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Author :

**Mr. E.Srinivasan**

(Post Graduate Teacher, Chennai)

Edited by :

**Mrs. K. Priyadharshini M.Sc.**

Coimbatore

Reviewed by :

**Mr. V. Rajan M.Sc., M.Phil.**

Chennai

Head Office:

**SURA PUBLICATIONS**

1620, 'J' Block, 16th Main Road,

Anna Nagar, Chennai - 600 040.

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## PREFACE

*"The woods are lovely, dark and deep."*

*But I have promises to keep, and*

*miles to go before I sleep - Robert Frost*

Respected Principals, Correspondents, Head Masters / Head Mistresses, Teachers,

From the bottom of our heart, we at SURA Publications sincerely thank you for the support and patronage that you have extended to us for more than a decade.

It is in our sincerest effort we take the pride of releasing **SURA's Computer Applications Guide** for +2 Standard. This guide has been authored and edited by qualified teachers having teaching experience for over a decade in their respective subject fields. This Guide has been reviewed by reputed Professors who are currently serving as Head of the Department in esteemed Universities and Colleges.

With due respect to Teachers, I would like to mention that this guide will serve as a teaching companion to qualified teachers. Also, this guide will be an excellent learning companion to students with exhaustive exercises and in-text questions in addition to precise answers for textual questions.

In complete cognizance of the dedicated role of Teachers, I completely believe that our students will learn the subject effectively with this guide and prove their excellence in Board Examinations.

I once again sincerely thank the Teachers, Parents and Students for supporting and valuing our efforts.

God Bless all.

**Subash Raj, B.E., M.S.**

- Publisher

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*All the Best*

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CHAPTER

1

MULTIMEDIA

CHAPTER SNAPSHOT

- 1.1 Introduction to Multimedia
- 1.2 Multimedia Definition
- 1.3 Components of Multimedia
  - 1.3.1 Text
  - 1.3.2 Image
  - 1.3.3 Animation
  - 1.3.4 Sound
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- 1.4 File Formats for Multimedia
  - 1.4.1 Text Formats
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  - 1.4.3 Digital Audio File Formats
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- 1.5 Multimedia Production
  - 1.5.1 Steps in Multimedia Production
  - 1.5.2 Multimedia Production Team
- 1.6 Multimedia on Internet
- 1.7 Applications of Multimedia

## EVALUATION

## PART - I

## CHOOSE THE CORRECT ANSWER

- What is multimedia?
  - a type of computer hardware
  - a type of computer software
  - a type of computer network
  - the use of multiple forms of media to communicate information

[Ans. (d) the use of multiple forms of media to communicate information]
- \_\_\_\_\_ has five major components like text, images, sound, video and animation.
  - Multimedia
  - Master Page
  - Master item
  - Multi-word

[Ans. (a) Multimedia]
- What is a raster image? [HY-'23; QY-'24]
  - a type of image made up of pixels
  - a type of image made up of geometric shapes
  - a type of image made up of text
  - a type of image made up of sound waves

[Ans. (a) a type of image made up of pixels]
- What is a vector image?
  - a type of image made of pixels
  - a type of image made up of geometric shapes
  - a type of image made up of text
  - a type of image made up of sound waves

[Ans. (b) a type of image made up of geometric shapes]
- Which of the following is a raster image file format?
  - JPEG
  - EPS
  - CDR
  - SVG

[Ans. (a) JPEG]
- Which of the following is a vector image file format?
  - PSD
  - JPEG
  - EPS
  - BMP

[Ans. (c) EPS]

- RTF (Rich Text Format) file format was introduced by \_\_\_\_\_. [June-'23 & '24; QY-'24]
  - TCS
  - Microsoft
  - Apple Inc.
  - IBM

[Ans. (b) Microsoft]
- The expansion of JPEG is \_\_\_\_\_. [Aug-'21; May-'22]
  - Joint Photographic Experts Group
  - Joint Photo Experts Group
  - Join Photon Experts Group
  - Joint Photographic expressGroup

[Ans. (a) Joint Photographic Experts Group]
- AIFF file format was developed by \_\_\_\_\_. [Aug-'21; May-'22; QY-'23; Mar-'24]
  - TCS
  - Microsoft
  - Apple Inc.
  - IBM

[Ans. (c) Apple Inc.]
- Which of the following is an audio file format?
  - MP3
  - AVI
  - MPEG
  - PNG

[Ans. (a) MP3]

## PART - II

## SHORT ANSWERS

- Define Multimedia. [Sep-2020; Mar, QY-'23 & '24; HY-'23]
 

Ans. The word multimedia consists of two words "multi" and "media". Multimedia is a computer based presentation technique that incorporates text, images, sound, video and animation.
- List out Multimedia Components.
 

Ans. Multimedia has five major components like text, images, sound, video and animation.
- Classify the TEXT component in multimedia. [HY-'24]
 

Ans. (i) Static Text (ii) HyperText
- Classify the IMAGE component in multimedia.
 

Ans. (i) Raster Images (ii) Vector Images
- Define Animation. [June-'23]
 

Ans. Animation is the process of displaying still images so quickly so that they give the impression of continuous movement. In animation the screen object is a vector image.



**PART - III****EXPLAIN IN BRIEF ANSWER****1. List out image file formats.***[Aug-'21; FRT-'22; June-'24]*

- Ans. (i)** TIFF – Tagged Image File Format  
**(ii)** BMP – Bitmap  
**(iii)** DIB – Device Independent Bitmap  
**(iv)** GIF – Graphic Interchange Format  
**(v)** JPEG – Joint Photographic Experts Group  
**(vi)** TGA – Tagra  
**(vii)** PNG – Portable Network Graphics

**2. List out audio file formats.***[Govt. MQP-'19; Mar. & QY-'24]*

- Ans. (i)** WAV – Waveform Audio File Format  
**(ii)** MP3 – MPEG Layer - 3 Format  
**(iii)** OGG  
**(iv)** AIFF – Audio Interchange File Format  
**(v)** WMA – Windows Media Audio  
**(vi)** RA – Real Audio Format

**3. List out video file formats.***[May-'22]*

- Ans. (i)** AVI – Audio / Video Interleave  
**(ii)** MPEG – Moving Picture Experts Group

**PART - IV****EXPLAIN IN DETAIL****1. Explain in detail about production team roles and responsibilities.***[HY-'19 & '23; Aug-'21; July-'22; Mar-'23 & '24; QY-'24]***Ans. 1. Production Manager:**

- (i)** In a multimedia production, the role of production manager is to define, and coordinate, the production of the multimedia project in time and with full quality.  
**(ii)** The production manager should be an expertise in the technology, good at proposal writing, good communication skills and budget management skills.

**2. Content Specialist :**

- (i)** Content specialist is responsible for performing all research activities concerned with the proposed application's content.

- (ii)** Program content refers to projects information, graphics, data or facts presented through the multimedia production.

**3. Script Writer :**

- (i)** Video and film scripts represents a linear sequence of events.  
**(ii)** The script writer visualizes the concepts in three dimensional environment and if needed uses the virtual reality integration into the program.

**4. Text Editor :**

- (i)** The content of a multimedia production always must flow logically and the text should always be structured and correct grammatically.  
**(ii)** Text and narration is an integrated part of the application.

**5. Multimedia Architect :**

The multimedia architect integrates all the multimedia building blocks like graphics, text, audio, music, video, photos and animation by using an authoring software.

**6. Audio and Video Specialist :**

- (i)** The roles of these specialists are needed for dealing with narration and digitized videos to be added in a multimedia presentation.  
**(ii)** They are responsible for recording, editing sound effects and digitizing.

**2. Explain in detail about different file formats in multimedia files.** *[HY-'19 & '24; Mar-2020; July-'22; June-'24]*

**Ans. File Formats for Multimedia :** The following is an outline of current file formats used for the production and delivery of multimedia data.

**(1) Text Formats: RTF :**

Rich Text Format is the primary file format introduced in 1987 by Microsoft with the specification of their published products and for cross-platform documents interchange.

**Plain text :**

- (i) Plain text files can be opened, read, and edited with most text editors.
- (ii) The commonly used text editors are Notepad (Windows), Gedit or nano (Unix, Linux), TextEdit (Mac OS X) and so on.

**(2) Image Formats :****TIFF (Tagged Image File Format) :**

- (i) This format is common in desktop publishing world (high quality output), and is supported by almost all software packages.
- (ii) Recent versions of TIFF allows image compression, and the format is comfortable for moving large files between computers.

**DIB (Device Independent Bitmap) :**

A device independent bitmap contains a colour table. The colour describes how pixel values corresponds to RGB colour values, which describes colors that are produced by emitting light.

**GIF (Graphics Interchange Format) :**

- (i) GIF is a compressed image format. Most of the computer color images and backgrounds are GIF files.
- (ii) This file format is best suitable for graphics that uses only limited colors, and it is the most popular format used for online color photos.

**TGA (Tagra) :**

It is the first popular format for high-resolution images. TGA files are common in animation video industry.

**PNG (Portable Network Graphics) :**

- (i) PNG is an extensible file format for the less loss, portable and well compressed storage of raster images.
- (ii) PNG acts as replacement for GIF and also replaces multiple common uses of TIFF.

**(3) Digital Audio File Formats :****WAV (Waveform Audio File Format)**

- (i) WAV is the most popular audio file format in windows for storing uncompressed sound files.
- (ii) In order to attain the reduced file size it can also be converted to other file formats like MP3.

**MP3 (MPEG Layer-3 Format) :**

- (i) MPEG Layer-3 format is the most popular format for storing and downloading music.
- (ii) The MP3 files are roughly compressed to one-tenth the size of an equivalent WAV file.

**(4) Digital Video File Formats :****AVI (Audio/Video Interleave) :**

AVI is the video file format for Windows. Here sound and picture elements are stored in alternate interleaved chunks in the file.

**MPEG (Moving Picture Experts Group) :**

- (i) MPEG is a standard for generating digital video and audio compression under the International Standards Organization (ISO) by the group of people.
- (ii) Simply MPEG is the standards for digital video and audio compression.

**GOVERNMENT EXAM QUESTIONS AND ANSWERS****CHOOSE THE CORRECT ANSWER****1 MARK****1. \_\_\_\_\_ involves moving an object on a screen that has a constant background.**

[QY-'19]

- |                    |   |
|--------------------|---|
| (a) Animation      | (b) Frame Animation                           |
| (c) Path Animation | (d) Image Animation [Ans. (c) Path Animation] |

**2. In which of the following pair / pairs is/are wrong**

[QY-'19]

- 1) DIB ----- Allows the files to be displayed on a variety of devices
- 2) RA ----- It is designed for streaming audio over the internet
- 3) RTF ----- Introduced by APPLE
- 4) TGA ----- It is supported by most of the video capture boards

- |                  |                  |            |                              |
|------------------|------------------|------------|------------------------------|
| (a) both 1 and 2 | (b) both 2 and 3 | (c) 3 only | (d) 4 only [Ans. (c) 3 only] |
|------------------|------------------|------------|------------------------------|



3. \_\_\_\_\_ refers to any type of application that involves more than one type of media such as text, graphics video animation and sound.

- (a) An executable file [Govt. MQP-'19; July-'22]  
 (b) Desktop publishing  
 (c) Multimedia (d) Hypertext

[Ans. (c) Multimedia]

4. Write the expansion of MIDI: [Mar-2020]

- (a) Musical Instrument Digital Interpreter  
 (b) Musical Information Digital Information  
 (c) Musical Intelligent Digital Interface  
 (d) Musical Instrument Digital Identifier

[Ans. (d) Musical Instrument Digital Identifier]

5. Which is not an image format? [Sep-2020]

- (a) AIFF (b) GIF (c) TIFF  
 (d) JPEG

[Ans. (a) AIFF]

6. The least frame rate of at least \_\_\_\_\_ frames in Multimedia Animation. [Sep-2020]

- (a) 10 (b) 12 (c) 15 (d) 16

[Ans. (d) 16]

7. Match the following by choosing the right one

1. Text - TGA [Aug-'21]  
 2. Image - MIDI  
 3. Sound - MPEG  
 4. Video - RTF

- (a) 1, 2, 3, 4 (b) 2, 3, 4, 1  
 (c) 4, 1, 2, 3 (d) 3, 4, 1, 2

[Ans. (c) 4, 1, 2, 3]

8. \_\_\_\_\_ is the first popular format for high resolution images. [FRT-'22]

- (a) GIF (b) TIFF  
 (c) DIB (d) TGA

[Ans. (d) TGA]

9. The live telecast of real time programs through internet is known as [Mar-'23]

- (a) Web mastering (b) Web browsing  
 (c) Web Surfing (d) Webcasting

[Ans. (d) Webcasting]

## SHORT ANSWERS

## 2 MARKS

1. Write roles and responsibilities of computer programmer. [QY-'19]

- Ans. (i) The computer programmer writes the lines of code or scripts in the appropriate language.  
 (ii) These scripts usually develops special functions like developing the software to give the size and shape of video windows, controlling peripherals and so on.

2. Define Multimedia Production. [July-'22]

- Ans. (i) In the multimedia application, after the pre-production activities, the production phase starts. This phase includes the activities like background music selection, sound recording and so on.  
 (ii) Text is incorporated using OCR software, Pictures shot by digital camera, Video clips are shot, edited and compressed.

3. Write the features of Multimedia. [Mar-'23]

Ans. Features of Multimedia :

- (i) The information they handle is represented digitally.  
 (ii) Multimedia systems are integrated computer controlled and usually interactive.

4. Write the features of Animation. [June-'23]

Ans. Features of Animation :

- (i) In animation the screen object is a vector image.  
 (ii) The least frame rate of at least 16 frames per second gives the impression of smoothness and for natural looking it should be at least 25 frames per second.

## EXPLAIN IN BRIEF ANSWER 3 MARKS

1. Explain the following file formats : [FRT-'22]

- (a) TGA (b) OGG (c) MPEG

Ans. (a) TGA : It is the first popular format for high-resolution images. TGA files are common in animation video industry.

(b) OGG :

- (i) OGG is a free, open source container format that is designed for obtaining better streaming and evolving at high end quality digital multimedia.

(ii) It can be compared to MP3 files in terms of quality.

(c) MPEG :

- (i) MPEG Layer-3 format is the most popular format for storing and downloading music.

(ii) The MP3 files are roughly compressed to one-tenth the size of an equivalent WAV file.

