IT Question Bank
Chapter –Web Application

Q.1 What Is Computer Accessibility?

Ans. Computer Accessibility refers to the user friendliness of a computer system for all, regardless of their disability. this is mainly a software issue.

Q.2 What is Assistive technology?

Ans. when a combination of hardware and software, it enables a person with a disability or impairment to use a computer. it is known as Assistive technology.

Q.3 What are types of impairment that impact computer usage?

Ans.

- Cognitive impairments and learning disabilities, such as dyslexia, attention deficit-hyperactivity disorder (ADHD) or autism.
- Visual impairment such as low-vision, complete or partial blindness, and color blindness.
- Hearing impairment including deafness.
- Motor or dexterity impairment such as paralysis, cerebral palsy, or carpal tunnel syndrome and repetitive strain injury.

Q.4 What is StickyKeys Option?

Ans. **Sticky keys** is an accessibility feature of some graphical user interfaces to assist users who have physical disabilities or help users reduce repetitive strain injury (or a syndrome called the *Emacs Pinky*). It serializes keystrokes instead of pressing multiple keys at a time, allowing the user to press and release a modifier key, such as Shift, Ctrl, Alt, or the Windows key, and have it remain active until any other key is pressed.

Q.5 What is FilterKeys option ?

Ans. **FilterKeys** is a feature of Microsoft Windows. It is an accessibility function that tells the keyboard to ignore brief or repeated keystrokes, in order to make typing easier for users with hand tremors.

Q.6 What is ToggleKeys Option?

Ans. It is an accessibility function which is designed for people who have vision impairment or cognitive disabilities. When **ToggleKeys** is turned on, computer will provide sound cues when the locking keys (⇧ Caps Lock, Num Lock, or Scroll

Lock) are pressed. A high-pitched sound plays when the keys are switched on and a low-pitched sound plays when they are switched off.

Q.7 What is SoundSentry?
Ans. SoundSentry is designed to help users with auditory impairments. SoundSentry generates visual warnings, such as a blinking title bar or a flashing border, whenever the computer generates a sound.

Q.8 What is High Contrast Option?
Ans. High Contrast is an accessibility feature to assist people with vision impairment. You can change the size and color of fonts and the background for ease of viewing.
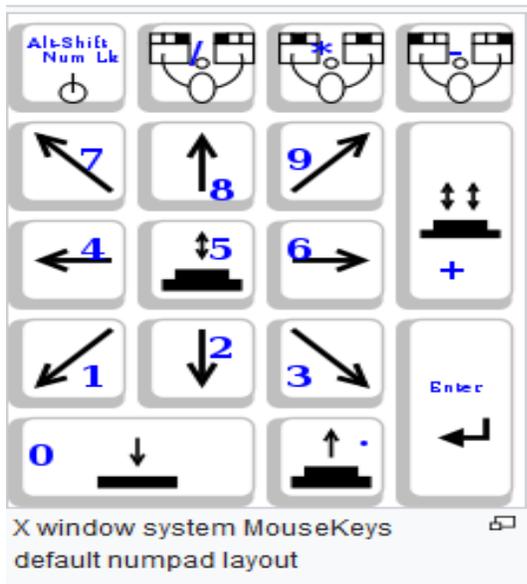
Q.9 What is Cursor option?

Ans. Cursor Options is also an accessibility feature that assists people with vision impairment by changing the blink rate and width of the cursor.

Q.10 What is MouseKey?

Ans. Mouse keys is a feature of some graphical user interfaces that uses the keyboard (especially numeric keypad) as a pointing device (usually replacing a

[mouse](#).

key	action
Num Lock	With Alt-Shift
	Enable/Disable MouseKeys
8	cursor up
2	cursor down
6	cursor right
4	cursor left
7	cursor up and left
9	cursor up and right
3	cursor down and right
1	cursor down and left
/	select primary button
*	select modifier button
-	select alternate button
5	click selected button
+	double click selected button
0	depress selected button
.	release selected button
Enter	Enter Key

X window system MouseKeys default numpad layout

Q.11 What is Serial Keys?

Ans. SerialKeys is an accessibility feature that assists people that have difficulty using a keyboard or a mouse (or both). they can use special devices such as Sip, Puff and Breath Switches to provide input to the computer through Serial Ports.

Q.12 What is Computer Networking?

Ans.A computer network is a collection of computers and other hardware components interconnected by communication channels (cables or satellites) that allow sharing of resources and information.

Q.13 What is Peer to Peer Architecture(P2P) ?

