

# QUESTION BANK

Web Designing,  
Computer Graphics,  
Flash,  
Office Automation



**AUTHOR**

Mrs. P. Jayanthi , M. Sc.,  
M. Phil.,



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- a. <head>                      b. <title>  
c. <html>                      d. <document>
6. Which tag allows you to add a row in a table?  
a. <td> and </td>              b. <cr> and </cr>  
c. <th> and </th>              d. <tr> and </tr>
7. How can you make a bulleted list?  
a. <list>                      b. <nl>  
c. <ul>                      d. <ol>
8. How can you make a numbered list?  
a. <dl>                      b. <ol>  
c. <list>                      d. <ul>
9. How can you make an e-mail link?  
a. <a href="xxx@yyy">  
b. <mail href="xxx@yyy">  
c. <mail>xxx@yyy</mail>  
d. <a href="mailto:xxx@yyy">
10. What is the correct HTML for making a hyperlink?  
a. <a href="http:// mcqsets.com">ICT Trends Quiz</a>  
b. <a name="http://mcqsets.com">ICT Trends Quiz</a>  
c. <http://mcqsets.com</a>  
d. url="http://mcqsets.com">ICT Trends Quiz

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11. Choose the correct HTML tag to make a text italic

- a. <ii>                      b. <italics>
- c. italic>                      d. <i>

12. Choose the correct HTML tag to make a text bold?

- a. <b>                      b. <bold>
- c. <bb>                      d. <bld>

13. What is the correct HTML for adding a background color?

- a. <body color="yellow">
- b. <body bgcolor="yellow">
- c. <background>yellow</background>
- d. <body background="yellow">

14. Choose the correct HTML tag for the smallest size heading?

- a. <heading>                      b. <h6>
- c. <h1>                      d. <head>

15. What is the correct HTML tag for inserting a line break?

- a. <br>                      b. <lb>
- c. <break>                      d. <newline>

16. What does vlink attribute mean?

- a. visited link                      b. virtual link

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c. very good link      d. active link

17. Which attribute is used to name an element uniquely?

a. class      b. id  
c. dot      d. all of above

18. Which tag creates a check box for a form in HTML?

a. <checkbox>      b. <input type="checkbox">  
c. <input=checkbox>      d. <input checkbox>

19. To create a combo box (drop down box) which tag will you use?

a. <select>      b. <list>  
c. <input type="dropdown">      d. all of above

20. Which of the following is not a pair tag?

a. <p>      b. < u >  
c. <i>      d. <img>

21. To create HTML document you require

a. web page editing software      b. High powered computer  
c. Just a notepad can be used      d. None of above

22. The special formatting codes in HTML document used to present content are

a. tags      b. attributes  
c. values      d. None of above

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23. HTML documents are saved in

- a. Special binary format      b. Machine language codes
- c. ASCII text      d. None of above

24. Some tags enclose the text. Those tags are known as

- a. Couple tags      b. Single tags
- c. Double tags      d. Pair tags

25. The \_\_\_\_\_ character tells browsers to stop tagging the text

- a. ?      b. /
- c. >      d. %

26. In HTML document the tags

- a. Should be written in upper case
- b. should be written in lower case
- c. should be written in propercase
- d. can be written in both uppercase or lowercase

27. Marquee is a tag in HTML to

- a. mark the list of items to maintaining queue
- b. Mark the text so that it is hidden in browser
- c. Display text with scrolling effect
- d. None of above

28. There are \_\_\_\_\_ different of heading tags in HTML

- a. 4      b. 5

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c. 6                      d. 7

29. To create a blank line in your web page

- a. press Enter two times                      b. press Shift + Enter
- c. insert <BR> tag                              d. insert <BLINE>

30. Which of the following is not a style tag?

- a. <b>                      b. <tt>
- c. <i>                      d. All of above are style tags

31. The way the browser displays the object can be modified by \_\_\_\_\_

- a. attributes                      b. parameters
- c. modifiers                      d. None of above

32. Which of the following HTML code is valid?

- a. <font colour="red">                      b. <font color="red">
- c. <red><font>                              d. All of above are style tags

33. Which of the following is an attribute related to font tag?

- a. size                      b. face
- c. color                      d. All of above are style tags

34. HTML supports

- a. ordered lists                      b. unordered lists
- c. both type of lists                      d. does not support those types

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35. What tag is used to list individual items of an ordered list?

- a. LI                      b. OL
- c. UL                     d. None of above

36. When should you use path along with file name of picture in IMG tag?

- a. path is optional and not necessary
- b. when the location of image file andhtml file are different
- c. when image file and html file both are on same location
- d. path is always necessary when inserting image

37. Which of the following is not a valid alignment attribute?

- a. Left                    b. Right
- c. Top                    d All of above

38. Which attribute is used withimg tag to display the text if image could not load in browser?

- a. description              b. name
- c. alt                        d. id

39. Which attribute can be used with BODY tag to set background color green?

- a. background="green"              b. bgcolor="green"
- c. vlink="green"                      d. None of above



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40. Which attribute you'll use with TD tag to merge two cells horizontally?

- a. merge=colspan2
- b. rowspan=2
- c. colspan=2
- d. merge=row2

41. A webpage displays a picture. What tag was used to display that picture?

- a. picture
- b. mage
- c. img
- d. src

42. <b> tag makes the enclosed text bold.

What is other tag to make text bold?

- a. <strong>
- b. <dar>
- c. <black>
- d. <emp>

43. Tags and test that are not directly displayed on the page are written in \_\_\_\_\_section.

- a. <html>
- b. <head>
- c. <title>
- d. <body>

44. Which tag inserts a line horizontally on your web page?

- a. <hr>
- b. <line>
- c. <line direction="horizontal">
- d. <tr>

45. What should be the first tag in any HTML document?

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- a. <head>
- b. <title>
- c. <html>
- d. <document>

46. Which tag allows you to add a row in a table?

- a. <td> and </td>
- b. <cr> and </cr>
- c. <th> and </th>
- d. <tr> and </tr>

47. How can you make a bulleted list?

- a. <list>
- b. <nl>
- c. <ul>
- d. <ol>

48. How can you make a numbered list?

- a. <dl>
- b. <ol>
- c. <list>
- d. <ul>

49. How can you make an e-mail link?

- a. <a href="xxx@yyy">
- b. <mail href="xxx@yyy">
- c. <mail>xxx@yyy</mail>
- d. <a href="mailto:xxx@yyy">

50. What is the correct HTML for making a hyperlink?

- a. <a href="http://mcqsets.com">MCQ Sets Quiz</a>
- b. <a name="http://mcqsets.com">MCQ Sets Quiz</a>
- c. <http://mcqsets.com</a>
- d. url="http://mcqsets.com">

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51. Choose the correct HTML tag to make a text italic

- a. <ii>                      b. <italics>
- c. <italic>                d. <i>

52. Choose the correct HTML tag to make a text bold?

- a. <b>                      b. <bold>
- c. <bb>                 d. <bld>

53. What is the correct HTML for adding a background color?

- a. <body color="yellow">
- b. <body bgcolor="yellow">
- c. <background>yellow</background>
- d. <body background="yellow">

ANSWER: b

54. Choose the correct HTML tag for the smallest size heading?

- a. <heading>                b. <h6>
- c. <h1>                      d. <head>

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c. dot      d. all of above

58. Which tag creates a check box for a form in HTML?

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a. <select>      b. <list>  
c. <input type="dropdown">      d. all of above

60. Which of the following is not a pair tag?

a. <p>      b. < u >  
c. <i>      d. <img>

61. What is the full form of HTML?

a. Hyper text markup language  
b. Hyphenation text markup language  
c. Hyphenation test marking language  
d. Hyper text marking language

62. What is the full form of HTTP?

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- a. Hyper text transfer protocol
- b. Hyper text transfer package
- c. Hyphenation text test program
- d. none of the above

63. What is a search engine?

- a. a program that searches engines
- b. a web site that searches anything
- c. a hardware component
- d. a machinery engine that search data

64. What is the full form of TCP/IP?

- a. transmission control protocol / internet protocol
- b. telephone call protocol / international protocol
- c. transport control protocol / internet protocol
- d. none of the above

ANSWER: a

65. HTML document start and end with which tag pairs?

- a. <HEAD>....</HEAD>
- b. <BODY>....</BODY>
- c. <HTML>....</HTML>
- d. <WEB>....</WEB>

66. Which tag is used to create body text in HTML?

- a. <HEAD>
- b. <TEXT>
- c. <TITLE>
- d. <BODY>

67. "Yahoo", "Infoseek" and "Lycos" are \_\_\_\_\_?

- a. Search Engines
- b. Browsers

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c. News groups

d. None of the above

68. What does the .com domain represents?

a. Education domain

b. Commercial domain

c. Network

d. None of the above

69. In Satellite based communication, VSAT stands for?

a. Very Small Aperture Terminal

b. Varying Size Aperture Terminal

c. Very Small Analog Terminal

d. None of the above

70. Outlook Express is a \_\_\_\_\_

a. E-Mail Client

b. Browser

c. Search Engine

d. None of the above

71. <TITLE> ... </TITLE> tag must be within \_\_\_\_\_

a. Title

b. Form

c. Header

d. Body

72. Text within <EM> ... </EM> tag is displayed as \_\_\_\_\_

a. bold

b. italic

c. list

d. indented

73. Text within <STRONG> ... </STRONG> tag is displayed as \_\_\_\_\_

a. bold

b. italic

c. list

d. indented

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74. <UL> ... </UL> tag is used to \_\_\_\_\_  
a. display the numbered list    b. underline the text  
c. display the bulleted list    d. bold the text
75. Which tag is used to display the numbered list?  
a. <OL></OL>    b. <DL></DL>  
c. <UL></UL>    d. <LI></LI>
76. Which tag is used to display the large font size?  
a. <LARGE></LARGE>    b. <BIG></BIG>  
c. < SIZE ></SIZE>    d. <FONT></FONT>
77. <SCRIPT> ... </SCRIPT> tag can be placed within \_\_\_\_\_  
a. Header    b. Body  
c. both A and B    d. none of the above
78. using <P> tag will  
a. start a new paragraph    b. break the line  
c. end the current paragraph    d. none of the above
79. <TD> ... </TD> tag is used for \_\_\_\_\_  
a. Table heading    b. Table Records  
c. Table row    d. none of the above
80. Which is true to change the text color to red?