**EXPLAIN IN DETAIL****5 MARKS****1. Explain in detail Process of Multimedia.***[QY-'19; Sep-2020; FRT-'22; June-'23]*

**Ans.** Following are the phases for development of complex multimedia projects.

**(1) Conceptual Analysis and Planning :**

- (i) The process of multimedia making begins with a conceptual ignition point.
- (ii) Conceptual analysis identifies a appropriate theme, budget and content availability on that selected theme.
- (iii) Additional criteria like copyright issues also are considered in this phase.

**(2) Project design :**

- (i) Once the theme is finalized objectives, goals, and activities are drawn for the multimedia project.
- (ii) General statements are termed as goals. The specific statements in the project is known as the objectives.
- (iii) Activities are series of actions performed to implement an objective. These activities contribute to the Project design phase.

**(3) Pre-production :** Based on the planning and design, it is necessary to develop the project.**(4) Budgeting :** Budgeting for each phases like consultants, hardware, software, travel, communication and publishing is estimated for all the multimedia projects.**(5) Multimedia Production Team :**

- (i) The production team for a high end multimedia project requires a team efforts.
- (ii) The team comprises of members playing various roles and responsibilities like Script writer, Production manager, Editor, Graphics Architect, Multimedia Architect and Web Master.

**(6) Hardware/Software Selection :**

- (i) All multimedia Application requires appropriate tools to develop and playback the application.
- (ii) Hardware includes the selection of fastest CPU, RAM and huge monitors, sufficient disc for storing the records.

**2. Explore the opportunities Animation filed movie industry.** *[QY-'19]*

**Ans. (i)** In the past, students that complete an animation course or a visual effects course could find job opportunities only in the film industry.

**(ii)** In India, the VFX domain, or the animation and visual effects industry, has been growing stronger and stronger in recent years.

**(iii)** Animation and visual effects requirements for massive international projects such as HBO's top TV series and Marvel's hits Infinity War and Black Panther was outsourced to Indian companies in Mumbai and Pune.

**(iv)** The surge in demand for animation and visual effects experts has led to a significant increase in the number of students enrolling for a VFX course.

**(v)** As such, a student that completes a 3D animation course can hope to build a rewarding and satisfying career in the Media and Entertainment field these days.

**(vi)** The timeless classics Tom and Jerry and Mickey Mouse created a milestone but the legacy is not disappointing.

**(vii)** Indian animation has risen from an amateur piece of craft like "The Banyan Deer" to the million rupees project "Chhota Bheem".

**(viii)** POGO, the leading cartoon channel in India is the most successful entertainment channel for kids.

**(ix)** Indian animation industry is anticipated to grow faster than the IT industry.

**(x)** The industry has grown to a multibillion net work standard.

**(xi)** As a result of the growing demand in industry, the scope of animation course in tremendous.

**(xii)** The number of VFX artists and animators that worked on Baahubali was around 750.

**(xiii)** Ex. For Top animates Movies : Spider-Man, Incredibles 2, Zootopia, Inside Out, Toy Story 3, Finding Nemo, Frozen, etc.

**3. Explain in detail Techniques of Animation.****Ans. Animation :** [Mar-2020]

- (i) Animation is the process of displaying still images so quickly so that they give the impression of continuous movement.
- (ii) In animation the screen object is a vector image. Using numerical transformations the movement of that image along its paths is calculated for their defining coordinates.
- (iii) The least frame rate of at least 16 frames per second gives the impression of smoothness and for natural looking it should be at least 25 frames per second.
- (iv) Animations may be in two or three dimensional.
- (v) A two dimensional animation, brings an image alive, that occur on the flat X and Y axis of the screen.
- (vi) While in three dimensional animation it occurs along the three axis X, Y and Z. Animation tools are very powerful and effective.
- (vii) The two basic types of animations are Path animation and Frame animation.

**Path Animation :**

- (i) Path animation involves moving an object on a screen that has a constant background.
- (ii) E.g. a cartoon character may move across the screen regardless of any change in the background or the character.

**Frame Animation :**

In frame animations, multiple objects are allowed to travel simultaneously and the background or the objects also changes.

**4. Explain any five Digital Audio File Formats.**

[QY-'23]

**Ans. WAV (Waveform Audio File Format) :**

- (i) It is the most popular audio file format in windows for storing uncompressed sound files.
- (ii) In order to attain the reduced file size it can also be converted to other file formats like MP3.

**MP3 (MPEG Layer-3 Format) :**

- (i) MPEG Layer-3 format is the most popular format for storing and downloading music.
- (ii) The MP3 files are roughly compressed to one-tenth the size of an equivalent WAV file.

**OGG :**

- (i) OGG is a free, open source container format that is designed for obtaining better streaming and evolving at high end quality digital multimedia.
- (ii) It can be compared to MP3 files in terms of quality.

**AIFF (Audio Interchange File Format) :**

It is an audio file format developed by Apple Inc. used for storing sound data for personal computers and other electronic audio devices.

**WMA (Windows Media Audio) :**

It is a popular windows media audio format owned by Microsoft. WMA is a file extension used with windows media player.

**ADDITIONAL QUESTIONS AND ANSWERS****CHOOSE THE CORRECT ANSWER 1 MARK****1. Which of the following is not a multimedia source?**

- (a) Text
- (b) Pagemaker
- (c) Graphics
- (d) Video

[Ans. (b) Pagemaker]

**2. Find the odd one on the following which is not an image format**

- (a) TIEF
- (b) BMP
- (c) RTF
- (d) JPEG

[Ans. (c) RTF]

**3. Multiple forms of media are combined together called**

- (a) Media
- (b) Computerized applications
- (c) Image media
- (d) Multimedia

[Ans. (d) Multimedia]

**4. Which of the following is becoming more popular among the user in the terms of its uses and applications?**

- (a) Multimedia
- (b) Pagemaker
- (c) Computer
- (d) Images

[Ans. (a) Multimedia]

5. How many types of elements are there in multimedia?  
(a) 3 (b) 4 (c) 2 (d) 5  
[Ans. (c) 2]
6. How many major components are there in multimedia?  
(a) 4 (b) 3 (c) 5 (d) 2 [Ans. (c) 5]
7. Which of the following is not a major component of multimedia?  
(a) Text (b) Pagemaker  
(c) Video (d) Animation  
[Ans. (b) Pagemaker]
8. Which of the following is not a dynamic element of multimedia?  
(a) Video (b) Animation  
(c) Audio (d) Text  
[Ans. (d) Text]
9. Which of the following is a static element?  
(a) Graphics (b) Video  
(c) Animation (d) Audio  
[Ans. (a) Graphics]
10. Which of the following is a basic components of multimedia?  
(a) Video (b) Text  
(c) Graphics (d) Audio  
[Ans. (b) Text]
11. The most common ways of communicating information to other person is  
(a) Audio (b) Text (c) Graphics  
(d) Images [Ans. (b) Text]
12. How many types of text used in multimedia?  
(a) 4 (b) 3 (c) 2 (d) 5  
[Ans. (c) 2]
13. Which of the following type of text not used in multimedia?  
(i) Static Text (ii) Hyper Text  
(iii) Multi Text (iv) Interactive Text  
(a) i, ii (b) ii  
(c) iii (d) iii and iv  
[Ans. (d) iii and iv]
14. Which of the following text will give information or support an image or an video?  
(a) Static (b) Hyper  
(c) Multi (d) Information  
[Ans. (a) Static]
15. Which text defines the paths the user need to follow for the text access in non-sequential ways?  
(a) Static (b) Multi  
(c) Hyper (d) None of these  
[Ans. (c) Hyper]
16. Which of the following acts as an vital component in multimedia?  
(a) Text (b) Image  
(c) Video (d) Audio  
[Ans. (b) Image]
17. How many ways the images are generated by the computer?  
(a) 4 (b) 5 (c) 3 (d) 2  
[Ans. (d) 2]
18. Which of the following is a type of image not generated by computer?  
(a) Bitmap (b) Raster  
(c) Hyper (d) Vector  
[Ans. (c) Hyper]
19. The common form of storing images in a computer is  
(a) Raster (b) Bitmap  
(c) Vector (d) a or b  
[Ans. (d) a or b]
20. How many colors are there in each pixel?  
(a) 1 (b) 2 or more  
(c) 4 (d) 3  
[Ans. (b) 2 or more]
21. Which of the following is used to determine the number of colors in images?  
(a) Bits (b) Bytes  
(c) Megabytes (d) Gigabytes  
[Ans. (a) Bits]
22. Which types of image is used to create line, rectangle?  
(a) Raster (b) Vector (c) Bitmap  
(d) GIF [Ans. (b) Vector]
23. Which types of images is useful for storing large number of images and speeding transmission for network application?  
(a) Raster (b) Bitmap  
(c) Animated Gif (d) Vector  
[Ans. (d) Vector]



- 24.** Which of the following is not a compression format image?  
(a) GIF (b) MPEG (c) TIFF (d) JPEG [Ans. (b) MPEG]
- 25.** Which of the following is the process displaying still images in continuous movement?  
(a) Images (b) Graphics (c) Animation (d) Video [Ans. (c) Animation]
- 26.** The least frame rate that gives the impression of animation smoothness is  
(a) 16 (b) 25 (c) 9 (d) 20 [Ans. (a) 16]
- 27.** The least frame rate that gives the impression of animation in natural is  
(a) 16 (b) 25 (c) 20 (d) 21 [Ans. (b) 25]
- 28.** How many types of animation are there?  
(a) 1 (b) 2 (c) 3 (d) 5 [Ans. (b) 2]
- 29.** Which of the following is not a types of animation?  
(a) Vector (b) Path (c) Frame (d) All of these [Ans. (a) Vector]
- 30.** Which tools are very powerful and effective?  
(a) Animation (b) Image (c) Text (d) None of these [Ans. (a) Animation]
- 31.** In which type of animation there is not change in the background?  
(a) Frame (b) Path (c) Dynamic (d) Vector [Ans. (b) Path]
- 32.** In which type of animations, multiple objects are allowed to travel simultaneously?  
(a) Vector (b) Raster (c) Frame (d) Path [Ans. (c) Frame]
- 33.** In which type of animation, the background changes according to the object?  
(a) Frame (b) Vector (c) Raster (d) Path [Ans. (a) Frame]
- 34.** Which of the following is the most serious element in multimedia?  
(a) Text (b) Image (c) Animation (d) Sound [Ans. (d) Sound]
- 35.** The pressure level of sound is  
(a) Frequency (b) Decibels (c) Analog (d) Digital [Ans. (b) Decibels]
- 36.** Which of the following is a meaning full speech in any language?  
(a) Animation (b) Sound (c) Image (d) Graphics [Ans. (b) Sound]
- 37.** Which of the following is a standard communication tool developed for computers and electronic instruments?  
(a) MIDI (b) MPEG (c) MPG (d) MP3 [Ans. (a) MIDI]
- 38.** Which tools is flexible and easy for composing the projects in multimedia?  
(a) AIFF (b) TIFF (c) AVI (d) MIDI [Ans. (d) MIDI]
- 39.** Which of the following is taken and stored every  $n^{\text{th}}$  fraction of a second as digital information?  
(a) Sample of text (b) Sample of image (c) Sample of sound (d) Animation [Ans. (c) Sample of sound]
- 40.** Which of the following is used to represent the value of each sound sample?  
(a) bit depth (b) resolution (c) sample size (d) all of these [Ans. (d) all of these]
- 41.** Which of the following is a powerful way to convey information in multimedia?  
(a) Audio (b) Image (c) Video (d) Animation [Ans. (c) Video]
- 42.** How many types the video can be categorized?  
(a) 2 (b) 3 (c) 4 (d) 5 [Ans. (a) 2]

**43. Which of the following is not a type of video?**

- (i) Sampled video (ii) Digital video  
(iii) Embedded video (iv) Analog video  
(a) i, ii (b) ii, iii  
(c) ii, iv (d) iii, i

[Ans. (d) iii, i]

**44. Video tape, laserdisc, film are the example of**

- (a) Analog video (b) Digital video  
(c) Embedded video (d) Sampled video

[Ans. (a) Analog video]

**45. How many types of analog video are there?**

- (a) 3 (b) 4 (c) 2 (d) 5

[Ans. (c) 2]

**46. Which of the following is not a type of a Analog video?**

- (a) Composite (b) Synchronized  
(c) Component (d) all of these

[Ans. (b) Synchronized]

**47. Which of the following video components are combined to form an analog video?**

- (a) Brightness (b) Color  
(c) Synchronization (d) All of these

[Ans. (d) All of these]

**48. The quality of the composite video resulted in**

- (a) Color blending (b) Low clarity  
(c) High Generational Loss  
(d) All of these

[Ans. (d) All of these]

**49. Betamax and VHS video formats are an example of**

- (a) Component video (b) Blended Video  
(c) Composite Analog Video  
(d) Digital Video

[Ans. (c) Composite Analog Video]

**50. Expansion of RTF is**

- (a) Rich Text Format  
(b) Raster Text Format  
(c) Rich Tele Format  
(d) Rich Text Form

[Ans. (a) Rich Text Format]

**51. RTF introduced in the year**

- (a) 1977 (b) 1987  
(c) 1997 (d) 1981

[Ans. (b) 1987]

**52. Which text files can be opened in most of the editors?**

- (a) Ms-word file (b) RTF  
(c) Plain (d) TIFF

[Ans. (c) Plain]

**53. Which of the following is not a text editor?**

- (a) Credit (b) nano  
(c) Text edit (d) Pagemaker

[Ans. (d) Pagemaker]

**54. The popular way of conveying an email using**

- (a) Rich text file (b) Plain text  
(c) Composite text (d) Digital text

[Ans. (b) Plain text]

**55. Expansion of TIFF is**

- (a) Text Image File Format  
(b) Text Information Format File  
(c) Tagged Image File Format  
(d) Tagged Image Format File

[Ans. (c) Tagged Image File Format]

**56. Which of the following image format is common in DTP world?**

- (a) BMP (b) TIFF (c) GIF  
(d) DIB

[Ans. (b) TIFF]

**57. Which image format produces very high quality output?**

- (a) BMP (b) GIF (c) DIB  
(d) TIFF

[Ans. (d) TIFF]

**58. Which of the following image format is comfortable for moving large files between computers?**

- (a) TIFF (b) DIB (c) JPEG  
(d) TGA

[Ans. (a) TIFF]

**59. Which of the following image format used in windows 3.1?**

- (a) TIFF (b) TGA (c) BMP  
(d) JPEG

[Ans. (c) BMP]

