a member function returns an object which constructor is executed?
 a) Parameterized b) default c) non-parameterized **d) copy**
65. How many destructors can be there in a class?
 a) **1** b) 2 c) 3 d) 4
66. The name of the constructor must be same as
 a) Object name b) member function name c) data member name **d) class name**
67. How many access specifiers are there in a class?
 a) 5 **b) 3** c) 4 d) 2
68. The class from which the other classes are derived is called
 a) **Base class** b) abstract class c) derived class d) local class
69. Which are executed in the reverse order of inheritance?
 a) Constructor **b) destructor** c) member functions d) data members
70. Expand: ATM
 a) **Automatic Teller Machine** b) Any Time Money c) Automated Tele Machine
 d) Automatic Tele Money
71. Which is useful in computer based education?
 a) **CBT** b) Teaching c) Transcription d) e-shopping
72. A telephone based shared service center for specific customer activities is called
 a) Service center **b) call center** c) computer center d) telephone center
73. Which is the key for effective and profitable use of IT in an organization?
 a) Data digitization **b) Data management** c) Data processing d) Data manipulation
74. Making and using duplicate hardware and software is called
 a) Virus b) modelling c) cracking **d) piracy**
75. Some other software runs on an idle computer without the knowledge of the organization is called
 a) Theft of software time b) theft of hardware time **c) theft of computer time**
 d) theft of organization time

One Mark Test- Full Portion-3

I. Choose the correct answer:-

(75*1=75)

1. Which of the following keys must be pressed at the end of a paragraph?
 b) Ctrl b) Space bar **c) Enter** d) Shift
2. The two combo boxes available in the Find & Replace text dialog box are
 a) Find & Replace b) Find & Replace with c) Search & Replace
d) Search for & Replace with
3. Set of characters and numbers in certain style is called

- a) Style b) Format **c) Font** d) Type face
4. The default alignment of the text in star office writer is
a) Left b) Right c) Center d) Justified
5. One way to set off a list of points or topics in a document is
a) Line space b) Paragraph Alignment c) Bulleted list **d) Using Styles**
6. In spell check dialog box, which area displays any alternate spelling for the misspelled word?
a) Not in dictionary **b) Suggestions** c) Dictionary Language d) None of these
7. The command used to create a simple table in star office writer is
a) Format → Table → Insert c) Table → Insert Table
b) Insert → Table → Insert **d) Table → Insert → Table**
8. If Table → Table properties command is used, which one of the following dialog box is opened?
a) Table properties b) column width **c) Table format** d) Format Table
9. Which of the following is used to display the ruler on the screen?
a) View → Ruler b) Insert → Ruler c) View → Show ruler d) Insert → Ruler
10. The file you create with spreadsheet software is called
a) Worksheet b) Datasheet c) Spreadsheet d) Format sheet
11. The spreadsheet developed by Borland International
a) Improve **b) Quattro Pro** c) StarCalc d) VisiCalc
12. Which of the following operators return either true or false?
a) Arithmetic **b) comparative** c) Text d) Reference
13. The cells A4, A5, A6, B4, B5 & B6 are referred in a worksheet as
a) A4:B6 b) A1:B6 c) A1:B6; B1:B6 d) A4:A6; B4:B6
14. Functions can be added to the worksheet in StarCalc using the menu
a) Format b) Data **c) Insert** d) View
15. Delete contents option is available under the menu
a) Edit b) Insert c) Format d) View
16. Which of the following icons is used to generate a scrolling screen within a worksheet?
a) Insert Plug-in **b) Insert Floating Frame** c) Insert OLE object d) Insert chart
17. Which data type accepts only whole numbers?
a) Char b) decimal **c) integer** d) float
18. Spreadsheet is an example of which of the following databases?
a) Flat File b) Network c) Relational d) Hierarchical
19. A small triangle on the left most column of the table is called
a) Table pointer b) Field Pointer **c) Record Pointer** d) Database pointer
20. The user constructed statements that sets conditions for selecting and manipulating data in one or more tables are called
a) Reports **b) Queries** c) Forms d) Filters
21. The option used to insert a form into another form is called
a) Addform b) subForm **c) Add Subform** d) Insert Form
22. How many steps are there in the report wizard windows?
a) 4 **b) 6** c) 8 d) 7
23. Standard filter is also known as
a) Auto filter b) Apply filter **c) Default filter** d) Conditional filter
24. The command used to save the database table is
a) File → Save b) File → Save Database c) File → Database → Save
d) File → Save → Database
25. Each row and column in a table represents
a) Field, Record b) Record, file c) File, Field **d) Record, field**
26. All digital cameras have the option to save images in
a) Bitmap format b) WMF format c) GIF format **d) JPEG format**
27. Reducing the colour depth of less than how many colours results the image to look murky?
a) 250 b) 150 **c) 256** d) 255
28. In which year was Real Audio format developed?

- a) 1982 **b) 1995** c) 1994 d) 1981
29. What is the extension of quick time format files?
a) **.mov** b) .wam c) .qtf d) .wmv
30. AVI stands for
a) Audio Visual Interleave **c) Audio Video Interleave**
b) Audio Video Interchange d) Audio Video Interact
31. A series of slides or pages that present information on a spe
a) Advertisement **b) Slide show** c) Info file d) Database
32. How many pages are there in the task pane on the right of the presentation window?
a) 2 **b) 4** c) 3 d) 5
33. The command that is used to start a presentation is
a) File → Slide show b) View → slide show c) Slide show → Start **d) Slide show → slide show**
34. Which command is used to insert a picture in a slide?
a) Insert → Picture b) Format → Picture
c) Insert → Picture → From file d) Insert → From file → Picture
35. In which view, all the slide show effects can be assigned to the slide?
a) Master page b) Layouts c) Custom Animation d) Slide Transition
36. Which makes it easy to prevent real systems in software program?
a) Data **b) Objects** c) operators d) operations
37. Which promotes reusability of code?
a) Encapsulation b) Polymorphism **c) Inheritance** d) Data hiding
38. 0.5864E1 represents
a) 5.864 b) 0.05864 c) 58.64 d) 0.5864
39. Which of the following is called address of operator in C++?
a) # **b) &** c) \$ d) *
40. What is the output of the following C++ snippet?
`int a=8,b=3,c;
 c=a/b;
 c++;
 cout<<c;`
a) 1 b) 2 **c) 3** d) 4
41. Which variable holds a memory address as its value?
a) Extern **b) Pointer** c) Static d) const
42. In which header file the declaration for the objects cin are available?
a) Istream.h b) ostream.h c) iostream.h d) Both (a) and (b)
43. A C++ program has primarily how many sections?
a) 4 b) 2 c) 1 **d) 3**
44. Which of the following is simplest of all the decision statements?
a) if b) while c) switch d) break
45. Which of the following is an entry check loop?
a) Do-while b) switch **c) While** d) if
46. Which of the following checks for the grammar of the language?
a) Editor b) Linker c) Browser **d) Compiler**
47. Which of the following about the functions is false?
a) Functions are executable segments in a program
b) Functions reduce the size of the program
c) Functions induce reusability of code
d) Functions provide data security

Read the following C++ snippet carefully and answer question from 48-50

```
#include<iostream.h>
```

```
Float a;
```

```
int fact(int n);
```

```

int sum(int m);
void main()
{ int b;
-----
    If(a>b)
    { int i=0;
      -----
    }
}

```

48. in the above snippet, the scope of variable 'I' is
a) **Local scope** b) Function scope c) File scope d) Class scope
49. in the above snippet, which of the following variables has file scope?
a) **A** b) b c) n d) i
50. in the above snippet, which of the following variables has functions scope?
a) M b) b c) n **d) All of these**
51. The value for the character array variables can be read using
a) Cin b) gets() c) getline() **d) All of these**
52. in a 2-D array, the first sub-script stands for
a) **Row** b) Column c) diagonal d) object
53. Which of the following is an invalid array declaration?
a) Int array[100]; b) int array[]={1,2,3}; **c) int array[i]** d) const int i=10;
54. How many objects are created in the above snippet?
a) **5** b) 1 c) 4 d) 6
55. How many bytes are allocated to the array of object p1?
a) 6 byte **b) 8 bytes** c) 30 bytes d) 40 bytes
56. Member functions can be of _____ type.
a) Auto **b) static** c) extern d) register
57. Instruments allowing only selected access of components to objects and to members of other classes is called
a) **Data abstraction** b) data hiding c) Data management d) Data processing
58. The static member variable is initialized to
a) NULL b) -1 **c) 0** d) 1
59. Private members of a class can be accessed using
a) Member function **b) Friend Functions** c) Either a or b d) Neither a or b
60. The ability of the function to process the message or data in more than one form is called
a) Data Overloading b) Member Overloading **c) Functions overloading** d) Operator overloading
61. How many explicit arguments are taken by binary operators overloaded through a member functions?
a) **1** b) 2 c) 3 d) 0
62. The overloaded function definitions are permitted for
a) Basic data type b) Derived Data type **c) User defined data type** d) all of these
63. Which is executed at the time of program termination?
a) Constructor **b) Destructor** c) Copy Constructor d) static function
64. Which of the following is executed automatically when the class object is created?
a) **Constructor** b) destructor c) main() function d) static function
65. The constructor add(add &a) is
a) Default constructor **b) copy constructor** c) parameterized constructor d) Non- parameterized constructor
66. Which function returns nothing in C++?
a) Constructor b) destructor c) Main() **d) both (a) and (b)**
67. Classes used only for deriving other classes are called
a) Base classes b) derived classes **c) Abstract classes** d) main classes
68. How many types of inheritance are there?

- a) 2 b) 4 c) 3 **d) 5**
69. Which symbol is used while defining a derived class?
 a) **:** b) :: c) ; d) .
70. Expand: CBT
 a) Computer Based Tutor c) Computer Based Technology
 b) Computer Based Tuition **d) Computer Based Tutorial**
71. Which enables online education programs leading to degrees and certifications?
 a) e-learning **b) e-education** c) e-certificates d) e-Degree
72. A permanent legal document that formally states the result of a medical investigation is called
 a) Medical report b) Medical result **c) Medical transcription** d) Medical document
73. How many steps are there in data digitization?
 a) 3 **b) 6** c) 5 d) 4
74. The illegal access to the network or network system is called
 a) Piracy b) Virus **c) Cracking** d) hacking
75. Ten commandments of computer ethics was written at
 a) **Computer ethics institute** b) AT & T bell laboratories
 c) Microsoft corporation d) Sun micro system

One Mark Test- Full Portion - 4

I. Choose the correct answer:-

(75*1=75)

1. Scrolling a document does not move the
 a) **Insertion point** b) mouse pointer c) page d) status bar
2. Which of the following gives information about the current mode?
 a) Menu bar b) Tool bar c) scroll bar **d) Status bar**
3. Which dialog box is used to format the text with respect to the fonts?
 a) Page style b) Paragraph **c) Character** d) Page format
4. The special kind of indent used for numbered list is
 a) Right indent b) Left indent c) Hanging indent **d) Number List**
5. The size of the font is measured in
 a) **Points** b) circles c) lines d) Numbers
6. In star office writer, to create auto correct entry, the command used is
 a) Edit → Auto correct **b) Tools → Auto correct** c) Format → Auto correct d) Insert → Auto correct
7. Which command is used to delete the selected columns in star office writer
 a) **Table → Delete → Table** b) Tools → Delete → Columns
 c) Format → Delete → Columns d) Format → Columns → Delete
8. In a table, when the text is wrapped in a cell, it grows
 a) Wider **b) taller** c) Wrap d) shorter
9. The command used to open the page style dialog box is
 a) **Format → page** b) Insert → page c) Edit → Page d) Tools → Page
10. In star calc, the rows are numbered upto
 a) 65500 b) 48000 **c) 32000** d) 64000
11. The active cell in a spreadsheet is identified by
 a) Insertion point **b) Cell pointer** c) mouse pointer d) Keyboard pointer
12. In star calc, which one of the following arithmetic operators is executed first using rules of precedence?
 a) **Exponentiation(^)** b) Negation(-) c) Multiplication(*) d) Addition(+)
13. Clicking on currency icon, will display the contents of the selected cells in currency format with a _____ in front.
 a) # b) % **c) \$** d) @
14. In star office calc, which command is used to change the width of the column in a worksheet?
 a) Insert → Column → Width b) Insert → width → Column

- c) Format → Column → Insert **d) Format → Column → Width**
15. Which icon is used to insert objects from other application into a worksheet?
 a) **Insert OLE object** b) Insert applet icon c) Insert formula d) Insert floating frame
16. Which of the following formula calculates sum of the numbers in the cell A1 of the sheet1 and A2 of sheet2?
 a) =sum(sheet1.A1 + sheet2.A2) **c) =Sum(Sheet1.A1;Sheet2.A2)**
 b) =sum(sheet.A1,sheet2.A2) d) =Sum(Sheet1.A1:Sheet2.A2)
17. Integer and float are
 a) **Primitive data type** b) User defined data type c) Derived data type d) Class data type
18. The computers that primarily use the hierarchical databases are
 a) Super **b) Main frame** c) Personal d) Mini
19. A collection of related data or facts is called a
 a) File b) document c) Spreadsheet **d) Database**
20. The key combination used to save the database table is
 a) Ctrl + C b) Ctrl + V **c) Ctrl + S** d) Ctrl + A
21. How many steps are there in Query wizard?
 a) 4 b) 6 **c) 8** d) 7
22. To sort the records in the ascending order, select the field and click on
 a) **Sort Ascending icon** b) Ascending icon
 c) Sort icon d) Sort/Filter icon
23. Which of the following operation alters the source table in star office base?
 a) Query b) Form c) Report **d) Sort**
24. Which of the following limits the information on the screen of database?
 a) **Filtering** b) Sorting c) Editing d) Merging
25. How many field types are there in star office base?
 a) 10 b) 15 **c) 20** d) 25
26. Which animation is referred to as slide or path animation?
 a) **Object-based** b) Screen-based c) Cell-based d) drawing-based
27. AIFF stands for
 a) Audio Interleave File Format **c) Audio Interchange File Format**
 b) Audio Interface File Format d) Audio International File Format
28. The shockwave Format was developed by
 a) Apple b) IBM c) Microsoft **d) Macromedia**
29. A helper application that can be launched by the browser to help play sound or video is called a
 a) Utility b) Protocol **c) Plug in** d) Player
30. Which of the following file formats is not developed by Apple?
 a) AIFF b) SND c) Quick time **d) Wave**
31. The keyboard shortcut to start a presentation is
 a) F4 b) F2 c) F3 **d) F5**
32. Which one of the following displays various transition effects that can be attached to a slide?
 a) Custom Animation **b) Slide transition** c) Animation effects d) Slide sorter
33. Which options allow you to specify the duration for each slide for automatic flip?
 a) Default b) Automatic c) Auto **d) Duration**
34. To hide a slide, choose
 a) Slide show → Show/Hide slide c) Slide show → Hide/ Show slide
 b) Slide show → Hide slide **d) Slide → Show/Hide slide**
35. Which is used to open navigator?
 a) File → Navigator b) Tools → Navigator **c) Edit → Navigator** d) Insert → Navigator
36. A template for entities that have common behaviour is called
 a) **Class** b) Object c) Data d) Attributes
37. The process of acquiring base class properties is called
 a) Encapsulation b) Polymorphism **c) Inheritance** d) data hiding
38. Basic types of elements essential for programming coding are called

- a) Variables b) Constant c) operators **d) Tokens**
39. By default local variables are
a) **Auto** b) Static c) Extern d) register
40. In C++, data types can be broadly classified into _____ categories
a) 4 **b) 3** c) 2 d) 5
41. The escape sequence '\n' stands for
a) Backspace **b) Line feed** c) Tab d) Bell sound
42. Extraction or get from operators is
a) > **b) >>** c) < d) <<
43. The statement int A;B; is invalid because
a) Only one variable should be given
b) Capital A is not allowed
c) **Variables should be separated by comma**
d) All of these
44. The statement used to exit from switch structure is
a) **Break** b) Exit c) Quit d) default
45. Which of the following executes a set of instructions repeatedly for a certain number of times?
a) Statement b) Controls c) operators **d) loops**
46. Which of the following expression is executed only once in for loop?
a) Initialization b) Test condition c) Increment **d) Body of the loop**
47. The parameters associated with function header are called
a) Formal parameters **b) Actual parameter** c) Local parameter d) Global parameter
48. In which form can the actual parameter be passed to formal parameters which are of reference type?
a) Constant b) Variables c) Expression **d) All the above**
49. Which one of the following scope variable's lifetime is the lifetime of a program?
a) Class b) Function **c) File** d) Local
50. Which function looks like a normal function in the source file?
a) Online b) Offline c) Main Line **d) Inline**
51. In a 2-D array, the second sub-script stands for
a) Row **b) Column** c) diagonal d) object
52. Array in C++ belongs to which of the following data type?
a) Basic b) Derived c) Primitive **d) User defined**
53. Write() is a member function of
a) Istream.h **b) ostream.h** c) string.h d) stdio.h
54. Which of the following is true?
a) Member functions can be defined both inside and outside the class
b) **Member function cannot be defined outside the class**
c) All the member functions must have same name
d) A class cannot have more than three member functions
55. Which members can be only accessed using the objects of that class?
a) **Private** b) Protected c) Public d) All of these
56. The members and functions declared under private are not accessible by members outside the class is referred to as
a) **Data hiding** b) Data abstraction c) Data ascending d) Data processing
57. Attributes refers to
a) **Data members of a class** b) Data abstraction
c) Data ascending d) Data processing
58. How many copies of the static member variable is created?
a) 2 b) 5 c) 3 **d) 1**
59. The member of a class are accessed using the operator
a) **_** b) ; c) : d) : :
60. Which of the following operators can be overloaded?
a) : : b) . c) ?: **d) +**

61. Which of the following terms means a name having two or more distinct meaning?
 a) Data abstraction b) Data hiding **c) Overloading** d) Inheritance
62. By integral promotions, int data type can be converted into which of the following type?
 a) Char b) float c) double **d) all of these**
63. Which function is not associated with any data type?
 a) Constructed b) destructor c) main() **d) both a and b**
64. Which function removes the memory space of an object?
 a) Constructed **b) destructor** c) main() d) static
65. In C++, the compiler generated constructor is called
 a) Copy constructor b) Parameterized constructor **c) Default constructor** d) Local constructor
66. Under which part of the class, should constructor be declared?
 a) Private **b) Public** c) Protected d) Any part
67. The process of creating new classes from the existing classes is called
 a) Encapsulation b) polymorphism **c) Inheritance** d) deriving
68. For which classes objects are not declared?
 a) **Base class** b) Derived class c) Abstract class d) Main class
69. What is inherited by derived class from its base class?
 a) **Properties** b) Name c) Size d) Scope
70. What enables data storage and management?
 a) **Archive unit** b) LCD screen c) Picture phone d) Robots
71. Which permits banking from the comfort of the home by using internet facilities?
 a) Online banking b) net banking **c) e-banking** d) mobile banking
72. Expand : BPO
 a) Business Program Outsourcing **c) Business Process Outsourcing**
 b) Business Protocol Outsourcing d) Business Procedure Outsourcing
73. BFSI and pension services are high-growth areas of
 a) E-governance b) public telecom **c) ITES** d) e-commerce
74. Which is a self-replicating program?
 a) Piracy b) Anti-virus c) Compiler **d) Virus**
75. Cracking comes under
 a) Data security **b) Computer crime** c) Website services d) Transcription

One Mark Test- Full Portion-5

I. Choose the correct answer:-

(75*1=75)

1. The keyboard shortcut to cut the selected text is
 a) Ctrl + C b) Ctrl + V **c) Ctrl + X** d) Ctrl + U
2. Entering a new text or modifying the existing text in a document is called
 a) Text formatting b) Text inserting **c) Text Editing** d) Text indenting
3. Which of the following is used to open the character dialog box in star office writer?
 a) **Format → Character** b) Insert → Character
 c) view → Character d) Edit → Character
4. Which of the following helps to increase the readability of the text?
 a) Highlighting **b) Indenting** c) Line spacing d) None
5. Which key is to be pressed to start new paragraph in star office writer?
 a) Space bar b) Insert c) Backspace **d) Enter**
6. The command used to select the spell check dialog box is
 a) Tools → Check → Spelling **c) Tools → spelling → Check**
 b) Edit → Check → Spelling d) Edit → Check → Spelling
7. A grid with specified number of rows and columns is called a
 a) Cell b) a sheet c) a box **d) a table**
8. The command used to delete selected rows is
 a) **Table → Delete → Rows** b) Format → Delete → Rows
 c) Table → Rows → Delete d) Format → Rows → Delete
9. Which dialog box is used to set the width of the page?

- a) Page Format **b) Page style** c) Page d) page preview
10. The option under the file menu used to quit the star office calc is
a) Close b) Quit **c) Exit** d) End
11. Which operator is a range operator in star office calc?
a) ! b) & c) ^ **d) :**
12. The command used to generate series in star office calc is
a) Fill b) Series c) Generate **d) Fill series**
13. The default cell addressing in star office calc is
a) **Relative Cell addressing** b) Absolute cell addressing
c) Initial Cell addressing d) Mixed Cell Addressing
14. The cell B4 becomes absolute when you enter
a) B\$\$4 b) B\$4\$ c) \$B4\$ **d) \$\$B4**
15. The function used to find the square root of a number in star office calc is
a) SQR() b) SQT() **c) SORT()** d) SRT()
16. Which of the following number format icon data are displayed by the percent traction, number in cell?
a) Currency b) Standard **c) Percent** d) None of these
17. Which consist of usable set of data?
a) Variable **b) Information** c) Datum d) Constant
18. Which database is not suitable for processing from multiple data tables?
a) **Flat file** b) Relational c) Hierarchical d) Network
19. Doing some operations or computations on the data of different variables to relate them is called
a) **Data processing** b) Data calculation c) Data analyzing d) Data relating
20. How many general categories are there in data management tasks in a DBMS?
a) 4 **b) 3** c) 2 d) 6
21. A filter is a type of
a) Report b) Form **c) Query** d) sort
22. The text that uses one or more of the default heading paragraph styles, Heading 1, Heading 2, and so on is called
a) **Outline** b) Heading text c) First text d) Default text
23. Which is used to assemble information from data?
a) **DBMS** b) Datum c) Information d) Sorting
24. Filter used with a condition is called
a) Auto filter b) Condition filter c) Apply filter **d) Default filter**
25. Which of the following is not a data type?
a) Character **b) Information** c) Boolean d) Number
26. GIF is limited to
a) 64 bit colour palette c) 16 bit—colour palette
b) 32 bit colour palette **d) 8 bit colour palette**
27. A technique by which a recurring set of information is identified & replaced by a single piece of information is called
a) Morphing b) Sampling c) Warping **d) Compression**
28. Files in the real Audio/Real Video format have the extension as
a) .rm or .rf b) .ram or .rf **c) .rm or .ram** d) .rm or .rads
29. Wave format was developed by
a) IBM b) Microsoft c) Boreland **d) IBM & Microsoft**
30. MPEG stands for
a) Motion Pictures Expert Group **b) Moving Pictures Experts Group**
b) Movement Pictures Experts Group d) Movies Pictures Expert Group
31. Which page of the presentation wizard allows us to select a background for all the slides in the presentation?
a) First **b) Second** c) Third d) Fourth
32. The style list can be opened by pressing the key
a) F5 b) F6 c) F7 **d) F11**

33. Which of the following is used to import objects from other application into a presentation?
 a) Insert object b) Insert Applet **c) Insert OLE object** d) Insert plug-in
34. The command used to export presentation is
 a) **File → Export** b) View → Export c) Insert → Export d) Format → Export
35. The feature that is used to record the display time for each slide for automatic slide changes is
 a) Record timings **b) Rehearse Timings** c) Slide show timings d) Auto timings
36. C++ belongs to which category of programming language?
 a) Structure **b) Object oriented** c) Procedural d) modular
37. The ability of an object to respond differently to different messages is called
 a) Encapsulation **b) Polymorphism** c) Inheritance d) Data hiding
38. The name C++ was coined by
 a) Dan Bricklin b) James Gosling c) Bjarne Stroustrup **d) Rick Mascitti**
39. Which refers to the data type changes brought about in expression by the compiler?
 a) **Type cast** b) Explicit conversation c) Implicit conversation d) Type definition
40. Which of the following is not a storage specifier?
 a) Static b) auto c) register **d) Global**
41. Which of the following is used to group a set of C++ statements?
 a) “ ” **b) { }** c) () d) []
42. The operator >> is called
 a) **Extraction operator** b) insertion Operator
 c) Abstraction operator d) Relative operator
43. Which variables get defined only when memory is fetched?
 a) Integer variables b) Character variables c) float variable **d) pointer variables**
44. Program statements that cause a jump of control from one part of the program to other is called
 a) **Control structures** b) Class structure c) data structure d) Declaration structure
45. Which loop is used when an action is to be repeated for a predetermined number of times?
 a) While loop b) do-while loop **c) For loop** d) do-until loop
46. Which statement accomplishes jump from the current loop?
 a) **Break** b) Continue c) Exit d) Quit
47. In which of the following methods, any change made in the formal parameter is reflected back in the actual parameter?
 a) Call by value b) call by variables c) Call by function **d) Call by reference**
48. Which of the following refers to the accessibility of a variable?
 a) **Scope** b) Modifiers c) Storage Classes d) Functions
49. Which of the following is called scope resolution operator?
 a) & b) && **c) : : _** d) ? :
50. Which value will be taken by the formal parameter, if there is no actual parameter?
 a) Formal b) Constant **c) Default** d) Actual
51. To treat spaces as part of string one has to use
 a) **gets()** b) scanf() c) cin d) getch()
52. Determine the number of elements in the following declaration: int a[10][12];
 a) 22 b) 10 **c) 120** d) 240
53. In the array, int sales [2][4]; the element in the first row and second column is referred as
 a) Sales[1][2] b) sales[2][1] **c) sales[0][1]** d) Sales[1][0]
54. Which operator is used to define functions outside a class?
 a) : **b) : : _** c) ; d) ? :
55. Which of the following is the key feature of objected oriented programming?
 a) Polymorphism **b) Data hiding** c) Data abstraction d) inheritance
56. Which of the following can be passed as arguments to a member function?
 a) Int b) float c) object **d) all of these**
57. Which members are accessible by members of inherited classes?
 a) Private **b) Protected** c) static d) All of these
58. Class body contains declarations of

















- a) Variables b) methods c) object **d) both a and b**
59. How many parts are there in a class specification?
a) 1 **b) 2** c) 3 d) 4
60. When ____ operators are overloaded, the left hand object must be an object of the relevant class
a) Unary **b) Binary** c) Ternary d) Boolean
61. Which of the following operators cannot be overloaded?
a) :: b) ++ c) += d) +
62. The function used to concatenate two strings is
a) Strcpy() b) strcmp() **c) strcat()** d) Strcon()
63. The constructor without parameters is called
a) **Default constructor** b) Local constructor
c) Parameterized constructor d) Copy constructor
64. The destructor has the class name prefixed by the character
a) # **b) ~** c) & d) *
65. Which function cannot have arguments?
a) Constructor **b) Destructor** c) main() d) static
66. When an object is passed as a parameter to member function, which constructor is executed?
a) **Copy** b) default c) local d) user defined
67. How should the derived class be indicated?
a) **class der_name : visibility mode base class_id**
b) class base class_id : Visibility mode der_name
c) Class der_name : : Visibility mode base class_id
d) Class base class_id : : visibility mode der_name
68. Which are executed in the order of inheritance class?
a) **Constructor** b) destructor c) Data members d) member function
69. When a class is derived from a class which is derived class itself, then this is referred to as
a) Multiple inheritance **b) Multilevel inheritance** c) hierarchical inheritance d) None of these
70. 85% of computer usage is
a) **Word processing** b) spreadsheet c) Database d) Multimedia
71. Which is used for easy interaction with other people through touch screen, scanner and microphone facilities?
a) Picture phone b) Personal creativity tool c) Archive Unit **d) Memo frame**
72. Expand : ITES
a) IT Enabled Source Systems **b) IT Enabled Service** c) IT Enabled Studies d) IT Enabled
73. The two important aspects that must be ensured by the ITES provider are
a) **Data Security and Customer Privacy** b) Customer Security and privacy
c) Data security and Customer security d) Data Security and customer satisfaction
74. Computer ethics has its roots in the work of
a) Donn Parker b) Charles Babbage **c) Norbert Wiener** d) Dennis Ritchie
75. Which security refers to protecting data and computer system against dishonesty or negligence of employees?
a) Physical b) personal c) private **d) personnel**

One Mark Test- Full Portion-6

I. Choose the correct answer for the following questions

(75*1=75)

1. A document may contain -----
a) text b) tables c) graphs **d) All the above**
2. The ---command can then be used to open a new document.
a) **File → New → Text Document** b) File→New c) Edit→New
d) Edit→New→ Text Document
3. ___ key combination is used to move to the end of the document.

4. **a) Ctrl + End** b) Ctrl+Home c) Alt+ End d)End
 4.-----is called Decorative font.
5. **a)Fajitha** b)Times c)Monotype d)Lucida handwriting
 5. ----- returns are inserted as line breaks by StarOffice Writer.
6. **a)Soft** b)Hard c)Carriage d)Null
 6. There are-----types of alignments available in star office writer.
7. a)2 b)1 **c)4** d)3
 7. A -----value will result in a hanging indent.
8. a)Positive **b)Negative** c)Decimal d)Binary
 8. The bullets and numbering option under –menu.
9. **a) Format** b)Edit c)File d)Insert
 9. There are ----types of Formatting available in star office Writer
10. a) 1 **b)2** c)3 d)4
 10.-----is called Auto Spell-check icon.
11. a)  **b) ** c)  d) 
 11. To skip all the Occurrences of the word----- button is clicked.
12. a)Ignore Once **b)Ignore All** c)Change b)Change All
 12. To make all columns even, right click inside the table and select ---in the pop-up menu.
13. a) **Column → Space Equally** b) Rows→Space Equally
 c) Insert→Space Equally d) Edit→Space Equally
 13.-----is the icon used for merge the cells in a table.
14. a)  **b) ** c)  d) 
 14. The default margins are -----inch top and bottom margins and ----- inches left and right margins.
15. **a)1, 1.25** b)1.25,1 c)1,1 d)1.5,1
 15.-----is a command is used to insert a page number in every page.
16. **a) Insert → Fields → Page Number** b)Insert→Page Number
 c) Edit→Page Number d)Format→Page Number
 16. There are -----types of page Orientations available in star office writer,
17. a) 1 **b)2** c)3 d)4
 17. The Visi calc was invented by-----
18. a) Dan Bricklin b) Bon Frankston **c) Dan Bricklin and Bon Frankston** D)Hungmann
 18. -----is the first electronic spreadsheet.
19. **a)VisiCalc** b)Star Calc c)Excel d)None of the above
 19.Default date format in the worksheet in-----
20. a)DD/MM/YY **b)MM/DD/YY** c)YY/MM/DD d)YYYY/DD/DD
 20.-----is the function key used to edit the cells in worksheet
21. a)F1 **b)F2** c)F3 d)F4
 21.—is called text operator.
22. a)+ **b)&** c)a&b d)@
 22. Find out the Number format currency icon
23. a)  b)  c)  d) 
 23.-----is called insert right icon.
24. a)  b)  c)  d) 
 24. A cell is referred to by its -----
25. a)Rows b)Columns **c)Address** d)Number
 25.—is called multiple sorting icon.
26. a)  b)  **c) ** d)none of these above
 26.MMS Expands-----
- a) **Multimedia Messaging System** b)Multiply Messaging System
 c)Manageable Message Structure d)Multimedia Messaging Structure

27. What are the most common image formats-----
 a) JPG b) GIF **c) a and b** d) WAV
28. A MIDI file that plays for approximately 5 minutes may be only ----- KB.
 a) **25** b) 50 c) 75 d) 100
29. The following one is not a multimedia software.....
 a) Maya b) Flash c) Dream Weaver **d) Paint**
30. To open Media Player window Choose ----- → Media Player
 a) Insert **b) Tools** c) Format d) Open
31. ----- is used for inserting a formula into the presentation for performing calculations.
 a) Applet b) OLE **c) Formula** d) Calculator
32. To set the default printing options for StarOffice Impress, choose
 a) **Tools → Options → StarOffice Impress → Print** b) File → print
 c) Tools → StarOffice Impress → print d) Tools → Print
33. Open Navigator by choosing -----
 a) **Edit → Navigator** b) Insert → Navigator c) File → Navigator d) Open → Navigator
34. ----- is a option used to export the presentation.
 a) **File → Export** b) Edit → Export c) Insert → Export d) View → Export
35. Open the Stylist either by choosing Format → Styles and Formatting or with the --- key.
 a) F12 **b) F11** c) F7 d) F5
36. The two separate segments that were realized when viewing the solution of a problem are
 a) Data and Program b) Data and Object **c) Data and Operations** d) Data and Class
37. The ability of an object to respond differently to different messages is called
 a) **Polymorphism** b) Inheritance c) Encapsulation d) Overloading
38. Which is a kind of self-sufficient ----- subprogram with a specific functional area?
 a) **Object** b) Class c) Entity d) Overloading
39. The process of creating new data types from existing data type is called as
 a) Polymorphism **b) Inheritance** c) Encapsulation d) Overloading
40. C++ was developed by -----
 a) James Gosling b) Rick Mascitti **c) Bjarne Stroustrup** d) Dan Bricklin
41. The basic types of elements essential for programming coding are collectively called as
 a) Identifiers b) Keywords **c) Tokens** d) Constants
42. Which is the smallest individual unit in a program?
 a) Variable b) Keyword **c) Tokens** d) Constant
43. Which are reserved words with special meaning to the language compiler?
 a) Tokens b) Constants **c) Keywords** d) Identifiers
43. Which are also called as variables?
 a) Statements b) Constants **c) Identifiers** d) Tokens
44. `int i =6;`
`unsigned int j =10;`
`cout << sizeof (i *j) ;`
The output when the above code is executed is
 a) **4** b) 2 c) 8 d) error
45. If a=5 and b=4, the value of the expression $a+b/2*6$ is a) 18 b) 16 c) 15 **d) 17**
46. Which brace is used to enclose the body of the C++ program?
 a) () **b) {}** c) [] d) <>
47. Which is a predefined object that corresponds to a standard input stream?
 a) **cin** b) cout c) cinput d) coutput
48. Data is read from the keyboard during runtime by using the object
 a) c++in **b) cin** c) c++out d) cout
49. In C++, which file comprises the combined properties of istream and ostream?
 a) **iostream.h** b) stdio.h c) string.h d) conio.h
50. A preprocessor directive starts with the symbol
 a) ^ **b) #** c) % (d) \$

51. The operator >> is called as -----

- a) Stream operator b) Abstraction operator c) Insertion operator **d) Extraction operator**

52. The extraction operator is also called as

- a) Get from** b) Get to c) Put to d) Put from

52. Which of the following operators is called as insertion operator or put to operator?

- a) >> b) > c) < **d) <<**

Read the following C++ program: Answer the questions 53 to 55.

```
#include <iostream.h>
```

```
void main()
```

```
{
```

```
    int num=2;
```

```
    do
```

```
    {
```

```
        cout << num*num <<" "; num +=1;
```

```
    }
```

```
    while (num<6);
```

```
}
```

53. Name the control variable used in the program.

- a) 6 **b) num** c) None of these three choices d) +=1

54. What is the test expression (condition) used?

- a) num b) num * num c) None of these three choices **d) (num<6)**

55. How many times will the loop be executed?

- a) 4** b) 5 c) 3 d) 6

56. What is the output of the following program?

- a) 4 9 16 25** b) 0 4 9 25 c) 2 4 9 16 25 d) 6 4 6 8

57. The building blocks of C++ programs are

- a) Functions** b) Arrays c) Classes d) Statements

58. Which of the following statements marks the end of the function and also transfers control to the statement after call statement?

