## 1. An Introduction to star writer

1. The thick horizontal line in the area is called $\qquad$ .
a) End of the page
b) End of the document
c) End of the document marker
d) None
2. $\qquad$ Key deletes the characters to the right of the insertion point.
a) Delete b) Backspace
c) Enter
d) Shift
3. The $\qquad$ is used to create a database.
a) Star writer
b) Star draw
c) Star calc
d) Star base
4. $\qquad$ key combination is used to move to the end of the document.
a) $\mathrm{Ctrl}+$ Home
b) $\mathrm{Ctrl}+$ End
c) Shift + Home
d) Shift + end
5. The word to be used as replacement for the word search is given in the $\qquad$ text box.
a) Replacement
b) Replace with
c) Suggestion
d) Search for
6. $\qquad$ key is used to select the entire document in star writer.
a) $\mathrm{Ctrl}+\mathrm{A}$
b) $\mathrm{Ctrl}+\mathrm{L}$
c) $\mathrm{Ctrl}+\mathrm{E}$
d) $\mathrm{Ctrl}+\mathrm{D}$
7. The page preview option is available under the $\qquad$ menu.
a) Format b) Edit
c) File
d) View
8. The default name for the new document of star writer is $\qquad$ .
a) Untitled
b) Untitled 1
c) No - name
d) Default
9. $\qquad$ 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 $\qquad$ .
a) To view
b) To create
c) To manipulate
d) All the above
11. $\qquad$ is the keyboard shortcut for saving the document.
a) $\mathrm{Ctrl}+\mathrm{V}$
b) $\mathrm{Ctrl}+\mathrm{C}$
c) $\mathrm{Ctrl}+\mathrm{A}$
d) $\mathrm{Ctrl}+\mathrm{S}$
12. $\qquad$ 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 $\qquad$ _.
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 $\qquad$ 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
17. $\qquad$ 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 $\qquad$ key.
a) Back space
b) delete
c) Home
d) Insert
19. __ Command is used to copy the selected text in star writer.
a) Edit - copy
b) Tools - Copy
c) File - copy
d) Format - copy
20. 

$\qquad$ Command is used to cut the selected text in star writer.
a) Edit - cut
b) Tools - Cut
c) File - cut
d) Format - cut
21. $\qquad$ 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 $\qquad$ . a) $\mathrm{Ctrl}+\mathrm{x}, \mathrm{ctrl}+\mathrm{c} \& \mathrm{ctrl}+\mathrm{v}$
b) $\mathrm{Ctrl}+\mathrm{c}, \mathrm{ctrl}+\mathrm{x} \& \mathrm{ctrl}+\mathrm{v}$
c) $\operatorname{ctrl}+\mathrm{x}, \mathrm{ctrl}+\mathrm{c} \& \mathrm{ctrl}+\mathrm{v}$
d) $\mathrm{ctrl}+\mathrm{a}, \mathrm{ctrl}+\mathrm{c} \& \mathrm{ctrl}+\mathrm{v}$
23. The $\qquad$ 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 $\qquad$ .
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 $\qquad$ key.
a) Page up
b) Page down
c) Home
d) End
26. The key that helps to move to the beginning of the document is $\qquad$ .
a) $\mathrm{Ctrl}+$ End
b) Ctrl + Home
c) End
d) Home

## 2. Text formatting

1. ___menu formatting option are available.
a) Format b) Tools
c) Window
d) Edit
2. $\qquad$ 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) $2 \quad$ b) $4 \quad$ c) $5 \quad$ d) 6
4. Click the increase indent icon, the paragraph is indented by __inch.
a) $1 / 2$
b) $1 / 4$
c) $3 / 4$
d) 1
5. Which is a set of characters in certain style?
a) Text
b) Symbol c
) Document
d) Font
6. $\qquad$ font looks professional. a) Fajita
b) Arial
c) Wingdings
d) Font
7. The size of a font is measured in $\qquad$ b) Points
c) Dots
d) none.
8. There are $\qquad$ points to an inch. a) 24
b) 48
c) 72
d) 96
9. A hard return is inserted every time when $\qquad$ is pressed.
a) Enter
b) DEL
c) Home
d) Insert
10. $\qquad$ key combination is used for justified the selected program.
a) $\mathrm{Ctrl}+\mathrm{E}$
b) $\mathrm{Ctrl}+\mathrm{J}$
c) $\mathrm{Ctrl}+\mathrm{L}$
d) $\mathrm{Ctrl}+\mathrm{C}$
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 $\qquad$ line.
a) 1
b) 2
c) 3
d) none.
14. The formatting option are else be achieved by clicking on $\qquad$ .
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 $\qquad$ .
a) Column
b) row
c) Font
d) Cell
16. Soft returns are inserted as $\qquad$ . a) Backspace
b) Comma
c) Line breaks
d) None
17. The default top and bottom margin is $\qquad$ inches. a) 2.25
b) $2 \quad$ c) 1.5
d) 1
18. Bullets \& numbering option is available under $\qquad$ menu.
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. $\qquad$ 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 $\qquad$ from the color palette.
a) No highlighting
b) Fill no
c) Fill
d) No fill
22. $\qquad$ font style like symbols. a) Fajita
b) symbols
c) Wingdings
d) Both a \& c
23. $\qquad$ 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 $\qquad$ inches. a) 2.25
b) 2
c) 1
d) 1.25
25. The default alignment of star writer is $\qquad$ alignment.
a) Left
b) Center
c) Justified
d) Right
26. $\qquad$ 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?
a) 3
b) 2
c) 4
d) 5
28. In star writer the key pressed to enter a hard return is $\qquad$ .
a) Space bar
b) Enter
c) Backspace
d) ESC.
29. $\qquad$ Indent is used for numbered lists.
a) Hanging
b) Special
c) First line
d) Positive.
30. $\qquad$ opens the star office help. a) F5
b) F4
c) F2
c) F1
31. Hanging indents are encountered when we type in $\qquad$ .
a) Negative values
b) 0
c) Positive values
d) Fixed.
32. By default star writer $\qquad$ line spacing the text in the document.
a) Double
b) single
c) 1.5 d) Fixed

## 3. Correcting spelling mistakes

1. $\qquad$ 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 $\qquad$ .
a) Ignore all
b) ignore once
c) Change
d) Change all
3. The spelling mistakes can be corrected in $\qquad$ ways. a) 2 b) 3
c) 4
d) Many
4. Misspelled word is displayed if it is $\qquad$ _.
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 $\qquad$ icon.
a) Open
b) Auto spell check
c) File
d) Copy
7. Auto correct option is available under $\qquad$ menu.
a) File
b) Tools
c) Edit
d) Format
8. To add the error and its correction to the auto correct list the $\qquad$ command is used.
a) Tools - Correct
b) Tools - auto correct / auto format
c) Help - auto correct
d) none.
9. To skip the current occurrence but stop on the next one $\qquad$ button is clicked in spelling check Dialog box. a) Ignore all b) replace all c) Ignore $\quad$ d) Replace all
10. The replacement table is available in $\qquad$ tab.
a) Replace
b) Exception
c) Auto correct
d) Auto format
11. In the spell check dialog box $\qquad$ list displays any alternative spellings.
a) Suggestions
b) Change
c) add
d) Choice.
12. To add a word to the dictionary $\qquad$ 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. $\qquad$ 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 $\qquad$ . a) 2
b) 5 c) 6
d) 4
17. The only check box in the auto correct dialog box is $\qquad$ .
a) Whole words only
b) Back words
c) Text only
d) Match case
18. Star writer uses ___ option to automatically correct some spelling mistakes.
a) Auto correct
b) Auto spell correct
c) Auto check
d) Auto spell
19. Star writer can $\qquad$ the spelling mistakes as the document is being typed.
a) F2
b) F5
c) F 1
d) F7

## 4. Working with tables

1. $\qquad$ 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. $\qquad$ dialog box can be used to set the width of the column to an exact size
a) Table-format b) Insert-table
c) Insert-format
d) Insert-column
3. $\qquad$ command is used to delete the selected column b)Table-delete-rows
c) Table-columns-delete
a) Table-delete-column
d)Delete-column
4. $\qquad$ 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. $\qquad$ 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 $\qquad$ menu
a) Edit
b) Format
c) File
d) Table
7. $\qquad$ is used to insert more than one column in the table
b)Format-column-insert
c)Format-insert-column
a)Tools-tables-columns d)Table-insert-column
8. The key that helps to move one cell to the right is $\qquad$
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 $\qquad$ button
a) Insert
b) $\mathrm{Ctrl}+\mathrm{Tab}$
c) Shift+Tabd) Tab
11. $\qquad$ 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. $\qquad$ 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.
a) 3
b) 1
c) 2
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. $\qquad$ 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 $\qquad$
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 $\qquad$
a) split cell
b) merge cell
c) line style
d) none
19. How to make the selected rows in same size?
b) Space-row-equally c) Format-row-space
a) Rows-space equally
d) space equally- row
20. The total number of icons present in the formatting toolbar is $\qquad$
a) 13
b) 12
c) 14
d) 11
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 $\qquad$
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 $\qquad$
a) Insert table
b) Insert column
c) Insert border
d) none
25. The command to create a simple table is $\qquad$ a) Insert-table-table
b) Table-insert-table
c) Table-insert
d) Format-insert-table
26. $\qquad$ 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. $\qquad$ methods are used to change the page margins. a) 3
b) 4
c) 2
d) 6
3. $\qquad$ 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 $\qquad$
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 $\qquad$ 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 $\qquad$ menu.
a) File
b) Edit
c) Format
d) View
8. The default width of a page in default orientation is $\qquad$ inch.
a) 8.5 " X 11 "
b) 11 "X 8.25 "
c) $11 " \mathrm{X} 8.5$ "
d) 8.5 " X 1 "
9. The default page orientation is $\qquad$ .
a) Book
b) Landscape
c) Handout
d) Portrait
10. Margins can be changed using $\qquad$ .
a) Page style dialog box
b) Ruler
c) $a \& b$
d) Table formatting toolbar
11. The default left and right margins are $\qquad$ 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
$\qquad$ 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) $4 \quad$ d) 5