Ans. Stands for "Peer to Peer." In a P2P network, the "peers" are computer systems which are connected to each other via the Internet. Files can be shared directly between systems on the network without the need of a central server.

Q.14 What is Client-server Architecture ?

Ans. A computer network in which one centralized, powerful computer (called the server) is a hub to which many less powerful personal computers or workstations (called clients) are connected. The clients run programs and access data that are stored on the server.

Q.15 how many types of network on the basis of area?

Ans. Three (LAN, MAN WAN)

Q.16 What is difference between WWW and Internet ?

Ans. *The Internet* is a global network of networks while *the Web*, also referred formally as World Wide Web (www) is collection of information which is accessed via *the Internet*. Another way to look at this difference is; *the Internet* is infrastructure while *the Web* is service on top of that infrastructure. Alternatively, *the Internet* can be viewed as a big book-store while *the Web* can be viewed as collection of books on that store. At a high level, we can even think of *the Internet* as hardware and *the Web* as software.

Q.17 What is ISP?

Ans. An Internet service provider (ISP) is an organization which provides you with access to the Internet via a dial-up (using modem) or direct (hard wired) or wireless connection. Usually small and medium business users, home users use connectivity types such as DSL, cable modem, dial-up, broadband wireless, WiMAX or 3G. Medium to large business users or customers with more demanding requirements may use high speed connectivity such as DSL (High Speed), iSDn, etc.

Q.18 What is Modem?

Ans. A modem modulates outgoing <u>digital</u> signals from a computer or other digital device to <u>analog</u> signals for a conventional copper <u>twisted pair</u> telephone line and demodulates the incoming analog signal and converts it to a digital signal for the digital device.

Q.19 What is Dial-up Service?

Ans. Dialup internet service is a service that allows connectivity to the internet through a standard telephone line. By connecting the telephone line to the modem in your computer and inserting the other end into the phone jack, and configuring the computer to dial a specific number provided by your internet service provider (ISP) you are able to access the internet on your computer.Dial up internet service is provided through several ISP. The majority of internet service providers give you a set of telephone numbers either national or local that allows you to dial into a network that feeds into the internet.It uses public switched telephone network (PSTN)

Q.20 What is DSL Service ?

Ans. Digital subscriber line(DSL) provide internet access by transmitting digital data over wires of a local telephone network. DSL service is delivered along with wired telephone service on the same telephone line. On the customer premises, a DSL flter removes   the   high   frequency interference, enabling simultaneous use of the telephone and data transmission.

Q.21 What is Cable Internet Access ?

Ans. Cable internet Access is a form of broadband internet access that uses the cable television infrastructure. Cable internet Access is provided through existing cable tV networks; this is similar to DSL that is provided over existing telephone lines.

Q.22 What is 3G Service ?

Ans. 3G, short for 3rd Generation is a set of standards used for mobile devices and mobile telecommunication services and networks. High-Speed Downlink Packet Access(HSDPA) is 3G mobile telephony communications protocol that allows higher data transfer speeds and capacity. if support for 3G is available on your mobile phone, you can subscribe to the 3G connectivity with your iSP in order to get high speed internet connection on your phone.

Q.23 What is WiMAX?

Ans. When speaking about wireless networks, you might have heard the term WiMAX increasingly used as a technology that will replace WiFi. If you are curious on what the differences between these two are, then this article is meant to exactly answer your questions. WiMAX stands for "Worldwide Interoperability for Microwave Access" and is a standard-based technology for providing a wireless alternative to cable and DSL connections. This however is also one of the usages of

WiFi. Although WiFi wireless devices are mainly used for short-range wireless connection of end user devices such as laptops, tablets and smartphones, they are also used for site-to-site interconnections.

Q.24 What is Wifi ?

Ans. Wireless connectivity, often known as Wi-Fi, is the technology that allows a PC, laptop, mobile phone, or tablet device to connect at high speed to the internet without the need for a physical wired connection. Wi-Fi (pronounced "Why-Fy") is a term that was coined by a branding company in 1999 as a name which would be easily recalled, due to its similarity to the then well-known term "hi-fi". The technology uses radio signals to transmit information between your Wi-Fi enabled devices and the internet, allowing the device to receive information from the web in the same way that a radio or mobile phone receives sound. A small device known as a wireless transmitter, or hub, is required; this device receives information from the internet via your home broadband connection. This transmitter (often referred to as a Wireless Access Point, or WAP) then converts this information into radio waves and emits it, effectively creating a small, local area around itself, within which your devices can receive these radio signals if they are fitted with the correct kind of wireless adapter. This area is often termed a Wireless Local Area Network, or WLAN for short.