- a) return** b) continue c) main d) break

59. Which induce the reusability of the code?

- a) Variables **b) Functions** c) Keywords d) Instructions

60. A function can be called or invoked from another function by using its

- a) Parameters **b) Name** c) Reference d) All the other three choices

61. Which of the following can be shared by other programs by compiling and loading them together?

- a) Function** b) Variable c) Statement d) Token

62. Parameters are separated or delimited by

- a) scope resolution operator b) period **c) commas** d) semicolon

63. How many new viruses are found each day?

- a) 57000 **b) 6** c) 55000 d) 5700

64. Which of the following permits banking from the comfort of the home by using internet facilities?

- a) e-Learning b) e-Commerce **c) e-Banking** d) e-Shopping

65. The size of the array should always be

- a) Positive** b) Negative c) Float d) Double

66. How many types of arrays are there in C++?

- a) 5 b) 3 **c) 2** d) 4

67. Which of the following laws prevent computer crimes in India?

- a) Crime b) Illegal **c) Cyber** d) Zero

68. A facility that allows the user to speak into a special device while typing a letter using computer is called

- a) Telephone b) Cell phone c) Speaker **d) Dictaphone**

69. Which is critical for the success of ITES?

- a) Computer Crime b) Computer Virus c) Computer Time **d) Computer Ethics**
70. A member function can call another member function directly is called as
a) Friend functions b) Inline functions c) Nesting functions d) Recursive functions
71. 85% of computer usage is
a) Spreadsheet b) Presentation **c) Word processing** d) Database
72. The static member variable is initialized to
a) true **b) 0** c) 1 d) false
73. In C++, polymorphism is achieved through
a) Inheritance b) Encapsulation c) Data hiding **d) Overloading**
74. In how many ways polymorphism is achieved in C++?
a) 3 b) 4 c) Many **d) 2**
75. In the mid 1960's who examined unethical and illegal uses of computers
a) Nobeit Wiener b) Dennis Ritchie **c) Donn Parker** d) Rick Mascitti

One Mark Test- Full Portion-7

I. Choose the correct answer:

(75*1=75)

1. The key pressed to select the spelling command is
a) F6 **b) F7** c) F8 d) F2
2. In spell check dialog box _____ button insert a word in to the dictionary
a) Insert b) Include **c) Add** d) Add word
3. The key pressed to move forward through the cells in a table is
a) Tab b) Shift c) Alt d) Ctrl
4. The StarOffice function used for creating database
a) Microsoft Access **b) StarOffice Base** c) Star Database d) StarOffice Calc
5. To change the line spacing
a) Edit → Page b) File → Line spacing c) Edit → Line spacing **d) None of these**
6. _____ require advance planning
a) Formatting **b) Styles** c) Alignment d) Bullets
7. The thick horizontal line in the page area is called
a) Insertion point b) Formula bar **c) End of document marker** d) None
8. ----- option under ----- menu is used to change margins
a) ruler, view b) view, ruler c) page, format d) both a & c
9. In staroffice writer, the default left margin is
a) 1 Inch **b) 1.25 Inch** c) 1.5 Inch d) 2 inch
10. Quattro pro is developed by
a) Borland International b) Lotus corporation c) Sun Microsystems d) Microsoft
11. Which menu is used to insert predefined formula in to the worksheet
a) Insert b) Format c) Edit d) File
12. The format of the date entered in worksheet is
a) dd/mm/yy **b) mm/dd/yy** c) yy/dd/mm d) dd/mm/yyyy
13. Visicalc contain ----- rows and ----- column
a) 1,32,000 b) 63,254 **c) 254,63** d) 64,356
14. A grid of cells with a programmable calculator attached to each cell is
a) Word processor b) Database **c) Spreadsheet** d) Word perfect
15. The bar that display current cell and its content is
a) Function bar b) Object bar **c) Formula bar** d) Both a & b
16. =\$C\$4 is an example for _____ cell referencing
a) Relative **b) Absolute** c) Automatic d) Manual
17. Applications such as payroll and inventory control fall under category of
a) Word processing b) Text Processing **c) Numeric Processing** d) Data Processing
18. A screen that display the fields of record in a well spaced manner is
a) Query b) Tables c) Filter **d) None of these**

19. _____ database is primarily used in mainframe computers
 a) Relational **b) Hierarchical** c) Flat file d) Network
20. The pane that is displayed the lower part of the table design window is
 a) filed type **b) field properties** c) description d) none
21. In a table, the queries are special views of
 a) report b) Form **c) data** d) records
22. ___ software is used to communicate with database
 a) C++ b) Staroffice Writer **c) SQL** d) Visicalc
23. Which command is used to transfer each heading together with its accompanying paragraph to presentation
a) File → send → Auto abstract b) File → Send → Outline c) File → send → AutoText
 d) File → Send → presentation
24. Which window generates the layout of data in the report
 a) Generate Layout b) Grouping **c) Layout** d) Labeling Field
25. The option of field properties used to specify the maximum characters that can be entered in that field is
 a) entry required **b) length** c) maxlength d) default value
26. To improve the efficiency in the display images we use
 a) Vector card b) Vector Graphical **c) Vector Graphics Card** d) All of these
27. The attribute that control the characteristics of sound is
 a) amplitude b) frequency c) pitch **d) All the above**
28. The conversion of analog sound waves to digital format is called as
 a) tuning **b) sampling** c) morphing d) warping
29. Example of a sound editing program is
 a) **Sound Forge** b) Sound World c) Sound Soft d) Sound Pro
30. Based upon the creation, 2D animation are classified as
 a) Cell based b) Object based c) Method based **d) All of these**
31. How many options are displayed in presentation wizard to create an empty presentation
 a) 4 b) 5 c) 2 **d) 3**
32. Which of the following view allows creating and editing slides
 a) **Normal** b) Outline c) Notes d) Handouts
33. The key combination used for setting printing option in StarOffice Impress is
 a) **CTRL + P** b) ALT + P c) Shift + P d) CTRL + ALT + P
34. Which of the following key is used to open the stylist
 a) F4 b) F2 **c) F11** d) F5
35. Which key is used to end a presentation
 a) Ctrl + end **b) ESC** c) F5 d) Tab
36. The template for entities that have common behavior is
 a) Object b) Instance c) Both a & b **d) Class**
37. Which function is used to draw a circle
 a) draw(side) b) draw(circle) **c) draw(radius)** d) draw(length,breadth)
38. Words that have special meaning to the language compiler is
 a) identifier **b) keywords** c) identifier d) constant
39. Normally starting with underscore is _____ System variable
 a) Ordinary **b) Internal** c) External d) Pointer
40. _____ is invalid variable
 a) test b) mark_list **c) const** d) test1
41. _____ storage class is defined in another program
a) extern b) auto c) static d) register
42. The logical grouping of operands and operators for evaluation is called as
a) association b) inheritance c) polymorphism d) object
43. In switch statement, the selection expression can be of a(n)
 a) **integer** b) float c) double d) void

44. The program statement that causes jumps are called as _____
 a) **Control Structures** b) Exit check loop c) If loop d) while loop
45. Every action block of switch should be terminated using
 a) **break** b) continue c) return d) all
46. The statement that forces the next iteration of the loop to take place, skipping the code following it is
 a) break b) default c) **continue** d) case

Read the following snippet carefully and answer the questions 47 to 49

```
int sum(int x,int y)
{
    return x+y;
}

void main()
{
    int a,b,add=0;
    add=sum(a,b);

    cout<<add;
}
```

47. Which is the actual parameter of the segment
 a) x,y b) **a,b** c) add,sum d) x,y,a,b
48. Which is the formal parameter of the segment
 a) **x,y** b) a,b c) add,sum d) x,y,a,b
49. Which statement calls the function?
 a) int sum(int x,int y) b) **sum(a,b)** c) sum(x,y) d) add
50. Which of the following induces reusability of code
 a) **function** b) class c) Object d) All
51. Char nm[5] requires _____ bytes
 a) **5 bytes** b) 10 bytes c) 20 bytes d) 40 bytes
52. Which of the following is a 2-D character array
 a) **matrix** b) string c) mark list d) all of these
53. Which is the terminator for string inputs in C++
 a) white space b) carriage return c) enter key d) **all of these**
54. Initially C++ was given the name as
 a) C with addition b) C with increment c) **C with classes** d) C with objects
55. The default access specifier is
 a) public b) **private** c) pointer d) protected
56. _____ is the key feature of object oriented programming language
 a) inheritance b) encapsulation c) **data hiding** d) class d) class
57. In a class, member functions are also called as _____
 a) members b) abstracts c) attributes d) **methods**
58. In C++, there are _____ methods for creating objects
 a) 2 b) **3** c) Only one d) 4
59. _____ is the most important feature of c++
 a) Inheritance b) **Class** c) Encapsulation d) Polymorphism
60. Polymorphism is achieved through

- a. Data hiding **b)Overloading** c)Inheritance d)Object
61. Binary operators that are overloaded through a member function take
a)One implicit argument **b)One explicit argument** c)Many explicit argument
d)Many implicit argument
62. By integral promotion, integer data type can be converted into
a)char b)double c)float **d)all of these**
63. ___ operator can be overloaded
a)?: b). c)+ d):
64. The function that is executed automatically when the control reaches the end of the class scope
a)Constructor **b)Destructor** c)Destroy d)inline
65. In the absence of user defined destructor, it is generated by the
a)computer b)class c)object **d)compiler**
66. _____ is not a type of inheritance
a) **Simple** b)multiple c)single d)multilevel
67. _____ are executed in the reverse order
a) Constructor **b)Destructor** c)Object d)Class
68. _____ are not inherited
a)function b)member function **c)constructor** d)objects
69. Constructor declare under
a)private **b)public** c)protected d)local
70. Which of the following functions is used as electronic pets
a)Projection TV b)Creative line **c)Robots** d)Animated stories
71. Which permit us to draw money comfortably at home by using internet facilities
a)e-mail b)e-shopping **c)e-banking** d)e-governance
72. Expand ITES
a)Internet Technology Enabled Services **b)Information Technology Enabled Services**
c)Internet information enabled services d)Information Terminology Enabled Services
73. The facility that allows us to the user to speak into a special device is called as
a)Telephone b)Cell Phone **c)Dicta phone** d)All of these
74. _____ facilitates remote diagnostics
a)computer **b)internet** c)ITES d)healthcare
75. In the mid 1960's who examined unethical and illegal uses of computers
a) Nobert Wiener b)Dennis Ritchie **c)Donn Parker** d)Rick Mascitti

One Mark Test- Full Portion-8

I. Choose the correct answer:- (75*1=75)

1. ----- is a full featured office productivity suite powerful stand-alone application.
A)Windows B) Star office calc C)Unix **D)Staroffice**
2. Scrolling a document does not move the
a) Insertion point B) Horizontal line C) Vertical line D) Pointer
3. Which tab is used to change the line spacing?
A) Numbering **B) Indents & spacing** C)Alignment D) Line spacing
4. The special kind of indent used for numbered list is.
A) Right indent B) Left indent **C) Hanging indent** D) numbered indent
5. In the Autocorrect dialog box word to be replaced is typed in the _____ text box.
A) Replace B) change C) with D) add
6. _____ icon is used to split a cell into two or more cells in a table.
A) split cells B) divide cells C) merge cells D) none
7. Every table is identified by a specific _____
A) name B) number C) password D) none
8. The paper size of the standard document is _____
A) 8x11.5 inches **B) 8.5x11 inches** C) 8x11 inches D) 8.5x11.5 inches

9. The margins for particular page can be set to an exact value using a ---- dialog box.
 A) **page style** B) print C) format D) fill series
10. ^ (caret) symbol is a _____ operator.
 A) **Arithmetic** B) Relational C) Logical D) Text
11. _____ separating the cells of the same sheet adds up the values
 A) ; **B) :** C) . D) ,
12. _____ and _____ operators are called reference operator.
 A) **! , :** B) ; , ! C) ; , ; D) : , :
13. If the data entered is a word, the program recognizes it as a _____
 A) text B) formula **C) label** D) value
14. VisiCalc was invented on
 A) 1969 B) 1869 **C) 1979** D) 1879
15. How can the cell address A4 can be made absolute?
 A) **\$A\$4** B) A\$4\$ C) \$A4\$ D) A\$\$4
16. The default date format used in a spreadsheet is
 A) DD/MM/YY **B) MM/DD/YY** C) DD/MM/YY D) YY/DD/MM
17. Each row in a table represents
 A) Field **B) record** C) database D) data
18. Which is a key that uniquely identifies a record in a database table?
 A) **Primary key** B) field C) record D) secondary key
19. _____ is a process to select a desired specific data from a data from a database
 A) Sorting **B) searching** C) merging D) filtering
20. Which icon is used for multiple sorting?
 A) Sort Ascending B) Multiple sort **C) Sort** D) Sort descending
21. Which command is used to format the data in the table?
 A) Table Insert **B) Table Format** C) Table properties D) Format Table
22. In which database the relationship between the record types is said to be a parent-child relationship?
 A) **Hierarchical** B) Relational C) Object Oriented D) Flat File
23. SQL stands for
 A) Standard Query Language B) System Query Language
 C) Structured Query Link **D) Structured Query Language**
24. Queries are _____ statements.
 A) **User Constructed** B) User- defined C) Predefined D) Structural
25. _____ data type accepts values up to a few thousands.
 A) Float B) integer **C) Small int** D) binary
26. Which of the following is a computer based presentations technique that incorporates text, sound, animations and video elements?
 A) Animation **B) Multimedia** C) Compression D) Modelling
27. Which technique is used to impart training to pilots, without having to go for a real flight?
 A) Flight System B) Flight Sampling **C) Flight Simulator** D) Flight Structure
28. Which of the following formats creates a perfect reproduction of images?
 A) MIDI **B) GIF** C) JPEG D) BMP
29. Which format requires an extra component to play?
 A) AU B) Real audio C) Wave **D) Shockwave**
30. Which is a program that can be launched by the browser to help play sound or video?
 A) OLE Object B) Applet C) Plug-out **D) Plug in**
31. Star Office Impress enables _____ where you can preview movie and sound files.
 A) Multimedia player **B) Media Player** C) Movie Player D) Movie and audio player
32. Nearly all digital cameras have the option to save images in _____
 A) Shockwave B) GIF **C) JPEG** D) BMP
33. In the third page of Presentation wizard, _____ section at the top of the page allows you to choose the transition effect and speed in the slides.
 A) Select a slide design **B) Select a slide transition** C) select an output medium
 D) select a background

34. Which check box will display the message “created with star Office” during the pause between each presentation? **A) Show logo** B) Show message C) show icon D) show preview
35. Which command is used to rename a slide?
A) Rename→slide B) Slide→Rename C) Slideshow→Rename **D) Slide → Rename Slide**
36. Which statements provided a way of instructing the computer on the operations that need to be performed on the data items?
A) Input B) output C) call **D) control**
37. template for entities that have common behavior is
A) Class B) Object C) data D) inheritance
38. Which number is treated as Hexadecimal number? A) 015 **B) 0xF** C) 15 D) F
39. What is the value of x when float x; int a=7, b=3; x=a/ (float) b; ?
A) 2.0 B) 2.5 **C) 2.33** D) 3.50
40. ____allows users to define user defined data type identifier.
A) Type cast **B) Type definition** C) enumerated D) integer constant
41. Write whether the given statements are true or not?
c-1=(a==b)||('y'=='y')&&a!=d where a=6,b=7 and d=8
A) **True** B) False C) True && False D) True || False
- Read the following C++ program carefully and answer the Questions from 42 to 44.**

```
#include<iostream.h>
void main()
{
    int num= 2;
    do
    {
        cout<<num*num<<'\t';
        num+=1;
    } while(num<6);
}
```

42. Name the control variable used in the program.
A) num B) +=1 C) \t D) None of these
43. What is the test expression (condition) used?
A) num B) num*num **C)(num<6)** D) None of these
44. How many times will the loop be executed?
A) 6 **B) 4** C) 5 D) 3
45. A Program written in high level language is called as
A) object code B) compiler C) executable file **D) source code**
46. Which variables are defined only when memory is fetched to store data?
A) Integer B) float C) character **D) pointer**
47. which of the following is a valid function prototype?
A) float average (a,b) B) float product(int a,b); C) int fun(int a, int b, float pi=3.14);
D) int display(int a=5,int b)
48. A function can be called or invoked from another function be using its _____.
A) type B) proto type **C) name** D) template
49. Which of the following is called scope resolution operator?
A) & B) * **C) ::** D) ?:
50. ____ looks like a normal function in the source file but inserts the function’s code directly into the calling program.
A) register B) void **C) inline** D)auto
51. There are ____ methods to display the contents of string.
A) 3 B) 2 C) 4 D)5
52. An integer array with indices from 0 to 4, all having value 1 may be declared and initialized as
A) int x[4]={ 1 }; **B) int x[4]={1,1,1,1};** C) int x[5]={ 1,1,1,1,1 }; D) int x[]={ };
53. The function strcpy(s1,s2)

- A) copies s1 to s2** B) copies s2 to s1 C) appends s1 to end of s2 D) appends s2 to end of s1
54. A class specification has _____ parts A) 4 B) 3 **C) 2** D) 5
55. A member functions can call another function directly without using dot operator is called
A) nesting of member functions B) recursive functions C) friend function D) inline functions
56. When object is created, no separate space is allotted for
A) Objects **B) member functions** C) data member D) static members
57. Class product
{
 int c,q; float p;
} p1;
The number of bytes occupied by p1 is
A) 7 **B) 8** C) 9 D) 10
58. The member functions declared under _____ scope can be accessed by the objects of that class.
A) public B) private C) global D) protected
59. The class access specifier used to access friend function is
A) private B) public C) protected D) both(B) and (C)
60. Polymorphism is achieved in C++ through
A) encapsulation B) inheritance **C) overloading** D) function
61. Binary operators overloaded through a member function take _____ explicit argument.
A) 1 B) 2 C) 3 D) none
62. The functionality of '+' operator can be extended to strings through _____ overloading.
A) operator B) function C) constructor D) object
63. The constructor function name and thehave the same name as thetag.
A) function, class B) destructor, object **C) destructor, class** D) class, destructor
64. The function that initialized the object is....
A) void B) destructor C) inline **D) constructor**
65. When a class object goes out of scope, a special function that is executed is
A) destructor B) constructor C) function D) object
66. In the absence of user defined constructor, it is generated by the.....
A) Computer B) class C) object **D) compiler**
67. The class from which the other classes are derived is called
A) Objects B) Derived class C) Sub- Class **D) Base Class**
68. Which is not inherited from the base class?
A) Object B) Function **C) Constructor** D) Date members
69. The default visibility mode is -----
A) public **B) private** C) protected D) none
70. Which of the following functions as electronic pets in computerized home?
A) projection TV B) interactive screen C) creative line **D) robot**
71. Which become key component in the national economy?
A) banks B) computers C) companies D) software
72. In medical transcription the digitized data is converted back to
A) Data B) Video C) Picture **D) Sound**
73. ITES are delivered over.
A) Telecommunication networks B) Internet **C) a or b** D) None
74. Which refers to protecting data and computer system against dishonesty or negligence of employees?
A) physical security B) Data security C) personal security
D) personnel security
75. Ten commandments of computer ethics are written by
A) Norbert wiener B) Don parker **C) Computer ethics institute** D) SRI international

One Mark Test- Full Portion-9**I. Choose the correct answer:****(75*1=75)**

1. Star Office Writer will automatically
 - a) **Wrap the text to the next line**
 - b) Formatting the text
 - c) Aligning the paragraph
 - d) Correcting Spelling Mistakes
2. In Save As dialog box, the file name is given in
 - a) Name textbox
 - b) File list box
 - c) Save name list box
 - d) File name list box**
3. The most common types of text formatting are
 - a) **Bold, Italic, Underline**
 - b) Font Name, Style, Size
 - c) Font colour and highlighting
 - d) Alignments and indenting
4. In Character dialog box, which option used to make the selected text in bold, italic and underline?
 - a) Font
 - b) Type face**
 - c) Font style
 - d) Font face
5. Star Office Writer has an automatic spell check feature called
 - a) Auto Correct
 - b) Auto Spelling
 - c) Spell Correct
 - d) Auto spell Check**
6. In spelling check dialog box, the button used to skip the spelling change for the current word is
 - a) Ignore
 - b) Ignore once**
 - c) Ignore all
 - d) Change
7. In Insert Table dialog box, which textbox is used to give the name of the table?
 - a) Column
 - b) Row
 - c) Name**
 - d) Table Heading
8. Floating toolbar for insertion functions appears on the screen when we select the command
 - a) **View → Toolbars → Insert**
 - b) Insert → Toolbars
 - c) Edit → Insert
 - d) Tools → View → Insert
9. The margins for a particular page can be set to an approximate value using
 - a) Page Style dialog box
 - b) Paragraph dialog box
 - c) Rulers**
 - d) Format dialog box
10. The spreadsheet are made up of
 - a) Borders & Lines
 - b) Tables & Rows
 - c) Rows & Columns**
 - d) Cells & Lines
11. The formula appears in the input line of
 - a) Function bar
 - b) Object bar
 - c) Main toolbar
 - d) Formula bar**
12. In VisiCalc, the columns are numbered from
 - a) A to Z
 - b) A to BK**
 - c) A to IV
 - d) A to AZ
13. Worksheet data can be viewed in the form of
 - a) Formula
 - b) Pictures
 - c) Charts**
 - d) Images
14. The extreme bottom of the spreadsheet window is
 - a) Main toolbar, Object bar
 - b) Function bar, Object bar
 - c) Formula bar, Scroll bars
 - d) Status bar, Scroll bars**
15. Non-numerical entries are called
 - a) Text
 - b) Strings
 - c) Label**
 - d) Symbols
16. Which describes the format of specifying a formula?
 - a) **Function**
 - b) Expression
 - c) Syntax
 - d) Format
17. Which consists of usable sets of data?
 - a) **Information**
 - b) Record
 - c) Datum
 - d) Fields
18. Data such as names, address and phone numbers are stored in a(n)
 - a) Hierarchical database
 - b) Flat file database**
 - c) Network database
 - d) Relational database
19. The common field or fields are called
 - a) Primary key
 - b) Secondary key
 - c) Index key
 - d) Keys**
20. It is a new structure that has been generating a great deal of interest in recent years is
 - a) Hierarchical database
 - b) Relational database
 - c) Network database
 - d) Object oriented database**
21. Database wizard used to create a
 - a) **Database**
 - b) Table
 - c) Query
 - d) Report

22. Table design option is select from
a) Edit b) View **c) Insert** d) Tools
23. How many columns are in the Table Design window?
a) 7 b) 6 **c) 3** d) 4
24. The third column of the table design window is
a) Name Type b) Field Type c) Field Name **d) Description**
25. In Report Wizard, which window is used to choose the report types?
a) Grouping **b) Create report** c) Choose Layout d) Sort Options
26. Which of the following is not an animated film?
a) **Manithan** b) IceAge c) Sindbad d) Hanuman
27. Which are very effective in explaining difficult concepts and facts?
a) Multimedia Simulations b) Interactive Multimedia
c) Virtual Reality d) Multimedia Games
28. Which are typical examples of static images?
a) **Photographs** b) Graphics c) Videos d) Animations
29. The special hardware that improve the efficiency in the display of images called
a) Monitor quality **b) Vector graphics card** c) display car d) Resolution
30. Finding Nemo, Polar Express, Ice Age and Sindbad are
a) Games b) Multimedia elements **c) Animated films** d) Softwares
31. How many options displayed on the first page of the presentation wizard?
a) **Three** b) Two c) Four d) Five
32. Which option allows you to manually control the transition of slides?
a) **Default** b) Automatic c) Exact d) Static
33. Which gives effect to an object in a slide?
a) Master page b) Layouts **c) Custom Animation** d) Slide Transition
34. Which indicates the position where the slide will be inserted?
a) Flashing bar b) Horizontal bar **c) Vertical black bar** d) Mouse pointer
35. Which button in the Page Settings dialog box is used to change the background fill for all the slides?
a) **Yes** b) No c) Ok d) Cancel
36. Which refers to the kind of functions that can perform different tasks?
a) State **b) Behaviour** c) Tasks d) Object
37. Which of the following provides security to data?
a) Class **b) Data hiding** c) Base class d) Derived class
38. Basic types of elements essential for programming coding is
a) Data types b) Variables **c) Tokens** d) Constants
39. The exponential form of 58.64 is
a) 5.864E-1 b) 5.84E-2 **c) 5.864E1** d) 5.864E2
40. $x = 1 + \text{pow}(3, 2) * ((3 + 2) - (8 - 7) + 2)$; then x is
a) 42 b) 51 **c) 55** d) 54
41. The result of a relational operation is returned as
a) -1 or 0 **b) 0 or 1** c) 1 or 2 d) -1 or 1
42. Identify the control variable of the following snippet.
while (ctr <= y)
{
 res * = x;
 ctr + = 1;
}
- a) **ctr** b) y c) x d) res
43. switch selection expression must be of
a) floating type b) character type **c) integral type** d) any type
44. Which converts the data type of an expression to the data type of the variable on left?

- a) **C++ compiler** b) C++ interpreter c) C++ assembler d) assignment statement
45. The object file is linked with the essential libraries to generate a(n)
a) **Executable file** b) Source file c) Object file d) System file
46. If a declaration also sets aside memory for the variable, it is called as
a) Initialization b) Function c) Declaration **d) Definition**
47. The scope of formal parameters is
a) Global scope b) Class scope c) Local scope **d) Function scope**
48. How many ways the function can be invoked?
a) **Two** b) Three c) Four d) Five
49. Which reduces the speed of program execution?
a) **STACKS** b) Storage classes c) Tokens d) Functions
50. What type of values can be passed when calling a function?
a) **int** b) char c) float d) char array
51. The function strcpy(S1, S2)
a) **copies S1 to S2** b) appends S2 to end of S1
c) appends S1 to end of S2 d) copies S2 to S1
52. short fine [„A“] [„E“]; – declares a 2 – D table of
a) **65 columns, 69 rows** b) 65 rows, 70 columns
c) 70 columns, 69 rows d) 65 rows, 69 columns
53. The syntax of *getline()* function is
a) *getline(char*);* **b) *cin.getline(char*, no. of characters, delimiter);***
c) *getline(int);* d) *cout.getline(char*, no. of characters, delimiter);*
54. Which are the functions that perform specific tasks in a class?
a) Data members b) Constructors c) Destructors **d) Member functions**
55. The variable shared by all the objects of a class, has the data type
a) **static** b) auto c) extern d) private
56. By default the members of a class will be treated as
a) public b) protected c) global **d) private**
57. The objects declared outside the class cannot access members or functions defined under
a) **private** b) protected c) (a) or (b) d) public
58. Member function defined outside the class has the prototype as
a) **type class name::function name();** b) type function_identifier (arguments);
c) type function_name:: class_name(); d) class_name function_identifier (arguments);
59. When the objects are created, no separated space is allocated for
a) Objects b) Data members **c) Member functions** d) Static members
60. In overloaded function, which are not considered by the C++ compiler as part of the parameter list?
a) Dummy arguments b) Actual parameters c) Formal parameters **d) Default arguments**
61. The functionality of *++* operator can be extended to strings through
a) Members overloading b) Function overloading
c) Constructor overloading **d) Operator overloading**
62. When the operators are overloaded, the left hand object must be an object of the relevant class.
a) Unary operators b) Ternary operators **c) Binary operators** d) Bitwise operators
63. The memory space is allocated to an object by
a) Data members b) Objects **c) Constructor** d) Compiler
64. Which of the following cannot have arguments?
a) Constructor b) Operator functions c) Method **d) Destructor**
65. Which of the following cannot have the same name as the class name?
a) Constructor b) Destructor
c) Overloaded constructors **d) Member functions**
66. How many types of constructors available in C++?

