

**12<sup>th</sup> Class**  
**Computer Science**

**Question Bank**

**Chapter 1<sup>st</sup>**

**Office Automation and Typing**

**Multiple Choice Questions:**

1. \_\_\_\_\_ is word processor software.
  - a. MS Window
  - b. MS Excel
  - c. MS PowerPoint
  - d. MS Word
  
2. To check spelling and grammar \_\_\_\_\_ key is used.
  - a. Ctrl+F7
  - b. Alt+F7
  - c. F7
  - d. Shift F7
  
3. \_\_\_\_\_ option in Word changes the structure and layout of pages.
  - a. Format
  - b. Print and Print Preview
  - c. Page Setup
  - d. Proofing
  
4. \_\_\_\_\_ is an electronic spread sheet software used for automated calculations.
  - a. MS Window
  - b. MS Excel
  - c. MS PowerPoint
  - d. MS Word
  
5. \_\_\_\_\_ refers to changing the font style, size, color, bold, italic, underline and other related parameters.
  - a. Formatting
  - b. Alignment
  - c. Proofing
  - d. Filtering

6. Which of the following function is used to get the current date in Excel?

- a. NOW( )
- b. TODAY( )
- c. DATE( )
- d. TIME( )

7. A \_\_\_\_\_ is the space between the text and the edge of your document

- a. Selection Area
- b. Blank Area
- c. Margin
- d. Ruler

- Ans:**
- |                  |                |
|------------------|----------------|
| 1) d. MS Word    | 2) c. F7       |
| 3) c. Page Setup | 4) b. MS Excel |
| 5) a. Formatting | 6) b. TODAY( ) |
| 7) c. Margin     |                |

**Que:2 Fill in the Blanks:**

1. \_\_\_\_\_ and \_\_\_\_\_ Functions used to find the minimum and maximum value in a range.
2. Filter option is available in \_\_\_\_\_ tab of Excel.
3. If the cursor is placed at the end of the file, then \_\_\_\_\_ button is pressed to delete the text.
4. Two options of orientations for page setup are \_\_\_\_\_ And \_\_\_\_\_
5. \_\_\_\_\_ Symbol is used to start any formula (function) in excel calculations.
6. A \_\_\_\_\_ is a predefined formula that performs calculations using specific values in a particular order.
7. \_\_\_\_\_ is a type of speech recognition program that converts spoken to written language.

- Ans:**
- |                  |                        |
|------------------|------------------------|
| 1. MIN, MAX      | 2. Data                |
| 3. Backspace     | 4. Portrait, Landscape |
| 5. = (Equals to) | 6. Function            |
| 7. Voice Typing  |                        |

**Very Short Answer Type Questions**

**Q:1 Write the full form of WYSIWYG.**

**Ans:** What You See Is What You Get

**Q:2 Write the Short cut keys to move text in Word Document.**

**Ans:** Ctrl+X, Ctrl+V

**Q:3 Write the name of four types of alignments.**

**Ans:** Left, Center, Right, Justify

**Q:4 Which Excel function is used to combine contents from different cells into one cell?**

**Ans:** Concatenate ( )

**Q:5 Write the name of any two fonts that can be used to type in Punjabi Language.**

**Ans:** AnmolLipi, Raavi, Joy, Asees

**Write the Full Forms of the Following:**

- 1. WYSIYYG**                      What You See is What You Get
- 2. PDF**                              Portable Document Format

**Write the Shortcut Keys of the Following Operations:**

- 1. To Copy Selected Contents**                      :              **Ctrl+C**
- 2. To Cut Selected Contents**                        :              **Ctrl+X**
- 3. To Paste Copied/Cut Contents**                   :              **Ctrl+V**
- 4. To Bold the Selected Text**                        :              **Ctrl+B**
- 5. To Italic the Selected Text**                       :              **Ctrl+I**
- 6. To Underline the Selected Text**                :              **Ctrl+U**
- 7. For Left Alignment**                                :              **Ctrl+L**
- 8. For Right Alignment**                               :              **Ctrl+R**
- 9. For Center Alignment**                            :              **Ctrl+E**
- 10. For Justify Alignment**                           :              **Ctrl+J**
- 11. For Single Line Spacing**                        :              **Ctrl+1**
- 12. For Double Line Spacing**                       :              **Ctrl+2**
- 13. For Spelling and Grammar Checking**        :              **F7**
- 14. To Print the file**                                 :              **Ctrl+P**
- 15. To Open the Replace Dialog box**               :              **Ctrl+H**