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- a. <BODY BGCOLOR=RED>
- b. <BODY TEXT=RED>
- c. <BODY COLOR=RED>
- d. none of the above

81. With regards to e-mail addresses:

- a. they must always contain an @ symbol
- b. they can never contain spaces
- c. they are case-insensitive
- d. all of the above

82. A homepage is \_\_\_\_\_

- a. an index of encyclopedia articles
- b. where all Internet data is stored
- c. required for access to the Internet
- d. the first page of a website

83. Which of the following is used to explore the Internet?

- a. Browser
- b. Spreadsheet
- c. Clipboard
- d. Draw

84. What is Internet Explorer?

- a. An Icon
- b. A File Manager
- c. A Browser
- d. The Internet



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85. What do I need to get onto the Internet?

- a. Computer                      b. Modem
- c. Browser                      d. All of the above

86. What is an ISP?

- a. Internet System Protocol    b. Internal System Program
- c. Internet Service Provider    d. None of the above

87. Which of the following is valid IP address?

- a. 984.12.787.76                      b. 192.168.321.10
- c. 1.888.234.3456                      d. 192.168.56.115

88. Which is not a domain name extension

- a. mil                                      b. org
- c. .int                                      d. .com

89. What is a FTP program used for?

- a. Transfer files to and from an Internet Server
- b. Designing a website
- c. Connecting to the internet
- d. None of the above

90. Which of the following are commonly found on web pages?

- a. Internet                                      b. hyperlinks

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- c. intranet                      d. all of the above

91. What is the correct syntax in HTML for creating a link on a webpage?

- a. <LINK SRC= "mcqsets.html">  
b. <BODY LINK = "mcqsets.html">  
c. <A SRC = "mcqsets.html" >  
d. < A HREF = "mcqsets.html">

92. Which of the following is an attribute of <Table> tag?

- a. SRC                      b. LINK  
c. CELLPADDING      d. BOLD

93. Choose the correct HTML tag to make the text bold?

- a. <B>                      b. <BOLD>  
c. <STRONG>          d. Both A) and C)

94. Which HTML tag would be used to display power in expression  $(A+B)^2$  ?

- a. <SUP>                      b. <SUB>  
c. <B>                      d. <P>

95. Choose the correct HTML code to create an email link?

- a. <A HREF = "admin@mcqsets.com"></A>  
b. <A HREF = "mailto:suresh@mcqsets.com"></A>

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- c. <MAIL>admin@mcqsets.com </MAIL>  
d. MAILHREF = "admin@mcqsets.com">

96. Choose the correct HTML tag for the largest heading?

- a. <H1>                                      b. <H6>  
c. <H10>                                    d. <HEAD>

97. Output of XML document can be viewed in a

- a. Word Processor      b. Web browser  
c. Notepad              d. None of the above

98. What is the correct way of describing XML data?

- a. XML uses a DTD to describe data  
b. XML uses a description node to describe data  
c. XML uses XSL to describe the data  
d. XML uses a validator to describe the data

99. Comments in XML document is given by:

- a. <?-- \_\_ -->                              b. <! \_\_\_\_ !>  
c. <! \_\_\_\_ >                                d. </ \_\_\_\_ >

100. Which statement is true?

- a. An XML document can have one root element  
b. An XML document can have one child element  
c. XML elements have to be in lowercase  
d. All of the above

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**ANSWERS**

1.c, 2.a, 3.b, 4.a, 5.c, 6.d, 7.c, 8.b, 9.d, 10.a, 11.d, 12.a,  
13.b, 14.b, 15.a, 16.a, 17.b, 18.b, 19.a, 20.d, 21.c, 22.a,  
23.c, 24.d, 25.b, 26.d, 27.c, 28.c, 29.c, 30.d, 31.a, 32.b,  
33.d, 34.c, 35.a, 36.b, 37.c, 38.c, 39.b, 40.c, 41.c, 42.a,  
43.b, 44.a, 45.c, 46.d, 47.c, 48.b, 49.d, 50.a, 51.d, 52.a,  
53.b, 54.b, 55.a, 56.a, 57.b, 58.b, 59.a, 60.d, 61.a, 62.a,  
63.b, 64.a, 65.c, 66.d, 67.a, 68.b, 69.a, 70.a, 71.c, 72.b,  
73.a, 74.c, 75.a, 76.b, 77.c, 78.a, 79.b, 80.b, 81.d, 82.d,  
83.a, 84.c, 85.d, 86.c, 87.d, 88.c, 89.a, 90.b, 91.d, 92.c,  
93.d, 94.a, 95.b, 96.a, 97.b, 98.c, 99.c, 100.a.

**5 MARK QUESTIONS**

1. What do Web designers do?
2. What is meant by Web design?
3. What is good Web design?
4. What's the difference between web design and web development?
5. How do I start a website ?
6. How many types of web design are there?
7. Why do we need responsive web design?
8. Is HTML and CSS enough to create a website?
9. Is Web Design graphic design?

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10. What are the different types of website layouts?
11. What is a website and its types?
12. What are the three types of websites?
13. Why you need a responsive website?
14. What is important in Web design?
15. What is the difference between website and webpage?
16. Which is better Wix or Shopify?
17. Is Wix better than WordPress?
18. Which website builder is best?
19. What about Drupal?
20. Do professional Web designers use Dreamweaver?
21. What is web design, and why is it important for online presence?
22. Explain the difference between UX (User Experience) and UI (User Interface) design.
23. Describe the importance of responsive web design in today's digital landscape.
24. Discuss the role of wireframes in the web design process.
25. What are the key principles of good web design, and how do they impact user engagement?
26. Explain the significance of color theory in web design and how it affects user perception.
27. Describe the purpose and use of typography in web design.

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28. How does the hierarchy of information contribute to effective web design?
29. Discuss the concept of whitespace and its role in creating a visually appealing website.
30. Explain the importance of accessibility in web design and provide examples of accessible design elements.
31. Describe the process of conducting user research and its impact on web design decisions.
32. What are the key considerations when designing navigation menus for a website?
33. Explain the concept of "mobile-first" design and its relevance in today's mobile-centric world.
34. Discuss the role of imagery and multimedia in enhancing the visual appeal of a website.
35. How does the loading speed of a website impact user experience, and what techniques can be employed to optimize it?
36. Describe the principles of information architecture and its importance in web design.
37. Explain the role of personas in creating user-centered design for websites.
38. Discuss the pros and cons of using templates in web design.
39. What is A/B testing, and how can it be utilized in the context of web design to improve user engagement?

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40. Describe the key steps involved in the user interface design process.
41. Discuss the impact of mobile devices on the design and development of websites.
42. Explain the concept of "above the fold" content and its relevance in web design.
43. How does the choice of fonts impact the readability and overall aesthetic of a website?
44. Discuss the importance of SEO (Search Engine Optimization) in web design.
45. Describe the role of CTAs (Call-to-Actions) in driving user engagement on a website.
46. Explain the use of grid systems in web design and their impact on layout consistency.
47. Discuss the challenges and considerations in designing e-commerce websites.
48. Describe the principles of flat design and how it differs from skeuomorphism.
49. How can the use of micro interactions enhance the overall user experience on a website?
50. Discuss the role of storytelling in web design and its impact on user engagement.
51. Explain the concept of "progressive enhancement" in web design.
52. Describe the principles of color psychology and their application in web design.

53. Discuss the importance of user feedback in the iterative design process.
54. Explain the concept of "fold" in web design and its implications for content placement.
55. Describe the role of style guides in maintaining design consistency across a website.

### **10 MARK QUESTIONS**

1. How do you communicate your designs with web developers?
2. What is your experience with UX?
3. Tell me about a trend in web design you find exciting.
4. Walk me through some of your most recent projects.
5. Explain what web design is.
6. What languages do you use for web design?
7. What are the most common problems in designing a website?
8. Explain what information architecture means.
9. What should you consider when writing an error message?
10. Explain what a grid system is in web design.
11. How do you set an image as the background of a web page?
12. Explain what DOCTYPE means in web design.



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13. What steps do you follow during your design process?
14. What is responsive web page design?
15. Name some ways to reduce a website's loading time.
16. What is the best way to combine fonts? How many fonts are ideal on a website?
17. How many H1 tags should you have on a single web page? Explain why.
18. What could we improve about our company's website?
19. What do you do when a client doesn't like your design?
20. In what situations would you use JPEG and PNG?
21. How do you incorporate client feedback into your designs?
22. What tools do you use the most when designing?
23. What have been your key responsibilities as a web designer?
24. What makes a good color scheme? Can you give me some examples?
25. Name some design components of an optimized website
26. Explain the importance of user experience (UX) in web design and provide examples of how it can be improved.

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27. Describe the difference between responsive design and adaptive design. Provide examples of when each might be more appropriate.
28. Discuss the role of wireframes in the web design process and explain how they contribute to the overall design.
29. How does color theory impact web design? Provide examples of how color choices can influence user perception and behavior.
30. Explain the concept of information architecture in the context of web design. Why is it important, and how can it be optimized?
31. Describe the principles of accessibility in web design. How can designers ensure that websites are inclusive for users with disabilities?
32. Discuss the pros and cons of using a content management system (CMS) in web design. Provide examples of popular CMS platforms and their key features.
33. What is the significance of a well-defined target audience in web design? How does it influence design decisions?
34. Explain the importance of site speed in web design. What are some techniques to optimize a website for faster loading times?

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35. Compare and contrast the advantages and disadvantages of custom-built websites versus using website builders.
36. Describe the role of typography in web design. How can designers choose fonts that enhance the overall user experience?
37. Discuss the impact of whitespace in web design. How can it be effectively used to improve readability and user engagement?
38. Explain the principles of mobile-first design. Why is it considered a best practice in modern web design?
39. Discuss the importance of SEO (Search Engine Optimization) in web design. What elements should designers consider to optimize a website for search engines?
40. Describe the concept of a "call to action" (CTA) in web design. How can designers create effective CTAs to encourage user interaction?
41. Explain the role of navigation menus in user experience. What are the best practices for designing intuitive and user-friendly navigation?
42. Discuss the use of images and multimedia in web design. How can designers ensure optimal performance and accessibility for these elements?
43. Describe the principles of flat design and how it differs from skeuomorphic design. Provide examples of websites that effectively use each approach.