- a) Only one b) Two **c) Three** d) Four
67. Which of the following is a power packed class?
a) Base class b) Parent class c) Super class **d) Derived class**
68. Which members of base class are not inherited, but they continue to exist?
a) static **b) private** c) protected d) public
69. The transitive nature of inheritance is reflected by
a) Single inheritance b) Multiple inheritance
c) Multilevel inheritance d) Hierarchical inheritance
70. Which unit enables data storage and management?
a) Touch and voice control b) Audio player c) Interactive screen **d) Archive unit**
71. Which is built largely on the foundational systems in healthcare?
a) Medical Transcription b) Education **c) Tele-medicine** d) Call center
72. The key for effective and profitable use of IT in organizations is
a) Call center **b) Data Management** c) Website services d) Data Digitization
73. Which are high growth areas for ITES?
a) **BFSI and Pension Services** b) Tele-medicine and e-Governance
c) Call center and Data management d) Website services and Data digitization
74. Which are common tools that permit only authorized access to the system?
a) **Users IDs and passwords** b) Email IDs and passwords
c) Registration IDs and passwords d) Locker IDs and passwords
75. Which of the following is not a way of protection?
a) Physical security b) Personal security c) Personnel security **d) Piracy**

One Mark Test- Full Portion-10

- I. Choose the correct answer:-** (75 * 1 = 75)
1. To move the insertion point with the keyboard the _____ combination should be used.
a) Arrows + other key **b) ctrl + other key** c) alt + other key d) function + other key
2. If the key combination is joined with a plus sign the first key must be pressed and _____ the second key is to be _____.
a) Held down, clicked **b) clicked, held down** c) pressed, held down d) held down, pressed
3. What helps the reader to see how the document is divided into paragraphs?
a) Visual aid **(b) Visual clue** (c) Visual format d) visual design
4. Increase indent, indents the paragraph _____ from the _____ margin
a) ¼, left **b) ½, left** c) ¼, right d) ½, right
5. _____ button is clicked to skip all occurrences of the word.
a) Skip b) Skip once c) Ignore once **d) ignore all**
6. The _____ key also may be used to select the spelling command.
a) F2 b) F3 **c) F7** d) F1
7. By default a cell includes a _____.
a) Square b) height **c) border** d) Grid
8. _____ controls the star office to how close the document is printed to the edge of the paper.
a) Ruler b) Margin guide c) Margin controls **d) margin**
9. Which is a list of options in Header/Footer tab?
a) Field b) submenu c) page style d) Insert
10. Non numerical entries are called as _____.
a) Strings b) literals **c) label** d) entities
11. VisiCalc contains _____ rows and _____ columns.
a) 63,254 **b) 254,63** c) 254,254 d) 63,63
12. Which of the following is not a comparative operator?
a) >= b) != c) <= **d) +=**
13. _____ addressing is the default type of cell addressing used in the star Calc.
a) Absolute **b) relative** c) data d) Function

14. How many characters are there in a cell?
a) 255 b) 254 c) 257 d) **256**
15. The caret operator is used for
a) **Exponentiation** b) division c) multiplication d) subtraction
16. Which is the short cut icon to select and insert functions?
a) Category b) Fill series c) **Function autopilot** d) Functional autopilot
17. A column in a star office base table represents ____
a) File b) record c) structure d) **field**
18. Sophisticated data types are called
a) **User defined** b) built in c) primitive d) float
19. To create a new table ____
a) Point to table in <Database> pane b) Point to table in the explorer pane and right click
c) **a or b** d) none of these
20. _____consists of Auto filter icon.
a) Filter bar b) Menu bar c) **toolbar** d) Explorer bar
21. Designing a for using the autopilot is similar to create a query using ____
a) Form → New → Auto Pilot b) New → Form → autopilot c) autopilot → new → create
d) **none of these**
22. Which of the statements is false?
a) Sorting arranges records in a table according to specific criteria.
b) Information consists of usable data.
c) **Star base allows to use three types of filters.**
d) A filter is also a type of query.
23. Which of the following is a component of a database?
a) Table b) Record c) field d) **All the above**
24. In star base _____field types can be used.
a) 15 b) 25 c) 10 d) **20**
25. In the lower part of the window _____is displayed
a) **status bar** b) tool bar c) table format pane d) field properties pane
26. A high end _____of the games is the flight simulator.
a) variety b) **visual** c) existence d) extension.
27. Both GIF/JPG formats are _____static bitmap images.
a) enhanced b) **compressed** c) clear d) pixel
28. GIF is limited to _____bit palette
a) 4 b) **8** c) 16 d) 2
29. 2D animations are broadly classified into _____categories.
a) 1 b) **2** c) 3 d) 4
30. The _____image files are lossy format.
a) **JPEG** b) GIF c) PNG d) BMP
31. In the star office impress presentation regard there are _____options.
a) 1 b) **2** c) 3 d) 4
32. _____ of page spin box allows you to specify the duration of the specified file
a) time b) length c) interval d) **duration**
33. To scale and fit several slides into a page _____view is used.
a) master view b) Notes c) **handouts** d) outline
34. To define the order of the slide show, click on
a) slide show b) view c) custom slide show d) **slide sorter**
35. The slide layout called, _____is suitable.
a) **"Title, Text"** b) "Text, Top" c) "Top, Title" d) "Title, Title"
36. The solutions to the problem are in the form of computer program or ____
a) System software b) **application software** c) hardware d) human ware
37. The set of expected items must be the _____of the computer program.
a) **input** b) output c) processing d) raw data

38. What is the escape sequence for bell?
 a) \a b) \n c) \t d) \b
39. How do you represent a number $8564 * 10^{-2}$ in exponential form?
 (a) 8586 E2 **b) 8564E-2** c) 85.64E-2 d) 8.564 E3
40. What are the component selection operators?
 a) . (direct) **→b) -> (Indirect)** c) = (Equal) **d) both (a) and (b)**
41. float a; a = 7/3; what will be the value stored in the variable a?
 a) 2.3 b) 2 c) 3 d) 2.0
42. The operator _____ is called insertion and _____ is called extraction operator.
 a) >>, << **b) <<, >>** c) <,> d) >,<
43. Switch statement must be evaluated only to an _____ constant only.
 a) Integer b) Char c) float d) variable
44. _____{---}<condition>; give the keyword.
 a) while b) if **c) do-while** d) for
45. Association of the assignment statement is
a) right to left b) left to right c) top to bottom d) bottom to top
46. How many methods are there for assigning a value to a variable.
 a) 2 b) 3 **c) 4** (d) 1
47. main(). What is the returning type of the function?
 a) void **b) int** c) float d) double
48. A block of code begins and end with
 a) {} b) [] c) () d) {};
49. _____ array consists of a finite homogeneous elements.
a) one dimensional b) two dimensional c) multi d) three
50. String manipulators are defined in _____ file
 a) <ctype.h> **b) <string.h>** c) <Stdio.h> d) <iostream.s>
51. int array[8][7]; What is the size of the array in bytes?
 a) 112 b) 110 c) 212 d) 200
52. Bjarne Stroustrup named C++ as _____
a) C with classes b) advanced C c) D d) Deep C
53. The class body has _____ access specifiers
 a) 2 **b) 3** c) 1 d) none
54. class access specifiers are also known as
 a) specifiers b) class depth **c) visibility labels** d) accessibility options
55. Instruments allowing only selected access of components to objects and to members of other classes is called _____
 a) data hiding **b) data abstraction** c) data default d) none of these
56. A Class contains
 a) **data members and member functions** b) variables and functions c) functions d) variables
57. In a class data members are also called as _____
 a) Abstract b) properties **c) attributes** d) dimensions
58. Polymorphism is achieved through
 a) Inheritance b) encapsulation **c) overloading** d) overriding
59. Each overloaded function must differ
 a) **by number of arguments** c) by type of arguments
 b) either by number of arguments or by data types of arguments d) none of these
60. During integral promotion a char type can be converted into
 a) int b) float c) double d) all the above.
61. Which of the following does not return a value?
 a) void function b) inline function c) constructor and destructor **d) both (a) and (c)**
62. Which of the following is true?
 a) **compiler generates a constructor in the absence of the user defined one.**
 b) compiler does not generate a constructor at all.
 c) Compiler generated constructors overrides the used defined constructor.

- d) compiler generates more than one constructor for a class.
63. _____ are invoked in the reverse order
 a) constructors b) member functions c) **destructors** d) inline function
64. Which of the following is not true?
 a) copy constructor is invoked when an object is passed as a parameter to a member function
 b) **Copy constructor is invoked whenever an object is created.**
 c) copy constructor is invoked when a member function returns a object
 d) copy constructor is invoked when an object is passed by reference to constructor.
65. The class from which the derived class is created is called
 a) **base class** b) power class (c) rich class (d) superior class
66. class xclass : public yclass. Which is true?
 a) xclass is the base class b) yclass is the base class
 c) **yclass is the derived from x class** d) yclass is the derived class
67. When a sub class inherits from a multiple class it is known as inheritance
 a) single b) **multiple** c) hybrid d) hierarchical
68. Which of the following enables data storage and management?
 a) LCD screen b) Pictures phone c) **Archive unit** d) speakers
69. _____ are the small compartments with a screen , speaker and a scent to derive emotional comfort.
 a) **Emotion containers** b) Small containers c) emotional units d) none
70. _____ can function as electronic pets.
 a) ceramic audio b) memo pads c) **Robots** d) Archive units
71. which of the following is a IT enabled service?
 a) **e – Governance** b) Word processor c) Spreadsheet d) Database
72. Which of the following is sometimes defines as telephone based shared service?
 a) data digitization b) **call center** c) data management d) BCR
73. Who among the following began to examine the unethical and illegal uses of the computers by computer professionals in mid 1960s in Menlo park California?
 a) **Donn Parker** b) Norbert wiener c) Bill Gates d) Charles Babbage
74. General guidelines for computer ethics are needed for _____
 a) protection of personal data b) computer crime c) cracking d) **all the above.**
75. _____ is the illegal access to the network or computer system.
 a) piracy b) Virus c) **Cracking** d) security

One Mark Test- Full Portion-11

I. Choose the correct answer:

(75 * 1 = 75)

1. Which key combination brings the cursor to the end of the document?
 a)end b)down c) **ctrl + end** d)shift+end
2. Which one of the following is not a word processor?
 a)lotus amipro b) **StarOffice calc** c)word pro d)word perfect
3. ----- option can be used to indent the line of the paragraph.
 a)line b)paragraph c) **first line** d)line spacing
4. ----- shortcut key is used to save the document.
 a)alt+s b)shift+s c) **ctrl+s** d)tab+s
5. Scrolling a document does not move the ____
 a)arrow b)horizontal line c)operator d) **insertion point**
6. The maximum point size of a font is _____
 a)8 b)48 c) **72** d)75
7. ----- is a named set of defaults for formatting text.
 a)font b) **style** c)bullet d)numbering
8. ----- shortcut key is used for center alignment of a paragraph.
 a)ctrl+C b) **ctrl + E** c)ctrl+J d)ctrl+R
9. The paragraph is indented by _____ inch from the left margin, whenever increase indent icon is clicked.
 a)1/4 b)3/4 c) **1/2** d)1

- 10.----- fonts are decorative.
 a)**fajita** b)arial c)verdana d)times new roman
11. option is very useful for correcting the spelling of the commonly misspelled words in star office writer.
 a)Auto spell check b)Tools→spelling→check c)**Auto correct** d)Auto format
- 12.In auto correct dialog box the replacement word is typed in the_____text box.
 a)Replace b)change c)**with** d)replace with
- 13.----- command is used to delete a table.
 a)**Table → Delete → Table** b)Table→Delete→Row c)Table→Delete→column
 d)Tools-→delete→table
- 14.----- key is pressed to add a new row in a table.
 a)home b)**tab** c)end d)right arrow
- 15.If_____key is pressed, then only the entries are deleted in the selected table.
 a)Tab b)Backspace c)**Delete** d)ctrl+alt
- 16.Which of the following is not involved in data processing?
 a)Verification of data b)Data collection c)**storing the data** d)validation of data
- 17.The default bottom margin is_____
 a)1.25 inches b)1.5 inches c)**1 inch** d)1.75 inches
- 18.In-----orientation the length of the document is more than the width.
 a)Landscape b)paper source c)paper format d)**portrait.**
19. ----- option is used to change the margin of the document.
 a)View→scale b)**View → ruler** c)Edit→ruler d)file→ruler
- 20.Graphic representation of numbers are known as-----
 a)pictures b)**charts** c)font d)table
- 21.In Staroffice Calc, Non-numerical entries are called -----
 a)**label** b)operators c)text d)none
- 22.----- is a first electronic spread sheet.
 a)lotus 1-2-3 b)improve c)**VisiCalc** d)Excel
- 23.Lotus corporation developed_____
 a)excel b)**improve** c)calc d)Quattro pro.
- 24.----- operator does not return numerical results.
 a)+ b)% c)- d)**≡**
- 25.-----function is used to find square root of a number in star office calc.
 a)SQUARE b)SOT() c)**SQRT()** d)SQRC()
- 26.----- option will print the work sheet with grids.
 a)Format→sheet b)**Format → page** c)Format→grid d)File→print→grid
- 27.---- cell addresses do not change when copied.
 a)Relative b)**Absolute** c)range d)row
- 28.Which of the following is not a field type in star office base?
 a)Text b)number c)Yes/no d)**information**
- 29.----- is the process of arranging the data in a table.
 a)**sorting** b)Query c)form d)report
- 30.Databases can be classified into_____types.
 a)4 b)2 c)**5** d)8
- 31.----- uniquely identifies the record in a table.
 a)Tab b)**primary key** c)key d)record pointer
- 32.Expand:SQL
 a)System Query Language b)Specific Query Level
 c)Specific Query Language d)**Structured Query Language**
- 33.----- is also a type of Query.
 a)**filter** b)record c)report d)form
- 34.Spread sheet is an example for___data base.
 a)relational b)**flat-file** c)network d)none
- 35.Filter used with a condition is called----- filter.

- a)Auto filter **b)Standard filter** c)condition filter d)none
- 36.Which are combined to solve a problem in object oriented programming?
a)Data&control b)data&variable **c)data & operations** d)none.
- 37.Which of the following reduces software complexity?
a)inheritance **b)polymorphism** c)encapsulation d)abstraction
- 38.Which of the following is an invalid identifier?
a)sum12 **b)1rank** c)text d)_text
- 39.The operators used only the preprocessors are _____
a)# b)## c)### **d)a&b**
- 40.The escape sequence character to display a backslash is _____
a)\\ b)\o c)\v **d)**
- 41.The operator ++ is called _____operator.
a)decrement b)integer c)float **d)increment**
- 42.How many methods are there for assigning data to the variables in c++?
a)1 **b)2** c)3 d)4
43. Which statement is used to terminate every action block of switch statement?
a)for b)case **c)break** d)continue
44. Which is the assignment operator?
a)< b)= = **c)≡** d)+ =
45. Which special character is used to represent the end of string?
a)' \0 ' b)\a c)' o ' d)' o \
- 46.A program written in high level language is called.
a)executable code b)object code **c)source code** d)machine code
47. Which reduce the size of program?
a)Variables b)key words c)instructions **d)functions**
48. In call by value method,the flow of data is always from the _____statement to the function definition.
a)declaration b)return **c)call** d)control
- 49.Which are provided to the computer by the function prototype?
a)number of argument b)type of argument c)return type **d)all of these**
- 50.A variable declared above all blocks and functions has the scope of a
a)local b)file c)class **d)function**
51. The array index always starts with____
a)>o **b)zero** c)<o d)none
- 52.Int days [] = {1,2,3,4,5,6,7}; In this statement what is the size of the array?
a)4 b)5 c)6 **d)7**
53. Which of the following copies source string to target string?
a)strcpy() b)copystr() c)strcopy() d)strc()
- 54.Which of the following are the parts of a class specification?
a)Pointer&arrays b)Arrays&functions
c>Data types&pointers **d)class declarations&class functions definitions**
- 55.For which data member of a class,only one copy is credited?
a)inline b)private c)public d)static
- 56.The members of a class are accessed using the operator _____
a)comma(,) **b)dot(.)** c)plus(+)
d)semicolon(;)
- 57.Which member variable's initial value is done outside the class?
a)extern b)register **c)static** d)auto
- 58.The private data of a class can be accessed only through_function.
a)void b)inline **c)friend** d)all of these
- 59.Which is referred as a key feature of object oriented programming?
a)data hiding b)encapsulation c)object d)data members
- 60.Which class inherits the properties of the base class?
a)new class **b)derived class** c)old class d)none

61. The return type of overloaded functions _____
 a) must be different type **b) may or may not be same data type** c) must be same data type
 d) none
62. To concatenate string use the function _____
a) strcat() b) strein() c) strepy() d) strcon()
63. The constructor without parameters is called _____
 a) operator constructor b) function constructor c) method constructor
d) default constructor
64. Which of the following functions return nothing?
 a) inline b) friend c) member **d) constructor & destructor**
65. add (add&a) is called _____ constructor.
 a) parameters constructor b) object **c) copy** d) default
66. Constructor should be declared under the scope_ _____
 a) private b) protected c) pointer **d) public**
67. The advantage of inheritance is are _____
 a) consistency of inheritance b) code sharing c) reusability of code **d) all of these**
68. When a class is derived by private access specifier, the public members of base class are inherited as _____ of derived class.
 a) public members **b) private members** c) protected members d) none
69. A class from which other classes are derived is called.
 a) sub class b) derived class **c) base class** d) method class
70. How many percentage of computer usages is "word processing"?
 a) 90% b) 75% c) 60% **d) 85%**
71. Which features allow to sing along with the audio coming from the original source?
 a) archive units b) book shelf **c) kara-oke** d) memo frame
72. Which of the following have ensured that many traditional services are IT enabled?
 a) data bases b) word processors c) spread sheets **d) all of these**
73. Which is critical for success of ITES?
 a) computer crime b) computer virus c) computer time **d) computer ethics**
74. In which period, many universities introduced format course in computer ethics?
 a) 1970's b) 1980's c) 1960's **d) 1990's**
75. Which of the following laws prevent computer crimes in India?
 a) IPC b) legal c) computer **d) cyber**

One Mark Test- Full Portion-12

I. Choose the correct answer:-

(75*1=75)

1. The _____ is a named set of defaults for formatting text.
 a) Highlighting **b) Styles** c) Formatting d) Editing
2. The _____ button is used to skip the spelling change for the current word.
 a) Change **b) Ignore once** c) Add d) Replace
3. _____ tool bar is used to change the borders of the table
 a) Formatting b) Floating **c) Table floating** d) None of these
4. _____, _____, _____ command is used to delete the selected columns
 a) **Table → Delete → Columns** b) Delete → Columns
 c) Table → Columns → Delete d) None of these
5. _____ can be used to see the page format change on the screen.
 a) Page preview b) Print preview c) Preview **d) None of these**
6. The default width of page in default orientation is _____
 a) **8.5 inch X 11 inch** b) 11 inch X 8.25 inch
 c) 11 inch X 8.5 inch d) 8.5 inch X 1 inch
7. Graphic representations of numbers are known as
 a) Pictures b) Graphs c) Drawings **d) Charts**

8. Non-numerical entries are called
 a) Text b) Characters c) **Labels** d) All of these
9. The _____ is the sequence of characters used in a formula.
 a) Identifier b) Variable c) **Cell address** d) Value
10. The _____ command is used to generate a series
 a) Edit b) Series → down c) Series → left d) **Fill**
11. You can automatically perform specified calculating using
 a) Functions b) Formulae c) **Operators** d) Worksheet
12. The syntax of formula begin with _____ sign
 a) a caret b) a plus c) **an equal** d) a slash
13. For drawing line, circles, ellipses, squares & rectangle click on
 a) draw function b) ellipse icon
 c) **show draw function icon** d) insert function icon
14. A table column represents a(n)
 a) Structure b) File c) **Field** d) Record
15. A screen that displays data for a single record is called a(n)
 a) Form b) **Flat-File database** c) Report d) Query
16. The two types of filters are _____ and _____
 a) Auto filter, Remove filter b) Standard filter, Default filter
 c) (a) or (b) d) **Auto filter, Default filter**
17. _____ is used to insert a form into another form.
 a) **Add subform** b) Subform c) Form d) Insert form
18. The two types of reports are _____ and _____
 a) Standard, Dynamic b) **Static, Dynamic** c) Dynamic, Default d) Static, Standard
19. Information is known as
 a) Unorganized data b) Raw data c) **Processed data** d) Collection of data
20. To select all the fields at the same time in the field selection window the _____ button is clicked
 a) > b) **>>** c) < d) **<<**
21. When a field is declared as a primary key
 a) A small black key appears to the left of the field b) A small key appears to the left of the field
 c) **A small yellow key appears to the left of the field** d) None of these
22. How many steps are there in the report wizard window?
 a) **6** b) 7 c) 8 d) 9
23. The video files are heavy because of the following
 a) Image size b) Color depth c) Frame rate d) **All of these**
24. AIFF format was developed by
 a) Real Networks b) **Apple** c) Micro soft d) IBM
25. _____ is the extension for Quick time format
 a) **.mov** b) .wam c) .qtf d) .wmv
26. The technique that provides an environment experienced by users as similar to reality is
 a) **Virtual reality** b) Vector graphics c) Animation d) Modeling
27. Which of the following tags is not used to launch helper applications?
 a) <embed> b) **<bgsound>** c) <applet> d) <object>
28. A „slide show“ is a series of pages that are
 a) Video presentation b) Multimedia presentation
 c) **Present information on specific topic** d) Animated picture clips
29. A presentation can be created from scratch or from
 a) New presentation b) **Using template** c) Exiting presentation d) None of these
30. To select an object that is covered by another object, hold down _____ key and click the object.
 a) Alt b) Enter c) **Ctrl or Shift** d) Esc
31. _____ window allows us to quickly jump from one slide to other slide or move between open files
 a) Explorer b) **Navigator** c) Media player d) None of these
32. _____ is used preview movie or sound files in a slide.

33. _____ model entities in the real world.
 a) Explorer b) Navigator c) **Media player** d) None of these
34. _____ model entities in the real world.
 a) Application b) **Object** c) Variable d) Data
34. Binding of data and member functions together is called.
 a) **Encapsulation** b) Polymorphism c) Object d) Inheritance
35. In which year was C++ developed?
 a) 1970's b) 1990's c) **1980's** d) 1960's
36. C++ was coined by whom?
 a) Dennis Ritchie b) **Rick Mascitti** c) Bjarne Stroustrup d) Bob Frankston
37. What is the value stored in x? float x=7/3
 a) 1 b) 2 c) **2.33** d) 0
38. Evaluate the value of the expression 5<4&&8+9?
 a) 1 b) **0** c) 9 d) 17
39. Basic statements in C++ are constructed using
 a) **Tokens** b) Constants c) Identifiers d) Variable
40. How many methods are there for assigning data to the variables in C++?
 a) 2 b) **4** c) 3 d) 5
41. Switch expression should be evaluated to an _____ data type only
 a) char b) enum c) **int** d) All of these
42. What will be the output of the following snippet
 for(int ctr=1;ctr<10;ctr++)
 {cout<<ctr;
 ctr=1;}
 a) 1,2,3,4,5,6,7,8,9,10 b) 1,1,1,1,1,1,1,1,1,1 c) Indefinite d) **1,2,3,4,5,6,7,8,9**
43. Nested ifelse statement can be replaced by the statement of
 a) select-case b) **switch-case** c) for d) do...while
44. Which function executes faster but requires more memory space?
 a) **Inline** b) cout c) Cin d) None of these
45. A function can be invoked or called by its
 a) Parameters b) References c) **Name** d) All of these
46. _____ statement marks the end of the function and also transfers control to the statement after call statement.
 a) Goto b) Continue c) **Return** d) Break
47. "Cracking" comes under
 a) Data security b) **Computer crime** c) Website service d) Transcription
48. Which of the following is NOT true, related to function?
 a) The actual parameters can be passed in the form of constants of the formal parameter of value type
 b) The actual parameters can be passed only as variables to formal parameters of reference type
 c) **The default vale in the formal parameters can be given in between the argument list.**
 d) The default value for an argument can be given in between the argument list.
49. _____ parameters are required for write function
 a) Three b) Four c) **Two** d) Five
50. A character array should be terminated with a _____ character.
 a) "0" b) ,/0" c) **"\0"** d) ,,0\"
51. An integer array with indexes from 0 to 4, all having value 1 may be declared and initialized as a)
 int x[4]={ 1 }; b) **int x[4]={1,1,1,1};**
 c) int x[5]={ 1,1,1,1,1 }; d) int x[]={ };
52. _____ member variable are initialized only once when the first object of its class is created
 a) Private b) Inline c) **Static** d) Public
53. Class comprises of
 a) Member functions b) Data members c) **Both (a)&(b)** d) Either (a)or(b)
54. In C++ the class variables are known as

- a) **Object** b) Attributes c) Method d) None of these
55. The members of a class are accessed using the _____ operator
a) Comma b) **Dot** c) Plus d) Semicolon
56. Every class declaration is terminated by?
a) ,(comma b) . (dot) c) :: (scope resolution) d) **;(semicolon)**
57. A member function calling another member function directly without using the dot operator is called
a) **Nesting of member function** b) Repeating member function
c) Looping of the member function d) All of these
58. Which of the following is a membership operator?
a) **.** b) **;** c) **:** d) **,**
59. The mechanism of giving special meaning to an operator is called
a) Method overloading b) Constructor overloading
c) Function overloading d) **Operator overloading**
60. ----- and ---- are the two combo boxes available in the Find and Replace dialog box.
a) **Search for, replace with** b) search for, replace for c) find with, search for
d) replace with, replace for
61. Which option enables to quit from StarOffice?
a) close b) end c) **exit** d) quit
62. A text without any ---- can have monotonous appearance.
a) **formatting** b) highlighting c) editing d) indenting
63. + operator can be used for
a) Concatenation b) Addition c) Increment d) **Both (a) and (b)**
64. Which of the following is false?
a) **Constructor and member function have same name**
b) Class and destructor have same name
c) Constructor and destructor have same name
d) Class and constructor have same name
65. When a class object goes out of scope, a special function called the _____ gets executed
a) **Destructor** b) Constructor c) Object d) both (a) and (b)
66. Constructor returns
a) Boolean b) Character c) Integer d) **Nothing**
67. The constructor with out parameters is called
a) Operator constructor b) Function constructor
c) Method constructor d) **Default constructor**
68. Which must be used between derived and base class?
a) ; b) ! c) :: d) **:**
69. _____ of the base class are not inherited
a) Access specifiers b) Destructors c) **Constructor** d) None of these
70. Which of the following are executed in the order of inherited class?
a) Destructors b) Abstract class c) Concrete class d) **Constructors**
71. ATM is an example for
a) e-shopping b) **e-banking** c) Transcription d) Digitization
72. Which prevents people from acquiring bad habits?
a) Archive unit b) **Emotion containers** c) Camera d) Speakers
73. The facility that allows the user to speak into special device called _____ and then convert the speech into letter
a) Gramophone b) Autophone c) **Dictaphone** d) Microphone
74. BFSI stands for
a) **Banking, Financial Services and Insurance** b) Banking, Finding Services and Intruder
c) Banking, Financial Services and Intrude d) Banking, Financial System and Insurance.
75. Ten commandments of computer ethics are written by
a) Norbert Wiener b) Donn Parker c) **Computer ethics institute** d) SRI international

One Mark Test- Full Portion-13**I. Choose the correct answer:-****(75*1=75)**

1. In StarOffice Writer the flashing vertical bar is called as
a) End of document marker b) cursor **c) insertion point** d) insertion bar
2. In StarOffice writer entering a new text or modifying the existing text in a document is known as
a) Formatting b) hanging c) word processing **d) text editing**
3. The special kind of indent used for numbered list is
a) **Hanging indent** b) left indent c) right indent d) numbered indent
4. Which keyboard shortcut is used to display Help in StarOffice Writer?
a) F7 **b) F1** c) Shift+F1 d) Ctrl+F1
5. Which is a shortcut for spell check in StarOffice Writer?
a) **F7** b) F6 c) F5 d) F8
6. In StarOffice Writer, the simplest way to add a row is to press-----in the last row of the table.
a) Shift+Tab b) Spacebar **c) Tab** d) Esc
7. The table formatting toolbar icon that combines two or more cells into a single cell is
a) Split cell **b) merge cell** c) optimize d) table variable
8. In which orientation the length of a document will be more than the width?
a) Landscape b) legal c) normal **d) portrait**
9. If the ruler is not displayed in StarOffice writer screen which option is clicked?
a) Edit→ruler **b) view → ruler** c) format→ruler d) tools→ruler
10. A continuous group of cells in a worksheet is called
a) **Range** b) intersection c) merging d) sorting
11. Which command is used to generate a series in StarOffice Calc?
a) Cell reference b) copy **c) fill** d) cut
12. Predefined formulae that are available in StarOffice calc are
a) Relative cell addressing b) cell address c) absolute cell addressing **d) functions**
13. In StarOffice calc which command is used to change the width of the column in a worksheet?
a) Insert→column→width b)insert→width→column c) format→column→insert
d) format → column → width
14. Which of the following icons provides to generate a scrolling screen within a worksheet?
a) Insert formulae b) insert OLE object **c) insert floating frame** d) insert chart
15. Which option on the file menu can be used to preview a worksheet before printing?
a) **Page view** b) page setup c) print d) page setup default
16. The function used to find the square root of a given number is
a) Sqr() **b) sqrt()** c) sqt() d) square root()
17. What is the expansion of SQL?
a) Syntax Question Language **b) Structured Query Language** c) Syntax Query Language
d) Structured Question Language
18. To insert the spreadsheet calc in StarOffice writer select
a) edit→paste **b) edit → paste special** c) format→paste d) tools→ paste special
19. a database that consists of a single data table is
a) **Flat-file** b) Relational c) Hierarchical d) Network
20. Which of the following displays the fields of a record in well spaced out manner?
a) Query b) Report **c) Form** d) Table
21. Which icon us pressed to displays the records in original order after sorting?
a) **Remove filter/sort** b) Delete filter/sort c) Exclude filter/sort d) Delete sort/filter

22. Which helps to format the worksheet with predefined styles and colours?
 a) Auto style sheet b) Auto colour sheet **c) Auto format sheet** d) Auto sheet
23. Each row in a table represents
 a) **Record** b) Field c) File d) Database
24. In StarOffice Base, how many field types can be used?
 a) 14 **b) 20** c) 11 d) 12
25. Which of the following is the special view of the data in a table?
 a) Sorting b) Filtering **c) Queries** d) Editing
26. Which of the following filters is with a condition
 a) Auto filter b) sort filter c) filter **d) standard filter**
27. MPEG stands for
 a) Moving Pictures Expression Group **b) Moving Pictures Experts Group**
 c) Model Pictures Experts Group d) Morphing Pictures Experts Group
28. Conversion of analog sound waves to a digital format is called
 a) Echo b) sound forge c) frequency **d) sampling**
29. Which of the following is a technique to blend two or more images to form a new image?
 a) Warping **b) morphing** c) modeling d) animating
30. In which year real audio format developed?
 a) 1982 **b) 1995** c) 1994 d) 1981
31. Which tag is used to add in-line sound to a web page?
 a) <inline> **b) <bgsound>** c) <sound> d) <helper>
32. To create a new presentation using a template press
 a) Alt+Shift+N **b) Shift + Ctrl + N** c) Shift+N d) Alt+F+N
33. To start a slide presentation, press
 a) F1 b) F2 c) F11 **d) F5**
34. To change the slide background, choose
 a) File→Page→Background **b) Format → Page → Background**
 c) Edit→Page→Background d) View→Page→Background
35. In StarOffice impress to open style list the key to be pressed is
 a) F1 **b) F11** c) F2 d) F5
36. To print in StarOffice, the key combination to be pressed is
 a) Alt+P b) Alt+F+P **c) Ctrl + P** d) Ctrl+F+P
37. A kind of self-sufficient subprogram with a specific functional area is called
 a) Class **b) object** c) structure d) array
38. Which of the following reduces software complexity in object oriented programming?
 a) Encapsulation **b) polymorphism** c) inheritance d) abstraction
39. C++ was developed by
 a) Dennis Ritchie b) Norbert Weiner **c) Bjarne Stroustrup** d) James Gosling
40. What is the prefix character that used to present escape sequence?
 a) \ b) * c) + d) /
41. How many storage specifiers are there in C++?
 a) 3 **b) 4** c) 5 d) 2
42. In C++ which is called exit check loop?
 a) **Do...while** b) while c) for d) if
43. How many steps are involved in medical transcription?
 a) 2 b) 4 **c) 3** d) many

44. Computer ethics has its root in the work of
 a) Charles Babbage b) Herman Hollerith c) Blaise Pascal **d) Norbert Weiner**
45. Which of the following is an invalid identifier?
 a) Test b) sum12 **c) new** d) reg_no
46. Which of the following modifier increases the bytes for a particular data type?
 a) Short **b) long** c) unsigned d) signed
47. The range of 'int' data type in C++?
 a) -32678 to 32678 b) -32767 to 32767 c) -32767 to 32768 **d) -32768 to 32767**
48. The declaration for the object cin are available in a header file called
 a) Stdio.h b) conio.h **c) istream.h** d) ostream.h
49. Which of the following is called the extraction operator?
 a) < b) << c) > **d) >>**
50. Which statement forces the next iteration of the loop to take place, skipping any code in the current iteration?
 a) Break **b) continue** c) default d) exit
51. The appropriate declaration statement to initialize the variable 'name' with the value 'Computer Science' is
 a) Char name='Computer Science'; b) char[] name='Computer Science';
c) char name[] = 'Computer Science'; d) char name()='Computer Science';
52. The machine readable form of a program is called
 a) Source file **b) object file** c) executable file d) assembly file
53. Parameters that are associated with function call statement are
 a) Formal parameters **b) actual parameters** c) local parameters d) global parameters
54. The default return type of a function in C++ is
 a) Char b) float **c) int** d) void
55. Which of the following is called scope resolution operator?
 a) : operator **b) :: operator** c) ; Operator d) , operator
56. Which of the following is a valid function prototype?
 a) Float average(a,b) b) float product(int a,b) **c) int fun(int a, int b, double pi=3.14)**
 d) int display(int a=2,int b);
57. Determine the number of elements in the following declaration: int a[10][8];
 a) 18 **b) 80** c) 10 d) 2
58. To treat spaces as part of string literal, one has to use
 a) Scanf() b) cout() c) cin() **d) gets()**
59. A character array should be terminated with a
 a) **\0** b) /0 c) \n d) /n
60. The private members of a class can be accessed by special functions called
 a) Static functions b) private functions **c) friend functions** d) public functions
61. Member functions of a class are called
 a) Procedures **b) methods** c) attributes d) sub-programs
62. Which members of a class can be accessed by the members of inherited class
 a) Public **b) protected** c) private d) static

Read the following C++ program carefully and answer the question from 63 to 65

```
#include<iostream.h>
#include<conio.h>
class item
```



```

{
    int code, quantity;
    float price;
    void getdata()
    {
        cout<<"\n enter code, quantity, price";
        cin>>code>>quantity>.price;
    }
protected:
void compute()
{
    if (quantity>500)
        tax=4000;
    else
        tax=2500;
}
public:
float tax;
void putdata()
{
    cout<<"\n Code:"<<code;
    cout<<"\n Quantity:"<<quantity;
    cout<<"\n Price:"<<price;
    cout<<"\n Tax:"<<tax;
}
};
void main()
{
    item i;
}