## 6. SPREAD SHEET

1. The intersection of rows and columns in a spread sheet is called $\qquad$ .
a) Cell
b) Row
c) Grid
d) Column.
2. A formula in spread sheet always begins with $\qquad$ . a) +
b) -
c) $\wedge$ d) $=$
3. Which of the following operators combines two texts?
a) +
b) $\&$
c) $\wedge$
d) $=$
4. The function used to find the square root of a number in star calc $\qquad$
a) SQR
b) SQT
c) SQRT
d) SRT
5. The cells A4, A5, A6, B4, B5 and B6 are referred in a worksheet as $\qquad$ .
a) $\mathrm{A} 4: \mathrm{B} 6$
b) A1 : B6
c) A1: A6; B1 : B6
d) $\mathrm{A} 4: \mathrm{A} 6 ; \mathrm{B} 4: \mathrm{B} 6$
6. Which of the following icons is used to generate a scrolling screen with in a worksheet?
a) Insert Plug - in
b) Insert floating frame
c) Insert OLE object
d) Insert chart
7. The active cell in a spread sheet is identified by $\qquad$ -.
a) Insertion pointer
b) Cell pointer
c) Mouse pointer
d) Keyboard pointer
8. Which of the following data can be typed into a spreadsheet cell?
a) Numbers
b) Text
c) Formula
d) All of these.
9. How many columns are there is VisiCalc? a) 63
b) 254
c) 32000
d) 256
10. Which bars have shortcut icons for frequently done tasks in the spread sheet?
a) Menu bar
b) Formula bar
c) Object bar
d) Main tool bar.
11. Which key is pressed while editing the contents in a cell? a) F1b) F2 c) F5 d) F7
12. The operator $<>$ is used to check $\qquad$ .
a) Equal
b) Greater than
c) Less than
d) In equality
13. Which of the following formula calculates the sum of the numbers in the cell Al of sheet 1 And A2 of sheet 2 ?
a) $=\operatorname{sum}($ sheet $1 . A 1+\operatorname{sheet} 2 . A 2)$
b) = sum (sheet $1 . A 1$; sheet $2: A 2$ )
c) $=\operatorname{sum}($ sheet $1 . A 1$; sheet2.A2)
d) $=$ sum (sheet $1 . A 1$; sheet2.A2)
14. Which icon provides a scrolling screen with a worksheet?
a) Insert floating frame
b) Insert OLE object
c) Insert Applet
d) Insert formula
15. The format for entering date in star calc is $\qquad$ -
a) $y y / \mathrm{mm} / \mathrm{dd}$
b) $y y / d d / \mathrm{mm}$
c) $\mathrm{dd} / \mathrm{mm} / \mathrm{yy}$
d) $\mathrm{mm} / \mathrm{dd} / \mathrm{yy}$
16. Which facility of star calc helps to format the worksheet with different predefined styles an Colors? a) Chart b) Auto format $\quad$ c) Applet $\quad$ d) Multiple sheets.
17. The bar used to displays the current cell and its content is $\qquad$ bar.
a) menu
b) Object
c) formula
d) function
18. The option under the file menu used to quit the star office is $\qquad$ -
a) Close
b) Quit
c) exit
d) End
19. A continuous group of cells in a worksheet is called $\qquad$ .
a) Column
b) Row
c) Data sheet
d) Range
20. Graphic representations of numbers are known as $\qquad$ .
a) Charts
b) Graphs
c) Bar diagrams
d) Cells.
21. To do the calculations for different worksheet in a particular sheet, we use $\qquad$ .
a) 2 D formula
b) Function
c) 3D formula
d) Selection
22. The cell referencing that does not get changed when copied is $\qquad$ .
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 $\qquad$ .
a) Menu
b) Object
c) Formula
d) Function
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 $\qquad$ .
a) Cell pointer
b) Insertion
c) Keyboard
d) Mouse
26. Fill command in star calc is available under the menu $\qquad$ .
a) Edit
b) Format
c) File
d) View
27. The first electronic spread sheet is $\qquad$ .
a) Visi calc
b) Star calc
C) Lotus
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 $\qquad$ .
a) Text
b) Characters
c) Labels
d) all of these
30. The $\qquad$ command is used to generate a series.
a) Edit
b) Series - Down
c) Series - Left
d) Fill
31. $\qquad$ \& $\qquad$ reference operators in star calc. a) : , !
b) ; , !
c) * , =
d) none.
32. A continuous group of cell in a worksheet is called $\qquad$ .
a) Range
b) Group
c) Set of cells
d) Set of rows.
33. A cell address can be made absolute by using the $\qquad$ sign in front of rows and columns Names.
a) $\$$
b) 3
c) *
d) $\%$
34. The cell can hold upto $\qquad$ characters. a) 255
b) 257
c) 258
d) 256
35. Which cell address, do not change when copied?
a) Relative
b) Absolute
c) Range
d) a or b
36. Which operator is used to refer range in star calc?
a) !
b) :
c) ${ }^{\wedge}$
d) \&
37. $\qquad$ 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 $\qquad$ .
a) Text
b) Number
c) Label
d) Integer.
39. In order to edit, data in a worksheet $\qquad$ keys is used. a) F1
b) F2
c) F4 d) F7 40. $\qquad$ 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.
40. Which one of the following arithmetic operators is meant for exponentiation?
a) *
b) $\wedge$
c) /
d) $\%$
41. The operator that combines two text as a single text is $\qquad$ . a) = b) \&
c) +
d) ।
42. To enter the same formula or data in various cells we can use $\qquad$ feature of star calc.
a) Copy \& paste icon
b) automatic fill
c) fill series
d) fill
43. Star calc has a wide variety of $\qquad$ .
a) Formula
b) options
c) buttons
d) functions.
44. Improve is a product of $\qquad$ .
a) Lotus corporation
b) Sun micro systems
c) Borland
d) Microsoft
45. To draw in spread sheet click $\qquad$ .
a) Insert picture icon
b) Color icon
c) Draw
d) Show draw function icon
46. $\qquad$ Icon is used to insert an image from image editor.
a) Insert image editor
b) Insert applet
c) Insert OLE
d) Insert chart.
47. We can enter time in the form of $\qquad$ .
a) $\mathrm{HH}: \mathrm{MM}: \mathrm{SS}$
b) SS: MM : HH
c) $\mathrm{MM}: \mathrm{SS}: \mathrm{HH}$
d) $\mathrm{MM}: \mathrm{HH}: \mathrm{SS}$
48. $\qquad$ operators return numerical results.
a) Text
b) Comparative
c) Arithmetic
d) Reference.
49. To change the column width click on $\qquad$ . a) Format - width - column
b) Column - Format - width
c) Format - Column - Height
d) Format - Column - width
50. A spread sheet contains $\qquad$ sheets.
$\begin{array}{lll}\text { a) } 4 & \text { b) } 5 & \text { c) } 6\end{array}$
d) Multiple.
51. $\qquad$ are built in formula. a) Values
b) Range of cells
c) Functions
d) Library
52. Which option of file is used to view a worksheet before printing?
a) Print preview
b) Open
c) Page view
d) Save
53. To separate two different sheets in a formula $\qquad$ is used.
a) Colon
b) Hyphen
c) Semicolon
d) Comma
54. A data file created using spreadsheet is called $\qquad$
a) Worksheet
b) Application file
c) file
d) Project
55. The number format currency icon displays contents with $\qquad$ decimal digits.
a) 1
b) 2
c) 3
d) 4
56. __ 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
57. $\qquad$ 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
58. Auto format option is available on the $\qquad$ menu.
a) File
b) Edit
c) Format
d) Style.
59. A $\qquad$ 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) Joining
b) Editing
c) Merging
d) Adding
6. What is the name of the screen that displays the fields of record in a well spaced our
manner?
a) Report
b) Form
c) Query
d) Filter
7. Which of the following are two types of reports? a) Static and Dynamic
b) 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++ $\begin{array}{llll}\text { b) SQL } & \text { c) HTML } & \text { d) C }\end{array}$
10. SQL stands for $\qquad$ . 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 $\qquad$ . a) Text
b) Binary c) Project d) Image.
12. The computer that primary use the hierarchical database are $\qquad$ .
a) Super
b) Mainframe
c) personal
d) Mini
13. The team data is derived from the word $\qquad$ .
a) Datum
b) datem
c) Datas
d) Datus.
14. A column in a star base table represents a $\qquad$ .
a) Structure
b) File
c) Field
d) record.
15. The process used to select the desired and specific data from a database is $\qquad$ .
a) Merging
b) Sorting
c) Editing
d) Searching
16. In set of processed data is called $\qquad$ .
a) Data
b) datum
c) Information
d) Database
17. Each row in a database table represents $\qquad$ .
a) File
b) Record
c) Field
d) Table.
18. A database that contains of a single data table is $\qquad$ .
a) Relational
b) Flat - file
c) Hierarchical
d) Network
19. Which is a type of query?
a) Table
b) Forms
c) Filter
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 $\qquad$ computers
a) Super
b) Personal
c) Micro
d) mainframe
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?
a) Filters
b) queries
c) Forms
d) Report
26. DBMS is an acronym for $\qquad$ .
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 $\qquad$ . a) 20 b) 30 c) 12
d) 13 30. The filter used with a condition is called $\qquad$ filter.
a) Auto
b) Sort
c) Default
d) Remove.
30. In database, which option is used to define the maximum size of a field?
a) Default value
b) Length
c) Type
d) Value
31. Which involves data collection, verification, validation and report generation?
a) Data b) Data processing
c) Database
d) Table
32. In which computers Hierarchical database structures were used?
a) Mini
b) Micro
c) Mainframe
d) Super
33. The numeric data type can be $\qquad$ . a) integer b) float
c) Date d) All the above 35. Users can define their own data types called $\qquad$ data type.
a) Built - in
b) System defined
c) user defined
d) primitive
34. $\qquad$ is a set of processed data that convey the relationship between data considered.
a) Information
b) Data
c) Datum
d) Program
35. If we use a computer to prepare, store, process and print the data, we call it as $\qquad$
data Processing.
a) Data
b) manual
c) Hand
d) Computerized
36. The processing speed is fast in $\qquad$ data processing.
a) Computerized
b) Manual
c) Both a \& b
d) either a or b
37. In computerized data processing, it is easy to edit the data including $\qquad$ .
a) Correction
b) Change
c) Modification
D) All the above
38. Manipulating of a database includes $\qquad$ .
a) Sorting
b) Merging
c) Editing
d) All the above
39. Editing is the process of $\qquad$ . a) Adding new data
b) Deleting the existing data
c) changing the format
d) all the above
40. Based on the conceptual structures, the data bases can be classified into $\qquad$ types.
a) 3
b) 2
c) 4
d) 5
41. The $\qquad$ database structure is the most prevalent database in today's business organizations.
a) Flat - file
b) relational
c) Hierarchical
d) Object oriented
42. In $\qquad$ databases, records are organized in a tree like structure by type.
a) Hierarchical
b) Relational
c) Network
d) Flat file.
43. $\qquad$ database is useful for certain single user or small group situations.
a ) Relational b) Flat file
c) Hierarchical
d) Flat file.
44. 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
45. An object is defined by its $\qquad$ _.
a) Attributes
b) Characters
c) Procedures
d) all the above.
46. The data management tasks in a DBMS fall into one of the $\qquad$ categories.
a) 2
b) 3
c) 4
d) 5
47. The data management tasks in a DBMS involves $\qquad$ .
a) Entering data into the database
b) Reordering records in the database.
c) Obtaining subsets of the data
