

# 1

## COMPUTER LANGUAGES AND NUMBER SYSTEM

### Practice time

#### (A)

1. Bytes.
2. Two.
3. Compiler.
4. Zero.
5. Binary.

#### (B)

1. Machine.
2. 1
3. 0's and 1's.
4. 0 to 9 and A to F.
5. 8
6. Interchange.
7. Decimal.
8. Formula translation.
9. James gosling.
10. All purpose.

#### (C)

1. Bit- Memory chips in a computer are divided into thousand of tiny components called bits.
2. Binary system- It was two numbers 0 and 1 to represent a numbers it has base 2 and informs us now information reaches to the CPU. When a key is pressed.
3. Octal number system- It has base 8 to 8 symbols 0 to 7 are used to represent a number in this system. This number system was mostly used in mini computer.

#### (D)

1. Computer understand only binary digits because each bit has an electronic switch or gate it is called sequence of command are formed using these bits and thus data to be input.
2. Assembly language- It has the mnemonics to represent the operation code. This is one level high than machine language. It is little easy to program in assembly language than machine language assembles is used to convert program written in assembly language to machine language.
3. High level language- they are similar to English language having syntax. It is easy to write programs in HILL's. We need complies /interact to convert HILL program into main language.They are simple and uniform.

4. Steps to convert binary numbers into decimal number:
  - A. Take the base value of each digit from right to left.
  - B. Take the weight of positions, from right to left as  $2^0, 2^1, 2^2, \dots$ . And so and for fraction part take weight as  $2^{-1}, 2^{-2}, 2^{-3}$  and so on from right to left.
  - C. Multiply the for values with positions weight and add them.

**(E)**

1.
 
$$\begin{array}{r} 1001 \\ + 111 \\ \hline 10000 \end{array}$$
2. Method to convert unequal number to decimal number:
  - A. Take the face value of each digit from right to left.
  - B. Take weight of position of integers from right to left as  $8^0, 8^1, 8^2, \dots$ . And so on.
  - C. Multiply the face value with positional weights and add them.
3. Subtraction of 1 from 0 as 1 can't be subtraction from 0, it will borrow 1 from the next digit to perform the subtraction.

Activity time

**(A)**

1.  $(57)_{10} = (11101)_2$ .
2.  $(74.24)_{10} = (1001010.0011110101110000101)_2$ .
3.  $(0.723)_{10} = (1000111110)_2$ .

**(B)**

1.  $(11011)_2 = (11)_{10}$ .
2.  $(1111000)_2 = (120)_{10}$ .
3.  $(11.1101)_2 = (3.8125)_{10}$ .
4.  $(0.110011)_2 = (0.796875)_{10}$ .

# 2

## EXCEL FORMULA AND FRACTIONS

### Practice time

#### (A)

1. Text.
2. Formula.
3. Average.
4. Sum.
5. #Ref

#### (B)

1. Formula.
2. Sum().
3. Alt + =
4. Lower ().
5. Logical().
6. Min().
7. Arguments.
8. Concatenation.
9. Editing.
10. F2

#### (C)

1. We need formula to work on an expression that includes values from large of cells and operators.
2. Functions are predefined formula in Ms-Excel. They reuse the laborious manual entry of formula.
3. We should use sum function when large of cells containing values are large of cells containing values are large.

#### (D)

1. Order of operation- The foil order of operation is followed while moving left to right.
  - A. Parenthesis.
  - B. Exponential calculation.
  - C. Multiplication or division subtraction comes fifth.
  - D. Addition and subtraction, which ever come first.
2. Need of fraction in MS-excel:
  - A. To reduce the laborious manual entry of formula.
  - B. To easily work on large data.
  - C. To quickly perform calculation.
3. We should keep the following points in mind while using excel functions:
  - A. Must begin with (=) sign.

- B. The name of function should be correct.
- C. Excuse arrangement within parenthesis.
- D. Use command to separate arrangements.

