# 1. An Introduction to star writer

1. The thick horizontal line in the area is called		
a) End of the page b) End of the document c) End of the document marker d) None		
<ol> <li>2 Key deletes the characters to the right of the insertion point.</li> </ol>		
a) Delete b) Backspace c) Enter d) Shift		
3. The is used to create a database.		
a) Star writer b) Star draw c) Star calc d) Star base		
4 key combination is used to move to the end of the document.		
a) Ctrl + Home b) Ctrl + End c) Shift + Home d) Shift + end		
5. The word to be used as replacement for the word search is given in the text box.		
a) Replacement b) Replace with c) Suggestion d) Search for		
6 key is used to select the entire document in star writer.		
a) $Ctrl + A$ b) $Ctrl + L$ c) $Ctrl + E$ d) $Ctrl + D$		
7. The page preview option is available under the <u>menu</u> menu.		
a) Format b) Edit c) File d) View		
8. The default name for the new document of star writer is		
a) Untitled b) Untitled 1 c) No – name d) Default		
9 is not a word processor. a) Note pad b) Star writer c) MS- word d) Word star		
10. The term word processing refers to the activity carried out		
a) To view b) To create c) To manipulate d) All the above		
11 is the keyboard shortcut for saving the document.		
a) Ctrl + V b) Ctrl + C c) Ctrl + A d) Ctrl + S		
12 Command can be used to open a new document. a) File – new – text document		
b) File – text – New c) File – star writer – new d) none.		
13. In star writer the flashing vertical bar is called		
a) Marker b) Pointer c) Key d) Insertion point		
14. How many sets of scroll arrows in star writer? a) 2 b) 3 c) 4 d) 10		
15. While saving a file for the first time dialog box appears.		
a) Save as b) Edit c) Save d) open		
16. In star writer how many document can be opened at the same time?		
a) 1 b) 2 c) 3 d) many		
1		

17. \_\_\_\_ key deletes the characters to the left of the insertion point. a) backspace b) Delete c) Home d) Insert 18. The toggle between type over mode and the insert mode using the key. a) Back space b) delete c) Home d) Insert 19. Command is used to copy the selected text in star writer. b) Tools – Copy a) Edit – copy c) File – copy d) Format – copy 20. \_\_\_ Command is used to cut the selected text in star writer. a) Edit – cut b) Tools – Cut c) File – cut d) Format – cut 21. is used to search & replace for a particular text in star writer. a) Format – find & replace b) Insert – find & replace c) Edit – find & replace d) Edit – search & replace 22. The shortcut key for cut, copy and paste is  $\_$ . a) Ctrl + x , ctrl + c & ctrl + v b) Ctrl + c, ctrl + x & ctrl + v c) ctrl + x, ctrl + c & ctrl + v d) ctrl + a, ctrl + c & ctrl + v23. The \_\_\_\_\_ gives the information about the current mode. a) Title bar b) Tool bar c) Status bar d) Menu bar 24. Entering a new data or modifying the existing text in a document is called . a) Text editing b) Editing c) Document editing d) none. 25. To move down one screen (scrolling) in the existing text in a document press <u>key</u>. b) Page down c) Home d) End a) Page up 26. The key that helps to move to the beginning of the document is \_\_\_\_\_. a) Ctrl + End b) Ctrl + Home c) End d) Home 2. Text formatting

- <u>2. Text Ioffile</u>
- 1. <u>menu formatting option are available.</u>

a) Format b) Tools c) Window d) Edit

2. \_\_\_\_\_ feature is used to mark the important portions of the document.

a) Formatting b) Highlighting c) Selecting d) Help

3. How many types of page orientation in star writer? a) 2 b) 4 c) 5 d) 6

4. Click the increase indent icon, the paragraph is indented by \_\_inch.

a) 1/2 b) <sup>1</sup>⁄<sub>4</sub> c) <sup>3</sup>⁄<sub>4</sub> d) 1

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5. Which is a set of characters in certain style? a) Text b) Symbol c $$ ) Document d) F	ont
6font looks professional. a) Fajita b) Arial c) Wingdings d) 1	Font
7. The size of a font is measured in a) Pixel b) Points c) Dots d) none.	
8. There are points to an inch. a) 24 b) 48 c) 72 d) 96	
9. A hard return is inserted every time when is pressed.	
a) Enter b) DEL c) Home d) Insert	
10 key combination is used for justified the selected program.	
a) Ctrl + E b) Ctrl + J c) Ctrl + L d) Ctrl + C	
11. The is a named set of defaults for formatting text,	
a) Highlighting b) Styles c) Formatting d) Editing	
12. A negative indenting value will result in a indent.	
a) Hanging b) right c) left d) None	
13. Star office default line spacing is line. a) 1 b) 2 c) 3 d) none.	
14. The formatting option are else be achieved by clicking on	
a) Edit – character b) Format – character c) Format – style d) none.	
15. In a certain style a set of characters and number is called as	
a) Column b) row c) Font d) Cell	
16. Soft returns are inserted as a) Backspace b) Comma c) Line breaks d) None	
17. The default top and bottom margin is inches. a) 2.25 b) 2 c) 1.5 d)	1
18. Bullets & numbering option is available under <u>   menu</u> .	
a) Format b) Edit c) File d) View	
19. Which of the following is a decorative font?	
a) Fajita b) Symbol c) Wingdings d) Arial	
20 types of alignment in star writer? a) 2 b) 3 c) 4 d) 5	
21. To remove the highlighting select the text and select the from the color palette.	
a) No highlighting b) Fill no c) Fill d) No fill	
22 font style like symbols. a) Fajita b) symbols c) Wingdings d) Both a	& c
23 option can be used to indent the line of the paragraph.	
a) First line b) Line spacing c) paragraph d) Increase Indent.	
24. The default left and right margin is inches. a) 2.25 b) 2 c) 1 d) 1.25	
25. The default alignment of star writer is alignment.	
a) Left b) Center c) Justified d) Right	

26. \_\_\_\_ command is used to indent paragraphs. a) Tools – paragraph b) Format – paragraph c) Tools – Character d) Format – character 27. How many types of formatting options are in star writer? b) 2 c) 4 d) 5 a) 3 28. In star writer the key pressed to enter a hard return is \_\_\_\_. a) Space bar b) Enter c) Backspace d) ESC. 29. \_\_\_\_ Indent is used for numbered lists. a) Hanging b) Special c) First line d) Positive. 30. \_\_\_\_ opens the star office help. a) F5 b) F4 c) F2 c) F1 31. Hanging indents are encountered when we type in . a) Negative values b) 0 c) Positive values d) Fixed. 32. By default star writer \_\_\_\_ line spacing the text in the document. a) Double b) single c) 1.5 d) Fixed

## 3. Correcting spelling mistakes

- 1. \_\_\_\_ key is used to open the spell check dialog box. a) F1 b) F2 c) F5 d) F7
- 2. The button used to skip the spelling change only for the current word is \_\_\_\_.a) Ignore all b) ignore once c) Change d) Change all
- 3. The spelling mistakes can be corrected in \_\_\_\_ ways. a) 2 b) 3 c) 4 d) Many
- 4. Misspelled word is displayed if it is \_\_\_\_.
- a) Tool bar b) Dialog box c) Check box d) Not in dictionary
- 5. What color is used to underline the words that do not match with the words in the Dictionary In star writer? a) Red b) Green c) Black d) Blue
- 6. The spell check option can be turned ON or OFF by clicking on the \_\_\_\_\_ icon.
  - a) Open b) Auto spell check c) File d) Copy
- 7. Auto correct option is available under \_\_\_\_ menu.a) File b) Tools c) Edit d) Format
- 8. To add the error and its correction to the auto correct list the \_\_\_\_\_ command is used.a) Tools Correct \_\_\_\_\_ b) Tools auto correct / auto format \_\_\_\_\_ c) Help auto correct \_\_\_\_\_ none.

9. To skip the current occurrence but stop on the next one <u>button</u> button is clicked in spelling b) replace all check Dialog box. a) Ignore all c) Ignore d) Replace all 10. The replacement table is available in tab. a) Replace b) Exception c) Auto correct d) Auto format 11. In the spell check dialog box <u>list displays any alternative spellings</u>. b) Change c) add d) Choice. a) Suggestions 12. To add a word to the dictionary \_\_\_\_ button is clicked in the spelling check dialog box. a) Add b) Replace c) language d) Suggestions. 13. is selected for checking the spelling after the document is typed. a) Tools – Spelling – check b) Format – spell – check c) Edit – spell – check d) none. 14. \_\_\_\_\_ key pressed to select the spelling command. a) F2 b) F5 c) F1 d) F7 15. Which text box is used to enter replacement word in auto correct dialog box? a) With b) replace c) Replace with d) Change 16. The number of tabs in auto correct dialog box is . a) 2 b) 5 c) 6 d) 4 17. The only check box in the auto correct dialog box is . a) Whole words only b) Back words c) Text only d) Match case 18. Star writer uses \_\_\_\_ option to automatically correct some spelling mistakes. b) Auto spell correct d) Auto spell a) Auto correct c) Auto check 19. Star writer can \_\_\_\_\_ the spelling mistakes as the document is being typed. a) F2 b) F5 c) F1 d) F7

## 4. Working with tables

- key combination is used to move backward through the cells in a table.
   a) Tab
   b) Shift+tab c) Ctrl+tab
   d) page+tab
- 2. \_\_\_\_ dialog box can be used to set the width of the column to an exact sizea) Table-format b) Insert-tablec) Insert-formatd) Insert-column
- 3. \_\_\_\_\_ command is used to delete the selected columna) Table-delete-columnb)Table-delete-rowsc) Table-columns-deleted)Delete-column

4. \_\_\_\_ command is used to insert a table in star writer a) Insert-table-table b)Table-insert-table c) Insert-table-rows&columns d)Table-insert-table 5. is used to insert more than one rows in the table a)Table-rows-insert b)Format-rows-insert c)Format-rows-insert d)Table-insert-rows 6. The entire table is selected using the \_\_\_\_ menu a) Edit b) Format c) File d) Table 7. \_\_\_\_\_ is used to insert more than one column in the table a)Tools-tables-columns b)Format-column-insert c)Format-insert-column d)Table-insert-column 8. The key that helps to move one cell to the right is \_\_\_\_\_ a) tab b) Home c) Page up d) End 9. Which key is pressed to delete entries in the table? a) Delete b) Tab c) Back space d) Ctrl+alt 10. The simplest way to add a row at a last row of a table is to press \_\_\_\_ button a) Insert b) Ctrl+Tab c) Shift+Tabd) Tab 11. command is used to delete the selected table? a)Table-Delete-Table b)Format-Table-Delete c)Format-Delete-Table d)Tools-Delete-Table 12. key is pressed to resize the column without changing the width of the table in text document? a) alt+ctrl b) alt c) ctrl d) shift 13. The\_\_\_\_\_ icon is the insert table icon in the floating toolbar for insertion function. c) 2 a) 3 b) 1 d) 4 14. Which dialog box helps in formatting table properties? a) format table b) Table format c) format d) file format 15. Which key is hold down to resize the row? a) Shift b) Tab c) ctrl d) Alt 16. \_\_\_\_ command is used to select the column width of the table? a) Table-Table properties b) Table-format c) Format-table d) Table-properties 17. The icon that combines two or more cells into a single cell a) split cell b) merge cell c) line style d) none 18. The icon that is used to split a cell into two or more cell into a single cell a) split cell b) merge cell c) line style d) none

19. How to make the selected rows in same size? a) Rows-space equally b) Space-row-equally c) Format-row-space d) space equally-row 20. The total number of icons present in the formatting toolbar is b) 12 c) 14 d) 11 a) 13 21. Which is the intersection of a row and a column? a) border b) cell c) table d) entire table 22. The table is a grid with the specified number of \_\_\_\_\_ a) columns&border b) rows&columns c) rows&borders d) rows 23. How will u make all columns even? a) space equally-column b)width equally-column c)column-width equally d)column-space equally 24. The third icon in the floating toolbar for intersection function's\_\_\_\_\_ a) Insert table b) Insert column c) Insert border d) none 25. The command to create a simple table is\_\_\_\_\_ a) Insert-table-table b) Table-insert-table c) Table-insert d) Format-insert-table 26. command is used to insert more than one row in a table a) Insert-table-rows b) Insert-row c) Table-insert-rows d) Table-rows

#### 5. Page formatting

1. What is the name of the top portion of a page in star writer?

a) Title b) Footer c) Header d) Heading

2. \_\_\_\_ methods are used to change the page margins. a) 3 b) 4 c) 2 d) 6

3. \_\_\_\_\_ is true to insert a page number in a document.

- a) Insert fields page number b) Format fields page number
- c) Tools- fields page number d) View fields page number

4. If the length of the document is more than the width, the orientation is called \_\_\_\_\_

a) Layout b) Landscape c) Portrait d) Margin

- 5. How many types of page orientations are there? a) 1 b) 2 c) 3 d) 4
- 6. The top and bottom margins are \_\_ inch. a) 1 b) 1.2 c) 1.25 d) 1.5
- 7. In star writer to display the ruler on the screen select ruler under \_\_\_\_ menu.
  - a) File b) Edit c) Format d) View

8. The default width of a page in default orientation is \_\_\_\_\_ inch. a) 8.5" X 11" b) 11 "X 8.25" c) 11" X 8.5" d) 8.5" X 1" 9. The default page orientation is . c) Handout a) Book b) Landscape d) Portrait 10. Margins can be changed using \_\_\_\_. c) a & b a) Page style dialog box b) Ruler d) Table formatting toolbar 11. The default left and right margins are \_\_\_\_ inch. a) 1" b) 1.5" c) 1.25" d) 1.35" 12. \_\_\_\_ menu command is selected to display the page style dialog box. a) Page – format b) Page – style c) Format- Page d) Format – Style 13. Which area of the ruler indicates the margins top area? a) Black b) White c) Grey d) a & b 14. Usually the length of a document will be more than the width. This orientation is called a) Page b) landscape c) Portrait d) Formatting 15. How many spin boxes are displayed in the page style dialog box? a) 2 b) 3 c) 4 d) 5

#### 6. SPREAD SHEET

1. The intersection of rows and columns in a spread sheet is called					
a) Cell b) Row	c) Grid	d) Column.			
2. A formula in spread	2. A formula in spread sheet always begins with a) + b) - c) ^ d) =				
3. Which of the followi	ng operators comb	oines two texts?	a) + b) & c) ^ d) =		
4. The function used to find the square root of a number in star calc					
a) SQR	b) SQT	c) SQRT	d) SRT		
5. The cells A4, A5, A6, B4, B5 and B6 are referred in a worksheet as					
a) A4 : B6	b) A1 : B6 c)	A1: A6 ; B1 : B6	d) A4 : A6 ; B4 : B6		
6. Which of the following icons is used to generate a scrolling screen with in a worksheet?					
a) Insert Plug – in	b) Insert floating	g frame c) Insert O	LE object d) Insert chart		
7. The active cell in a spread sheet is identified by					
a) Insertion pointer	b) Cell pointer	c) Mouse pointer	d) Keyboard pointer		

