INDIAN SCHOOL MUSCAT
SECOND PRELIMINARY EXAMINATION

E-PUBLISHING & E-OFFICE
SUBJECT CODE: 354

Class : X   **Max. Marks: 30**
07.02 .2019   **Time: 2 Hrs.**

General Instructions:
(i) All questions are compulsory.
(ii) The question paper consists of 5questions.
(iii) Question 1 contains 3 parts, question 2 contains 5 parts and questions 3 , 4 & 5 contains 2 parts each.

Q.NO			MARKS
1.	A)	Hacking a computer is always illegal and punishable by law. State True or false.	1
	B)	Expand the following 　　i.　OLTP　ii.FTP	2
	C)	Define Network Security? Mention any two netiquettes.	
		OR	3
		What is web browser? Write any three example of web browser.	
2.	A)	Which function you will use to add names and different addresses of different recipient for each copy of the letter? 　　i.Envelopes　ii. Labels　iii. Mail Merge　iv. Drop Cap	1
	B)	i. The extension name for saving a Office Writer file is a) .odsb) .odtc) .doc d) .rtf ii. Write the MS Office Equivalent extension for the open office calc file(.ots)	2
	C)	Sunrise Publishers has published a diary for ABC International School. Later on the school has noticed that there are no page numbers mentioned in that dairy. Is it possible to add page numbers at the bottom of every page now? If yes, explain the method.	2
	D)	How do you find a word in a document and replace that word with some other word? Explain.	2
	E)	i.　Define cookie. ii.　The process of transferring files from a computer on the Internet to your computer is called_____. 　　　a. Uploading　　b. Forwarding 　　　c. FTP　　　　d. Downloading	2

3. A) Formulas in open office calc starts with_____   1

    B)   i.   What type of chart will you use to compare performance of two employees in the year 2016?

           a. Column Chart   b. Line Chart   c. Pie Chart   d. Dot Chart

       ii.   Which one is not a Function in open office calc?

           a. SUM   b. AVG   c. MAX   d. MIN   4

      iii.   Which functionin calc checks whether a condition is true or not ?

           a. SUM   b. COUNT   c. IF   d. AVERAGE

       iv.   The Greater Than sign ($>$) is an example of _____ operator.

           a. Arithmetic   b. Logical   c. Conditional   d. Greater

4) A) Remya is working on her science project work. She is facing following issues with the images used in the project:

- One of the image is small in size and she want to enlarge the physical size of the image   2
- She needs the mirror image of the photograph.

Suggest the suitable tools for the same.

    B)   i.   When working in GIMP, you may want to add a color gradient to your background. This makes a cool effect where you start with one color on one side and ends with a different color on the opposite side with a smooth transition in between. To apply such an effect, what tool would you use?

           a.   Spectra Tool
           b.   Gradient Tool
           c.   Blend Tool
           d.   Color Transition Tool

       ii.   When editing pictures in GIMP, you may find that you need to zoom in or out to make your progress easier. The zoom tool can be found in the toolbox. What picture represents the zoom tool?

           a. Eyes   4
           b.   Telescope
           c. Magnifying Glass
           d.   Binoculars

      iii.   If you wanted to draw a hard, straight edge line in GIMP, what tool would you use?

           a. Pencil Tool
           b.   Line Tool
           c. Straight Edge Tool
           d.   Draw Tool

       iv.   What is GIMPs native graphics file format?

5. C)   Mention the full form of the following: 1
              i. gif   ii. gimp

     D)   Define the following:
                 a. e-Magazine
                 b. e-Book   3
                 c. e-governance

End of the Question Paper