(E)

1. The can use average () function to calculate average marks.
2. They should use max () function.

# 3

## INTRODUCTION TO MS-ACCESS

Check your knowledge

1. True.

Practice time

(A)

- |              |                  |               |
|--------------|------------------|---------------|
| 1. database. | 2. report.       | 3. extension. |
| 4. RDMS.     | 5. Connectivity. |               |

(B)

- |                   |                  |                  |
|-------------------|------------------|------------------|
| 1. Database .     | 2. Formula bars. | 3. Queries.      |
| 4. Database.      | 5. Backstage.    | 6. Both of them. |
| 7. Query.         | 8. Proprietary.  | 9. Record.       |
| 10. Both of them. |                  |                  |

(C)

1. Use of data base are
  - A. As data is organized, it can be retrieved easily.
  - B. It helps in decision making for the organizations.
2. MS- access- It is popular database management system which has software development roots. It is easy to use GDI.
3. RDBMS- A relational database mst system means a database that store data in tabular form and allows us to group its data into one or more district table that can be related to one another by using field or fields common to each other.

(D)

1. Database- a database is collection of data which is a manner that can be easily retrained this helps in the decision making of organizations.  
EG:- saving the information of employees working in ABC company in a database EMP-DB with fields, Emp-Name, Emp-Dob, Emp-Dept, Emp-Sat, Emp- Contact etc.

2. Electronic data processing means transforming data for information is used to carry out any business/ scientific activity.

Tasks associated with Edp are:

- A. ADD = To add new data of field.
  - B. Modify= To edit existing data of not required.
  - C. Append= To add more records in already created data bank.
  - D. Search= to find a particular data item.
  - E. Sort=to arrange data items in either ascending or descending order.
  - F. Calculation= to perform total, subtotal average count etc.
3. The database objects required to form an MS- access database application are:
    - A. Tables= It stores data in rows or columns. It is also called a relation.
    - B. Queries= these are requests given by the users to extract relevant information from table or tables.
    - C. Forms= they are customized screens to even view or modify data.
    - D. Reports= It shows publishing presented and explanatory version of the data printed on a paper.

(E)

1. RDBMS.
2. MY SQL.

# 4

## CREATING TABLES WITH MS - ACCESS

### Practice time

#### (A)

1. field.
2. primary.
3. row.
4. table.
5. two.

#### (B)

1. tables.
2. validation rule.
3. 64
4. Auto numbers.
5. Design.
6. !
7. Lookup wizard.
8. 50
9. Design.
10. Sorting.

#### (C)

1. Primary key helps in uniquely identifying each record of a table.
2. The term sort means arranging data either in ascending or descending order. Fifth allows viewing the data which is required, sorting works on all records when either focuses on specific records.
3. Record= A record contains the values for all the fields that belong to a single person or entity.

#### (D)

1. Table= the collection of all occurrences of one type of records are called tables. Tables are called heart and out of any data base because the form an integral part of it and store all the relevant information.
2. Data types used in MS Access are:
  - A. Short text= It start shorting of characters.
  - B. Long text= It stores long the text.
  - C. Numbers= It stores numbers data.
  - D. Date / Time= It stores date and time.
  - E. Currency= It stores money values.
  - F. Auto numbers=It automatically increases when a record entered.
  - G. Yes/no= It contains only  $\frac{1}{2}$  values EG:- true / false.
  - H. Lookup wizard=It peeps into fields from other tables.
3. Validation is a property when is used to restricts the value enter by user.It

has two parts:

- A. Validation rules: It defined the condition applied in the data entered the user.
- B. Validation text: It defined the text to be displayed when rule is violated by the uses.

(E)

- 1. Sorting.
- 2. Address = long text.  
DOB = data / time .  
Contact no = number.  
Remake = long text.



# 5

## CLOUD COMPUTING

Check your knowledge

**Page-57** 1. False. 2. True.

Check your knowledge

**Page-60** 1. True. 2. False. 3. False.

Check your knowledge

**Page-63** 1. True. 2. True.

Practice time

(A)

1. Mapping.
2. Video.
3. Social.
4. 15.
5. LinkedIn.

(B)

1. Cloud storage.
2. One drive.
3. YouTube.
4. Motion.
5. Drawing.
6. Sheets.
7. Twitter.
8. Channel.
9. Street.

(C)

1. The advantage of Google drive are:
  - A. It is a free cloud storage service from Google.
  - B. It give 15 GB of free storage space.
  - C. It gives access to web base application – Docs, sheet, slides, etc.
2. Social networking website – It is an social platform to create a public profile and increase with other user on the website. EG – twitter, instagram, Facebook.
3. YouTube – It is a free video sharing website people around the globe can either view or upload their own videos on this platform.