<ul> <li>a) Numbers b) Text c) Formula d) All of these.</li> <li>9. How many columns are there is VisiCalc? a) 63 b) 254 c) 32000 d) 256</li> <li>10. Which bars have shortcut icons for frequently done tasks in the spread sheet? <ul> <li>a) Menu bar b) Formula bar c) Object bar d) Main tool bar.</li> </ul> </li> <li>11. Which key is pressed while editing the contents in a cell? a) F1b) F2 c) F5 d) F7</li> <li>12. The operator &lt;&gt; is used to check <ul> <li>a) Equal b) Greater than c) Less than d) In equality</li> </ul> </li> <li>13. Which of the following formula calculates the sum of the numbers in the cell A1 of sheet 1 And A2 of sheet 2? <ul> <li>a) = sum (sheet1.A1 + sheet2.A2)</li> <li>b) = sum (sheet1.A1; sheet2.A2)</li> <li>c) = sum (sheet1.A1; sheet2.A2)</li> <li>d) = sum (sheet1.A1; sheet2.A2)</li> </ul> </li> <li>14. Which icon provides a scrolling screen with a worksheet? <ul> <li>a) Insert floating frame b) Insert OLE object c) Insert Applet d) Insert formula</li> </ul> </li> <li>15. The format for entering date in star calc is <ul> <li>a) yy/mm/dd b) yy/dd/mm c) dd/mm/yy d) mm/dd/yy</li> </ul> </li> <li>16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart b) Auto format c) Applet d) Multiple sheets.</li> <li>17. The bar used to displays the current cell and its content is bar. <ul> <li>a) menu b) Object c) formula d) function</li> </ul> </li> <li>18. The option under the file menu used to quit the star office is <ul> <li>a) Close b) Quit c) exit d) End</li> </ul> </li> <li>19. A continuous group of cells in a worksheet is called <ul> <li>a) Column b) Row c) Data sheet d) Range</li> </ul> </li> </ul>
<ul> <li>10. Which bars have shortcut icons for frequently done tasks in the spread sheet? <ul> <li>a) Menu bar</li> <li>b) Formula bar</li> <li>c) Object bar</li> <li>d) Main tool bar.</li> </ul> </li> <li>11. Which key is pressed while editing the contents in a cell? a) F1b) F2 c) F5 d) F7</li> <li>12. The operator &lt;&gt; is used to check <ul> <li>a) Equal</li> <li>b) Greater than</li> <li>c) Less than</li> <li>d) In equality</li> </ul> </li> <li>13. Which of the following formula calculates the sum of the numbers in the cell A1 of sheet 1 And A2 of sheet 2? <ul> <li>a) = sum (sheet1.A1 + sheet2.A2)</li> <li>b) = sum (sheet1.A1; sheet2:A2)</li> <li>c) = sum (sheet1.A1; sheet2.A2)</li> <li>d) = sum (sheet1.A1; sheet2.A2)</li> <li>e) = sum (sheet1.A1; sheet2.A2)</li> <li>d) = sum (sheet1.A1; sheet2.A2)</li> </ul> </li> <li>14. Which icon provides a scrolling screen with a worksheet? <ul> <li>a) Insert floating frame</li> <li>b) Insert OLE object</li> <li>c) Insert Applet</li> <li>d) Insert formula</li> </ul> </li> <li>15. The format for entering date in star calc is <ul> <li>a) yy/mm/dd</li> <li>b) yy/dd/mm</li> <li>c) dd/mm/yy</li> <li>d) mm/dd/yy</li> </ul> </li> <li>16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart</li> <li>b) Auto format</li> <li>c) Applet</li> <li>d) Multiple sheets.</li> </ul> <li>17. The bar used to displays the current cell and its content is bar. <ul> <li>a) menu</li> <li>b) Object</li> <li>c) formula</li> <li>d) function</li> </ul> </li> <li>18. The option under the file menu used to quit the star office is <ul> <li>a) Close</li> <li>b) Quit</li> <li>c) exit</li> <li>d) End</li> </ul> </li> <li>19. A continuous group of cells in a worksheet is called</li>
<ul> <li>a) Menu bar b) Formula bar c) Object bar d) Main tool bar.</li> <li>11. Which key is pressed while editing the contents in a cell? a) F1b) F2 c) F5 d) F7</li> <li>12. The operator &lt;&gt; is used to check</li></ul>
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<ul> <li>12. The operator &lt;&gt; is used to check</li> <li>a) Equal b) Greater than c) Less than d) In equality</li> <li>13. Which of the following formula calculates the sum of the numbers in the cell A1 of sheet 1 And A2 of sheet 2?</li> <li>a) = sum (sheet1.A1 + sheet2.A2) b) = sum (sheet1.A1; sheet2:A2)</li> <li>c) = sum (sheet1.A1; sheet2.A2) d) = sum (sheet1.A1; sheet2.A2)</li> <li>14. Which icon provides a scrolling screen with a worksheet?</li> <li>a) Insert floating frame b) Insert OLE object c) Insert Applet d) Insert formula</li> <li>15. The format for entering date in star calc is</li> <li>a) yy/mm/dd b) yy/dd/mm c) dd/mm/yy d) mm/dd/yy</li> <li>16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart b) Auto format c) Applet d) Multiple sheets.</li> <li>17. The bar used to displays the current cell and its content is bar.</li> <li>a) menu b) Object c) formula d) function</li> <li>18. The option under the file menu used to quit the star office is</li> <li>a) Close b) Quit c) exit d) End</li> <li>19. A continuous group of cells in a worksheet is called</li> </ul>
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<ul> <li>13. Which of the following formula calculates the sum of the numbers in the cell A1 of sheet 1 And A2 of sheet 2? <ul> <li>a) = sum (sheet1.A1 + sheet2.A2)</li> <li>b) = sum (sheet1.A1; sheet2:A2)</li> <li>c) = sum (sheet1.A1; sheet2.A2)</li> <li>d) = sum (sheet1.A1; sheet2.A2)</li> </ul> </li> <li>14. Which icon provides a scrolling screen with a worksheet? <ul> <li>a) Insert floating frame</li> <li>b) Insert OLE object</li> <li>c) Insert Applet</li> <li>d) Insert formula</li> </ul> </li> <li>15. The format for entering date in star calc is <ul> <li>a) yy/mm/dd</li> <li>b) yy/dd/mm</li> <li>c) dd/mm/yy</li> <li>d) mm/dd/yy</li> </ul> </li> <li>16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart</li> <li>b) Auto format</li> <li>c) Applet</li> <li>d) Multiple sheets.</li> </ul> <li>17. The bar used to displays the current cell and its content is bar. <ul> <li>a) menu</li> <li>b) Object</li> <li>c) formula</li> <li>d) function</li> </ul> </li> <li>18. The option under the file menu used to quit the star office is <ul> <li>a) Close</li> <li>b) Quit</li> <li>c) exit</li> <li>d) End</li> </ul> </li> <li>19. A continuous group of cells in a worksheet is called</li>
<ul> <li>sheet 1 And A2 of sheet 2?</li> <li>a) = sum (sheet1.A1 + sheet2.A2)</li> <li>b) = sum (sheet1.A1; sheet2:A2)</li> <li>c) = sum (sheet1.A1; sheet2.A2)</li> <li>d) = sum (sheet1.A1; sheet2.A2)</li> </ul> 14. Which icon provides a scrolling screen with a worksheet? <ul> <li>a) Insert floating frame</li> <li>b) Insert OLE object</li> <li>c) Insert Applet</li> <li>d) Insert formula</li> </ul> 15. The format for entering date in star calc is <ul> <li>a) yy/mm/dd</li> <li>b) yy/dd/mm</li> <li>c) dd/mm/yy</li> <li>d) mm/dd/yy</li> </ul> 16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart <ul> <li>b) Auto format</li> <li>c) Applet</li> <li>d) Multiple sheets.</li> </ul> 17. The bar used to displays the current cell and its content is bar. <ul> <li>a) menu</li> <li>b) Object</li> <li>c) formula</li> <li>d) function</li> </ul> 18. The option under the file menu used to quit the star office is <ul> <li>a) Close</li> <li>b) Quit</li> <li>c) exit</li> <li>d) End</li> </ul> 19. A continuous group of cells in a worksheet is called
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19. A continuous group of cells in a worksheet is called
a) Column b) Row c) Data sheet d) Range
a comment of now of Data Sheet af Nallge
20. Graphic representations of numbers are known as
a) Charts b) Graphs c) Bar diagrams d) Cells.
21. To do the calculations for different worksheet in a particular sheet, we use
a) 2D formula b) Function c) 3D formula d) Selection
22. The cell referencing that does not get changed when copied is
a) Relative cell addressing b) absolute cell addressing c) Reference d) Comparative.

23. The bar used to display the current cell and its contents in starcalc is \_\_\_\_. b) Object c) Formula d) Function a) Menu 24. Which is the following is the reference operator? a) % b) <> c) & d) ! 25. The pointer that identifies the active cell in a worksheet is a) Cell pointer b) Insertion c) Keyboard d) Mouse 26. Fill command in star calc is available under the menu . b) Format c) File d) View a) Edit 27. The first electronic spread sheet is \_\_\_\_\_. C) Lotus a) Visi calc b) Star calc d) Excel. 28. Which of the following operator combine cell areas in starcalc? a) Reference b) Comparative c) Text d) Arithmetic 29. Non numerical entries are called \_\_\_\_\_. b) Characters c) Labels d) all of these a) Text 30. The \_\_\_\_\_ command is used to generate a series. a) Edit b) Series – Down c) Series – Left d) Fill 31. & reference operators in star calc. a) : , ! b) ; , ! c) \* , = d) none. 32. A continuous group of cell in a worksheet is called \_\_\_\_\_. a) Range b) Group c) Set of cells d) Set of rows. 33. A cell address can be made absolute by using the \_\_\_\_\_ sign in front of rows and \_\_\_\_\_ columns a) \$ b) 3 c) \* d) % Names. 34. The cell can hold upto characters. b) 257 c) 258 d) 256 a) 255 35. Which cell address, do not change when copied? b) Absolute a) Relative c) Range d) a or b c) ^ d) & 36. Which operator is used to refer range in star calc? a) ! b) : 37. \_\_\_\_\_ icon is used to import data from different file ULR into a worksheet. a) Plug – in b) Applet c) OLE object d) Image 38. If the data entered in a worksheet is a number the program recognizes it as a . a) Text b) Number c) Label d) Integer. 39. In order to edit, data in a worksheet keys is used. a) F1 b) F2 c) F4 d) F7 40. \_\_\_\_ Icon is used to import objects from other applications into a worksheet? a) Insert OLE object b) Insert plug – in c) Insert floating frame d) none.

Palanigounder Higher Secondary School www.kalvisolai.com 41. Which one of the following arithmetic operators is meant for exponentiation? a) \* b) ^ c) / d) % 42. The operator that combines two text as a single text is (a) = b & (c) + (d) = b & (c) + (d) = b & (d) + (d) = b & (d) + (d) +43. To enter the same formula or data in various cells we can use feature of star calc. b) automatic fill c) fill series a) Copy & paste icon d) fill 44. Star calc has a wide variety of \_\_\_\_\_. b) options c) buttons d) functions. a) Formula 45. Improve is a product of \_\_\_\_. a) Lotus corporation b) Sun micro systems c) Borland d) Microsoft 46. To draw in spread sheet click\_\_\_\_\_. c) Draw d) Show draw function icon a) Insert picture icon b) Color icon 47. \_\_\_\_ Icon is used to insert an image from image editor. a) Insert image editor b) Insert applet c) Insert OLE d) Insert chart. 48. We can enter time in the form of \_\_\_\_. a) HH : MM : SS b) SS : MM : HHc) MM : SS : HH d) MM : HH : SS 49. operators return numerical results. a) Text b) Comparative c) Arithmetic d) Reference. 50. To change the column width click on\_\_\_\_\_. a) Format – width – column b) Column - Format - width c) Format - Column – Height d) Format - Column - width 51. A spread sheet contains \_\_\_\_\_ sheets. a) 4 b) 5 c) 6 d) Multiple. 52. \_\_\_\_ are built in formula. a) Values b) Range of cells c) Functions d) Library 53. Which option of file is used to view a worksheet before printing? a) Print preview b) Open c) Page view d) Save 54. To separate two different sheets in a formula is used. a) Colon b) Hyphen c) Semicolon d) Comma 55. A data file created using spreadsheet is called\_\_\_\_\_ a) Worksheet b) Application file c) file d) Project 56. The number format currency icon displays contents with decimal digits. a) 1 b) 2 c) 3 d) 4 57. icon displays the contents of the selected cells in currency format. a) Number format : dollar b) Number format : currency c) Number format : pound d) none

58.  $\_\_$  is the short cut icon on the formula bar that can be used to insert function

a) Function b) Autopilot c) Function Autopilot d) Insert function

59. Auto format option is available on the \_\_\_\_ menu.a) Fileb) Editc) Formatd) Style.

60. A \_\_\_\_ lets you create a value in one cell that is calculated based on the values in other cells. a) Text b) Value c) Formula d) All the above.

# 7. DATABASE

- 1. Which of the following is not a valid data type in star base?
- a) Character b) Boolean c) Picture d) Real
- 2. Which field is used to uniquely identity a record in a database table?
- a) Many key b) Primary key c) Common key d) Key
- 3. Which database type contains single data table?
- a) Hierarchical b) Relational c) Flat file d) Network
- 4. Which of the following option is used to remove the filter?
- a) Remove filter b) delete filter c) Remove filter / sort d) Delete filter / sort
- 5. What is the name of the process for joining data from two or more tables?a) Joiningb) Editingc) Mergingd) Adding
- 6. What is the name of the screen that displays the fields of record in a well spaced our manner?a) Reportb) Formc) Queryd) Filter
- 7. Which of the following are two types of reports? a) Static and Dynamicb) Static and primary c) Primary and Secondary d) Dynamic and primary
- 8. What is the name of a set of data for each database entry?
  - a) Field b) File c) record d) Table.
- 9. Which language is used to query the database? a) C++ b) SQL c) HTML d) C
- 10. SQL stands for\_\_\_\_\_. a) Structured Query language b) Sorted Query language
  - c) Sorted Question language d) Structured Question language.
- 11. The field type that is not allowed by star base is \_\_\_\_\_. a) Text b) Binary c) Project d) Image.