**60. Which image format used for the high-resolution or large images?**

- (a) TIFF (b) BMP (c) TGA  
(d) DIB

[Ans. (b) BMP]

**61. Which of the following image format is similar to BMP?**

- (a) DIB (b) TGA (c) BMP  
(d) TIFF

[Ans. (a) DIB]



- 62.** DIB image format is similar to  
(a) TGA (b) JPEG (c) BMP  
(d) PNG [Ans. (c) BMP]
- 63.** DIB expansion is  
(a) Digital Independent Bitmap  
(b) Device Information Bitmap  
(c) Device Image Bitmap  
(d) Device Independent Bitmap  
[Ans. (d) Device Independent Bitmap]
- 64.** Which of the following is not a compressed image format?  
(a) TIFF (b) GIF  
(c) JPEG (d) PNG  
[Ans. (a) TIFF]
- 65.** GIF expansion is  
(a) Graphics Image Format  
(b) Graphics Independent Format  
(c) Graphics Interchange Format  
(d) Graphics Information Format  
[Ans. (c) Graphics Interchange Format]
- 66.** The widely supported image format is  
(a) GIF (b) TIFF (c) PNG  
(d) BMP [Ans. (a) GIF]
- 67.** Which image format was designed to attain maximum image compression?  
(a) GIF (b) PNG (c) JPEG  
(d) TIFF [Ans. (c) JPEG]
- 68.** Which of the following image uses lossy compression technique?  
(a) JPEG (b) TIFF (c) PNG  
(d) TGA [Ans. (a) JPEG]
- 69.** Which image format works good with photographs, naturalistic artwork?  
(a) GIF (b) TIFF (c) JPEG  
(d) TGA [Ans. (c) JPEG]
- 70.** Which of the following first popular image format for high resolution images?  
(a) TIFF (b) PNG (c) JPEG  
(d) TGA [Ans. (d) TGA]
- 71.** Expand TGA  
(a) Tagged Graphics Animation  
(b) Tagra  
(c) Text Graphics Animation  
(d) Tagra Graphics Animation [Ans. (b) Tagra]
- 72.** Which image format is supported by most of the video capture boards?  
(a) TGA (b) TIFF (c) PNG  
(d) None of these [Ans. (a) TGA]
- 73.** Expand PNG  
(a) Portable Node Graphics  
(b) Positioned Network Graphics  
(c) Portable Network Graphics  
(d) PlainText Network Graphics  
[Ans. (c) Portable Network Graphics]
- 74.** A well compressed storage of raster image is  
(a) TIFF (b) JPEG (c) GIF  
(d) PNG [Ans. (d) PNG]
- 75.** Which image format acts as replacement for GIF?  
(a) TIFF (b) PNG (c) TGA  
(d) JPEG [Ans. (b) PNG]
- 76.** Which image format replaces multiple common uses of TIFF?  
(a) TGA (b) GIF (c) PNG  
(d) JPEG [Ans. (b) GIF]
- 77.** Which image format works good with online viewing applications?  
(a) TIFF (b) GIF (c) JPEG  
(d) PNG [Ans. (d) PNG]
- 78.** Which Audio format used by Apple?  
(a) WAV (b) AIFF (c) MP3  
(d) OGG [Ans. (b) AIFF]
- 79.** Expand WAV  
(a) Waveform Audio File Format  
(b) Wave  
(c) Wave Audio Video  
(d) Wave Audio Visual  
[Ans. (a) Waveform Audio File Format]
- 80.** Which Audio format is most popular in windows for storing uncompressed sound files?  
(a) MP3 (b) OGG (c) WAV  
(d) RA [Ans. (c) WAV]
- 81.** Expand MP3  
(a) MPEG Layer – 3 format  
(b) MP Audio layer – 3 format  
(c) MP layer – 3 format  
(d) Multiplayer Audio layer – 3 format  
[Ans. (a) MPEG Layer – 3 format]

**82. Which of the following file compressed to one-tenth the size of an equivalent WAV file?**

- (a) RA (b) WMA (c) AIFF  
(d) None of these [Ans. (d) None of these]

**83. Expand AIFF**

- (a) Audio Information File Format  
(b) Audio Interleave File Format  
(c) Audible Interchange File Format  
(d) Audio Interchange File Format

[Ans. (d) Audio Interchange File Format]

**84. Expand WMA**

- (a) Waveform Media Audio  
(b) Windows Media Audio  
(c) Windows Multimedia Audio  
(d) Waveform Multi Audio

[Ans. (b) Windows Media Audio]

**85. Expand RA**

- (a) Raster Audio  
(b) Real Digital Audio  
(c) Real Audio Format  
(d) Resource Audio

[Ans. (c) Real Audio Format]

**86. Expand AVI**

- (a) Audio Video Interchange  
(b) Audio Video Information  
(c) Audio Video Interleave  
(d) Audio Video Instrument

[Ans. (c) Audio Video Interleave]

**87. Expand MPEG**

- (a) Moving Picture Experts Group  
(b) Motion Picture Experts Group  
(c) Multimedia Picture Expansion Group  
(d) Moving Picture Expansion Group

[Ans. (a) Moving Picture Experts Group]

**88. ISO Group has developed**

- (a) AVI (b) MPEG-1  
(c) WMA (d) WAV

[Ans. (b) MPEG - 1]

**89. The MPEG standard on which video CD and MP3 are based**

- (a) MPEG - 1 (b) MPEG - 2  
(c) MPEG - 7 (d) MPEG - 4

[Ans. (a) MPEG - 1]

**90. Which of the following video standard supports digital setup boxes and DVD?**

- (a) MPEG - 1 (b) MPEG - 7  
(c) MPEG - 2 (d) MPEG - 4

[Ans. (c) MPEG - 2]

**91. Which of the following video standard for multimedia and mobile web?**

- (a) MPEG - 1 (b) MPEG - 4  
(c) MPEG - 2 (d) MPEG - 7

[Ans. (b) MPEG - 4]

**92. Which of the following identifies appropriate multimedia theme, budget and content availability?**

- (a) Project Design (b) Pre-production  
(c) Budgeting  
(d) Conceptual Analysis

[Ans. (d) Conceptual Analysis]

**93. Which of the following phase the copy right issues are considered?**

- (a) Project Design  
(b) Conceptual Analysis (c) Budgeting  
(d) Multimedia Production Team

[Ans. (b) Conceptual Analysis]

**94. The specific statements in the multimedia project design is known as**

- (a) objectives (b) goals  
(c) activities (d) design

[Ans. (a) objectives]

**95. The General Statements in the multimedia project design is called**

- (a) objectives (b) goals  
(c) production (d) activities

[Ans. (b) goals]

**96. Who prepares the narration, bullets, charts and tables for multimedia application content?**

- (a) Application developer  
(b) Project designer (c) Web Master  
(d) Content Specialist

[Ans. (d) Content Specialist]

**97. In multimedia application, text is incorporated using the software.**

- (a) BCR (b) OCR  
(c) MICR (d) OMR

[Ans. (b) OCR]

**98. The more effective way of delivering multimedia application is**

- (a) CD (b) DVD  
(c) Internet (d) All of these

[Ans. (d) All of these]

**99. Who is responsible to get maximum outcome with high degree of efficiency in multimedia production?**

- (a) Application Developer  
(b) System Engineer  
(c) Multimedia production team  
(d) Content director

[Ans. (c) Multimedia Production team]

**100. Who act as an efficient Team leader?**

- (a) Content Specialist  
(b) Production Manager  
(c) Text Editor  
(d) Computer Programmer

[Ans. (b) Production Manager]

**101. Who visualizes the multimedia concepts in 3D environments?**

- (a) Script Writer (b) Graphic Artist  
(c) Web Master  
(d) Multimedia Architect

[Ans. (a) Script Writer]

**102. The multimedia text correct grammatically and structured by**

- (a) Script Writer (b) Text Editor  
(c) Text Writer  
(d) Computer Programmer

[Ans. (b) Text Editor]

**103. Who integrates all the multimedia elements using an authoring software?**

- (a) Computer Programmer  
(b) Web master  
(c) Multimedia Architect  
(d) Computer Graphic Artist

[Ans. (c) Multimedia Architect]

**104. Who writes the scripts for developing the software to give the size and shape of video windows?**

- (a) Computer Programmer  
(b) Text Writer (c) Scriptwriter  
(d) Audio and Video specialist

[Ans. (a) Computer Programmer]

**105. Multimedia program content refers to**

- (a) projects information (b) graphics  
(c) data (d) all of these

[Ans. (d) all of these]

**106. Which of the following is the most widely used multimedia resource on internet?**

- (a) Video (b) Audio  
(c) Image (d) Animation

[Ans. (c) Image]

**107. Which of the following is launched in India for serving the educational sector of the country?**

- (a) Modulo (b) GMU  
(c) Edusat (d) all of these

[Ans. (c) Edusat]

**108. Which of the following is a free standing furnished equipped multimedia computer that allows users to receive information via touch screen?**

- (a) ATM (b) Kiosk  
(c) Library (d) all of these

[Ans. (b) Kiosk]

**109. Which of the following is a digital format information?**

- (a) Digital books (b) Scanned Images  
(c) Graphics and digitized audio-visual clips  
(d) All of these

[Ans. (d) All of these]

**110. How many million consumers uses Internet, radio and video services every month?**

- (a) 35 (b) 45 (c) 55  
(d) 65

[Ans. (c) 55]

**FINE THE ODD MAN OUT**

1. (a) TIFF (b) WAV  
(c) PNG (d) TGA

[Ans. (b) WAV]

2. (a) WMA (b) WAV  
(c) OGG (d) PNG

[Ans. (c) OGG]

3. (a) WAV (b) WMA  
(c) RA (d) MPEG

[Ans. (d) MPEG]

4. (a) Script writer (b) Webmaster  
(c) System analyst (d) Editor

[Ans. (c) System analyst]

**CHOOSE AND FILL IN THE BLANKS**

1. \_\_\_\_\_ has become the latest enriching experience in the field of information sector.

- (a) Video (b) Graphics  
(c) Multimedia (d) Presentation

[Ans. (c) Multimedia]

2. Bank uses kiosks in the form of \_\_\_\_\_

- (a) Cash (b) finance (c) Credit Cards  
(d) ATM

[Ans. (d) ATM]

3. \_\_\_\_\_ conferencing is a system that performs face to face interactions for the users.

- (a) Multimedia (b) Video  
(c) Audio (d) Both a and b

[Ans. (d) Both a and b]

4. \_\_\_\_\_ is an Education satellite launched in India to provide virtual classrooms.

- (a) EDSAT (b) EDUSAT  
(c) E-SAT (d) E-STATELLITE

[Ans. (b) EDUSAT]

5. \_\_\_\_\_ represents a linear sequence of events.

- (a) Video (b) Film Scripts  
(c) Text (d) a & b

[Ans. (d) a & b]

6. The production manager should not be an expertise in \_\_\_\_\_

- (a) technology (b) communication  
(c) proposal writing (d) text narration

[Ans. (d) text narration]

7. Copyright issues are considered in the \_\_\_\_\_ phase.

- (a) budgeting (b) project design  
(c) Pre-production  
(d) conceptual analysis and planning

[Ans. (d) conceptual analysis and planning]

8. In animation the screen object is a \_\_\_\_\_ image.

- (a) Raster (b) Bitmap (c) Vector  
(d) Static

[Ans. (c) Vector]

9. \_\_\_\_\_ may be in two or three dimensional.

- (a) Text (b) Image  
(c) Audio (d) Animation

[Ans. (d) Animation]

10. Tools for synthesizing the sound and software for sequencing are necessary for \_\_\_\_\_.

- (a) RTF (b) TIFF (c) AVI  
(d) MIDI

[Ans. (d) MIDI]

11. Sampled sound is a \_\_\_\_\_ sound.

- (a) Analog (b) Digitized  
(c) Path (d) Dolby

[Ans. (b) Digitized]

12. The quality of sound recording depend on the \_\_\_\_\_.

- (a) Sampling rate (b) Digital rate  
(c) Sampling sound (d) Digital sound

[Ans. (a) Sampling rate]

13. \_\_\_\_\_ is defined as the display of recorded event.

- (a) Animation (b) Video  
(c) Graphics (d) Sampling

[Ans. (b) Video]

14. Most of the computer color images and backgrounds are \_\_\_\_\_ image format.

- (a) TIFF (b) GIF (c) BMP  
(d) TGA

[Ans. (b) GIF]

15. MP3 files are compressed to 1/10 the size of an equivalent \_\_\_\_\_ file.

- (a) WAV (b) PNG (c) RA  
(d) WMA

[Ans. (a) WAV]

16. The process of multimedia making begins with a \_\_\_\_\_ point.

- (a) Conceptual ignition (b) Pre-production  
(c) Project design (d) Production Team

[Ans. (a) Conceptual ignition]

17. \_\_\_\_\_ are the fields where multimedia is used in majority.

- (a) Entertainment (b) Education  
(c) E-Commerce (d) Engineering

[Ans. (b) Education]

18. \_\_\_\_\_ is the process displaying still images with continuous movement

- (a) Text formats (b) Sound  
(c) MP3 (d) Animation

[Ans. (d) Animation]

19. GIF use \_\_\_\_\_ color look up table

- (a) 8 bit (b) 13 bit (c) 8 MB  
(d) 13 MB

[Ans. (a) 8 bit]



**MATCH THE FOLLOWING**

1.	Gedit / Nano	(i)	Windows
2.	Text Edit	(ii)	Unix / Linux
3.	Notepad	(iii)	1987
4.	RTF	(iv)	Mac os

(a) 1-(ii), 2-(iv), 3-(i), 4-(iii)

(b) 1-(iii), 2-(ii), 3-(iv), 4-(i)

(c) 1-(i), 2-(ii), 3-(iii), 4-(iv)

(d) 1-(iv), 2-(iii), 3-(ii), 4-(i)

**[Ans. (a) 1-(ii), 2-(iv), 3-(i), 4-(iii)]****WHICH ONE OF THE FOLLOWING IS NOT CORRECTLY MATCHED?**

1.	(a)	MPEG	-	Video
	(b)	OGG	-	Audio
	(c)	TGA	-	Image
	(d)	MIDI	-	Text

**[Ans. (b) OGG - Audio]**

2.	(a)	MPEG - 2	-	DVD
	(b)	MPEG - 4	-	Multimedia
	(c)	MPEG - 1	-	Mobile
	(d)	MPEG - 21	-	Multimedia Framework

**[Ans. (c) MPEG - 1 - Mobile]****FIND OUT THE CORRECT STATEMENT**

- Start / end time of each activity are defined in preparing the structure stage.
  - Suggestions and comments are given in the documentation phase.
  - A pilot project will be ready in the production stage
  - (i) is correct
  - (ii) is correct
  - (i) and (ii) are correct
  - (i), (ii) and (iii) are correct

**[Ans. (d) (i), (ii) and (iii) are correct]****SHORT ANSWERS****2 MARKS**

- Define static text used in multimedia.