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44. Explain the concept of a grid system in web design. How does it contribute to the organization and structure of a webpage?
45. Discuss the importance of user testing in the web design process. How can feedback from users be incorporated to improve a website's design?
46. Describe the role of prototyping in web design. How can prototyping tools be used to refine and test design concepts?
47. Explain the concept of a "sticky" navigation bar in web design. What are the advantages and disadvantages of implementing sticky navigation?
48. Discuss the significance of branding in web design. How can a consistent visual identity be maintained across a website?
49. Explain the principles of responsive typography. How can font sizes and styles be adjusted for different screen sizes?
50. Describe the role of JavaScript in web design. Provide examples of interactive elements that can be created using JavaScript.
51. Discuss the impact of social media integration on web design. How can designers effectively incorporate social sharing and connectivity features?
52. Explain the concept of "above the fold" content in web design. Why is it important, and how can designers optimize this area for user engagement?

53. Describe the principles of progressive enhancement in web design. How does it contribute to a better user experience across different devices and browsers?
54. Discuss the role of storytelling in web design. How can narrative elements be integrated to create a compelling user experience?
55. Explain the importance of website security in web design. What measures can be taken to protect a website from common security threats?
56. Describe the principles of color contrast in web design. How can designers ensure that text and images are easily readable for all users?
57. Discuss the impact of video backgrounds in web design. What are the considerations and best practices for using videos as a background element?
58. Explain the concept of a content-first approach in web design. How can designers prioritize and structure content effectively?
59. Discuss the role of tooltips and hints in enhancing user interaction. Provide examples of situations where tooltips are beneficial.
60. Describe the principles of parallax scrolling in web design. How can it be used to create a visually engaging and immersive user experience?
61. Explain the importance of cross-browser compatibility in web design. What challenges can arise, and how can they be addressed?

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62. Discuss the principles of card-based design. How can cards be effectively used to organize and present information on a webpage?
63. Describe the role of favicons in web design. How can designers create and implement favicons for branding and recognition?
64. Explain the concept of gamification in web design. How can game elements be incorporated to enhance user engagement and interaction?
65. Discuss the principles of A/B testing in web design. How can it be used to optimize different design elements and improve overall performance?
66. Describe the impact of micro interactions in web design. Provide examples of how subtle animations and feedback contribute to user engagement.
67. Explain the principles of lazy loading in web design. How does it improve website performance, particularly for image-heavy pages?
68. Discuss the importance of cross-device compatibility in web design. How can designers ensure a seamless experience across various devices and screen sizes?
69. Describe the role of user personas in the web design process. How can personas help guide design decisions and create a more user-centered experience?
70. Explain the concept of "404 error" pages in web design. How can designers create effective and user-friendly error pages?

**COMPUTER GRAPHICS**

**ONEMARKS**

1. The graphics can be a
  - a. Drawing
  - b. Photograph, movies
  - c. Simulation
  - d. All of these
  
2. Computer graphics was first used by
  - a. William fetter in 1960
  - b. James fetter in 1969
  - c. James gosling in 1991
  - d. John Taylor in 1980
  
3. The component of interactive computer graphics are
  - a. A light pen
  - b. Display unit
  - c. Bank of switches
  - d. All of these
  
4. Personal computer become powerful during the late
  - a. 1960
  - b. 1970
  - c. 1980
  - d. 1950
  
5. Three -dimensional computer graphics become effective in the late
  - a. 1960
  - b.1980
  - c. 1970
  - d. 1950

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6. Which environment has been one of the most accepted tool for computer graphics in business and graphics design studios
- a. graphics                      b. Macintosh  
c. quake                        d. multimedia
7. Graphics is one of the \_\_\_\_\_ major key element in design of multimedia application
- a. Five                            b. Three  
c. Four                         d. Eight
8. Three-dimensional graphics become popular in games designing , multimedia and animation during the late
- a. 1960                        b. 1970  
c. 1980                        d. 1990
9. The quake , one of the first fully 3D games was released in year
- a. 1996                        b. 1976  
c. 1986                        d. 1999
10. Types of computer graphics are
- a. Vector and raster    b. Scalar and raster  
c. Vector and scalar    d. None of these



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11. Vector graphics is composed of  
a. Pixels                      b. Paths  
c. Palette                    d. None of these
12. Raster graphics are composed of  
a. Pixels                      b. Paths  
c. Palette                    d. None of these
13. Raster images are more commonly called  
a. Pix map                  b. bitmap  
c. both a & b                d. none of these
14. Pixel can be arranged in a regular  
a. One dimensional grid                      b. Two dimensional grid c.  
c. Three dimensional grid                    d. None of these
15. The brightness of each pixel is  
a. Compatible                      b. Incompatible  
c. Both a & b                      d. None of these
16. Each pixel has \_\_\_\_\_ basic color components  
a. Two or three                      b. One or two  
c. Three or four                      d. None of these
17. The quantity of an image depend on  
a. No. of pixel used by image  
b. No. of line used by image

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- c. No. of resolution used by image
- d. None

18. Higher the number of pixels,\_\_\_\_\_ the image quality

- a. Bad                      b. Better
- c. Smaller                d. None of above

19. A palette can be defined as a finite set of colors for managing the

- a. Analog images              b. Digital images
- c. Both a & b                  d. None of these

20. Display card are

- a. VGA                      b. EGA
- c. Both a & b                d. None of above

21. Display card is used for the purpose of

- a. Sending graphics data to input unit
- b. Sending graphics data to output unit
- c. Receiving graphics data from output unit
- d. None of these

22. Several graphics image file formats that are used by most of graphics system are

- a. GIF                      b. JPEG
- c. TIFF                    d. All of these

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23. The GIF format is much \_\_\_\_\_ to be  
downloaded or uploaded over the www
- a. Slower                      b. Faster  
c. Medium                    d. None of these
24. Once a file is saved in JPEG format ,some data is  
lost
- a. Temporarily              b. Permanently  
c. Both a & b                d. None
25. EPS image file format is used for
- a. Vector graphics        b. Bitmap  
c. Both a & b                d. None of these
26. TIFF (tagged image file format )are used for
- a. Vector graphics        b. Bitmap  
c. Both a & b                d. None of these
27. EPS means
- a. post script                b. Entire post scale  
c. Encapsulated post script    d. None of these
28. The additive color models use the concept of
- a. Printing ink              b. Light to display color  
c. Printing line              d. None of these

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29. The subtractive color model use the concept of  
a. Printing ink                      b. Light to display color  
c. Printing line                     d. None of these
30. Color apparent in additive model are the result of  
a. Reflected light                  b. Transmission of light  
c. Flow of light                    d. None of these
31. Color apparent in subtractive model are the result of  
a. Amount of Reflected light    b. Transmission of light  
c. Flow of light                    d. None of these
32. Two dimensional color model are  
a. RGB and CMKY                  b. RBG and CYMK  
c. RGB and CMYK                  d. None
33. RGB model are used for  
a. Computer display                b. Printing  
c. Painting                          d. None of these
34. CMYK model are used for  
a. Computer display                b. Printing  
c. Painting                          d. None of these
35. The intersection of three primary RGB color  
produces  
a. White color                        b. Black color

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c. Magenta color

d. Blue color

36. The intersection of primary CMYK color produces

a. White color

b. Black color

c. Cyan color

d. Magenta color

37. The RGB model display a much \_\_\_\_\_  
percentage of the visible band as compared to  
CMYK

a. Lesser

b. Larger

c. Medium

d. None of these

38. Color depth can be defined by \_\_\_\_\_ which can  
be displayed on a display unit

a. Bits per pixel

b. Bytes per pixel

c. Megabyte per pixel

d. None of these

39. Each bit represent

a. One color

b. Two color

c. Three color

d. None

40. RGB true color model has \_\_\_\_\_ color depth

a. 24bit

b. 32bit

c. 64bit

d. None

41. CMYK true color model has \_\_\_\_\_ color depth

a. 24bit

b. 32bit

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c. 64bit

d. None

42. Grey scale images have a maximum color depth of

a. 8bit

b. 16bit

c. 24bit

d. 32bit

43. Graphics with limited features is known as

a. Active graphics

b. Passive graphics

c. Grayscale image

d. None of these

44. Computer of present time have much higher  
memory and \_\_\_\_\_ storage capacity

a. Much smaller

b. Much bigger

c. Much slower

d. None

45. CRT means

a. Common ray tube

b. Cathode ray tube

c. Common ray tube

d. None

46. Refresh CRT consist of Glass wrapper

a. The phosphor viewing surface

b. The electron gun assembly

c. All of above

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47. The amount of time the phosphor produce light or shine is controlled by chemical composition of the phosphor. This is known as

- a. Persistence                      b. Resistance
- c. Generators                      d. None

48. The electron beam in a color picture tube is refreshed \_\_\_\_\_ times in a second to make video realistic

- a. 15 times                      b. 25 times
- c. 35 times                      d. 45 times

49. DUST means

- a. Direct view storage tube   b. Domain view storage tube
- c. Direct view store tube      d. None

50. DUST is rarely used today as part of

- a. Input device                      b. Output device
- c. Display systems                  d. None

51. What is Computer Graphics?

- a. Hardware for gaming
- b. Art of drawing pictures on a computer screen
- c. Data visualization technique
- d. Software development

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52. Which of the following is not a 2D primitive?