Q.25 How does data transfer in Internet?

Ans. • The data is broken up into bits of same sized pieces called **packets.**
• A **header** is added to each packet explaining where the data has come from, where it should end up and where it fts in with the rest of the packets.
• Each packet is sent from computer to computer until it fnds its **destination.** Each computer on the way decides where next to send the packet. All packets may not take the same route.
• At the destination, the packets are **examined.** if any packets are missing or damaged, a message is sent asking for them to be re-sent. this continues until all packets have been received intact.
• The packets are now **reassembled** into their original form. All this done in seconds!

Q.26 What is IM ?

Ans. instant messaging (iM) is a form of communication over the internet that offers an instantaneous transmission of text-based messages from sender to receiver. Most instant messaging software include the option for performing fle transfers, audio

chat, video calling and conferencing, sharing desktops, etc. apart from standard text chat.

Q.27 What is the features of Instant Messaging ?

Ans. • Text Messages can be sent to one or more person (Similar to SMS)
•Audio calling and conferencing.
•Video calling and conferencing.
• File transfers (Not limited to documents, spread sheets, audio files, video files, etc.)
• Message history (Save messages for future reference).

Q.28 How many Types of Instant Messaging Software Available ?

Ans. there are two kinds of instant messaging software – application based and Web based. Application based instant messaging software is downloaded and installed on user's computer. Some of the popular instant messaging software are:
•Google Talk
•Yahoo! Messenger
•Skype
•Windows Live Messenger
•Rediff Bol etc.
Web based instant messaging software is accessed using browsers such as Internet Explorer,Mozilla Firefox, Google Chrome, etc. Some of the popular web based instant messagingsoftware are
• Meebo
• Yahoo! Messenger for the Web
• MSN Web Messenger
• IMO, etc.

Q.29 What is General Rules and etiquettes of Chatting?

• Messages should be short and to the point.
• Always introduce yourself by name if your screen name doesn't reflect it.
• Always ask if the other person has time to chat frst - regardless of how important you think what you have to say is, it's not going to be well received if the recipient is busy.
• In a business environment, know exactly what you want to discuss.
• Typing your messages in uppercase is extremely rude - it's considered shouting and very aggressive.
• Give people time to respond - Multiple questions sent to a recipient before

they've had a chance to answer can seem more like an interrogation rather than a conversation.

• Wherever possible, give the person you are communicating with your undivided attention. It's not just a sign of respect, but if you have multiple conversations happening or are allowing other issues to distract you, you may miss an important point in the other person's messages or lose the gist of the conversation.

• It's important to properly end an IM conversation - you may think the chat is over, but the other person may not. While you're off doing other things, they may be sitting there staring at the screen waiting for further communication from you!!

Q.30 What is Blog ?

Ans. A blog is an online diary or journal located on a website. The content of a blog typically includes text, pictures, videos, animated GIFs and even scans from old physical offline diaries or journals and other hard copy documents. Since a blog can exist merely for personal use, sharing information with an exclusive group or to engage the public, a blog owner can set their blog for private or public access.

Q. 31 Write the name of website offer free blog service?

Ans. • www.WordPress.com
• www.blogger.com
• www.blog.com
• www.weebly.com
• www.blogsome.com

Q.32 Explain the purpose of a blog.

Ans.

- Express Your Thoughts and Opinions
- Market or Promote Something
- **Help People**
- **Establish Yourself as an Expert**
- **Connect With People Like You**
- **Make a Difference**
- **Stay Active or Knowledgeable in a Field or Topic**
- **Stay Connected with Friends and Family**
- **Make Money**

Q.33 Explain the purpose of an offline blog editor.

Ans. An offline blog editor is an amazing tool for bloggers because it lets you create blog posts without an internet connection. So, instead of waiting to wait for an online editor to load and then worry that a hiccup in your network connection could cancel out all your work, you can just work offline.Offline editors let you create, edit, and format your content before you upload it to your website. Then, if you have an internet connection, you can publish the posts directly to your blog.

Q.34 List any five offline blog editors.

Ans. • Qumana
• Windows Live Writer
• Blogdesk
Ecto
MarsEdit

Q.35 Write any situation where online shopping is very helpful .

Ans. • A customer does not have sufficient time to visit stores.
• Visiting a store is more expensive than purchasing a product online.
• A product or service that is not available in the local market is available online.

Q.36 List any three payment tools to use online transactions.