d) All the above.
48. _ 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
49. In star base window, the $\qquad$ pane displays tables, queues, forms, and report.
a) Right
b) Left
c) Top
d) Bottom
50. In star office base window, on the right top is $\qquad$ pane.
a) Tables
b) Forms
c) Tasks
d) Reports.
51. Once the database is created, the next step is to create the $\qquad$ .
a) Data
b) Tables
c) Related tables
d) Reports
52. Using tables, star office base allows us to $\qquad$ _.
a) Design forms
b) Query the database
c) Prepare reports
d) All the above.
53. We can also give a brief description of the contents of the $\qquad$ -.
a) Table
b) Record
c) Field
d) database
54. Star base allows us to use $\qquad$ different field types.
a) 5
b) 10
c) 20
d) any number
55. $\qquad$ accepts small integer's upto a few thousands.
a) Integer
b) Small integer
c) Tiny integer
d) Big integer
56. $\qquad$ Data type accepts only whole numbers.
a) Integer
b) Decimal
c) Real
d) Image.
57. Single precision decimal values are accurate upto a length of $\qquad$ places.
a) 5
b) 7
c) 9
d) 14 .
58. Double precision decimal values are accurate upto a length of $\qquad$ places.
a) 7
b) 14
c) 28
d) 56 .
59. While designing the table we enter values for the $\qquad$ .
a) Field name
b) Field type
c) Description
d) All the above
60. $\qquad$ 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 field.
61. $\qquad$ menu is used to modify the table design.
a) File
b) Format
c) Edit
d) Insert
62. After entering the records into the table star base allows you rearrange them by $\qquad$ .
a) Merging
b) Filtering
c) Searching
d) Sorting.
63. To display the records in the original order, click on $\qquad$ .
a) Unsort icon
b) Filter icon
c) Remove sort/filter icon
d) any of the above
64. The language, supported by DBMS is $\qquad$ . a) C++
b) Java
c) SQL
d) ADA 67. $\qquad$ are special views of the data in a table.
a) Database
b) Sorting
c) Queries
d) Reports
65. The output from a___ does not affect the original table.
a) Table
b) Sort
c) Query
d) Data
66. The first step of query wizard is $\qquad$ .
a) Field selection
b) Sorting order
c) Sort wizard
d) Query wizard
67. A $\qquad$ ia a type of query.
a) Sort
b) Filter
c) Report
d) Search
68. $\qquad$ is used to select and display records which match a certain condition.
a) Filter
b) Sort
c) Report
d) Search
69. Filters $\qquad$ be saved for later use. a) Can
b) Cannot
c) May
d) may not
70. Star office allows you to use the filters of $\qquad$ types. a) 2
b) 3
c) 4
d) many
71. Filter used with a condition is called $\qquad$ filter.
a) Auto
b) Conditional
c) Default
d) filter
72. The filter window is very similar to the one used for specify condition in a $\qquad$ .
a) Sort
b) Report
c) Form
d) Query
73. To remove the filter, click on $\qquad$ icon.
a) Remove filter
b) Remove filter/sort
c) Remove sort
d) Remove default filter 77. A $\qquad$ is a screen that displays the fields of a record in a well spaced out manner.
a) Query
b) Filter
c) Form
d) Report
74. Select the $\qquad$ check box in the set up a subform window to insert another form within this form. a) Add subform b) add form c) Insert form d) insert subform.
75. $\qquad$ helps us to generate report.
a) report wizard
b) report auto pilot
c) report temple
d) report window.
76. Select $\qquad$ 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.
77. Field types include $\qquad$ . a) Text
b) Numeric
c) Logical
d) all the above.
78. __ and ___ are conceptual model for older systems.
a) Flat file, Network
b) Hierarchical, network
c) relational, object oriented
d) none.
79. Select $\qquad$ 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.
80. $\qquad$ is defined by its characteristics, attributes and procedures.
a) Form
b) record
c) Object
d) File.
81. Data's are of $\qquad$ types.
a) 3
b) 5
c) 12
d) 10
82. 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 $\qquad$ . a) Multimedia service
b) Multimedia messaging system
c) Multimedia system
d) Multimedia messaging services.
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) 5 b) 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 $\qquad$ . 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 $\qquad$ .
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) 2 D 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
21. MIDI stands for $\qquad$ .
a) Musical instrument digital interface
b) Musical interface digital instrument
c) Modeling instrument digital interface
d) Modeling interface digital information
22. Which year the MIDI format was developed?
a) 1972
b) 1982
c) 1984
d) 1974
a) wave
b) AIFF
c) AU
d) MIDI
23. Which sound format cannot contain sounds?
24. The real audio format have the extension $\qquad$ .
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 $\qquad$ .
a) Audio interface format file
b) Audio Interchange file format
c) Au interchange file format
d) Audio information 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).$s d n$
c). sou
d) . snd
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
30. 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
31. AVI stands for $\qquad$
a) Audio video interface
b) Audio video information
c) Audio video interleave
d) Audio video interchange
32. What is the extension of AVI format sound file?
a) . AV
b) . AU
c) AVI
d) .AIV
33. Sounds and video in multimedia applications can be played by using $\qquad$ .
a) Inline or helper
b) inline or outline
c) helper or outline
d) inline only
34. Which tag is used to add in line sound to a web page?
a) <inline>
b) <be sound>
c) <sound> d) <helper>
35. $\qquad$ tag is used to launch helper application. a) <embed> / <applet>
b) <applet> / <object>
c) <embed> / <applet> / <object>
d) <embed> / <object>
36. $\qquad$ graphs helps in rendering the image effectively on the screen.
a) image B) Static
c) Vector
d) Scalar
37. What is the name of the process for converting analog waves to s digital formatting?
a) sampling
b) Sound forge
c) Amplitude
d) Frequency
38. Name the technique that blends two or more image to form a new image.
a) blending
b) Warping
c) Morphingd) modeling
39. Which of the following is the commercial multimedia content development software
$\qquad$ . a) Flash
b) Dream weaver
c) Maya
d) All of these
40. The technique that provides an environment experienced by users as similar to reality is
$\qquad$ . a) Virtual reality
b) Vector graphics
c) Animations
d) modeling
41. Name of the technique of distorting a single image to represent something else is $\qquad$ .
a) Modeling
b) rendering
c) Morphing
d) Warping
42. The sound that we hear are $\qquad$ wave patterns. a) analogb) digital
c) hybrid
d) pitch
43. In $\qquad$ doctors can get trained by viewing at a virtual surgery.
a) Engineeringb) Medicine c) Scientist d) Online magazines
44. Two attributes control the characteristics of sound $\qquad$ . 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 $+\mathrm{Ctrl}+\mathrm{N}$
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) $\mathrm{Ctrl}+\mathrm{P}$
c) $\mathrm{Shift}+\mathrm{P}$
d) $\mathrm{Shift}+\mathrm{Ctrl}+\mathrm{P}$
6. To send text outline into presentation, select
a) File $\rightarrow$ Sent $\rightarrow$ Outline to presentation
b) File $\rightarrow$ Outline to presentation
c) File $\rightarrow$ Presentation
d) File $\rightarrow$ Sent $\rightarrow$ Presentation
7. In presentation the view that allows us to view miniature image of the all slide is $\qquad$
a) Slide sorter
b) Master page
c) Notes view
d) Layout
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
9. The shortcut key for opening style list is $\qquad$
b) F7
c) F5
d) F 1
10. To change the background color of the current slide, click on.
a) Format $\rightarrow$ Page $\rightarrow$ Background
b) Tools $\rightarrow$ Page $\rightarrow$ Background
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 $\qquad$
a) $\mathrm{Ctrl}+$ Shift +P
b) $\mathrm{Ctrl}+\mathrm{P}$
c) Shift + P
D) Alt + P
12. The number of option displayed in the first page of the presentation wizard is. $\qquad$
a) 2
b) 3
c) 4
d) 5
13. Which of the following options display ' created with StarOffice ' message during the pause between each presentation?
a) Automatic
b) Effect
c) Show Logo
d) Default
14. The view used to recorder is $\qquad$
a) normal
b) outline
c) notes
d) handouts
15. To open media player window, choose $\qquad$ 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 $\qquad$
a) Desktop
b) Navigator
c) Preview
d) Moving slider
18. In StarOfficeImpress, which view allows to view 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 $\qquad$
a) $\mathrm{Ctrl}+\mathrm{N}$
b) Shift $+\mathrm{Ctrl}+\mathrm{N}$
c) Alt $+N$
d) $\mathrm{Ctrl}+\mathrm{F}+\mathrm{N}$
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 $\qquad$
a) F5
b) F1
c) F2
d) F3
23. To rename a slide choose slide $\rightarrow$ $\qquad$
a) rename slide
b) new slide
c) rename
d) slide rename
24. To open style list in presentation, press $\qquad$
a) F 10
b) F11
c) F12
d) F 13
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 $\qquad$
a) Slide Sorter
b) Layout
c) Outline
d) None of these
29. To produce HTML presentation choose $\qquad$
a) File-HTML
b) File-Export
c) Edit-Export
d) Edit-HTML
30. Which key combination is used to print slides in star office?
a) Alt + P
b) Shift + P
c) $\mathrm{Ctrl}+\mathrm{P}$
d) Shift $+\mathrm{Ctrl}+\mathrm{P}$
31. A $\qquad$ 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 $\qquad$ section in the lower half of the page allows you to specify the final output medium for presentation.
a) output medium
b) slide
c) select an output medium
d) select a medium
33. The $\qquad$ 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 $\qquad$ 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 $\qquad$
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 $\qquad$ and modify Microsoft Powerpoint presentation.
a) import
b) export
c) report
d) compile
37. StarOffice Impress Window contains $\qquad$ Panes
a) 2
b) 3
c) 4
d) 5
38. The task pan on the right displays pages a) 2
b) 3
c) 4
d) 5
39. $\qquad$ Page of the tasks plan displays various transition effects that can be attached to a
Slide
a) Custom animation
b) Slide Transition
c) Layout
d) Master
40. $\qquad$ view allows to recorder, edit slide titles and headings.
a) Normal
b) Notes
c) Handout
d) Outline
41. $\qquad$ View is used by a presenter to add additional information to a slide
a) Notes
b) Handout
c) Outline
d) Layouts
42. We can choose a $\qquad$ 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
44. Press $\qquad$ key to start a presentation
a) F1
b) F2
c) F5
d) F7
45. The onscreen presentation starts automatically in the $\qquad$ mode
a) minimized
b) full screen
c) maximized
d) normal
46. End the presentation by pressing the $\qquad$ key
a) End
b) Enter
c) Esc
d) Break
47. 