**Ans.** Static text will remain static as a heading or in a line, or in a paragraph. The words are given along with the images to explain about the images. In static text, the words will either give information or support an image or an video.

- List out Multimedia Production team members.

**Ans.** The team comprises of members playing various roles and responsibilities like Script writer, Production manager, Editor, Graphics Architect, Multimedia Architect and Web Master.

- Describe the text which consists of nodes (or) Define Hyper text.

**Ans.** A hypertext is a system which consists of nodes, the text and the links between the nodes, which defines the paths the user need to follow for the text access in non-sequential ways.

- What is Raster Images?

**Ans.** The common and comprehensive form of storing images in a computer is raster image.

- What does pixel consists? Explain.

**Ans.** Pixel consists of two or more colors. Based on how much data, in bits is used to determine the number of colors, the color depth is determined.

- What is vector images?

**Ans.** Vector image is a type of image made up of geometric shapes. The advantage of vector image is relatively small amount of data is required to represent the image and thereby only less memory is needed to store.

- What is the use of compression technique to store the images?

**Ans.** Compression techniques are used to reduce the file size of images that is useful for storing large number of images and speeding transmission for networked application.

- Write a note on path animation.

**Ans.** Path animation involves moving an object on a screen that has a constant background e.g. a cartoon character may move across the screen regardless of any change in the background or the character.

- Define sampling rate.

**Ans.** The quality of this recording depends on the sampling rate. Sampling rate is defined as how often the samples are taken and how many numbers are used to represent the value of each sample (bit depth, resolution and sample size).

**10. Write the current file formats used for the production and delivery of multimedia data.**

- Ans.** (i) Text formats  
(ii) Image formats  
(iii) Digital Audio and Video file formats

**11. Write a note on RTF.**

**Ans.** Rich Text Format is the primary file format introduced in 1987 by Microsoft with the specification of their published products and for cross-platform documents interchange.

**12. What are the text editors used to read /write plain text?**

**Ans.** Plain text files can be opened, read, and edited with most text editors. The commonly used text editors are Notepad (Windows), Gedit or nano (Unix, Linux), TextEdit (Mac OS X).

**13. Defining the content?**

**Ans.** Content is the “stuff” provided by content specialist to the multimedia architect with which the application is developed, who prepares the narration, bullets, charts and tables etc.

**14. Read the following statement and write the correct image file formats.**

- (i) Commonly used in desktop publishing world.
- (ii) Quite large and uncompressed image format.
- (iii) Similar to BMP.
- (iv) Most of the computer color images and backgrounds.

- Ans.** (i) TIFF (ii) BMP  
(iii) DIB (iv) GIF

**15. List the various fields where the multimedia used in majority.**

- Ans.** (i) Education  
(ii) Entertainment  
(iii) Business Systems  
(iv) Medical Services  
(v) Public Places  
(vi) Multimedia Conferencing

**16. Name the two types of video.**

**Ans.** Video can be categorized in two types as Analog video and Digital video.

**17. What is sampled sound?**

**Ans.** Sampled sound is a Digitized sound. A sample of sound is taken and stored every  $n^{\text{th}}$  fraction of a second as digital information in bits and bytes.

**18. What is the role of Computer Graphic Artist?**

**Ans.** The role of Computer Graphic Artist is to deal with the graphic elements of the programs like backgrounds, bullets, buttons, pictures editing, 3-D objects, animation, and logos etc.

### EXPLAIN IN BRIEF ANSWER 3 MARKS

**1. Write a note on MIDI.**

- Ans.** (i) Musical Instrument Digital Identifier (MIDI) is a standard communication tool developed for computers and electronic instruments.  
(ii) This tool is flexible and easy for composing the projects in multimedia.  
(iii) Tools for synthesizing the sound and software for sequencing are necessary for MIDI.

**2. What are the two types of Analog video? and explain it.**

- Ans.** (i) In Analog video, the video data's are stored in any non-computer media like video tape, laser disc, film etc.  
(ii) It is divided further in two types as Composite and Component Analog Video.  
(iii) Composite Analog Video has all the video components like brightness, color, and synchronization combined into one signal.  
(iv) Thus, the quality of the composite video resulted in color blending, low clarity and high generational loss.

**3. Write a note on GIF.**

- Ans.** (i) GIF is a compressed image format. Most of the computer color images and backgrounds are GIF files.  
(ii) This file format is best suitable for graphics that uses only limited colors, and it is the most popular format used for online color photos.  
(iii) 8-bit Color look up table is used by the GIF format to identify its color values. This format is supported widely.



4. Read the following statement and write the correct image format files.

- (i) Used lossy compression technique.
- (ii) Supports most of the video captured boards.
- (iii) Acts as replacement to GIF
- (iv) Replaces common uses of TIFF
- (v) Comfortable for moving large image files between computer.
- (vi) 8 bit color look up table used in

Ans. (i) JPEG (ii) TGA  
(iii) PNG (iv) PNG  
(v) TIFF (vi) GIF

5. Write a note on image files format which is well compressed storage of raster images. (or) Write a note on PNG.

Ans. (i) PNG is an extensible file format for the less loss, portable and well compressed storage of raster images.  
(ii) PNG acts as replacement for GIF and also replaces multiple common uses of TIFF.  
(iii) PNG works good with online viewing applications like worldwide web.  
(iv) So it is fully streameable with a best display option.

6. Write a note on MPEG.

Ans. (i) MPEG is a standard for generating digital video and audio compression under the International Standards Organization (ISO) by the group of people.  
(ii) The group has developed MPEG-1, the standard on which Video CD and MP3 are based, MPEG-2, the standard that supports products as Digital Television set top boxes and DVD, MPEG-4, the standard for multimedia and mobile web.  
(iii) MPEG- 7, the standard for search of audio and visual content. Research on MPEG-21 "Multimedia Framework" has started in 2000.  
(iv) Simply MPEG is the standards for digital video and audio compression.

7. Briefly explain about Multimedia Components.

Ans. Components of Multimedia:

**Text:** Text is the basic component of multimedia.

**Image :** Images acts as an vital component in multimedia. These images are generated by the

computer in two ways, as raster images and as vector images.

**Animation :** Animation is the process of displaying still images so quickly so that they give the impression of continuous movement.

**Sound :** Sound is a meaningful speech in any language and is the most serious element in multimedia, providing the pleasure of music, special effects and so on.

**Video :** Video is defined as the display of recorded event, scene etc. The powerful way to convey information in multimedia applications are embedding of video.

8. Write a note on JPEG.

Ans. (i) JPEG is a commonly used method of lossy compression for digital images.  
(ii) The degree of compression can be adjusted and it works good with photographs, naturalistic artwork, and similar material but functions less on lettering, live drawings or simple cartoons.

9. Write the steps in multimedia production.

Ans. (i) Conceptual Analysis and Planning  
(ii) Project Design  
(iii) Pre-production  
(iv) Budgeting  
(v) Multimedia Production Team  
(vi) Hardware/Software Selection  
(vii) Defining the content  
(viii) Preparing the Structure  
(ix) Production  
(x) Testing  
(xi) Documentation  
(xii) Delivering the multimedia Product

10. What is the responsibility of the web master?

Ans. (i) The responsibility of the web master is to create and maintain an Internet web page.  
(ii) They convert a multimedia presentation into a web page.  
(iii) Final multimedia product is a joint effort of the entire team.  
(iv) Initially, the production manager identifies the project content, while the web master provides access to a wide range of community through web-services.

**11. Differentiate GIF and JPEG.**

No.	GIF	JPEG
1.	It is lossless format	It uses lossy format
2.	It is limited to 8 bit palette	It allows multiple colors
3.	Size of GIF is more	It is lesser
4.	Good for animation works.	Good for photographs

**EXPLAIN IN DETAIL****5 MARKS****1. Explain the following image file formats.**

(i) TIFF (ii) GIF (iii) JPEG (iv) TGA (v) PNG.

**Ans. (i) TIFF (Tagged Image File Format) :**

- This format is common in desktop publishing world (high quality output), and is supported by almost all software packages.
- Recent versions of TIFF allows image compression, and the format is comfortable for moving large files between computers.

**(ii) GIF (Graphics Interchange Format) :**

- GIF is a compressed image format. Most of the computer color images and backgrounds are GIF files.
- This file format is best suitable for graphics that uses only limited colors, and it is the most popular format used for online color photos.
- 8-bit Color look up table is used by the GIF format to identify its color values. This format is supported widely.

**(iii) JPEG (Joint Photographic Experts Group) :**

- JPEG is a commonly used method of lossy compression for digital images.
- The degree of compression can be adjusted and it works good with photographs, naturalistic artwork, and similar material but functions less on lettering, live drawings or simple cartoons.

**(iv) TGA (Tagra) :** It is the first popular format for high-resolution images. TGA files are common in animation video industry.**(v) PNG (Portable Network Graphics) :**

- PNG is an extensible file format for the less loss, portable and well compressed storage of raster images.
- PNG acts as replacement for GIF and also replaces multiple common uses of TIFF.
- PNG works good with online viewing applications like worldwide web.
- So it is fully streamable with a best display option.

**2. Explain the following steps in multimedia production. (1) Production (2) Testing (3) Documentation (4) Delivering the multimedia product.****Ans. (1) Production :**

- (i)** In the multimedia application, after the pre-production activities, the production phase starts.
- (ii)** This phase includes the activities like background music selection, sound recording and so on.
- (iii)** Text is incorporated using OCR software, Pictures shot by digital camera, Video clips are shot, edited and compressed.
- (iv)** A pilot project is ready by this time.

**(2) Testing :**

- (i)** The complete testing of the pilot product is done before the mass production to ensure that everything is in place, thereby avoiding the failure after launch.
- (ii)** If it's an web based product, its functioning is tested with different browsers like Internet Explorer, Chrome, Mozilla and Netscape Navigator.
- (iii)** After the testing process is over, the product is incorporated with valid suggested changes.

**(3) Documentation :**

- (i)** User documentation is a mandatory feature of all multimedia projects.
- (ii)** The documentation has all the valuable information's starting from the system requirement till the completion of testing.

(iii) Contact details, e-mail address and phone numbers are provided for technical support and sending suggestions and comments.

**(4) Delivering the Multimedia Product :**

(i) Multimedia applications are best delivered on CD/DVD or in the website .

(ii) In reality various challenges are faced while delivering through internet, like bandwidth problems, huge number of plugins required to play audio and video and long downloading time.

(iii) Finally, a multimedia application is delivered in a more effective way by the integration of two mediums CD-ROM/ DVD and Internet.

**3. Explain the applications of multimedia. (any 5)**

**Ans. 1. Education :**

(i) Multimedia plays an vital role in offering an excellent alternative method to traditional teaching by allowing the students to explore and learn various concepts through animation.

(ii) Students, teachers and the parents enjoy this multimedia mode of learning and multimedia learning materials.

(iii) Multimedia based teaching and learning system named as MODULO at GMU in Germany developed is a web-based environment that aims to provide students with flexible and decentralized learning environment based on their educational background.

(iv) In India, multimedia is used in different ways for teaching and learning like e-learning, distance learning, virtual learning and so on.

(v) EDUSAT (Education Satellite) is launched in India for serving the educational sector of the country for emulating virtual classroom in an effective manner.

**2. Entertainment**

(i) The remarkable advancement in the entertainment industry is due to the Multimedia Technology mainly.

(ii) This technology is needed in all mode of entertainment like radio, TV, online gaming, video on demand etc.

(iii) Video on demand or movies on demand is a service that provides movies to television sets on an individual basis at homes.

(iv) A set-top box connected to the communication network converts the digital information to analog signals and inputs it to the television set.

**3. Business Systems :**

(i) Business applications for multimedia include presentations, training, internet protocols and so on.

(ii) The marketing and advertising agencies are using animation techniques for sales promotion.

(iii) High resolution projectors are common for multimedia presentations on the road.

(iv) Cell phones and personal digital assistants with Bluetooth and Wi-Fi communication technology makes multimedia communication for business more efficiently.

**4. Medical Services :**

(i) Medical services are grown drastically with the development of multimedia.

(ii) Medical Students practices surgery methods via simulation prior to actual surgery.

(iii) Tiny digital cameras are inserted in human body and it displays the inner site of the body.

**5. Public Places :**

(i) Multimedia is available in many public places like trade shows, libraries, railway stations, museums, malls, airports, banks, hotels and exhibitions in the form of kiosks.

(ii) It helps the customers by providing information to them.

(iii) The information presented in kiosk are enriched with animation, video, still pictures, graphics, diagrams, maps, audio and text.

(iv) Banks uses kiosks in the form of ATM machines.