Ans. Credit Card, Debit Card, Internet Banking, UPI

Q.37 What is Internet Security ?

Ans. Internet security is a branch of computer security specifically related to the Internet, often involving browser security but also network security. Its objective is to establish rules and measures to use against attacks over the Internet. The Internet represents an insecure channel for exchanging information leading to a high risk of intrusion or fraud, such as phishing.

Q.38 Write general guideline for Strong Password ?

Ans. • Keep the length of the password at least 12-14 characters if permitted.
• Avoid keeping passwords based on repetition, dictionary words, letter or number sequences, usernames, relative or pet names, etc.
• Including numbers, and symbols in passwords if allowed.
• Use capital and lower-case letters.

• Avoid using the same password for multiple sites or purposes.

• Avoid using something that the public or workmates know you strongly like or dislike.

• Use random password generators if possible.

Example of a strong password: **u1vX:,4Hd{]$**

Q.39 What is Cookies ?

Ans. Cookies are programs that are created on your local computer when you visit websites. Though cookies are meant for storing data based on your activity performed during your earlier visit such as logon details, details of a shopping cart, visited pages in a website, etc. they could also be tracked by unauthorized users and possibly gain access to your personal information.

Unit-3 Word Processing

Q1. What is Paragraph formatting ?

Ans. A paragraph in Word is any text that ends with a hard return. You insert a hard return anytime you press the Enter key. Paragraph formatting lets you control the appearance if individual paragraphs. For example, you can change the alignment of text from left to center or the spacing between lines form single to double. You can indent paragraphs, number them, or add borders and shading to them.

Q2.Paparagaph Group is reside in which tab ?

Ans.Page Layout

Q.3 What is Default tab stop position?

Ans. 0.5''

Q.4 What is Header ?

Ans. Headers are text or images included at the top of the page. They usually contain important information such as company or department name, logo, page numbers, name of the author,etc. separated from the work or actual document area. Header option is available under Header And Footer group in Insert Tab.

Q.5 What is Footer ?

Ans. Footers are text or image included at the bottom of the page and may repeat in all pages of the document.

Q.6 What is Style Set ?
Ans. Styles or Style sets are pre-defined or customized options used for creating good looking professional documents with least efforts. Styles locate the Style group under Home tab. A style is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

Q.7 What is Document Template ?
Ans. Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes,etc.

Q.8 Why we use Document Templates ?
Ans. Creating a new document based on a template can save you time and effort because all the work it takes to design the document has already been done.

Q.9 Write the name of 4 websites which provide us templates?
Ans.　• office.microsoft.com/templates
　　　• www.thepapermillstore.com
　　　• openoffice.blogs.com/openoffice/templates/
　　　• www.docstoc.com

Q.10 What is page break and section break ?
Ans. There are two types of document breaks, namely page breaks and section breaks. These two types are further subdivided into several different kinds of page and section breaks. The page breaks partition only the body text of the document, whereas the section breaks partition both the body text of the document, as well as partition page margins, headers and footers, page numbers, and the like. Among the kinds of page breaks, there are simple page breaks, column breaks, and text wrapping breaks. The different kinds of section breaks include next page, continuous, even page, and odd page breaks.

Q.11 Why we use section break?
Ans. Section breaks add flexibility to formatting your document. Using them, you can create different headers and footers, different footnote numbering, change the layout of columns, change page borders for different pages, and even change page layouts in the same document! Using section breaks is like having mini-documents in one large document. A section break controls the formatting of the document content that precedes it, until it reaches another section break.

Q.12 What is Character Formatting ? Explain all elements of Character Formatting.
Ans. Character formatting controls the appearance of the individual letters in your publication. Font, type size, color, and leading are all aspects of character formatting. (Longtime QuarkXPress users won't think of leading as a character format, but we'll cover that next.)
Font Face: After selecting the text you need to click Font Name in the Font group to select the particular font style from the fonts listed.
Font Size: After selecting the text you need to click Font Size in the Font group to select the particular font size from the values given.
Grow Font: After selecting the text you need to click the icon in the Font group to make the font size larger than the current font size by the specified point.

Shrink Font: After selecting the text you need to click the icon in the Font group to make the font size smaller than the current font size by the specified point.

Strikethrough: After selecting the text you need to click the icon in the Font group to make a strike through the middle of the selected text.

Subscript: After selecting the text you need to click the icon in the Font group to make the selected text lower than the normal text position.

Superscript: After selecting the text you need to click the icon in the Font group to make the selected text higher than the normal text position.