key is used to stop the presentation before end.
a) End
b) Enter
c) Esc
d) Break
48. Select $\qquad$ to run a custom slide show in the order that you defined.
a) Slide Show
b) Custom Slide Show
c) View Show
d) any the above
49. The new slide uses the page layout of the $\qquad$ Slide
a) first
b) previous
c) last
d) any of the above
50. To insert a picture in a slide, choose $\qquad$
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 $\qquad$
a) slide show
b) view show
c) custom slide show
d) outline
52. To insert movie in a slide, click on $\qquad$
a) Insert $\rightarrow$ Picture Sound
b) Insert $\rightarrow$ Audio and Video
c) Insert $\rightarrow$ Movie and Sound
d) Insert $\rightarrow$ Picture and Sound
53. To play a movie or sound file click play on the $\qquad$ Tool bar
a) Movie
b) Sound
c) Media
d) Media Playback
54. For movie files, the bar contains a list box where we can select the $\qquad$ for the playback.
a) volume slide
b) zoom factor
c) position slider
d) any of the above
55. The media player supports $\qquad$ 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 $\qquad$
a) Formula
b) text
c) Microsoft application objects
d) all the above
58. Click $\qquad$ 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 $\qquad$ effects
a) 2
b) 3
c) 4
d) many
60. A $\qquad$ 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 $\quad$ a) $8 \quad$ b) $9 \quad 1 \quad$ c) $7 \quad 1 \quad$ d) 6
62. Open stylist by choosing $\qquad$ 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 $\qquad$ key
a) F5
b) F7
c) F11
d) any of the above
64. If you want a slide show always with current page, use $\qquad$
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 $\qquad$ 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 $\qquad$ you can move from slide to slide quickly
a) Navigator
b) Presentation
c) HTML
d) Any of the above
67. Open navigator by choosing $\qquad$ menu
a) View
b) Insert
c) Edit
d) Format
68. Select $\qquad$ Colors to apply the colors supported by browser
a) use HTML
b) use HTTP
c) use browser
d) use link

## Volume II <br> 1. Object oriented concepts using C++

1. $\qquad$ 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 $\qquad$ .
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 $\qquad$
7. a) Object
b) data
c) Function
d) Operations
8. The operations represent the $\qquad$ 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
12. The mechanism by which the data and functions are bound together within an object is called as $\qquad$ . a) Overloading b) Overriding
c) Encapsulation
d) polymorphism
13. The ability of an object to respond differently to different message is called $\qquad$ .
a) Function
b) Polymorphism
c) Draw( )
d) Overriding
14. The process of acquiring base class properties is called $\qquad$ .
a) Inheritance
b) Class
c) Polymorphism
d) Object
15. The $\qquad$ 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. $\qquad$ allows a class to be derived from an existing class.
a) Polymorphism
b) Inheritance
c) Encapsulation
d) Object.
17. The derived class are $\qquad$ Packed.
a) Completely
b) Uniquely
c) Power
d) Cover
18. A template for entities that have common Behaviour is $\qquad$
a) Class
b) Object
c) Methods
d) Attributes
19. $\mathrm{C}++$ 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 $\qquad$
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. $\qquad$ 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