CHAPTER

2

AN INTRODUCTION TO  
ADOBE PAGEMAKER

CHAPTER SNAPSHOT

- |        |  |        |   |
|--------|--|--------|---|
| 2.1    | Desktop Publishing   | 2.12   | Closing a Document  |
| 2.2    | Introduction to Adobe PageMaker                              | 2.13   | Opening an existing Document                                    |
| 2.3    | Opening PageMaker  | 2.14   | Moving Around the Document                                      |
| 2.4    | Creating a New Document                                      | 2.15   | Scrolling the Document  |
| 2.5    | Entering Text in the Document                                | 2.16   | Magnifying and reducing with the zoom tool                      |
| 2.6    | Editing Text in the Document                                 | 2.17   | Formatting a Document   |
| 2.6.1  | Selecting Text   | 2.17.1 | Character Formatting using character specifications dialog box. |
| 2.6.2  | Deleting Text  | 2.17.2 | Character formatting using the control palette                  |
| 2.6.3  | Undo Command   | 2.17.3 | Changing Text Colour  |
| 2.6.4  | Copying and Moving Text                                      | 2.18   | Drawing   |
| 2.7    | Text Block   | 2.18.1 | Drawing Lines   |
| 2.7.1  | Creating a Text Block with the Text tool                     | 2.18.2 | Drawing Rectangles or Ellipses                                  |
| 2.7.2  | Moving a Text Block  | 2.18.3 | Drawing Polygon   |
| 2.7.3  | Resizing a Text Block  | 2.18.4 | Drawing a Star using Polygon tool                               |
| 2.7.4  | Splitting a Text Block into two                              | 2.18.5 | Filling shapes with colors and patterns                         |
| 2.7.5  | Rejoining Split Blocks                                       | 2.19   | Working with pages  |
| 2.7.6  | Placing importing Text                                       | 2.19.1 | Going to a specific Page  |
| 2.8    | Understanding story  | 2.19.2 | Inserting Pages   |
| 2.9    | Threading text blocks  | 2.19.3 | Removing Pages  |
| 2.9.1  | To unthread a threaded block                                 | 2.20   | Master Pages  |
| 2.10   | Placing Text in a Frame                                      | 2.20.1 | Inserting Page Numbers in Master Pages                          |
| 2.10.1 | Linking Frames containing Text                               | 2.20.2 | Hiding Master Items   |
| 2.10.2 | Converting text in a Text block to a Frame                   | 2.20.3 | Showing Master Page Palette                                     |
| 2.10.3 | Separating Text from the Frame                               | 2.20.4 | Creating Master Pages   |
| 2.11   | Saving, Closing and Opening Documents                        | 2.21   | Print a document  |
| 2.11.1 | Saving a Document  |        |   |
| 2.11.2 | Saving a Document with a new name or in a different location |        |   |



## EVALUATION

## PART - I

## CHOOSE THE CORRECT ANSWER

1. DTP stands for \_\_\_\_\_ [QY-'23]  
 (a) Desktop Publishing  
 (b) Desktop Publication  
 (c) Doctor To Patient  
 (d) Desktop Printer

[Ans. (a) Desktop Publishing]

2. \_\_\_\_\_ is a DTP software.  
 (a) Lotus 1-2-3 (b) PageMaker  
 (c) Maya (d) Flash

[Ans. (b) Pagemaker]

3. Which menu contains the New option?  
 [QY-'24]  
 (a) File menu (b) Edit menu  
 (c) Layout menu (d) Type menu

[Ans. (a) File menu]

4. In PageMaker Window, the area outside of the dark border is referred to as \_\_\_\_\_.  
 [Govt. MQP-'19; Mar-'23]  
 (a) page (b) pasteboard  
 (c) blackboard (d) dashboard

[Ans. (b) pasteboard]

5. Shortcut to close a document in PageMaker is \_\_\_\_\_  
 [June-'23]  
 (a) Ctrl + A (b) Ctrl + B  
 (c) Ctrl + C (d) Ctrl + W

[Ans. (d) Ctrl + W]

6. A \_\_\_\_\_ tool is used for magnifying the particular portion of the area.  
 [Aug-'21; Mar-'23]  
 (a) Text tool (b) Line tool  
 (c) Zoom tool (d) Hand tool

[Ans. (c) Zoom tool]

7. \_\_\_\_\_ tool is used for drawing boxes.  
 [QY-'24]  
 (a) Line (b) Ellipse  
 (c) Rectangle (d) Text

[Ans. (c) Rectangle]

8. Place option is present in \_\_\_\_\_ menu.  
 [Mar-'24]  
 (a) File (b) Edit  
 (c) Layout (d) Window

[Ans. (a) File]

9. To select an entire document using the keyboard, press \_\_\_\_\_

[HY-'19 &amp; '23; Sep-2020]

- (a) Ctrl + A (b) Ctrl + B  
 (c) Ctrl + C (d) Ctrl + D

[Ans. (a) Ctrl + A]

10. Character formatting consists of which of the following text properties?  
 [May-'22]

- (a) Bold (b) Italic  
 (c) Underline (d) All of these

[Ans. (d) All of these]

11. Which tool lets you edit text?

[QY-'23; June &amp; HY-'24]

- (a) Text tool (b) Type tool  
 (c) Crop tool (d) Hand tool

[Ans. (a) Text tool]

12. Shortcut to print a document in PageMaker is \_\_\_\_\_.  
 [July-'22]

- (a) Ctrl + A (b) Ctrl + P  
 (c) Ctrl + C (d) Ctrl + V

[Ans. (b) Ctrl + P]

## PART - II

## SHORT ANSWERS

1. What is desktop publishing? [Sep-2020]

Ans. Desktop publishing (abbreviated DTP) is the creation of page layouts for documents using DTP software.

2. Give some examples of DTP software. [HY-'23]

Ans. The popular DTP software are **Adobe PageMaker**, **Adobe InDesign**, **Quark XPress**, etc.

3. Write the steps to open PageMaker. [QY-'23]

Ans. In the Windows 7 operating system, we can open Adobe PageMaker using the command sequence **Start → All Programs → Adobe → Pagemaker 7.0 → Adobe PageMaker 7.0**.

4. How do you create a New document in PageMaker?

Ans. To create a new document,

- (i) Choose **File → New** in the menu bar. (or) Press Ctrl + N in the keyboard. Now **Document Setup dialog box** appears.
- (ii) Enter the appropriate settings for your new document in the Document Setup dialog box.
- (iii) Click on **OK**.

**5. What is a Pasteboard in PageMaker?**



[QY-'19 &amp; '24; HY-'19 &amp; '24; June-'23]

- Ans. (i)** A document page is displayed within a dark border.
- (ii)** The area outside of the dark border is referred to as the pasteboard.
- (iii)** Anything that is placed completely in the pasteboard is not visible when the document is printed.
- (iv)** The use of pasteboard is to temporarily hold elements while designing document.

**6. Write about the Menu bar of PageMaker.**

**Ans.** Menu bar contains the following menus **File, Edit, Layout, Type, Element, Utilities, View, Window, Help**. When you click on a menu item, a pull down menu appears. There may be sub-menus under certain options in the pull-down menus.

**7. Differentiate Ellipse tool from Ellipse frame tool.**

<b>Ellipse tool</b>		+	Used to draw circles and ellipses.
<b>Ellipse frame tool</b>		+	Used to create elliptical placeholders for text and graphics.

**8. What is text editing?**

[Mar-2020]

**Ans.** Editing means making changes to the text. Editing may be inserting and deleting words and phrases, correcting errors, and moving and copying text to different places in the document.

**9. What is threading text blocks?**

[Govt. MQP-'19; Aug-'21; FRT-'22; June-'24]

**Ans.** A Text block can be connected to other text block so that the text in one text block can flow into another text block. Text blocks that are connected in this way are **threaded** text blocks.

**10. How do you insert a page in PageMaker?****Ans. To insert pages**

- (i)** Go to the page immediately before the page to be inserted.
- (ii)** Choose **Layout → Insert Pages** in the menu bar. The **Insert Pages** dialog box appears.

**(iii)** Type the number of pages want to be insert.

**(iv)** To insert pages after the current page, choose 'after' from the pop-up menu.

**(v)** Click on Insert button.

**(vi)** The new pages are inserted in publication.

**PART - III****EXPLAIN IN BRIEF ANSWER****1. What is PageMaker? Explain its uses. [July-'22]**

**Ans. (i)** Adobe PageMaker is a page layout software.

**(ii)** It is used to design and produce documents that can be printed.

**(iii)** A simple business card to a large book can be created.

**(iv)** Page layout software includes tools that allows to easily position text and graphics on document pages.


For example, using PageMaker, create a newsletter that includes articles and pictures on each page.

**(v)** Pictures and text next to each other, on top of each other, or beside each other can be placed.


**2. Mention three tools in PageMaker and write their keyboard shortcuts. [HY-'19]**

S.No.	Tools	Keyboard Short Cut
1.	Pointer Tool	F9
2.	Rotating Tool	Shift + F2
3.	Line Tool	Shift + F3

**3. Write the use of any three tools in PageMaker along with symbols. [QY-'24]**

**Ans. (i)**  Line Tool – Used to draw straight lines in any direction.

**(ii)**  Ellipse Tool – Used to draw circles and ellipses.

**(iii)**  Polygon Tool – Used to draw polygon shape.



**4. How do you rejoin split blocks?** [Mar-'24]**Ans.** To rejoin the two text blocks

- (i) Place the cursor on the bottom handle of the second text block, click and drag the bottom handle up to the top.
- (ii) Then place the cursor on the bottom handle of the first text block, and click and drag the bottom handle down if necessary.

**5. How do you link frames containing text?****Ans.** To link Frames containing text

- (i) Draw a **second frame** with the Frame tool of your choice.
- (ii) Click the **first frame** to select it.
- (iii) Click on the **red triangle** to load the text icon.
- (iv) Click the **second frame**. PageMaker flows the text into the second frame.

**6. What is the use of Master Page?**

[QY-'19; Mar-2020 &amp; '23; FRT-'22]

- Ans. (i)** Any text or object that you place on the master page will appear on all the document pages to which the master is applied.
- (ii)** It shortens the amount of time because you don't have to create the same objects repeatedly on subsequent pages.

**(iii)** Master pages commonly contain repeating logos, page numbers, headers and footers.











**(iv)** They also contain non-printing layout guides, such as column guides, ruler guides and margin guides.












**7. How do you insert page numbers in Master pages?** [FRT-'22; May-'22; QY-'23]

- Ans. (i)** Click on Master Pages icon.
- (ii)** Then click on Text Tool. Now the cursor changes to I - beam.
- (iii)** Then Click on the left Master page where you want to put the page number.
- (iv)** Press Ctrl + Alt + P.
- (v)** The page number displays as 'LM' on the left master page.
- (vi)** Similarly click on the right Master page where you want to put the page number.
- (vii)** Press Ctrl + Alt + P.
- (viii)** The page number displays as 'RM' on the right master page, but will appear correctly on the actual pages.

**PART - IV****EXPLAIN IN DETAIL****1. Explain the tools in PageMaker toolbox.**

[Govt. MQP-'19; QY-'19 &amp; '23; HY-'19; Mar-2020 &amp; '23]

Tool Box Usage			
Tool	Toolbox	Cursor	Use
Pointer Tool			Used to select, move, and resize text objects and graphics.
Text tool			Used to type, select, and edit text.
Rotating tool			Used to select and rotate objects.
Cropping tool			Used to trim imported graphics.
Line tool			Used to draw straight lines in any direction.

Constrained line tool		+	Used to draw vertical or horizontal lines.
Rectangle tool		+	Used to draw squares and rectangles.
Rectangle frame tool		+	Used to create rectangular placeholders for text and graphics.
Ellipse tool		+	Used to draw circles and ellipses.
Ellipse frame tool		+	Used to create elliptical placeholders for text and graphics.
Polygon tool		+	Used to draw polygons.
Polygon frame tool		+	Used to create polygonal placeholders for text and graphics.
Hand tool			Used to scroll the page (an alternative to the scroll bar)
Zoom tool			Used to magnify or reduce an area of the page.

2. Write the steps to place the text in a frame.

[Aug-'21; FRT-'22; HY-'23 & '24; QY-'24]

Ans. To place text in a Frame

- Click on any one Frame tool from the Toolbox.
- Draw a frame with one of PageMaker's Frame tools (Rectangle frame tool or Ellipse Frame Tool or Polygon frame Tool). Make sure the object remains selected.
- Click on **File > Place**. The Place dialog box will appear.
- Locate the document that contains the text you want to place, select it.
- Click on **Open**.
- Click inside the frame to place the text in it. The text will be placed in the frame.

3. Write the steps to draw a star using polygon tool?

[Sep-2020; June-'23; Mar-'24]

Ans. Drawing a star using polygon tool:

To draw a Star

- Click on the **Polygon tool** from the toolbox. The cursor changes to a **crosshair**.
- Click and drag anywhere on the screen. As you drag, a Polygon appears.
- Release the mouse button when the Polygon is of the desired size.
- Choose **Element → Polygon Settings** in the menu bar. Now Polygon Settings dialogue box appears.
- Type 5 in the Number of sides text box.
- Type 50% in Star inset textbox.
- Click OK. Now the required star appears on the screen.

## GOVERNMENT EXAM QUESTIONS AND ANSWERS

## CHOOSE THE CORRECT ANSWER

1 MARK

1. Match the following : [QY-'19]

- |           |             |
|-----------|-------------|
| (A) Cut   | 1) Ctrl + V |
| (B) Copy  | 2) Ctrl + S |
| (C) Save  | 3) Ctrl + X |
| (D) Paste | 4) Ctrl + C |

- |       |     |     |     |
|-------|-----|-----|-----|
| (A)   | (B) | (C) | (D) |
| (a) 1 | 2   | 3   | 4   |
| (b) 3 | 4   | 1   | 2   |
| (c) 4 | 1   | 2   | 3   |
| (d) 3 | 4   | 2   | 1   |

[Ans. (d) (A) - 3, (B) - 4, (C) - 2, (D) - 1]

2. A \_\_\_\_\_ dialogue box appears when double click the line tool from the page maker tool box. [QY-'19]

- |                      |                   |
|----------------------|-------------------|
| (a) Rounded Corners  | (b) Custom stroke |
| (c) Polygon Settings | (d) Go to page    |

[Ans. (b) Custom stroke]

3. What is the keyboard shortcut to open a pagemaker file? [March-2020]

- |              |              |
|--------------|--------------|
| (a) Ctrl + D | (b) Ctrl + M |
| (c) Ctrl + N | (d) Ctrl + X |

[Ans. (c) Ctrl + N]

4. Shortcut to fetch a pointer Tool in PageMaker: [Sep-2020]

- |        |        |        |        |
|--------|--------|--------|--------|
| (a) F2 | (b) F5 | (c) F7 | (d) F9 |
|--------|--------|--------|--------|

[Ans. (d) F9]

5. \_\_\_\_\_ Command is used to show the ruler in PageMaker. [Sep-2020]

- |                        |                  |
|------------------------|------------------|
| (a) View → Ruler       | (b) Show → Ruler |
| (c) View → Show Rulers | (d) None         |

[Ans. (d) View → Ruler]

6. \_\_\_\_\_ is the keyboard shortcut key for getting character specification dialog box. [FRT-'22]

- |              |              |
|--------------|--------------|
| (a) Ctrl + L | (b) Ctrl + P |
| (c) Ctrl + T | (d) Ctrl + C |

[Ans. (c) Ctrl + T]

7. The insert pages option is available on clicking the \_\_\_\_\_ menu. [FRT-'22]

- |                              |
|------------------------------|
| (a) Layout → Insert Pages    |
| (b) Element → Insert Pages   |
| (c) Type → Insert Pages      |
| (d) Utilities → Insert Pages |

[Ans. (a) Layout → Insert Pages]

8. \_\_\_\_\_ tool is used to draw a circle. [FRT-'22]

[Ans. Ellipse]

9. The Insert pages option is available on clicking the \_\_\_\_\_ menu. [FRT-'22]

[Ans. Layout]

## SHORT ANSWERS

2 MARKS

1. How will you delete text in PageMaker file? [Mar-2020]

Ans. To delete a character, do the following :

- Position the insertion point to the **left of the character** to be deleted.
- Press **Delete key** on the keyboard. (or)
- Position the insertion point to the **right of the character** to be deleted.
- Press **Backspace key** on the keyboard.