Clear Formatting: Clear Formatting is used to clear the character formatting (such as Bold, Italics ,Underline, font face & size, superscript & subscript etc.) of the selected text. To remove the character formatting, select the text and click on icon in the Font group.

Text Highlight Colour: Use this option to change the background colour. To do so, select the text and click on icon in the Font group. You can choose the background colour by clicking on the down arrow on the icon.

Font Colour: Use this option to change the colour of the text. To do so, select the text and click on icon in the Font group. You can choose the text colour by clicking on the down arrow on the icon.

Change Case: Word processor helps us to change the text case to capital letters or small letters.You can also capitalize each word in the sentence and capitalize the starting word of the sentenceusing Change Case under Font Group. To do so, after selecting the text you need to click the icon in the Font group

Sentence Case: On selecting this option from the dropdown list, the first character in the first word of the selected sentence will be converted to Capital Letter (Uppercase).

Lowercase: On selecting this option from the dropdown list, the selected text will be converted to Small Letters (lowercase).

UPPERCASE: On selecting this option from the dropdown list, the selected text will be converted to Capital Letters (UPPERCASE).

Capitalize Each Word: On selecting this option from the dropdown list, the first character in all the words of the selected sentence will be converted to Capital Letter (Uppercase).

tOGGLE cASE: On selecting this option from the dropdown list, the small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.

Q.13 What Is Objects?

Ans. These objects can be almost any form that can begenerated as a computer file. Sounds, Music, drawings, documents spreadsheets, etc. are all examples of possible objects that you can include in a document, or link to a document.

Q.14 What is difference between Embedding and Linking of An Object ?
Ans. Embedding an object makes it part of the document while linking an object does not include the object file into the document files. Readers trying to access the linked object must also have direct access to the separate file that forms that object. That may mean they have to have access to your hard drive in order to see the linked object.

Q.15 What is Clip - Art ?
Ans. Clip Art can help in making a document look colourful and presentable. Clip arts are pre-defined images available for use in documents. For example, if you would like to create a greeting card for your friend, you can use clip arts such as balloon, flowers, etc. along with text message.

Q.16 Write the name of websites which provide free clipart ?
Ans. • www.openclipart.org
• www.pdclipart.org
• www.clker.com
• www.freeclipartnow.com
• www.wpclipart.com

Q.17 List any five word wrapping options available in a word processing software.
Ans. Square, Tight, Through,top and bottom,behind text, in front of text

Q.18 Write Short Notes on Embedded Document.
Ans. 1. If you would like to edit the embedded document, double-click on it. It will automatically open it for editing using respective application.
2. The embedded objects cannot be printed.
3.. T he person opening your document must have the relevant software loaded on their computer to operate the embedded file.
4. If you embed an object, the size of your document increases significantly and this may cause problems in emailing the document as an attachment.
5. I f you link an object, the person opening that document must have a direct connection to the original file location of the object.

Chapter- SpreadSheet

Q.1 What is AutoSum ?

Ans. Autosum is used for adding the values given in cells automatically without writing the formula to perform the operation. Autosum automatically selects the values around the cells either horizontally or vertically. *Automatic calculation* of formulas is one of the most powerful features of electronic spreadsheets.

Q.2 AutoSum option is available in Editing group under the Home tab.

Q.3 What Is Conditional Formatting?

Ans. Conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it. This feature would be very useful if you were working on a profit and loss spreadsheet, or a temperature variance spreadsheet, or a marksheet. You could highlight cells that have values are greater than a defined rule with one color and those less than another with a different color.

Q.4 What can be control using Control Formatting?

Ans. **You can control the following formats:**
• Number format
• Font, font style, and font colour (but not font size)
• Fill colour and fill pattern
• Border colour and border style (but not border thickness)

Q.5 List any five conditions/formats/items that can be used for conditional formatting.

Ans. Greater than, less than, between, equal to, text that contains , a date occurring

Q.6 Why Hide of Row or Column is very important ?

Ans. Sometimes you have data in rows and columns which are needed for formulas or charts, but you do not want the data to be visible. A very handy feature of a spreadsheet is the ability to hide a row/column that is not to be shown to the end user. The data in hidden row/column is available for calculations though not visible!

Q.7 Why freezing of row and Column is very important ?

Ans. Freezing rows and columns is another helpful feature in a spreadsheet. When you are dealing with a huge amount of data that spans several rows or columns, you may want the headers to remain constant (frozen) while you scroll through the data so that you can see the identifying names of the rows/columns.