## 2. Overview of $\mathrm{C}++$

1. C++ was developed by $\qquad$ . a) James Goling b) Bjarne stroutstrup
c) John Kemney d) Thomas kushz
2. Rick Masciti coined the name $\qquad$ . a) C++ b) BASIC
c) COBOl
d) Visual
3. The basic types are collectively called as $\qquad$ .
a) Token
b) Variables
c) Characters
d) Variable
4. $\qquad$ is the smallest individual unit in a program.
a) Token
b) Character
c) Control
d) Variable
5. Which one gives special meaning to the language compiler?
a) Compiler
b) Keywords
c) Variable
d) Constants
6. $\qquad$ 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) extern d) register
7. Which one holds the values or constants in memory boxes?
a) Variable
b) While
c) Switch
d) go to
8. The $\qquad$ symbol is used to declare a pointer variable. a) *
b) $\&$
c) \# d) /
9. What are the assign bitwise assignment operator? a) $\&=$
b) $\wedge=$ c) $1=$
d) all
10. Built in data type is also called as $\qquad$ datatype.
a) Fundamental
b) Secondary
c) Integer
d) Void
11. Static and register variables are automatically initialized to $\qquad$ value when they are
declared $\qquad$ a) 1
b) 2
c) 3
d) 0
12. $\qquad$ type is further divided into int and char.
a) Integral
b) Int
c) Char
d) Float
13. When $\mathrm{a}=5, \mathrm{c}=--$ 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) decimal
15. $\qquad$ Data types are structure, union, class and enumeration.
a) User defined
b) Built-in
c) Derived
d) Integer
16. The constant that should not have fractional part is $\qquad$ .
a) Float
b) Double
c) Integer
d) Exponent
17. How many operators are classified in $\mathrm{C}++$ ?
a) 11
b) 13
c) 14
d) 15
18. How many fundamentals data types are there in $\mathrm{C}++$ ? a) 1
b) 2
c) 3
d) 4
19. Which is the conditional operator?
a) ?
b) >
c) <
d) ?:
20. The operands and the operators are grouped in a specific logical way of evaluation is called....... a) Class b) Association c) Assignment d) Arithmetic
21. When $\mathrm{a}=6$ and $\mathrm{c}=\mathrm{a}++$ what is the value of c ?
a) 6
b) 7
c) 8
d) 5
22. What will be the value stored in $C$ when $a=20, b=20, c(a<b) ? a * a: b \% a ;$ $\qquad$ 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. $\qquad$ data type enables to invent his own data type define values
a) User defined
b) Derived
c) Floating
d) Integral
26. $\qquad$ allows users to define the user defined data type identifier.
a) Type definition
b) Identifier
c) Data
d) Class
27. $\qquad$ data types helps users in creating a list of identifiers
a) Int
b) Float
c) Char
d) Enumerated
28. $\qquad$ 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 $\qquad$ value when they are
declared.
a) 1
b) 2
c) 0
d) 3
30. Auto variable get undefined values known as $\qquad$
a) Garbage
b) Auto
c) Register
d) Static
31. $\qquad$ 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 $\qquad$ .
A) Auto
b) Static
c) Extern d register
33. $\qquad$ 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. $\qquad$ storage class global variable known to all functions in the current program
a) Auto
b) Static
c) Extern d register
35. $\qquad$ 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 $\qquad$ data type
a) Fundamental
b) Secondary
c) Integer
d) Void
37. How many storage specifiers are there in a $\mathrm{C}++$ ? a) 3
b) 4
c) 5
d) 3
38. $\qquad$ type is used to declare a generic pointer in $\mathrm{C}++$.
a) Float
b) Void
c) Static
d) Int
39. Signed, unsigned, long and short are some of the $\qquad$ .
a) Data
b) Derived data
c) Modifiers
d) Void
40. What is the range for char data type in $\mathrm{C}++$ ?
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 $\mathrm{C}++$ ?
a) -32767 to 32768
b) -32768 to 32767
c) 32768 to 32769
d) 32767 to -32768
42. The long int, signed long int has $\qquad$ bytes. a) 2
b) $4 \quad$ c) 3
d) 8
43. $\qquad$ is a variable that holds a memory address.
a) Pointer
b) Char
c) Float
d) Long double
44. Integer values are stored in $\qquad$ 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) $15^{\text {th }}$
b) $16^{\text {th }}$
c) $18^{\text {th }}$
d) $19^{\text {th }}$
46. The $16^{\text {th }}$ bit will have a value $\qquad$ if negative value is stored. a) 1 b) 0 c) -1 d) 2
47. The unsigned char, and char data types has $\qquad$ 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. $\qquad$ 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 examble 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 $\mathrm{C}++$ ?
a) 2
b) 3
c) 4
d) 5
2. Data is read from the keyboard during run time by using the object $\qquad$
a) Cin
b) cni
c) nci d) nic
3. The declarations for the object cin are available in header file called as $\qquad$ .
a) istream.h
b) istream
c) stream.h d) stream
4. $\qquad$ 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 $\qquad$ statements or structures
a) Control
b) assignment
c) increment
d) decrement
6. The multiple branching statement is $\qquad$ statement.
a) If
b) Switch
c) For
d) While
7. How many kinds of loops are there in $\mathrm{C}++$ ?
a) 1
b) 2
c) 3
d) 4
8. A loop embedded within another loop is called $\qquad$ .
a) Nested
b) Loop
c) Break
d) Continue
9. A program written in high level language is called as $\qquad$ .
a) Object code
b) Source code
c) Executable code
d) All of these
10.How many times the following loop will be executed? For( $\mathrm{i}=1 ; \mathrm{i}<6 ; \mathrm{i}++$ )
a) 1
b) 5
c) 6
d) 7
11.The break statement would exit only $\qquad$ .
a) Current loop
b) Current function
c) Current program
d) None
12.In $\mathrm{C}++$ which file comprises the combined properties of istream and ostream?
a) stdio.h
b) string.h
c) conio.h
d) iostream.h
10. 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
11. Which of the following statements marks the end of the function and also transfers control to the statements after call statements?
a) Return
b) Break
c) Continue
d) Headera) Editorb) Linker
c) Compiler
d) header
12. 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++)
a) 1
b) 10
c) 11
d) 9
13. 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) $1,1,1,1,1,1,1,1,1,1$

## 4. Functions

1. $\qquad$ are the building blocks of $\mathrm{C}++$ programs.
a) Functions
b) if - else
c) For
d) Switch
2. The starting point for the execution of a program is $\qquad$ .
a) Main ()
b) Void ()
c) Public
d) Class
3. The calling function parameters are called as $\qquad$ parameters
a) Formal
b) Actual
c) Dummy
d) Duplicate
4. In call by value method, the flow of data is always from the $\qquad$ statement to the function definition. a) Call b) return c) function d) go to
5. In $\qquad$ 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 $\qquad$ .
a) Null
b) Void
c) Static
d) public
7. An $\qquad$ looks like a normal function in the source file but inserts the functions code directly into the calling program. a) inline b) online c) mainline d) line
8. To make a function inline one has to insert the keyword $\qquad$ in the function header.
a) inline
b) online
c) mainline
d) line
9. Inline keyword is just a request to the $\qquad$ .
a) Compiler
b) Interpreter
c) Linker
d) Object
10. How many types of scopes in $\mathrm{C}++$ ?
b) 3
c) 4
d) 5
11. In $\qquad$ scope a local variable is defined is defined within a block.
a) File
b) Function
c) Local
d) Class
12. A block of code begins and ends with $\qquad$ b) [ ] c) ()
d) \{ ]
13. $\qquad$ scope of variables declared within a function is extended to the function block and
all sub blocks therein. a) File
b) Function
c) Local
d) Class
14. A variable declared above all blocks and functions has the $\qquad$ scope.
a) Scope of a file
b) Local scope
c) Function scope
d) Class scope
15. Which of the following is NOT true, related to functions?
a) The actual parameters can be passed in the form of constants to the formal parameters of value type.
b) The actual parameters can be passed only as variables to formal parameters of Reference type.
c) The default value in the formal parameters can be given in the form of variable initialization
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 $\qquad$ .
if( $x<y$ )
\{
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 $\qquad$
a) Variables
b) Name
c) return
d) Value
18. Which function executes faster but requires more memory space?
a) Normal function
b) Void function
c) Regular function
d) Inline function
19. The scope of any variable used in the entire program is $\qquad$
a) Local
b) File
c) Function
d) Class
20. The return type of the function prototype float powert(float,int) is $\qquad$ .
a) Char
b) Double
c) int
d) float

Read the following coding and give the answer
\#include<iostream.h>
int $\mathrm{nl}=10$;
void main()

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

21. file scope $\qquad$ . a) n 1
b) n 2
c) temp
d) None of these
22. Function scope $\qquad$ . a) n 1
b) n 2
c) temp
d) None of these
23. Local scope $\qquad$ . a) nl
b) n 2
c) temp
d) None of these

## 5. Structured Data types - Arrays

1. An $\qquad$ 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 $\qquad$ types.
a) $3 \quad$ b) 4
c) 2
d) 1
3. $\qquad$ dimensional array comprising of finite homogenous elements.
a) 1
b) 2
c) Multi
d) 3
4. $\qquad$ dimensional array comprising of elements each of which is itself a one dimensional
array.
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 $\qquad$ .
a) Positive
b) negative
c) whole number
d) real number
7. Each element of the array is accessed by the $\qquad$ 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 $\qquad$ elements.
a) $4^{\mathrm{th}}$
b) $5^{\text {th }}$
c) $1^{\mathrm{st}}$
d) $3^{\mathrm{rd}}$
10. number[3]++ in this array processing which increments the value stored as
$\qquad$ 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 $\qquad$ .
a) Merging
b) ordering
c) Filtering
d) Sorting
12. $\qquad$ are otherwise called as literals. a) Strings
b) Constants
c) Variables
d) Data
13. A character array should be terminated with a $\qquad$ character.
a) ' 0 '
b) ' $\backslash 0$ '
c) ' $0 /$ '
d) $\backslash 0$
14. $\qquad$ is a member function of standard input istream.
a) getline()
b) $\operatorname{get}()$
c) getsline()
d) line()
15. $\qquad$ 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 $\qquad$ of class.
a) Object
b) Instance
c) A and B
d) function
17. $\qquad$ parameters are required for write function.
a) 2
b) 3
c) 4
d) 5
18. String manipulations are defined in $\qquad$ header file.
a) string.h
b) String
c) st.h
d) std.h
19. $\qquad$ function returns the number of characters stored in the array.
a) $\operatorname{strlen}()$
b) $\operatorname{str}()$
c) stlen()
d) strlength()
20. $\qquad$ functions copies source string to target string.
a) $\operatorname{strcpy}()$
b) str()
c) scpy()
d) $\operatorname{stcp}()$
21. $\qquad$ function compares the two given strings.
a) $\operatorname{strcpy}()$
b) strlen()
c) $\operatorname{stcrsmp}()$
d) $\operatorname{strcmp}()$
22. $\qquad$ 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 $\qquad$ with number
$\qquad$ . a) rows,columns
b) columns,columns
c) row, row
d) row,coln
24. The subscript always commences from $\qquad$ . a) 1
b) 2
c) 4
d) 3
25. If the elements are stored in row wise manner it is called as $\qquad$ order.
a) row - major
b) column - major
c) row
d) column
26. When elements are stored column wise manner it is called as $\qquad$ order.
a) column - major
b) row - major
c) row
d) column
27. A $\qquad$ is a set of $m n$ numbers arranged in the form of a rectangular array of $m$ rows and
n columns. a) matrix
b) Determinant
c) array
d) row.
28. The $\qquad$ 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 $\qquad$ arrays.
a) single
b) $2-D$
c) $3-\mathrm{D}$
d) multi - dimensional
30. Character array should be initialized using $\qquad$ 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 $\qquad$ . a) int $x[4]=\{1\}$
b) int $x[4]=\{1,1,1,1)$
c) int $x[5]=(1,1,1,1,1)$ d)int $x[]=\{ \}$
32. The function strcpy( $\mathrm{s} 1, \mathrm{~s} 2$ ) $\qquad$
a) copied s1 to s2
b) copies s 2 to s 1
c) appends s1 to end of s2
d) appends $s 2$ to end of $s 1$.
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 type?
a) Basic
b) Derived
c) User defined
d) Primitive
35. In a 2-D array, the first sub-script stands for $\qquad$ .
a) row
b) column
c) diagonal
d) object