12. The computer that primary use the hierarchical database are \_\_\_\_\_. b) Mainframe c) personal d) Mini a) Super 13. The team data is derived from the word . a) Datum b) datem c) Datas d) Datus. 14. A column in a star base table represents a \_\_\_\_. a) Structure b) File c) Field d) record. 15. The process used to select the desired and specific data from a database is \_\_\_\_. b) Sorting c) Editing d) Searching a) Merging 16. In set of processed data is called \_\_\_\_. a) Data b) datum c) Information d) Database 17. Each row in a database table represents \_\_\_\_\_. b) Record c) Field a) File d) Table. 18. A database that contains of a single data table is \_\_\_\_\_. b) Flat – file a) Relational c) Hierarchical d) Network 19. Which is a type of query? a) Table c) Filter b) Forms d) Report 20. How many steps are there in the report wizard window? a) 6 b) 7 c) 8 d) 9 21. What is a way of limiting the information that appears on screen? a) Searching b) Filtering c) Merging d) Report 22. Hierarchical database was primarily used on \_\_\_\_\_ computers b) Personal c) Micro d) mainframe a) Super 23. Which icon is used to remove the sorting in star base? a) Delete Filter / sort icon b) Delete sort icon c) Remove sort / filter icon d) none. 24. In star base, which is printed information that is assembled by gathering data based on user Supplied criteria? a) Filter b) Query c) Form c) Report 25. Which of the following are users constructed statements in star base? b) queries c) Forms d) Report a) Filters 26. DBMS is an acronym for . a) Database maintaining system b) Database management system c) Database manipulating system d) Database merging system

27. Which of the following is also a special type of query?
a) Form b) report c) Filter d) Question
28. Which of the following is not a step in data processing?
a) Collection b) Verification c) Computation d) Validation
29. The number of field types used in star base is a) 20 b) 30 c) 12 d) 13
30. The filter used with a condition is called filter.
a) Auto b) Sort c) Default d) Remove.
31. In database, which option is used to define the maximum size of a field?
a) Default value b) Length c) Type d) Value
32. Which involves data collection, verification, validation and report generation?
a) Data b) Data processing c) Database d) Table
33. In which computers Hierarchical database structures were used?
a) Mini b) Micro c) Mainframe d) Super
34. The numeric data type can be a) integer b) float c) Date d) All the above
35. Users can define their own data types called <u>data type</u> .
a) Built – in b) System defined c) user defined d) primitive
36 is a set of processed data that convey the relationship between data considered.
a) Information b) Data c) Datum d) Program
37. If we use a computer to prepare, store, process and print the data, we call it as $\_\_$
data Processing. a) Data b) manual c) Hand d) Computerized
38. The processing speed is fast in data processing.
a) Computerized b) Manual c) Both a & b d) either a or b
39. In computerized data processing, it is easy to edit the data including
a) Correction b) Change c) Modification D) All the above
40. Manipulating of a database includes
a) Sorting b) Merging c) Editing d) All the above
41. Editing is the process of a) Adding new data b) Deleting the existing data
c) changing the format d) all the above
42. Based on the conceptual structures, the data bases can be classified into types.
a) 3 b) 2 c) 4 d) 5

43. The \_\_\_\_\_ database structure is the most prevalent database in today's business organizations. a) Flat – file b) relational c) Hierarchical d) Object oriented 44. In \_\_\_\_\_ databases, records are organized in a tree like structure by type. a) Hierarchical b) Relational c) Network d) Flat file. 45. \_\_\_\_ database is useful for certain single user or small group situations. a) Relational b) Flat file c) Hierarchical d) Flat file. 46. The \_\_\_\_\_ database is similar to the hierarchical structure excepts that any one type can relate To any number of types. a) Network b) Object oriented c) flat file d) relational 47. An object is defined by its \_\_\_\_\_. a) Attributes c) Procedures d) all the above. b) Characters 48. The data management tasks in a DBMS fall into one of the \_\_\_\_ categories. c) 4 d) 5 a) 2 b) 3 49. The data management tasks in a DBMS involves . a) Entering data into the database b) Reordering records in the database. c) Obtaining subsets of the data d) All the above. 50. \_\_\_\_ provides the means for multiple users to access and share data in the same database by way Of networked systems. a) Star calc b) Star base c) DBMS d) Ms – office 51. In star base window, the \_\_\_\_\_ pane displays tables, queues, forms, and report. a) Right b) Left c) Top d) Bottom 52. In star office base window, on the right top is pane. a) Tables b) Forms c) Tasks d) Reports. 53. Once the database is created, the next step is to create the \_\_\_\_\_. b) Tables c) Related tables d) Reports a) Data 54. Using tables, star office base allows us to . a) Design forms b) Query the database c) Prepare reports d) All the above. 55. We can also give a brief description of the contents of the a) Table b) Record c) Field d) database

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56. Star base allows us to use different field types.	
a) 5 b) 10 c) 20 d) any number	
57 accepts small integer's upto a few thousands.	
a) Integer b) Small integer c) Tiny integer	d) Big integer
58 Data type accepts only whole numbers.	
a) Integer b) Decimal c) Real d) Image	۵ ۰
59. Single precision decimal values are accurate upto a length of	_ places.
a) 5 b) 7 c) 9 d) 14.	
60. Double precision decimal values are accurate upto a length of $\_$	places.
a) 7 b) 14 c) 28 d) 56.	
61. While designing the table we enter values for the	
a) Field name b) Field type c) Description d)	All the above
62 option is used to specify the maximum characters that can	be entered in that field.
a) Entry required b) Length c) Default value d) Size of the	e field.
63 menu is used to modify the table design.	
a) File b) Format c) Edit d) Inse	ert
64. After entering the records into the table star base allows you rea	arrange them by
a) Merging b) Filtering c) Searching d) Sorting.	
65. To display the records in the original order, click on	
a) Unsort icon b) Filter icon c) Remove sort/filter icon	d) any of the above
66. The language, supported by DBMS is a) C++ b) Java	c) SQL d) ADA
67 are special views of the data in a table.	
a) Database b) Sorting c) Queries d) Rep	oorts
68. The output from a does not affect the original table.	
a) Table b) Sort c) Query d) Data	
69. The first step of query wizard is	
a) Field selection b) Sorting order c) Sort wizar	d d) Query wizard
70. A ia a type of query. a) Sort b) Filter c) Report	d) Search
71 is used to select and display records which match a certain	condition.
a) Filter b) Sort c) Report d) Search	
72. Filters be saved for later use. a) Can b) Cannot c) May	d) may not
73. Star office allows you to use the filters of types. a) 2	b) 3 c) 4 d) many

Palanigounder Higher Secondary School www.kalvisolai.com 74. Filter used with a condition is called \_\_\_\_\_\_ filter. a) Auto b) Conditional c) Default d) filter 75. The filter window is very similar to the one used for specify condition in a \_\_\_\_. a) Sort b) Report c) Form d) Query 76. To remove the filter, click on icon. a) Remove filter b) Remove filter/sort c) Remove sort d) Remove default filter 77. A \_\_\_\_\_\_ is a screen that displays the fields of a record in a well spaced out manner. b) Filter c) Form d) Report a) Query 78. Select the \_\_\_\_ check box in the set up a subform window to insert another form within a) Add subform b) add form c) Insert form this form. d) insert subform. 79. helps us to generate report. a) report wizard b) report auto pilot c) report temple d) report window. 80. Select \_\_\_\_\_ in the paste special dialog box, to see the data automatically changes in the Document, when it is modified in the spread sheet. a) OLE b) Link c) Link and paste d) DDE link. 81. Field types include . a) Text b) Numeric c) Logical d) all the above. 82. \_\_\_\_ and \_\_\_\_ are conceptual model for older systems. a) Flat file, Network b) Hierarchical, network c) relational, object oriented d) none. 83. Select \_\_\_\_\_ option on the tasks pane to create a query. \_\_\_\_\_ a) Create query in SQL view b) Create query in design view c) Use wizard to create query d) Create query. 84. \_\_\_\_\_ is defined by its characteristics, attributes and procedures. a) Form b) record c) Object d) File. 85. Data's are of types. a) 3 b) 5 c) 12 d) 10 86. Star base window is divided into how many panes? a) 2 b) 3 c) 4 d) 5 8. INDRODUCTION TO MULTIMEDIA 1. Which of the following is a computer – based presentation technique? a) Multimedia b) Data processing c) Tutorials d) Slides 2. MMS means . a) Multimedia service b) Multimedia messaging system

3. Which if the following is the most common version of e-learning packages?
a) CBT / WBT b) WBT / SMSC c) CBT / WBT d) MMS / SMS
4. How many image formats are most commonly used? a) 5b) 4 c) 3 d) 2
5. Which file creates a perfect reproduction of the original images?
a) JPG b) Nx view c) Shock wave d) GIF
6. GIF means a) Graphic interchange format b) Graphic interchange File
c) Graphic information file d) Graphic information format.
7. Expand JPEG a) Joint processor experts group b) Joint photographic experts group
c) Joint photographic expression group d) Joint photo experts group
8. Which image files are a lossy format? a) JPEG b) GIF c) MPEG d) Nx View
9. How many categories of image file compressions are there ? a) 4 b) 3 c) 5 d) 2
10. How many attributes control the characters of sound? a) 2 b) 3 c) 4 d) 5
11. Which of the following is called frequency?
a) Amplitude b) resistance c) pitch d) modulation
12. Conversion of a analog waves to a digital format called
a) Echo b) Sound forge c) Frequency d) Modulation
13. Which of the following animations are also referred to as slide or path animations?
a) Cel-based animations b) Object based animations c) 3D animation d) 2D animation
14. How many step process for creating a 3D animation? a) 2 b) 4 c) 3 d) 5
15. Which of the following is not a step to create a 3D animation?
a) Modeling b) Animating c) Rendering d) Acessing
16. Which of the following is a technique to blend 2 or more images to form a new image?
a) Warping b) Morphingc) Modeling d) Animating
17. How many frames per second causes the video to look jerky?
a)< 9 b) < 10 c) < 15 d) < 20
18. How many color depth results in the image looks murky?
a) < 225 b) < 16 c) < 256 d) < 8
19. How many types of video compressions?
a) 3 b) 2 c) 4 d ) 6
20. Which compressions provide some loss of quality?
a) Loss less b) Cel – based c) Lossy d) Object – based

Palanigounder Higher Secondary School www.kalvisolai.com 21. MIDI stands for \_\_\_\_\_. a) Musical instrument digital interface b) Musical interface digital instrument c) Modeling instrument digital interface d) Modeling interface digital information d) 1974 22. Which year the MIDI format was developed? a) 1972 b) 1982 c) 1984 23. Which sound format cannot contain sounds? a) wave b) AIFF c) AU d) MIDI 24. The real audio format have the extension . a) rm or .rf b) .ram or .rf c) .rm or .ram d) .rm or .rad 25. What is the extension of Au format sound file? a) .AUD b) .AU c) .AUD d) .ADO 26. AIFF stands for \_\_\_\_\_. a) Audio interface format file b) Audio Interchange file format d) Audio information file format c) Au interchange file format 27. What is the extension of AIFF format files? a) .aif or .af b) .aiff or .aid c) .aiff or .aif d) .aid or .aif 28. What is the extension of SND format sound file? a) .sn b) .sdn d).snd c) .sou 29. What is the extension of Wave format sound file? a).wva b) .wav c) .wave d).dat 30. MPEG stands for..... a) moving pictures experts group b) Model pictures expression group c) moving pictures expression group d) morphing pictures experts group 31. What is the extension of MP3 & MPGE format sound file? a) .mp3 or .mpeg b) .mpeg or .mpga c) .mpge or .mpg d) .mpg or .mpeg 32. AVI stands for ..... a) Audio video interface b) Audio video information c) Audio video interleave d) Audio video interchange 33. What is the extension of AVI format sound file? a) .AV b) .AU c) .AVI d) .AIV 34. Sounds and video in multimedia applications can be played by using \_\_\_\_. a) Inline or helper b) inline or outline c) helper or outline d) inline only 35. Which tag is used to add in line sound to a web page? a) <inline> b) <br/>be sound> c) <sound> d) <helper> 36. tag is used to launch helper application. a) <embed> / <applet> b) <applet> / <object> c) <embed> / <applet> / <object> d) <embed> / <object>

37. \_\_\_\_ graphs helps in rendering the image effectively on the screen. a) image B) Static c) Vector d) Scalar 38. What is the name of the process for converting analog waves to s digital formatting? b) Sound forge c) Amplitude a) sampling d) Frequency 39. Name the technique that blends two or more image to form a new image. a) blending b) Warping c) Morphing d) modeling 40. Which of the following is the commercial multimedia content development software a) Flash b) Dream weaver c) Maya d) All of these . 41. The technique that provides an environment experienced by users as similar to reality is . a) Virtual reality b) Vector graphics c) Animations d) modeling 42. Name of the technique of distorting a single image to represent something else is \_\_\_\_\_. a) Modeling b) rendering c) Morphing d) Warping 43. The sound that we hear are \_\_\_\_\_ wave patterns. a) analogb) digital c) hybrid d) pitch 44. In \_\_\_\_\_ doctors can get trained by viewing at a virtual surgery. a) Engineeringb) Medicine c) Scientist d) Online magazines 45. Two attributes control the characteristics of sound . a) Amplitude & volume

b) Frequency & pitch c) Frequency & Wave d) Amplitude & Frequency

9. PRESENTATION

1. Which key is used to create a new presentation using a template?

a) shift + Alt + N b) Shift + Ctrl + N c) ctrl + Alt + N d) Shift+ Tab

2. Which of the following view allows creating and editing slides?

a) Normal b) Outline c) Notes d) Handouts

3. Which command is used to insert a picture in a slide? a) Insert  $\rightarrow$  Picture

b) Format  $\rightarrow$  Picture c) Insert  $\rightarrow$  Picture  $\rightarrow$  From file d) Insert  $\rightarrow$  From  $\rightarrow$  Picture 4. How will you change the background color of all the slide? a) Format  $\rightarrow$  Background

b) Format  $\rightarrow$  Page  $\rightarrow$  Background c) Format  $\rightarrow$  Page d) Insert  $\rightarrow$  Page  $\rightarrow$  Background 5. Which key combination is used to print slides in StarOffice?