Q.8 What is panes ?
Ans. The panes are formed where your cursor is placed. Select the option again and notice the change in the available options! Go ahead and try the other options too. You can also freeze the entire row or column by selecting the entire row or column and click "Freeze Panes" to freeze the entire row or column.

Q.9 What are the elements we can set using Page Layout?
Ans. • Margins
• Orientation
• Page headers and footers
• Hide or display grid lines
• Size of the page
• Define the print area
• Specify the background

Q.10 How many types of Views available in Spreadsheet?
Ans. There are five types of views available in the spreadsheet.
• Normal
• Page Layout
• Page Break Preview
• Custom Views
• Full Screen

Q.11 how we can arrange all active workbook windows?
Ans. Titled, Horizontal , Vertical ,Cascade

Q.12 Why we apply cell and range name ?
Ans. You can assign names to cells in a worksheet and use it for quickly locating specific cells by entering the names. This could be useful when working with large spread sheets.

Q.13 What is chart? How many types of chart available in Spreadsheet ?
Ans. A chart is a graphical representation of data, in which the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart, column chart , area Chart, pivot Chart. A chart can represent tabular numeric data, functions or some kinds of qualitative structures.
Bar charts: A bar chart (horizontal bars) emphasizes the comparison between items at a fixed period of time. This chart type also includes cylinder, cone, and pyramid subtypes.

Column charts: A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. This chart type also includes cylinder, cone, and pyramid subtypes

Line charts: A line chart shows the relationship of the changes in the data over a period of time.

Pie charts: Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.
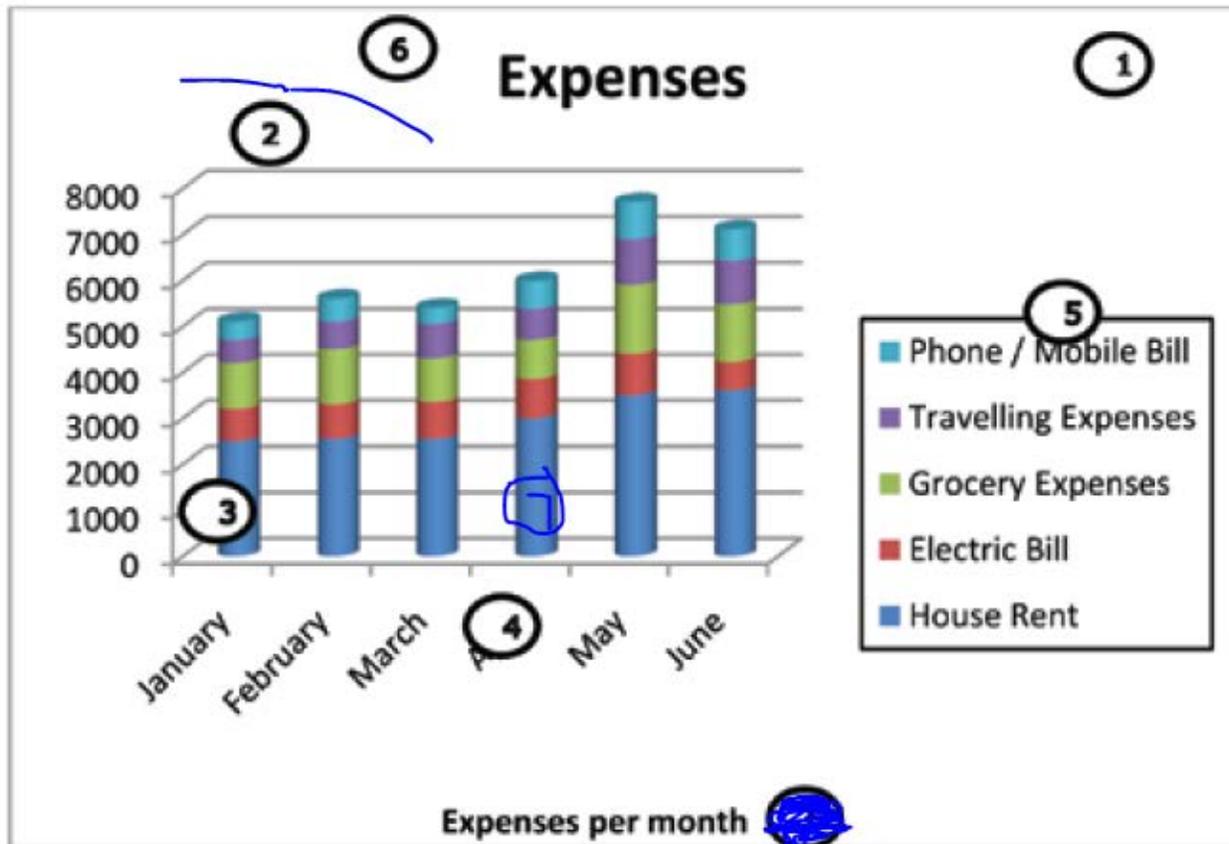
Area charts: An area chart shows the relative importance of values over time.