2. How to resize a Text Block in PageMaker? [Sep 2020]

Ans. (i) Click on the **Pointer tool**.

- Click either the left or right corner handle on the bottom of the text block and drag. When you release the mouse button, the text in the text block will reflow to fit the new size of the text block.

- A red triangle in the bottom windowshade means there is more text in the text block than is visible on the page. Drag the windowshade handle down to show more text.

3. What is text block? [Aug-'21; May-'22; Mar-'23]

Ans. A text block contains the text you type, paste, or import. The borders of a text block cannot be seen until it select with the pointer tool.

**4. Write the command and shortcut key to cut and paste a block of a document in Adobe PageMaker.** [May-'22]

**Ans.** The selected text can be easily cut and pasted in the required location.

To cut and paste text .

1. Select the text to be moved.
  2. Choose Edit → Cut in the menu bar.
  3. Insertion point is moved to the place where the text is to be pasted.
  4. Choose Edit → Paste in the menu bar.
- The following keyboard shortcuts can be used to move text
- Ctrl + X → to Cut      Ctrl + V → to Paste

**5. How will you separate text from the frame?**

**Ans.** To separate text from a frame [FRT-'22]

- (i) Click the frame with the **Pointer** tool.
- (ii) Choose **Element → Frame → Separate Content** in the menu bar. The text will not appear in the frame. It will be separated from the frame.

**6. What is threading text?** [July-'22]

**Ans.** The process of connecting text among text blocks is called **threading text**.

### EXPLAIN IN BRIEF ANSWER 3 MARKS


**1. How will you magnify a page in pagemaker?** [Govt. MQP-'19]

**Ans. To magnify or reduce with the zoom tool :**

- (i) Select the zoom tool. The pointer becomes a magnifying glass with a plus sign in its center, indicating that the zoom tool will magnify your view of the image. (The magnifying glass shows a minus sign in its center when in reduction mode.) To toggle between magnification and reduction, press the Ctrl key.
- (ii) Position the magnifying glass at the center of the area you want to magnify or reduce, and then click to zoom in or out. Continue clicking until the publication is at the magnification level you want. When the publication has reached its maximum magnification or reduction level, the center of the magnifying glass appears blank.

**2. How to save PageMaker Archives?** [HY-'19]

**Ans.** Saving a document allows you to review later and edit the document. Saved file can be used on other computer also. To save a document for a first time following steps are used:

- (a) Choose File > Save in the menu bar. (or)
- (b) Click on the Save icon(  ) in the Tool bar. (or) Press Ctrl + S in the Keyboard.
- (c) A Save Publication dialog box will appears.

**3. How will you draw a line in Adobe Pagemaker?**

**Ans. To draw a line** [FRT-'22]

- (i) Select the Line tool from the toolbox. The cursor changes to a crosshair.
- (ii) Click and drag on the screen to draw your line. As you drag, a line appears.
- (iii) Release the mouse button and the line will be drawn and selected, with sizing handles on either end.

### EXPLAIN IN DETAIL

### 5 MARKS

**1. How can you convert text in a text block to a frame?** [QY-'19; Mar-'23]

**Ans. Converting text in a text block to a frame:**

After created text in a text block, to convert it to a frame. It can be done by using these steps.

- (i) Draw the **frame** of your choice using one of the PageMaker's Frame tool.
- (ii) Select the text block you want to insert in the frame.
- (iii) Click the frame while pressing the Shift key. Now both elements will be selected.
- (iv) Choose **Element → Frame → Attach Content** on the Menu bar.
- (v) Now the text appears in the frame.

**2. How will you create and move a Text Block?** [May-'22]

**Ans. To create a text block with the text tool:**

1. Select the text tool (T) from the toolbox. The pointer turns into an I-beam.
2. On an empty area of the page or pasteboard, do one of the following:  
Click the I-beam where you want to insert text. This creates a text block to the width of the column or page. By default, the insertion point jumps to the left side of the text block.



3. Type the text you want.

Unlike with a text frame, you do not see the borders of a text block until you click the text with the pointer tool.

**Moving a Text Block:** To move a block without changing its shape, place the cursor anywhere inside the block, and click and drag it to the required position.

## ADDITIONAL QUESTIONS AND ANSWERS

### CHOOSE THE CORRECT ANSWER 1 MARK

1. Which of the following is not a DTP software?

(a) Adobe PageMaker  
(b) Computer Aided Design  
(c) Adobe Indesign (d) QuarkXpress

[Ans. (b) Computer Aided Design]

2. Which of the following software includes tools that allow you to position text and graphics on document pages?

(a) Adobe PageMaker (b) Adobe Reader  
(c) Portable Document file  
(d) CAD

[Ans. (a) Adobe Pagemaker]

3. The default name of the new document is

(a) Untitled - 1 (b) document - 1  
(c) Page - 1 (d) Untitled page - 1

[Ans. (a) Untitled - 1]

4. Which of the following is used to temporarily hold elements while designing document in Adobe PageMaker?

(a) Clibboard (b) Clipbook  
(c) Pastebook (d) Pasteboard

[Ans. (d) Pasteboard]

5. The default bottom margin is

(a) 0.25" (b) 0.75" (c) 0.50" (d) 1"

[Ans. (b) 0.75"]

6. The default page dimension is

(a) 8.5" × 10" (b) 8.5" × 11"  
(c) 11" × 8.5" (d) 8.5" × 11.5"

[Ans. (b) 8.5" × 11"]

7. The topmost part of the window is

(a) Tool bar (b) Tool box  
(c) Menu bar (d) Tittle bar

[Ans. (d) Tittle bar]

8. Which of the following is not a control button in a Title bar?

(a) Open (b) Close  
(c) Minimize (d) Maximize

[Ans. (a) Open]

9. Which of the following is not a menu in the menu bar?

(a) Layout (b) Type (c) Margin  
(d) Element

[Ans. (c) Margin]

10. Tool tip will appear on the

(a) Menu bar (b) Tool bar  
(c) Title bar (d) All of these

[Ans. (b) Tool bar]

11. How many tools are there in Tool box?

(a) 9 (b) 11 (c) 10 (d) 14

[Ans. (d) 14]

12. Which menu is used show or Hide tool box in PageMaker?

(a) Tools (b) Window (c) Edit  
(d) View

[Ans. (b) Window]

13. The shortcut key is used select printer tool in the PageMaker tool box is

(a) F5 (b) F8 (c) F9  
(d) Shift + F9

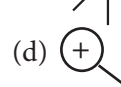
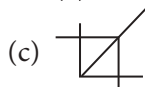
[Ans. (c) F9]


14. Which of the following tool is used to trim imported graphic objects?

(a) Pointer tool (b) Hand tool  
(c) Cropping tool (d) None of these

[Ans. (c) Cropping tool]

15. The cursor used to select and rotate objects.



[Ans. (b) 

16. The use of the cursor  is

(a) used to draw vertical lines  
(b) used to type the text  
(c) used to trim imported graphics  
(d) used to rotate objects

[Ans. (c) used to trim imported graphics]

**17.** How many scroll bars are there in PageMaker Window?

- (a) 2 (b) 3 (c) 4  
(d) only 1

[Ans. (a) 2]

**18.** How many ruler bars are there in PageMaker Window?

- (a) 4 (b) 3 (c) 2  
(d) only 1

[Ans. (c) 2]

**19.** Which of the following appears along the top and left sides of the document window?

- (a) Scroll bars (b) Status bar  
(c) Ruler bars (d) Tool box

[Ans. (c) Ruler bars]

**20.** The key is used to insert a blank line in a document is

- (a) Shift key (b) Alt key  
(c) Enter key (d) Esc key

[Ans. (c) Enter key]

**21.** The flashing vertical bar called

- (a) cursor (b) insertion point  
(c) marker (d) pointer

[Ans. (b) insertion point]

**22.** Text can be selected using

- (a) Only mouse (b) Only keyboard  
(c) Mouse or keyboard (d) Tools

[Ans. (c) Mouse or keyboard]

**23.** The key used to select the text is

- (a) Shift (b) Alt (c) Ctrl (d) Esc

[Ans. (a) Shift]

**24.** The command used to delete the text is

- (a) File → clear (b) Edit → clear  
(c) Type → clear (d) View → clear

[Ans. (b) Edit → clear]

**25.** Which of the following key combination to select text to the end of the current line?

- (a) Ctrl + End (b) Shift + Ctrl + End  
(c) Alt + End (d) Shift + End

[Ans. (d) Shift + End]

**26.** Which key is used to delete the character towards left of the insertion point?

- (a) Delete (b) Backspace  
(c) Shift + Delete (d) Alt + Delete

[Ans. (b) Backspace]

**27.** Which key is used to delete the character towards right of the insertion point?

- (a) Delete (b) Backspace  
(c) Shift + Backspace (d) Alt + Delete

[Ans. (b) Backspace]

**28.** Under which menu clear command appears.

- (a) file (b) view  
(c) edit (d) window

[Ans. (c) edit]

**29.** The shortcut key is used to reverse the action of the last command.

- (a) Ctrl + U (b) Ctrl + N  
(c) Ctrl + D (d) Ctrl + Z

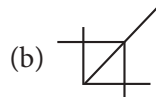
[Ans. (d) Ctrl + Z]

**30.** A text block contains

- (a) typed text (b) pasted text  
(c) imported text (d) all of these

[Ans. (d) all of these]

**31.** Which of the following symbol denotes I-beam?



[Ans. (a)]

**32.** How many handles are seen while resizing the text block?

- (a) 4 (b) 3 (c) 2 (d) 1

[Ans. (c) 2]

**33.** The command to insert text from other software in PageMaker is

- (a) File → Place (b) Edit → Place  
(c) Edit → import (d) File → import

[Ans. (a) File → Place]

**34.** Which of the following menu is used to generate a new page?

- (a) Edit (b) Type (c) Layout  
(d) Window

[Ans. (c) Layout]

**35.** The command to generate a new page is

- (a) Type → Insert Pages  
(b) Layout → Insert Pages  
(c) Window → Insert → Page  
(d) Layout → Insert → Pages

[Ans. (b) Layout → Insert Pages]


**36.** All text in PageMaker resides inside containers called

- (a) text blocks (b) text area  
(c) page blocks (d) text thread

[Ans. (a) text blocks]



37. A threaded text block can be identified by

- (a)  (b)  (c)  (d) 

[Ans. (b) 

38. Which of the following tools is used to on thread the block?

- (a) Text tool (b) Crop tool  
(c) Pointer tool (d) Hand tool

[Ans. (c) Pointer tool]

39. In PageMaker the imported text and graphs are called

- (a) objects (b) blocks  
(c) functions (d) frames

[Ans. (a) objects]

40. Which of the following can be on a page or on the pasteboard?

- (a) Block (b) Frame (c) Text  
(d) Object

[Ans. (d) Object]

41. Which can be contained either in text blocks or text frames?

- (a) Frame (b) Text (c) Object  
(d) Block

[Ans. (b) Text]

42. The command that convert text in a text block to a frame is

- (a) Element → Frame → Attach Text  
(b) Element → Attach Text → Frame  
(c) Element → Frame → Attach Content  
(d) Element → Attach Content → Frame

[Ans. (c) Element → Frame → Attach Content]

43. The shortcut key is used to save the file is

- (a) Ctrl + S (b) Alt + S  
(c) Shift + S (d) Ctrl + Save

[Ans. (a) Ctrl + S]

44. The dialogbox appears after pressing Ctrl + S is

- (a) Save As (b) Save  
(c) Save Publication  
(d) Save As Publication

[Ans. (c) Save Publication]

45. The document can be closed using

- (a) Ctrl + C (b) Ctrl + D  
(c) Ctrl + S (d) Ctrl + W

[Ans. (d) Ctrl + W]

46. How many line tools are there in PageMaker?

- (a) 2 (b) 3 (c) 4 (d) 5

[Ans. (a) 2]

47. The shortcut key to zoom in is

- (a) Ctrl + Alt + Space bar  
(b) Ctrl + Space bar  
(c) Shift + Ctrl + Space bar  
(d) Alt + Space bar

[Ans. (b) Ctrl + Space bar]

48. Which of the following command is used to apply character formatting to text?

- (a) Layout → Character  
(b) View → Character  
(c) Format → Character  
(d) Type → Character

[Ans. (d) Type → Character]

49. The shortcut key is used to apply character formatting to text is

- (a) Ctrl + T (b) Ctrl + X  
(c) Ctrl + C (d) Ctrl + F

[Ans. (a) Ctrl + T]

50. To open character control palette, the command used is

- (a) Layout → Show control palette  
(b) Window → Show control palette  
(c) Window → Control Palette  
(d) Window → Character palette

[Ans. (b) Window → Show control palette]

51. Which of the following is used to open character control palette?

- (a) Ctrl + ' (b) Ctrl + ,  
(c) Ctrl + " (d) Ctrl + ;

[Ans. (a) Ctrl + ']

52. The command to change the text color is

- (a) Window → Colors  
(b) Window → Color Palette  
(c) Window → Show Colors  
(d) Window → Colors

[Ans. (c) Window → Show Colors]

53. How many main tools are there for drawing in PageMaker?

- (a) 3 (b) 4 (c) 2 (d) 5

[Ans. (b) 4]

54. Which of the following tool is not a main drawing tool?

- (a) Hand Tool (b) Line Tool  
(c) Rectangle Tool (d) Polygon Tool

[Ans. (a) Hand Tool]