**Short Answer Type Questions.**

**Q:1** What is Excel?

**Q:2** Explain formatting in details?

**Q:3** Explain Print & Print Preview options.

**Q:4** What are formulas in MS Excel?

**Q:5** What do you know about the formula bar in Excel?

**Q:6** What are Margins?

**Q:7** What is Orientation?

**Long Answer Type Questions**

**Q:1** What are Word Processors? Explain their uses.

**Q:2** Describe the Proofing options in MS Word?

**Q:3** Explain the Page Setup and Printing Options available in Excel.

**Q:4** What are functions in Excel? Explain any two functions with example.

**Q:5** Explain the various methods of Typing?

**Chapter 2<sup>nd</sup>**  
**Control Statements**

**Objective Type Multiple Choice Questions:**

1. Which of the following statement is also called as conditional statement?

- a. for
- b. break
- c. if
- d. while

2. switch-case is similar to \_\_\_\_\_ statement

- a. if else
- b. if else if
- c. break
- d. goto

3. Which statement can be used to terminate a case in the switch statement?

- a. continue
- b. goto
- c. if
- d. break

4. Which of the following is an example of Post Test loop?

- a. for
- b. while
- c. do while
- d. continue

5. Which of the following is not a jumping statement?

- a. while
- b. continue
- c. goto
- d. break

6. Which of the following statement in C language is used for Decision Making purpose?

- a. Branching Statement
- b. Looping Statement
- c. Jumping Statement
- d. All of these

7. Which of the following statement in C language is used for repeating statements?

- a. Branching Statement
- b. Looping Statement
- c. Jumping Statement
- d. All of these

- Ans:**
- |                          |                            |
|--------------------------|----------------------------|
| 1) c. if                 | 2) b. if else if           |
| 3) d. break              | 4) c. do while             |
| 5) a. while              | 6) a. Branching Statements |
| 7) b. Looping Statements |                            |

**Fill in the Blanks:**

1. In \_\_\_\_\_ loops, the control conditions are tested before the body of loop
2. In \_\_\_\_\_ loops, the control conditions are tested after the body of loop
3. \_\_\_\_\_ statement is used to skip some statements inside the loop
4. \_\_\_\_\_ is a multi-way conditional control statement
5. The break statement can be used to terminate a case in the \_\_\_\_\_ statement.
6. \_\_\_\_\_ and \_\_\_\_\_ loops are the examples of pre-test loops.

- Ans:**
- |             |                |
|-------------|----------------|
| 1. Pre-Test | 2. Post-Test   |
| 3. continue | 4. switch case |
| 5. switch   | 6. for, while  |