- a. Point
- b. Line
- c. Circle
- d. Cube

53. What is the purpose of a graphics pipeline in computer graphics?

- a. To transport graphics hardware
- b. To process graphics data in stages
- c. To connect graphics devices
- d. To display images on the screen

54. What is the primary function of a rasterizer?

- a. Convert vector graphics to raster graphics
- b. Convert raster graphics to vector graphics
- c. Generate 3D graphics
- d. Display images on the monitor

55. Which algorithm is used for hidden surface removal?

- a. Bresenham's algorithm
- b. Cohen-Sutherland algorithm
- c. Z-buffer algorithm
- d. Midpoint circle algorithm

56. In computer graphics, what does RGB stand for?

- a. Red, Green, Blue
- b. Real Graphics Board
- c. Random Graphics Buffer



d. Relative Graphics Brightness

57. What is the purpose of anti-aliasing in computer graphics?

- a. Enhance image contrast
- b. Smooth jagged edges
- c. Increase image resolution
- d. Add special effects to images

58. Which transformation is used to change the size of an object without changing its shape?

- a. Translation
- b. Rotation
- c. Scaling
- d. Shearing

59. What is the purpose of the DDA algorithm in computer graphics?

- a. Hidden surface removal
- b. Line drawing
- c. Polygon filling
- d. Rotation

60. Which of the following is not a 3D primitive?

- a. Sphere
- b. Cone
- c. Line
- d. Cylinder

61. What is the purpose of the Clipping operation in computer graphics?

- a. To remove hidden surfaces
- b. To convert 3D graphics to 2D graphics

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- c. To select objects for manipulation
  - d. To remove parts of an image outside the viewing window
62. Which algorithm is used for scan conversion of a circle?
- a. Bresenham's line algorithm
  - b. Midpoint circle algorithm
  - c. Cohen-Sutherland algorithm
  - d. DDA algorithm
63. What does GPU stand for in computer graphics?
- a. Graphics Processing Unit
  - b. General Processing Unit
  - c. Graphics Programming Unit
  - d. General Programming Unit
64. Which shading model considers only the diffuse reflection of light?
- a. Phong shading
  - b. Gouraud shading
  - c. Flat shading
  - d. Lambertian shading
65. Which transformation is used for creating a mirror image of an object?
- a. Translation
  - b. Rotation
  - c. Scaling
  - d. Reflection

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66. What is the purpose of a framebuffer in computer graphics?
- a. To store pixel colors
  - b. To display images
  - c. To process graphics data
  - d. To connect graphics devices
67. Which of the following is a vector graphics format?
- a. JPEG
  - b. PNG
  - c. GIF
  - d. SVG
68. Which algorithm is used for line clipping in computer graphics?
- a. Cohen-Sutherland algorithm
  - b. Bresenham's line algorithm
  - c. DDA algorithm
  - d. Midpoint line algorithm
69. Which graphics primitive is used to create a curve?
- a. Line
  - b. Circle
  - c. Ellipse
  - d. Bezier curve
70. What is the purpose of the Z-buffer in 3D graphics?
- a. To store pixel colors
  - b. To remove hidden surfaces
  - c. To perform texture mapping
  - d. To store depth information

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71. Which type of projection is used in computer graphics to create a realistic view of a 3D scene?
- a. Orthographic projection      b. Isometric projection
  - c. Perspective projection      d. Parallel projection
72. What is the purpose of the Phong shading model?
- a. To simulate the reflection of light
  - b. To interpolate vertex colors
  - c. To smooth jagged edges
  - d. To simulate the diffusion of light
73. Which algorithm is used for polygon filling in computer graphics?
- a. Cohen-Sutherland algorithm
  - b. Midpoint line algorithm
  - c. Flood fill algorithm
  - d. Bresenham's line algorithm
74. What does VRML stand for in computer graphics?
- a. Virtual Reality Markup Language
  - b. Visual Rendering and Modeling Language
  - c. Vector Representation of Multimedia Language
  - d. Virtual Rendering for Media and Lights
75. What is the purpose of texture mapping in computer graphics?
- a. To add color to an object

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- b. To simulate the surface detail of an object
- c. To perform hidden surface removal
- d. To create 3D models

76. Which algorithm is used for filling polygons with holes?

- a. Scanline algorithm
- b. Boundary fill algorithm
- c. Flood fill algorithm
- d. Seed fill algorithm

77. Which of the following is not a type of computer graphics application?

- a. Image editing
- b. Computer-aided design (CAD)
- c. Word processing
- d. Virtual

78. What is the purpose of the MIP mapping technique in computer graphics?

- a. To reduce texture mapping artifacts
- b. To increase image resolution
- c. To improve shading
- d. To simulate reflections

79. Which type of projection is used for mapping 3D objects onto a 2D surface in a way that preserves relative object sizes?

- a. Orthographic projection
- b. Isometric projection
- c. Oblique projection
- d. Perspective projection

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80. Which of the following is a 3D modeling technique based on mathematical functions?

- a. Polygonal modeling                      b. NURBS modelling
- c. Vertex modeling                        d. Bitmap modeling

81. What is the purpose of a framebuffer in computer graphics?

- a. To store pixel colors
- b. To display images
- c. To process graphics data
- d. To connect graphics devices

82. Which of the following is used for real-time rendering of 3D graphics in video games?

- a. Ray tracing                              c. Path tracing
- c. Rasterization                            d. Radiosity

83. What is the role of a vertex shader in the graphics pipeline?

- a. Texture mapping                      b. Lighting calculations
- c. Geometry manipulation            d. Pixel shading

84. In computer graphics, what does the acronym CAD stand for?

- a. Computer Animation Design
- b. Computer Aided Design
- c. Centralized Animation Database

d. Creative Animation Development

85. Which graphics primitive is used to create a smooth curve defined by control points?

- a. Line
- b. Circle
- c. Ellipse
- d. Bezier curve

86. What is the purpose of the Bresenham's line algorithm in computer graphics?

- a. Line drawing
- b. Polygon filling
- c. Hidden surface removal
- d. Reflection

87. Which transformation is used to rotate an object about an arbitrary axis?

- a. Translation
- b. Scaling
- c. Shearing
- d. Rotation

88. Which algorithm is used for curve approximation in computer graphics?

- a. Midpoint circle algorithm
- b. Bezier curve algorithm
- c. Flood fill algorithm
- d. DDA algorithm

89. What is the purpose of the Gouraud shading model?

- a. To simulate the reflection of light
- b. To interpolate vertex colors
- c. To smooth jagged edges
- d. To simulate the diffusion of light

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90. Which of the following is not a 3D primitive?

- a. Sphere
- b. Cone
- c. Line
- d. Triangle

91. What does the term "rasterization" refer to in computer graphics?

- a. Conversion of vector graphics to raster graphics
- b. Conversion of raster graphics to vector graphics
- c. Generation of 3D graphics
- d. Display of images on a screen

92. In computer graphics, what is the purpose of the framebuffer?

- a. To store pixel colors
- b. To perform complex calculations
- c. To connect graphics devices
- d. To display images on a screen

93. Which type of transformation changes the shape of an object?

- a. Translation
- b. Rotation
- c. Scaling
- d. Shearing

94. What is the purpose of the Z-buffer in 3D graphics?

- a. To store pixel colors
- b. To remove hidden surfaces
- c. To perform texture mapping



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d. To store depth information

95. Which algorithm is used for rendering realistic shadows in computer graphics?

- a. Ray tracing
- b. Scanline algorithm
- c. Bresenham's line algorithm
- d. Flood fill algorithm

96. Which of the following is a vector graphics format?

- a. JPEG                      b. PNG
- c. GIF                        d. SVG

97. What is the purpose of the Phong shading model in computer graphics?

- a. To simulate the reflection of light
- b. To interpolate vertex colors
- c. To smooth jagged edges
- d. To simulate the diffusion of light

98. Which type of projection is commonly used in technical drawing and engineering applications?

- a. Orthographic projection      b. Isometric projection
- c. Perspective projection        d. Parallel projection

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99. What is the role of the fragment shader in the graphics pipeline?

- a. Texture mapping                      b. Lighting calculations
- c. Geometry manipulation            d. Pixel shading

100. Which of the following is a 3D modeling technique based on the subdivision of surfaces?

- a. Polygonal modelling    b. NURBS modelling
- c. Vertex modeling        d. Subdivision surface modeling

### ANSWERS

1.d, 2.a, 3.d, 4.b, 5.b, 6.b, 7.a, 8.d, 9.a, 10.a, 11.b, 12.a, 13.a, 14.b, 15.b, 16.c, 17.a, 18.b, 19.b, 20.c, 21.b, 22.d, 23.b, 24.b, 25.c, 26.b, 27.c, 28.b, 29.a, 30.a, 31.a, 32.c, 33.a, 34.b, 35.a, 36.b, 37.b, 38.a, 39.b, 40.a, 41.b, 42.a, 43.b, 44.b, 45.b, 46.d, 47.a, 48.b, 49.a, 50.c, 51.b, 52.d, 53.b, 54.a, 55.c, 56.a, 57.b, 58.bc, 59.b, 60.c, 61.d, 62.b, 63.a, 64.d, 65.d, 66.d, 67.d, 68.a, 69.d, 70.d, 71.c, 72.a, 73.c, 74.a, 75.b, 76.b, 77.c, 78.a, 79.b, 80.b, 81.a, 82.c, 83.c, 84.b, 85.d, 86.a, 87.d, 88.b, 89.b, 90.c, 91.a, 92.a, 93.d, 94.d, 95.a, 96.a, 97.a, 98.a, 99.d, 100.d

### 5 MARK QUESTIONS

1. What is Computer Graphics?
2. Write the properties of video display devices?

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3. Write the essential application of computer-graphics?
4. Write the difference between vector and raster graphics?
5. What are the advantages and disadvantages of direct view storage tubes?
6. Define Aspect Ratio?
7. Differentiate between Raster and Vector Graphics?
8. What are the advantage and disadvantages of DDA Algorithm?
9. Difference between DDA and Bresenham's line drawing algorithm.
10. What is Translation?
11. What is Reflection?
12. What is Shearing?
13. What is viewing transformation?
14. Define Clipping and Clip window.
15. Differentiate between parallel projections from perspective projection.
16. What is the quadric surfaces?
17. What is critical fusion frequency?
18. Difference between CMY and HSV color models.
19. What is the need for space partitioning representation?
20. What is dithering?
21. Explain the concept of computer graphics and its significance in various applications.

22. Differentiate between raster and vector graphics. Provide examples of applications for each.
23. Discuss the stages of the graphics pipeline in the rendering process
24. Explain the importance of color models in computer graphics. Compare RGB and CMYK color models.
25. Describe the role of a graphics processing unit (GPU) in computer graphics.
26. Discuss the advantages and disadvantages of using anti-aliasing techniques in computer graphics.
27. Explain the principles of 2D transformation in computer graphics. Provide examples.
28. Describe the process of shading in computer graphics. Differentiate between flat shading and Gouraud shading.
29. Discuss the concept of clipping in computer graphics. Provide examples of clipping algorithms.
30. Explain the basics of three-dimensional graphics. Discuss the challenges associated with rendering 3D scenes.
31. Describe the role of a framebuffer in computer graphics.
32. Discuss the concept of ray tracing in the context of computer graphics. Explain its advantages and challenges.

33. Explain the importance of texture mapping in 3D graphics. Provide examples of texture mapping techniques.
34. Discuss the principles of computer animation. Explain the difference between keyframe animation and procedural animation.
35. Describe the concept of perspective projection in computer graphics. Provide examples.
36. Explain the concept of computer-generated imagery (CGI) and its applications in movies and gaming.
37. Discuss the role of algorithms in generating realistic images in computer graphics.
38. Describe the concept of curve representation in computer graphics. Compare Bezier curves and B-spline curves.
39. Discuss the principles of hidden surface removal in 3D graphics. Provide examples of hidden surface removal algorithms.
40. Explain the concept of virtual reality (VR) and its relationship with computer graphics.
41. Discuss the importance of lighting models in computer graphics. Compare ambient, diffuse, and specular lighting.
42. Describe the principles of rasterization in computer graphics. Discuss the advantages and limitations of rasterization.