```

63. Memory allocation for instance 'I' is
a) **12 bytes** b) 10 bytes c) 8 bytes d) 16 bytes
64. Public data member in the above class definition is
a) Code b) quantity c) price **d) tax**
65. Method that can be accessed by object 'I' is
a) Getdata() b) compute() **c) putdata()** d) quantity()
66. Which of the following C++ operators can be overloaded?
a) :: b) . c) ?: **d) +**
67. Which overloading can be applied to constructor?
a) Operator b) procedure **c) function** d) class
68. Derived class inherits what from its base class
a) **Properties** b) name c) size d) scope
69. The default visibility mode is
a) Public **b) private** c) protected d) protect
70. Which amongst the following is executed in the order of inheritance?
a) Destructor **b) constructor** c) class d) object

71. The mechanism of giving special meaning to an operator is called
 a) **Operator overloading** b) function overloading c) inheritance d) object
72. The constructor function name has the same name as that of
 a) Scope **b) class** c) function d) instance
73. Which is executed when a class goes out of scope?
 a) **Destructor** b) constructor c) overloading d) declaration
74. The constructor without parameter is called as
 a) **Default constructor** b) copy constructor c) parameterized constructor
 d) overloading constructor
75. Which enables online educational programs leading to degrees and certifications?
 a) Banking b) e-Shopping c) e-Banking **d) e-Learning**

One Mark Test- Full Portion-14

I. Choose the correct answer:-

(75*1=75)

1. In Star Writer, while correcting the spelling mistakes, the button clicked to skip all occurrence of the word is
 a) Ignore **b) Ignore All** c) Change d) Change All
2. Key pressed to move forward through the cells of the table in StarOffice writer is
 a) **Tab** b) Shift+Tab c) Ctrl+Tab d) Ctrl+Shift+Tab
3. In StarOffice Writer which of the following dialog boxes appears when table → table properties command is used
 a) Table property b) Table properties **c) Table format** d) Table wizard
4. In StarOffice Writer the area at the bottom of the page is
 a) Portrait b) Landscape c) Header **d) Footer**
5. Which key should be pressed to insert a blank line in a StarOffice writer document?
 a) Home b) End c) Delete **d) Enter**
6. In StarOffice Writer, which keyboard shortcut is used to select the entire document?
 a) **Ctrl + A** b) Ctrl+B c) Ctrl+C d) Ctrl+S
7. The command used to open character dialog box is
 a) Edit → Character **b) Format → Character** c) View → Character d) Tools → Character
8. In StarOffice Writer, the size of a font is measured in
 a) **Points** b) inches c) centimeter d) Lines
9. Which key is used to get the spell check dialog box for spelling corrections in the Star Writer document?
 a) F1 b) F5 **c) F7** d) F10
10. Which is text operator in StarOffice Calc?
 a) + b) ! **c) &** d) %
11. In Star Calc, how cells A1, B1, C1, D1, E1 & F1 can be referred to as range in a worksheet?
 a) **A1:F1** b) A1+F1 c) A1?F1 d) A1;F1
12. In Star Calc, the symbol used to change the cell address in to absolute cell address is
 a) ! **b) \$** c) & d) :
13. In StarOffice Calc, the command used to generate series is
 a) Sum b) format c) edit **d) fill**
14. In StarOffice Calc, the command used to change the width of the column is
 a) Format → Row → Width **b) Format → Column → Width**
 c) Format → Width → Row d) Format → Width → Column
15. In StarOffice Calc, the icon used to insert objects from other application into a worksheet
 a) Insert → Chart b) Insert → Applet c) Insert → Formulae **d) Insert OLE Object**
16. Which of the following spreadsheet package was developed by Sun Microsystems?
 a) VisiCalc b) Excel c) improve **d) StarOffice Calc**
17. In Star Base, each column in a table represents

- a) Record **b) field** c) file d) database
18. The spreadsheet developed by Microsoft is
a) **Excel** b) Quattro Pro c) Improve d) VisiCalc
19. In Star Base, which one of the following is not a process in editing the database?
a) Adding new record b) changing the data **c) network database** d) deleting existing data
20. In Star Base, the process of limiting the information that appears on the screen is
a) Sorting b) Querying **c) Filtering** d) Searching
21. DBMS stands for
a) Data Base Manual System c) Data Base Maintenance System
b) **Data Base Management System** d) Data Base Management Symbol
22. In Star Base, a small triangle on the leftmost column of the table is called
a) Insertion point b) field pointer c) table pointer **d) record pointer**
23. How many general categories of the data base management tasks are there in DBMS?
a) Two **b) Three** c) Four d) Five
24. In Star Base, if the field type is text, which of the given option is used to specify the maximum character that can be entered in the text field
a) **Length** b) Entry Required c) Default Value d) Format Example
25. In Star Base, the process of arranging the data in a table in some order is called
a) **Sorting** b) filter c) searching d) merging
26. Which key uniquely identifies a record in a database table in StarBase?
a) Secondary key b) **primary key** c) record d) default value
27. Which application allows you to send and receive messages over cell phones?
a) Virtual reality b) simulator c) **MMS** d) SMS
28. GIF stands for
a) Graphic Interchange File b) **Graphic Interchange Format** c) Graphic inter Change File
d) Graphic Interface Format
29. All digital cameras have the option to save images in
a) Bitmap format b) WMF format c) GIF format d) **JPEG format**
30. We can add special effects to a sound using sound editing program
a) Forge Sound b) **Sound Forge** c) Sound Merge d) Sound Edit
31. The technique, used to distorting a single image to represent something else
a) Animating b) Sampling c) Morphing d) **Warping**
32. The command that is used to create a new Impress presentation from within any StarOffice Impress Application is
a) **File → New → Presentation** b) File→New→StarOffice Impress
c) File→Presentation d) File→New→StarOffice Presentation
33. The shortcut used to create a new presentation using Template is
a) Ctrl+N b) Alt+Ctrl+N c) **Shift + Ctrl + N** d) Shift+Alt+N
34. Which view allows you to view miniature images of all the slides in presentation
a) Normal b) Outline c) Notes d) **Slide Sorter**
35. To insert a slide Choose
a) Slide→Insert b) **Insert → Slide** c) Format→Slide Insert d) Presentation→Slide
36. To move from slide to slide quickly choose
a) File →Navigator b) Format→Navigator c) **Edit → Navigator** d) View→Navigator
37. The ability of an object to respond different messages is called as
a) Object b) Class c) **polymorphism** d) inheritance
38. The building blocks of C++ programs are called as
a) **Functions** b) programs c) classes d) inheritance
39. The key feature of Object Oriented Programming is
a) Data abstraction b) encapsulation c) polymorphism d) **data hiding**
40. The function that return no value are called
a) Static b) inline c) getline d) **void**

41. During overloading of which of the following operators, the left hand object must be an object of the relevant class
 a) Unary b) **binary** c) ternary d) none of these
42. Any change in the formal parameters which is reflected back in the actual parameters
 a) Call by value b) call by method c) call by function d) **call by reference**
43. The variable declared above all blocks and functions is called as
 a) Local scope b) function scope c) **file scope** d) class scope
44. The members of the class are accessed by using a/an
 a) Increment operator b) decrement operator c) scope resolution operator d) **dot operator**
45. Members defined within the class behave like a/an
 a) **Friend function** b) inline function c) member function d) get line function
46. A member function which can call another member function directly without using dot operator is called as
 a) Static member b) **nesting of member function** c) data member function d) inline function
47. Which of the following is the process of deriving a class from an existing class?
 a) **Inheritance** b) class c) polymorphism d) object
48. Which of the following have special meaning to the language compiler?
 a) **Tokens(Keywords)** b) constant c) extern d) **register**
49. The storage specifier that instructs the compiler to store the variable in the CPU register to optimize access is
 a) Auto b) static c) extern d) **register**
50. Which of the following qualifier specifies that the value of the variable will not change the run time of a program?
 a) **Const** b) static c) extern d) auto
51. Which of the following is a scope resolution operator?
 a) : b) ; c) :: d) *
52. A special function that has the same name as the class name is
 a) Constructor b) destructor c) **both a and b** d) friend function
53. Which of the following operators cannot be overloaded?
 a) + b) ++ c) :: d) +=
54. When a derived class inherits from multiple base classes it is known as
 a) Single inheritance b) **multiple inheritance** c) multilevel inheritance d) hybrid inheritance
55. The default visibility mode is
 a) Public b) static c) protected d) **private**
56. Classes used only for deriving other classes are called as
 a) **Abstract classes** b) derived classes c) base classes d) destructor
57. When an instance of a class comes into scope, a special function called
 a) **Constructor** b) destructor c) function overloading d) operator overloading
58. The mechanism of giving special meaning to an operator is called
 a) Constructor overloading b) function overloading c) **operator overloading** d) destructor
59. Constructor defined by the computers in the absence of user defined constructor is called
 a) **Default constructor** b) copy constructor c) parameterized constructor d) both a and c
60. A function that removes the memory of an object which was allocated by the constructor at the time of creating an object is
 a) Constructor b) copy constructor c) default constructor d) **destructor**

Read the following C++ program carefully and answer the questions from 61 to 65

```
#include<iostream.h>
void main()
{
```

```

int num=2;
do
{
    cout<<num*num<<'\t';
    num+=1;
}while(num<6);
}

```

61. Name the control variable used in the program.
a) **Num** b) +=1 c) \t d) none of these
62. What is the test expression(condition) used
a) Num b) num*num c) **(num<6)** d) none of these
63. How many times will the loop be executed?
a) 6 b) **4** c) 5 d) 3
64. What is the output of the above program?
a) 2 4 9 16 25 6 b) 6 4 6 8 c) **4 9 16 25**
d) 0 4 9 25
65. What type of loop statement is used in the program?
a) Entry check loop b) **exit check loop** c) entry controlled loop d) selection loop
66. Which of the following is a 2-Dimensiona character array?
a) **Array strings** b) matrix c) literals d) strings
67. Which of the following is an invalid array declaration?
a) int array[10]; b) **int array[];** c) int array[i]; d) constt i=10; int array[i];
68. A way of binding the data and its associated functions together is called as
a) **Class** b) objects c) functions d) data hiding
69. A body of a class is enclosed within braces and is terminated by
a) : b) **;** c) , d) *
70. A security that refers to protecting data and computer system against dishonesty or negligence of employee is
a) Data security b) physical security c) personal security d) **personnel security**
71. Which of the following enables online educational programs leading to degree and certificates?
a) E-governance b) **e-learning** c) e-banking d) e-commerce
72. CBT means
a) Computer Based Teaching b) Computer based tutor c) **Computer Based Tutorials**
d) Computer Based Technology
73. A category of IT enabled service pertaining to collection, digitization and processing of data coming from various sources is
a) E-governance b) call centre c) data digitization d) **data management**
74. The illegal access to the network or computer system is called as
a) Piracy b) computer crime c) computer ethics d) **cracking**
75. A self replicating program that can cause damage to data and files stored in a computer is called.
a) Crime b) **virus** c) application d) piracy

VOLUME - I

CHAPTER-1: AN INTRODUCTION TO STAROFFICE WRITER

2 MARK

1. What is Star Office?

- ✓ It is an application that is designed to work on different operating systems
- ✓ It can also open, edit and save Microsoft Office documents.

2. List the Functions/Applications of StarOffice?

The various Functions / Applications of Star Office are as follows,

- ✓ To Create text document using StarOffice Writer
- ✓ To Create spreadsheets using StarOffice Calc
- ✓ To Create presentations using StarOffice Impress
- ✓ To Create a database using StarOffice Base
- ✓ Draw using StarOffice Draw

3. How can you open StarOffice?

Star Office can be opened by using the command:-

- ✓ Start → All Programs → Star Office 8 → StarOffice Writer (in Xp Style) or
- ✓ Start → Programs → Star Office 8 → StarOffice Writer (in Classic Style)

4. Define Word Processor (or) Word Processing Software?

- ✓ The term Word Processor refers to the activity carried out using a computer and suitable software which is used to create, edit, view, transmit, store, retrieve and print text documents.
- ✓ A document may contain text, tables, graphs, charts, equations, pictures and drawings.
- ✓ Examples for word processing software's are MS-Word, StarOffice Writer, Lotus AmiPro, Word Perfect, Word Star, Word Pro, Notepad, etc.,

5. What is meant by text editing?

- ✓ Entering a new text or modifying the existing text in a document is called as text editing.

6. How can you create a new text document in StarOffice Writer? Or How can you open a new text document in StarOffice Writer?

- ✓ We can create a new text document by using the command **File → New → Text Document.**

7. How can you save a text document?

We can save a text document in the following ways,

1. By using the command **File → Save**, (or)
2. By using the command **File → Save As**, (or)
3. By clicking the **Save** icon from the Function bar, (or)
4. By using the shortcut **Ctrl + S**.

8. How can you open an existing document?

We can open an existing document by using the command **File → Open** (or) by using the **Open** icon.

9. How can you switch over from one document to another?

We can switch between the multiple documents by 2 ways,

1. By selecting the file name from Window menu,
2. By clicking the document button from the taskbar.

10. Write down the steps for moving a text.

The steps for moving a text portion is as follows,

- ✓ The text to be moved is selected.
- ✓ Cut the selected text using the command **Edit → Cut**.
- ✓ Move the insertion point to the place where the text is to be pasted.
- ✓ **Edit → Paste** command is used to paste the text in new location.

11. Write down the steps for copying a text.

The steps for copying a text portion is as follows,

- ✓ The text to be copied is selected.
- ✓ Copy the selected text using the command **Edit → Copy**.
- ✓ Move the insertion point to the place where the text is to be pasted.
- ✓ **Edit → Paste** command is used to paste the text in new location.

12. What is word wrap?

- ✓ When the text being typed reaches the end of the line, Star Office Writer will automatically wrap the text to the next line.
- ✓ When a page is filled up, Star Office Writer automatically creates new page.

13. How would you switch over form insert mode to type-over mode?

- ✓ The user is in the type-over mode, if the text existing to the right of insertion point disappears, while typing a new text.

- ✓ The user can toggle between type-over mode and the insert mode by using the insert key.
- ✓ The status bar gives the information about the current mode.

14. **How will you correct mistakes in Star Office Writer? Or Difference between Backspace key and Delete key?**

Backspace Key:-

- ✓ A mistake is identified it can be corrected by using backspace key.
- ✓ This key deletes the characters to the left of the insertion point.

Delete Key:-

- ✓ A mistake is identified it can be corrected by using delete key.
- ✓ This key deletes the characters to the right of the insertion point

15. **What are the scrolling procedures?**

- ✓ To scroll left and right arrow respectively should be clicked
- ✓ To scroll up and down arrow respectively should be clicked
- ✓ If there are several pages in the document the user can know the current page number by looking at the pop-up page number that appears next to the scroll bar.
- ✓ Scrolling a document does not move the insertion point. The mouse click should be used to get the I-beam at the required place.

16. **What is the difference between copying text and moving text in star office?**

S. NO	Copying Text	Moving Text
1	Duplication of the text is done	Duplication of the text is not done
2	Pasted in the same place	Text is moved to another place
3	Short cut key:- CTRL + C, CTRL + V	Short cut key:- CTRL + X, CTRL + V

17. **What is insertion point?**

- ✓ To create a document the user can start typing straight away.
- ✓ As the characters are typed they appear on the screen and the flashing vertical bar called the insertion point, moves to the right.
- ✓ This insertion point always indicates where the new text will appear.

5 MARK

1. **Explain about moving around the document in StarOffice writer?**

- ✓ To move the insertion point to anywhere in the document either the mouse or the keyboard can be used.
- ✓ To move the insertion point with the mouse, the mouse pointer is moved to the required spot and the mouse button is clicked.
- ✓ To move the insertion point with the keyboard the arrow keys and other key combination can be used. Table lists the common movement keys.

TO MOVE	PRESS
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the beginning of a line	HOME
To the end of a line	END
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the beginning of a document	To the beginning of a document
To the end of a document	CTRL+END

2. Explain how we can select the text in StarOffice writer?

Selecting Text:-

Even though the document is built up by typing one character at a time, while editing and Formatting one always work with words, lines, paragraphs and sometimes with the whole document.

Selecting Text with Mouse:-

Following steps are to be followed:-

- ✓ Insertion point is moved to the start of the text to be selected.
- ✓ The left mouse button should be clicked, held down and dragged across the text to be selected.
- ✓ When the intended text is selected, the mouse button should be released.
- ✓ To unselect the wrongly selected text a click should be made outside the selected text.

Selecting Text with Keyboard:-

Following are the steps to be followed:-

- ✓ Insertion point is moved to the start of the text to be selected.
- ✓ The **Shift** key is pressed down and the movement keys are used to highlight the required text.
- ✓ When the **Shift** key is released, the text is selected.

Selection Shortcuts:-

The following shortcuts can also be used for selection.

ACTION TO BE PERFORMED	TO SELECT WHAT
Double click on a word	To select a word
Click once next to the line	To select the particular line
Press Ctrl + A	To select the entire Document

3. Explain the moving and copying the text?

Moving the Text:-

The selected text can be easily cut and pasted in the required location. Following steps are to be followed.

- ✓ The text to be moved to a new location is selected.
 - ✓ **Edit → Cut** is selected or in the tool bar is selected to cut the selected text.
 - ✓ Insertion point is moved to the place where the text is to be pasted.
 - ✓ **Edit → Paste** is selected or in the tool bar is selected to paste the text in the new location.
- The text can also be pasted in this way to another or another type of document.
- ✓ The following keyboard shortcuts can be used to move text.

CTRL + X → Cut

CTRL + V → Paste

Copying the Text:-

- ✓ The text to be copied is selected.
- ✓ **Edit → Copy** is selected or is clicked.
- ✓ The insertion point is selected where the copy of the text should appear and is clicked.
- ✓ The following keyboard shortcuts can also be used for copy and paste:

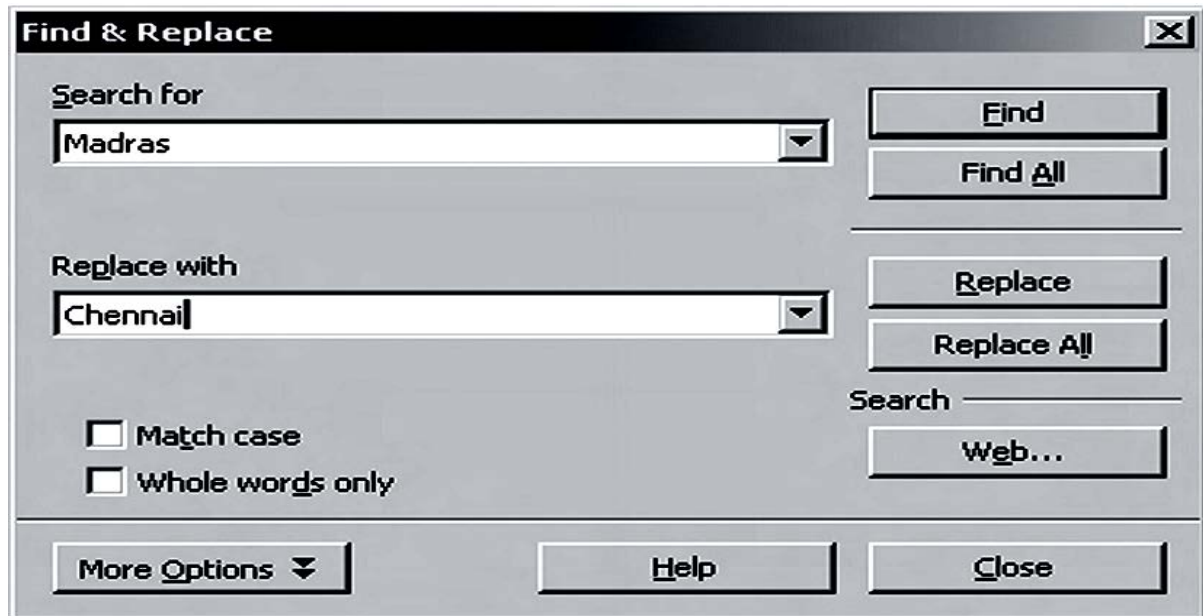
CTRL + C → Copy

CTRL + V → Paste

4. How will you find and replace a given word in StarOffice writer?

Finding and Replacing Text:-

1. Choose **Edit → Find & Replace** or **Ctrl + F** The Find & Replace dialog box appears.
2. In the **Search for** box, type the text that you want to find in your document.



3. In the **Replace with** box, enter the replacement word or phrase.
 4. Click **Find** to start the search.
 5. When Writer finds the first instance of the word or phrase, do one of the following:
 - ✓ To replace the found instance of the text with what you entered in the Replace with box, click **Replace**.
 - ✓ To replace all instances of the text with what you entered in the Replace with box, click **Replace All**.
 - ✓ To skip the found text and to continue the search, click **Find** again.
 6. Click **Close** when you have finished the search.
5. **How will you save a document? Explain.**
- ✓ The first time the document is saved, StarOffice Writer prompts for a name.
 - ✓ Naming the file enables the user to find and open that file again. One can select the drive and folder where the file will be stored.

To save a document for first times following steps are used:-

1. **File** → **Save** command is selected or icon is clicked. A Save As dialog box appears on the screen.
2. To select a drive, up one level icon is clicked, then a list of drives will be displayed. On the list of drives, a double click is made on the required drive. Now a list of folders available on that drive is displayed.
3. A double click is made on the required folder and the file name is given in the **File name** list box.
4. Choose the required document type from the **Save as type** list box and click on the Save button to save the document in that type. The document is now saved and a file name appears in the title bar.

Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the **File** → **Save** command or by clicking the Save button. **Ctrl + S** is the keyboard shortcut for saving the document.

CHAPTER-2: TEXT FORMATTING

2 MARK

1. **What is the use of Highlighting? (or) What is Highlighting?**
 - ✓ Highlighting can be used to call attention to key ideas or points in a document.
 - ✓ The applying of background colour to the required text portion is called as Highlighting.
2. **What are the various paragraph alignments?**
 - ✓ StarOffice Writer provides 4 types of paragraph alignments.
 - ✓ They are Left, Right, Center and Justify.

The keyboard shortcuts for making the paragraph alignments are as follows,

Alignments	Shortcut
Left	Ctrl + L
Right	Ctrl + R
Center	Ctrl + E
Justify	Ctrl + J

3. What do you mean by Indentation?

- ✓ Indentation is used to set apart the quotations from the main document.
- ✓ Indentation helps to provide more readability.

4. What is Hanging Indent and how can you create it ?

- ✓ Hanging indent is a special kind of indentation used for numbered lists.
- ✓ The **First line** option can be used to indent the line of the paragraph. Using the spin arrows, if a positive value is specified, the first line will be indented.
- ✓ A negative value will result in a hanging indent that is, the first line will hang outside the paragraph.
- ✓ A negative value in first Line option of Indents & Spacing tab creates hanging indent.

5. Define Style.

- ✓ A Style is a named set of defaults for formatting text.
- ✓ Styles require more advanced planning.
- ✓ The advantages of working with styles can really be appreciated when making extensive formatting changes.
- ✓ **Example :** Normal, Default, Paragraph, Heading, etc.,

6. List out the various help features in StarOffice Writer.

- ✓ The various help features that are available in StarOffice Writer are as follows,
- ✓ On-Line help, Help Agent, Help Tips, and Extended help Tips.

7. What is the difference between hard formatting and soft formatting?

Hard Return:-

- ✓ A hard return is inserted every time when Enter key is pressed.

Soft Return:-

- ✓ Soft returns are inserted as line breaks by Star Office Writer and are adjusted when text is added or deleted.

8. Give the steps involved for change the line spacing?

To change the line spacing, following steps are used:

- ✓ Select the paragraphs(s) that needs to be changed.
- ✓ Select **Format** → **Paragraph**.
- ✓ If necessary, click the **Indents & Spacing** tab.
- ✓ Click on the **Line spacing** drop-down list box, and select the required line spacing option.
- ✓ Click the **OK** button.

9. What are the commonly used formatting changes?

- ✓ StarOffice Writer offers a number of choices for formatting such as bold or italics, and defining the font, type, and font size.
- ✓ Bold, italic or underlined are the most common types of text formatting

10. How will you create the Numbered list in StarOffice document?

Steps in creating numbered list:

- ✓ Select the text to be numbered. The StarOffice Writer will number each paragraph.
- ✓ Blank lines within the selection will be numbered.
- ✓ Click Numbering icon to create a numbered list.

11. How will you create the Bullets list in StarOffice document?

Steps in creating Bullet list:

- ✓ Select the text that to which bullets are to be added.
- ✓ The StarOffice Writer will add bullets to each paragraph within the selection, and not to each line.
- ✓ Click on the Bullets icon from the formatting tool bar.

12. How will you change the font color while formatting the text?

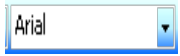




- ✓ To use a different text color, select the text and click the arrow in the **Font Colour Icon**.
- ✓ A colour palette is displayed from which the required colour can be selected.
- ✓ Alternatively, select the text and click on the Font colour icon to apply the current colour of the **Font Colour**.

5 MARK

1. What are the formatting changes that can be made with respect to the fonts ? (or) Explain the various text formatting options.

The various text formatting options are,

1. Changing the font type,
2. Changing the font size,
3. Changing the font colour,
4. Changing the typeface and
5. Highlighting the text.

1. We can change the font face for a selected text, by selecting a font name from the  combo box.
2. We can change the font size for a text portion, by selecting a value from the  combo box
3. We can change the font colour by using the Font Color Icon 
4. We can change the typeface of a text portion, by selecting the Bold, Italics and Underlined icon from the function toolbar 
5. Highlighting icon is used to highlight a text portion in a document 

2. How would you create the bullets and numbered list?**Creating Bullets and Numbered List:-**

- ✓ When the document presents a matter using text in the form of long paragraphs the reader may not be able to quickly notice the important points or messages.

Creating a Bulleted List:-

1. Select the text that to which bullets are to be added.
2. The StarOffice Writer will add bullets to each paragraph within the selection, and not to each line. StarOffice Writer will add bullets to any blank lines within the selection.
3. Click on the Bullets icon from the formatting tool bar, StarOffice Writer creates a bulleted list, as shown in figure.

Creating a Numbered List

- ✓ For items that appear in a specific order, such as a series of steps, one can create a numbered list.
- ✓ StarOffice Writer will add the numbers automatically and also indent the paragraphs so that the text is aligned properly.

Following steps are used to create a numbered list:-

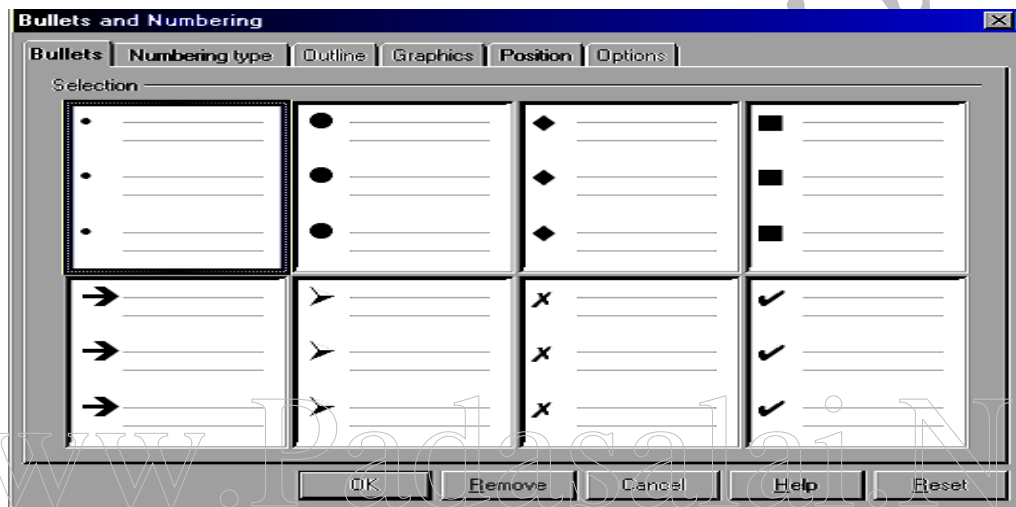
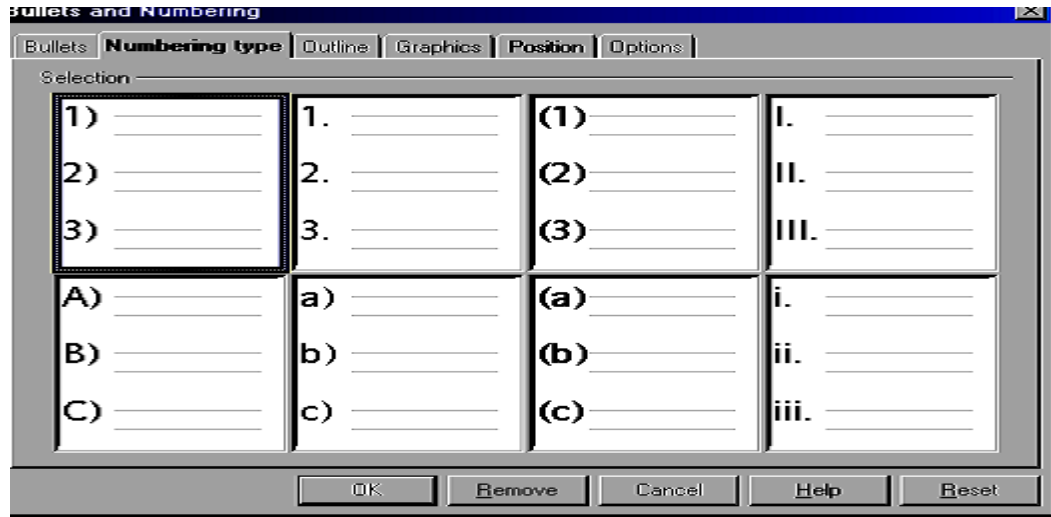
1. Select the text to be numbered. The StarOffice Writer will number each paragraph. Blank lines within the selection will be numbered.
2. Click icon to create a numbered list.

Removing the Bullets or Numbers

1. To remove bullets from a list, the list is selected and the **Bullets** button is clicked again.
2. To remove numbers for a list, select the list and click the **Numbering** button.

Applying Different Styles for Bullets and Numbers

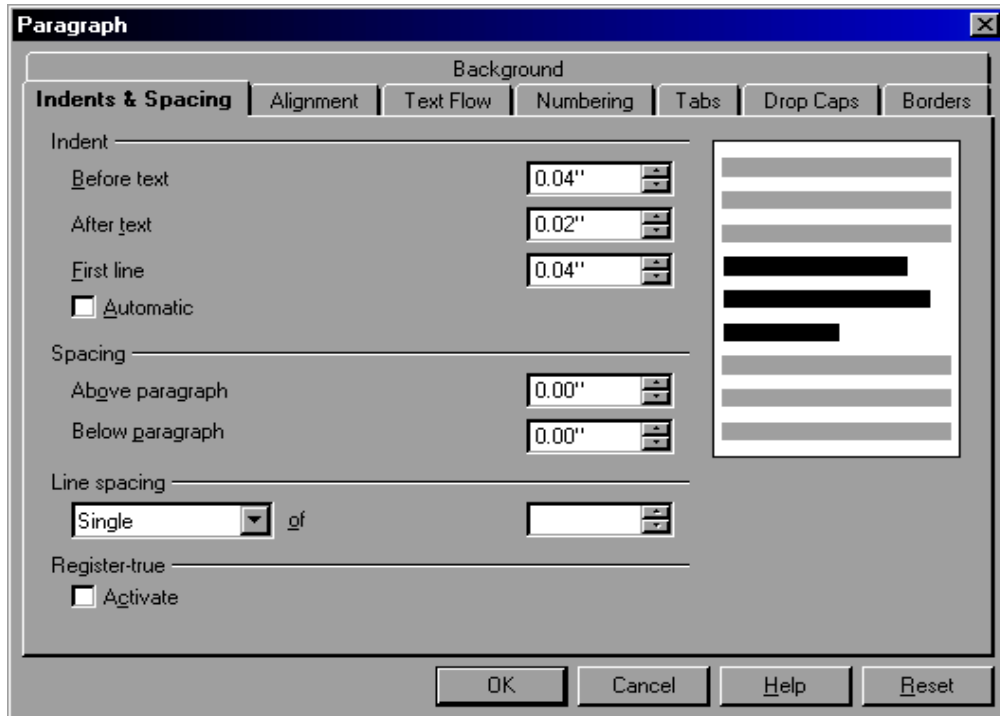
StarOffice Writer provides various styles for the bullets and numbers, which can be selected using **Format →Bullets and Numbering**



3. How can we Indent text with the paragraph dialog box?

Indenting Text with the Paragraph Dialog Box

- ✓ The Increase Indent and Decrease Indent icons are useful if it is needed to indent text from the left.
- ✓ If one wants to indent from the left and right or if one wants to create a special kind of indent, a different method is used.
- ✓ The Paragraph dialog box must be used.
 1. Move the insertion point to the beginning of the paragraph to be indented. To indent several Paragraphs, select those paragraphs.
 2. Select **Format** → **Paragraph** command.
 3. Click the **Indents & Spacing** tab in the Paragraph dialog box



4. Do any of the following:-

- i) To indent from the left, type the amount to be indented in the **Before text** spin box or use the spin arrows to select a value.
- ii) To indent text from the right, type the amount or use the **After text** spin arrows to enter the amount in the spin box.
- iii) Click the **OK** button. The **First line** option can be used to indent the line of the paragraph. Using the spin arrows, if a positive value is specified, the first line will be indented. A negative value will result in a hanging indent; that is, the first line will hang outside the paragraph.