**Very Short Answer Type Questions:**

**Q:1** Writing if statement with-in another if is called as?

**Ans:** Nested if statement

**Q:2** Which statements in C programming are used for altering the normal flow of a program?

**Ans:** Control Statements

**Q:3** Which statement is sometimes desirable to skip some statements inside the loop?

**Ans:** Jumping Statement - Continue

**Q:4** Which statements provide a way to repeat commands?

**Ans:** Looping Statements

**Q:5** Write the name of Post-Test Loops in C Programming?

**Ans:** do while

**Q:6** Write the name of Pre-Test Loops in C Programming?

**Ans:** for, while

**Short Answer Type Questions:**

**Q:1** Define Branching? Name its different control statements?

**Q:2** What is looping? Name three different types of looping statements?

**Q:3** What is nested if statement? Write its syntax?

**Q:4** What is if-else statement? Write a program of if-else statement?

**Q:5** What is while statement? Write its syntax?

**Q:6** What are Control Statements?

**Q:7** What are Post-Test Loops in C Programming?

**Long Answer Type Questions:**

**Q:1** What are Control Statements? Explain their types.

**Q:2** What is switch statement? Write a program of switch statement?

**Q:3** What is for loop? What are the two different categories of loops?

**Q:4** What is jumping statement? Explain its types?

**Q:5** What is do while loop? How it differs from while loop?



**Chapter 3<sup>rd</sup>**  
**Computer Networks**

**Multiple Choice Questions:**

1. A computer \_\_\_\_\_ is a set of computers that are connected together.

- a. Network
- b. System
- c. Protocol
- d. Internet

2. A \_\_\_\_\_ is basically a multiport repeater.

- a. Hub
- b. Switch
- c. Router
- d. Bridge

3. A \_\_\_\_\_ is a 2-port device.

- a. Hub
- b. Switch
- c. Router
- d. Bridge

4. Wi-Fi stands for \_\_\_\_\_

- a. Wireless Field
- b. Wireless Fidelity
- c. Wire Fire
- d. Wire Fidelity

5. A \_\_\_\_\_ is a combination of a Bridge and a Router.

- a. Switch
- b. Bridge
- c. Hub
- d. Brouter

6. Two Bluetooth devices are connected to each other using a process called \_\_\_\_\_.

- a. combining
- b. pairing
- c. joining
- d. merging

7. Communication mode is also called the \_\_\_\_\_ Modes.

- a. Data Modes
- b. Exchange Modes
- c. Ready Modes
- d. Transmission Modes

8. Which of the following is a category of Transmission Modes?

- a. Half Duplex
- b. Full Duplex
- c. Simplex
- d. All of these

- Ans:**
- |                          |                         |
|--------------------------|-------------------------|
| 1) a. Network            | 2) a. Hub               |
| 3) d. Bridge             | 4) b. Wireless Fidelity |
| 5) d. Brouter            | 6) b. pairing           |
| 7) d. Transmission Modes | 8) d. All of these      |

### Write Full Forms

- |         |                               |
|---------|-------------------------------|
| 1. UTP  | Unshielded Twisted Pair       |
| 2. FTP  | File Transfer Protocol        |
| 3. SMTP | Simple Mail Transfer Protocol |
| 4. POP  | Post Office Protocol          |
| 5. HTTP | Hypertext Transfer Protocol   |
| 6. MAC  | Media Access Control          |
| 7. OSI  | Open System Interconnection   |
| 8. WiFi | Wireless Fidelity             |
| 9. NFC  | Near Field Communication      |
| 10. IP  | Internet Protocol             |



**Chapter 4<sup>th</sup>**

**Current Trends in Information Technology**

**Multiple Choice Questions**

1. Information Technology (IT) is an area under which computers or other physical devices (hardware, software) are used to create, \_\_\_\_\_, secure and exchange electronic data.

- a. Access
- b. process
- c. define
- d. save

2. With the introduction of online education services, students can learn from anywhere using the \_\_\_\_\_

- a. Internet
- b. electricity
- c. 5G Technology
- d. email

3. Android operating system is a \_\_\_\_\_ operating system.

- a. Computer
- b. Mobile
- c. Technology
- d. Virtual reality

4. Cloud computing is a kind of \_\_\_\_\_based computing.

- a. Big-data
- b. IoT
- c. Internet
- d. Bluetooth

5. \_\_\_\_\_ is a way of doing business using the Internet.

- a. Electronic Mail
- b. Electronic Commerce
- c. Electronic-Governance
- d. None of these

6. \_\_\_\_\_ is a computer technology that is used to create a fantasy world that makes us feel like we are in that world.

- a. Internet of Things
- b. Big Data
- c. Expert System
- d. Virtual Reality

7. The \_\_\_\_\_ is an area of technology focused on making human life more simplified and comfortable.

- a. 5G Technology
- b. Virtual Reality
- c. Internet of Things or (IoT)
- d. E-Commerce

8. Which of the following is the application area of Information Technology?

- a. Business
- b. Online Education
- c. Classroom Education
- d. All of these

- Ans:**
- |                                   |                       |
|-----------------------------------|-----------------------|
| 1) b. process                     | 2) a. Internet        |
| 3) b. Mobile                      | 4) c. Internet        |
| 5) b. Electronic Commerce         | 6) d. Virtual Reality |
| 7) c. Internet of Things or (IoT) | 8) d. All of these    |

**Write the Full form of following:**

- 1. **Wi-Fi** : Wireless Fidelity
- 2. **VR** : Virtual reality
- 3. **IoT** : Internet of Things
- 4. **IT** : Information Technology
- 5. **GPS** : Global Positioning System
- 6. **E-Commerce** : Electronic Commerce

**Write True or False**

1. Android operating system is a mobile operating system.
2. Virtual reality (VR) means experiencing things through our computer that really exist.
3. 5G will elevate the mobile network to not only interconnect people, but also interconnect and control machines, objects, and devices.
4. When we build a computer in such a way that it can act like human intelligence, it is called Artificial Intelligence.