(D)

1. Cloud storage – It is an online storage server where data is maintained, managed and backup by the user.
2. One drive – It is an online storage by Microsoft to its legitimate use to store, sync and share all kind of file with other people on the web.

Advantage of one drive

- A. No worry to lose data / documents.
  - B. Backup available for all devices.
  - C. Easy access your files.
3. Services provided by Google maps are:
- A. Route planner – provided direction for drivers, walkers etc.
  - B. Google street view – enables users to view and navigate through panoramic street view.
  - C. It offer aerial and satellite view of many places.

(E)

- 1. Google drive.
- 2. Facebook.
- 3. [www.Youtube.com](http://www.Youtube.com)

# 6

## WEB PAGE PUBLISHING WITH HTML

Check your knowledge:

**Page-70** 1. False.                      2. True.                      3. False.

Check your knowledge:

**Page-74** 1. True.                      2. True.                      3. False.

Check your knowledge:

**Page-76** 1. False.                      2. False.                      3. False.

Practice time

(A)

1. Notepad.
2. Size.
3. BG color.
4. Insensitive.
5. Forward.

(B)

1. <font>
2. List item.
3. Arabic numbers.
4. Break a line.
5. 3
6. Type.
7. Disc.
8. Gif.
9. Src.
10. <a>

(c)

1. HTML – HTML stands for types 'text man key' language and is used to create the look and layout of webpages.

Feature of HTML:

- A. It contain man key tags.
  - B. It is not access sensitive language.
  - C. Output of HTML can be views through web browser.
2. <Marquee> tag is used for scrolling a piece of text or image from right to left or left to right, top to bottom or bottom to top when displayed in the browser.

Attributes of <marque> tag:

- A. Behaviors – decides the types of scrolling EG scroll/ slide/ attends.
- B. BG color – decides background color of scrolling text.
- C. Direction up/ down/ left/ right/ - decides direction of scrolling.

3. Attribute of <UL> tag:
  - A. Type It decided the character to be displayed besides the list of items.
  - B. <UL> Two tag is used to define unordered list of items.

(D)

1. <OL> It define the ordered list of items. It paused in confection with <LI> tag. Ordered list used to create a list is used to represent list items in bullet form.
2. Tags – these are coded commands used to indicate the way your web page should be displayed on the browser. attributed these are propertied of tags which gives them additional features.
3. href attribute – this attribute is used to define full internet address or full name of other web page for linking.

(E)

1.

```
<H1 Size = "2" align = "center"> this is my first web page </H1 >
<img arc = "picture 1. 1png"
<a href = "exitpage"> click to exit </a> .html
```
2. The can use unordered list his web page.

# 7

## INTRODUCTION TO PYTHON

Check your knowledge:

**Page- 82** 1. False.                      2. False.

Practice time

**(A)**

1. Edit.
2. Keywords.
3. Float.
4. #
5. Various.

**(B)**

1. MS painting.
2. Abstraction.
3. Polymer prism.
4. A=b=c=1
5. Interpreter.
6. Script.
7. Tush level language.
8. 2
9. Float.
10. ==

**(C)**

1. Object: - It is the real world entity which has a state and behaviors.  
EG – chain, car, pen etc.
2. Class: - It is a group of similar objects. It is defined using the key world class.
3. Steps to exit python editor:
  - A. Type ctrl + d.
  - B. Type file + exit.

**(D)**

1. Steps to save python program:
  - A. Write your program in scripts word.
  - B. Creak file – save as. A dialog box will appear.
  - C. Write the name of the file with ".py" extension.
  - D. Click save button.
2. Python arithmetic operations are:
  - A. Addition.
  - B. Subtraction.

- C. Multiplication.
  - D. Division.
  - E. Percentage.
  - F. Exponent.
3. Rules for creating a variable in python:
- A. It can be 'A to Z' or 'a to z' or – (under).
  - B. Digits 0 to 9 are allowed expect first character.
  - C. Case is significant.
  - D. Python keywords are not allowed to be used as variable names.