43. Explain the concept of fractals in computer graphics. Provide examples of fractal shapes.
44. Discuss the principles of image compression in the context of computer graphics.
45. Explain the role of the Z-buffer in hidden surface removal in 3D graphics.
46. Discuss the challenges and solutions in rendering realistic human faces in computer graphics.
47. Describe the principles of GPU programming in the context of modern graphics applications.
48. Explain the concept of haptic feedback in computer graphics and its applications.
49. Discuss the impact of computer graphics on user interfaces and user experience design.
50. Describe the principles of computer-aided design (CAD) and its applications in various industries.

### **10 MARK QUESTIONS**

1. List out the various properties that describe the characteristics of light.
2. What is an animation?
3. Define Keyframe systems.
4. What is Fractals?
5. What is a Turtle Graphics Program?
6. List the attributes of turtle in graphics.
7. Differentiate Mandelbrot sets and Julia sets.

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8. What is the Koch curve?
9. What are Morphing and tweening?
10. What are Peano curves?
11. What is a Scripting system?
12. Define refresh/frame buffer.
13. What is the resolutions?
14. Define Window and viewport.
15. Distinguish between window port and viewport?
16. What are blobby objects?
17. What are the Spline curves?
18. What is the advantages of B spline over Bezier curve?
19. What is a Rasterizations?
20. What is interactive computer Graphics?
21. Explain the fundamental principles of computer graphics.
22. Discuss the differences between raster and vector graphics.
23. Describe the process of transforming 2D objects in computer graphics.
24. Compare and contrast anti-aliasing and aliasing in computer graphics.
25. Explain the concept of clipping in computer graphics. Provide examples.
26. Discuss the importance of color models in computer graphics. Compare RGB and CMYK models.

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27. Explain the principles of shading in computer graphics.
28. Describe the process of texture mapping and its applications.
29. Discuss the advantages and disadvantages of ray tracing in computer graphics.
30. Explain the role of matrices in 3D transformations in computer graphics.
31. Compare and contrast Gouraud shading and Phong shading techniques.
32. Discuss the challenges and solutions associated with hidden surface removal in computer graphics.
33. Explain the concept of perspective projection in 3D graphics.
34. Discuss the role of computer graphics in virtual reality applications.
35. Describe the process of curve generation in computer graphics.
36. Compare and contrast B-spline and Bezier curves in computer graphics.
37. Explain the concept of fractals in computer graphics. Provide examples.
38. Discuss the principles of animation in computer graphics.
39. Explain the rendering pipeline in graphics processing units (GPUs).



40. Discuss the applications and challenges of global illumination in computer graphics.
41. Describe the principles of computer-aided design (CAD) and its role in graphics.
42. Discuss the role of graphics in user interface design.
43. Explain the principles of rasterization in computer graphics.
44. Discuss the advantages and limitations of vector graphics in graphic design.
45. Explain the concept of color interpolation in computer graphics.
46. Discuss the importance of gamma correction in digital imaging.
47. Describe the principles of computer graphics in medical imaging.
48. Compare and contrast 2D and 3D computer graphics.
49. Explain the principles of image compression in computer graphics.
50. Discuss the impact of computer graphics on the entertainment industry

**FLASH**

**ONEMARKS**

1. This area is much like a theatre stage. The white area displays what will be shown on the screen This area is much like a theatre stage. The white area displays what will be shown on the screen

- a. Dashboard
- b. Flash Stage
- c. Tools Palette
- d. Layers Panel

2. This area in Flash is similar to the clipboard in Microsoft Office applications.

- a. Dashboard
- b. Layers Panel
- c. Library Panel
- d. Property Inspector

3. This is like a comic strip that shows the important parts of a story.

- a. Timeline
- b. Photo Story
- c. Comic book
- d. Storyboard

4. What part of the menu bar allows you to hide/unhide panels?

- a. View
- b. Edit
- c. Window
- d. None of the above

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5. What does the abbreviation, FPS means?

- a. Flick Per Scene                      b. Frames Per Second
- c. Frames Per Scene                  d. Flick Per Second

6. This deals with the rotation and movement of the object from one point to another in specific frames.

- a. Tweening                              b. Shape Tween
- c. Motion Tween                      d. Transition

7. The step in production is performed to add more detailed to your scene.

- a. Improvement of design              b. Action Scripting
- c. Polishing                              d. Create a storyboard

8. To start Adobe Flash, Click on Start> \_\_\_\_\_>Adobe Flash

- a. Adobe Collection                      b. All Programs
- c. Run                                      d. Open

9. This action allows you to save the object in the library panel for future use.

- a. Importing                              b. Exporting
- c. Convert to text                      d. Convert to Symbol

10. It allows you to insert text within your flash stage.

- a. Text Box                              b. Text Tool
- c. HTML                                  d. Key frames

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11. By default, this panel is located below the flash environment.

- a. Library Panel                      b. Property Inspector Panelc
- c. Layers Panel                      d. All of the above

12. This view that is similar to the old interface of flash and is perfect for old Flash users.

- a. Debug View                      b. Classic View
- c. Twining                      d. Transition View

13. This is the shortcut key for adding a key frame.

- a. .FLA                      b. .Doc File
- c. .FLV File                      d. .ASF File

14. The last step in production. It is done to verify if you have met the goals of the project.

- a. Brainstorming                      b. Refining
- c. Action Scripting                      d. Adding sound

15. These are frames that are significant. It is the basis for tweened animation.

- a. Key frames                      b. Special Frames
- c. Master Frame                      d. None of the above

16. This type of drawing is a grouped shape; it has a rectangular surrounding in it when selected.

- a. Merge Drawing                      b. Flash Tool

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- c. Oval Tool                      d. Object Drawing

17. This area in Flash is similar to the clipboard in Microsoft Office applications.

- a. Merge Drawing              b. Flash Tool  
c. Oval Tool                      d. Object Drawing

18. The tool that creates a rectangle, which you can customize the sides.

- a. Rectangle tool              b. Square tool  
c. Rectangle primitive tool    d. Oval tool

19. The tool that allows you to create a polygon and a star.

- a. StarPoly tool                b. PolyStar  
c. Custom shape tool        d. Polygon tool

20. The two ways to draw fills in a drawing?

- a. Ink and Pencil                b. Brush and Spray  
c. Oval and Shape              d. Fill and Autofill

21. The brush option that paints behind the object on the stage.

- a. Paint Inside                      b. Paint Selection  
c. Paint Behind                    d. Paint Normal

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22. A powerful tool in flash that allows you to have greater control when creating lines.

- a. Powerline                      b. Line Tool
- c. Power tool                    d. Pen Tool

23. This tools allows you to scale, rotate and skew objects in the flash stage.

- a. Merge Tool                      b. Free Convert Tool
- c. Free Transform tool            d. Object tool

24. The Windows> Align> Entire Stage makes the \_\_\_\_\_.

- a. object align with another object
- b. object fill the entire stage
- c. object fill another object
- d. object fill the entire screen

25. This tool allows you to modify the gradient in three ways.

- a. Merge Drawing                      b. Flash Tool
- c. Gradient Transform Tool          d. Object Drawing

26. To make an object transparent, the \_\_\_\_\_ should be set in the Property Inspector panel.

- a. Alpha Value Settings              b. Transparency Settings
- c. Color Settings                      d. Object Settings

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27. This tool is useful when you are zoomed in and need to move around an area in your artwork.

- a. Merge Tool                      b. move Tool
- c. Hand Tool                        d. Zoom Tool

28. This tool allows you to grab a color of another object and apply it to another.

- a. Merge Tool                      b. Move Tool
- c. Hand Tool                        d. Eyedropper Tool

29. This is the shortcut key for adding a keyframe.

- a. Erase Objects                  b. Erase Only Shapes
- c. Erase Selected Fills        d. Erase Normal

30. It is to create new file.

- a. Ctrl + O                          b. Ctrl + Q
- c. Ctrl + T                         d. Ctrl + N

31. The stacking order of viewing objects is decided by the order of the l

- a. scenes                          b. frames
- c. layers                         d. actions

32. \_\_\_\_\_ is a way to partially hide an image in the layer immediately below another layer. The 2 layers get “locked” together to produce the effect.

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- a. Morphing
- b. Tweening
- c. Stacking
- d. Masking

33. This is a way to take a word and animate each letter separately.

- a. Distribute to layers.
- b. Break apart
- c. frame-by-frame
- d. Convert to symbol

34. \_\_\_\_\_ allow you to make objects move in a more random or non-straight path.

- a. Mask
- b. Shape tween
- c. Guided layer
- d. Gravity effect

35. \_\_\_\_\_, when used appropriately, adds to the viewer's experience, making for a much richer and enjoyable activity.

- a. Advertisements
- b. Sound
- c. Commericals
- d. Tweens

36. This panel indicates what settings are being used for objects and allows you to change those settings .

- a. Tools
- b. Actions
- c. Frames
- d. Properties

37. A key frame that contains objects will be represented by a \_\_\_\_\_ circle.

- a. hollow
- b. black



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- c. blue                      d. gray

38. Use this to make a symbol disappear from view (great for changing pictures). You would use motion tween for this method. You have to change the “alpha” setting of the symbol. Alpha represents transparency.

- a. Zoom                      b. Masking  
c. Fade Effect              d. Morphing

39. Any item placed on a frame that has not been converted to a graphic, button, or movie clip.

This includes shapes you draw as well as images you insert/import (jpg, bitmaps, etc.). Use this to do a shape tween or mask effect.

- a. Layer                      b. vector  
c. bitmap                    d. object

40. The \_\_\_\_\_ is a holding place for all symbols and imported images and sounds within a single Flash file.

- a. library                    b. timeline  
c. properties                d. tools panel

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41. Designed to be an interactive object. You create these so that action scripts can be used to control other objects or events in the movie.
- a. layer
  - b. mask
  - c. button
  - d. tween
42. This is used to change an object from a circle to a square.
- a. Mask
  - b. Shape tween
  - c. Motion tween
  - d. Morphing
43. Empty key frames are indicated by \_\_\_\_\_ circle on the timeline
- a. hollow
  - b. black
  - c. open eye
  - d. closed eye
44. Use this to move symbols from one point to another. All animation happens between key frames (point A and B). The timeline turns purple between the key frames when this feature is being used. A dashed or dotted line in the colored area indicates a problem.
- a. Motion Tween
  - b. Mask
  - c. Shape Tween
  - d. Action Script (Your Answer)
45. Changing this can sometimes make an animation look smoother.
- a. frame rate
  - b. key frame
  - c. mask
  - d. layer

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46. The \_\_\_\_\_ panel contains the basic tools needed to draw and modify objects.