**Ans:**           1. True   2. False  
                  3. True   4. True

**Short Answer Type Questions**

**Q:1** What is Information Technology?

**Q:2** Give names of any four current trends in Information Technology.

**Q:3** Define Bluetooth Technology.

**Q:4** Define GPS Technology.

**Q:5** Define Multimedia Technology.

**Q:6** Define 5G technology.

**Q:7** Write about any one application area of Information Technology.

**Long Answer Type Questions.**

**Q:1** What is Information Technology? Describe the various applications of Information Technology?

**Q:2** Describe Android Technology with its advantages.

**Q:3** Write short Notes on: Nano Technology and Wi-Fi.

**Q:4** Describe Virtual Reality with its advantages.

**Q:5** Describe the Internet of Things (IoT) with its advantages.

**Chapter 5<sup>th</sup>**

**Artificial Intelligence and Expert System**

**Multiple Choice Questions**

1. Who brought the concept of AI?

- a) Victor Allis
- b) Marvin Minsky
- c) Alan Turing
- d) John McCarthy

2. Which type of AI focuses on a single set of abilities & performs a particular task?

- a) Super AI
- b) Narrow AI
- c) General AI
- d) None of these.

3. Which one of AI types does not have memory for data storage?

- a) Limited Memory
- b) Reactive machines
- c) Things of Mind
- d) Self Awareness

4. The conversion of natural language into computer understandable form?

- a) Intrusion detection
- b) Machine translation
- c) Identification
- d) None of these

5. The core of the expert system which by applying set of rules and draw the results of the user question is the function of

- a) Inference engine
- b) Knowledge base
- c) User Interface
- d) None of these

6. Place where knowledge from the human expert is collected

- a) Domain expert
- b) Knowledge Base
- c) User
- d) All of these

7. Robots which provides help for analyzing the collected data are

- a) Healthcare robots
- b) Domestic robots
- c) Military robots
- d) Research robots

8. Which of the following is/are the components of the Expert System?

- a. User interface
- b. knowledge base
- c. inference engine
- d. All of these

- Ans:**
- |                         |                           |
|-------------------------|---------------------------|
| 1) d. John MaCarthy     | 2) b. Narrow AI           |
| 3) b. Reactive machines | 4) b. Machine translation |
| 5) a. Inference engine  | 6) a. Domain expert       |
| 7) d. Research robots   | 8) d. All of these        |

**Fill in the Blanks:**

1. Artificial Intelligence is divided into two types \_\_\_\_\_ and \_\_\_\_\_
2. \_\_\_\_\_ is a chess playing computer developed by IBM.
3. \_\_\_\_\_ is a good example of narrow artificial intelligence.
4. \_\_\_\_\_ machine has no memory.
5. MYCIN and \_\_\_\_\_ are examples of earlier expert systems.
6. \_\_\_\_\_ Generation Robots are smart as humans.
7. \_\_\_\_\_ is a computer program which transforms knowledge of an expert into a software.
8. \_\_\_\_\_ refers to the intellectual ability developed in an artificial way.



- Ans:**
- |                   |                            |
|-------------------|----------------------------|
| 1. Type-1, Type-2 | 2. Deep Blue               |
| 3. Apple Siri     | 4. Machine Learning        |
| 5. Dyndral        | 6. Fourth                  |
| 7. Expert system  | 8. Artificial intelligence |

**Write the Full form of following:**

1. **AI** Artificial Intelligence
2. **GAI** General Artificial Intelligence
3. **NLP** Natural Language Processing
4. **SAI** Strong Artificial Intelligence

### **Short Answer Type Questions**

**Q:1** What is artificial intelligence?

**Q:2** What are the types and subtypes of AI? Depict them with the help of a diagram.

**Q:3** Differentiate between the narrow AI and general AI.

**Q:4** What do you mean by expert systems? Give examples of expert systems.

**Q:5** What is the difference between the human system and the expert system?

**Q:6** What are Limitations of Expert systems?

**Q:7** Summarize some computer languages used in the field of AI?

**Q:8** What are the three major components of the Expert System?

### **Long Answer Type Questions.**

**Q:1** What are the applications of Artificial Intelligence?

**Q:2** What is the importance of AI?

**Q:3** What are the Pros and Cons of Artificial Intelligence?

**Q:4** Discuss the characteristics of Expert Systems?

**Q:5** Explain the various Generations of Robots.

**Chapter 6<sup>th</sup>**  
**Digitalization**

**Multiple Choice Questions:**

1. \_\_\_\_\_ is the process to convert information into computer readable form.
  - a) E-learning
  - b) E-commerce
  - c) Digitalization
  - d) Net Banking
  