a) Alt + P b) Ctrl + P c) Shift + P d) Shift + Ctrl + P

<ul> <li>6. To send text outline into presentation, select</li></ul>	Palanigounder Higher Secondary School	www.kalvisolai.com
<ul> <li>c) File → Presentation</li> <li>d) File → Sent → Presentation</li> <li>7. In presentation the view that allows us to view miniature image of the all slide is</li></ul>	6. To send text outline into presentation, select	
<ul> <li>7. In presentation the view that allows us to view miniature image of the all slide is</li></ul>	a) File $\rightarrow$ Sent $\rightarrow$ Outline to presentation	b) File $\rightarrow$ Outline to presentation
<ul> <li>a) Slide sorter b) Master page c) Notes view d) Layout</li> <li>8. Which of the following is used to import objects from other application into a presentation? a) Insert ODBC object b) Insert OLEDB object c) Insert OLE object d) Insert DBMS object</li> <li>9. The shortcut key for opening style list isa) F8 b) F7 c) F5 d) F1</li> <li>10. To change the background color of the current slide, click on</li></ul>	c) File $\rightarrow$ Presentation	d) File $\rightarrow$ Sent $\rightarrow$ Presentation
<ul> <li>8. Which of the following is used to import objects from other application into a presentation? a) Insert ODBC object b) Insert OLEDB object c) Insert OLE object d) Insert DBMS object</li> <li>9. The shortcut key for opening style list isa) F8 b) F7 c) F5 d) F1</li> <li>10. To change the background color of the current slide, click ona) Format → Page → Background b) Tools → Page → Background c) Edit → Page → Background c) View → Page → Background c) Uiew → Page → Background c) View → Page → Background c) Uiew → Page → Background</li> <li>11. The key combination used to open print dialog box in StarImpressOffice is</li></ul>	7. In presentation the view that allows us to view m	niniature image of the all slide is
presentation?       a) Insert ODBC object       b) Insert OLEDB object         c) Insert OLE object       d) Insert DBMS object         9. The shortcut key for opening style list isa) F8       b) F7       c) F5       d) F1         10. To change the background color of the current slide, click on       a) Format → Page → Background       b) Tools → Page → Background         a) Format → Page → Background       b) Tools → Page → Background       c) View → Page → Background         11. The key combination used to open print dialog box in StarImpressOffice is	a) Slide sorter b) Master page c) Note	s view d) Layout
<ul> <li>c) Insert OLE object d) Insert DBMS object</li> <li>9. The shortcut key for opening style list isa) F8 b) F7 c) F5 d) F1</li> <li>10. To change the background color of the current slide, click on</li></ul>	8. Which of the following is used to import objects f	from other application into a
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<ul> <li>10. To change the background color of the current slide, click on</li></ul>	c) Insert OLE object d) Insert DBMS object	ct
<ul> <li>a) Format → Page → Background</li> <li>b) Tools → Page → Background</li> <li>c) Edit → Page → Background</li> <li>c) View → Page → Background</li> </ul> 11. The key combination used to open print dialog box in StarImpressOffice is	9. The shortcut key for opening style list is	a) F8 b) F7 c) F5 d) F1
c) Edit $\rightarrow$ Page $\rightarrow$ Background c) View $\rightarrow$ Page $\rightarrow$ Background 11. The key combination used to open print dialog box in StarImpressOffice is	10. To change the background color of the current	slide, click on
<ul> <li>11. The key combination used to open print dialog box in StarImpressOffice is</li></ul>	a) Format $\rightarrow$ Page $\rightarrow$ Background b	) Tools $\rightarrow$ Page $\rightarrow$ Background
<ul> <li>a) Ctrl + Shift + P</li> <li>b) Ctrl + P</li> <li>c) Shift + P</li> <li>D) Alt + P</li> <li>12. The number of option displayed in the first page of the presentation wizard is</li> <li>a) 2</li> <li>b) 3</li> <li>c) 4</li> <li>d) 5</li> <li>13. Which of the following options display ' created with StarOffice ' message during the pause between each presentation?</li> <li>a) Automatic</li> <li>b) Effect</li> <li>c) Show Logo</li> <li>d) Default</li> <li>14. The view used to recorder is</li> <li>a) normal</li> <li>b) outline</li> <li>c) notes</li> <li>d) handouts</li> <li>15. To open media player window, choose</li> <li>a) Tools-Media player</li> <li>b) Edit-Media player</li> <li>c) Insert- Media player</li> <li>d) View- Media player</li> <li>e) Insert- Media player</li> <li>f) Gradient</li> <li>c) Picture</li> <li>d) Hatching</li> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is</li> <li>a) Desktop</li> <li>b) Navigator</li> <li>c) Preview</li> <li>d) Moving slider</li> <li>18. In StarOfficeImpress, which view allows to view miniature images of all slides?</li> </ul>	c) Edit $\rightarrow$ Page $\rightarrow$ Background c)	$View \rightarrow Page \rightarrow Background$
<ul> <li>12. The number of option displayed in the first page of the presentation wizard is</li> <li>a) 2</li> <li>b) 3</li> <li>c) 4</li> <li>d) 5</li> <li>13. Which of the following options display ' created with StarOffice ' message during the pause between each presentation? <ul> <li>a) Automatic</li> <li>b) Effect</li> <li>c) Show Logo</li> <li>d) Default</li> </ul> </li> <li>14. The view used to recorder is</li></ul>	11. The key combination used to open print dialog	box in StarImpressOffice is
<ul> <li>a) 2 b) 3 c) 4 d) 5</li> <li>13. Which of the following options display ' created with StarOffice ' message during the pause between each presentation? <ul> <li>a) Automatic</li> <li>b) Effect</li> <li>c) Show Logo</li> <li>d) Default</li> </ul> </li> <li>14. The view used to recorder is</li></ul>	a) Ctrl + Shift + P b) Ctrl + P c) Sh	nift + P D) Alt + P
<ul> <li>13. Which of the following options display ' created with StarOffice ' message during the pause between each presentation? <ul> <li>a) Automatic</li> <li>b) Effect</li> <li>c) Show Logo</li> <li>d) Default</li> </ul> </li> <li>14. The view used to recorder is</li></ul>	12. The number of option displayed in the first pag	e of the presentation wizard is
<ul> <li>pause between each presentation?</li> <li>a) Automatic b) Effect c) Show Logo d) Default</li> <li>14. The view used to recorder is</li></ul>	a) 2 b) 3 c) 4 d) 5	
<ul> <li>a) Automatic</li> <li>b) Effect</li> <li>c) Show Logo</li> <li>d) Default</li> </ul> 14. The view used to recorder is	13. Which of the following options display ' created	with StarOffice ' message during the
<ul> <li>14. The view used to recorder is</li></ul>	pause between each presentation?	
a) normal b) outline c) notes d) handouts 15. To open media player window koose a) Tools-Media player b) Edit-Media player c) Insert- Media player d) View- Media player 16. Which is not a Background fill option ? a) Color b) Gradient c) Picture d) Hatching 17. In StarOfficeImpress the windows allows to quickly jump from one slide to other slide or move between open file is	a) Automatic b) Effect	c) Show Logo d) Default
<ul> <li>15. To open media player window, choosea) Tools-Media player</li> <li>b) Edit-Media player</li> <li>c) Insert- Media player</li> <li>d) View- Media player</li> <li>16. Which is not a Background fill option ? <ul> <li>a) Color</li> <li>b) Gradient</li> <li>c) Picture</li> <li>d) Hatching</li> </ul> </li> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is</li></ul>	14. The view used to recorder is	
<ul> <li>b) Edit-Media player</li> <li>c) Insert- Media player</li> <li>d) View- Media player</li> <li>16. Which is not a Background fill option ? <ul> <li>a) Color</li> <li>b) Gradient</li> <li>c) Picture</li> <li>d) Hatching</li> </ul> </li> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is</li></ul>	a) normal b) outline c) notes d	) handouts
<ul> <li>16. Which is not a Background fill option ? <ul> <li>a) Color</li> <li>b) Gradient</li> <li>c) Picture</li> <li>d) Hatching</li> </ul> </li> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is <ul> <li>a) Desktop</li> <li>b) Navigator</li> <li>c) Preview</li> <li>d) Moving slider</li> </ul> </li> <li>18. In StarOfficeImpress, which view allows to view miniature images of all slides?</li> </ul>	15. To open media player window, choose	. a) Tools-Media player
<ul> <li>a) Color b) Gradient c) Picture d) Hatching</li> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is</li> <li>a) Desktop b) Navigator c) Preview d) Moving slider</li> <li>18. In StarOfficeImpress, which view allows to view miniature images of all slides?</li> </ul>	b) Edit-Media player c) Insert- I	Media player d) View- Media player
<ul> <li>17. In StarOfficeImpress, the windows allows to quickly jump from one slide to other slide or move between open file is</li></ul>	16. Which is not a Background fill option ?	
move between open file is a) Desktop b) Navigator c) Preview d) Moving slider 18. In StarOfficeImpress, which view allows to view miniature images of all slides?	a) Color b) Gradient c) Picture d)	Hatching
a) Desktop b) Navigator c) Preview d) Moving slider 18. In StarOfficeImpress, which view allows to view miniature images of all slides?	17. In StarOfficeImpress, the windows allows to qui	ickly jump from one slide to other slide or
18. In StarOfficeImpress, which view allows to view miniature images of all slides?	move between open file is	
	a) Desktop b) Navigator c) Previe	ew d) Moving slider
a) Slide Sorter b) Outline c) Notes d) Handouts	18. In StarOfficeImpress, which view allows to view	v miniature images of all slides?
	a) Slide Sorter b) Outline c) Notes d	) Handouts
19. The keyboard used to create a new presentation using template is	19. The keyboard used to create a new presentation	n using template is
a) Ctrl + N b) Shift + Ctrl + N c) Alt + N d) Ctrl + F + N	a) Ctrl + N b) Shift + Ctrl + N c) Alt + N	d) $Ctrl + F + N$

20. Which one of the following displays various transition effects that can be attached to a slide? a) Custom animation b) Slide animation c) Animation effects d) Slide sorter 21. Which button is pressed to start the slide show in StarOfficeImpress? a) F1 b) F3 c) F5 d) F7 22. In StarOfficeImpress, to start a presentation, press ..... a) F5 b) F1 c) F2 d) F3 23. To rename a slide choose slide  $\rightarrow$  ..... a) rename slide b) new slide c) rename d) slide rename 24. To open style list in presentation, press ...... a) F10 b) F11 c) F12 d) F13 25. Which of the following views allows to record slides, edit slide titles and heading? a) Normal view b) Notes view c) Handouts view d) Outline view 26. Which of the following commands is used to open HTML export view? a) File - Export b) HTML - Export c) File - HTML Export d) File - HTML Export 27. ..... Is the Star Office application that allow us to create attractive presentations. a) Star Office Impress b) Star Office Writer c) Star Office Draw d) Star Office Calc 28. To change the slide order, in the switching presentation view tab click ..... a) Slide Sorter c) Outline d) None of these b) Layout 29. To produce HTML presentation choose..... a) File-HTML b) File-Export d) Edit-HTML c) Edit-Export 30. Which key combination is used to print slides in star office? a) Alt + P b) Shift + P c) Ctrl + P d) Shift + Ctrl + P 31. A ..... box on the right allows you to view a preview of the slide with the selected background. a) preview b) print c) speed d) automatic 32. The ...... section in the lower half of the page allows you to specify the final output medium for presentation. b) slide c) select an output medium d) select a medium a) output medium 33. The ...... page of the wizard allows you to specify the transition effects to be used in presentation. a) first b)second c)third d)fourth

34. The select a slide transition section at the ..... of the page allows you to choose the Transition effect and speed in the slides. a) bottom b) right top corner c) top d) left 35. To create a new presentation using a template, choose ..... a) File  $\rightarrow$  New  $\rightarrow$  Presentation b) File  $\rightarrow$  New  $\rightarrow$  Template c) File  $\rightarrow$  New  $\rightarrow$  Document d) File  $\rightarrow$  New  $\rightarrow$  Templates and documents 36. StarOffice Impress allows us to ...... and modify Microsoft Powerpoint presentation. a) import b) export c) report d) compile c) 4 37. StarOffice Impress Window contains ...... Panes a) 2 b) 3 d) 5 38. The task pan on the right displays ..... pages a) 2 b) 3 d) 5 c) 4 39. ..... Page of the tasks plan displays various transition effects that can be attached to a Slide a) Custom animation b) Slide Transition d) Master c) Layout 40. ..... view allows to recorder, edit slide titles and headings. a) Normal b) Notes c) Handout d) Outline 41. ..... View is used by a presenter to add additional information to a slide b) Handout c) Outline a) Notes d) Layouts 42. We can choose a ..... While creating a new slide. a) Notes b) Layout c) Outline d) custom 43. ..... menu is used to start a presentation. a) View b) Tools c) Slide Show d) Window d) F7 44. Press ...... key to start a presentation b) F2 a) F1 c) F5 45. The onscreen presentation starts automatically in the ..... mode a) minimized b) full screen c) maximized d) normal 46. End the presentation by pressing the ...... key a) End b) Enter c) Esc d) Break 47. ..... key is used to stop the presentation before end. b) Enter c) Esc d) Break a) End 48. Select ...... to run a custom slide show in the order that you defined. b) Custom Slide Show c) View Show d) any the above a) Slide Show 49. The new slide uses the page layout of the ...... Slide a) first b) previous d) any of the above c) last

50. To insert a picture in a slide, choose ..... a) Insert  $\rightarrow$  From File  $\rightarrow$  Picture b) Insert  $\rightarrow$  Picture  $\rightarrow$  From File c) Format  $\rightarrow$  From File  $\rightarrow$  Picture d) Format $\rightarrow$  Picture  $\rightarrow$  From File 51. To define the order in the slide show, click on ..... a) slide show b) view show c) custom slide show d) outline 52. To insert movie in a slide, click on ..... a) Insert  $\rightarrow$  Picture Sound b) Insert  $\rightarrow$  Audio and Video c) Insert  $\rightarrow$  Movie and Sound d) Insert  $\rightarrow$  Picture and Sound b) Sound c) Media d) Media Playback a) Movie 54. For movie files, the bar contains a list box where we can select the ...... for the playback. a) volume slide b) zoom factor c) position slider d) any of the above 55. The media player supports ..... different media formats a) 2 b) 3 c) 4 d) many 56. To insert an object in a slide, choose ..... a) Insert  $\rightarrow$  Object b) Insert  $\rightarrow$  Chart c) Insert  $\rightarrow$  OLE d) Insert  $\rightarrow$  Formula 57. Insert OLE object is used to import objects like ..... c) Microsoft application objects d) all the above a) Formula b) text 58. Click ..... to get slide view a) Insert  $\rightarrow$  Toolbar  $\rightarrow$  Slide View b) Insert  $\rightarrow$  Slide View c) View  $\rightarrow$  Slide Show d) View  $\rightarrow$  Tool Bars  $\rightarrow$  Slide View 59. The objects in your slide can have ..... effects a) 2 b) 3 c) 4 d) many 60. A ...... determines the text formatting style for title outline and the background for one or for all of slides a) slide b) master c) slide design d) slide background 61. The styles outline one through outline ...... Enables you to give the outlined headings and topics on your slides a uniform look a) 8 b) 9 c) 7 d) 6 62. Open stylist by choosing ...... a) Format  $\rightarrow$  Styles and Formatting b) Format  $\rightarrow$  Styles c) Tools  $\rightarrow$  Styles and Formatting d) Insert  $\rightarrow$  stylist 63. Open stylist with the ..... key a) F5 b) F7 d) any of the above c) F11

64. If you want a slide show always with current page, use .....

a) Edit  $\rightarrow$  Options  $\rightarrow$  StarOffice Impress b) Tools  $\rightarrow$  Options  $\rightarrow$  General

c) Slideshow  $\rightarrow$  Options $\rightarrow$  StarOffice Impress  $\rightarrow$  General

d) Tools  $\rightarrow$  Options  $\rightarrow$  Staroffice Impress  $\rightarrow$  General

65. Choose ..... to hide a slide in the slide show

a) Tools $\rightarrow$  Show/Hide slide b) Insert  $\rightarrow$  Show/Hide Slide

c) Slide Show  $\rightarrow$  Show/Hide Slide d) any of the above

66. Using the ..... you can move from slide to slide quickly

a) Navigator b) Presentation c) HTML d) Any of the above

67. Open navigator by choosing ..... menu

a) View b) Insert c) Edit d) Format

68. Select ...... Colors to apply the colors supported by browser

a) use HTML b) use HTTP c) use browser d) use link

#### Volume II

## 1. Object oriented concepts using C++

- 1. \_\_\_\_ is a tool to solve a wide range of problems
- 2. a) Computer b) Calculator c) Abacus d) CPU
- 3. The solutions to the problems are in the form of computer program or \_\_\_\_\_.
- 4. a) System software b) Application software c) Hardwared) Software
- 5. \_\_\_\_ Statements provide instructions to the computer on the operations that need to be performed on the data items.

a) Control b) Assignment c) Looping d) Unconditional

6. A group of the data and the operations are termed as \_\_\_\_\_

7. a) Object b) data c) Function d) Operations

8. The operations represent the \_\_\_\_\_ of the object.

9. a) Behaviour b) Data c) State d) Function

10. Which is a kind of a self-sufficient subprogram with a specific functional area?

11. a) Object b) Inheritance c) Functions d) Encapsulation

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12. The mechanism by which the data and functions are bound together within an object
is called as a) Overloading b) Overriding c) Encapsulation d) polymorphism
13. The ability of an object to respond differently to different message is called
a) Function b) Polymorphism c) Draw() d) Overriding
14. The process of acquiring base class properties is called
a) Inheritance b) Class c) Polymorphism d) Object
15. The are power packed, as they include the functionality of the base class
along with its own unique feature.
a) Derived classes b) Base class c) Class d) Object
16 allows a class to be derived from an existing class.
a) Polymorphism b) Inheritance c) Encapsulation d) Object.
17. The derived class are Packed.
a) Completely b) Uniquely c) Power d) Cover
18. A template for entities that have common Behaviour is
a) Class b) Object c) Methods d) Attributes
19. C++ belongs to which category of programming language?
a) Structured b) Object oriented c) modular d) Procedural
20. The group of data and operations together are known as
a) Class b) Function c) Structure d) Object
21. Which one operates on a set of known input data items?
a) Computer program b) human ware c) System d) output data
22
to be performed on the data items.
a) Control b) Assignment c) looping d) Unconditional
2. Overview of C++