4. What are the various types of paragraph alignments that can be made?

Paragraph Alignment:-

- ✓ A paragraph is any text followed by a hard return.
- ✓ When typing in StarOffice Writer, all text is left aligned, and the right margin is ragged or uneven. For most text, this alignment works great. For other paragraphs, one may want to make a change.
- ✓ Also, each time **Enter** is pressed, the paragraph options for that paragraph are carried down to the next paragraph.
- ✓ Four types of alignment can be selected, and the best way to make a change is to use the Formatting toolbar.
- ✓ To change the alignment of one paragraph, first click within that paragraph. To change the alignment of several paragraphs, select the ones needing change.
- ✓ Do one of the following:-
 - Click Left Icon to left align text.
 - Click Right Icon to right align text
 - Click Justify Icon to justify text.
 - Click Center Icon to center text.

The following keyboard shortcuts can also be used to change the alignment.

To make text	Press
Left aligned	Ctrl + L
Right aligned	Ctrl + R
Justified	Ctrl + J
Centered	Ctrl + E

CHAPTER-3: CORRECTING MISTAKES

2 MARK

1. What is meant by Auto spell check? Or How does StarOffice Writer check spelling while typing?

- ✓ StarOffice Writer has an automatic spell-check feature that can check for possible spelling mistakes even as the document is being typed.
- ✓ This feature can be turned **ON or OFF** by clicking on the Auto Spell check icon.

2. What is meant by auto correct option?

- ✓ StarOffice Writer will automatically correct some spelling mistakes.
- ✓ StarOffice Writer recognises some common misspellings and typographical mistakes and makes the replacement automatically.
- ✓ For instance, if a word is typed as “**teh**”, StarOffice Writer automatically replaces this with the correct word “**the**”.

3. How many ways the mistakes can be corrected in star office writer?

These mistakes can be corrected in two ways:

1. **Backspace** key is pressed to delete a misspelled word and the word is retyped.
2. If the right spelling is not known, StarOffice Writer can help the user with some choices. The misspelled word is right clicked. A popup menu appears on the screen. If the correct spelling is shown, a click is made on that word to replace.

5 MARK

1. How would you carry out the spell check after the entire document is typed?

Checking the Spelling after the Document is Typed:-

The following steps are used for a spell check.

- ✓ **Tools**→**Spelling**→**Check** is selected or is clicked.
- ✓ To check a part of the document only that portion is selected.
- ✓ The **F7** key may also be pressed to select the spelling command.
- ✓ **Not in dictionary** text area displays the misspelled word and the **Suggestions** list displays any alternative spellings.

Any of the following can be done:-

- ✓ To skip this occurrence but stop on the next one. **Ignore Once** button is clicked. To skip all occurrences of this word. **Ignore All** button is clicked.
- ✓ To replace the word with one of the selected spellings, in the suggestions list that spelling is clicked, and **Change** button is clicked.
- ✓ To change this occurrence to **Change All** button is clicked to replace all occurrences of the word.
- ✓ If none of the replacements is correct, correction can be made manually in the **Not in dictionary** text area.
- ✓ **Add** button is clicked to add the word to the dictionary.

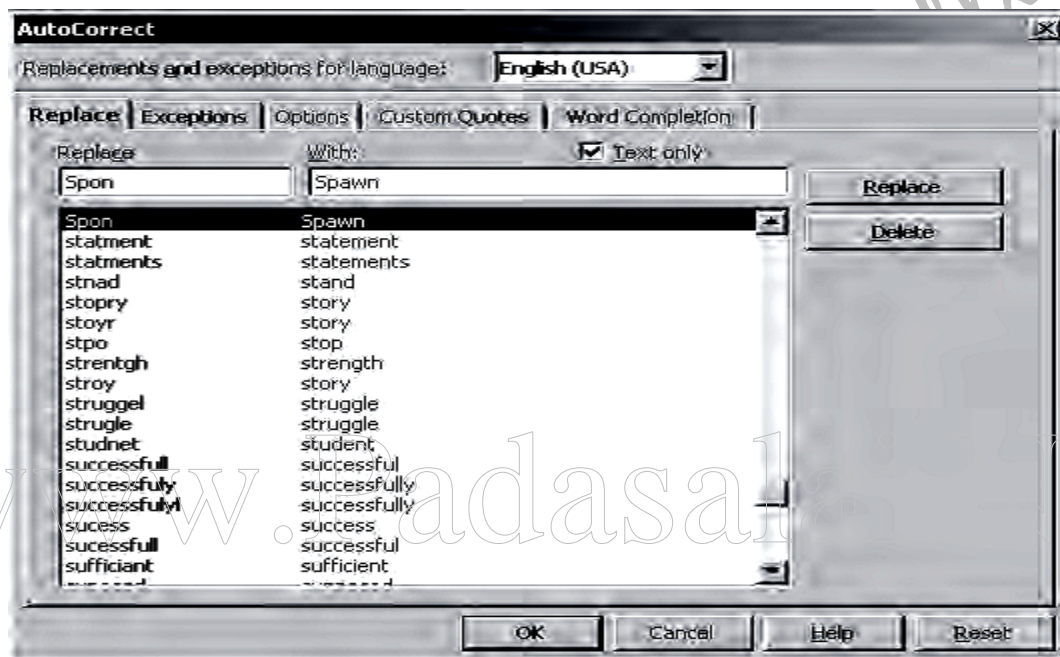


2. How will you add an entry to the Auto Correct list of the star office writer?

- ✓ In addition to flagging some words, StarOffice Writer will automatically correct some spelling mistakes.
- ✓ StarOffice Writer recognises some common misspellings and typographical mistakes and makes the replacement automatically.
- ✓ For instance, if a word is typed as “teh”, StarOffice Writer automatically replaces this with the correct word “the”.

Creating AutoCorrect Entry

- ✓ **Tools**→**AutoCorrect** command is clicked.
- ✓ Now auto correct dialog box will appear.
- ✓ If need, click **replace** tab.
- ✓ In the replace text box, type replaced.
- ✓ In the **with** text box type the correct word or replacement word.



CHAPTER-4: WORKING WITH TABLES

2 MARK

1. How will you create a table in the document?

- ✓ When **Table** → **Insert** → **Table** is selected from the menu bar, the **Insert Table** dialog box is displayed.
- ✓ In the **Name** textbox the name of the table is given. Using the spin arrows in the **Columns** and **Rows** text box the number of columns and rows are entered.

2. How will you add a requited number of rows and columns in a table?

- ✓ **Table** → **Insert** → **Rows** using this command insert more rows in the particular table.
- ✓ **Table** → **Insert** → **Columns** using this command insert more columns in the particular table.

3. How will you delete a requited number of rows and columns in a table?

- ✓ **Table** → **Delete** → **Rows** using this command delete more rows in the particular table
- ✓ **Table** → **Delete** → **Columns** using this command delete more columns in the particular table.

4. How to change the width of a column in a table?

1. To resize a column, place the cursor in a table cell, hold down **Alt**, and then press the left or the right arrow. To resize the column without changing the width of the table, hold down **Alt+Ctrl**, and then press the left or the right arrows.

2. To resize a row, place the cursor in the row, hold down **Alt**, and then press the up or the down arrows.
5. **How to make the selected rows and columns of the same size?**
Follow the steps to make the selected rows/columns the same size.
- ✓ Select the rows and columns that are to be resized.
 - ✓ To make all columns even, right click inside the table and select **Column**→**Space** Equally in the pop-up menu.
 - ✓ To make all rows even, right click inside the table and select **Row**→**Space** Equally in the pop-up menu.
6. **How will you delete an entire table in the star office writer document?**
- ✓ The entire table is selected using **Edit**→**Select** → **All** command while keeping the insertion point inside the table.
 - ✓ The menu option **Table**→**Delete** →**Table** is used to delete the selected table.
7. **How to change the width of a column in a table?**
- ✓ To select **Table**→**Table Properties** in the menu.
 - ✓ Choose the Columns tab and type column size in the column width spin boxes and click ok button to change the column width

5 MARK

1. **Draw and Explain the Various function of the icons in the table formatting tool bar?**

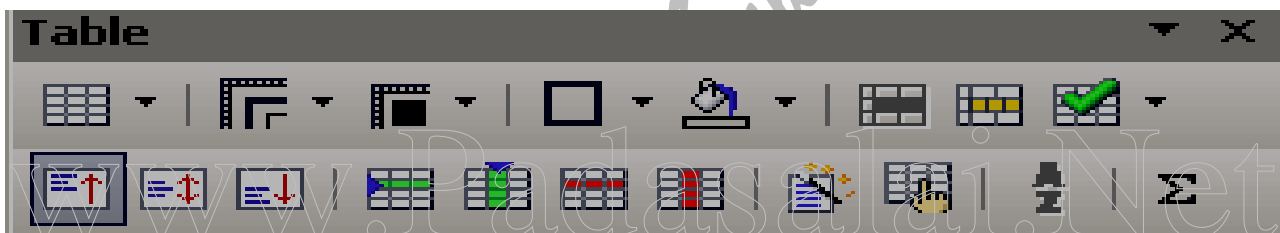


Table Fixed



Table Fixed, Proportional



Table, Variable



Merge Cells: This icon is used to combine two or more cell into a single cell.



Split Cells: This icon is used to split a cell into two or more cells.



Optimise: Clicking on this icon displays a popup menu with options like Space columns equally, Space rows equally, Optimum row height and Optimum column width.



Inserting Row: This icon is used to insert a row below the current row.



Inserting Column: This icon inserts a column to the right of the current column.



Delete Row: This icon deletes the current row from the table.



Delete Column: This icon deletes the current Column from the table.



Borders: This icon displays a floating toolbar with different border option for the table.



Line Style: This icon is used to choose the style of line to be used for the border.



Border Colour: Clicking on this icon displays a palette of colours that can be used as a border colour for the table.

CHAPTER-5: PAGE FORMATTING

2 MARK

1. What is meant by Margin?

- ✓ StarOffice Writer prints to the edge of the page.
- ✓ If there is a big top margin for instance, much white space is left at the top of the document.
- ✓ The default margins are 1inch top and bottom margins and 1.25 inches left and right margins.

2. What is page formatting mean?

- ✓ Page formatting means that Margins control how close StarOffice Writer prints to the edge of the page.
- ✓ Changing the page orientation is Portrait or Landscape.

3. What are the two types of page orientations

Portrait:-

- ✓ The length of a document will be more than the width. This orientation is called *portrait*.
- ✓ The default orientation is portrait.

Landscape:-

- ✓ Some of the documents the width will be more than the length. This type of orientation is called landscape.

4. What is meant by header and footer?

- ✓ **Header** is an area at the top of page.
- ✓ **Footer** is an area at the bottom of the page.

5. What is the purpose of creating a header and footer in the document?

- ✓ When the documents are longer than one page, normally some type of reference numbers are added on the page. For instance, page numbers are a must.

6. Write down the steps involved to create a header in a document?

- ✓ The **Format**→**Page** option is clicked. The page style dialog box is appears.
- ✓ Select the “**Header**” tab.
- ✓ Click the “**Header on**”, Check box.
- ✓ Click “**Ok**” button.

7. Write down the steps involved to create a footer in a document?

- ✓ The **Format**→**Page** option is clicked. The page style dialog box is appears.
- ✓ Select the “**Footer**” tab.
- ✓ Click the “**Footer on**”, Check box.
- ✓ Click “**Ok**” button.

8. How will you insert page numbers in footer/header area?

- ✓ Click on **Insert**→**Fields**→**Page Number** will insert page numbers on every page.
- ✓ Normal text can also be included in the header and footer.

9. What is the use of page preview?

- ✓ Use the **Page Preview** option in the **File** menu can be used to see the change.
- ✓ This option gives an overall picture of the document and visually shows to the user, how the change has affected the document.

5 MARK

1. Explain the process of changing margin.

Using any one of the following methods, margins can be changed,

1. Page Style Dialog Box
2. Changing Margins Using Rulers

1. Page Style Dialog Box:-

If the user knows the exact value for the margins then the page style dialog box can be used to make a change. The following steps are used.

- ✓ **Format**→**Page** command is selected. A dialog box appears on the screen.
- ✓ Click the **Page** tab, if necessary.
- ✓ In Margins group, type the new values in the spin boxes or use the spin arrows to change the value.
- ✓ Click the **OK** button.



2.Changing Margins Using Rulers

If the user is not having the exact value for the margins then the **Ruler** option on the **View** menu can be used to change the margins.

Following steps are used in this method.

- ✓ If the ruler is not displayed in the screen, **View**→**Ruler** option is clicked.
- ✓ The gray area of the ruler indicates the margin's top area.
- ✓ The mouse pointer is then moved in between the gray and white area of the ruler.
- ✓ When the pointer is in the right spot, it changes into a line with arrows on both sides
- ✓ The margin guide is dragged to a new location.

2. How will you insert header and footer and insert page number in entire document.

Header:-

Header is an area at the top of page.

Creating a Header

- ✓ The **Format**→**Page** option is clicked. The page style dialog box is appears.
- ✓ Select the "**Header**" tab.
- ✓ Click the "**Header on**", Check box.

- ✓ Click “Ok” button.

Footer:-

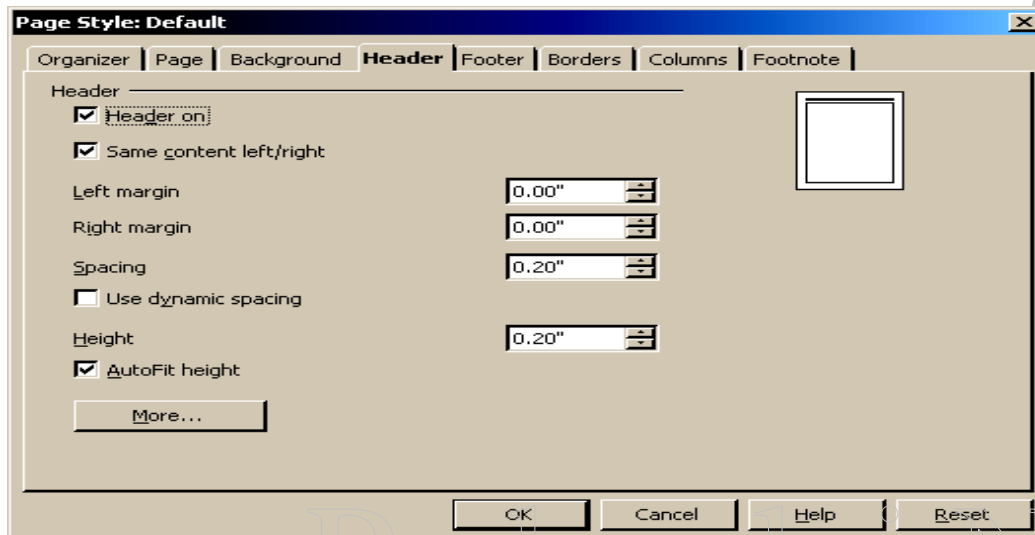
Footer is an area at the bottom of the page.

Creating a Footer

- ✓ The **Format** → **Page** option is clicked. The page style dialog box is appears.
- ✓ Select the “**Footer**” tab.
- ✓ Click the “**Footer on**”, Check box.
- ✓ Click “**Ok**” button.

Insert Page Number:-

- ✓ Click on **Insert** → **Fields** → **Page Number** will insert page numbers on every page.



CHAPTER-6: SPREADSHEET

2 MARK

1. What is an electronic spreadsheet?

- ✓ An electronic spreadsheet is a worksheet used in a computer to create and quickly perform “What if” analysis of interrelated columnar data in workspaces.

2. What is the use of electronic spreadsheet?

- ✓ Electronic spreadsheets can also be used for presenting the worksheet data in an impressive manner such as bar-charts, pie-charts, line graphs, three-dimensional charts and other visual forms.

3. Differentiate the terms “Spreadsheet” and “Worksheet”?

Spreadsheet:-

- ✓ The term ‘spreadsheet’ has come to refer specifically to the software packages

Worksheet:-

- ✓ The term ‘worksheet’ refers to the files that you create with spreadsheet software.

4. Can we change the data present in a cell? If you do so, how?

- ✓ **Yes.** We can change the data present in a cell.
- ✓ Type in the new data. The new data will simply overwrite the old contents of the cell.
- ✓ Click on the formula bar with the mouse. Press the F2 function key or simply double click on the cell.
- ✓ A vertical cursor appears on the formula bar. Move the cursor to the left arrow key or the backspace key and edit the data.

5. Write the Spreadsheet applications?

- ✓ Payment of bills
- ✓ Income tax calculations
- ✓ Invoices or bills
- ✓ Account Statements
- ✓ Inventory Control

6. Define “VisiCalc”

- ✓ VisiCalc (Visible Calculator) was the first commercial spreadsheet package developed for microcomputers in 1979.
- ✓ It contained 63 columns (A, B,.....BK) and 254 rows. VisiCalc was essentially a financial analysis program.

7. Name some popular spreadsheet softwares.

- ✓ Lotus 1-2-3
- ✓ Excel
- ✓ Quattro Pro
- ✓ Improve
- ✓ StarOffice Calc

8. Define StarCalc.

- ✓ StarOffice Calc is a powerful spreadsheet program included in StarOffice.
- ✓ It offers all the functions needed for business use, including various financial and statistical functions, StarOffice Calc database functions and much more.

9. How will you creating new Worksheet

- ✓ To work with StarOffice Calc, open **StarOffice** and click on the **File → New → Spreadsheet**.

10. What is Date arithmetic?

- ✓ In spreadsheets, date calculations become very simple.
- ✓ Here you can add a number to a date and arrive at a new date, find the difference between two dates and use a wide variety of function and formats to get what you want.
- ✓ Place the cursor in the cell where you want to enter the date and type it in as **MM/DD/YY**.
For example: First cell- Second cell.

11. How will you save the Worksheet?

- ✓ To save the worksheet created, go to the **File** menu and select the **Save** or the **Save As** option.
- ✓ Type in a file name and click on **Save**. For example, to save the student marks, type the name **Marks** in the **File name** box and click on the **Save** button.
- ✓ You can also click on the **Save** icon on the Standard toolbar.

12. What is Range?

- ✓ A continuous group of cells in a worksheet is called a **Range**. A range is referred to by the range address.

For example: the cells, G1, G2, G3, G4 and G5 can be called **G1:G5**.

13. Differentiate Relative and Absolute cell addressing.

Relative cell addressing	Absolute cell addressing
Relative cell addressing is the default type of cell addressing used by StarOffice Calc.	A cell address can be made absolute by using the \$ (dollar) sign in front of row and column names.
Relative cell addressing is also the reason why formulae are automatically recalculated every time the contents of the cells used in the formulae change	The C4 becomes absolute when you enter it as \$C\$4. Absolute cell addresses do not change when copied.

14. What are Functions? How can you insert them in a worksheet?

- ✓ StarOffice Calc has a wide variety of functions that allow you to perform several frequently done calculations.
- ✓ Functions are predefined formulae that are available in StarOffice Calc. Function Wizard dialog box can be opened using Insert → Functions or Function Wizard icon in the formula bar. **Eg: SQRT()**

15. How StarOffice Calc allows you to change the width of a column and the height of a row?

To change the column width:

- ✓ Select the column whose width you want to change.
- ✓ Click on **Format** → **Column** → **Width** and type the new column width in the dialog box.

To change the Row Height:

- ✓ Select the Row whose Height you want to change.
- ✓ Click on **Format** → **Row** → **Height** and type the new Row Height in the dialog box.

16. What is the use of Auto format sheet?

- ✓ The AutoFormat Sheet facility of StarOffice Calc helps to format the worksheet with different predefined styles and colours.
- ✓ AutoFormat option on the Format menu(**Format** → **Auto Format**).

17. How are Picture and Special characters inserted in the worksheet?

For inserting a picture in a worksheet follow the procedure given below:

- ✓ Place the cell pointer in any cell.
- ✓ Choose **Insert** → **Picture** → **From File** From the menu bar.

For Special characters in a worksheet follow the procedure given below:

- ✓ Place the cell pointer in any cell.
- ✓ click the **Insert** → **Special characters** from the menu bar and select the desired special characters from the **Special Character** dialog box

18. List out the icons that appear in an insert object toolbar.

1. Insert Chart Icon
2. Insert Formula Icon
3. Insert Floating Frame Icon
4. Insert Movie and Sound Icon
5. Insert OLE Object Icon
6. Insert Applet Icon

19. Define 3-D formula.

- ✓ Each sheet of a spreadsheet can be used entirely independently of the other sheets.
- ✓ You can also make them dependent on each other by referring to the data in another sheet or using the data from another sheet in calculations.

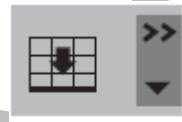
For example: you can enter data in **Sheet 1** and **Sheet 2** and can do the calculations in Sheet 2.

- ✓ You can calculate the sum of the numbers in the cell A1 of Sheet 1 and A1 of Sheet 2 and store the result in A3 of Sheet 2.
- ✓ To do this, type the 3-D formula as = **SUM(Sheet 1.A1; Sheet 2.A1)**.

20. What is the order of the operator precedence in star calc?

- ✓ Exponentiation(^)
- ✓ Negation(-)
- ✓ Multiplication and Division(*, /)
- ✓ Addition and Subtraction(+, -)

21. What are the various icons in the insert object floating toolbar?



Insert Cells Down



Insert Cells Right



Insert Rows



Insert Columns

22. How will you delete cells, rows and columns in StarCalc?**To delete Row or Column:-**

- ✓ You want to delete an entire row or column, choose **Edit → Delete Cells**.
- ✓ The Delete Cells dialog box will display **Delete entire Row(s)** or **Delete entire Column(s)**.
- ✓ Clicking **Ok** will delete the row or column without prompting.

To delete cell or cells:-

- ✓ A window appears select an option to specify how the sheets are displayed after deleting cells.
- ✓ **Shift cells up** fill the space produced by the deleted cells with the cells underneath it.
- ✓ **Shift cells left** fills the resulting space by the cells to the right of the deleted cells.

23. What is meant by Auto Fill command?

AutoFill automatically generates a data series based on a defined pattern.

- ✓ On a sheet, click in cell, and type a number.
- ✓ Drag the fill handle in the bottom right corner of the cell across the cells that you want to fill, and release the mouse button.

24. Explain how to generate the series 33,30,27.....3

- ✓ Select range of cells.
- ✓ Choose **Edit → Fill → Series** to get fill series dialog box.
- ✓ Select **Down** as **Direction** and **Linear** as **Type**.
- ✓ Enter **33** as **Start Value** and **3** as **End Value**.
- ✓ Enter **-3** as **Increment Value** and click **OK** button.

25. Define Cell and Cell Pointer.**Cell:-**

- ✓ A cell is the intersection of row and column.

Cell pointer:-

- ✓ Cell pointer is a rectangular covering a cell in the worksheet and identify as the active cell.
- ✓ Initially the cell pointer will be in A1 cell, that is first row, first column of the worksheet.

5MARK

1. Write the advantages of using Electronic Spreadsheet?

- ✓ Calculations are automated through the built-in mathematical, financial and statistical functions.
- ✓ Accurate results to any desired level of decimal points are possible Worksheets can be quite big in size
- ✓ Any part of the worksheet can be viewed or edited.
- ✓ Worksheet can be saved and retrieved later.
- ✓ Any part or whole of an existing worksheet can be merged with any existing or new worksheet.
- ✓ Any part or whole of the worksheet can be printed in a desired format.
- ✓ Worksheet data can be viewed in the form of graphs or charts
- ✓ The worksheet information can be transferred to any database or word processing software.

2. List out the Applications of Spreadsheet.

- ✓ Payment of bills
- ✓ Income tax calculations
- ✓ Invoices or bills
- ✓ Account Statements
- ✓ Inventory Control
- ✓ Cost-Benefits Analysis
- ✓ Financial Accounting
- ✓ Tender Evaluation
- ✓ Result analysis of students

3. List and describe the other features available with spreadsheet software in addition to its ability to calculate numbers.

- ✓ Worksheet can be quite big in size.
- ✓ Any part of the worksheet can be viewed or edited.
- ✓ Any part or whole of an existing worksheet can be merged with any existing or new worksheet.
- ✓ Any part or whole of the worksheet can be printed in a desired format.
- ✓ Worksheet data can be viewed in the form of graphs or charts
- ✓ The worksheet information can be transferred to any database or word processing software.
- ✓ We can add pictures, special characters and our own drawings to the worksheet.
- ✓ We can do date arithmetic to find the difference between two dates and to find date after some days.
- ✓ We can insert movies, sounds, charts, floating frames, applets and OLE objects in worksheet.
- ✓ Spreadsheets have database management capabilities including sorting, selecting and printing out reports.

4. Explain detail about Fill command in worksheet.

- ✓ Fill command can be used to copy the contents of a cell and to generate series of data.

Copy the contents of a cell using Fill command:-

- ✓ Click the cell. Click and drag the mouse to highlight all the cells where you want to copy the content.
- ✓ Select **Edit → Fill → Down** (or Left).
- ✓ The contents of the first cell will be copied in all the highlighted cells.

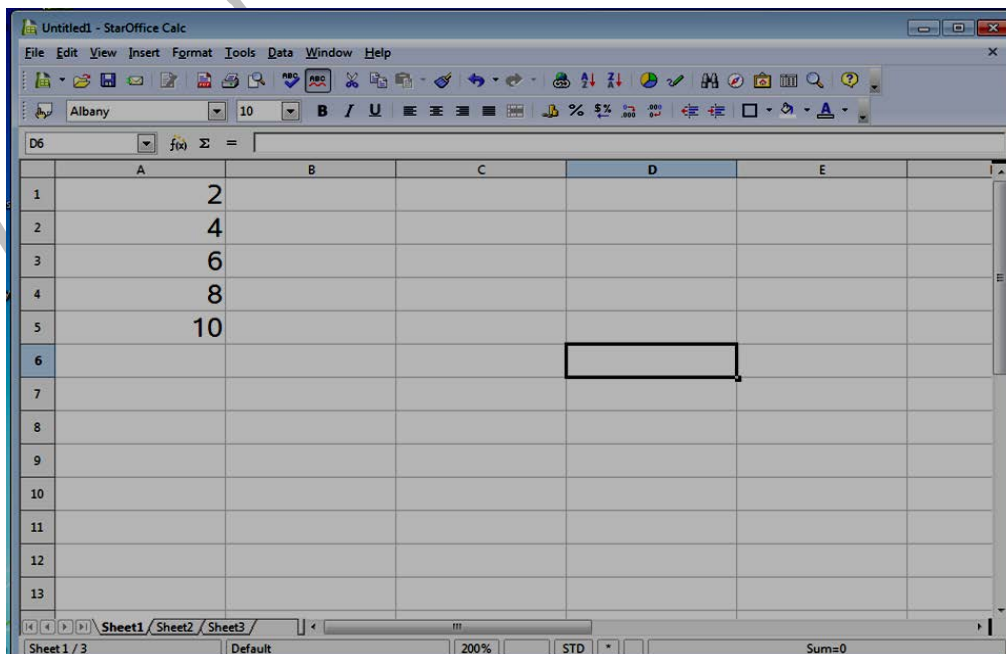
Generating series using Fill command:-

- ✓ Select the cells of the worksheet that you want to fill.
- ✓ Choose the command Edit → Fill → Series. Fill series dialog box opens.
- ✓ Select the type of series from the options that appear.
- ✓ Enter the Start Value, End Value and Increment in the text boxes.
- ✓ Click OK.

Example:-

- ✓ Select the range A1:A5 in the worksheet.
- ✓ Click on Edit→Fill→Series. Fill series dialog box opens.
- ✓ Enter 2 as Start Value, 2 as Increment, Linear as Type and Down as Direction.
- ✓ Click OK.

The worksheet will be filled as shown below.



5. Explain the type of operators of star office calc with an example

Arithmetic Operators:-

- ✓ These operators return **numerical** results.

Operator	Name	Example
+(plus)	Addition	1+1
-(minus)	Substraction	2-1
-(Minus)	Negation	-5
*(asterisk)	Multiplication	2*2
/(Slash)	Division	9/3
% (Percent)	Percent	15%
^ (Caret)	Exponentiation	3^2

Comparative operators:-

- ✓ These operators return either **true or false**.

Operators	Name	Example
=	Equal	A1=B1
>	Greater than	A1>B1
<	Less than	A1<B1
>=	Greater than or equal to	A1>=B1
<=	Less than or equal to	A1<=B1
<>	Inequality	A1<>B1

Text operators:-

- ✓ The operator **combines** sections of text to the entire text

Operator	Name	Example
&(And)	Text operator	“Star” & “Office” yields StarOffice”

Reference Operators:-

- ✓ These operators **combine** areas.

Operator	Name	Example
:(Colon)	Range	A1:C108
!(Exclamation point)	Intersection	SUM(A1:B6!B5:C12)

6. How can you generate a series of values? Explain with an example.

AutoFill automatically generates a data series based on a defined pattern.

1. On a sheet, click in cell, and type a number.

2. Drag the fill handle in the bottom right corner of the cell across the cells that you want to fill, and release the mouse button.

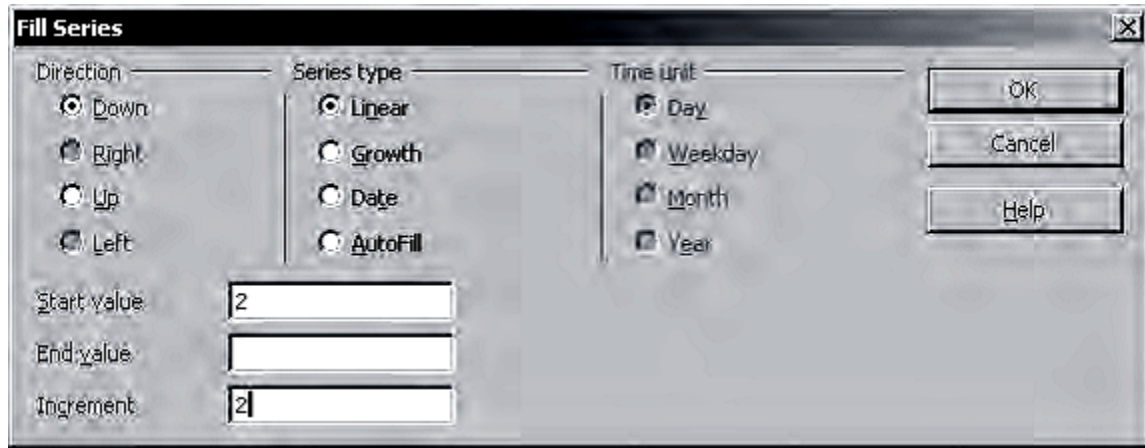
- ✓ Fill command to generate a series of data directly from the values of the selected cells.

- ✓ First, select the cells of the worksheet that you want to fill. Choose the command **Edit→Fill→Series**.

Select the type of series from the options

As another example, select the range A1:D6 in the worksheet.

- ✓ Click on **Edit →Fill →Series**.
- ✓ Choose 2 as your **Start value**
2 as your **Increment**
Growth as the **Type**, and
Down as the **Direction**.
- ✓ Now, click on **OK button**.



7. What are Functions? How can you use them in your work sheet? Explain with an example.

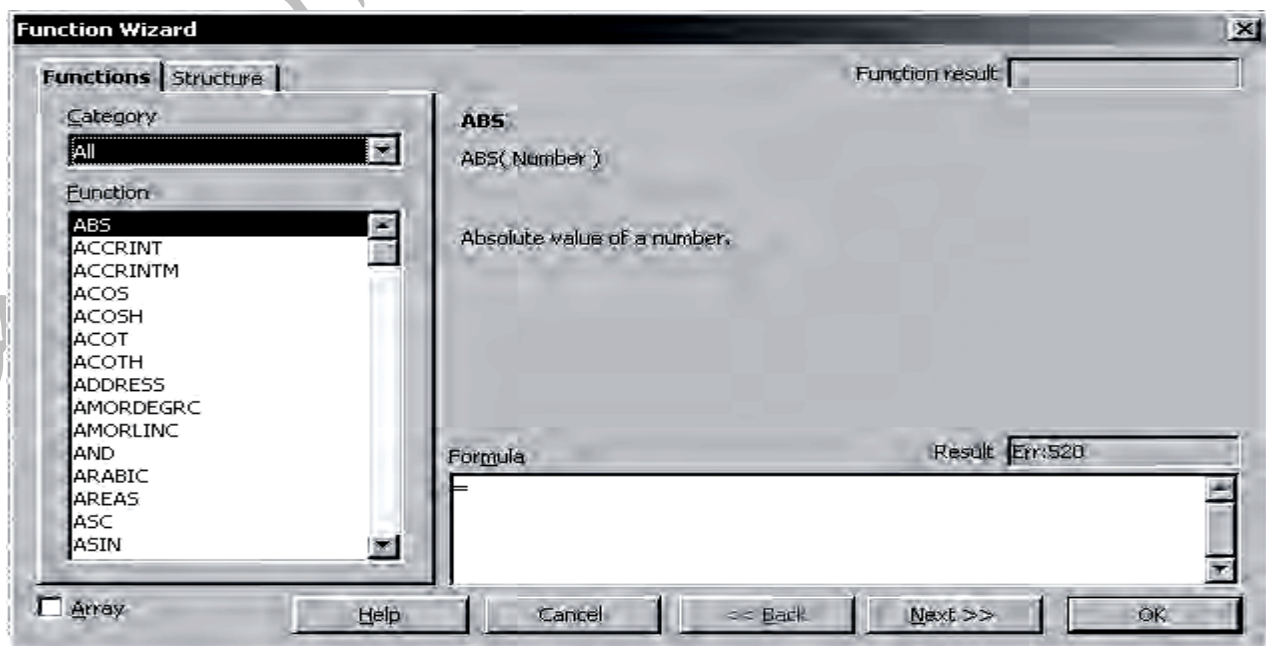
- ✓ StarOffice Calc has a wide variety of functions that allow you to perform several frequently done calculations.
- ✓ Functions are predefined formulae that are available in StarOffice Calc.