2. \_\_\_\_\_ is meant to be online buying and selling of goods.
  - a) E-commerce
  - b) Digi Locker
  - c) Digital Payment
  - d) None of these
  
3. Easiest and convenient way for cashless payment is \_\_\_\_\_.
  - a) Digitalization
  - b) Storage
  - c) Offline
  - d) Digital Payment
  
4. \_\_\_\_\_ stores only those educational certificates, issued by educational institutes through digital mode.
  - a) SWAYAM
  - b) NAD
  - c) MOOCs
  - d) DigiLocker
  
5. \_\_\_\_\_ is a type of e-commerce which involves company and customer.
  - a) B2B
  - b) B2C
  - c) C2C
  - d) None of these

6. Which of the following is an example of an e-commerce website?

- a. Amazon
- b. OLX
- c. Quikr
- d. All of the above

7. In which type of E-Commerce, customer provides a good or some service to the company?

- a. C2B
- b. B2C
- c. C2C
- d. None of these

8. Which of the following is not a method for Online Payment?

- a. BHIM App
- b. E-Wallets
- c. Net Banking
- d. Cash Payment

- Ans:**
- |                       |                        |
|-----------------------|------------------------|
| 1) c. Digitalization  | 2) a. E-commerce       |
| 3) d. Digital Payment | 4) b. NAD              |
| 5) b. B2C             | 6) d. All of the above |
| 7) a. C2B             | 8) d. Cash Payment     |

**Write the Full Forms of the Following:**

- |          |                              |
|----------|------------------------------|
| 1. B2C   | Business to Customer         |
| 2. B2B   | Business to Business         |
| 3. C2C   | Customer to Customer         |
| 4. BHIM  | Bharat Interface for Money   |
| 5. QR    | Quick Response               |
| 6. UPI   | Unified Payment Interface    |
| 7. MOOCs | Massive Open Online Courses  |
| 8. NAD   | National Academic Depository |

**Short Answer Type Questions**

**Q:1** What is digitalization?

**Q:2** Describe Net Banking.

**Q:3** What you mean by E-Commerce.

**Q:4** Name types of E-Commerce.

**Q:5** Write down the benefits of online payment.

**Q:6** Describe Digi Locker.

**Q:7** What is E-Learning?

**Q:8** What is digital or online payment?

**Long Answer Type Questions**

**Q:1** Write down the types of e-commerce in detail.

**Q:2** Write down the advantages and disadvantages of e-commerce.

**Q:3** Give a brief note on various digital or online payment modes.

**Q:4** Describe popular E-Learning tools.

**Q:5** What is the National Academic Depository (NAD)? How does it differ from Digi -Locker?

**Chapter 7<sup>th</sup>**

**E Governance (Part-II)**

**Multiple Choice Questions:**

**1. The online services of government is called-**

- a) Public Welfare Services**
- b) Democracy services**
- c) E-Governance**
- d) Internet Services**

**2. G2C Stands for –**

- a) Government to Employee**
- b) Government to Citizens**
- c) Government to Businessman**
- d) Government to Government**

**3. The modern form of E-Governance services is:**

- a) E-Business**
- b) E-Commerce**
- c) E-Services**
- d) Smart Governance**

**4. How many digits are there in Aadhar card number?**

- a) 14**
- b) 12**
- c) 16**
- d) 10**

**5. Which one is part of the Information System?**

- a) Database and Procedures**
- b) Network**
- c) Hardware and Software**
- d) All of these**

6. In which type of E-Governance, data and information is shared between Central Government and State Governments and vice versa?

- a) G2B
- b) G2C
- c) G2G
- d) G2E

7. An Aadhar is a 12-digit unique identity card number that is issued by \_\_\_\_\_ to the Indian citizens.

- a) UIDAI
- b) Sewa Kendra
- c) Public Welfare Department
- d) MIS

- Ans:**
- |                        |                              |
|------------------------|------------------------------|
| 1) c. E-governance     | 2) b. Government to Citizens |
| 3) d. Smart Governance | 4) b. 12                     |
| 5) d. All of these     | 6) c. G2G                    |
| 7) a. UIDAI            |                              |

**Fill in the blanks:**

1. The services and facilities of E-governance are divided into \_\_\_\_\_ parts.
2. \_\_\_\_\_ gives a unique identity to Indian citizens.
3. In Punjab at village level \_\_\_\_\_ Gives E-Governance services.
4. \_\_\_\_\_ is used to solve difficult problems.
5. Smart cards are symbol of \_\_\_\_\_
6. \_\_\_\_\_ is a system which is used by people, organisations and companies to collect data, filter data, process data to form into information and share it.