C++ was developed by \_\_\_\_\_. a) James Goling b) Bjarne stroutstrup
 c) John Kemney d) Thomas kushz

2. Rick Masciti coined the name \_\_\_\_\_. a) C++ b) BASIC c) COBOl d) Visual

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3. The basic types are collectively called as	
a) Token b) Variables c) Characters	d) Variable
4 is the smallest individual unit in a program.	
a) Token b) Character c) Control o	d) Variable
5. Which one gives special meaning to the language compile	er?
a) Compiler b) Keywords c) Variable d) Con	stants
6 modifiers allows the variable to exist in the memory	of the computer, even if its
function or block looses its scope. a) auto b) static c) e	extern d) register
7. Which one holds the values or constants in memory boxe	es?
a) Variable b) While c) Switch d) go to	
8. The symbol is used to declare a pointer variable. a) *	* b) & c) # d) /
9. What are the assign bitwise assignment operator? a) $\&=$	b) ^= c) 1= d) all
10. Built in data type is also called as datatype.	
a) Fundamental b) Secondary c) Integer of	d) Void
11. Static and register variables are automatically initialized	d to value when they are
declared a) 1 b) 2 c) 3 d) 0	
12 type is further divided into int and char.	
a) Integral b) Int c) Char d) Float	
13. When $a=5,c=-$ what will be the value of c? a) 5	b) 6 c) 4 d) 8
14. What type of integer starts with OX?	
a) octal b) Hexadecimal c) Binary d) deci	mal
15 Data types are structure, union, class and enumer	ation.
a) User defined b) Built-in c) Derived d) Integer	
16. The constant that should not have fractional part is	·
a) Float b) Double c) Integer d) Exponent	
17. How many operators are classified in C++? a) 11	b) 13 c) 14 d) 15
18. How many fundamentals data types are there in C++? a	u) 1 b) 2 c) 3 d) 4
19. Which is the conditional operator? a) ? b) > c) < $c$	d) ?:
20. The operands and the operators are grouped in a specifi	ic logical way of evaluation is
called a) Class b) Association c) Assignment d)	Arithmetic
21. When a = 6 and c = a++ what is the value of c? a) 6 $\downarrow$	b) 7 c) 8 d) 5

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22. What will be the value stored in C when a = 20,b=20, $c(a < b)?a*a:b\%a;$ a)
a) 0 b) 400 c) 40 d) 20
23. Which punctuator is used to terminate a C++ statement? a) ; b) : c) * d) ,
24. How many C++ data types are broadly classified? a) 2 b) 3 c) 4 d) 5
25 data type enables to invent his own data type define values
a) User defined b) Derived c) Floating d) Integral
26 allows users to define the user defined data type identifier.
a) Type definition b) Identifier c) Data d) Class
27 data types helps users in creating a list of identifiers
a) Int b) Float c) Char d) Enumerated
28 class is another qualifier that can be added to a variable declaration
a) Storage b) Sub c) Static d) register
29. Static register variables are automatically initialized to value when they are
declared. a) 1 b) 2 c) 0 d) 3
30. Auto variable get undefined values known as
a) Garbage b) Auto c) Register d) Static
31 Storage class defines local variable known to the block in which they are
defined? a) Static b) Auto c) Extern d) register
32. Storage class variables defined with in a function or a block cease to exist, the
moment the function or block looses its scope
A) Auto b) Static c) Extern d register
33 Modifiers allows the variable to exist in the memory of the computer, even if
its function of block looses its scope. A) Auto b) Static c) Extern d register
34 storage class global variable known to all functions in the current program
a) Auto b) Static c) Extern d register
35 storage class variables are defined in another program.
a) Auto b) Static c) Extern d register
36. Built in data type is also called as data type
a) Fundamental b) Secondary c) Integer d) Void
37. How many storage specifiers are there in a C++? a) 3 b) 4 c) 5 d) 3

Palanigounder Higher Secondary School www.kalvisolai.com 38. \_\_\_\_\_ type is used to declare a generic pointer in C++. a) Float b) Void c) Static d) Int 39. Signed, unsigned, long and short are some of the \_\_\_\_. a) Data b) Derived data c) Modifiers d) Void 40. What is the range for char data type in C++? a) -126 to 127 b) 128 to -127 c) -128 to 127 d) -127 to 128 41. What is the range for int data type in C++? a) -32767 to 32768 b) -32768 to 32767 c) 32768 to 32769 d) 32767 to -32768 42. The long int, signed long int has <u>bytes</u>. a) 2 b) 4 c) 3 d) 8 43. \_\_\_\_\_ is a variable that holds a memory address. a) Pointer b) Char c) Float d) Long double 44. Integer values are stored in \_\_\_\_ bit format in binary form. a) 8 b) 16 c) 32 d) 64 45. \_\_\_\_ bit is also called as the most significant bit or sign bit. a) 15<sup>th</sup> b) 16<sup>th</sup> c) 18<sup>th</sup> d) 19<sup>th</sup> 46. The 16<sup>th</sup> bit will have a value \_\_\_\_\_ if negative value is stored. a) 1 b) 0 c) -1 d) 2 47. The unsigned char, and char data types has <u>bits.a</u> bits.a) 8 b) 16 c) 32 d) 64 48. What is the length of double data type? a) 32 b) 8 c) 16 d) 64 49. \_\_\_\_\_ is an operator which returns the memory size requirements in terms of bytes. a) size of() b) Long c) Size d) Double 50. In an example long double a; int b; a=6,b=4 what is the output of size of (a\*b)? a) 8 b) 10 c) 4 d) 2 3. Basic statements 1. How many methods are there for assigning data to the variables in C++?

- a) 2 b) 3 c) 4 d) 5
- 2. Data is read from the keyboard during run time by using the object\_\_\_\_\_a) Cin b) cni c) nci d) nic
- 3. The declarations for the object cin are available in header file called as \_\_\_\_\_.a) istream.hb) istreamc) stream.hd) stream

4. \_\_\_\_\_ file comprises of all standard declarations and definitions for predefined functions. a) Header b) Footer c) istream d) iostream 5. Program statement that causes jumps are called as \_\_\_\_\_ statements or structures a) Control b) assignment c) increment d) decrement 6. The multiple branching statement is statement. a) If b) Switch c) For d) While 7. How many kinds of loops are there in C++? a) 1 b) 2 c) 3 d) 4 8. A loop embedded within another loop is called\_\_\_\_\_. a) Nested b) Loop c) Break d) Continue 9. A program written in high level language is called as \_\_\_\_\_. a) Object code b) Source code c) Executable code d) All of these 10. How many times the following loop will be executed? For(i=1;i<6;i++) a) 1 b) 5 c) 6 d) 7 11. The break statement would exit only\_\_\_\_. a) Current loop b) Current function c) Current program d) None 12.In C++ which file comprises the combined properties of istream and ostream? b) string.h c) conio.h d) iostream.h a) stdio.h 13. Which of the following functions will be executed first automatically, when a C++ program is executed? a) Void b) Main c) Recursive d) Call by reference 14. Which of the following statements marks the end of the function and also transfers control to the statements after call statements? b) Break c) Continue d) Headera) Editorb) Linker c) Compiler a) Return d) header 15. Which of the following functions will be executed first automatically, when a C++ program is executed? a)Void b) main c) Recursive d) Call by reference 16. How many times the following loop will be executed? Int ctr = 1; for(;ctr<10;ctr++)</pre> {

Cout<<ctr;

}

a) 1 b) 10 c) 11 d) 9

18 . Find the output
Int ctr = 1;
for(;ctr<10;ctr++)
{
 Cout<<ctr;
 Ctr = 1;
 }
 a) 1 infinitive b) 1,2,3,4,5,6,7,8,9,10 c) 1,2,3,4,5,6,7,8,9 d) 1,1,1,1,1,1,1,1</pre>

## 4. Functions

1 are the building blocks of C++ programs.			
a) Functions	b) if – else	c) For	d) Switch
2. The starting p	oint for the e	execution of	a program is
a) Main ( )	b) Void ( )	c) Public	d) Class
3. The calling fur	nction paran	neters are ca	lled as parameters
a) Formal	b) Actual	c) Dummy	d) Duplicate
4. In call by value	e method, th	ne flow of dat	ta is always from the statement to the
function defini	ition. a) Call	b) return	c) function d) go to
5. In method the called function argument formal parameters become alias to the			
actual parameter. a) Call by value b) Call by reference c) return d) call			
6. The functions that return no value is declared as			
a) Null b) Void c) Static d) public			
7. An looks like a normal function in the source file but inserts the functions code			
directly into the	e calling pro	gram. a) inli	ne b) online c) mainline d) line
8. To make a function inline one has to insert the keyword in the function header.			
a) inline	b) online	c) mainline	d) line
9. Inline keyword is just a request to the			
a) Compiler	b) Interpret	er c) Lin	lker d) Object
10. How many ty	pes of scope	es in C++?	a) 2 b) 3 c) 4 d) 5
11. In scope a local variable is defined is defined within a block.			
a) File b) F	unction	c) Local	d) Class

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<ul> <li>12. A block of code begins and ends with a) { } b) [ ] c) ( )</li> <li>13 scope of variables declared within a function is extended to</li> </ul>	o the function block and d) Class _ scope. class scope
b) The actual parameters can be passed only as variables to f	formal parameters of
Reference type.	r
c) The default value in the formal parameters can be given in initialization	the form of variable
d) The default value for an argument can be given in between	the argument list
16. In the following code, the scope of the variable a is	
if(x <y)< td=""><td></td></y)<>	
{	
Int ;	
a++;	
}	
a) Local scope b) Function scope c) File scope	d) Class scope
17. A function can be invoked from another function using its	
a) Variables b) Name c) return d) Value	
18. Which function executes faster but requires more memory spa	ce?
a) Normal function b) Void function c) Regular function d)	Inline function
19. The scope of any variable used in the entire program is	
a) Local b) File c) Function d) Class	
20. The return type of the function prototype float powert(float,int)	is
a) Char b) Double c) int d) float	
Read the following coding and give the answer	
#include <iostream.h></iostream.h>	
int n1=10;	
void main()	

```
{
int n2 =20;
if(n1>n2)
{
int temp;temp=n1;n1=n2;n2=temp;
}
Cout<<'\n'<<n1<<'\n'<<n2;
}</pre>
```

21. file scope a) n1	b) n2		c) temp	d) None of these	
22. Function scope	a) n1	b) n2	c) ten	np d) None of t	hese
23. Local scope a	n) n1	b) n2	c) ten	np d) None of t	hese

#### 5. Structured Data types – Arrays

- 1. An \_\_\_\_\_ is a collection of variable of the same type that are referenced by a common name. a) Variable
   b) constant
   c) array
   d) program
- 2. Arrays are of \_\_\_\_\_ types. a) 3 b) 4 c) 2 d) 1
- 3. \_\_\_\_ dimensional array comprising of finite homogenous elements.
- a) 1 b) 2 c) Multi d) 3
- 4. <u>dimensional array comprising of elements each of which is itself a one dimensional array.</u> a) 1 b) 2 c) Multi d) 3
- 5. int num array[5]; is this array how many integer values can be stored?
  - a) 4 b) 5 c) 6 d) 1
- 6. The size of the array should always be \_\_\_\_\_.

a) Positive b) negative c) whole number d) real number

- 7. Each element of the array is accessed by the \_\_\_\_\_ name and position of the element in the array. a) Array b) variable c) Dimensional d) Subsciript
- 8. int days [] = {1,2,3,4,5,6,7}; in this statement, what is the size of the array?
  a) 6 b) 5 c) 4 d) 7
- 9. cin>>number[4]; in this array processing which reads the \_\_\_\_ elements.
  - a)  $4^{th}$  b)  $5^{th}$  c)  $1^{st}$  d)  $3^{rd}$

10. number[3]++ in this array processing which increments the value stored as

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element By 1. a) $4^{\text{th}}$ b) $5^{\text{th}}$ c) $3^{\text{rd}}$ d) $2^{\text{nd}}$					
11. The process of arranging the data in a given array is called					
a) Merging b) ordering c) Filtering d) Sorting					
12 are otherwise called as literals. a) Strings b) Constants c) Variables d) Da	ita				
13. A character array should be terminated with a character.					
a) '0' b) '\0' c) '0/' d) \0					
14 is a member function of standard input istream.					
a) getline() b) get() c) getsline() d) line()					
15 is a member function of standard output ostream.					
a) Write() b) Print() c) writes() d) reads()					
16. All member functions of a class, should be accessed through an of class.					
a) Object b) Instance c) A and B d) function					
17 parameters are required for write function.					
a) 2 b) 3 c) 4 d) 5					
18. String manipulations are defined in header file.					
a) string.h b) String c) st.h d) std.h					
19 function returns the number of characters stored in the array.					
a) strlen() b) str() c) stlen() d) strlength()					
20 functions copies source string to target string.					
a) strcpy() b) str() c) scpy() d) stcp()					
21 function compares the two given strings.					
a) strcpy() b) strlen() c) stcrsmp() d) strcmp()					
22 dimensional array is an array in which each elements it itself an array.					
a) 2 b) 3 c) 4 d) 1					
23. The number of elements in a 2-dimentional by multiplying number of with number					
of a) rows,columns b) columns,columns c) row,row d) row,coln					
24. The subscript always commences from a) 1 b) 2 c) 4 d) 3					
25. If the elements are stored in row wise manner it is called as order.					
a) row – major b) column – major c) row d) column					
26. When elements are stored column wise manner it is called as order.					
a) column – major b) row – major c) row d) column					
27. A is a set of mn numbers arranged in the form of a rectangular array of m rows ar	nd				

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n columns. a) matrix b) Determinant c) array	d) row.				
28. The character is very important, as it acts as the string terminator.					
a) Null b) String c) int d) float					
29. Matrices can be represented through <u>arrays</u> .					
a) single b) 2 –D c) 3 – D d) multi - dime	nsional				
30. Character array should be initialized using quotes.	•				
a) Single b) no c) double d) any					
31. An integer array with index from 0 to 4 all having value 1 may be declared and					
initialized a) int $x[4] = \{1\}$ b) int $x[4]=\{1,1,1,1\}$ c	2) int x[5]=(1,1,1,1,1) d)int x[] = {}				
32. The function strcpy(s1,s2)a) copied s1 to s2	b) copies s2 to s1				
c) appends s1 to end of s2 d) appends s2 to end of s1.					
33. Which of the following is a derived data type?					
a) Union b) float c) Double d) Array					
34. Arrays in C++ belong to which of the following data types the second	pe?				
a) Basic b) Derived c) User defined d) Primitive					
35. In a 2-D array, the first sub-script stands for					
a) row b) column c) diagonal d) object					
<u>6. Classes and Objects</u>					
1. Which of the following is a way to bind the data and its associated functions together?					
a) Class b) Data c) Functions d) Metho	ods				