XY (Scatter) charts: Scatter charts are useful for showing a correlation among the data pointsthat may not be easy to see from data alone.

Q.14 What are the elements of chart ?
Ans. Chart has many elements; however, only some of the elements are displayed by default. Following is an description of the elements used in the above chart:
1. *Chart Area* of the Chart
2. *Plot Area* of the Chart
3. *Data Points* that are plotted in the chart
4. *Horizontal and Vertical* Axis in the chart
5. *Legend* of the chart
6. *Chart and Axis Title* used in the chart
7. *Data Label* for identifying details of data point in the chart

Expenses

Expenses per month

Legend:
- Phone / Mobile Bill
- Travelling Expenses
- Grocery Expenses
- Electric Bill
- House Rent

Q.15 What is Sorting And Filter of Data?

Ans. Sort is a feature that helps you arrange the selected data either in an ascending or descending order. Filter is a feature used for extracting particular data using some conditions.

Q.16 How do I link a cell from one worksheet to another?

Ans. Type an equals sign in the cell you want the information to end up in, left click over to another worksheet, and left click on the cell you want to reference and then press ENTER. Excel will automatically enter it in. You will see Excel will add (for example say your second sheet is named Sheet2) Sheet2! preceeding any cell references. this need not necessarily be in the same workbook either. You can link to other open workbooks in the same way. The only extra thing to know about this is that you are creating an "link" to external data. When you reopen the current workbook, if the workbook containing the source of the linked data is not already open, Excel will ask you if you want to update the linked data.

Chapter Digital Presentation

Q.1 How many ways we can insert movie in Digital presentation ?
Ans. You can insert a movie in two ways:
• Using Insert tab
• Using Title and Content Layout Option

Q.2 How many ways we can insert Tables in Digital presentation ?
Ans. You can insert a table in two ways:
• Using Insert tab
• Using Title and Content Option

Q.3 Write the guidelines for chart in digital presentation .
Ans. • Convey one message per chart. Make the message the heading.
• Make the chart easy to read. Label the X and Y axis and label the lines, bars, or pie wedges.Make the most important text largest, the most important data lines or sections darkest.
• Make bars and columns wider than the spaces between them.
• Be accurate. Always start a numerical axis at zero. Compare only like variables.
• Eliminate all unnecessary details. Avoid grid lines, data points, boxes, etc. unless they relate to the message.
• Use a few (maximum four) colors per visual.

Q.4 How to import chart from Spreadsheet to Digital Presentation?
Ans. You can also import a chart from a spreadsheet. The method is the same as importing a table into presentation software. Since the entire sheet is imported, you may need to maneuver around and display the chart in the embedded object. To increase / decrease the size of the object, you can double click on it and resize it.

Q.5 what is transitions ?
Ans. slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects. To add a transition first of all select a slide in the left hand panel that contains the Slides and Outline tabs (I'd keep it simple and work in the Slides tab). The transition will occur immediately before the selected slide is displayed. Click Transitions > Transition To This Slide, and then click on the transition you want to use. If you want to see a larger selection of transitions, click on the more button (the down arrow at the bottom right of the group.

Q.6 Write Any 6 transition Effects ?
Ans. Cut , Fade , Push , Wipe , split , Reveal, Shape ,Uncover Etc.

Q.7 What is Animation ?
Ans. In the simplest sense, animation is something that makes slide objects move on a slide. And slide objects can be anything on a slide, these include text, pictures, charts, SmartArt graphics, shapes, even movie clips. While transition occurs between each slide, animation allows you to put slide elements, such as text and graphics, in motion within a slide! Animations are helpful way to make your slides look more dynamic. Besides adding action, they help steer audience focus and emphasize important points. They are also a great way to reveal text or object on a slide one step at a time. For example, you could have five bullet points of text, and reveal them one-by-one on the slide with each click.