- Ans:**
- |                        |                            |
|------------------------|----------------------------|
| 1. Three               | 2. Aadhar Number           |
| 3. Sewa/Suvidha Kendra | 4. Expert System           |
| 5. Smart Governance    | 6. Information System (IS) |

**Write the full forms of the following:**

- |                 |  |
|-----------------|--|
| 1. <b>UIDAI</b> | Unique Identification Authority of India |
| 2. <b>DSS</b>   | Decision Support System                  |
| 3. <b>MIS</b>   | Management Information System            |
| 4. <b>G2C</b>   | Government to Citizen                    |
| 5. <b>G2E</b>   | Government to Employee                   |

**Very Short Answer Type Questions**

**Q:1 Write the full form of UIDAI?**

**Ans:** Unique Identification Authority Of India

**Q:2 Name any two information systems?**

**Ans:** MIS, DSS

**Q:3 Write the names of different levels of E-governance?**

**Ans:** National Level, Domestic level, International Level

**Q:4 Write the full form of G2G?**

**Ans:** Government to Government

**Q:5 Write the full form of TPS?**

**Ans:** Transaction Processing System

**Short Answer Type Questions.**

**Q:1 What are the three levels of E-governance? Give detail.**

**Q:2 In brief describe Smart Governance?**

**Q:3 Write down any four uses of an Aadhar card?**

**Q:4 What are the different parts of the information system?**

**Q:5 What is the Sewa/Suvidha Kendra? Describe.**

**Q:6 What is MIS?**

**Q:7 Write the name of various types of Information Systems.**

**Long Answer Type Questions**

**Q:1 What do you mean by E-Governance? Define its working system?**

**Q:2 What are the benefits and limitations of E-Governance?**

**Q:3 What is an Aadhar card? Describe its characteristics?**

**Q:4 Write down the list of services provided by Sewa/Suvidha Kendra?**

**Q:5 What is an information system? Describe its types?**

**Chapter 8<sup>th</sup>**

**Image Editing and File Conversion Tools**

**Multiple choice question:**

1. \_\_\_\_\_ tool allows us to select a drawing with a free hand.

- a. Fuzzy Selection
- b. Lasso
- c. Text
- d. Bucket Fill

2. SHIFT + C is a shortcut for \_\_\_\_\_

- a. To Create Duplicate Image
- b. To Delete Layer
- c. To Copy of an image
- d. To Crop an Image

3. Scale option is used to change the \_\_\_\_\_ of an image.

- a. Color
- b. Size
- c. Area
- d. All of the above

4. \_\_\_\_\_ is known as group of sheets looking at each other.

- a. Masking
- b. Tools
- c. Layers
- d. None of the above

5. \_\_\_\_\_ helps to make a duplicate copy of the active layer

- a. Smudge Tool
- b. Dodge Tool
- c. Perspective Tool
- d. Duplicate Layer



6. Which of the following is not an Image Editing Software?

- a. Adobe Photoshop
- b. CorelDraw Graphics Suite
- c. GIMP (GNU Image Manipulation Program)
- d. Microsoft Word

7. Which of the following is not an Image Format?

- a. .jpeg
- b. .doc
- c. .png
- d. .bmp

8. GIMP saves the image in its original \_\_\_\_\_ format.

- a. .jpeg
- b. .xcf
- c. .png
- d. .bmp

- Ans:**
- |                       |                        |
|-----------------------|------------------------|
| 1) b. Lasso           | 2) d. To Crop an Image |
| 3) b. Size            | 4) c. Layers           |
| 5) d. Duplicate Layer | 6) d. Microsoft Word   |
| 7) b. .doc            | 8) b. .xcf             |

**Fill in the blanks:**

1. To resize the layer \_\_\_\_\_ tool is used.
2. To move the layers \_\_\_\_\_ tool is used.
3. To remove objects from Canvas \_\_\_\_\_ tool is used.
4. The quality of the picture decreases when the picture is \_\_\_\_\_
5. An important part of the Image Window is \_\_\_\_\_ where the picture is shown.