- a. Actions                      b. Properties
- c. Tools                        d. Layers

47. This is, by far, the most tedious way to create animations.

- a. Shape Tween              b. Motion Tween
- c. Mask                        d. Frame-by-Frame

48. These are objects that have been converted so that you can use the same image a number of times in a movie. You can also use this to do fade effects, rotation effects, and flip effects.

- a. layer                        b. symbols
- c. clip art                      d. tween

49. Every animation needs a starting and ending point. \_\_\_\_\_ are used to set these.

- a. Scenes                      b. Key frames
- c. Blank frames              d. Graphic symbols

50. The \_\_\_\_\_ shows the frames in the movie.

- a. toolbar                      b. Properties pane
- c. timeline                      d. scene

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51. What is Adobe Flash?

- a. Web browser
- b. Animation software
- c. Programming language
- d. Antivirus software

52. Which company developed Adobe Flash?

- a. Microsoft
- b. Apple
- c. Adobe
- d. Google

53. In which programming language is Flash primarily used?

- a. Java
- b. C++
- c. ActionScript
- d. Python

54. What was the original name of Adobe Flash?

- a. Flash Player
- b. Shockwave Flash
- c. Adobe Animator
- d. Flashlight

55. Which file format is commonly associated with Flash animations?

- a. .gif
- b. .swf
- c. .mp4
- d. .png

56. What is the purpose of the Flash Player plugin?

- a. To edit images
- b. To play Flash animations in web browsers
- c. To create 3D graphics
- d. To compose music

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57. Which technology has largely replaced Adobe Flash for web-based multimedia content?

- a. HTML5                      b. Java
- c. Silverlight                d. Flash Player

58. In what year was Adobe Flash officially discontinued?

- a. 2015                      b. 2017
- c. 2020                      d. 2022

59. What is the main reason for the discontinuation of Adobe Flash?

- a. Security vulnerabilities      b. Lack of popularity
- c. High system requirements    d. Expensive licensing

60. Which major web browsers stopped supporting Flash by the end of 2020?

- a. Google Chrome and Mozilla Firefox
- b. Internet Explorer and Safari
- c. Microsoft Edge and Opera
- d. All of the above

61. What is the timeline-based animation feature in Flash called?

- a. Flash Frame                b. Time Sync
- c. Frame Animator          d. Timeline

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62. Which version of ActionScript was commonly used in Flash development?

- a. ActionScript 1.0
- b. ActionScript 2.0
- c. ActionScript 3.0
- d. ActionScript 4.0

63. Which tool in Flash is used to draw shapes and lines?

- a. Brush Tool
- b. Pen Tool
- c. Shape Tool
- d. Line Tool

64. What is the purpose of the "Stage" in Adobe Flash?

- a. To perform a live performance
- b. To organize layers
- c. To preview animations
- d. To create 3D models

65. Which keyframe type in Flash contains the content for a specific frame?

- a. Blank Keyframe
- b. Frame Label
- c. Normal Keyframe
- d. Motion Keyframe

66. Which Flash feature allows you to create smooth transitions between keyframes?

- a. Tweening
- b. Morphing
- c. Blurring
- d. Smoothing

67. What is the purpose of the "Library" in Adobe Flash?

- a. To store and manage reusable assets
- b. To play audio files

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- c. To write code
- d. To edit images

68. Which panel in Flash allows you to add interactivity through coding?

- a. Properties Panel
- b. Actions Panel
- c. Layers Panel
- d. Components Panel

69. What is the file extension for a Flash project file?

- a. .fla
- b. .swf
- c. .flp
- d. .flash

70. What does the term "Vector Graphics" refer to in the context of Flash?

- a. Images composed of pixels
- b. Images composed of mathematical paths
- c. 3D graphics
- d. Animated GIFs

71. Which Flash tool is used to create motion paths for animations?

- a. Motion Tool
- b. Path Tool
- c. Motion Path Tool
- d. Pen Tool

72. What is the purpose of the "Frame Rate" setting in Flash?

- a. To control the volume of audio

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- b. To adjust the speed of animations
- c. To change the color scheme
- d. To add filters to objects

73. Which panel in Flash allows you to manage the layers of your animation?

- a. Properties Panel      b. Layers Panel
- c. Library Panel      d. Components Panel

74. What is the term for a Flash animation that plays continuously without user interaction?

- a. Looping Animation      b. Continuous Animation
- c. Auto-Play Animation      d. Infinite Animation

75. Which Flash feature allows you to create reusable components?

- a. Symbols      b. Plugins
- c. Modules      d. Widgets

76. What is the purpose of the "OnEnterFrame" event in ActionScript?

- a. To detect mouse clicks
- b. To execute code on each frame
- c. To play audio
- d. To create 3D effects



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77. Which version of Flash introduced the concept of ActionScript 3.0?

- a. Flash MX
- b. Flash 8
- c. Flash CS3
- d. Flash CC

78. What is the purpose of the "Publish" feature in Flash?

- a. To share files on social media
- b. To export the animation for web use
- c. To print the animation on paper
- d. To create a backup of the project

79. Which Flash tool is used to apply color and gradient effects to objects?

- a. Paint Bucket Tool
- b. Colorize Tool
- c. Gradient Tool
- d. Fill Tool

80. What is the function of the "Scale" tool in Flash?

- a. To resize the entire animation
- b. To adjust the speed of animations
- c. To rotate objects
- d. To change the color of objects

81. What does the term "Frame-by-Frame Animation" mean in Flash?

- a. Animation created using keyframes
- b. Animation created using tweens

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- c. Animation created using symbols
- d. Animation created by drawing each frame individually

82. Which panel in Flash allows you to adjust the properties of selected objects?

- a. Properties Panel
- b. Layers Panel
- c. Library Panel
- d. Components Panel

83. What is the purpose of the "Mask" feature in Flash?

- a. To hide layers
- b. To apply special effects
- c. To crop and reveal parts of an animation
- d. To add security to the project

84. Which tool in Flash is used to create realistic shadows?

- a. Shadow Tool
- b. Gradient Tool
- c. Blur Tool
- d. Drop Shadow Tool

85. What is the maximum number of frames per second (fps) that Flash typically supports?

- a. 24 fps
- b. 30 fps
- c. 60 fps
- d. 120 fps

86. Which Flash feature allows you to create buttons with interactive functionality?

- a. Shapes
- b. Layers

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c. Symbols                      d. Buttons

87. What is the purpose of the "Snap to Grid" feature in Flash?

- a. To align objects precisely
- b. To apply a grid pattern to the animation
- c. To enable snapping to other objects
- d. To create a grid background

88. Which programming concept is associated with the "If-Else" statement in ActionScript?

- a. Looping                      b. Conditionals
- c. Functions                  d. Variables

89. What is the purpose of the "Alpha" property in Flash?

- a. To adjust the transparency of an object
- b. To change the color of an object
- c. To add a shadow to an object
- d. To rotate an object

90. Which panel in Flash allows you to import external media, such as images and audio?

- a. Properties Panel              b. Import Panel
- c. Library Panel                  d. Components Panel

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91. What is the purpose of the "Motion Editor" in Flash?

- a. To edit audio files
- b. To create 3D animations
- c. To fine-tune motion tweens
- d. To add special effects

92. Which file format is commonly used for exporting Flash animations for online use?

- a. .flv                      b. .gif
- c. .mp3                     d. .html

93. What is the purpose of the "Loop" option in a tween animation?

- a. To play the animation backward
- b. To repeat the animation continuously
- c. To pause the animation
- d. To slow down the animation

94. What is the purpose of the "Guide Layer" in Flash?

- a. To provide instructions to users
- b. To add a guide grid to the stage
- c. To create a reference layer for animation
- d. To display tooltips

95. Which panel in Flash allows you to manage and organize symbols?

- a. Properties Panel                      b. Layers Panel

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c. Library Panel

d. Components Panel

96. What is the purpose of the "Classic Tween" in Flash?

- a. To create realistic shadows
- b. To apply special effects
- c. To generate random motion
- d. To create simple motion transitions between keyframe

97. Which Flash tool is used for drawing freeform shapes?

- a. Brush Tool
- b. Pencil Tool
- c. Pen Tool
- d. Blob Brush Tool

98. What is the purpose of the "Registration Point" in Flash?

- a. To mark the starting point of an animation
- b. To define the center of rotation for an object
- c. To add a watermark to the animation
- d. To set the background color of the stage

99. Which version of Flash introduced the "Bone Tool" for character animation?

- a. Flash MX
- b. Flash 8
- c. Flash CS5
- d. Flash CC

100. What is the purpose of the "Stage Size" property in Flash?

- a. To change the color scheme of the stage

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- b. To adjust the resolution of the animation
- c. To resize the entire animation
- d. To control the volume of audio

**ANSWERS**

1.b, 2.c, 3.d, 4.c, 5.b, 6.a, 7.b, 8.b, 9.d, 10.b, 11.c, 12.b,  
13.a, 14.b, 15.a, 16.d, 17.a, 18.c, 19.b, 20.b, 21.c, 22.d,  
23.c, 24.b, 25.c, 26.a, 27.c, 28.d, 29.c, 30.d, 31.a, 32.c,  
33.d, 34.c, 35.b, 36.d, 37.b, 38.c, 39.d, 40.a, 41.c, 42.b,  
43.a, 44.a, 45.a, 46.c, 47.d, 48.b, 49.b, 50.c, 51.b, 52.c,  
53.c, 54.b, 55.b, 56.b, 57.a, 58.c, 59.a, 60.d, 61.d, 62.c,  
63.c, 64.c, 65.c, 66.a, 67.a, 68.b, 69.a, 70.b, 71.a, 72.b,  
73.b, 74.a, 75.a, 76.b, 77.c, 78.b, 79.c, 80.a, 81.b, 82.a,  
83.c, 84.d, 85.c, 86.d, 87.a, 88.b, 89.a, 90.c, 91.c, 92.a,  
93.b, 94.c, 95.c, 96.d, 97.b, 98.b, 99.c, 100.b

**5 MARK QUESTIONS**

1. What is Adobe Flash?
2. When was Adobe Flash first introduced?
3. What is the file extension used for Flash files?
4. Which programming language is commonly used in Flash development?
5. What is the purpose of the Flash Player?
6. How does Flash enable vector graphics animation?
7. Name the successor to Adobe Flash.