## 6. Classes and Objects

1. Which of the following is a way to bind the data and its associated functions together?
a) Class
b) Data
c) Functions
d) Methods
2. The most important feature of $\mathrm{c}++$ is the $\qquad$ .
a) Integer
b) float
c) class
d) arrays
3. In c++ functions are also called $\qquad$ .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
4. Which of the following is a user defined data type?
a) Class
b) Object
c) Public
d) Protected
5. The body of the class starts and ends with $\qquad$ .
a) Semi colon
b) Begins and end
c) Start and stop
d) Braces i.e. $\}$
6. Declaration of class members are declared as private can be accessed only $\qquad$ .
a) Within class b) outside the class c) inside or outside the class
d) separately in another class
7. The class body has $\qquad$ access specifiers. a) 1
b) 2
c) 3
d) 4
8. Class access specifiers are also known as $\qquad$ . a) Specifications
b) Class depth
c) Visibility labels
d) Class visibility specifications
9. By default class members are treated as $\qquad$ .
a) Public
b) Private
c) Protected
d) Unprotected
10. Which of the following is not a valid class specifiers?
a) Public
b) Private
c) Protected
d) Pointer
11. The member declared as $\qquad$ can only be accessed within the class.
a) Private
b) Public
c) Protected
d) Class
12. The class members declared $\qquad$ can be accessed only within the class and the members of the inherited classes. a) Private b) Public c) Protected d) Unprotected
13. The member functions declared under which scope can be accessed by the objects of that class?
a) Private
b) Public
c) Protected
d) Global
14. The binding of data and functions together into a single entity is known as $\qquad$ .
a) Inheritance
b) Polymorphism
c) Overloading
d) Encapsulation
15. Data hiding refers to $\qquad$ .
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
16. Data abstraction in c++ is achieved by $\qquad$ -
a) Inheritance 0
b) Polymorphism ()
c) Overloading 0
d) Encapsulation ()
17. OOP stands for $\qquad$ . a) object oriented process
b) object oriented programming
c) Online objects programming
d) object to objects programming
18. _ 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
19. ___ are the functions that perform specific task in a class.
a) Data members
b) Member functions
c) Concrete functions
d) data functions
20. In a class data members are also called as $\qquad$ .
a) Abstracts
b) properties
c) Attributes
d) Dimensions
21. class student
\{
int $\mathrm{x}, \mathrm{y}$;
\} s1,s2;
From the above code $\mathrm{s} 1, \mathrm{~s} 2$ are $\qquad$ .
a) Objects of class students
b) Similar classes of students c) super class of students d) Sub class of students
22. The members that can also be accessed from outside the class should be declared as
$\qquad$ . a) private
b) Public
c) protected
d) None of these
23. 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
24. The class access specifiers used to access friend functions is $\qquad$ .
a) Private
b) Public
c) protected
d) Both (B) and (C)
25. The members defined within the class behave like $\qquad$ functions.
a) Public
b) Friend
c) Inline
d) None of these
26. void sum:: input() The above line tells $\qquad$ .
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.
27. 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.
28. :: is a $\qquad$ . a) Short circuit AND
b) short circuit OR
c) Not operator
d) Scope resolution operator.
29. 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.
30. One copy of ___ data members of a class are shared by all objects of that class.
a) Inline
b) Private
c) Static
d) Public
31. $\qquad$ member variable are initialized only once when the first object of its class is
Created.
a) Static
b) Private
c) Public
d) Inline
32. The lifetime if a static member variable is some as $\qquad$ .
a) The first object of its class
b) The private of variables of any object
c) The public variables of any object
d) Lifetime of the program.
33. class example
\{
int $\mathrm{x}, \mathrm{y}, \mathrm{z}$;
float m,n;
\}p[4];
By the above code how many objects of the class example are created?
a) 3
b) 4
c) 5
d) 1
34. Class comprises $\qquad$ .
a) Data members
b) Members functions
c) Both (a) and (b) d) None of these
35. Private access specifiers is accessible by special function called $\qquad$ .
a) Void
b) inline
c) Friend
d) all of these.
36. Every class declaration is terminated by _. a) , b)
37. A class belongs to which of the following data types?
a) user defined type
b) Built-in type
c) Derived type
d) Array type.
38. A member function calling another function directly is called as $\qquad$ functions.
a) Nesting
b) recursive
c) Friend
d) Inline
39. $\qquad$ member variable are initialized only once when the first object of its class is created
a) Static
b) private
c) Public
d) Inline
40. By default class members are treated as $\qquad$ .
a) Public
b) Private
c) Protected
d) Unprotected
41. In a class data members are also called as $\qquad$ .
a) Abstracts
b) Properties
c) Attributes
d) Dimensions
42. Declaration and functions definitions are two specifications of which of the following $\qquad$ .
a) Data type
b) Class
c) Comments
d) None of these
43. The class members declared $\qquad$ can be accessed from outside the class also.
a) Private
b) Public
c) Protected
d) Unprotected.
44. The members of a class are accessed using $\qquad$
a) New operator
b) Size of operator
c) Dot operator
d) + operator.
45. The return type of a member function of a class can be $\qquad$ .
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.
46. 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 |
| :---: | :--- | :--- |
| S1 |  |  |
| S2 |  |  |

## 7. Polymorphism

1. The polymorphism means $\qquad$ .
a) Single form
b) Many shapes
c) two forms
d) Many programs
2. Polymorphism is achieved through $\qquad$ .
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 $\qquad$ . a) Function overloading
b) Function type
c) Recursive function
d) Inline function
4. Each overloaded function must differ $\qquad$ .
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 operator is called $\qquad$ .
a) Operator overloading
b) Function overloading
c) inheritance
d) Object
6. While invoking functions if the $\mathrm{C}++$ compiler does not find the exact match of the function call statement then $\qquad$ . a) it will ignore 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 be converted to $\qquad$
a) integer
b) Float
c) Double
d) All the above
8. The return type of overloaded functions $\qquad$ -
a) Must be same
b) Must be different
c) May or may not be same
d) None of these
9. The functionality of operator like '+' can be extended using $\qquad$
a) Operator precedence
b) Operator overloading
c) operator definition d) none
10. which of the following operators cannot be overloaded? a) + b) ++ c) -- d) ::
11. Operator overloading $\qquad$ . a) does not overrule definition of the operator
b) Overrules original definition
c) Changes original definition
d) none
12. The operator function must be $\qquad$ . a) Member function
b) a friend function
b) Either member or friend function
d)None of these
13. When overloaded operators, the overloaded operator must have $\qquad$
a) All the operands of user defined type
b) At least one operand of user defined type
c) All the operands of C++ Data type
d) None of the given
14. A function have more than one distinct meaning is called $\qquad$ function.
a) Polymorphism
b) Overloaded
c) Prototype
d) Parameter
15. $\qquad$ promotions are purely compiler oriented.
a) Character
b) Floating point
c) integral
d) Constant
16. The $\qquad$ operator must have at least one operand of user defined type.
a) Existing
b) Binary
c) New
d) Overloaded
17. Binary operators overloaded through a member function take one $\qquad$ arguments
a) Implicit
b) Explicit
c) Complete
d) Default
18. The $\qquad$ function definitions are permitted for used defined data type.
a) friend
b) Size of
c) Overloaded
d) Basic
19. In function overloaded do not use the $\qquad$ function name for two unrelated function.
a) Same
b) Different
c) Similar
d) Complement
20. When overloading operators, only $\qquad$ 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 $y) \quad v o i d$ fun(float $x) \quad v o i d$ 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>
# include <conio.h>
class negative
{
int i;
public :
void accept()
{
cout << "\nEnter a number ...";
cin >> i;
}
void display()
{
cout <<"\nNumber ..."<<i;
}
void operator-()
{
i = -i;
}
};
```

```
void main()
```

void main()
{
{
clrscr();
clrscr();
negative n1,n2;
negative n1,n2;
n2.accept();
n2.accept();
-n2;
-n2;
n2.display();
n2.display();
getch();
getch();
}
}
{

```
23. The prototype of the overloaded member function is \(\qquad\) a) negative operator-0
b) void operator minus
c) void operator -0
d) Void operator - (negative)
24. Which of the following statements invokes the overloaded member function?
a) Negative n10
b) --n2
c) n2+
d) -n 2 .
25. Identify the operator that is overloaded. a) \(=\mathrm{b})-(\) unary \() \mathrm{c})\) (Binary) d) negative.