2. The most important feature of c++ is the \_\_\_\_.

a) Integer b) float c) class d) arrays

3. In c++ functions are also called \_\_\_\_.a) Definitions b) concepts c) organisers d) methods

4. Declaration and function definitions are two specifications of which of the following\_\_.

a) data type b) Class c) Comments d) none of the given

5. Which of the following is a user defined data type?

a) Class b) Object c) Public d) Protected

6. The body of the class starts and ends with\_\_\_\_\_.

a) Semi colon b) Begins and end c) Start and stop d) Braces i.e. { }

7. Declaration of class members are declared as private can be accessed only \_\_\_\_\_. a) Within class b) outside the class c) inside or outside the class d) separately in another class 8. The class body has access specifiers. a) 1 b) 2 c) 3 d) 4 9. Class access specifiers are also known as . a) Specifications b) Class depth c) Visibility labels d) Class visibility specifications 10. By default class members are treated as \_\_\_\_\_. d) Unprotected a) Public b) Private c) Protected 11. Which of the following is not a valid class specifiers? a) Public b) Private c) Protected d) Pointer 12. The member declared as can only be accessed within the class. a) Private b) Public c) Protected d) Class 13. The class members declared \_\_\_\_ can be accessed only within the class and the members of the inherited classes. a) Private b) Public c) Protected d) Unprotected 14. The member functions declared under which scope can be accessed by the objects of that class? a) Private b) Public c) Protected d) Global 15. The binding of data and functions together into a single entity is known as a) Inheritance b) Polymorphism c) Overloading d) Encapsulation 16. Data hiding refers to \_\_\_\_\_. a) Members and functions of a class are not accessible by members of outside class b) Declaring members as public c) Not giving names to data d) Not specifying members and functions of a class 17. Data abstraction in c++ is achieved by . a) Inheritance () b) Polymorphism () c) Overloading () d) Encapsulation () 18. OOP stands for \_\_\_\_\_. a) object oriented process b) object oriented programming c) Online objects programming d) object to objects programming 19. of a class are data variables that represents the features of properties of a class. a) Data members b) Member functions c) Access specifiers d) Visibility labels 20. are the functions that perform specific task in a class. a) Data members b) Member functions c) Concrete functions d) data functions 21. In a class data members are also called as \_\_\_\_. a) Abstracts b) properties d) Dimensions c) Attributes

22. class student
{
int x,y;
} s1,s2;
From the above code s1,s2 are a) Objects of class students
b) Similar classes of students c) super class of students d) Sub class of students
23. The members that can also be accessed from outside the class should be declared as
a) private b) Public c) protected d) None of these
24. The member of a class are accessed a) Only by member functions of its own class
b) By any functions c) Only by friend functions
d) Only by member functions of its own class and friend functions
25. The class access specifiers used to access friend functions is
a) Private b) Public c) protected d) Both (B) and (C)
26. The members defined within the class behave like functions.
a) Public b) Friend c) Inline d) None of these
27. void sum:: input() The above line tells
a) Functions sum is declared within the class input
b) Function input is declared within class sum
c) Function sum is sub function of input.
d) Function input is sub function of sum.
28. Which of the following statements is NOT true?
a) Member functions can be of static type.
b) The return type of a member function cannot be of object data type.
c) A non-member function cannot access the private data of a class.
d) Several different classes can use the same function name.
29. :: is aa) Short circuit ANDb) short circuit OR
c) Not operator d) Scope resolution operator.
30. When objects of a class are created separate memory is allocated for?
a) Member functions only b) Both member variables and member functions
c) Member variables only d) Neither functions nor variables.
31. One copy of data members of a class are shared by all objects of that class.
a) Inline b) Private c) Static d) Public

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32 member variable are initialized only once when the first object of its class is		
Created. a) Static b) Private	c) Public d) Inline	
33. The lifetime if a static member varial	ole is some as	
a) The first object of its class	b) The private of variables of any object	
c) The public variables of any objec	t d) Lifetime of the program.	
34. class example		
{		
int x,y,z;		
float m,n;		
}p[4];		
By the above code how many object	ts of the class example are created?	
a) 3 b) 4 c) 5	d) 1	
35. Class comprises a) Da	ata members b) Members functions	
c) Both (a) and (b) d) None of	these	
36. Private access specifiers is accessible	e by special function called	
a) Void b) inline c) Friend	d) all of these.	
37. Every class declaration is terminated by $\_$ . a) , b) . c) :: d) ;		
38. A class belongs to which of the follow	ving data types?	
a) user defined type b) Built-in type	be c) Derived type d) Array type.	
39. A member function calling another f	unction directly is called as functions.	
a) Nesting b) recursive c) Fr	iend d) Inline	
40 member variable are initialized or	ly once when the first object of its class is created	
a) Static b) private c) Public	d) Inline	
41. By default class members are treated	as	
a) Public b) Private c) Protecte	d d) Unprotected	
42. In a class data members are also calle	ed as	
a) Abstracts b) Properties	c) Attributes d) Dimensions	
43. Declaration and functions definitions	are two specifications of which of the following	
a) Data type b) Class c) Co	omments d) None of these	
45. The class members declared can	be accessed from outside the class also.	
a) Private b) Public c) Protecte	d d) Unprotected.	

```
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46. The members of a class are accessed using____.
     a) New operator b) Size of operator
                                               c) Dot operator d) + operator.
47. The return type of a member function of a class can be_____.
     a) Only a valid C++ data type b) Only object data type
     c) A valid C++ data type or object data type
                                                     d) None of these.
48. class product
     {
     int code, quantity;
     float price;
     pubic:
           void asign data();
           void display();
     };
     void main()
     {
           Product p1,p2;
     Answer the following table.
   Object Data members
                                            Memory alloted
```

Object	Data members	Memory alloted
S1		
S2		

## 7. Polymorphism

1. The polymorphism means \_\_\_\_\_.

a) Single form b) Many shapes c) two forms d) Many programs

- 2. Polymorphism is achieved through \_\_\_\_\_.
  - a) Heritance b) Encapsulation c) Over loading d) Poly programming

3. The ability of a function to process the message or data in more than one form is called

as \_\_\_\_\_. a) Function overloadingb) Function typec) Recursive function

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4. Each overloaded function must differ	a) By the member of arguments
b) By type of arguments c) Either by number	of arguments or by data types of
arguments. d) None of these	
5. The mechanism of giving special meaning to an op	erator is called
a) Operator overloading b) Function overloading	g c) inheritance d) Object
6. While invoking functions if the C++ compiler does	not find the exact match of the
function call statement then a) it will ig	nore the function call
b) generates an error c) Deletes the function	d) looks for the next nearest match
7. During integral promotion, a char data type can b	e converted to
a) integer b) Float c) Double d) All the a	lbove
8. The return type of overloaded functions	
a) Must be same b) Must be different c) May	v or may not be same d) None of these
9. The functionality of operator like '+' can be extend	ed using
a) Operator precedence b) Operator overloadin	g c) operator definition d) none
10. which of the following operators cannot be overlo	baded? a) + b) ++ c) d) ::
11. Operator overloading a) does not overrul	e definition of the operator
b) Overrules original definition c) Changes	s original definition d) none
12. The operator function must be a) Member	er function
b) a friend function b) Either member or fri	iend function d)None of these
13. When overloaded operators, the overloaded operators	ator must have
a) All the operands of user defined type b) At 1	east one operand of user defined type
c) All the operands of C++ Data type d) Nor	ne of the given
14. A function have more than one distinct meaning	is called function.
a) Polymorphism b) Overloaded c) Prototyp	d) Parameter
15 promotions are purely compiler oriented.	
a) Character b) Floating point c) integral	d) Constant
16. The operator must have at least one operand	d of user defined type.
a) Existing b) Binary c) New d) Overload	ded
17. Binary operators overloaded through a member f	function take one arguments
a) Implicit b) Explicit c) Complete d) D	efault
18. The function definitions are permitted for us	sed defined data type.
a) friend b) Size of c) Overloaded d) Ba	asic

```
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 19. In function overloaded do not use the _____ function name for two unrelated function.
                  b) Different c) Similar d) Complement
      a) Same
20. When overloading operators, only _____ operators can be overloaded new operators
     cannot be created. a) Binary
                                       b) Relevant
                                                        c) Existing d) Similar
21. Which of the following is not a valid function prototype?
      a) void fun(int x);
                         b) void fun(int x,int y);
                                                    c) int fun(int x)
                                                                       d) void fun(char x)
         void fun(int y);
                             void fun(int x,float y)
                                                      void fun(float x)
                                                                          void fun(char x,int y)
22. The mechanism of giving special meaning to an operator is called as _____ overloading
      a) data
                  b) Function
                                     c) variable c) Operator
Read the program and answer the following questions
 # include <iostream.h>
                                                void main()
 # include <conio.h>
                                                 clrscr();
class negative
                                                negative n1,n2;
{
                                                n2.accept();
                                                -n2;
 int i:
                                                n2.display();
 public :
                                                 getch();
 void accept()
 {
 cout << "\nEnter a number ...";</pre>
 cin >> i;
 }
 void display()
 {
 cout << "\nNumber ..."<<i;</pre>
 }
 void operator-()
 {
 i = -i;
 }
 };
```

- a) Negative n1() b) --n2 c) n2+ d) –n2.
- 25. Identify the operator that is overloaded. a) = b) (unary) c) (Binary) d) negative.

## 8. Constructors and Destructors

- When an instance of a class comes into scope, the function that executed is \_\_\_\_\_.
   a) Destructors b) Constructors c) Inline d) Friend
- 2. When a class object goes out of scope, the functions that gets executed is
  - a) Destructors b) Constructors c) Inline d) Friend
- 3. The name of constructor must be \_\_\_\_\_. a) same as one of the member functionb) same as class name c) same as object name d) None of these
- 4. Which of the following is false? a) Constructor and destructor have same one
  - b) Class and constructor have same namec) Class and destructor have same name.d) Constructor and member function have same name
- 5. Which of the following do not return any value? a) member functionb) Inline function c) Friend function d) Constructor & destructor
- 6. Which of the following is automatically executed when an object is created?a) member function b) Inline function c) Friend function d) Constructor & destructor
- 7. Which one of the following initializes a class object and allocates memory space?
  - a) a) Destructors b) Constructors c) Inline d) Friend
- 8. Which of the following is not true? a) Constructor cannot be overloaded
  - b) Constructor is executed automatically c) Constructor can have parameter
  - d) Destructor cannot be overloaded
- 9. Which is executed automatically when the control reaches the end of the class scope?a) Constructorb) Destructorc) Overloadingd) Copy constructor
- 10. Which of the following prototype can be a copy constructor of class myclass?
  - a) myclass(int myclass) b) int copy (myclass mc)
  - c) myclass copy (myclass a) d) myclass(myclass &x)

11. A copy constructor is invoked when \_\_\_\_\_ a) a member function returns an object b) an object is passed as a parameter to any of the member function c) an object is passed by reference to constructor d) all the above. 12. Which of the following is not true? a) an object is passed as a parameter to any of the member function b) a member function returns as object c) an object is passed by reference to constructor d) all the above 13. Which of the following is true? a) A constructor can have parameter list b) The constructor is executed automatically c) The constructor function can be overloaded d) all the above 14. Which of the following is a function that removes the allocated memory of an object? a) Constructor b) Destructor c) Member function d) Copy constructor 15. A Destructor name must be \_\_\_\_\_. a) same as one of the member function b) same as class name prefixed by tilde(~)character c) same as object name d) None of these 16. Which of the following cannot have arguments? a) Constructor b) Destructor c) Function overloading d) operator overloading 17. How many constructor a class can have? a)1 b) 4 c) 6 d) Many 18. How many Destructor a class can have? a)1 b) 4 c) 6 d) Many 19. Constructor should be declared under the scope\_\_\_\_. a) Private b) Protected c) pointer d) Public. 20.When an object is passed by reference to constructor that is executed is a) Copy b) Static c) Default d) Inline 21. The constructor defined by the computers in the absence of user defined constructor is \_\_\_\_. a) Copy b) Static c) Default d) inline 22. The special character related to destructor is (a) + b? (c) - d! 23. The constructors defined by the computers in the absence of user defined constructor Is called as . a) Non-parameterized b) default c) compiler generated d) all of b) instance constructor c) default constructor d) parameterized constructor

Read the following program and answer the following answer

#include<iostream.h> Void main() #include<conio.h> { Class simple Clrscr (); { Simple s,s1; float x; S1.show(); public: Simple s2 (7), s3 (s1); simple() Simple s4 = s2, s5(4,5);{ s = s5;x=1.0; s2.show(); } s3.show(); Simple(float m) s4.show(); { s5.show(); x=m; s.show(); } getch(); Simple(float a, float b) } { x=a+b;} Simple(simple &k) {  $x = k^*x$ : cout<<"\n copy constructor invoked \n";</pre> } Void show() { cout<<"\n x=" <<x<<'\n'; } }; 25. Write prototype of non-parameterized constructor\_\_\_\_. 26. Write prototype of parameterized constructor\_\_\_\_.

```
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                                                                      www.kalvisolai.com
27. Write prototype of copy constructor _____.
28. Name the private members of the class _____.
29. Identify statements that invoke copy constructor _____.
Read the following program and answer the following answer
 #include<iostream.h>
                                                   void main()
 #include<conio.h>
                                                   {
Class example
                                                   Clrscr();
{
                                                   example e1;
Int x,y;
                                                   example e2(2,4);
Public:
                                                   example e3 = e2;
example (example &a)
                                                   e1.display();
{
                                                   e2.display();
x = a.x;
                                                   e3.display();
y = a.y;
                                                   getch();
cout<<"copy constructor....";</pre>
                                                   }
}
example()
{
x = 1;
y = 1;
}
example(int a, int b)
{
x = a;
y = b;
}
Void display()
{
cout<<"\nx="<<x<<"and y"<<y;
}
};
```

30. Write prototype of non parameterized constructor\_\_\_\_.

31. Write prototype of parameterized constructor\_\_\_\_.

32. Write prototype of copy constructor\_\_\_\_.

33. Name private members of the class \_\_\_\_\_.

34. Name Public members of the class \_\_\_\_\_.

35. Identify statements that invoke copy constructor \_\_\_\_\_.

## 9. Inheritance

1. The process of creating new data types from existing data type is called......

a) Inheritanceb) Polymorphism c) Overloadingd) Encapsulation2. The class created from an existing base class is called .....

a) Second class b) New class c) Rich class d) Derived class

3. In Inheritance, the newly created classes are .....

a) Base class b) Derived class c) Super class d) function

4. In real life, children acquire the futures of their parents in adition to their own unique features. Which of the following terms refers this?