- 55.** Which key is used to draw square using rectangle tool?  
(a) Alt (b) Ctrl (c) Shift (d) Space bar  
[Ans. (c) Shift]
- 56.** Which of the following tool is used to draw a star?  
(a) Line tool (b) Constrained line tool (c) Polygon tool (d) Rectangle tool  
[Ans. (c) Polygon tool]
- 57.** Which of the following command is used to set the number of sides in a star pattern in PageMaker?  
(a) Type → Polygon Settings (b) Element → Polygon settings (c) Layout → Polygon settings (d) View → Polygon settings  
[Ans. (b) Element → Polygon settings]
- 58.** Which of the following menu is used to go to a specific page in a document?  
(a) Layout (b) Window (c) Element (d) View  
[Ans. (a) Layout]
- 59.** Which of the following shortens the time while creating the same objects repeatedly on subsequent pages?  
(a) Text Page (b) Master Page (c) Layout Page (d) Last Page  
[Ans. (b) Master Page]
- 60.** An object will appear on the entire document pages by using  
(a) Master page (b) Layout page (c) Text page (d) Text blocks  
[Ans. (a) Master page]
- 61.** Master page commonly contain  
(a) logos (b) page numbers (c) headers and footers (d) all of these  
[Ans. (d) all of these]
- 62.** The non printing layout guides are exists in  
(a) first page (b) text page (c) master page (d) last page  
[Ans. (c) master page]
- 63.** Which of the following letters mark the master page icon for facing pages?  
(a) L, R (b) A, B (c) P, Q (d) X, Y  
[Ans. (a) L, R]
- 64.** A single-sided publication icon is marked by only  
(a) A (b) X (c) L (d) R  
[Ans. (d) R]
- 65.** The shortcut key is used to put page numbers on master page is  
(a) Ctrl + Shift + P (b) Ctrl + Alt + P (c) Ctrl + Alt + N (d) Ctrl + Shift + N  
[Ans. (c) Ctrl + Alt + N]
- 66.** The Display master option available under the menu is  
(a) Type (b) View (c) Layout (d) Element  
[Ans. (b) View]
- 67.** The command to display master pages palette is  
(a) Windows → Show Master Pages (b) Element → Show Master Pages (c) Type → Show Master Pages (d) Layout → Show Master Pages  
[Ans. (a) Windows → Show Master Pages]
- 68.** How many copies are printed if collate option is not selected?  
(a) 3 (b) 2 (c) 4 (d) 6  
[Ans. (c) 4]
- CHOOSE AND FILL IN THE BLANKS**
- 1.** \_\_\_\_\_ is the creation of page layouts for documents using DTP software.  
(a) Desktop publishing (b) E-publishing (c) Desktop printer (d) None of these  
[Ans. (a) Desktop publishing]
- 2.** Using \_\_\_\_\_, you could create a newsletter that includes articles and pictures on each page.  
(a) Lotus 1-2-3 (b) Adobe PageMaker (c) Excel (d) Word document  
[Ans. (b) Adobe PageMaker]
- 3.** The command to open Document Setup dialog box is \_\_\_\_\_.  
(a) Edit → View (b) File → View (c) File → New (d) Edit → Save  
[Ans. (c) File → New]
- 4.** The \_\_\_\_\_ is used to create text blocks.  
(a) Crop tool (b) Pointer tool (c) Hand Tool (d) Text tool  
[Ans. (d) Text Tool]

5. The keyboard shortcut used to scroll the page is \_\_\_\_\_.  
 (a) Shift + Alt + Drag left-mouse button  
 (b) Shift + Alt + Drag right mouse button  
 (c) Alt + Drag left mouse button  
 (d) Alt + Drag right mouse button  
**[Ans. (a) Shift + Alt + Drag left-mouse button]**
6. The tool used to trim imported graphics is \_\_\_\_\_.  
 (a) Text tool (b) Cropping tool  
 (c) Hand tool (d) Zoom tool  
**[Ans. (b) Cropping tool]**
7. The command to hide ruler bars is \_\_\_\_\_.  
 (a) View → Hide Rulers  
 (b) View → Show Rulers  
 (c) Both (a) and (b) (d) None of these  
**[Ans. (a) View → Hide Rulers]**
8. The command to show ruler bars is \_\_\_\_\_.  
 (a) View → Hide Rulers  
 (b) View → Show Rulers  
 (c) Both (a) and (b) (d) None of these  
**[Ans. (b) View → Show Rulers]**
9. \_\_\_\_\_ means making changes to the text blocks.  
 (a) Viewing (b) Editing  
 (c) Cropping (d) None of these  
**[Ans. (b) Editing]**
10. A word can be selected using mouse by \_\_\_\_\_.  
 (a) One click with I beam  
 (b) Double click with I beam  
 (c) Triple click with I beam  
 (d) None of these  
**[Ans. (b) Double click with I beam]**
11. A paragraph can be selected using mouse by \_\_\_\_\_.  
 (a) One click with I beam  
 (b) Double click with I beam  
 (c) Triple click with I beam  
 (d) None of these  
**[Ans. (c) Triple click with I beam]**
12. Undo option is under the menu \_\_\_\_\_.  
 (a) File (b) Edit  
 (c) View (d) Save  
**[Ans. (b) Edit]**
13. The two handles which are seen while resizing the text box is called \_\_\_\_\_.  
 (a) Window shades (b) Window color  
 (c) Window cropping (d) None of these  
**[Ans. (a) Window Shades]**
14. The place option is under the menu \_\_\_\_\_.  
 (a) Edit (b) View (c) Save  
 (d) File  
**[Ans. (d) File]**
15. A \_\_\_\_\_ is similar to a newspaper article.  
 (a) Unthreaded text (b) PageMaker story  
 (c) Text block (d) Threaded text  
**[Ans. (b) PageMaker story]**
16. The connected text blocks are called \_\_\_\_\_.  
 (a) threaded (b) unthreaded  
 (c) text block (d) none of these  
**[Ans. (a) threaded]**
17. The process of connecting text among text blocks is called \_\_\_\_\_.  
 (a) placing text (b) converting text  
 (c) threading text (d) unthreading text  
**[Ans. (c) threading text]**
18. Text that flows through one or more threaded blocks are called \_\_\_\_\_.  
 (a) objects (b) pages (c) window  
 (d) story  
**[Ans. (d) story]**
19. The command that separates text from the frame is \_\_\_\_\_.  
 (a) Element → Frame → Delete content  
 (b) Element → Tools → Backspace  
 (c) Element → Frame → Backspace  
 (d) None of these  
**[Ans. (a) Element → Frame → Delete Content]**
20. The shortcut key to zoom out is \_\_\_\_\_.  
 (a) Ctrl + Alt + View bar  
 (b) Ctrl + Alt + Space bar  
 (c) Alt + Ctrl + View bar  
 (d) Alt + Ctrl + Backspace bar  
**[Ans. (b) Ctrl + Alt + Space bar]**
21. The show colors option is under the menu \_\_\_\_\_.  
 (a) Layout (b) Element (c) View  
 (d) Window  
**[Ans. (d) Window]**
22. The shortcut key is used to go to a specific page in a document is \_\_\_\_\_.  
 (a) Ctrl + Alt + A (b) Ctrl + Alt + X  
 (c) Ctrl + Alt + G (d) Ctrl + Alt + V  
**[Ans. (c) Ctrl + Alt + G]**

**23.** The unused pages from the document can be removed by using the command \_\_\_\_\_.

- (a) Type → Remove pages
- (b) Element → Remove pages
- (c) Layout → Remove pages
- (d) Layout → Master pages

[Ans. (c) Layout → Remove Pages]

**24.** The command to hide master items in master page is \_\_\_\_\_.

- (a) Layout → Display Master
- (b) View → Display Master
- (c) Element → Display Master
- (d) None of these

[Ans. (b) View → Display Master]

**25.** The four copies of all pages are printed if \_\_\_\_\_ option not selected in print dialog box.

- (a) Collate (b) Reverse (c) Proof
- (d) All

[Ans. (a) Collate]

### MATCH THE FOLLOWING

1.	A	Text tool	(i)	Shift + F2
	B	Polygon tool	(ii)	Shift + Alt + F4
	C	Rotating tool	(iii)	Shift + Alt + F1
	D	Rectangle frame tool	(iv)	Shift + F6

- |     |     |     |    |    |
|-----|-----|-----|----|----|
|     | A   | B   | C  | D  |
| (a) | iii | iv  | i  | ii |
| (b) | iii | i   | iv | ii |
| (c) | iv  | iii | i  | ii |
| (d) | iii | iv  | ii | i  |

[Ans. (a) A - iii; B - iv; C - i; D - ii]

2.	A	Cut	(i)	Ctrl + P
	B	Copy	(ii)	Ctrl + Z
	C	Paste	(iii)	Ctrl + X
	D	Undo	(iv)	Ctrl + C

- |     |     |     |    |    |
|-----|-----|-----|----|----|
|     | A   | B   | C  | D  |
| (a) | iii | i   | iv | ii |
| (b) | iv  | iii | i  | ii |
| (c) | iii | iv  | i  | ii |
| (d) | iii | iv  | ii | i  |

[Ans. (c) A - iii; B - iv; C - i; D - ii]

### CHOOSE THE INCORRECT PAIR:

- 1.** (a) Undo → Ctrl + Z  
(b) Cut → Ctrl + X  
(c) Copy → Ctrl + C  
(d) Paste → Ctrl + P

[Ans. (d) Paste → Ctrl + P]

- 2.** (i) Line tool → Shift + F4  
(ii) Ellipse tool → Shift + F5  
(iii) Cropping tool → Shift + Alt + F2  
(iv) Rectangle tool → Shift + F6  
(a) i and ii (b) ii and iii  
(c) i and iv (d) i only

[Ans. (c) i and iv]

- 3.** (a) To close the document → Ctrl + W  
(b) To open publication → Ctrl + O  
(c) To save the file → Ctrl + S  
(d) To Paste → Ctrl + P

[Ans. (d) To Paste → Ctrl + P]

### CHOOSE THE CORRECT PAIR

- 1.** (i) Rectangle tool → Shift + Alt + F4  
(ii) Polygon tool → Shift + F6  
(iii) Text tool → Shift + Alt + F1  
(iv) Constrained line tool → Shift + Alt + F2  
(a) i and ii (b) ii and iii  
(c) i and iv (d) ii and iv

[Ans. (b) ii and iii]

- 2.** (a) To Select the Entire document → Ctrl + A  
(b) To Select the Entire document → Ctrl + E  
(c) To Select the Entire document → Ctrl + D  
(d) To Select the Entire document → Shift + A

[Ans. (a) To Select the Entire document → Ctrl + A]

### CHOOSE THE WRONG STATEMENT

- 1.** (i) An objects on master page will appear on the entire document pages.  
(ii) Master page can not contain logos.  
(iii) Master page object can not deleted.  
(iv) A master item can not be selected on a document page.  
(a) i and ii (b) ii and iii  
(c) iii and iv (d) i, iii and iv

[Ans. (b) ii and iii]

### SHORT ANSWERS

**2 MARKS**

- 1.** Write the key board shortcut for the following tools.

- (i) Text Tool (ii) Cropping tool
- (iii) Ellipse tool (iv) Rectangle tool



- Ans.** (i) Text Tool – Shift + Alt + F1  
(ii) Cropping Tool– Shift + Alt + F2  
(iii) Ellipse Tool – Shift + F5  
(iv) Rectangle Tool– Shift + F4



2. How will you hide / show the tool bar is pagemager?

- Ans.** (i) Click on **Window**. The Window menu will appear.  
 (ii) Click on **Show tools**. The toolbox appears in front of your document window. If you want to hide the toolbar, you can perform these steps to hide the toolbox.  
 (iii) Click on **Window**. The Window menu will appear.  
 (iv) Click on **Hide tools** to hide the toolbox.

3. Differentiate polygon and polygon frame tool.

Tool	Tool box	Cursor	Use
Polygon tool		+	Used to draw polygons
Polygon frame tool		+	Used to create polygonal placeholders for text and graphics.

4. Write the tools which can be used for following purpose.

- (i) Use to select and edit text  
 (ii) Used to scroll the page  
 (iii) Used to draw Horizontal lines  
 (iv) Use to magnify an area of the page

- Ans.** (i) Text Tool  
 (ii) Hand Tool  
 (iii) Constrained line Tool  
 (iv) Zoom Tool

5. What is the purpose of using the following keyboard shortcut?

- (i) **Ctrl + A** (ii) **Ctrl + Z**

- Ans.** (i) To select the entire document  
 (ii) To reverse the last command

6. Differentiate Shit + End and Shift + Home.

**Ans.**

Shit + End	Shift + Home
To the end of the current line Shift + End	To the beginning of the current line Shift + Home

7. How will you a block of text?

**Ans.** To delete a block of text, do the following :

- (i) Select the text to be deleted.  
 (ii) Press **Delete or Backspace** in the keyboard  
 (or) **Edit → Clear** command.

8. What are the ways you can create a text block?

**Ans.** Creating text blocks in two ways :

- (i) Click or drag the text tool on the page or pasteboard, and then type.  
 (ii) Click a loaded text icon in an empty column or page.

9. What is called windowshades?

**Ans.** When a text block is selected with the Pointer tool, the block's boundaries become visible. Two handles are seen above and below the text block. These handles are called **Windowshades**.

10. What is meant by unthreaded text?

**Ans.** Unthreaded text is where a text block stands alone, without being connected to any other block. These blocks have nothing in their top and bottom handles.

11. Write the steps to split a text block in to two.

**Ans.** To split a text block into two:

- (i) Place the cursor on the bottom handle, click and drag upwards. When you release the bottom handle will contain a red triangle.  
 (ii) Click once on this, and the cursor changes to a loaded text icon.  
 (iii) Position this where the second part of the text is to be, and click.

12. What do you understand from pagemaker story?

**Ans.** A PageMaker story is similar to a newspaper article. The front page of a newspaper may contain several independent articles, some of which continue on other pages. In PageMaker, several stories may appear on the same publication page and continue elsewhere in the publication.

13. How the pagemaker's scroll bars work differently from word processor?

**Ans.** PageMaker's scroll bars work differently than those in a word processor. Note that they are set to the center of each bar. Also, they scroll only the page you are currently on. Use the scroll bar on the right side to move up and down. Use the scroll bar at the bottom to move left and right.

14. What is meant by formatting a document?

**Ans.** Formatting is the process of changing the general arrangement of text, i.e., improving the appearance of the text by using various fonts, font colors, and font styles.