\section*{8. Constructors and Destructors}
1. When an instance of a class comes into scope, the function that executed is \(\qquad\) _.
a) Destructors
b) Constructors
c) Inline
d) Friend
2. When a class object goes out of scope, the functions that gets executed is \(\qquad\) .
a) Destructors
b) Constructors
c) Inline
d) Friend
3. The name of constructor must be \(\qquad\) . a) same as one of the member function
b) 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 name c) 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 function
b) 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) Constructor
b) Destructor
c) Overloading
d) 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 \(\qquad\) 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 \(\qquad\) .
a) same as one of the member function
b) same as class name prefixed by tilde( \(\sim\) )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 \(\qquad\) .
a) Private
b) Protected
c) pointer
d) Public.
20.When an object is passed by reference to constructor that is executed is \(\qquad\) .
a) Copy
b) Static
c) Default
d) Inline
21. The constructor defined by the computers in the absence of user defined constructor is \(\qquad\) . a) Copy
b) Static
c) Default
d) inline
22. The special character related to destructor is \(\qquad\) . a) +
b) ?
c) ~
d) !
23. The constructors defined by the computers in the absence of user defined constructor Is called as \(\qquad\) . a) Non-parameterized b) default
c) compiler generated
d) all of
24. The constructor without any parameter is called as \(\qquad\) . a) Initial constructor
b) instance constructor
c) default constructor
d) parameterized constructor

Read the following program and answer the following answer

\section*{\#include<iostream.h>}

\section*{\#include<conio.h>}

Class simple
\{
float x ;
public:
simple()
\{
\(\mathrm{x}=1.0\);
\}
Simple(float m)
\{
\(\mathrm{x}=\mathrm{m}\);
\}
Simple(float a,float b)
\{
\(\mathrm{x}=\mathrm{a}+\mathrm{b}\);
\}
Simple(simple \&k)
\{
\(\mathrm{x}=\mathrm{k}^{*} \mathrm{x}\);
cout<<"\n copy constructor invoked \n";
\}
Void show()
```

{

```
cout<<" \(\backslash n \mathrm{x}="><\mathrm{x} \ll{ }^{\prime} \backslash \mathrm{n}^{\prime}\);
\}
\};
25. Write prototype of non-parameterized constructor \(\qquad\) .
26. Write prototype of parameterized constructor \(\qquad\) .
27. Write prototype of copy constructor \(\qquad\) .
28. Name the private members of the class \(\qquad\) .
29. Identify statements that invoke copy constructor \(\qquad\) .

Read the following program and answer the following answer
\#include<iostream.h>
\#include<conio.h>
Class example
\{
Int \(\mathrm{x}, \mathrm{y}\);
Public:
example (example \&a)
\{
\(\mathrm{x}=\mathrm{a} . \mathrm{x} ;\)
\(y=a . y ;\)
cout<<"copy constructor....";
\}
example()
\{
\(\mathrm{x}=1\);
\(y=1 ;\)
\}
example(int a,int b)
\{
\(\mathrm{x}=\mathrm{a}\);
\(\mathrm{y}=\mathrm{b}\);
\}
Void display( )
\{
cout \(\ll\) " \(\backslash n \mathrm{n}=\) " \(\ll \mathrm{x} \ll\) "and y " \(\ll \mathrm{y}\);
\}
\};
30. Write prototype of non parameterized constructor \(\qquad\) .
31. Write prototype of parameterized constructor \(\qquad\) .
32. Write prototype of copy constructor \(\qquad\) .
33. Name private members of the class \(\qquad\) .
34. Name Public members of the class \(\qquad\) .
35. Identify statements that invoke copy constructor \(\qquad\) .

\section*{9. Inheritance}
1. The process of creating new data types from existing data type is called......
a) Inheritance
b) Polymorphism
c) Overloading
d) Encapsulation
2. 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) yclass is the base class
c) yclass is derived from xclass
d) yclass is the derived class
10. Private, public and protected are all
a) C++ variables
b) Control structures of \(\mathrm{C}++\)
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 \(\qquad\) of derived class
a) private members
b) protected members
c) public members
d) none
15. When a class is derived by protected access specifier, the public and protected members of base class are inherited as \(\qquad\) 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 \(\qquad\) 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 \(\qquad\) 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 \(\qquad\) Derived class
a) private members
b) protected 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 \(\qquad\)
a) \&
b) :
c) \(::\)
d) \#
22. A derived class that inherits from multiple base class is known as. \(\qquad\)
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
\{
int wheels;
public:
void inputdata( int, int);
void outputdata();
protected :
int passenger;
\};
class heavy_vehicle : protected vehicle
\{
int diesel_petrol;
protected:
int load;
26. Which is the base class of the class heavy_vehicle?
a) bus
b) heavy_vehicle
c) vehicle
d) both a and c
27. The data member that can be accessed from the function display data 0 is \(\qquad\)
a) passenger
b) load
c) marks
d) all of these
28. The data member that can be accessed by an object of bus class is......
a) input data
b) read data
output data write data
c) fetchdata
d) all of these
display data
29. Name the derived class of the class heavy_vehicle \(\qquad\)
30. Name the data members that can be accessed from the function displaydata() \(\qquad\)
31. Is the member function output data accessible to the objects of heavy_vehicle class \(\qquad\) .

\section*{Read the following program and answer the following answer}
```

\#include<iostream.h>
\#include<conio.h>
Class inherit
{
Private:
Int x,y;
Public:
Inherit()
{
x = 1;y=2;
{
Void print( )
{
Cout<<"y="<< y<<endl;
}
};

```
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?

\section*{10. IMPACT OF COMPUTERS ON SOCIETY}
1. 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
2. \(85 \%\) of computer usage is \(\qquad\) . a) Word processing b) Graphics
c) Animation
d) None.
3. Which of the has changed our life style? a) Browsing
b) e-mail
c) chat
d) All of these
4. Which of the following enables data storage and management?
a) LCD screen
b) Picture phone
c) Archinve unit
d) Speakers
5. The purpose of personal archives is \(\qquad\) .
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?
(a)living room
(b) kids room
(c) home office
(d) bed 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 \(\qquad\) Features allows to sing alone with audio coming from orginal source.
(a)kara-oke
(b)memo frame
(c)projection TV
(d)interactive table cloth
11. \(\qquad\) 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. \(\qquad\)
(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 ete.
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?........
a)kitchen
b)bed room
c)bath room
d)kids room
17. speakers,intelligent aprons,food analyzer,health monitor are found in \(\qquad\) of 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 \(\qquad\) of a computerized home
a)kitchen
b)bed room
c) bath room
d)dinning room
20. \(\qquad\) .enable 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
\(21 . \ldots . .\). permits 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. through........we 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. \(\qquad\)
a)e-shoping
b) e-banking
c)transcription
d)digitization
25. \(\qquad\) enable online educational programs leading to degrees and certifications.
a)e-shopping
b)e-banking
c) e-commerce
d)e-learning

26 ..........facilitates remote diagnostics.
a) ATM
b) e-learning
c) internet
d) none of given

\section*{11. IT ENABLED SERVICES}
1. ITES means \(\qquad\) .
a) Improving technology enlighting services
b) Inforamtion techonology enabled services
c) Information techonology extended services
d) Information entrusted systems
2. Which of the following is an IT enabled service?
a) E-Governence
b) Word processer
c) Spreadsheet
d) database
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 \(\qquad\) .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 \(\qquad\) .
a) Call centre
b) Data management
c) E-Governance
d) Data collection
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. \(\qquad\) 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. \(\qquad\) 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 \(\qquad\) .
a) Medical transcription b) Call centre
c) data digitization
d) Web based services
12. Career guidance employment online examnation results online are all \(\qquad\) .
a) Web based service
b) Data processing service
c) Call centre service
d) Transcription
13. BPO may be expanded as \(\qquad\) a) business product outcome b) Business process outcome c) Business product outsourcing d) business process outsourcing

\section*{12. COMPUTER ETHICS}
1. Computer ethics has its riits in the work of \(\qquad\) during world war II.
a) Charles babbage
b) Blaise bascal
c) Norbert wiener
d) Herman horllerith
2. Who amoung the following began to examine unethical and illegal uses of computers

By computer professionala in mid 1960s in Menlo park, California? \(\qquad\) _.
a) Charles babbage
b) Blaise bascal
c) Norbert wiener
d) Herman horllerith
3. \(\qquad\) 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 \(\qquad\) .
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 \(\qquad\) security.
a) Physical
b) Personal
c) personnel
d) none of the given
6. \(\qquad\) 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. \(\qquad\) 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 \(\qquad\) .
a) Data security
b) Computer crime
c) Website service
d) Transcription
9. Making and using duplicate hardware and software is called \(\qquad\) .
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 \(\qquad\) . a) Computer crime b) Use c) Computer
d) software
12. \(\qquad\) 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 Security
b) Personal Security
c) personnel Security
d) Piracy

\section*{Volume - I}

\section*{1. An introduction to staroffice writter}

\section*{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?

\section*{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?

\section*{2. Text formatting}

\section*{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?

\section*{5 marks}
1. How can we indent text with the paragraph dialog box?
2. How can we apply different styles for bullets and numbers?