- Ans:**
- |               |           |
|---------------|-----------|
| 1. Scale      | 2. Move   |
| 3. Magic Wand | 4. Scaled |
| 5. Canvas     |           |

**Write the full forms of the following:**

- |                |  |
|----------------|--|
| <b>1. GIF</b>  | <b>Graphics Interchange Format</b>     |
| <b>2. PNG</b>  | <b>Portable Network Graphics</b>       |
| <b>3. TIFF</b> | <b>Tagged Image File Format</b>        |
| <b>4. JPG</b>  | <b>Joint Photographic Expert Group</b> |
| <b>5. PSD</b>  | <b>Photoshop Document</b>              |
| <b>6. BMP</b>  | <b>Bitmap Picture</b>                  |

**Short Answer Type Questions.**

**Q:1** What is Image Editing?

**Q:2** What are masks?

**Q:3** How can a duplicate image be made?

**Q:4** Write two ways to open the picture.

**Q:5** Write the name of any four “Image Editing” software?

**Q:6** What is GIMP?

**Long Answer Type Questions.**

**Q:1** How to resize a picture in GIMP?

**Q:2** What are Image Properties in GIMP?

**Q:3** What are Layers in GIMP?

**Q:4** How to create images for a website in GIMP?

**Q:5** Write down the names of any 4 tools of GIMP and explain their usage.

**Chapter 9<sup>th</sup>**  
**Video Editing**

**Fill in the Blanks:**

1. In order for the computer to play audio files, different \_\_\_\_\_ are required.

- a. Video codecs
- b. Audio Codecs
- c. Both a & b
- d. None

2. \_\_\_\_\_ format is a common audio format that is played extensively on electronic devices.

- a. wmv
- b. avi
- c. mp3
- d. cda

3. Audio files are stored on the Audio CD in \_\_\_\_\_ format.

- a. flv
- b. aac
- c. mov
- d. cda

4. The effect applied between two video-clips is called \_\_\_\_\_

- a. Sound
- b. Video
- c. Video Transition
- d. Photo

5. The process of dividing the video into sections is called \_\_\_\_\_

- a. Merging
- b. Splitting
- c. Compressing
- d. Decompressing

6. \_\_\_\_\_ is a file or program used to compress & decompress a digital media file.

- a. Codec
- b. CD Ripping
- c. Compressing
- d. Encoder

7. \_\_\_\_\_ is a panel of pictures or other video-clips to make a story of a movie.

- a. Timeline
- b. Monitor
- c. Storyboard
- d. Film-Strip

- Ans:**
- |                    |                        |
|--------------------|------------------------|
| 1) b. Audio Codecs | 2) c. mp3              |
| 3) d. cda          | 4) c. video transition |
| 5) b. splitting    | 6) a. Codec            |

**Write True or False:**

1. The process of making a movie is divided into five stages.
2. Video editing works with only one video clip.
3. Merging a video means splitting the clip into several parts.
4. It is advisable to save the project before starting the process of exporting the video file.
5. MPEG-4 video format uses different compression for audio and video tracks.

- Ans:**
- |          |          |
|----------|----------|
| 1) False | 2) False |
| 3) False | 4) True  |
| 5) True  |          |

**Write the Full Forms of the Following:**

- |        |                                |
|--------|--------------------------------|
| 1. MP4 | Moving Picture Experts Group-4 |
| 2. MP3 | MPEG Audio Layer 3             |
| 3. WMV | Windows Media Video            |
| 4. FLV | Flash Video                    |

- 5. **AVI**                      Audio Video Interleaved
- 6. **CDA**                     Compact Disk Audio
- 7. **MPC**                     Media Player Classic

**Short Answer Type Questions.**

- Q:1** Write the names of the three stages of making a movie.
- Q:2** Write down the names of some video editing software.
- Q:3** What is CD Ripping?
- Q:4** What are Codecs?
- Q:5** What is Video Split?
- Q:6** What do you mean by Video Editing?

**Long Answer Type Questions.**

- Q:1** How export video is different from the save project.
- Q:2** What are Tracks?
- Q:3** Explain the difference between video transitions and video effects.
- Q:4** Write about the audio converter in detail.
- Q:5** Write short notes on: storyboard, timeline, and titles