(E)

1.  
error  
12  
error  
2.  
a=9  
b=30

# 1

## COMPUTER LANGUAGES AND NUMBER SYSTEM

### ADDITIONAL QUESTION

Practice time

(B)

- Hexadecimal number system consist of \_\_\_\_.
  - 0 to 9 and A to F.
  - 1 to 10 and A to F.
  - 0 to 9 and A to G.
- Octal number system consists of \_\_\_\_\_ digits.
  - 10
  - 16
  - 8
- In ASCII, the last I stands for \_\_\_\_\_.
  - Information.
  - India.
  - Interchange.
- The number system that is used in mathematics is \_\_\_\_\_.
  - Hexadecimal.
  - Decimal.
  - Binary.
- Full form of FORTRAN is \_\_\_\_\_.
  - Formula translation.
  - Formula transcription.
  - Form translation.
- Java language was developed by:
  - Aryabhatta.
  - James gosling.
  - Ada lovelace.
- In basic, a stand for \_\_\_\_\_.
  - All purpose.
  - Action.
  - Addition.



# 2

## EXCEL FORMULA AND FRACTIONS

### ADDITIONAL QUESTION

#### Practice time

(A)

1. \_\_\_\_\_ Error indicates cells or range of cells that formula refers is not present in the worksheet.

(B)

2. \_\_\_\_\_ function work on the result of condition either true or false.
  - A. Count().
  - B. Logical If().
  - C. Sum().
3. \_\_\_\_\_ function finds the lowest number in a series of numbers.
  - A. Lower().
  - B. Max().
  - C. Mine().
4. \_\_\_\_\_ contains the information or cell address containing the data for calculation.
  - A. Perimeter.
  - B. Arguments.
  - C. Function.
5. Addition of two or more text values is called \_\_\_\_\_.
  - A. Concatenation.
  - B. Summation.
  - C. Combination.
6. Auto sum option is available in \_\_\_\_\_ group of home tab:
  - A. Style.
  - B. Cells.
  - C. Editing.
7. \_\_\_\_\_ is the shortcut key to bring cursor inside the cell for editing.
  - A. F2
  - B. F4
  - C. F3



# 3

## INTRODUCTION TO MS-ACCESS

### ADDITIONAL QUESTION

#### Practice time

(A)

1. Expansion of ODBC is open database \_\_\_\_\_.

(B)

1. Fox pro, order are popular \_\_\_\_\_.
  - A. Database.
  - B. MS-Access.
  - C. Presentation.
2. \_\_\_\_ view provides options such as saving or opening a file, printing or sharing a document etc.
  - A. Print.
  - B. Backstage.
  - C. Title.
3. MS- Access data base is composed of objects.
  - A. Tables.
  - B. Outies.
  - C. Both of them.
4. Executing a \_\_\_\_\_ is similar to asking a question and getting information from your database.
  - A. Form.
  - B. Reports.
  - C. Query.
5. MS access is a \_\_\_\_\_ DPMS.
  - A. Proprietary.
  - B. Freeware.
  - C. Shareware.
6. A \_\_\_\_\_ is the detail or related information of an individual.
  - A. Record.
  - B. File.

- C. Table
- 7. Data processing helps to extents.
  - A. Modify.
  - B. Sort.
  - C. Both of them.

# 4

## CREATING TABLES WITH MS - ACCESS

### ADDITIONAL QUESTION

Practice time

(A)

1. \_\_\_\_\_ is a collection of all occurrences of one type of records.
2. Tables in MS - Access has \_\_\_\_\_ views.

(B)

1. MS – Access automatically creates a unique no for each record in the database called \_\_\_\_\_.
  - A. Auto numbers.
  - B. Immediate number.
  - C. Number.
2. \_\_\_\_\_ view is used to create and modify the structure of the table.
  - A. Datasheet.
  - B. Print.
  - C. Design.
3. A field name cannot have one of the following.
  - A. !
  - B. \_
  - C. \$
4. \_\_\_\_\_ Data types are to keep into fields from other table.
  - A. Currency.
  - B. Lookup wizard.
  - C. Yes / no.
5. The default field fill value is \_\_\_\_\_.
  - A. 50
  - B. 100
  - C. 64
6. Insert row option is available in tools group of \_\_\_\_\_ tab.
  - A. Design.
  - B. Insert.

- C. Home.
7. Arranging data in ascending or descending order is called \_\_\_\_\_.
- A. Filtering .
  - B. Sorting.
  - C. Exchanging.