a) Encapsulation b) polymorphism c) overloading d) inheritance

5. Reusability of code, code sharing, consistency of interface are all advantages of.....

a) inheritance b) polymorphism c) overloading d) Encapsulation

6. Which is the following is true?

a) Base class inheritance properties from derived class

b) Derived class class inheritance properties from base class

c) Derived class does not inherit any properties from base class

d) both a and b are true

7. Which of the following derives a new class "sub\_class" from the base class "main\_class"?

- a) class main\_class: public sub\_class
- b) class sub\_class; public main\_class

c) class main\_class: class sub\_class

d) class sub\_class: public main\_class

8. What is wrong with the following statement that derives a B\_class from A\_class? Class B\_class; public A\_class a) Semicolon (;) must be replaced by colon (;) b) Semicolon (;) must be appear at end of the statement c) The world public must be replaced by private d) The world public must be replaced by protected 9. Class xclass: public yclass from the above statement which of the following is true? a) xclass is the base class b) yelass is the base class c) yclass is derived from xclass d) vclass is the derived class 10. Private, public and protected are all ..... a) C++ variables b) Control structures of C++ c) Access Specifiers d) Derived class members 11. The default visibility mode while inheriting members of a base class is...... a) private b) protected c) public d) extended public 12. Which of the following is true with respect to inheritance? a) Private members of base class are inherited to drived class with private accessibility b) Private members of base class are not inherited to drived class with private accessibility c) Public members of base class are inherited but not visible to derived class d) none of the given 13. In inheritance, protected members of base class are inherited as..... when private access specifier is used a) private members b) protected members c) public members d) not inherited at all 14. When a class is derived by private access specifier, the bublic members of base class are inhirited as ..... of derived class b) protected members c) public members a) private members d) none 15. When a class is derived by protected access specifier, the public and protected members of base class are inherited as ..... of drived class a) private members b) public members c) protected members d) none

16. When a class derived by access specifier protected, the public members of base class are inherited as ..... of derived class a) private members b) protected members c) public members d) none 17. When a class derived by access specifier public, the protected members of base class are inherited as ..... of derived class a) private members b) protected members c) public members d) none 18. When a class is inherited by public visibility mode the public members of base class are derived as ..... Derived class b) protected members a) private members c) public members d) none 19. Single, multiple, multilevel, hybrid and hierarchical are all types of..... a) Polymorphism b) Inheritance c) Encapsulation d) overloading 20. When a sub class inherits only from one base class it is known as..... a) single inheritance b) double inheritance c) hierarchical inheritance d) none 21. The symbol that must be used between derived and base class is..... a) & b) : c) :: d) # 22. A derived class that inherits from multiple base class is known as..... a) single inheritance b) multiple inheritance c) multilevel inheritance d) hybrid inheritance 23. Classes used for only deriving other classes are called..... a) public classes b) abstract class c) derived class d) objects 24. The class from which the other classes are derived is called.... a) objects b) object class c) sub-class d) function 25. Which is not inherited from base class? a) object b) function c) constructor d) data member

.

## Read the following program and answer the following answer

class vehicle		
{	Public:	
int wheels;	void readdata( int, int);	
public:	void writedata();	
void inputdata( int, int);	};	
void outputdata();	class bus: private	
protected :	_heavy_vehicle	
int passenger;	{	
};	};	
class heavy_vehicle : protected vehicle	char marks[20];	
{	public:	
int diesel_petrol;	void fetchdata( char );	
protected:	void displaydata();	
int load;		
26. Which is the base class of the class heavy_v	ehicle?	
a) bus b) heavy_vehicle c) vehicle d) both a and c		
27. The data member that can be accessed from		
a) passenger b) load c) marks	d) all of these	
28. The data member that can be accessed by a	n object of bus class is	
a) input data b) rea	ad data	
output data wr	rite data	
-	of these	
display data		
29. Name the derived class of the class heavy_vehi	cle	
30. Name the data members that can be accessed fi	rom the function displaydata()	
31. Is the member function output data accessible to	the objects of heavy_vehicle class	

## Read the following program and answer the following answer

<pre>#include<iostream.h> #include<conio.h> Class inherit {</conio.h></iostream.h></pre>	Class inherit1: public inherit { }; Void main()
Private: Int x,y; Public: Inherit() { x =1;y=2; { Void print() { Cout<<"y="< <y<<end1; }</y<<end1; 	<pre>{ Clrscr(); Inherit i; Inherit 1 a; i.print(); i.print(); getch (); }</pre>
};	

32. What are the private data members of class inherit?

33. What are the public members of class inherit?

34. What are the members inherited by the class inherit1?

# **10. IMPACT OF COMPUTERS ON SOCIETY**

```
    The technical elements we need to reach out the benefits if IT to the common man are _.

            a) Connectivity
            b) Affordable computers
            c) Software
            d) All of these

    S5% of computer usage is _____. a) Word processing
    b) Graphics
    c) Animation
    d) None.
    Which of the has changed our life style? a) Browsing
    b) e-mail
    c) chat
    d) All of these
    Which of the following enables data storage and management?
    a) LCD screen
    b) Picture phone
    c) Archinve unit
    d) Speakers
```

Palanigounder Higher Secondary School www.kalvisolai.com 5. The purpose of personal archives is \_\_\_\_\_. a) LCD screen b) picture phone c) Archive unit d) Speakers 6. In a computerized homes, Which of the following rooms have LCD screen, archive unit.personal archives.emotional containers etc? (b) kids room (c) home office (d) bed room (a)living room 7. Whichprevents people from acquiring bad habits? (a) archive unit (b)emotion containers (c) camera (d) speakers 8..... are mounted on the wall to provide better effect and save floor space. (a)LCD SCREEN (B)camera (c)speakers (d) all the given 9.....is a picture based personal telephone directory. (a) picture phone and pad (b) personal archives (c)emotional container (d)archive unit 10..... Features allows to sing alone with audio coming from orginal source. (b)memo frame (c)projection TV (d)interactive table cloth (a)kara-oke 11..... can function as electronic pets. (a) archive units (b)memo pads (c)ceramic audio (d)robots 12.kara-oke,electronic pets,games over net are all part of which of the following rooms in a coputerised home..... (a)LIVING ROOM (B) KIDS ROOM (C)HOME OFFICE D) dinnig room 13.animated stories package, memo frame, Bookshelf, personal creativity tool are all located in which of the following places of a computerized home.... a) kids room b)Bed room c)home office d) dinning room 14..... Means easy interaction with other people through touch screen, scanner and microphone facilities. a) memo frame b)bookshelf c)Archive units d) kara-oke 15. In a computeraised home,.....has touch and voice control for various appliances, projection TV, Alaram clock, moving telephone etc. a) kids room b) bed room c) home office d)dinning room 16. in which of the following rooms mirrors, medical box and special speakers are located of a computerized home?..... b)bed room c)bath room a)kitchen d)kids room

17. speakers,intelligent aprons,food analyzer,health monitor are found inof a computerized home.
a)kitchen b)bed room c)bath room d)kids room
18. interactive table cloth keeps the food
a)hot b)cool c)sufficiently warm d)packed
19. interactive table cloth and ceramic audio player are found in of a
computerized home
a)kitchen b)bed room c)bath room d)dinning room
20enable us to withdraw money from our accounts in a particular bank
anytime and any where.
a)ATM b)archives c)picture phone and pad d)memo frame
21permits banking from the comfort of the home by using internet facilities.
a)ATM b)e-Banking c)memo frame d)none of the given
22. throughwe can purchase any prodect, any brand, any quality from any where.
a)ATM b)e-banking c)e-shoping d)e-governance
23. CBT stands for a)computer based tutorials b)computer based teaching
c)common basic techniques d)control bullet in table
24. ATMis example for
a)e-shoping b) e-banking c)transcription d)digitization
25enable online educational programs leading to degrees and certifications.
a)e-shopping b)e-banking c) e-commerce d)e-learning
26facilitates remote diagnostics.
a) ATM b) e-learning c) internet d)none of given
11. IT ENABLED SERVICES

1. ITES means \_\_\_\_\_. a) Improving technology enlighting services

b) Inforamtion techonology enabled services

c) Information technology extended servicesd) Information entrusted systems2. Which of the following is an IT enabled service?

a) E-Governence b) Word processer c) Spreadsheet d) database

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3. Which of the following is not an IT enabled service? a) Callcentres b) E-Govenence c) Data digitization d) Word processer 4. A facility that allows the user to speak into a special device while typing a letter using Computer is called .a) Cell phone b) Telephone c) Dictaphone d) Speaker 5. Which of the following is sometimes defined as a telephone base shared services? a) Data digitization b) Call centre c) Data management d) Bar code recongnition 6. Collection digitization and processing of data is basic function of d) Data collection a) Call centre b) Data management c) E-Governance 7. Which of the following is not an ITES of data manadement category? a) Data entry b) Custom reports c) Character regonition and processing d) Transcription 8. Which of the organization can potentially benefit from ITES? a) Banking b) Insurance c) Legal d) All the above 9. is a permanent legal document that formally states the result of a medical investigation. a) Medical transcription b) Medical prescription c) Medical document d) Medical anatomy 10. refers to conversion of non – digital material to digital form. a) Transcription b) Data transfer c) Data digitization d) Noen of the given 11. Long term preservation storage of important documents easy to use and access of information are all benefits of \_\_\_\_\_\_. a) Medical transcription b) Call centre c) data digitization d) Web based services 12. Career guidance employment online examnation results online are all \_\_\_\_\_. a) Web based service b) Data processing service c) Call centre service d) Transcription 13. BPO may be expanded as a) business product outcome b) Business process outcome c) Business product outsourcing d) business process outsourcing

## **12. COMPUTER ETHICS**

Computer ethics has its riits in the work of \_\_\_\_\_ during world war II.
 a) Charles babbage b) Blaise bascal c) Norbert wiener d) Herman horllerith

Palanigounder Higher Secondary School www.kalvisolai.com 2. Who amoung the following began to examine unethical and illegal uses of computers By computer professionala in mid 1960s in Menlo park, California?\_\_\_\_\_. d) Herman horllerith a) Charles babbage b) Blaise bascal c) Norbert wiener 3. \_\_\_\_\_ is a set of rules for determining moral standards or socially acceptable bahaviour a) Standard b) Ethics c) protocol d) None of the given 4. General guidelines of computer ethics are needed for \_\_\_\_. a) Protection of personal data b) Computer crime c) Cracking d) All the above 5. The protection of hardware facilities magnetic disks and other illegal accessed stolen Damaged or destroyed items refers to \_\_\_\_\_ security. d) none of the given a) Physical b) Personal c) personnel 6. \_\_\_\_\_ security refers to software setups that permit only anthorzied access to the system a) Physical b) Personal c) personnel d) none of the given 7. \_\_\_\_\_ security refers to protecting data and computer system against dishonesty or Negligence of employess. a) Physical b) Personal c) personnel d) none of the given 8. "Cracking" comes under \_\_\_\_\_. a) Data security b) Computer crime c) Website service d) Transcription 9. Making and using duplicate hardware and software is called . a) Copy right b) Free copy c) piracy d) none of the given 10. \_\_\_\_\_ is a self-replicating program that can cause damage to data and files stored on Your computer. a) Piracy b) Freeware c) Virus d) none of the given 11. Running other software for the idel computer without the knowlwdge of the organization Is called theft of . a) Computer crime b) Use c) Computer d) software 12. is the illegal access to the network or computer system.

a) Piracy b) Virus c) Cracking d) Security

13. Which of the following is not a way of protection? a) Physical Securityb) Personal Securityc) personnel Securityd) Piracy

## <u>Volume - I</u>

## **<u>1. An introduction to staroffice writter</u>**

#### 2 marks

- 1. What is text editing?
- 2. What is word processer?
- 3. How would you switch over from insert mode to type over mode?
- 4. How would you select the required portion of the text in a document?(using keyboard)
- 5. How would you select the required portion of the text in a document?(using mouse)
- 6. What is Insertion point?
- 7. How will you create a new document?

#### 5 marks

- 1. What are the steps to be followed for search and replace a given word?
- 2. How would you select the required portion of the text in a document?

## 2. Text formatting

### 2 marks

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

A Hard return is inserted every time when Enter key is pressed. Soft returns are Inserted as line breaks by star office writer and are adjusted when text is added or deleted.

- 2. What is text formatting?
- 3. What is indenting text?
- 4. What is text highlighting?
- 5. What is alignment? Write the types.
- 6. What is style?
- 7. What is hanging indent?
- 8. What are the steps to be followed to change the line spacing?

- 1. How can we indent text with the paragraph dialog box?
- 2. How can we apply different styles for bullets and numbers?

### 3. Correcting Spelling mistakes.

#### 2 Marks

- 1. What dios automatic spelling correcting mean?
- 2. How can we correct mistakes?
- 3. What is auto correct option?

#### 5 marks

- 1. How would you carry out the spelling check after the entire document is typed?
- 2. how would you add a word in the autocorrect list of the staroffice?

### 4. Working with tables

#### 2 Marks

- 1. How will you create table in a document?
- 2. How will you add a required number of rows and columns in a table?
- 3. How to change the width of a column in a table?
- 4. How to make the selected rows and columns of the same size?
- 5. How will you delete entire table?
- 6. How to change the height of a row in a table?

### 5 marks

1. What are the various function of the icons in the table formatting toolbar?

## 5. Page formatting

### 2 marks

- 1. What is page formatting mean?
- 2. What is page orientation? Write and explain the types
- 3. What is meant by header and footer?
- 4. How will you insert page numbers in footer?

- 1. Explain the process of changing margin.
- 2. How will you insert header and footer in entire document.

#### 6. Spread sheet

#### 2 marks

- 1. What is an electronic spreadsheet?
- 2. Can we change the data present in a cell? If so,how?

Yes. We can change the data present in a cell.

- i. Type in the new data. The new data will simply overwrite the old contents of the cell.
- ii. Click on the formula bar with the mouse. Press the F2 function key or simply double click on the cell. A vertival cursor appears on the formula bar. Move the cursor to the left arrow key or the backspace key and edit the data.
- 3. What is function? Write the example
- 4. What is date arithmetic?
- 5. What is cell pointer?
- 6. How will you change the width of a column in a worksheet?
- 7. What is cell referencing? Write and explain the types.
- 8. What is the use of autoformat sheet?
- 9. What are the advantages of using electronic spreadsheet?

#### 5 marks

- 1. What are the various facilities for drawing available in staroffice calc? how can they be used?
- 2. What are the formatting options available in starcalc?
- 3. How will you insert cell, row and column in a worksheet?
- 4. Explain the procedure to be followed to draw a chart.
- 5. How can you generate a series of value? Explain with an example.
- 6. What is function? Explain with sutable example.
- 7. What are the various icons in the insert object floating toolbar?

### 7. Database

- 1. What is data processing?
- 2. What is database?
- 3. What does it means to filter database records?
- 4. What is Primary key?

- 5. What is meant by filter? Write the types
- 6. How will you sorted the records?
- 7. What is multiple sorting?

### 5 marks

- 1. What is Database? Expalin the types.
- 2. How can s database be queried? How can we create query in database?
- 3. How will we manipulate the database? Explain.
- 4. Explain report generation.
- 5. Explain Form designing.

## 8. Introduction to multimedia

### 2 marks

- 1. What is multimedia?
- 2. What MMS?
- 3. Write a note on how to create a 3-D animation.
- 4. What are the uses of morphing and warping?
- 5. What is compression? Explain the types.
- 6. Define MIDI.
- 7. What is MP3/MPEG format?
- 8. Explain multimedia formats.
- 9. What is inline sounds and video.
- 10. What is digital sampling?

## 9. Presentation.

- 1. what is presentation?
- 2. How to create new presentation?
- 3. What is custom animation?
- 4. What is slide transition?
- 5. Explain various types of views?
- 6. Write short notes: Master page,layout.
- 7. How will you rename a slide?
- 8. How to start a presentation?

- 9. What is meant by rehearse timings?
- 10. How will we change the background of a presentation?
- 11. Explain the media playback toolbar.