To select a function:

- ✓ Select the category in the **Category** box.
- ✓ Scroll down the list to find the function you want.
- ✓ Click once on the function name to see a short description of that function on the right side of the window. Double – click on it to insert it into the worksheet.
- ✓ The **Function Wizard** shortcut icon on the formula bar can also be used to select and insert functions.
- ✓ One of the most commonly used functions is the **Sum** function. This function calculates the sum of a given set of numbers.

Example:-

- ✓ To insert the SQRT function (a function to find the square root of a number), place the cursor in the cell where you want to insert the function and click on the **Function Wizard** icon.
- ✓ Select **mathematical** from **Category**.
- ✓ Select the **SQRT** function from the list of functions, which appears by double clicking on it.
- ✓ The Function Wizard displays a brief description of the function and prompts you to enter the number or the cell address on which the function should work.
- ✓ Enter the number **64**.



8. Explain the different Formatting options available in star office calc.

Listed below are some of the formatting options available in StarOffice Calc.



This is the **Bold** icon and is used to display data in bold. To use this icon, highlight the cells and click on the icon.



This icon is used to display the data in italics.



This is used to underline the data in highlighted cells.



This is the **Change Font** icon. This icon displays list of fonts that can be used. Select the font by clicking on it.



This icon is used to change the font size of the data. To do so, select the data and click on this icon.



This is the **Font Colour** icon. This can be used to change the font colour.






These are the **Align Left, Align Center, Align Right** and **Justify** icons. They are used to align the contents of cells.



This is the **Number Format: Currency** icon. Clicking on this will display the contents of the selected cells in currency format, that is with a \$ in front and with two decimal digits.



This is the **Number Format: Percent** icon. Clicking on this icon will display the current contents in percentage format. Note that it multiplies the contents of the cell by 100 and displays the result with 2 decimals.



This is the **Number Format: Standard** icon. Clicking on this icon will display the contents of the selected cells in default format.



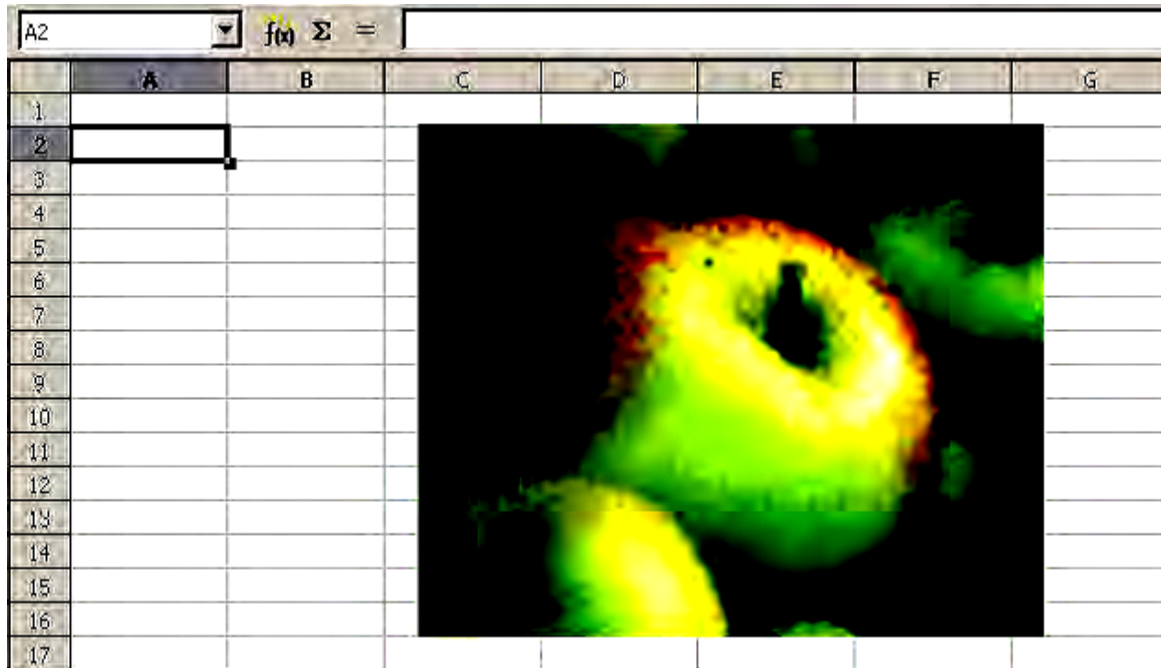

These are the **Number Format: Add Decimal** and **Number Format: Delete Decimal** icons. They are used to increase or decrease the number of decimal digits that are to be displayed in the selected cells.

9. Explain the procedure for Inserting a Picture or a Special character in a worksheet.

Inserting Pictures:-

In the worksheet, StarOffice Calc also provides for inserting pictures and special characters like á, â. For inserting a picture or a special character in a worksheet follow the procedure given below

- ✓ Place the cell pointer in any cell, say B2.
- ✓ Choose **Insert → Picture → From File**. The **Insert Picture** dialog box appears.
- ✓ In the **File name** combo box, you can type the path of the file that contains the picture or you can directly select the desired file from the gallery directory of StarOffice.
- ✓ After selecting the picture file click **Open**.
- ✓ For example, select **Apple** file from the gallery directory and click **Open**.

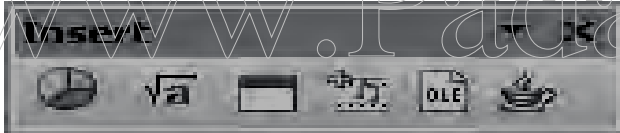


Inserting Special characters:-

- ✓ For inserting special characters, click the **Insert** → **Special characters** from the menu bar.
- ✓ Select the desired special characters from the **Special Character** dialog box.
- ✓ For example, select 2 from the **Special Character** dialog box and click the **OK** button.

10. What are the various icons in the Insert Object floating tool bar? Mention their functions

- ✓ StarOffice Calc provides tools for inserting objects. For this purpose, click on the **Insert Object** from **View** → **Toolbar**.
- ✓ A floating toolbar appears with the following icons:



1. Insert Chart Icon
2. Insert Formula Icon
3. Insert Floating Frame Icon
4. Insert Movie and Sound Icon
5. Insert OLE Object Icon
6. Insert Applet Icon

Insert Chart Icon:-

- ✓ This icon is used for presenting the data in the worksheet in form of charts of different kinds such as Bar Chart, Pie Chart, Lines, XY plot, etc.
- ✓ More details on charting are given in a later section.

Insert Formula Icon:-

- ✓ This icon is used for inserting a formula in the worksheet for performing calculations.

Insert Floating Frame Icon:-

- ✓ This icon provides to generate a scrolling screen within a worksheet.

Insert Movie and Sound Icon:-

- ✓ This icon is used to insert sound or video files into the current worksheet.

Insert OLE Object Icon:-

- ✓ This icon is used to insert objects from other application into a worksheet.

Insert Applet Icon:-

- ✓ This icon is used to import Applets written in Java programming language into the worksheet.

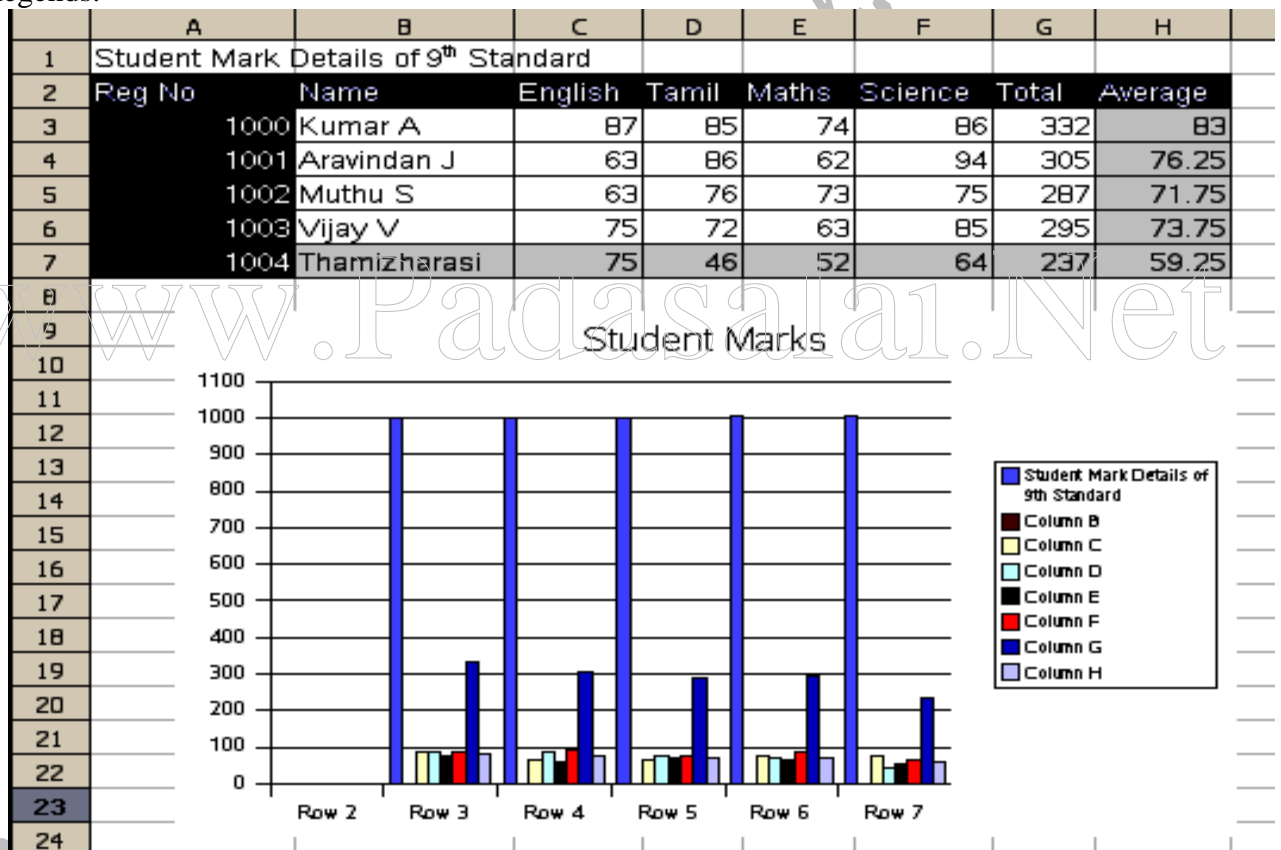
11. Explain the procedure to be followed to draw a chart.

Working With Charts:-

- ✓ Select the data you want to chart.
- ✓ Click on **Insert**→**Chart** or click on the **Insert Chart** icon as discussed earlier.
- ✓ The cursor becomes a + sign with a small picture of the graph. Place this cursor where you want to insert the chart and click. The **Auto Format Chart** window appears
- ✓ It prompts you to enter the area in the worksheet to be charted. Enter the range as **C3: F7** and click **Next**.
- ✓ The next window, which appears and displays the different types of charts that can be created along with a preview of each. Select the type of chart in which you want to present the data.
- ✓ The preview. Window shows the chart. Click on **Next**.

Note:

- ✓ Click the **Show text elements in preview** check box if it is not selected.
- ✓ For each type of the chart (say Pie, Bar, Column, etc.), there are different formats available.
- ✓ These formats are displayed in the next window a preview of the each format is also displayed. Here, select the desired format.
- ✓ Click on **Next**.
- ✓ In the next window, you have provisions to give a Title for the chart, Titles for X and Y axes and legends.



12. How will you Insert Rows, Columns and cells in a worksheet? Give an example

- ✓ Click the **Insert Cell** from **View**→**Toolbar** menu.
- ✓ A floating toolbar with four icons appears.
- ✓ These icons are **Insert Cells Down**, **Insert Cells Right**, **Insert Rows** and **Insert Columns** icons

Insert Cells Down:



In order to insert an empty cell in a column and move the existing cells down, place the cursor in the cell where you want to insert the new cell and click on the **Insert Cells Down** icon.

For example, in the Marks worksheet, to insert a cell in D4 and move the contents of the cell D4:D7 down, select D4 and click the icon.

Insert Cells Right:-

In order to shift the content of a cell to the right and to create an empty cell, select the cell and click the **Insert Cells Right** icon. For example, suppose that the data in the fifth row of the Marks worksheet has to be shifted from C5-F5 to D5-G5. To do so, select the cell C5 and click the icon.

Insert Columns:-

In order to insert a column, select the column where you want to insert and click the **Insert Columns** icon. For example, to insert a new column between E and F in the Marks worksheet, select the column F and click the icon.

Insert Rows:-

In order to insert an empty row in a worksheet, select the row where you want to insert the new row and click the **Insert Rows** icon. For example, if you want to insert a new row between rows 4 and 5 in the Marks worksheet select the row 5 and click the icon.

CHAPTER-7: DATABASE

2 MARK

1. Define Data, Information.**Data:-**

- ✓ The term data comes from the word **datum**, which means a fact.
- ✓ The **data** is as fact about people, places or some entities.

Information:-

- ✓ It is defined as a set of processed data that convey the relationship between data considered.
- ✓ Processing means to do some operations or computations on the data of different variables to relate them so that these data, when related, convey some meaning.

2. What is a Database?

- ✓ A database is a repository of collections of related data or facts.
- ✓ It arranges them in a specific structure.

3. What are the various Data types?

- ✓ The **Data types** can be Character, Number, or Boolean.
- ✓ The numeric data type can be integer, float, double precision, date, time, etc.

4. What are the steps involved in data processing?

- ✓ Data processing involves Data Collection, Verification and Validation of data, and Report Generation.

5. Define File, Record, and Field.**File:-**

- ✓ The entire collection or related data in one table is referred to as a **File** or a **Table**.

Record:-

- ✓ Each row in a table represents a **Record**, which is a set of data for each database entry

Field:-

- ✓ Each table column represents a **Field**, which groups each piece or item of data among the records into specific categories or types of data.

6. On the basis of the conceptual structure how can the database are classified?

- ✓ Searching
- ✓ Sorting
- ✓ Merging
- ✓ Performing Calculations on data
- ✓ Filtering
- ✓ Editing the database
- ✓ Report Generation

7. What primary characteristics distinguish a Flat-files database from a relational database?

- ✓ Flat-file databases cannot form relationships with other tables and are best suited for home or small business users.
- ✓ Relational database are very powerful because they have the ability to form relationships between tables.

8. What is searching?

- ✓ Searching is a process to select a desired specific data from a database.

9. What is sorting?

- ✓ Sorting is the process of arranging the data in a table in some order.

10. What does it means to 'filter' the database records?

- ✓ Filters are a feature for displaying and browsing a selected list or subset of records from a table.
- ✓ The visible records satisfy the condition that the user sets. Those that do not satisfy the condition are hidden.

11. What is flat file database?

- ✓ A database file that consists of a single data table is a **Flat-file database**.
- ✓ Flat-file database can be quite useful for certain single user or small-group situations, especially for maintaining lists such as address lists or inventories

12. What is Relational database?

- ✓ A relational structure represents a database made up of a set of related tables.
- ✓ In a relational database, one or more common fields existing in two or more tables create a relationship between these tables.
- ✓ The common field or fields are called the **Keys**.

13. What is a primary key?

- ✓ A **primary key** is a key that uniquely identifies a record in a database table.
- ✓ In relational databases, a primary key can consist of one or more fields.
- ✓ **Examples:** employee record.

14. What is meant by Editing a Data?

- ✓ Editing is a process of performing corrections on the existing data, deleting the existing data, field(s), or record(s), adding new data, field(s), and record or changing the format of the database, and so on.

15. What is a Database Management System (DBMS)?

- ✓ A DMBS is a program, or collection of programs that allows any number of users to access data, modify it (if necessary), and construct simple and complex requests to obtain and work with selected records.



16. List out the three general categories of DBMS.

- ✓ Entering data into the database.
- ✓ Reordering records in the database.
- ✓ Obtaining subsets of the data.

17. How will you create a new database?

- ✓ To do this, open StarOffice Base or if a StarOffice window is open, click on **File→New→Database**.
- ✓ The **Database Wizard** dialog box appears on the screen.

18. What is sorting? What are the steps involved in sorting process?

- ✓ Once the records have been entered into the table, Star Base allows you to rearrange them by sorting them.
- ✓ You can sort the records in ascending or descending orders based on any field in the table.
 1. Open the table that you want to sort.
 2. Select the field you want to sort by clicking on the field name at the top of the table. Note that the entire column becomes highlighted. Then click on the **Sort Ascending** icon. The records in the table are displayed in the ascending order of the specified field. 
 3. To sort the records in the descending order, select the field and click on the **Sort Descending** icon. 

19. What is meant by multiple sorting?

- ✓ Multiple sorting means sorting on more than one field of a table at the same time.

20. What is meant by SQL?

- ✓ Every DBMS supports a language that is similar to a programming language.
- ✓ This language, called the **Structured Query Language (SQL)**, is designed specifically for communicating with a database using statements that are closer to English than to programming languages.

21. What function we can do by using SQL?

- ✓ Search the database to locate records
- ✓ Establish relationships or links between tables to update records.
- ✓ List a subset of records.
- ✓ Perform calculations.
- ✓ Delete obsolete records
- ✓ Perform other data management tasks

22. What is Query and what it is used for?

- ✓ Queries are special views of the data in a table.
- ✓ Unlike sort, the output from a query does not affect the original table. The result from a query is always stored separately and can be viewed at any time.

23. What is a filter? What are the types of filters available in star base?

- ✓ A filter is also a type of query.
- ✓ It is also used to select and display records, which match a certain condition.
- ✓ The remaining records are hidden from the user. The difference between query and filters is that queries can be saved for later use. StarOffice Base allows you to use two types of filters.
- ✓ They are **AutoFilter** and **Standard Filter**.

24. What form?

- ✓ A form is simply a screen that displays the fields of a record in a well-spaced out manner.

25. What is report?

- ✓ A report is printed information that is assembled by gathering data based on user supplied criteria.

26. What is the difference between query and filter?

- ✓ The difference between query and filters is that queries can be saved for later use. StarOffice Base allows you to use two types of filters.
- ✓ They are **AutoFilter** and **Standard Filter**.

27. What is data processing?

- ✓ The process of converting data into information is called data processing.
- ✓ Data processing involves Data Collection, Verification and Validation of data, and Report Generation.
- ✓ There are two types of data processing are Manual Data Processing and Computerized Data Processing.

28. How will you insert a Calc range into a text document?

- ✓ You can insert a range of Calc cells into a Writer document so that the data automatically updates when you modify the spreadsheet.
 1. Open a StarOffice Writer (text) document
 2. Open a StarOffice Calc (spreadsheet) that contains the data.
 3. In the spreadsheet, select the cell range that you want to display as a table in the text document.
 4. Choose **Edit → Copy**.
 5. In the text document, choose **Edit → Paste special**.
 - 6 In the Paste Special dialog, select **DDE link**, and then click **OK**.
 7. The copied cell range will now be displayed in the text document.

29. How will you copy data by drag and drop?

- ✓ You can use drag-and-drop to copy text and objects between StarOffice applications. For example, if you want to copy a cell range from a Calc sheet inside a presentation slide, proceed as follows:
 1. Open StarOffice Impress presentation.

2. Open the Calc spreadsheet that contains the data that you want to copy.
3. In the spreadsheet, select the cell range that you want to copy.
4. Just drag-and-drop the selected range into the presentation (use **Alt + Tab** to open the presentation window).

30. What is Hierarchical database?

- ✓ The hierarchical database structures were primarily used on Main Frame computers.
- ✓ In hierarchical databases, records are organized in a tree like structure by type.
- ✓ The relationship between record types is said to be a parent-child relationship, in which any child type relates only to a single parent type.

31. What is network database?

- ✓ The Network database is very similar to the hierarchical structure except that any one record type can relate to any number of other record types.

32. What is object oriented database?

- ✓ The object oriented structure groups data items and their associated characteristics, attributes, and procedures into complex items called objects.
- ✓ An object is defined by its characteristics, attributes and procedures.
- ✓ An object's characteristics can be text, sound, graphics, and video.
- ✓ Examples of attributes might be colour, size, style, quantity, and price.

33. How to insert a text outline into a presentation?

- ✓ Create an outline in a text document. An outline is text that uses one or more of the default heading paragraph styles, Heading 1, Heading 2, and so on.
1. In the text document that contains the outline, choose **File → Send → Outline to presentation**.
A new presentation document is created which has the outline applied, each Heading 1 paragraph style corresponds to a new slide. The heading styles that occur following Heading 1 in the heading hierarchy are displayed as bullets on the slide.
 2. Add more text to the outline or switch to Normal view to add objects.
If you want to transfer each heading together with its accompanying paragraphs, select the **File → Send → Auto Abstract to Presentation** command. You must have formatted the headings with a corresponding Paragraph Style to be able to see this command.

34. How to insert a database table into a text document?

- ✓ You can insert a Database table into a Writer document.
1. Open StarOffice Base, in the Database pane select Tables and in the Tables pane select the table which contains data.
 2. Choose **Edit → Copy** or press **Ctrl + C**.
 3. Open StarOffice Writer, select **Edit → Paste**.
 4. Select whether the data should be inserted as a table, as fields or as text.

5 MARK

1. What are the disadvantages of manual Data processing?

- ✓ The efficiency and correctness of data processing are limited to the capabilities of the individual who is processing the data.
- ✓ Manual methods take more time.
- ✓ In general human beings are liable to make computational and parallax errors.
- ✓ Manual data processing involves use of papers at each stage. Preservation and maintenance of large volume of paper records becomes difficult and unmanageable.
- ✓ Implementation of corrections, changes and modifications are tedious in manual data processing.

2. What are the advantages of Electronic computerized Data processing?

- ✓ Once we collect and enter the data into a computer system, we can perform other operations with less manual labour. So, manpower is considerable saved.
- ✓ Though it takes some time to develop, test and put the required computer programs to use, the processing speed is fast, reducing the processing time, in certain cases, from man-years and man months to minutes and seconds.
- ✓ The chances of errors are less in computerized data processing.
- ✓ We can store large amount of the data and information in the computer storage medium, which is compact. Hence, we need not store bundles of paper records, thus saving space.
- ✓ Today computer networks are so common that we can share data and resources from one computer system to the other at a very fast speed and with very little effort, as in the case of railway and airline reservation systems.
- ✓ It is easy to edit the data including correction, changes and modifications.
- ✓ Computerized database is highly effective for searching, sorting and merging files and for other data manipulation activities.

3. What are the various manipulations of a database in star office base?

- ✓ Searching
- ✓ Sorting
- ✓ Merging
- ✓ Performing Calculations on data
- ✓ Filtering
- ✓ Editing the database
- ✓ Report Generation

Searching:-

- ✓ Searching is a process to select a desired specific data from a database.
- ✓ Searching is done using database commands on the relevant fields.

Sorting:-

- ✓ Sorting is the process of arranging the data in a table in some order.
- ✓ For example, we may arrange the list of staff – members in an alphabetical order or according to the seniority in position or date of joining or in any other order we like

Merging:-

- ✓ Merging is a process of joining data from two or more tables of the same or different databases.
- ✓ For example, in a student database, you may have mark lists for different classes.

Performing Calculations on data:-

- ✓ We may do any kind of arithmetic calculations on the data stored in the database.
- ✓ For example, to obtain the total marks of all the subjects of a student, you may add the marks in the concerned fields of the database and store them in a separate field.

Filtering:-

- ✓ There are times when viewing the entire table is unwieldy.
- ✓ Using a Filter is a way of limiting the information that appears on screen.
- ✓ Filters are a feature for displaying and browsing a selected list or subset of records from a table.
- ✓ The visible records satisfy the condition that the user sets.
- ✓ Those that do not satisfy the condition are hidden.

Editing the Database:-

- ✓ Editing is a process of performing corrections on the existing data, deleting the existing data, field(s), or record(s), adding new data, field(s), record(s) or changing the format of the database, and so on.

Report Generation:-

- ✓ You may generate any desired report, from the data of the database.
- ✓ For example, in the case of student database, you may generate a report of all the students who have scored marks less than the minimum marks required for a pass, and another report that gives the list of passed students, and so on.

4. Explain different Database types.

There are 5 different database types are available. They are;

1. Flat – File database
2. Relational database
3. Hierarchical database
4. Network database
5. Object-Oriented database

Flat – File Database:-

- ✓ A database file that consists of a single data table is a **Flat-file database**.
- ✓ Flat-file database can be quite useful for certain single user or small-group situations, especially for maintaining lists such as address lists or inventories.
- ✓ Data that is stored, managed, and manipulated in spreadsheet is another example of a flat-file database.

Relational database:-

- ✓ A relational structure represents a database made up of a set of related tables.
- ✓ In a relational database, one or more common fields existing in two or more tables create a relationship between these tables.
- ✓ The common field or fields are called the **Keys**.
- ✓ A **primary key** is a key that uniquely identifies a record in a database table. In relational databases, a primary key can consist of one or more fields.

Hierarchical database:-

- ✓ The hierarchical database structures were primarily used on Main Frame computers.
- ✓ In hierarchical databases, records are organized in a tree like structure by type.
- ✓ The relationship between record types is said to be a parent-child relationship, in which any child type relates only to a single parent type.

Network database:-

- ✓ The Network database is very similar to the hierarchical structure except that any one record type can relate to any number of other record types.

Object Oriented database:-

- ✓ The object oriented structure groups data items and their associated characteristics, attributes, and procedures into complex items called objects.
- ✓ An object is defined by its characteristics, attributes and procedures.
- ✓ An object's characteristics can be text, sound, graphics, and video.
- ✓ Examples of attributes might be colour, size, style, quantity, and price.

5. What is a filter? What are the types of filters available in star base? Give its function?

- ✓ A filter is also a type of query. It is also used to select and display records, which match a certain condition.
- ✓ The remaining records are hidden from the user.
- ✓ The difference between query and filters is that queries can be saved for later use.
- ✓ StarOffice Base allows you to use two types of filters. They are **AutoFilter** and **Standard Filter**.

AutoFilter:-

- ✓ The **AutoFilter** icon is available on the toolbar.
- ✓ Click on this icon to display only the records, which match the value of the current field.

Standard Filter:-

- ✓ Filter used with a condition called Default Filter.
- ✓ The condition can be specified by clicking on the **Standard Filter** icon on the toolbar.
- ✓ We want to list all the records where the marks scored by the marks scored by the students in Maths is greater than 90.
- ✓ Open an existing query form the **Queries** pane by double clicking on it. For example Query_Marklist.
 - ✓ Click the **Standard Filter** icon from the main toolbar. A **Filter** window will appear.

- ✓ Select **Maths** in the Field name box.
- ✓ Select > operator in the Condition box.
- ✓ Type 90 in the Value box.
- ✓ Click on OK

6. What are the steps involved in designing a form in star base? Explain.

A form is simply a screen that displays the fields of a record in a well-spaced out manner

To design a form in Star Base, follow the procedure given below:

- ✓ Select **Form** icon from the <Database> pane and then select 'Use Wizard to Create Form'.
- ✓ Select the table or query for which the form is to be designed. The field names of the selected table or query are displayed in the 'Available fields' text area.
- ✓ Select the field names that you would like to include in the form using the >or >>button and then click the **Next** button.
- ✓ Next, StarOffice Base displays 'Set up a sub form' window. Select the 'Add Sub form' checkbox, if you want to insert another form with within this form else click **Next**.
The **Style** icons show you how the form will look if it is selected. Click on the **Style** icon and click on The **Next** button.
- ✓ The next window to selecting the data entry mode. Click on the radio button to choose whether the form is to be used only for entering new data or to be used for displaying all data.
- ✓ The next window **Form Wizard – Apply Styles** specifies the form style. The page style decides the font attributes like font type, size color and background of the text in the form. The **Field border** specifies the field border style for the form.
- ✓ Next, **Set the name of the form** window appears asking for a name for the form. Type the name of the form and click the Finish button.

7. What are the steps involved in generating a report? Explain.

A report is printed information that is assembled by gathering data based on user supplied criteria.

- ✓ Creating a report in StarOffice Base is very similar to creating a query or a form. To create a report, right click on **Reports** in the <Database> pane. Then click 'Use Wizard to Create Report'.
- ✓ As in the case of form, this window displays a list of available tables and queries. Select the table or query you want. A list of fields from the selected table or query appears on the screen. Select the fields to be included in the report by using the >or >>buttons and click on the **Next** button.
- ✓ Next, a **Labelling fields** window appears with the field and Label. Modify the labels for the corresponding fields, if you want. Click on the **Next** button.
- ✓ The **Grouping** window is displayed , This window is used to specify the fields based on which the records can be grouped together.
- ✓ The **Grouping** window is followed by the **Sort Options** window . Here the sort criteria, if any, can be specified.
- ✓ The **Choose Layout** window as shown in displayed, here you can customize the report by electing the **Layout of Data, Layout of Headers and Footers and Orientation** options for the report.
- ✓ The **Report Wizard** window which is displayed, next, allows you to choose **Static** or **Dynamic** Report.
- ✓ Enter the title for the report and click the **Finish** button to view the report.

CHAPTER-8: MULTIMEDIA

2 MARK

1. What is Multimedia?

- ✓ Multimedia is a computer based presentation technique that incorporates text, graphics, sound, animations and video elements.

2. What is Morphing and Warping?

- ✓ Morphing is a technique by which you can blend two or more images to form a new image.
- ✓ Warping is a technique of distorting a single image to represent something else.

3. What is compression? List its types.

- ✓ Compression is a technique by which a recurring set of information is identified and replaced by a single piece of information.
- ✓ There are two types of video compressions: Lossy and Lossless

Loss less: Retains the exact image throughout the compression.

Lossy: Provides a higher ratio of compression but result in some loss of quality.

4. Define MMS.

- ✓ It stands for Multimedia Messaging System. It is an application that allows you send and receive messages over cell phones.

5. What are the uses of Morphing and Warping?

- ✓ Most modern multimedia applications, particularly games, combine these techniques with virtual reality to create an environment in which gives the viewer the feeling that is part of that environment

6. Name the special software used in the multimedia content?

Flash, Dreamweaver and Maya are the special software used in the multimedia content.

7. Write the steps for creating 3-D animation?

1. Modelling
2. Animating
3. Rendering

8. What are the two categories of 2-D animation? Or What are the classifications of 2-D animation?**1. Cel-based animations:-**

- ✓ Cel-based animations consist of multiple drawings, each one a little different from the others. When displayed in rapid sequence, these drawings appear to move.

2. Object-based animations:-

- ✓ Object-based animations, also referred to as slide or path animations, are created by moving an object across a screen.
- ✓ This type of animations is usually seen in computer games.
- ✓ For example, a ball moving across the screen.

9. Write a note on AVI format?

- ✓ AVI means Audio Video Interleave.
- ✓ It was developed by Microsoft in 1992.
- ✓ It is a very common format on the internet.
- ✓ The AVI format has the extension **.avi**

10. What is Sound Forge?

- ✓ We add special effects, such as echo, fade in, and fade out, by using sound editing programs are called as Sound Forge.

11. What is Inline sound and video?

- ✓ Sound and Video in multimedia applications can be played “inline” using a “helper”.
- ✓ When sound or video is included as part of a web page, then it is called inline sound or video.

12. Define Vector graphics?

- ✓ It helps in rendering the image effectively on the screen.
- ✓ Many vendors provide special hardware called vector graphics.
- ✓ Cards to improve the efficiency in the display of images.

13. What is sampling?

- ✓ To convert the analog sound waves into a digital format.
- ✓ This conversion is called sampling.

14. Write a note on shockwave format of sound file?

- ✓ The shockwave format was developed by Macromedia and is used to store multimedia components created using Flash.
- ✓ This format requires an extra component to play. Files in the shockwave format have the extension **.swf**

15. Define GIF.

- ✓ GIF (Graphic Interchange Format) is limited to an 8-bit palette.
- ✓ GIF is best suited for storing simple graphic images with relatively few colors.
- ✓ However, it is not well fitted for photographic works.