**15. What is font?**

**Ans.** A font is a set of letters, numbers or symbols in a certain style. Each font looks different from other fonts.

**16. What is meant by character formatting?**

**Ans.** Character formatting means displaying text in a certain way. Character formatting consists of text properties - bold, italic, underline, font type, font size and font colour.

**17. How will you magnify part of a page?**

**Ans.** To magnify part of a page by dragging :

- (i) Select the zoom tool.
- (ii) Drag to draw a marquee around the area you want to magnify.

**To zoom in or out while using another tool:** Press **Ctrl+Spacebar** to zoom in. Press **Ctrl + Alt + Spacebar** to zoom out.

**18. What are called objects in pagemaker?**

**Ans. (i)** In PageMaker, text and graphics that you draw or import are called objects.  
**(ii)** An object can be on a page or on the pasteboard.

**19. How will you change text colour in pagemaker?**

**Ans.** To colour characters

- (i) Select the text you want to colour.
- (ii) Choose **Window → Show Colors** in Menu bar. The **Colors palette** appears. Click the color you want to apply to the selected text. The characters change to the colour you selected in the palette.

**20. What is main purpose of using pagemaker?**

**Ans.** The main purpose of PageMaker is composing pages. You can insert new pages into a document, remove existing pages, move between pages, and sort pages in a large document.

**21. Write the steps to remove unused pages in a pagemaker document.**

**Ans.** To remove the unused pages form your document using Remove Pages dialog box.

- (i) Choose **Layout → Remove Pages** in the menu bar. The **Remove Pages** dialog box appears.
- (ii) Type the page range you want to remove.
- (iii) Click on OK button.

**22. What does the master page contains?**

**Ans.** Master Pages commonly contain repeating logos, page numbers, headers, and footers. They also contain nonprinting layout guides, such as column guides, ruler guides, and margin guides.

**23. How will you show the master page palette?**

**Ans.** To show Master Page Palette. Choose Windows → Show Master Pages in the menu bar. The Master Pages Palette appears.

**24. How will you hide master items in a particular page?**

To make the master items invisible on a particular page, switch to the appropriate page, then choose **View → Display Master items**

**EXPLAIN IN BRIEF ANSWER 3 MARKS****1. How will you show / Hide the rulers in pagemaker?**

**Ans. To show the ruler**

- (i) Click on **View**. The View menu will appear.
- (ii) Click on **Show Rulers**. Rulers appear along the top and left sides of the document window.

**To hide the ruler**

- (i) Click on **View**. The View menu will appear.
- (ii) Click on **Hide Rulers** to hide the rulers.

**2. Differentiate moving and copying a text in pagemaker.**

**Ans. (i)** The **Copy** and **Paste** commands of PageMaker can be used to copy text from one location in a document and paste it at another location.

**(ii)** The **Copy** command creates a duplicate of the selected text, leaving the original text unchanged.

**(iii)** The **Paste** command pastes the copied text at the position where the insertion point is placed.

**(iv)** The **Cut** and **Paste** commands can be used to move text from one position in a document to the other.

**(v)** The **Cut** command deletes the selected text from its original position.

**(vi)** The **Paste** command then places this text at the position where the insertion point is placed.

**3. How will you insert text from other software program?**

**Ans.** Insert text from other software program like MS-Word in the PageMaker document.

- (i) Choose **File → Place**. The **Place dialog box** will appear.
- (ii) Locate the document that contains the text you want to place and select it.
- (iii) Click on **Open** in the Place dialog box. The pointer changes to the loaded text icon (📄).
- (iv) Make a text block to place the text. (Or) Click in the page to place the text. The text will be placed in the page.

**4. Write the methods used to unthread a threaded block.**

**Ans. To unthread a threaded block :**

**Method - 1 :**

- (i) Select the block that you wish to unthread with the pointer tool. Click on **Edit → Cut** in the menu bar. (the block disappear).
- (ii) Now click on the **Edit → Paste** in the menu bar. The block will reappear in the same position, but it is now an unthreaded block.

**Method - 2 :**

- (i) Select the block that you wish to unthread with the pointer tool. Then choose the **Text** tool and select all the text in the block.
- (ii) Then click on **Edit → Cut** in the menu bar. (the block disappear). Now click the insertion point within an existing threaded block.
- (iii) Then click on **Edit → Paste** in the menu bar. The text will be added in this block.

**5. Write the steps that open an existing document.**

**Ans.** To open a document that has been saved and closed the following steps are used :

- (i) (a) Choose **File → Open** in the menu bar (or) Click on the **Open icon** (📂) in the Tool bar (or) Press **Ctrl + O** in the Keyboard. A **Open Publication** dialog box appears.

- (ii) The file name is given in the **File name** list box. The name of the file to be opened can be chosen from the list, which is displayed.

- (iii) Then click on the **Open** button. Now the required file is opened.

**6. What is threading text and story?**

**Ans. (i)** The process of connecting text among Text blocks is called **threading text**.

- (ii) Text that flows through one or more threaded blocks is called a story.

**7. Write the steps to apply character formatting to text.**

**Ans.** The steps to apply character formatting to text are as follows :

- (i) Select the text to be formatted.
- (ii) Choose **Type → Character** in menu bar (or) Press **Ctrl + T** on the keyboard. The **Character Specifications** dialog box appears.
- (iii) Make the appropriate changes in the dialog box.
  - Click the drop-down menu arrow of the **Font** box and select the desired font.
  - Click the drop-down menu arrow of the **Font Size** box and select the font size.
  - Click the drop-down menu arrow of the **Font Color** box and select the desired colour.
  - Click the **Bold**, **Italic**, or **Underline** buttons to make the text bold, italic, or underlined respectively.
- (iv) Click on **OK**.

**8. Write the steps to draw of rounded corner rectangle.**

**Ans. To draw a rounded - corner rectangle :**

- (i) **Double-click** the **Rectangle tool** in the toolbox. The **Rounded Corners** dialog box appears.
- (ii) Choose a corner setting from the preset shapes.
- (iii) Click on **OK**. The cursor changes to a **crosshair**.
- (iv) Click and drag anywhere on the screen.
- (v) Release the mouse button when the rectangle is the desired size. Press the **Shift** key as you draw to constrain the shape to a rounded - corner square.

9. Write the steps that filling shapes with colors and patterns.

**Ans. Filling Rectangle with colour**

- (i) Draw a rectangle using Rectangle tool.
- (ii) Select the rectangle.
- (iii) Choose **Window → Show colors** in the menu bar. (or) Press **Ctrl + J** Now **Colors palette** appears.
- (iv) Click on the required colour from the Colors Palette.
- (v) The rectangle will be filled with the colour.

10. Write the steps to create a new Master Page.

**Ans. To create a new Master Page :**

- (i) Click the **New Master Page icon** in the Master Pages palette. The New **Master Page dialog** box appears.
- (ii) Enter the name of the new master page in the **Name** field.
- (iii) Make the appropriate changes in the Margins and Column Guides fields.
- (iv) Click on OK. A new Master Page appears in the Master Pages palette.

## EXPLAIN IN DETAIL

**5 MARKS**

1. Explain how will you select text using mouse and keyboard?

**Ans.** Text can be selected using the **mouse** or the **keyboard**.

**Selecting Text using the mouse**

**To select text using a mouse, follow these steps:**

- (i) Place the Insertion point to the left of the first character to be selected.
- (ii) Press the left mouse button and drag the mouse to a position where you want to stop selecting.
- (iii) Release the mouse button.
- (iv) The selected text gets highlighted.

To Select	Press
A Word	Double - click with I - beam
A Paragraph	Triple - click with I - beam

**Selecting Text using the Keyboard**

**To select text using a keyboard, follow these steps :**

- (i) Place the Insertion point to the left of the first character you wish to select.

(ii) The **Shift** key is pressed down and the movement keys are used to highlight the required text.

(iii) When the **Shift** key is released, the text is selected.

2. Explain how will you copying and moving text in pagemaker?

**Ans. Moving the Text :** The selected text can be easily cut and pasted in the required location.

To cut and paste text.

- (i) Select the text to be moved.
- (ii) Choose **Edit → Cut** in the menu bar. (or) Press **Ctrl + X** in the keyboard (or) Click the right mouse button and choose **cut** from the pop-up menu.
- (iii) Insertion point is moved to the place where the text is to be pasted.
- (iv) Choose **Edit → Paste** in the menu bar. (or) Press **Ctrl + V** in the keyboard. (or) Click the right mouse button and choose **Paste** from the pop-up menu.

The text can also be moved in this way to another location.

The following keyboard shortcuts can be used to move text

**Ctrl + X → to Cut**

**Ctrl + V → to Paste**

**Copying the Text :**

The selected text can be easily copied and pasted in the required location.

To copy and paste text.

- (i) Select the text to be copied.
- (ii) Choose **Edit → Copy** in the menu bar (or) Press **Ctrl + C** in the keyboard (or) Click the right mouse button and choose **Copy** from the pop-up menu.
- (iii) Insertion point is moved to the place where the text is to be pasted.
- (iv) Choose **Edit → Paste** in the menu bar (or) Press **Ctrl + V** in the keyboard (or) Click the right mouse button and choose **Paste** from the pop-up menu.

The text can also be pasted in this way to another location.

Keyboard shortcuts for copy and paste :

**Ctrl + C → to Copy**

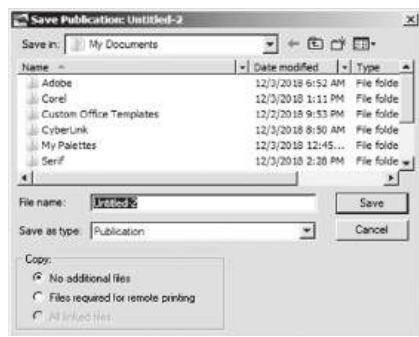
**Ctrl + V → to Paste**



3. Explain the steps that saves the pagemaker document.

Ans. To save a document for a first time following steps are used :

- (i) (a) Choose **File** → **Save** in the menu bar.  
(or) (b) Click on the **Save icon** (📁) in the Tool bar. (or) Press **Ctrl + S** in the Keyboard.  
(c) A **Save Publication** dialog box as shown in the appears on the screen.



Save Publication dialog box

- (ii) The file name is given in the **File name** list box.
- (iii) Then click on the **Save** button to save the document. The document is now saved and a file name appears in the title bar. Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the **File** → **Save** command or by clicking the **Save** button (or) clicking **Ctrl + S** in the keyboard.

4. Write the keyboard movement keys used to move around the pagemaker document.

Ans. Keyboard movement Keys

Move	Press
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl + Left Arrow
One word to the right	Ctrl + Right Arrow
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
Up one paragraph	Ctrl + Up Arrow
Down one paragraph	Ctrl + Down Arrow

5. Explain manual text flow and automatic text flow.

Ans. Manual text flow:

- (i) Position the loaded text icon at a corner of the area where you want to place text, hold down the mouse button, and drag to define the text block. Release the mouse button.
- (ii) Text flows into the defined area. If there is more text than that fits in the text block you defined, a red triangle appears in the bottom windowshade handle.
- (iii) Click once on this and the loaded text icon reappears. Now generate a new text block and click. Repeat this process until there is no more text to place.
- (iv) Similarly if you want to place the text in a page, position the loaded text icon at the top of the page and click. Text flows into the page. If there is more text than fits in the page, a red triangle appears in the bottom windowshade handle.
- (v) Click once on this and the loaded text icon reappears. Now generate a new page (or pages) by selecting **Layout > Insert Pages** in the menu bar. Place the loaded text icon at the top of the next page and click. Repeat this process until there is no more text to place.

Automatic text flow

- (i) Before importing the text, first select **Layout > Autoflow** in the menu bar. Then you should import the text. Now the loaded text icon looks different - it contains a squiggly arrow (↗).
- (ii) Place the loaded text icon at the top of the page and click. Now the text will automatically flow on to the succeeding pages, creating new ones, if necessary.

6. Explain the different methods used to move to a specific page.

Ans. Going to a specific page: Pagemaker provides several methods for navigating the pages in your publication.

**Method 1 :**

You can move from one page to another by using the **Page up** and **Page down** keys on your keyboard. This is probably the navigation methods you will use most often.

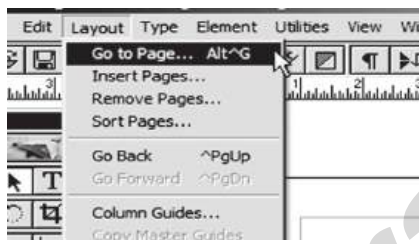
**Method 2 :**

You can move from one page to another by using the page icons at the left bottom of the screen. Click on the page icon that corresponds to the page that you want to view. The page is displayed.

**Method 3 :****Using the Go to Page dialog box.**

To go to a specific page in a document

- (i) Choose **Layout → Go to Page** in the menu bar (or) Press **Alt + Ctrl + G** in the keyboard. Now the **Go to Page** dialog box appears.



*Go to Page option in the Layout menu*

- (ii) In the dialogue box, type the page number that you want to view.



*Go to page dialog box*

- (iii) Then click on OK. The required page is displayed on the screen.

**7. Explain how will you print a page maker document in detail?**

**Ans. Print a document**

- (i) Choose **File → Print** in the menu bar (or) Press **Ctrl + P** in the keyboard. The **Print Document dialog box** appears.
- (ii) Choose the settings in the Print Document dialog box as

- Select the printer from the **Printer** drop-down list box.
- Choose the pages to be printed in the **Pages** group box by selecting one of the following available options :

**All :**

This option prints the whole document.

**Ranges:**

This option prints individual pages by the page number or a range of pages.

You can use commas to separate the page numbers (e.g., 5,7,19).

Use a hyphen to print page ranges(e.g., 10-17; this will print all pages from page numbers 10 to 17). To print from a particular page to the end of the document, enter the starting page number followed by a hyphen (e.g., 5 -).

You may also combine individual page numbers and a range of pages (e.g., 5, 9, 15-26).

**Print :**

You can also print only odd numbered or even-numbered pages. Select the Odd pages or Even pages option from the Print drop-down list box.

- Type the number of copies you want in the **Copies** text box.
  - You can choose whether to **collate** the pages or not. Suppose you want to print 4 copies of a 5 pages document.
- (i) If the **Collate** option is not selected. PageMaker will first print 4 copies of page 1, then 4 copies of page 2, and so on.
- (ii) If the **Collate** option is selected, PageMaker will print a complete set of pages 1 to 5, then a second set, and so on.
- (iii) After choosing from the options in the **Print Document** dialog box, click Print button to print the document. Make sure the printer is switched on.