Q.8 What is difference between Transition and Animation?
Ans. Slide transitions are the animation effects that are applied to whole slide whereas animation effects are applied to objects (text, shape, picture etc.) on a slide. For a slide you can have only one transition effect while each object on the slide can have multiple animation effects. Transition effects appear in PowerPoint slideshow view when slides change from one to the next. Like animation effects we can control the speed of each slide transition effect, and we can also add music or sound. Transition and animation effects provide visual impact and grab the audience's attention but when to use them and when not entirely depends upon your content and target audience. It's advisable not to overdo animations or slide transitions and also to stick to one transition effect throughout the slideshow because your audience may find it annoying and distracting. A balanced use of animations and slide transitions can lead to effective presentations which will keep your audience attentive and awake.

Q.9 What is grouping Of Objects ?
Ans. Grouping can help when you want to move, rotate or resize multiple objects in a presentation.You can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object.

Q.10 What is Speaker notes ?
Ans. Speaker notes can be short or long texts that can be
used as a reference by the presenter while making a presentation. An area of a PowerPoint or OpenOffice Impress slide that is hidden during the presentation is reserved for notes for the speaker. Here you as the presenter can note important key points that you wish to cover during the presentation.You can print these notes out,

accompanied by a thumbnail version of the appropriate slide, to keep as a handy reference to use when you are making your oral presentation. This can help you to communicate specific points related to each slide and make the presentation effective for the audience.

Q.11 What is Kiosk?
Ans. A kiosk is a computer terminal featuring specialized hardware and software designed within a public exhibit that provides access to information and applications for communication, commerce, entertainment, and education.

Q.12 What are the show type of presentation ?
Ans. Presented by a speaker (full screen), Browsed by an individual (window), Browser at a Kiosk (full screen).

Chapter Email messaging

Q.1 Why Time management is very important ? Which tool is helpful for time management ?

Ans. Time Management is the act of planning to stay organized that will result in increased efficiency and productivity. Time management can be performed using simple techniques such as a paper and pen; you can also use calendar software to plan your time. Calendaring software provides the user an electronic version of a calendar. It is a time management tool, a system of organizing days for social, religious, commercial, or administrative purposes. Most email applications include support for working with Calendar; you can also use online calendar such as Google Calendar however this requires internet connectivity.

Q.2 What are the views of calendar in Outlook?

Ans. Day(Default), Week ,Month

Q.3 How many ways to Create an appointment in calendar ?

Ans. You can schedule an appointment in two ways:
1. Using menu bar.
2. Using calendar view.

Q.4 What is Recurring Appointment ?

Ans. Recurring appointments are appointments that repeat on some sort of schedule. You can schedule recurring meetings to repeat daily, weekly, monthly, or yearly. In addition, you can customize recurring appointment schedules.

Q.5 Some of the categories in the time management software are:

Ans. Classes, Meeting , Important ,Misc ,WW,Very Important ,Sick,Personal,Tutorials , Vacation

Q.6 What is Meeting ?

Ans. A meeting is an appointment to which you invite people or reserve resources for (meeting hall,equipment etc.). You can create and send meeting requests and reserve resources for face to face meetings or for online meetings. To create a meeting, you identify the people to be invited, the resources to be reserved and pick a meeting time. Responses to your meeting request appear in your Inbox

Q. 7 What are the three thing important for sending a request for meeting ?

Ans. Subject, Location and Timings of the meeting

Q.8 What is the predefine respond of a meeting request?
Ans. *Accept, Tentative(By Default), Decline* or *Propose New Time* options

Q.9 What is task ?
Ans. Tasks refers to actions that can be performed by an user; tasks may include action items such as booking a conference room, booking tickets, reminder for a task completion itself, etc.

Q.10 What are things we have to define during creation of a task?
Ans.Subject,Start date, Due date, Status, priority , Complete ,owner ,Reminder

Q.11 What is Notes ?
Ans. Notes are short text messages that can be used for taking quick notes. You can create notes in the calendar software.

Q.12 What is Journal Entry ?
Ans. Journal entry creates a timeline of transactions that can be linked to a contact. A transaction might be an email, task, appointment etc. The following activities can be automatically recorded:
• Emails Sent & Received
• Telephone calls
• Meeting requests & responses
• Office documents you manage

Q.13 Why we record Journal Entry ?
Ans. This is very useful when you needs to know how long
you worked on a document or spent on a phone call because the journal tracks the elapsed time along with the event; or when a manager might want to know the number of calls made or email sent by the team members or track the number of documents created per hour.

Note: 1.Complete all the Exercise of Your Book.

2. This is extra material for Exam.

3.Don't be absent in your exam .It will reflect your discipline in marksheet.

4.Be confident. And Any Doubt in exercise you can mail me kapcho1@gmail.com

5.Submit your file by 20 Feb 2019.