16. Define Multimedia Hardware and Software.**Multimedia Hardware**

- ✓ Most common personal computers are adequate to work with multimedia.
- ✓ However, some additional hardware and high resolution monitors would greatly enhance the effectiveness of using multimedia.

Multimedia Software

- ✓ Creating multimedia content requires special software.
- ✓ Some commercial multimedia content development software are Flash, Dreamweaver and Maya.
- ✓ More advanced multimedia hardware and software are available.

17. Define AIFF.

- ✓ The Audio Interchange File Format or AIFF format was developed by Apple.
- ✓ This is not a very popular format as it is neither cross-platform nor is it supported by all web browsers.
- ✓ Files in the AIFF format have the extension **.aif** or **.aiff**.

18. Define JPG.

- ✓ The JPEG (Joint Photographic Experts Group) image files are a lossy format.
- ✓ Nearly all digital cameras have the option to save images in JPEG format.
- ✓ The JPEG format supports full color and produces relatively small file sizes.

19. Define MIDI

- ✓ The Musical Instrument Digital Interface or the MIDI format is one that is commonly used for transferring music information between electronic music devices like synthesizers and sound cards in computers.
- ✓ It was developed in 1982 and is a very flexible format that can be used for a wide range of musical applications.
- ✓ The MIDI format cannot contain sounds- it contains only digital notes.
- ✓ MIDI file that plays for approximately 5 minutes may be only 25 KB.
- ✓ Sound files in the MIDI format have the extension **.mid** or **.midi**.

20. Write a short note on Quick Time format.

- ✓ The QuickTime format was developed by Apple primarily to store videos.
- ✓ It is a popular format on the Internet but requires the installation of an additional component in non-Windows computers.
- ✓ Files in the QuickTime format have the extension **.mov**.

21. Write a short note on SND format.

- ✓ The Sound or SND format was also developed by Apple.
- ✓ Like the AIFF format, the SND files neither cross-platform nor supported by popular web browsers.
- ✓ Files in the SND format have the extension **.snd**.

22. Write a short note on Wave format.

- ✓ The WAVE format was developed by IBM and Microsoft.
- ✓ It is one of the more popular formats as it is not only supported by all computers running the Windows operating system, but also by all popular web browsers.
- ✓ Files in the WAVE format have the extension **.wav**.

23. Write a short note on MP3/MPEG Format.

- ✓ The MPEG format was developed by the Moving Pictures Experts Group.
- ✓ This MPEG format developed for video files while the MP3 format is used to store sounds (music).
- ✓ Sound files stored in the MP3 format have the extension **.mp3** or **.mpga** (for MPG Audio).
- ✓ Video files stored in the MPEG format have the extension **.mpeg** or **.mpg**

24. Write a short note on Windows Media Format.

- ✓ The Windows Media format was developed by Microsoft.
- ✓ It is also one of the very popular formats on the Internet and on computers with the Windows operating system.
- ✓ It should be noted that this format requires the installation of an additional component in non-Windows computers.
- ✓ Files in the Windows Media format have the extension **.wmv**.

25. Write a short note on au format.

- ✓ The AU format is another sound format that is supported by most of the popular software in the market across different platforms.
- ✓ Files in the AU format have the extension **.au**.

26. Define interactive multimedia.

- ✓ Multimedia applications that allow users to actively participate instead of just sitting by as passive recipients of information are called Interactive Multimedia.

27. Define virtual reality.

- ✓ The environment is created by using input devices like joysticks and sensors and by using output devices like headphones and goggles.
- ✓ The various multimedia components are coordinated with a technique called virtual reality.

28. What is animation?

- ✓ Animations are primarily used to illustrate or demonstrate an idea or a concept.
- ✓ Unlike videos that are usually taken from life, animations are based on drawings.

29. What are the uses of multimedia?

- ✓ Multimedia applications are being used in a variety of different fields.
- ✓ Some fields where multimedia is commonly used include entertainment, education, research, and business communications.

30. Define sound.

- ✓ The sounds that you hear are analog wave patterns.
- ✓ Two attributes control the characteristics of sound - amplitude and frequency.

CHAPTER-9: PRESENTATION**2 MARK****1. What are the various formats for viewing a presentation?**

Normal View, Outline View, Notes View, Handouts View, Slide Sorter View

2. How to change the slide background in Impress?

- ✓ We can change the background color or the background fill of the current slide or all of the slides.
- ✓ Choose **Format→Page→Background**.
- ✓ Select the background fill from the options.

3. What can you do with the left pane of the presentation window?

- ✓ Slides pane on the left displays a thumbnail image of the slide and allows us to rename delete or rearrange them.

4. What is meant by "Rehearse Timings"? Or How will you record a show with rehearse timings?

- ✓ Star office assists in defining the right rehearse timings for automatic slide changes.
- ✓ Star Office records the display time for each slide.
- ✓ The next time you play the show with automatic slide changes, the timing will be recorded.

5. What is the use of master page in presentation?

- ✓ Master page can be used to specify basic background information that needs to be included in all the slides

6. What is the use of slide sorter view?

- ✓ It allows to view miniature images of all the slides in the presentation
- ✓ This view is also used to rearrange slides

7. How will you create handouts in Star Office Impress?

- ✓ Click the handout view tab in the view bar.
- ✓ Open the layout pane in tasks pane
- ✓ Choose a layout to specify how many slides are printed on a single sheet of paper.

8. How will you insert pictures in presentation?

- ✓ To insert a picture in a slide, choose **Insert→Picture→From File** or click the **Insert Picture** icon from the Insert toolbar
- ✓ Choose the desired picture to be inserted from the open dialog box.

9. What is the use of Insert OLE object tool in Impress?

- ✓ It is used to import objects from other application into a presentation.
- ✓ Ex, Star Office Spreadsheet, Formula, Text and Microsoft application objects can be inserted

10. How to insert, delete and rename a slide in presentation?**To insert a slide:-**

- ✓ Click the **Slide** button in the Presentation toolbar or choose **Insert → Slide** from the menu bar. The new slide uses the page layout of the previous slide.

To delete a slide:-

- ✓ You want to delete a slide, select the slide, which you want to delete in the Slides Pane and press **Delete** key or right click on the slide, and choose **Delete Slide**.

To rename a slide:-

- ✓ Select the slide, which you want to rename and choose **Slide→Rename Slide** or right click on the slide and choose **Rename Slide**

11. What is presentation?

- ✓ Among the many tools that are used to communicate to an audience, presentations are among the most powerful and effective ones.
- ✓ In a presentation, you can include a variety of items such as text, audio, hand-drawn images and videos.
- ✓ You can further enhance the appearance of the presentation by inserting charts and tables, adding background images, slide animation and transition effects.

12. What is StarOffice Impress?

- ✓ StarOffice Impress is the StarOffice application that allows you create attractive and professional-looking presentations.
- ✓ The application provides various tools that allow you to save and modify presentations, print them as handouts, and view presentations as slide shows or HTML pages.
- ✓ It also allows you to import and modify Microsoft PowerPoint presentations.

13. What is Custom Animation?

- ✓ It displays various options that allow you to add or modify animation effects to elements of a slide.
- ✓ Choose Custom Animation form Slide Show→Custom Animation

14. How will you customize a presentation?

- ✓ Choose Slide **Show→Custom Slide show**, and then click New
- ✓ It display the Custom Slide shows dialog box.
- ✓ Enter a name for your slide show the Name box
- ✓ You can change the order of the slides in your custom slide show, by dragging and dropping the slider under selected slides.
- ✓ Click OK

15. What is the use of Slide Transition in presentation?

- ✓ It displays various transition effects that can be attached to a slide
- ✓ You can have a different transition for each slide in the presentation.

16. How to insert sound and video?

- ✓ To insert a Movie in a slide, choose **Insert→Movie and Sound** or click the **Insert Movie and Sound** icon from the Insert toolbar.

17. What is a slide?

- ✓ An individual page in a presentation is called as a slide.

18. How will you launch a slide show on the screen?

- ✓ The on-screen presentation starts automatically in the full-screen mode by presenting F5 keys.
- ✓ We click once, the second will be displayed.
- ✓ After the last slide, we will see a blank slide.
- ✓ End presentation by pressing the Escape key.

19. How will we hide a slide?

- ✓ Select the slide(s) that we want to hide the slide show
- ✓ Choose **Slide Show** → **Show/Hide Slide**
- ✓ The slide number is struck out, but it is not removed from our presentation





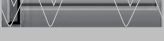



20. How will you start a presentation?

- ✓ To start a presentation, click the Slide Show icon on the presentation toolbar.
- ✓ Choose **Slide Show** → **Slide Show** or press **F5**.
- ✓ The on-screen presentation starts automatically in the full-screen mode.

21. What is notes view?

- ✓ It allows you to add notes to the slides or view any existing notes for the slide.
- ✓ Notes are typically used by a presenter to add additional information to a slide.

22. What are the icons are available in media playback toolbar?

	Play icon	- Plays the current file.
	Pause icon	- Pauses or resumes the playback of the current file
	Stop icon	- Stops the playback of the current file.
	Repeat icon	- Plays the file repeatedly.
	Position slider	- Moves to a different position in the file.
	Mute icon	- Turns sound off and on.
	Volume slider	- Adjusts the volume.
	Zoom	- Adjusts the size of the movie playback.

VOLUME - II

CHAPTER-1: OBJECT ORIENTED CONCEPTS USING C++

2 MARK

1. What is Object?

- ✓ A group of data and the operations are termed as object.
- ✓ The operations represent the behaviour of the object.

2. What is the significance of an object?

- ✓ An object is a group of related functions and data that serves those functions.
- ✓ An object is a kind of self-sufficient "subprogram" with a specific functional area.

3. What is Encapsulation?

- ✓ The mechanism by which the data and functions are bound together within an object definition is called as encapsulation.

4. What is Polymorphism?

- ✓ The ability of an object to respond differently to different messages is called as polymorphism.

5. What is meant by Inheritance?

- ✓ The process of acquiring the Base class properties is called Inheritance.

6. List the advantages of Object Oriented Programming?

- ✓ Class data type allows programs to organize as objects that contain both data and functions
- ✓ Data hiding or Abstraction of data provides security to data, as unrelated member functions cannot access its data.
- ✓ Polymorphism reduces software complexity, as multiple definitions are permitted to an operator or function
- ✓ Inheritance allows a class to be derived from an existing class, thus promoting reusability of code, and also promote insertion of updated modules to meet the requirements of the dynamic world

7. How is polymorphism different from inheritance?

- ✓ Polymorphism reduces software complexity, as multiple definitions are permitted to an operator or function
- ✓ Inheritance allows a class to be derived from an existing class, thus promoting reusability of code.

8. What is class?

- ✓ The data type **Class** conventionally represents an object in the real world.
- ✓ **Class** is a template for entities that have common behaviour.

CHAPTER-2: OVERVIEW OF C++

2 MARK

1. Define Tokens?

- ✓ The basic types are collectively called as Tokens.
- ✓ A token is the smallest individual unit in a program.
- ✓ Tokens are classified as Keywords, Identifiers, Constants, Operators and Punctuators

2. What are keywords? Give examples?

- ✓ Keywords have special meaning to the language compiler.
- ✓ These are reserved words for special purpose.
- ✓ These words cannot be used as normal identifiers.

Examples: if, else, for, do, while, switch, case, break

3. What is meant by the Identifiers? Give an example.

- ✓ Identifiers are also called as variables.
- ✓ Variables are memory boxes that hold values or constants.
- ✓ A variable name must begin with an alphabet or underscore followed by alphabets or numbers.

Example: _test, test, sum12.

4. What are Constants? Give an example.

- ✓ Constants are data items whose values cannot be changed.
- ✓ A constant is of numeric or non-numeric type.
- ✓ Numeric constants consist of only numbers, either whole numbers or decimal numbers. Integers, floating-point are numeric constants.

5. What is Character Constant? Give Example.

- ✓ Character constant is a constant that contains a single character enclosed within single quotes.
- ✓ It can be any character as defined in the character set of C++ language certain special characters like tab, backspace, line feed, null, backslash are called as non-graphic character constants.

6. Write a note on String Literal?

- ✓ It is a sequence of characters by double quotes.
- ✓ These are treated as array of characters.
- ✓ Each string literal is by default with special character '\0' which marks the end of a string.

Ex: "Testing"

7. What is an Operator and Operand? Give suitable example.

- ✓ Operator specifies an operation to be performed that yields a value.
- ✓ An operand is an entity on which an operator acts.

For example:

RESULT = NUM1 + NUM2

NUM1 and NUM2 are operands. + is the additional operator, that performs the addition of the numbers. The result (value) generated is stored in the variable RESULT

8. List out the Relational operators with C++?

- ✓ Relational operators are used to compare numeric values.
- ✓ The relational operators are
 - ✓ == equal to
 - ✓ > greater than
 - ✓ < lesser than
 - ✓ >= greater than or equal
 - ✓ <= lesser than or equal
 - ✓ != not equal to

9. Write the conditional operator with example?

- ✓ A ternary operator (? :) is also called as conditional operator.

General Syntax: E1?E2:E3 where E1,E2,E3 are operands

Example: x=(a>b)?"True":"False"

10. Write a note on assignment operators?

- ✓ = is the simple assignment operator.
- ✓ It is used to assign the result of an expression (on the right hand side) to the variable (on the left hand side of the operator).

Ex: int a=10;

11. What are the two important purposes of void type?

- ✓ To indicate that a function does not return a value
- ✓ To declare a generic pointer

12. Give two uses of void data type?

- ✓ It indicates the compiler that the function does not return a value
- ✓ It indicates that it holds nothing

13. What are Logical Operators? Give an example.

- ✓ Logical operators combines the results of one or more conditions.
- ✓ The various logical operators are && (AND), || (OR), ! (NOT)

Example:

Result = (c == d) && (choice != term)
The values stored in Result is 0 (False)

14. What is the use of the operators related to pointer variable? Or what are pointer variables?

- ✓ Pointer variables can store the address of other variables.
- ✓ But the address stored in pointer variables should be of the same data type a pointer variable is pointing to.

Ex: The asterisk (*) is used to declare the pointer variable.

It is used to display the contents stored at a location.

It is an unary operator.

15. How are the pointer variables declared?

- ✓ int * iptr;
- ✓ Where int indicates that the pointer will point to an int data type instructs the compiler that the variable is pointer
- ✓ Iptr is name of the pointer variable

16. What are Data types? Give an example.

- ✓ Data Types are the kind of data that variables hold in a programming language.
- ✓ The ability to divide data into different types in C++ enables one to work with complex objects.

Example: int, float, char

17. What are three categories of Data Types?

They can be broadly classified into the following three categories.

- ✓ User defined type
- ✓ Built-in type
- ✓ Derived type

18. Write about User Defined Data Type?

- ✓ User Defined Data Type enables a programmer to invent own data type and define values it can assume.
- ✓ This helps in improving readability of the program.

19. Write about the impact of modifiers in C++?

- ✓ Unsigned modifies the range of the integer values as the sign bit is also used to store data.
- ✓ Long increase the bytes for a particular data type, thus increasing the range of values

20. Write a note on enumerated data type and give the syntax and examples?

- ✓ Enumerated data type helps users in creating a list of identifiers, also called symbolic numeric constants of the type int.

Syntax: enum data type identifier (value1, value2,..);

Example: enum holidays (Sunday, Saturday);

21. Write about Type definition and syntax in C++?

- ✓ Users can define a variable that would represent an existing data type.
- ✓ It allows users to define such user defined data type identifier.

Syntax: typedef data_type user_defined_data_type_identifier

Example: typedef int marks;

22. What is type cast? Write note on type cast?

- ✓ It refers to the process of changing the data type of the value stored in a variable.

23. What are the four storage specifiers in C++?

- ✓ Storage Class is another qualifier (like long or unsigned) that can be added to a variable declaration.
- ✓ The four storage specifiers are
 - ✓ Auto
 - ✓ Static
 - ✓ Extern
 - ✓ Register

24. List out user defined data types?

1. Structure 2. Union 3. Class and 4.enumeration

25. Define size of operator in C++?

- ✓ Size of is an operator. It returns the size (memory requirement) in terms of bytes, of the given expression or data type.

26. What is Variable?

- ✓ Variables are user defined named entities of memory locations that can store data.

Example: int a;

27. What is the use of the operator related to pointer variable?**The ‘ &’ operator :**

When we type `int num1=10;`

- ✓ Reserves space in the memory to hold the integer value
- ✓ Associates the variable name num1 with a memory location
- ✓ Stores the value 2 at this location in the memory

The asterix (*) :

- ✓ Used to declare a pointer variable.
- ✓ Used to display the contents stored at a location (value at the address operator).
- ✓ It is a unary operator.

28. Write any four Punctuators in c ++ and write a line about them.

- `;` Terminates a C++ statement.
- `//` Treats statements prefixed with this as comments.
- `/* */` Blocks enclosed within these characters are treated as comment.
- `[]` Index value for an element in an array is indicated within these brackets.

29. What are the operators used only by the C++?

The following operators are specific to C++.

- `::` `.*` `->*`

30. How is a pointer variable different from ordinary variable?**Variable:-**

- ✓ Variables are user defined name entities of memory locations that can store data.
- ✓ Special characters are not allowed to declare a variable.

Pointer

- ✓ A pointer is a variable that hold a memory address.
- ✓ * is used to declare a pointer variable.

31. What is association?

- ✓ The operands and the operators are grouped in a specific logical way for evaluation.
- ✓ This logical grouping is called as association.

32. What is Garbage?

- ✓ Auto variables are not initialized with appropriate values based on their data type.
- ✓ These variables get undefined values known as garbage.

33. How to declare a variable?

- ✓ Variables are allocated memory to store data. Compiler allocates memory, based on the data type of the variable.
- ✓ Hence variables must be declared before they are used.

Example : `int a;`
 `float f1,f2;`
 `char name[10],choice;`

Syntax:



34. What is const qualifier?

- ✓ The **const** qualifier specifies that the value of a variable will not change during the run time of a program.
- ✓ Any attempt to alter the value of a variable defined with this qualifier will throw an error message by the compiler.
- ✓ The const qualifier is used like any other modifier where the variable is prefixed with the keyword const followed by data type .

For example :

const float pi = 3.14;

35. Based on operand requirements, how many operators are classified? List out.

- ✓ Unary operators
- ✓ Binary operators
- ✓ Ternary operators

CHAPTER-3: BASIC STATEMENTS

2 MARK

1. What are the different statements in C++?

- ✓ Input/output
- ✓ Declaration
- ✓ Assignment
- ✓ Control structures
- ✓ Function call
- ✓ Object message
- ✓ Return

2. What are the various sections in C++ program?

A C++ program has primarily three sections viz.,

- ✓ Include files
- ✓ Declaration of variables, data type, user defined functions
- ✓ main() function

On successful compilation, when the program is executed the main() function will be automatically executed.

3. What do you know about assignment statements in C++?

- ✓ An assignment statement, assigns value on the right hand side of an expression to the variable on the left hand side of the assignment operator.
- ✓ = is the assignment operator.

Ex: num=10;

4. What is the use of declaration statement?

- ✓ Declaration statement introduces a variable name and associates it with a specific data type
- ✓ A variable gets defined when memory is set aside
- ✓ Some variables also get defined when they are declared
- ✓ Pointer variables get defined only when memory is fetched. For example by using new memory operator

5. What are the control structures? What are the two main categories of control structures?

- ✓ Program statements that cause jump of control from one part of a program to another is called as control statements or control structures.
- ✓ The two main categories of control structures are Decision making statements and looping statements.

6. Write the syntax of nested if statement?

- ✓ The statement sequence of if or else may contain another if statement i.e., the if else statements can be nested within one another.

Syntax:-

```

if (expression -1)
    if (expression -2)
    {
        action -1;
    }
else
    {
        action-2;
    }
else
    {
        action-3;
    }
};

```

7. What is the purpose of break statement?

- ✓ Break statement would exit the current loop only.
- ✓ It accomplishes jump from the current loop

8. What is the purpose of continue statement?

- ✓ The continue statement forces the next iteration of the loop to take place, skipping any code following the continue statement in the loop body.

9. Write the rules for the formation of nested loops?

- ✓ An outer loop and inner loop cannot have the same control variable, as it will lead to logical errors.
- ✓ The inner loop must be completely nested inside the body of the outer loop

10. What are loops? What are the three kinds of loop in C++?

- ✓ Loops execute a set of instructions repeatedly for a certain number of times.
- ✓ There are three kinds of loops in C++
 1. for loop
 2. while loop
 3. do .. while loop.

11. What is meant by the compiler?

- ✓ Compilers create object files from source code.
- ✓ Compilers are translator programs that create a machine-readable program from the source code.
- ✓ Compiler checks for the grammar of language (syntax).
- ✓ An object file is created from an error free source code.
- ✓ The object file is linked with the essential libraries to generate an executable file.

12. Write the different between while , do...while loops.**While loop:-**

- ✓ Is called as the **entry-check** loop.
- ✓ The body of the while loop will be executed only if the test expression results true placed in the while statement.

Syntax:

```

while (condition)
{
    action block;
}

```

Do...while loop:-

- ✓ Is called as the **exit-check** loop. Syntax:
- ✓ As the condition (test expression) marks the last statements of the body of the loop.

Syntax:

```

do
{
    action block;
} while (condition);

```

13. What are the different between continue statement and break statement?**CONTINUE:-**

- ✓ The continue statement forces the next iteration of the loop to take place
- ✓ Skipping any code following the continue statement in the loop body.

BREAK:-

- ✓ Break statement would exit the current loop only.
- ✓ It accomplishes jump from the current loop

14. What is the different between if...else and switch statement?**if...else:-**

- ✓ **if .. else** statement which chooses between two alternatives.
- ✓ **if .. else** statement which chooses between two alternatives , executes the chosen block based on the condition

Switch:-

- ✓ This is a multiple branching statement
- ✓ where, based on a condition, the control is transferred to one of the many Possible points.

15. What is for loop? Give it's syntax.

- ✓ Loop is an entry controlled loop and is used when an action is to be repeated for a predetermined number of times.

Syntax:

```
for (initial value ; test-condition ; increment)
{
    action block;
}
```

16. What is switch statement and give it syntax?

- ✓ This is a multiple branching statement where, based on a condition, the control is transferred to one of the many possible points.

Syntax:

```
switch (expression)
{
    case 1 :    action block 1;
              break;
    case 2 :    action block 2;
              break;
    case 3 :    action block 3;
              break;
    default :
              action block 4;
              break;
}
```

17. Define "cin" statement.

- ✓ **cin** is a predefined object that corresponds to a standard input stream.
- ✓ Input stream represents the flow of data from the standard input device – the keyboard.

18. Define "cout" statement.

- ✓ **cout** pronounced as (C out) is a predefined object of standard output stream.
- ✓ The standard output stream normally flows to the screen display – although it can be redirected to several other output devices.

19. Define "iostream" statement.

- ✓ The basic input/output operations are managed by a set of declarations available in the istream.h and ostream.h header files.
- ✓ Iostream.h file comprises the combined properties of istream and ostream.

20. What is header file?

- ✓ A header file comprises of all standard declarations and definitions for predefined functions.

- ✓ One can include the header file in the program by using a pre-processor directive
- ✓ A pre-processor directive starts with # , which instructs the compiler to do the required job.
- ✓ # include <iostream.h> is a typical pre-processor directive.
- ✓ The other header files are iomanip.h, stdio.h, ctype.h, math.h, fstream.h etc.

21. What is extraction or get from operator?

- ✓ The >> is the extraction or get from operator. It takes the value from the stream object to its left and places it in the variable to its right.
- ✓ For example consider the following snippet :
float temperature;
cin >> temperature;

22. What is insertion or put to operator?

- ✓ The operator << is called the insertion operator or put to operator.
- ✓ It directs the contents of the variable to its right to the object to its left.
- ✓ For example consider the following statements;
int marks = 85;
cout << marks;

23. What is source code?

- ✓ Programs are written in high level language using the grammar of a computer language.
- ✓ A Program written in high level language is called as the Source Code.

24. What is object file?

- ✓ The source code has to be converted to machine-readable form.
- ✓ The machine-readable form of a program is called as Object file.

5 MARK

1. Explain switch statement with a suitable example?

- ✓ It is a multiple branching statement where based on a condition, the control is transferred to one of the many possible points.

Syntax: -

```
switch(expression)
{
    case 1: action block1;
    break;
    case 2: action block2;
    break;
    case 3: action block3;
    break;
    default: action block;
    break;
}
```

Example: -

```
#include <iostream.h>
#include <conio.h>
void main()
{
    int a, remainder;
    clrscr();
    cout << "\nEnter a number ...";
    cin >> a;
    remainder = a % 3;
    switch (remainder)
    {
```



```

        case 1 : cout << "\nRemainder is one";
                break;
        case 2 : cout << "\nRemainder is two";
                break;
        default: cout << "\nThe given number is divisible by 3";
                break;
    }
    getch();
}

```

The above program displays

- ✓ Remainder is two if a = 5 or so
- ✓ The given number is divisible by 3, if a = 9 or so Or in other words the above program checks for divisibility by 3 and prints messages accordingly.

2. Explain Entry-check loop with example? Or Explain while loop with example?

- ✓ While loop is called as the **entry-check** loop.
- ✓ The body of the while loop will be executed only if the condition is true.
- ✓ The control exits the loop once the condition is evaluated to false.

Syntax:-

```

while (condition)
{
    action block;
}

```

Example:-

```
#include<iostream.h>
```

```
#include<conio.h>
```

```
Void main()
```

```

{
    clrscr();
    int n=2;
    while(n<6)
    {
        cout<<n*n<<'\t';
        n=n + 1;
    }
    getch();
}

```

Output:-

```
4    9    16    25
```

Working of loop:-

- ✓ Initializes the control variable num=2
- ✓ Num<2 is evaluated, control is transferred to step 3, if the condition is TRUE
- ✓ Print the square of the value stored in num
- ✓ Increment num by 1
- ✓ Control is transferred to step 2
- ✓ End

3. Explain Exit-check loop with example? Or Explain do...while loop with example?

- ✓ Do....while is called as **exit-check** loop.
- ✓ The condition marks the last statement of the body of the loop.

Syntax:-

```

do
{
    action block;
} while (condition);

```

Example:-

```
# include <iostream.h>
# include <conio.h>

void main()
{
    clrscr();
    int n = 2;
    do
    {
        cout << n * n << '\t';
        n = n + 1;
    } while (n < 6);
    getch();
}
```

Output:-

4 9 16 25

Working of loop:-

1. Initializes the control variable num=2
2. Num<2 is evaluated, control is transferred to step 3, if the condition is TRUE
3. Print the square of the value stored in num
4. Increment num by 1
5. Control is transferred to step 2
6. End

4. Explain Entry-controlled loop with example? Or Explain For loop with example?

- ✓ for loop is an entry controlled loop
- ✓ It is used when an action is to be repeated for a predetermined number of times.

Syntax:-

```
for(initial value; test-condition; increment)
{
    action block;
}
```

Example:-

```
# include <iostream.h>
# include <conio.h>
void main()
{
    int i, fact = 1;
    clrscr();
    for(i = 1; i < 6; i++)
        fact *= i;
    cout << "\nThe factorial of the number is .." << fact;
    getch();
}
```

Output:

120

Working of loop:-

- ✓ The control variable is initialized first.
- ✓ Test condition is evaluated.
- ✓ The body of the loop is executed only if the condition is true.
- ✓ The control variable is incremented and the test condition will be evaluated before the body of the loop is executed.
- ✓ The loop is terminated when the test condition is false

5. Explain the 'Nested.. if' statement with an example in C++?

- ✓ The statement sequence of if or else may contain another if statement i.e., the if else statements can be nested within one another.

Syntax:-

```

if (expression -1)
    if (expression -2)
    {
        action -1;
    }
    else
    {
        action-2;
    }
else
{
    action-3;
};

```

Example:-

```

if (grade == 'A')
    if (basic > 5500)
        incentive = basic * 10/100;
    else
        incentive = basic * 5/100;
else
    cout << "Try to attain Grade A";

```

Working of the above example :

- ✓ Grade = 'A' and basic == 5501, then incentive gets the value 550.
- ✓ Grade = 'A' and basic == 5000, then incentive gets the value 250.

6. What is if and if...else Statement explain with an example?

if statement :

- ✓ Is the simplest of all the decision statements. It is implemented in two forms
- ✓ Simple if statement
- ✓ if .. else statement

Syntax :

```

if (condition/expression)
{
    action block;
}

```

Example:

```

#include <iostream.h>
#include <conio.h>
void main()
{
    int a;
    clrscr();
    cout << "\nEnter a number ";
    cin >> a;
    if ( a%2 == 0)
        cout << "\nThe given number " << a << "is even";
    getch();
}

```

if .. else:

- ✓ **if .. else...** statement which chooses between two alternatives , executes the chosen block based on the condition.

Syntax:

```

if (condition/expression)
{
    action block;
}
else
    if (condition/expression)
    {
        action block;
    }

```

Example:

```

#include <iostream.h>
#include <conio.h>
void main()
{
    int a;
    clrscr();
    cout << "\nEnter a number ";
    cin >> a;
    if ( a%2 == 0)
        cout << "\nThe given number " << a << "is even";
    else
        cout << "\nThe given number " << a << "is odd";
    getch();
}

```

Output:

In the above program **"The given number 10 is even"** is printed if the expression is evaluated to true, otherwise statement following else option will be executed.

CHAPTER-4: FUNCTIONS
2 MARK
1. What are functions?

- ✓ Functions are the building blocks of C++ programs.
- ✓ It is also the executable segments in a program.
- ✓ The starting points for the execution of a program is main().

2. What are the advantages of using functions in C++?

- ✓ Reduce the size of the program
- ✓ Induce reusability of code
- ✓ A function can be shared by other programs by compiling it separately and loading them together.

3. What is the main purpose of function prototype?

- ✓ It is help the compiler to check the data requirement of the function.
- ✓ With function prototyping, a template is always used when declaring and defining a function.
- ✓ When a function is called, the compiler uses the template to ensure that proper arguments are passed, and the return value is treated correctly.

4. What are the two methods used in Functions?

- ✓ Call by value method
- ✓ Call by reference method

5. Difference between call by value and call by reference?**Call by value: -**

- ✓ The flow of data is always from the call statement to the function definition.
- ✓ Any change in the formal parameter is not reflected back to the actual parameter.

Call by reference: -

- ✓ Formal and actual parameters in reference type point to the same storage area.
- ✓ Any change in the formal parameter is reflected in actual parameter.

6. What are the rules for actual parameters?

- ✓ It can be passed in the form of constants or variables or expressions to the formal parameters, which are of value type.

7. What is meant by actual parameters and formal parameters?

- ✓ The parameter associated with call statement is called actual parameters.
- ✓ The parameter associated with function header is called formal parameters.

8. Write a note on inline functions.

- ✓ When the functions are small, the compiler replaces the function call statement by its definition ie, its code during program execution. This feature is called as inline function.
- ✓ Inline function looks like a normal function in the source file but inserts the function's code directly into the calling program.
- ✓ Inline functions execute faster but require more memory space.

9. What is the use of scope resolution operator?

- ✓ :: is the scope resolution operator.
- ✓ It is used to refer variables declared at file level.
- ✓ This is helpful only under situations where the local and file scope variables have the same name.

10. Write the general syntax of a function prototype. Give an example.**Syntax:**

<type > <function identifier > (arguments);

Example:

```
void fun (char);
int max (int, int);
```

11. How many types of variable scopes are there? What are they?

- ✓ Scope refers to the accessibility of a variable.
- ✓ There are four types of scopes in C++. They are
 1. Local scope
 2. Function scope
 3. File scope
 4. Class scope

12. Write note on File scope?

- ✓ A variable declared above all blocks and functions have the scope of a file.
- ✓ The file scope variable is the entire program.
- ✓ The lifetime of a file scope variable is the lifetime of a program.

13. Write note on function scope.

- ✓ It is declared within a function is extended to function block, and all sub-blocks.
- ✓ It is accessible in all the sub-blocks.
- ✓ The lifetime of a function scope variable is the lifetime of the function block.
- ✓ The scope of formal parameters is block function scope.

14. Write note on local scope.

- ✓ It is defined within a block
- ✓ It is the block in which it is defined.
- ✓ It cannot be accessed from outside the block of its declaration.
- ✓ A block of code begins and ends with curly braces { }.
- ✓ It exists only while the block of code in which they are declared is executing.

15. Write note on class scope.

- ✓ A Class is a way to bind the data and its associated functions together.
- ✓ Classes provide a method for packing together.

16. Define return statement.

- ✓ **Return** statement marks the end of the function and also transfers control to the statement after call statement

5 MARK

1. Explain call by value method with an example?**Call By Value:**

- ✓ In this method, the called function creates new variable to store the value of the arguments passed to it.
- ✓ In this method copies the value of actual parameters into the formal parameters.
- ✓ The function creates its own copy of arguments and then uses them.
- ✓ In this method, the flow of data is always from the call statement to the function definition.

