Roll Number				SET A

INDIAN SCHOOL MUSCAT
FINAL TERM EXAMINATION
e-Publishing and e-Office

CLASS: X   Sub.Code:354   Time Allotted: 2 Hrs

25.11.2018   Max. Marks: 30

General Instructions:
All questions are compulsory.

1. Which of the following activities will be handled under cyber law: 2
   (i) Stealing mouse from an office.
   (ii) Deleting some files, images, videos etc. from a friend's computer with his consent.
   (iii) Sending a friendship request to an unknown person.
   (iv) Harassment through emails and web chatting messages.

2. Help Anita in identifying suitable protocols for the following purpose: 2
   (i) To transfer files on the internet.
   (ii) To remotely login a customer's PC to provide him technical support.

3. How a Hacker is different from a Cracker? Mention any two netiquettes.   2

4. Ananya is a class IX student has just started using internet and help her by answering the   4
   following questions
   (i) Explain her the use of browser application along with the name of any two popular browsers.
   (ii) Suggest her a web based office application name through which she can write, edit and
   collaborate in a document from anywhere-anytime

5. Fill in blanks :   3
   (i) _____ are the data sent from a website and stored on the users'
   browser.
   (ii) A program or device used to prevent from unauthorized access is known as _____

   (iii) 🄴 is the icon of _____ browser.

6. Write a short note on E-shopping.   2

7   Ms. Sonia, an IT professional in a Khimji Institute of technology has created following   4
performance sheet in a spreadsheet application. Help her in writing functions to find out maximum
marks, total, average and remarks.

	A	B	C	D	E	F	G	H	I
1				**PERFORMANCE SHEET**					
2	NAME	HINDI	ENG	MATHS	SCIENCE	MAX	TOT	AVG	REMARKS
3	Rozy	90	30	40	90				
4	Salman	78	40	50	60				
5	Sia	90	70	80	90				
6	Gautam	40	39	40	39				

Note: Remarks is based on the average as per the following criteria:

AVG	REMARKS
<40	RE-ATTEMPT
>=40	GO-AHEAD

8   Mention the name of any two types of charts commonly used in any spreadsheet application.   1

9   Write the full form of the following: 2
(i) TIFF
(ii) JPEG

10   What is e-Publishing?   2

11   How it differs from traditional publishing?   2

12   Mention any two main advantages of e-Publishing   2

13   What are the advantages of e-office and its application in e-governance?   2

End of the Question Paper