\section*{3. Correcting Spelling mistakes.}

\section*{2 Marks}
1. What dios automatic spelling correcting mean?
2. How can we correct mistakes?
3. What is auto correct option?

\section*{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?

\section*{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?

\section*{5. Page formatting}

\section*{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?

\section*{5 marks}
1. Explain the process of changing margin.
2. How will you insert header and footer in entire document.

\section*{6. Spread sheet}

\section*{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?

\section*{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 valus? Explain with an example.
6. What is function? Explain with sutable example.
7. What are the various icons in the insert object floating toolbar?

\section*{7. Database}

\section*{2 marks}
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?

\section*{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.

\section*{8. Introduction to multimedia}

\section*{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?

\section*{9. Presentation.}

\section*{2 marks}
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.

\section*{Volume II \\ 1. Object oriented concepts using \(\mathrm{C}++\)}

\section*{2 Marks}
1. What is the significance of an object?
2. What is encapsulation?
3. How is polymorphism diffenent 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?

\section*{2. Overview of \(\mathbf{C + +}\)}

\section*{2 marks}
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?

\section*{3. Basic statement}

\section*{2 marks}
1. What are the different statements in \(\mathrm{C}++\) ?
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.

\section*{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.

\section*{4. Function}

\section*{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.

5 marks
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.

\section*{5. Structured data types - Arrays}

\section*{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 : Strlen0,Strcpy0 and Strcmp0

\section*{6. Classes and objects}

\section*{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.

\section*{5 marks}
1. Give tha general form of a class and explain with an example

\section*{7. Polymorphism}

\section*{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.

\section*{5 marks}
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

\section*{8. Constructors and destructors}

\section*{2 marks}
1. What is constructor?
2. What are the functions of constructors?
3. What is copy constructor?
4. What is destructor?

\section*{5 marks}
1. write the rules of constructor and destructor.

\section*{9. Inheritance}

\section*{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?

\section*{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.

\section*{10. Impact of computers on society}

\section*{2 marks}
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

\section*{11. IT Enabled services}

\section*{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?

\section*{12. Computer Ethics}

\section*{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?

\section*{Find the Errors}

\section*{1.}
\#include<iostream.h>
class simple
\{
int num1, num2, sum \(=0\);
protected:
accept()
\{
cin>>num1>>num2;
\}
public:
Answer :
```

} display(0
{
sum = numl + num2;
};
void main(
{simple s;
s.numl=s.num2=0;
s.accept(0;
display0;
}

```
1. The member sum cannot be initialized at the time of declaration
2. The member variable num 1 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
\{ private : int x; simple()
\(\{x=5 ;\}\)
\};
3.

Class simple
\{ private : int x ;
public:
simple(int y)
\(\{x=y ;\}\)
\};
void main()
\{
simple s;
\}
4.
\#include<iostream.h>
class A
\{
private :
int al;
public:
int a2;
protected:
int a3;
\};
class B : public A
public:
Answer :
```

void func()
{
int b1, b2, b3;
b1 = al;
b2 = a2;
b3 = a3;
}
};
void main()
{
B der;
der.a3 = 0';
der.func();
}

```
1. 'al' is a private members and 'a3' is protected member. They are declared in class
A.They cannot be accessed.
5.
```

\#include<iostream.h>
class A
{
private
int a;
public:
int a2;
};
class B :: public A
public:

```
void func()
\{
int b1, b2, b3;
getdata(;
b1 = al;
b2 \(=\mathrm{a} 2\);
b3 = a3;
\}
void func()
\{
int b1, b2, b3;
getdata(;
b1 = al;
b2 = a2;
b3 = a3;
\}
\};
void main[]
\{
B der;
der.a3;
der.func(0;

Answer:
\begin{tabular}{|l|l|l|}
\hline Line no & Error line & Correct line \\
\hline 2 & class A & Class a \\
\hline 4 & private & Private: \\
\hline 9 & class B :: public A & class b : public a \\
\hline 10 & & \{ is come \\
\hline 14 & getdata(); & Not come \\
\hline 20 & void main[] & void main( ) \\
\hline 24 & & \} is come \\
\hline
\end{tabular}
'al' is a private members and ' a '' 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()
\{
\(\mathrm{a}=0\);
\(b=0\);
cout<<"\n Constructor of class-simple ";
\}
simple()
\{
cout<<"\n Destructor of class - simple .. ";
\}
```

void getdata()
{
cout<<"\n Enter values for a and b... ";
cin>>a>>b;
}
void putdata(
{
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 :
\begin{tabular}{|l|l|l|}
\hline Line no & Error line & Correct line \\
\hline 5 & int a,b & int a,b; \\
\hline 6 & public & Public: \\
\hline 13 & simple() & \(\sim\) simple() \\
\hline 24 & \(\ll \mathrm{a} \ll^{\prime} \backslash \mathrm{t}^{\prime} \mathrm{b}\) & \(\ll \mathrm{a} \ll^{\prime} \backslash \mathrm{t}^{\prime} \ll \mathrm{b}\) \\
\hline 32 & s.putdata() & s.putdata(); \\
\hline
\end{tabular}

\section*{Find the output}
1.
```

\#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 ()
{
int ml = 10, m2 = 20;
clrscr ();
cout <<"\n Values before invoking swap" << m1 << "\t" << m2;
cout << "\n Calling swap..";

```
swap (m1, m2);
cout <<"\n Back to main.. Values are" << m1 << '\t' << m2;
getch ();
\}

\section*{Output :}

Values before invoking swap 1020
Calling swap :20 10
Back to main...... Values are 1020
2.
\#include <iostream.h>
\#include <conio.h>
\# include <iomanip.h>
void swap (int \&n1, int \&n2)
\{ int temp;
temp \(=\mathrm{n} 1\);
n1 = n2;
n2 = temp; cout \(\ll\) " n" \(\ll\) n \(1 \ll " \backslash \mathrm{t} " \ll \mathrm{n} 2 \ll " \backslash \mathrm{n} " ;\)
\}
void main ()
\{ int \(\mathrm{m} 1=10, \mathrm{~m} 2=20\); clrscr (); cout <<"\n Values before invoking swap" << m1 <<"\t" << m2; cout <<"\n Calling swap..";
swap (m1, m2);
cout << "\n Back to main.. Values are" << m1 << '\t' << m2;
getch ();
\}
Output :
Values before invoking swap 1020
Calling swap :20 10
Back to main...... Values are 2010
3.
\# include <iostream.h>
\# include <conio.h>
float power (float n , int \(\mathrm{p}=1\) )
\{
float \(\operatorname{prd}=1\);
for (int \(\mathrm{i}=1 ; \mathrm{i}<=\mathrm{p} ; \mathrm{i}++\) )
prd \({ }^{*}=\mathrm{n}\);
return prd;
```

}
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 ();
}

```

\section*{Output :}

Call statement is power (b, x).. 16
Call statement is power (b).. 2
4.
\# include <iostream h>
\# include <conio.h>
int area (int sidel \(=10\), int side2 \(=20\)
\{ return (side1 * side 2); \}
```

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

```

\section*{Output :}

24
80
120

\section*{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 \(=\mathrm{a}+\mathrm{b}\);
count++;
\}
void display()
\{
cout<<"\n The sum of two numbers ... "<<sum;
cout<<"\n This is addition... "<<count;
```

}
};
int static_simple count=0;
void main()
{
simple_static p1,p2,p3;
p1.accept();
p1.display();
p2.accept();
p2.display();
p3.accept();
p3.display();
}

```

\section*{Output:}

Enter values 1020
The sum of two numbers 30
This is addition 1
Enter values......... 57
The sum of two numbers 12
This is addition 2
Enter values........... 98
The sum of two numbers 17
This is addition 3
```

6. 

# include <iostream.h>

# include <conio.h>

class distance
{
int feet,inches;
public:
void distance_assign(int f, int i)
{
feet = f;
inches = i;
}
void display(
{
cout << "\nFeet :" << feet<<"\tInches:" << inches;
}
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_l.display();
dist_2.display();
dist_3.display();
getch();
}

```

\section*{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()
\{
\(\mathrm{a}=0\);
\(b=0\);
cout<< " \(\backslash\) n Constructor of class-simple ";
\}
~simple()
\{
cout<<"\n Destructor of class - simple .. ";
\}
void getdata()
```

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

```

\section*{Output:}

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

8. 

# include<iostream.h>

\#include<conio.h>
class add
{
int num1, num2, sum;
public:
add(
{
cout<<"\n Constructor without parameters.. ";
num1= 0;
num2= 0;
sum = 0;
}
add (int s1, int s2 )
{
cout<<"\n Parameterized constructor... ";
numl= sl;

```
```

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

```

\section*{Output :}

Constructor without parameters.. Parameterized Constructor...
Copy Constructors.
Enter data .. 56
Object a:
The numbers are 56
The sum of the numbers are ... 11
Object b:
The numbers are \(10 \quad 20\)
The sum of the numbers are .30
Object c:
The numbers are \(10 \quad 20\)
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:

```
```

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

```
10.
\#include<iostream.h>
\#include<conio.h>
class student
\{
int m1, m2, total;
public:
student ( int a, int b)
\{
\(\mathrm{ml}=\mathrm{a}\);
\(\mathrm{m} 2=\mathrm{b}\);
cout<<"\n Non parameterized constructors.."; \};

\section*{Output:}

Non parameterized constructors```