Example: -

```
#include<iostream.h>
#include<conio.h>
void sawp(int n1,int n2)
{
    int temp;
    temp=n1;
    n1=n2;
    n2=temp;
    cout<<n1<<'\t'<<n2<<'\n';
}
void main()
{
    int m1=10,m2=20;
    clrscr();
    cout<<"Before swap"<<m1<<'\t'<<m2<<'\n';
    cout<<"Calling swap\n";
    swap(m1,m2);
    cout<<"Back to main values are...."<<m1<<'\t'<<m2<<'\t';
    getch();
}
```

Output:-

```
Before swap 10      20
Calling swap
20      10
Back to main values are... 10      20
```

2. Explain call by reference method with suitable example?

- ✓ In this method, the called function arguments-formal parameters become alias to the actual parameters in the calling function.
- ✓ The function is working with its own arguments.
- ✓ It is actually working on the original data.
- ✓ In this method, any change made in the formal parameter is reflected back in the actual parameter.

Example: -

```
#include<iostream.h>
#include<conio.h>
void sawp(int &n1,int &n2)
{
    int temp;
    temp=n1;
    n1=n2;
```

```

n2=temp;
cout<<n1<<'t'<<n2<<'n';
}

void main()
{
    int m1=10,m2=20;
    clrscr();
    cout<<"Before swap"<<m1<<'t'<<m2<<'n';
    cout<<"Calling swap\n";
    swap(m1,m2);
    cout<<"Back to main values are..."<<m1<<'t'<<m2<<'t';
    getch();
}

```

Output:-

```

Before swap 10      20
Calling swap
20      10
Back to main values are 20      10

```

3. Explain Inline Functions with an example?

- ✓ When the functions are small, the compiler replaces the function call statement by its definition i.e., its code during program execution. This feature is called as inline function.
- ✓ An inline looks like a normal function in the source file but inserts the function's code directly into the calling program.
- ✓ Inline functions execute faster but require more memory space.
- ✓ Reusability of code leading to saving of memory space and reduction in code size

Example:

```

#include <iostream.h>
#include <conio.h>
inline float convert_feet(int x)
{
    return x * 12;
}
void main()
{
    clrscr();
    int inches = 45;
    cout << convert_feet(inches);
    getch();
}

```

4. Define scope? Explain the different types of scopes variables in C++?

- ✓ Scope refers to the accessibility of a variable.
- ✓ There are four types of scopes in C++. They are
 1. Local scope
 2. Function scope
 3. File scope
 4. Class scope

1. Local scope: -

- ✓ It is defined within a block
- ✓ It is the block in which it is defined.
- ✓ It cannot be accessed from outside the block of its declaration.
- ✓ A block of code begins and ends with curly braces { }.
- ✓ It exists only while the block of code in which they are declared is executing.

2. Function scope: -

- ✓ It is declared within a function is extended to function block, and all sub-blocks.
- ✓ It is accessible in all the sub-blocks.

- ✓ The lifetime of a function scope variable is the lifetime of the function block.
- ✓ The scope of formal parameters is block function scope.

3. File scope: -

- ✓ A variable declared above all blocks and functions have the scope of a file.
- ✓ The file scope variable is the entire program.
- ✓ The lifetime of a file scope variable is the lifetime of a program.

4. Class scope: -

- ✓ A Class is a way to bind the data and its associated functions together.
- ✓ Classes provide a method for packing together.

CHAPTER-5: STRUCTURED DATA TYPE - ARRAYS

2 MARK

1. What is array? What are the different types?

- ✓ An array is a collection of variables of the same type that are referenced by a common name.
- ✓ Arrays are two types:
 - One dimensional:** comprising of finite homogenous elements
 - Multi dimensional:** comprising of elements, each of which is itself a one dimensional array

2. Give the syntax for Single Dimensional Array?

- ✓ These are suitable ways for processing of lists of items for identical types.
- ✓ An array is declared as follows:

Syntax:



Example: `int mark[5];`

3. What is two dimensional (2D) arrays?

- ✓ A two-dimensional array is an array in which each element is itself an array.
- Example: `int marks[3][4];`

4. How will you declare two-dimensional array?

- ✓ A 2-D array is declared as:
Type array-id [Rows] [Columns];

Example:

1. `int a[3] [2]`- declares 3 rows and 2 columns for the array a
2. `const i=5; float num [i] [3]` - declares a 2-D table num with 5 rows and 3 columns
3. `short fine ['A] ['E']` - declares a 2-D table of 65 rows and 69 columns

5. What is sorting?

- ✓ One can rearrange the data in a given array either in ascending or descending order. This process is called Sorting.

6. How the strings are treated? Give example?

- ✓ Strings are called as literals, which are treated as single dimension of characters.
- ✓ The declaration of strings is same as numeric array.

Example: `char name [10];`
`char vowels[] = { 'a', 'e', 'i', 'o', 'u' };`

7. Give the syntax for gets () & getline?

Syntax for gets () is:-

`gets (char array identifier) or gets (char *)`

Syntax for getline is:-

cin.getline (char*, no.of characters, delimiter);

8. Write a note on write ()?

- ✓ It is a member function of standard output stream.
- ✓ All member functions of a class should be accessed through an object / instance of class.
- ✓ The two parameters required for write function are identifier string characters and number of characters to be displayed.

9. What is array of strings? Give example? [Oct-08]

- ✓ An array of strings is a two-dimensional character array.
- ✓ The size of first index(rows) determines the number of strings
- ✓ The size of second index(column) determines maximum length of each string

Example:-

```
Char day[7][10] = {"Sunday", "Monday", "Tuesday", "Wednesday", "Thursday",
                  "Friday", "Saturday"};
```

10. Explain the memory representation of 2-D arrays?

- ✓ A 2-D array is stored in sequential memory blocks.
- ✓ The elements are stored either
 1. row-wise manner (this method is called as row-major order)
 2. column-wise manner (this method is called as column-major order)

Example: int sales [2][4];

11. What is matrix?

- ✓ A matrix is a set of **mn** numbers arranged in the form of a rectangular array of m rows and n columns.
- ✓ Matrices can be represented through 2-D arrays.

12. Write note on strlen() function.

- ✓ Returns the number of characters stored in the array.
- ✓ **Syntax:** strlen (char *).

✓ **Example:** char name ="Chennai";
n=strlen(name);
The given string length is 7

13. Write note on strcpy() function.

- ✓ Copies source string to target string.
- ✓ **Syntax:** strcpy (char *,char *)
- ✓ **Example:** strcpy (name, petname);

14. Write note on strcmp() function.

- ✓ Compares the two given strings, and returns 0, if strings are equal.
- ✓ **Syntax:** strcmp (char*, char*)
- ✓ **Example:** strcmp ("Abc", "Abc")

CHAPTER-6: CLASS AND OBJECTS

2 MARK

1. What is a Class? Give example.

- ✓ A class is a new way of creating and implementing a user defined data type.
- ✓ Classes provide a method for packing together data of different types.

Example:

```
class student
{
    char name[30];
    int rollno, marks1, marks2, total_marks;
};
```

2. What is the specifying of a class? (or) What are the two parts of class declaration?

- ✓ A class specification has two parts :
 1. Class Declaration
 2. Class Function Definitions

3. What are the three access specifiers?

Private :

- ✓ The members that have been declared as private, can be accessed only from within the class

Public :

- ✓ The members that have been declared as protected can be accessed from within the class, and the members of the inherited classes.

Protected:

- ✓ The members that have been declared as public can be accessed from outside the class also.

4. Write the general form of class declaration?

```
class class-name
{
    private :
        variable declaration
        function declaration
    protected :
        variable declaration
        function declaration
    public :
        variable declaration
        function declaration
};
```

5. Difference between Data members and Member functions?

Data Members:-

- ✓ Data Members are the data variables that represent the features or properties of a class.
- ✓ Data Members are also called as attributes.

Member Functions:-

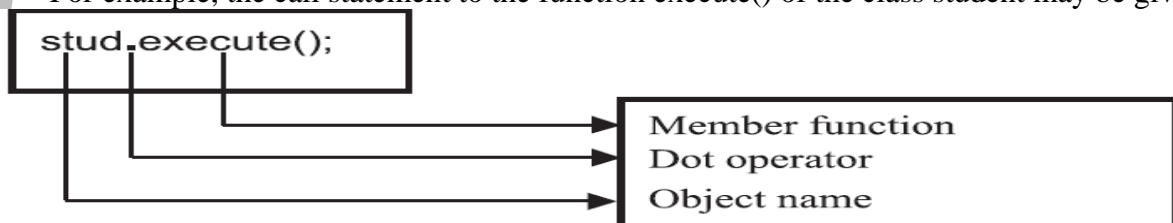
- ✓ Member Functions are the functions that perform specific tasks in a class.
- ✓ Member Functions are also called as methods.

6. Write note on Static Data Member?

- ✓ A data member of a class can be qualified as static
- ✓ The static member variable
 - Is initialized to zero, only when the first object of its class is created . No other initialization is permitted
 - Only one copy of the member variable is created (as part of the common pool) and is shared by all the other objects of its class type
 - Its scope or visibility is within the class but its lifetime is the lifetime of the program.

7. What is the use of a dot operator? (or) How are the class members accessed?

- ✓ The members of a class are accessed using the dot operator.
- ✓ For example, the call statement to the function execute() of the class student may be given as:



8. What are the different ways of creating objects?

- ✓ Look at the following declaration statement **student stud;** this statement may be read as **stud is an instance or object of the class student.**
- ✓ Once a class has been declared, variables of that type can be declared. 'stud' is a variable of type

student ,student is a data type of class .

- ✓ In C++ the class variables are known as objects.
- ✓ The declaration of an object is similar to that of a variable of any basic type. Objects can also be created by placing their names immediately after the closing brace of the class declaration.

9. Write note on defining method of a class.

```

class add
{
    int a,b;
    public:
        add()
        {
            a='\0';
            b='\0';
        }
        void display();
};
void add::display()
{
    int sum;
    sum = a+b;
    cout<<sum;
}

```

Method 1

Method 2

- ✓ In Method 1, the member function add() is declared and defined within class add.
- ✓ In Method 2, the member function display() is declared within the class, and defined outside the class.

10. Write the characteristics of member functions?

- ✓ Several different classes can use the same function name. The 'membership' label will resolve their scope.
- ✓ Member functions can access the private data of a class. A non- member function cannot do so.
- ✓ A member function can call another member function directly, without using the dot operator. (This is called as nesting of member functions).
- ✓ The member functions can receive arguments of a valid C++ data type. Objects can also be passed as arguments.
- ✓ The return type of a member function can be of object data type.
- ✓ Member functions can be of static type.

11. Define Encapsulation?

- ✓ The binding of data and functions together into single entity is referred to as encapsulation.

12. What is meant by Data hiding?

- ✓ The members and functions declared under private are not accessible by members outside the class, this is referred to as data hiding.

13. What is Data Abstraction?

- ✓ Instruments allowing only selected access of components to objects and to members of other classes is called as Data Abstraction.

14. Write a note on array of objects in C++?

```

class product
{
    int code,quantity;
    float price;
    public :
        void assign_Data();
        void display();
} p[3];

void main()
{
    p[0].assign_Data();
    p[0].display();
}

```

code quantity p[0] price
code quantity p[1] price
code quantity p[2] price

15. Write short notes on memory allocation of objects?

- ✓ No separate memory space is allocated for member function when the object is created.
- ✓ Memory space required for the member variables are only allocated separately for each object.
- ✓ Separate memory allocations for the objects are essential because the member variables will hold different data values for different objects.

CHAPTER-7: POLYMORPHISM**2 MARK****1. What is polymorphism?**

- ✓ The word polymorphism means many forms (poly – many, morph – shapes).
- ✓ In C++, polymorphism is achieved through function overloading and operator overloading.
- ✓ The term overloading means a name having two or more distinct meanings.

2. Define function overloading.

- ✓ The ability of the function to process the message or data in more than one form is called as function overloading.

3. How are functions invoked in function overloading?

The compiler adopts BEST MATCH strategy. As per this strategy, the compiler will

- ✓ Look for the exact match of a function prototype with that of a function call statement
- ✓ In case an exact match is not available, it looks for the next nearest match. That is, the compiler will promote integral data promotions and then match the call statement with function prototype.

4. What are the rules for function overloading?

- ✓ Each overloaded function must differ either by the number of its formal parameters or their data types
- ✓ The return type of overloaded functions may or may not be the same data type
- ✓ The default arguments of overloaded functions are not considered by the C++ compiler as part of the parameter list
- ✓ Do not use the same function name for two unrelated functions

5. Define operator overloading.

- ✓ The term operator overloading, refers to giving additional functionality to the normal C++ operators like +, ++, -, --, +=, -=, * <, >.
- ✓ The mechanism of giving **special meaning to an operator** is called as **operator overloading**.

6. List out the operators that cannot be overloaded.

- | | |
|----------------------------|-----------------------------------|
| 1. Membership operator (.) | 2. Scope resolution operator (::) |
| 3. Size of operator | 4. Conditional operator (?:) |

5 MARK**1. Explain function overloading with rules.****Function overloading:-**

- ✓ The ability of the function to process the message or data in more than one form is called as function overloading.

Rules for function overloading:-

- ✓ Each overloaded function must differ either by the number of its formal parameters or their data types
- ✓ The return type of overloaded functions may or may not be the same data type
- ✓ The default arguments of overloaded functions are not considered by the C++ compiler as part of the parameter list
- ✓ Do not use the same function name for two unrelated functions

Example :

```

void fun ( char a, int times)
{
    for (int i=1; i<=times;i++)
        cout<<a;
}
void fun( char a= '*', int times )
{
    for(int i=1;i<=times;i++)
        cout<<a;
}
void fun( int times)
{
    for(int i=1; i<=times ;i++)
        cout<<'@';
}
void main()
{
    fun ( '+', 60);
    fun(60);
}

```

When the above program is compiled, two errors will be flagged:

- ✓ Conflict between fun(char a, int times) and fun(char a='*', int times)
- ✓ Conflict between fun(char a='*', int times) and fun (int times)

The call statement fun('+', 60) can be matched with fun (char a, int times) and fun (char a='*', int times).

The call statement fun(60) can be matched with fun (char a='*', int times) and fun (int times).

Overload a function with the help of different function definitions having a unique parameter list. That is, the parameter list differs either by number or types.

2. What is operator overloading? And what are the rules for operator overloading?

Operator overloading:-

- ✓ The term operator overloading, refers to giving additional functionality to the normal C++ operators like +, ++, -, --, +=, -=, * <, >.
- ✓ The mechanism of giving **special meaning to an operator** is called as **operator overloading**.

Rules for operator overloading:-

There are certain restrictions and limitations in overloading operators. They are:

- ✓ Only existing operators can be overloaded. New operators cannot be created.
- ✓ The overloaded operator must have at least one operand of user defined type.
- ✓ The basic definition of an operator cannot be replaced or in other words one cannot redefine the function of an operator. One can give additional functions to an operator

- ✓ Overloaded operators behave in the same way as the basic operators in terms of their operands.
- ✓ When binary operators are overloaded, the left hand object must be an object of the relevant class
- ✓ Binary operators overloaded through a member function take one explicit argument.

CHAPTER-8: CONSTRUCTORS AND DESTRUCTORS

2 MARK

1. What is Constructor?

- ✓ The constructor is a special function that initializes objects when they are created.
- ✓ It is automatically invoked when an object is created.

2. Define Destructors?

- ✓ It is a function that removes the memory of an object, which was allocated by the constructor at the time of creating an object.
- ✓ It carries the same name as the class tag, but with a tilde (~) as prefix.

3. Difference between Constructors & Destructors?

Constructors:-

- ✓ When an instance of a class comes into scope, a special function called the constructor gets executed.
- ✓ The constructor function initializes the class object.
- ✓ It returns nothing.

Destructors:-

- ✓ When a class object goes out of scope, a special function called the destructor gets executed.
- ✓ The constructor function name and the destructor have the same name as the class tag.
- ✓ It returns nothing.

4. What are the functions of a constructor?

- ✓ The constructor function initializes the class object.
- ✓ The memory space is allocated to an object.

5. When is a Copy constructor executed?

The constructor add (add &a) is called as copy constructor. A copy constructor is executed:

- ✓ When an object is passed as a parameter to any of the member functions.
Example void add::putdata(add x);
- ✓ When a member function returns an object For example, add getdata();
- ✓ When an object is passed by reference to constructor For example, add a; b(a);

6. What is default contractor?

- ✓ The constructor add() is a constructor without parameters(non parameterized). It is called as default constructor.
- ✓ More traditionally default constructors are referred to compiler generated constructors.

7. What are the types of constructors?

There are three types of constructor:

- ✓ The constructor add() is a constructor without parameters(non parameterized). It is called as **default constructor** – Example : add()
- ✓ Parameterized constructor – **Example** : add (int s1, int s2)
- ✓ Copy constructor –**Example** : add (add & a)

8. Define the rules for constructor definition and usage.

- ✓ The name of the constructor must be same as that of the class.
- ✓ A constructor can have parameter list.
- ✓ The constructor function can be overloaded.
- ✓ The compiler generates a constructor, in the absence of a user defined constructor.
- ✓ The constructor is executed automatically.

9. Define the rules for destructor definition and usage.

- ✓ The destructor has the same name as that of the class prefixed by the tilde character '~'.
- ✓ The destructor cannot have arguments.
- ✓ It has no return type.
- ✓ Destructors cannot be overloaded i.e., there can be only one destructor in a class.
- ✓ In the absence of user defined destructor, it is generated by the compiler.
- ✓ The destructor is executed automatically when the control reaches the end of class scope

5 MARK

1. What is a constructor? Explain the rule for Constructors.**Constructor:-**

- ✓ The constructor is a special function that initializes objects when they are created.
- ✓ It is automatically invoked when an object is created

Functions of a constructor:-

- ✓ The constructor function initializes the class object.
- ✓ The memory space is allocated to an object.

Rules for constructor:-

- ✓ The name of the constructor must be same as that of the class.
- ✓ A constructor can have parameter list.
- ✓ The constructor function can be overloaded.
- ✓ The compiler generates a constructor, in the absence of a user defined constructor.
- ✓ The constructor is executed automatically.

2. What is a Destructor? Explain the rule for Destructors.**Destructor:-**

- ✓ It is a function that removes the memory of an object, which was allocated by the constructor at the time of creating an object.
- ✓ It carries the same name as the class tag, but with a tilde (~) as prefix.

Rules for Destructor:-

- ✓ The destructor has the same name as that of the class prefixed by the tilde character '~'.
- ✓ The destructor cannot have arguments.
- ✓ It has no return type.
- ✓ Destructors cannot be overloaded i.e., there can be only one destructor in a class.
- ✓ In the absence of user defined destructor, it is generated by the compiler.
- ✓ The destructor is executed automatically when the control reaches the end of class scope.

CHAPTER-9: INHERITANCE

2 MARK

1. Define inheritance?

- ✓ Inheritance is the most powerful feature of an object oriented programming language.
- ✓ It is a process of creating new classes called derived classes, from the existing or base classes.

2. What are the advantages of inheritance?**Reusability of code: -**

- ✓ Many applications are developed in an organization.
- ✓ Code developed for one application can be reused in another application.
- ✓ This saves a lot of development time.

Code sharing: -

- ✓ The method of the base class can be shared by the derived class.

Consistency of interface: -

- ✓ The inherited attributes and methods provide a similar interface to the calling methods.

3. Write the syntax for creating a derived class from base class?

class der_name : visibility mode base class-id

```
{
  data members of the derived_class
  functions members of derived_class
}
```

4. What is a base class and derived class?

- ✓ A base class is a class from which other classes are derived.
- ✓ A derived class can inherit members of a base class.

5. What is accessibility?

- ✓ An important feature in inheritance is to know as to when a member of a base class can be used by the objects or the members of derived class. This is called as accessibility.

6. What is an abstract class?

- ✓ Classes used only for deriving other classes are called abstract classes. i.e., to say that objects for these classes are not declared.

7. What are the three access specifiers used to inherit a derived class?

- ✓ The three access specifiers are private, protected and public.
- ✓ Access specifier is also referred to as visibility mode.
- ✓ The default visibility mode is private.

8. What are the different types of inheritance?

1. Single inheritance
2. Multiple inheritance
3. Multilevel inheritance
4. Hybrid inheritance
5. Hierarchical inheritance

5 MARK

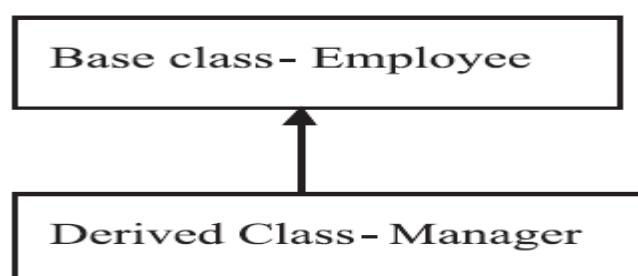
1. Explain the different types of inheritance?

There are different types of inheritance.

1. Single inheritance
2. Multiple inheritance
3. Multilevel inheritance
4. Hybrid inheritance
5. Hierarchical inheritance

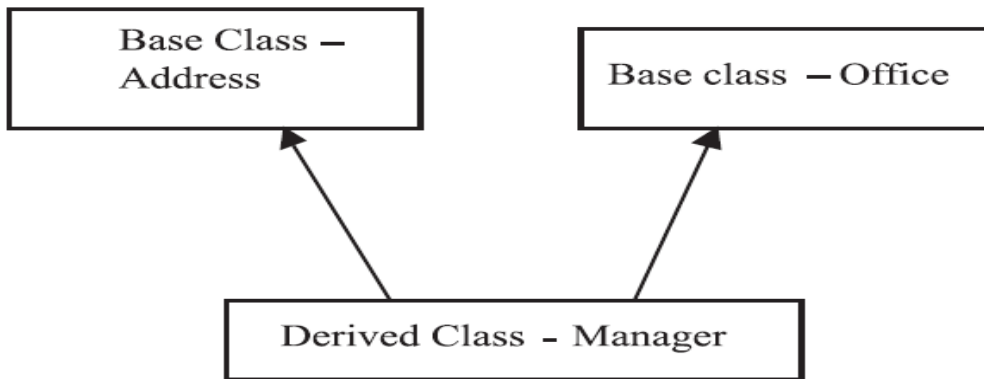
Single inheritance:-

- ✓ When a derived class inherits from only one base class, it is called as single inheritance.

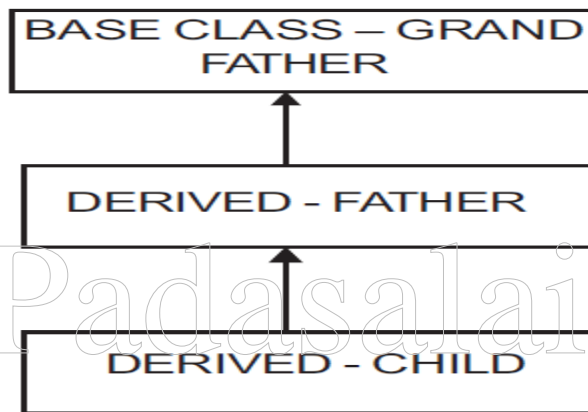


Multiple inheritance:-

- ✓ When a derived class inherits from multiple base classes it is known as multiple inheritance

**Multilevel inheritance:-**

- ✓ The transitive nature of inheritance is reflected by this form of inheritance.
- ✓ When a class is derived from a class which is a derived class itself – then this is referred to as multilevel inheritance.

**2. What is derived class? What are the points should be observed while defining a derived class?**

- ✓ A derived class can inherit members of a base class.

While defining a derived class, the following points should be observed

- The keyword **class** has to be used.
- The name of the derived class is to be given after the keyword class.
- A single colon.
- The type of derivation, namely **private, public or protected**
- The name of the base class or parent class.
- The remainder of the derived class definition.

CHAPTER-10: IMPACT OF COMPUTERS ON SOCIETY

2 MARK

1. What are the technical elements you need to reach out the benefits of IT to the common man?

To reach out the benefits of IT to the common man we need at least three technical elements:

- ✓ Connectivity [Computer networks and Internet facility]
- ✓ Affordable computers or other similar devices
- ✓ Software

2. What is E-banking ?

- ✓ E-banking permits banking from the comfort of the home by using internet facilities.
- ✓ It has truly improved the reach and services of banks.

3. What is meant by e-Learning ?

- ✓ e-Learning that enables online educational programs leading to degrees and certifications.

4. What is ATM?

- ✓ It means Automatic Teller Machine
- ✓ It enables withdrawal of money from the accounts in a particular bank anytime and anywhere.
- ✓ It helps the user in emergency situations where money is needed during the nights and holidays.

5. What is e-shopping?

- ✓ You can purchase any product, any brand, any quantity from anywhere through e-shopping. You need not go to the shop.
- ✓ The pictures and other details are available on the website of the shop.
- ✓ You have to select and order.
- ✓ Credit cards and prior registration with the shop are the popular methods.
- ✓ The items purchased will be delivered at your home.

6. How the computers are used in entertainment?

- ✓ Computers contribute to entertainment also.
- ✓ You can update your knowledge in fine arts like painting, music, dance, yoga, games, science, nature, latest news and events.
- ✓ You can know more about various places of worship and places of interest for tourists.

7. Name areas of healthcare in which computers are used

Computers are used in many areas of healthcare including:

- ✓ Hospital Management System
- ✓ Patient Tracking System
- ✓ Exchange of diagnostic records between healthcare units
- ✓ Tracking and Monitoring Communicable Diseases
- ✓ Decision support systems with highly advanced computing techniques

8. How the computers help in Education?

Computers are used in many areas of Education including:

- ✓ Buying and browsing the latest edition of books by both local & foreign authors Educational CDROMs
- ✓ Computer Based Tutorials (CBT).

9. How the computers help in Entertainment?

- ✓ Computers contribute to entertainment also.
- ✓ You can update your knowledge in fine - arts like painting, music, dance, yoga, games, science, nature, latest news and events.
- ✓ You can know more about various places of worship and places of interest for tourists.

10. How the computers help in agriculture?

- ✓ Farmers, both professional and hobbyists benefit from online resources such as seed estimators and pest information sites.
- ✓ Professional farmers can use revenue estimators to help them plan which crops will produce the highest profits based on weather patterns, soil types, and current market values.

11. Name some areas of computers in agriculture.

- ✓ Agricultural Finances and Accounting
- ✓ Alternative farming techniques
- ✓ Animal Husbandry
- ✓ Buildings and Irrigation
- ✓ Chat with other agriculturists and scientists
- ✓ Farmland Assessment
- ✓ Fertilizer Analysis
- ✓ Finding links to farm resources, chat boards, classified advertisements, and other farm-related information
- ✓ Gardening
- ✓ Improving Cow Herds and Increasing revenues
- ✓ Land Management

- ✓ Livestock
- ✓ Milk production
- ✓ Use of satellite imagery to decide on the crops

12. Define computer in real time applications.

- ✓ All applications mentioned above happen in real time and over the net.
- ✓ You can reserve or book air and train tickets from your own place and at your own pace through computers.

CHAPTER-11: IT ENABLED SERVICES

2 MARK

1. What is meant by ITES?

- ✓ Information Technology that helps in improving the quality of service to the users is called IT Enabled Services.
- ✓ ITES are human intensive services that are delivered over telecommunication networks.

2. What is a Call centres?

- ✓ A call center has adequate telecom facilities, trained consultants, access to wide database, Internet and other on-line information support to provide information and support services to customers.
- ✓ It operates to provide round the clock and year round service i.e., 24 x 365 service

3. What is Medical Transcriptions?

- ✓ It is a permanent, legal document that formally states the result of a medical investigation.
- ✓ It facilitates communication and supports the insurance claims.
- ✓ There are three main steps in Medical Transcription.

4. What is meant by data digitization?

- ✓ It refers to the conversion of non-digital material to digital form.
- ✓ A wide variety of materials as diverse as maps, manuscripts, moving images and sound may be digitized.

5. Write the key benefits of data digitization?

- ✓ Long-term preservation of the documents.
- ✓ Storage of important documents at one place.
- ✓ Easy to use and access to the information
- ✓ Easy transfer of information in terms of images and text
- ✓ Easy transfer of information through CD-ROM, Internet and other electronic media.

6. Define Data Management?

- ✓ Data Management is a category of ITES pertaining to collection, digitization and processing of data coming from various sources.
- ✓ Data management is the key for effective and profitable use of IT in organizations.

7. List out some keys IT enabled services.

Some of the IT enabled services presented in this chapter are:

- ✓ e-Governance
- ✓ Call Centres
- ✓ Data Management
- ✓ Medical [Telemedicine and Transcription].
- ✓ Data Digitization
- ✓ Website Services

8. What are the benefits of data digitization?

There are many benefits of digitization. Some of the key benefits are:

- ✓ Long term preservation of the documents.
- ✓ Storage of important documents at one place.
- ✓ Easy to use and access to the information.

- ✓ Quick and focused search of relevant information in terms of images and text.
- ✓ Easy transfer of information in terms of images and text.
- ✓ Easy transfer of information through CD-ROM, internet and other electronic media

9. Name some data management ITES.

ASCII format for upload to your database

- ✓ Character Recognition and Processing
- ✓ Custom reports
- ✓ Data Entry
- ✓ Data entry front end edits
- ✓ Document Preparation
- ✓ Forms are imaged and transferred to CD ROM

10. Define e-Governance.

- ✓ Computers help you to look at the government websites and the services provided by them.
- ✓ The various websites provided by the government give the details about the departments, specific functions, special schemes, documents, contacts, links, IAS intranet, site map, search, what's new, press releases, feedback.
- ✓ These websites are both in English and Tamil.

11. What is Tele-Medicine?

- ✓ Tele-medicine is built largely on the foundational systems mentioned above.
- ✓ Internet facilitates remote diagnostics. This ensures expert advice at places where it is not there.

12. Define website services.

Computers also help us in accessing website services such as:

- ✓ Agriculture Marketing Network
- ✓ Career guidance
- ✓ Employment Online
- ✓ General Provident Fund
- ✓ Results of various Examinations

CHAPTER-12: COMPUTER ETHICS

2 MARK

1. What are ethics?

- ✓ Ethics is the set of rules for determining moral standards or what is considered as socially acceptable behaviours.

2. What are the general guidelines on computer ethics?

General guidelines on computer ethics are needed for:

- ✓ Protection of personal data
- ✓ Computer Crime
- ✓ Cracking

3. What data security?

Personal data is protected by using an appropriate combination of the following methods:

- ✓ Physical Security
- ✓ Personal Security
- ✓ Personnel Security

4. What is meant by Computer Crime?

- ✓ A computer crime is any illegal activity using computer software, data or access as the object, subject or instrument of the crime.

5. List out the common computer crimes?

- | | | |
|-----------------------------------------|---------------------------------|-------------|
| 1) Stealing hardware | 2) Virus | 3) Cracking |
| 4) Theft of computer time | 5) Hardware and software piracy | |
| 6) illegal access to confidential files | | |

6. What is meant by Piracy?

- ✓ Making and using duplicate hardware and software is called piracy.

7. Write a short note on Virus?

- ✓ A virus is a self-replicating program that can cause damage to data and files stored on your computer.
- ✓ These are programs written by programmers with great programming skills are motivated by the need for a challenge.
- ✓ 57000 known virus programs are in existence. 6 new viruses are found each day.

8. What is cracking?

- ✓ It is the illegal access to the network or computer system.
- ✓ Illegal use of special resources in the system is the key reason for cracking.
- ✓ The resources may be hardware, software, files or system information.
- ✓ Revenge, business reasons and thrill are other common reasons for committing this crime.

9. What is called theft of "Computer time"?

- ✓ Most of the computers in an organization have lot of free computer time to spare.
- ✓ In other words a lot of computer time is not used.
- ✓ Many solutions for using this spare time are being researched. However, this idle time of computers in an organization is being stolen illegally.
- ✓ Some other software runs on an idle computer without the knowledge of the organization. This is called theft of 'computer time'.

10. What is physical security?

- ✓ Physical security refers to the protection of hardware, facilities, magnetic disks, and other items that could be illegally accessed, stolen, damaged or destroyed.
- ✓ This is usually provided by restricting the people who can access the resources.

11. What is personal security?

- ✓ Personal security refers to software setups that permit only authorized access to the system.
- ✓ User Ids and passwords are common tools for such purpose.
- ✓ Only those with a need to know have Ids and password for access.

12. What is personnel security?

- ✓ Personnel security refers to protecting data and computer system against dishonesty or negligence of employees.

13. What is the need for a password to log in to a computer system?

- ✓ User Ids and passwords are common tools that permit only authorized access.
- ✓ Only those with a need to know have Ids and passwords.

14. How does the Operating System enhance the security?

Operating System enhances the securities like:

- ✓ Data security → data is protected.
- ✓ Physical security → protection of hardware, accessing resources will be restricted.
- ✓ Personal security → permit only authorized access to the software setups.
- ✓ Personnel security → protecting data and computer system against dishonesty employees.

All the very Best!!!

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