### Volume II

### 1. Object oriented concepts using C++

#### 2 Marks

- 1. What is the significance of an object?
- 2. What is encapsulation?
- 3. How is polymorphism different from inheritance?

Polymorphism promotes, 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.

- 4. What is class?
- 5. What is inheritance?

## 2. Overview of C++

- 1. What are tokens? Write the types
- 2. What are constants?
- 3. What is string literal? Give example.
- 4. How are the operators classified?
- 5. What are relational operators?
- 6. What are conditional operators? Give its syntax.
- 7. Explain Type definition and enumeration.
- 8. What is the use of void type?
- 9. What is a pointer an address?
- 10. What is the impact of modifiers?
- 11. Write syntax of Type definition and enumeration
- 12. What is storage class? Write the types.
- 13. Explain storage classes.
- 14. What are the rules for implicit conversion?
- 15. What is the of the operators related to pointer variable?

#### 3. Basic statement

#### 2 marks

- 1. What are the different statements in C++?
- 2. What is assignment operator? Which operator is used for assignment operator?
- 3. What is control statement?
- 4. What is continue statement?
- 5. What is difference between continue and break statement.
- 6. Write the syntax of simple if, if-else statement and switch case.
- 7. Write the syntax of for, while and do-while loop.
- 8. Write the rules of nested loop.

#### 5 marks

- 1. What is simple if and if-else statement? Give an example.
- 2. Explain the switch statement with suitable example.
- 3. Explain the for loop with suitable example.
- 4. Explain the while loop with suitable example.
- 5. Explain the do-while loop with suitable example.

### 4. Function

#### 2 Marks

- 1. What are function?
- 2. What are the advantageous of functions?
- 3. What is the main purpose of using function prototype?
- 4. What is inline function?
- 5. Write the rules for actual parameters in function prototype with suitable example.

- 1. Expalin call by value method in function with suitable example.
- 2. Expalin call by reference method in function with suitable example.
- 3. Explain inline function.
- 4. Explain various types of scopes.

## 5. Structured data types - Arrays

## 2 marks

- 1. What is array? Write the different types.
- 2. Write the syntax of single dimensional array. Give an example.
- 3. What is array of strings? Give an example.
- 4. What is sorting?
- 5. Write the short notes : Strlen(),Strcpy() and Strcmp()

## 6. Classes and objects

### 2 marks

- 1. What is a class?
- 2. What are the two parts of a class specifiers?
- 3. What is encapsulation?
- 4. What is meant by data hiding?
- 5. What is data abstraction?
- 6. Give some valid points about static data members of a class.

## 5 marks

1. Give tha general form of a class and explain with an example

# 7. Polymorphism

## 2 marks

- 1. What is function overloading?
- 2. How are functions invoked in function overloading?
- 3. Write the rules of function overloading
- 4. What is operator overloading
- 5. List out operators can not be overloaded.

- 1. What is function overloading? Explain with suitable example.
- 2. What is operator overloading? Explain with suitable example
- 3. Write the rules of operator overloading

#### 8. Constructors and destructors

#### 2 marks

- 1. What is constructor?
- 2. What are the functions of constructors?
- 3. What is copy constructor?
- 4. What is destructor?

#### 5 marks

1. write the rules of constructor and destructor.

### 9. Inheritance

#### 2 marks

- 1. What is inheritance?
- 2. What are the advantages of inheritance?
- 3. What are the points to be observed while defining a derived class.
- 4. What are the different types of inheritance?
- 5. What is an abstract class?

### 5 marks

- 1. Tabulate the scope and accessibility of the base members in the derived class When inherited with different access specifiers?
- 2. Explain the types of inheritance.

## 10. Impact of computers on society

- 1. What is an archive unit?
- 2. What are the three technical elements we need to reach out benefits of IT to the Common man?
- 3. What is ATM?
- 4. Write s brief note on e-shopping.
- 5. Write is meant by e-learning.
- 6. Name areas of healthcare in which computers are used?
- 7. Explain how computer help in agriculture

## 11. IT Enabled services

## 2 marks

- 1. What is an ITES?
- 2. What is Dictaphone?
- 3. What is e-governance?
- 4. What is the use of call centers?
- 5. What is data management?
- 6. What is data digitization?

# 12. Computer Ethics

### 2 marks

- 1. What is the need for a password to log into a computer system?
- 2. How does the operating system enhance the security?
- 3. What does book of norbert wiener contain\_about computer ethics?
- 4. What are ethics?
- 5. What does physical, personal and personnel security?
- 6. List out some of the common computer crimes.
- 7. What is piracy?
- 8. What is a computer virus?
- 9. What is cracking?
- 10. What is Cyber law?

# Find the Errors

<pre>1. #include<iostream.h> class simple {     int num1, num2 , sum = 0;     protected:     accept()     {         cin&gt;&gt;num1&gt;&gt;num2;     }     public:</iostream.h></pre>	<pre>} display() {     sum = num1 + num2; }; void main() {simple s;     s.num1=s.num2= 0;     s.accept();     display(); }</pre>
---	--

### Answer :

- 1. The member sum cannot be initialized at the time of declaration
- 2. The member variable num1 and num 2 cannot be accessed from main() as they are Private.
- $3.\ s.accept($  ) is invalid. The method accept ( ) is defined under protected.
- 4. Display() should be invoked through an object.

# 2.

```
Class simple
      {
                                           Answer:
        private :
                                             Public scope is not defined
        int x:
        simple()
       \{x = 5;\}
      };
3.
      Class simple
      {
                                           Answer:
        private :
                                            Instance of class simple & is with value
        int x;
       public :
      simple(int y)
       \{ x = y; \}
      }:
      void main()
      ł
        simple s;
      }
4.
                                                          void func()
      #include<iostream.h>
      class A
                                                         int b1, b2, b3;
      {
                                                         b1 = a1:
      private :
                                                          b2 = a2:
      int a1;
                                                         b3 = a3;
      public:
                                                          }
      int a2;
                                                          };
      protected:
                                                          void main()
      int a3;
                                                          {
      }:
                                                          B der:
      class B : public A
                                                          der.a3 = 0':
      public:
                                                          der.func();
                                                           }
      Answer:
```

1. 'a1' is a private members and 'a3' is protected member. They are declared in class

b3;

#### A.They cannot be accessed.

5.		void func()
	#include <iostream.h></iostream.h>	{
	class A	int b1, b2 ,
	{	getdata();
	private	b1 = a1;
	int a;	b2 = a2;
	public:	b3 = a3;
	int a2;	}
	};	};
	class B :: public A	void main[]
	public:	{
	L	B der;
		der.a3 ;
		der.func();
		0,

Answer:

Line no	Error line	Correct line
2	class A	Class a
4	private	Private:
9	class B :: public A	class b : public a
10		{ is come
14	getdata();	Not come
20	void main[]	void main()
24		} is come

'a1' is a private members and 'a3' is protected member. They are declared in class A.They cannot be accessed.

6.

```
#include<iostream.h>
#include<conio.h>
class simple
private:
int a,b
public
simple()
{
a= 0;
b= 0;
cout<< "\n Constructor of class-simple ";</pre>
}
simple()
ł
cout<<"\n Destructor of class - simple .. ";</pre>
}
```

```
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                                                                     www.kalvisolai.com
      void getdata()
      cout<<"\n Enter values for a and b... ";
      cin>>a>>b;
      }
        void putdata()
        ł
        cout<<"\nThe two integers .. "<<a<<'\t' b;
        cout<<"\n The sum of the variables .. "<< a+b;
        }
      };
      void main()
      {
      simple s;
      s.getdata();
      s.putdata()
```

#### Answer :

1.

Line no	Error line	Correct line
5	int a,b	int a,b;
6	public	Public:
13	simple()	~simple()
24	< <a<<'\t' b<="" td=""><td>&lt;<a<<'\t'<< b<="" td=""></a<<'\t'<<></td></a<<'\t'>	< <a<<'\t'<< b<="" td=""></a<<'\t'<<>
32	s.putdata()	s.putdata();

## Find the output

```
#include <iostream.h>
#include <conio.h>
# include <iomanip.h>
void swap (int n1, int n2)
{ int temp;
  temp = n1;
  n1 = n2;
 n2 = temp;
  cout << "\n"<<n1<<"\t"<<n2<<"\n";
}
void main ()
ł
  int m1 = 10, m2 = 20;
  clrscr();
 cout <<"\n Values before invoking swap" << m1 << "\t" << m2;
  cout << "\n Calling swap..";</pre>
```

```
swap (m1, m2);
            cout << "\n Back to main.. Values are" << m1 << '\t' << m2;
           getch ();
           }
           Output :
           Values before invoking swap10
                                               20
           Calling swap :20 10
           Back to main..... Values are 10
                                               20
           #include <iostream.h>
           #include <conio.h>
           # include <iomanip.h>
           void swap (int &n1, int &n2)
           { int temp;
             temp = n1;
             n1 = n2;
            n2 = temp;
            cout << "\n"<<n1<<"\t"<<n2<<"\n";
           }
           void main ()
           ł
             int m1 = 10, m2 = 20;
             clrscr();
            cout <<"\n Values before invoking swap" << m1 << "\t" << m2;
             cout << "\n Calling swap..";</pre>
              swap (m1, m2);
            cout << "\n Back to main.. Values are" << m1 << '\t' << m2;
           getch ();
           }
Output :
           Values before invoking swap10
                                               20
```

3.

2.

```
# include <iostream.h>
# include <conio.h>
float power (float n, int p = 1)
{
 float prd = 1;
 for (int i = 1; i \le p; i + +)
prd *= n;
 return prd;
```

Calling swap :20 10

Back to main..... Values are 20

10

```
}
void main ()
{
    clrscr ();
    int x = 4, b = 2;
    cout << "\n Call statement is power(b, x)..." << power (b, x);
    cout << "\n Call statement is power(b).. " << power (b);
    getch ();
}</pre>
```

# Output :

Call statement is power (b, x)..16 Call statement is power (b)..2

## 4.

# include <iostream h>
# include <conio.h>
int area (int side1 = 10, int side2=20
{ return (side1 \* side 2); }

# **Output** :

```
24
80
120
```

5.

```
#include<iostream.h>
#include<conio.h>
class simple_static
{
int a,b,sum;
static int count;
public:
void accept()
{
cout<<"\n Enter values.. ";
cin>>a>>b;
sum = a+b;
count++;
void display()
ł
cout<<"\n The sum of two numbers ... "<<sum;</pre>
cout<<"\n This is addition... "<<count;
```

void main ()
{ int s1 = 4, s2 = 6;
clrscr ();
 cout << area (s1, s2) << '\n';
 cout << area (s1) << '\n';
 cout << area (s2) << '\n';
 getch ();
}</pre>

}
}
int static\_simple count=0;
void main()
{
simple\_static p1,p2,p3;
p1.accept();
p1.display();
p2.accept();
p3.accept();
p3.accept();
p3.display();
}

### **Output:**

Enter values 10 20	
The sum of two numbers	30
This is addition 1	
Enter values 5 7	
The sum of two numbers	12
This is addition 2	
Enter values	
The sum of two numbers	17
This is addition 3	

### 6.

```
# include <iostream.h>
# include <conio.h>
class distance
ł
  int feet, inches;
  public :
 void distance_assign(int f, int i)
  {
feet = f;
inches = i;
  }
  void display()
  ł
cout << "\nFeet : " << feet<< "\tInches : " << inches;</pre>
  }
  distance operator+(distance d2)
  {
distance d3;
```

```
d3.feet = feet + d2.feet;
d3.inches = (inches + d2.inches) \% 12;
d3.feet += (inches + d2.inches)/12;
return d3;
 }
};
void main()
{
  clrscr();
  distance dist_1,dist_2;
  dist_1.distance_assign(12,11)
  dist_2.distance_assign(24,1);
  distance dist_3 = dist_1 + dist_2;
  dist_1.display();
  dist_2.display();
  dist_3.display();
  getch();
}
```

#### **Output:**

Feet : 12	Inches : 11
Feet : 24	Inches : 1
Feet : 37	Inches : 0

## 7.

```
#include<iostream.h>
#include<conio.h>
class simple
{
private:
int a,b;
public:
simple()
{
a= 0;
b= 0;
cout<< "\n Constructor of class-simple ";</pre>
}
~simple()
{
cout<<"\n Destructor of class – simple .. ";
}
void getdata()
```

```
{
cout<<"\n Enter values for a and b... ";
cin>>a>>b;
}
  void putdata()
  ł
 cout<<"\nThe two integers .. "<<a<<'\t'<< b;
 cout<<"\n The sum of the variables .. "<< a+b;
  }
};
void main()
{
simple s;
s.getdata();
s.putdata();
}
```

### **Output:**

Constructor of class - simple .. Enter values for a & b 56The two integers... 56The sum of the variables... 11Destructor of class - simple

8. # include <iostream.h> #include<conio.h> class add</conio.h></iostream.h>	<pre>void getdata() {   cout&lt;&lt;"Enter data ";   cin&gt;&gt;num1&gt;&gt;num2; }</pre>
<pre>{ int num1, num2, sum; public: add() {   cout&lt;&lt;"\n Constructor without parameters "; num1= 0; num2= 0; sum = 0; }</pre>	<pre>void addition() {     sum=num1+num2; } void putdata() {     cout&lt;&lt;"\n The numbers are";     cout&lt;<num1<<"\t"<<num2; "<<="" are="" cout<<"\n="" numbers="" of="" pre="" sum="" sum;<="" the=""></num1<<"\t"<<num2;></pre>
add ( int s1, int s2 ) { cout<<"\n Parameterized constructor "; num1= s1;	<pre>} }; void main() { add a, b (10, 20) , c(b);</pre>
- 71 -	a.getdata(); a.addition();

b.addition();

```
num2=s2;
sum=NULL;
}
add (add &a)
{
cout<<"\n Copy Constructor ... ";
num1= a.num1;
num2=a.num2;
sum = NULL;
}
```

#### **Output :**

Constructor without parameters.. Parameterized Constructor... Copy Constructors. Enter data .. 5 6 Object a: The numbers are 5 6 The sum of the numbers are ... 11 Object b: The numbers are 10 20 The sum of the numbers are . 30 Object c: The numbers are 10 20 The sum of the numbers are ... 30

9.
#include<iostream.h>
#include<conio.h>
class base
{
 public:
 base()
 {
 cout<<"\nConstructor of base class...";
 }
 ~base()
 {
 cout<<"\nDestructor of base class....";
 }
 ;
 class derived:public base
 {
 public :
 }
}</pre>

```
derived()
 {
  cout << "\nConstructor of derived ...";</pre>
 }
 ~derived()
cout << "\nDestructor of derived ...";</pre>
 }
};
class derived2:public base
 public :
 derived()
 {
  cout << "\nConstructor of derived2 ...";</pre>
 }
 ~derived()
cout << "\nDestructor of derived2 ...";</pre>
 }
};
void main()
 derived2 x;
```

#### **Output** :

Constructor of base class Constructor of derived. Constructor of derived2 Destructor of derived2 Destructor of derived Destructor of base class ..

### 10.

```
#include<iostream.h>
#include<conio.h>
class student
{
    int m1, m2, total;
    public:
    student ( int a, int b)
    {
        m1 = a;
        m2 = b;
        cout<<"\n Non parameterized constructors..";
    };</pre>
```

### **Output:**

Non parameterized constructors