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8. Why did Adobe decide to end support for Flash?
9. What are the key features of Flash Professional CC?
10. Explain the concept of Flash animations.
11. What is ActionScript, and how is it used in Flash?
12. Name some popular websites or platforms that initially relied on Flash.
13. What is the role of Flash in web development?
14. Describe the process of embedding Flash content in a webpage.
15. How did the rise of HTML5 impact the relevance of Flash?
16. What are the security concerns associated with Flash?
17. Name some alternatives to Flash for web animations.
18. How did mobile devices influence the decline of Flash?
19. Can Flash be used for creating interactive presentations?
20. Explain the difference between Flash and Shockwave.
21. What is the SWF file format?
22. How did the introduction of WebGL impact Flash?
23. Describe the role of Flash in online gaming.
24. What was the significance of Flash in online video streaming?
25. How did Flash contribute to rich multimedia content on the internet?

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26. Discuss the role of Flash in e-learning and educational applications.
27. Explain the concept of Flash cookies.
28. How did the lack of Flash support affect legacy content on the web?
29. What were some challenges faced by developers working with Flash?
30. Can Flash content be converted to other formats?
31. Describe the process of creating a Flash animation.
32. How did Flash support audio integration in web applications?
33. What role did Flash play in interactive advertising?
34. Discuss the impact of the rise of mobile apps on Flash development.
35. Explain the significance of the Flash timeline in animation.
36. How did Flash contribute to the development of browser-based games?
37. Discuss the role of Flash in online banner ads.
38. How did browser updates and security policies affect Flash usage?
39. What were some advantages of using Flash for web design?
40. Explain the concept of Flash banners.
41. How did Flash support streaming video content on the web?



42. Describe the process of creating a Flash-based website.
43. What was the role of Flash in early web navigation interfaces?
44. How did the introduction of CSS3 impact Flash design?
45. Explain the concept of Flash sprites.
46. How did the lack of Flash support affect online interactive content?
47. Discuss the integration of Flash with content management systems.
48. What were the limitations of Flash in terms of accessibility?
49. How did Flash contribute to the development of online quizzes and surveys?
50. Explain the role of Flash in browser-based multimedia presentations

### **10 MARK QUESTIONS**

1. How did the decline of Flash impact the digital advertising industry?
2. Discuss the role of Flash in creating dynamic user interfaces.
3. What were some popular plugins used in conjunction with Flash?
4. How did Flash handle cross-browser compatibility issues?

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5. Explain the impact of the "Flash is Dead" movement.
6. How did Flash contribute to the development of virtual tours on websites?
7. Discuss the use of Flash in creating interactive maps for websites.
8. How did Flash support 3D graphics in web applications?
9. Explain the role of Flash in creating animated website intros.
10. What were some security vulnerabilities associated with Flash?
11. How did the decline of Flash impact the job market for Flash developers?
12. Discuss the role of Flash in online product demonstrations.
13. How did the lack of Flash support affect online tutorials and guides?
14. Explain the concept of Flash buttons.
15. Discuss the role of Flash in creating interactive multimedia presentations.
16. How did Flash contribute to the development of online photo galleries?
17. What were some best practices for optimizing Flash performance?
18. Explain the impact of the rise of mobile-responsive design on Flash.

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19. Discuss the role of Flash in creating interactive simulations.
20. How did Flash handle text rendering in web applications?
21. Explain the concept of Flash preloading.
22. What were some common issues faced by users with Flash installations?
23. How did the decline of Flash impact web accessibility for users with disabilities?
24. Discuss the role of Flash in creating animated infographics.
25. How did Flash support the development of online quizzes and games?
26. Explain the concept of Flash transitions in web design.
27. What were some popular frameworks for Flash development?
28. How did Flash contribute to the development of virtual classrooms?
29. Discuss the role of Flash in creating interactive dashboards for websites.
30. How did the lack of Flash support affect online training courses?
31. Explain the concept of Flash loaders.
32. What were some common misconceptions about Flash?

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33. How did Flash handle video integration with external streaming services?
34. Discuss the role of Flash in creating interactive timelines.
35. How did the decline of Flash impact the archiving of historical web content?
36. Explain the concept of Flash banners in online advertising.
37. What were some creative uses of Flash in web design?
38. How did Flash contribute to the development of online comic strips?
39. Discuss the role of Flash in creating interactive virtual tours.
40. How did the lack of Flash support affect legacy websites and applications?
41. Explain the concept of Flash sprites in game development.
42. What were some alternatives to Flash for creating interactive content?
43. Discuss the role of Flash in creating interactive multimedia kiosks.
44. How did Flash support the integration of webcams in online applications?
45. What were some challenges faced by designers when transitioning away from Flash?

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46. Explain the impact of the decline of Flash on online video game platforms.
47. Discuss the role of Flash in creating interactive 360-degree panoramas.
48. How did Flash contribute to the development of interactive product catalogs?
49. What were some criticisms of Flash in terms of performance?
50. How did the end of Flash support lead to advancements in web technologies?



**OFFICE AUTOMATION**

**ONEMARKS**

1. What is the function of Ctrl + B in MS-Word?
  - a. It converts selected text into the next larger size of the same font.
  - b. It adds a line break to the document.
  - c. It makes the selected text bold.
  - d. It applies italic formatting the selected text.
2. Graphics for word processor is
  - a. Peripheral.
  - b. Clip art.
  - c. Highlight.
  - d. Execute.
3. What is the function of CTRL+R in MS-Word?
  - a. Open the print dialog box.
  - b. Update the current web page.
  - c. Close the current window.
  - d. None of these.
4. Which of the following is / are the additional features of MS Word 2007?
  - a. Quick access toolbar.
  - b. MS button.
  - c. Ribbon.
  - d. All the above.

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5. In Microsoft Word shortcut key CTRL+W is used for

- a. Open the print dialog box.
- b. Update the current web page.
- c. Close the current window.
- d. None of these.

Which shortcut key is used to spell check in MS-Word?

- a. f1.
- b. f2.
- c. f7.
- d. f9.

ANSWER: c

Why headers and footers used in MS -Word?

- a. To enhance the overall appearance of the document.
- b. To mark the starting of a page.
- c. To make large document more readable.
- d. To allow page headers and footers to appear on document when it is printed.

8. The minimum number of rows and columns a word table can have is

- a. Zero.
- b. 2 rows and 1 column.
- c. 2 rows and 2 column.
- d. 1 row and 1 column.

9. In MS-Word shortcut SHIFT+DELETE is used to

- a. delete the selected item permanently without placing the item in the recycle bin.
- b. copy the selected item.
- c. rename the selected item.
- d. create a shortcut to the selected item.

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10. In MS Word to move the insertion point to the beginning of the next word command used is

- a. ctrl+right arrow.
- b. ctrl+left arrow.
- c. ctrl+down arrow.
- d. None of these.

11. Which of the following line spacing is invalid?

- a. Multiple.
- b. Double.
- c. Triple.
- d. Single

12. How can you apply exactly the same formatting you did to another text?

- a. Copy the text and click on paste special tool on new place.
- b. Select the text then click on format painter and select the new text.
- c. Copy the text and paste in new location. then type the new text again.
- d. All of above.

13. What should you do if you require pasting the same format in many places?

- a. Double click the format painter then go on pasting in many places.
- b. Click the format painter then go on pasting to many places holding ctrl key.
- c. Click the format painter and go on pasting in many places holding alt key.



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d. All of above.

14. On which toolbar can you find Format Painter tool?

- a. Formatting toolbar.
- b. Picture toolbar.
- c. Drawing toolbar.
- d. Standard toolbar.

15. Which indent marker controls all the lines except first line?

- a. Left indent marker.
- b. First line indent marker.
- c. Right indent marker.
- d. Hanging indent marker.

16. Which operation you will perform if you need to move a block of text?

- a. Copy and paste.
- b. Paste and cut.
- c. Cut and paste.
- d. Paste and delete.

17. What is the extension of Word files?

- a. dot.
- b. txt.
- c. fil.
- d. doc.

18. Which of the following option is not available in Insert >> Picture?

- a. Chart.
- b. Graph.
- c. Clip art.
- d. Word art.

19. To insert a drop cap in one of the paragraph you should access

- a. Format.
- b. Tools.

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- c. Insert menu.                      d. None of above.

20. How many different positions can you set for drop cap?

- a. 3.                                      b. 2.  
c. 4.                                      d. 1.

21. Which of the following can NOT be used to create parallel style column?

- a. Insert textbox.                      b. Table insert table.  
c. Format tabs.                         D. Format columns.

22. Which of the following is used to create newspaper style columns?

- a. Format columns.                      b. Table insert table.  
c. Format tabs.                         d. insert textbox.

23. Columns dialog box can be opened from...

- a. Press alt + o + c.  
b. Format menu columns submenu.  
c. Double click on column space in ruler.  
d. All of above.

24. You can jump to the next column by

- a. Press alt + down-arrow.  
b. Clicking with your mouse on the next column.  
c. Both of above.  
d. None of above.

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25. To open Columns dialog box quickly..

- a. Double click the space between area on ruler.
- b. Double click the right margin in ruler.
- c. Double click on the left margin area of ruler.
- d. All of above.

26. Which of the following command is not available in Tools menu?

- a. Auto summarize.      b. Macro.
- c. Autocorrect.          d. Auto text.

27. Text boundary can be displayed or hidden from

- a. Customize from tools menu.
- b. Auto text option from insert menu.
- c. Options from tools menu.
- d. All of above.

28. Which of the following is / are word processing software?

- a. MS word.                      b. Easy word.
- c. Word perfect.                d. All of above.

29. MS Office provides help in many ways, which of these is one of them?

- a. Help menu.                      b. What is this?.
- c. Office assistant.                D. All of the above.

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30. What is the maximum scale percentage available in Scale drop down box?
- a. 300.
  - b. 200.
  - c. 100.
  - d. 50.
31. Bold, Italic, Regular are known as
- a. Text effects.
  - b. Font effects.
  - c. Font styles.
  - d. Word art.
32. Changing the appearance of a document is called
- a. Editing.
  - b. Proofing.
  - c. Formatting.
  - d. All of above.
33. In a document what is the maximum number of columns that can be inserted in MSWord Table?
- a. 31.
  - b. 32.
  - c. 63.
  - d. 64.
34. A screen element of MS Word that is usually located below the title bar that provides categorized options is...
- a. Status bar.
  - b. Menu bar.
  - c. Tool bar.
  - d. All of the above.
35. A \_\_\_\_\_ is a small program that helps to automate a frequently used series of commands in most productivity software tools.
- a. Macro.
  - b. Utility.

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- c. Template.                      d. Wizard.

36. Which of the following is the second step in creating a macro?

- a. Using your mouse or keyboard, perform the task you want to automate.
- b. Give the macro a name.
- c. Assign a keyboard shortcut to the macro.
- d. Start recording.

37. If you will be displaying or printing your document on another computer, you'll want to make sure and select the \_\_\_\_\_ option under the 'Save' tab.

- a. Embed true type fonts.                      b. Embed fonts.
- c. Save true type fonts.                      d. Save fonts.

38. In Word, the mailing list is known as the \_\_\_\_ .

- a. Data source.                      b. Sheet.
- c. Data sheet.                      d. Source.

39. Which of the following button will allow you to add, delete, or change records in your Data Source?

- a. 'Edit' button.                      b. 'Data editing' button.
- c. 'Data source' button.                      d. 'Edit data source' button.

40. It is possible to \_\_\_\_\_ a data source before performing a merge.

- a. Modify.                      b. Sort.

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- c. Create. d. All of the above.

41. What is the default font size of a new Word document based on Normal template?

- a. 9 pt. b. 12 pt.  
c. 14 pt. d. none of above.

42. What is the default font used in MS Word document?

- a. Times new roman. b. Arial.  
c. Algerian. d. None of the above.

43. Which tab in Font dialog box contains options to apply font effects?

- a. Text effects. b. Standard toolbar.  
c. Font tab. d. Character spacing.

44. Drop Cap means

- a. Small caps. b. Title case.  
c. All caps. d. None of above.

45. Which function of MS Word enables you to create multiple mails at a time?

- a. Macro. b. Mail merge.  
c. Scenario manager. d. Pivot table

46. Which of the following is not valid version of MS Office?

- a. Office xp. b. Office vista.

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- c. Office 2007.                      d. None of above.

47. You cannot close MS Word application by

- a. Choosing file menu then exit submenu.
- b. Press alt+f4.
- c. Click x button on title bar.
- d. From file menu choose close submenu.

48. The key F12 opens a

- a. Save as dialog box.                      b. Open dialog box.
- c. Save dialog box.                      d. Close dialog box.

49. What is the short cut key to open the Open dialog box?

- a. f12.                      b. shift f12.
- c. alt + f12.                      d. ctrl + f12.

50. A feature of MS Word that saves the document automatically after certain interval is available on

- a. Save tab on options dialog box.    b. Save as dialog box.
- c. Both of above.                      d. None of above.

**ANSWERS**

1.c, 2.b, 3.d, 4.d, 5.c, 6.c, 7.d, 8.d, 9.a, 10.a, 11.c, 12.b,  
13.a, 14.d, 15.a, 16.c, 17.d, 18.b, 19.a, 20.b, 21.d, 22.a,  
23.d, 24.b, 25.a, 26.d, 27.c, 28.d, 29.d, 30.b, 31.c, 32.c,

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33.c, 34.b, 35.a, 36.c, 37.c, 38.a, 39.d, 40.d, 41.b, 42.a,  
43.c, 44.d, 45.b, 46.d, 47.d, 48.a, 49.d, 50.a

**5 MARK QUESTIONS**

1. What is the need of a word processing software?.
2. What is the task of a word processing software?
3. Name an open source word processing software.
4. List the steps to start an OpenOffice Writer..
5. List the components of the main screen of OpenOffice Writer.
6. Define Tabs
7. Define Bar
8. Define Status Bar
9. Define Scroll Bar
10. Define Work Area
11. List the tabs in the Open Office Writer. What are the key tasks performed by the tabs.
12. What is the extension of the file created in Open Office Writer?
13. What is the purpose of the file tab?
14. What is the purpose of the edit tab?
15. What is the purpose of the view tab?
16. What is the purpose of the insert tab?
10. What is the difference between Save command and Save As command?



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11. What is the difference between Move text and Copy text?
12. How is Find and Replace option useful?
13. List the steps for inserting a hyperlink to a web page in a document.
14. What is the difference between toggle case and sentence case when using Change Case?
15. What is a spreadsheet? List its uses.
16. What is the uses of spreadsheet?
17. What is the purpose of using a spreadsheet?
18. What do you mean by Active Cell?
19. What are the various types of data available in a spreadsheet?
20. Explain a workbook and worksheet.
21. Define labels in spreadsheet.
22. Define numbers or values in spreadsheet.
23. Define formulae in spreadsheet.
24. What is the purpose of AutoFill in Spreadsheet?
25. What is the need of a presentation software?
26. What is the task of a presentation software?
27. Name an open source presentation software.
28. List the steps to start an OpenOffice Impress.
29. List the components of the main screen of OpenOffice Impress.
30. List the different view options in OpenOffice Impress.

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31. List the components of the main screen of OpenOffice Impress.
32. List the different view options in OpenOffice Impress
33. Define Normal view in OpenOffice impress
34. Define outline view in OpenOffice impress
35. Define Normal view in OpenOffice impress
36. Define slide sorter in OpenOffice impress
37. Define slide show in OpenOffice impress
38. Define Notes page in OpenOffice impress
39. Define Hangout page in OpenOffice impress
40. List the tabs in the OpenOffice Impress. What are the key tasks performed by the tabs?
41. What is the extension of the file created in OpenOffice Impress
42. What is the purpose of the following views –
  - a. Normal      b. Outline      e. Slide Sorter
  - d. Slide Show   e. Notes Page   f. Handout Page
43. What is the need to use the Slide Master?
44. What is the difference between slide transition and slide animation?
45. Define workbook.
46. Define worksheet.
47. Define save command.
48. Define save as command.
49. Define find and replace option.
50. Define toggle case

### **10 MARK QUESTIONS**

1. What is office automation, and how has it evolved over the years?
2. Discuss the key benefits of implementing office automation systems in a workplace.
3. Explain the role of office automation in enhancing productivity and efficiency.
4. How does office automation contribute to better data management and information flow within an organization?
5. Discuss the security challenges associated with office automation and how they can be mitigated.
6. Explain the impact of office automation on traditional office roles and job responsibilities.
7. What are the essential components of an office automation system, and how do they interact with each other?
8. Discuss the role of artificial intelligence in modern office automation solutions.
9. How can office automation systems improve collaboration and communication among team members?
10. Evaluate the cost implications of implementing office automation in a medium-sized enterprise.

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11. Discuss the integration of cloud computing in office automation and its advantages.
12. Explain the role of office automation in supporting remote work and flexible working arrangements.
13. Analyze the potential risks and challenges associated with the implementation of office automation systems.
14. How does office automation contribute to sustainability and environmentally friendly practices in the workplace?
15. Discuss the importance of user training and change management during the adoption of office automation.
16. Explain the role of office automation in streamlining administrative processes and reducing manual tasks.
17. Evaluate the impact of office automation on decision-making processes within an organization.
18. Discuss the role of mobile devices in extending the reach and accessibility of office automation tools.
19. How can office automation systems contribute to better customer relationship management (CRM)?
20. Analyze the role of data analytics in extracting valuable insights from office automation systems.
21. Discuss the customization options available in office automation systems to meet the specific needs of different industries.

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22. Explain the role of workflow automation in improving business processes within an organization.
23. Evaluate the impact of office automation on document management and digital archiving.
24. Discuss the role of office automation in improving the accuracy and reliability of financial reporting.
25. How can office automation systems contribute to regulatory compliance in industries with stringent requirements?
26. Analyze the role of cybersecurity measures in protecting sensitive data within an office automation environment.
27. Discuss the potential cultural shifts within an organization during the adoption of office automation.
28. Explain the role of Internet of Things (IoT) devices in the context of office automation.
29. Evaluate the scalability of office automation solutions for businesses of different sizes.
30. Discuss the role of virtual assistants and chatbots in enhancing office automation functionalities.
31. Explain how office automation contributes to strategic decision-making at the executive level.
32. Discuss the role of machine learning algorithms in predictive analytics within office automation systems.

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33. Evaluate the impact of office automation on employee job satisfaction and work-life balance.
34. Discuss the role of business process reengineering in conjunction with office automation implementation.
35. Explain how office automation supports real-time collaboration and communication across geographically dispersed teams.
36. Discuss the role of open-source software in the development and implementation of office automation solutions.
37. Evaluate the role of data encryption in ensuring the security and confidentiality of information in office automation.
38. Explain how office automation systems contribute to better project management and task tracking.
39. Discuss the potential challenges in achieving interoperability between different office automation tools.
40. Analyze the role of data visualization in conveying complex information within office automation systems.
41. Discuss the ethical considerations associated with the use of office automation technologies.
42. Explain how office automation systems contribute to a more agile and responsive organizational structure.
43. Evaluate the impact of office automation on reducing operational costs and improving financial efficiency.

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44. Discuss the role of natural language processing in enhancing user interactions with office automation interfaces.
45. Analyze the potential role of blockchain technology in enhancing the security of office automation systems.
46. Discuss the role of user feedback in continuous improvement and optimization of office automation tools.
47. Explain how office automation contributes to better resource allocation and utilization.
48. Evaluate the impact of office automation on reducing errors and enhancing data accuracy.
49. Discuss the potential challenges in ensuring data privacy within office automation systems.
50. Analyze the role of predictive maintenance in optimizing the performance of office automation hardware and software.

# ABOUT THE AUTHOR

Mrs. P. Jayanthi was born in 1979 in Vellore District. She is currently working as an Assistant Professor in the Department of Computer Science, St. Joseph's College of Arts and Science for Women, Hosur. She has completed M.Sc (Computer Science) and M.Phil., in Annamalai University. She has a good experience of 9 years. She has published many papers in National and International Journals. Her areas of interest include Machine Learning, Artificial intelligence, Cloud Computing and Data mining. She has guided many M.Phil., students. She has also received Best Senior Faculty Award from Novel Research Academy, Registered under the Ministry of MSME, Government of India and received Dronacharya Award from REST Society from Research International. She published book "Problem Solving using Python", ISBN No. 13.978-93-5577-319-7 and "Research Methodology" ISBN No. 978-93-5577-335-7.



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