

UNIT-3 (MASTERING TYPING)

Q1. How many stages are involved in touch typing technique? Describe each stage.

Ans 1. There are three stages involved in touch typing technique:

Stage one of the process begins with learning the home row of the keyboard (the row beginning with the Caps Lock key). Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, upper-case letters and special symbols.

Stage two involves memorizing frequently used syllables and typing words containing these syllables.

Stage three involves typing actual text to perfect the skills acquired.

Q2. What is touch typing?

Ans 2.

Touch typing is a method of typing without using the sense of sight to find the keys.

Q3. What is rapid typing tutor?

Ans 3.

Rapid Typing Tutor is a software which is designed to teach adults and kids to use their computer keyboard more efficiently than ever.

Q 4. What are the components of rapid typing tutor window?

Ans 4.

The window is composed of the following controls:

- **Taskbar** lets you set or change *on the fly* some basic options to start a lesson (keyboard layout, level, lesson, and background).
- **Three horizontal buttons** in the *top-right* corner (Options, About and Help) can display the corresponding dialogs.
- **Three vertical buttons** in the *top-left* corner (Lesson, Statistics and Lesson Editor) are used for switching between current lesson, User Statistics and Lesson Editor.
- **Text Panel** is the area where the text to be typed is displayed. You can easily edit it in Lesson Editor, if necessary.
- **Lesson Control Panel** includes several controls to pause/resume the current lesson, enable/disable sounds, and adjust the sound volume.
- And **Keyboard** is the virtual keyboard that will help you to learn touch typing with all ten fingers. You can customize its appearance in the 'Lesson' section.

UNIT-6 (DIGITAL PRESENTATION)

Q1. What is the shortcut key to run a slide show?

Ans 1. F5

Q2. How can you add a slide in the power point presentation?

Ans 2. By pressing Ctrl+M

Or

By right clicking on any slide on slide outline tab and selecting add new slide option

Q 3. Name the view used to arrange the slides and move across the slides.

Ans 3. Slide sorter view

Q 4. In which view we can see our presentation in the form of slide show?

Ans 4. Slide show view.

Q5. How can you exit the slideshow?

Ans 5. By pressing esc key.

Q 6. In which tab are the following features available?

Shapes → insert tab

Font style → home tab

Picture/clip art → Insert tab

Themes → Design tab

Q 7. What is the shortcut key to print a presentation?

Ans 7. Ctrl + P

Q 8. Define three primary views available in Ms PowerPoint.

Ans 8.

- a) Normal: In this view, we can see the Slide pane, notes pane and a left pane having slides / outline tab
- b) Slide Sorter: This view enables you to easily arrange, move, delete, and reorder slides.
- c) Slide Show: This view is used to show the presentation to other people, either directly on your computer / computing device or by connecting it with a projector.

Q 9 . How can you insert a picture in the presentation?

Ans 9.

- In the *Insert* tab, choose the option *Picture*.
- A dialogue box will appear. Select the folder in which this picture file is stored, select the file and click on it to insert it.

UNIT-7 (Email Messaging)

Q 1. What is an E-Mail?

Ans 1.

Electronic mail (E-mail) is an electronic message transmitted over internet/computer network from one user to another.

Q 2. What are the key features of email?

Ans 2.

- E-mail can be sent to one person or more than one person at the same time.
- The recipient of e-mail can open the e-mail at his/her convenience.
- Since messages are transmitted electronically over internet, it is a faster way to communicate with the people. Persons could be located in the same office, home, building, or anywhere in the world.
- E-mail messages can be sent or received at any time and are typically sent over a network.

Q 3. What is an email address?

Ans 3

To use an e-mail, a user must have an e-mail address. The e-mail address contains all the information required to send or receive a message from anywhere in the world. An e-mail address consists of two parts separated by @ symbol (spelled as *at*) – the first part is the *user_name* and the second part is *domain name*. The e-mail address might look like:

Ram962@gmail.com

Q 4. Explain the email message format.

Ans 4

•	From: Sender's email address	
•	To:	Recipients' email address
•	Date:	When the email was sent
•	Subject:	The topic of the message
•	Cc:	E-mail addresses of other people, who have been sent a copy of the email. The recipients of the email can see all of the e-mail addressed to which the copies have been sent. (Note: The full form of CC is "Carbon Copy")
•	Bcc:	E-mail addresses of other people, who have been sent <i>blind carbon copies</i> of the email. The recipients of the email (in <i>To</i> and <i>Cc</i>) do not know that the same email has been sent to other e-mail address in <i>Bcc</i> .
•	Message body	The body consists of the text of the message and any attachments to be sent.

Q5. What are the components of the email screen?

Ans 5.

Components of the email screen are as follows:

- ◆ **“To”**: Write the email address of the person you want to send the email to.
- ◆ **“Subject”**: Write the topic or subject of the email here. Write the main message of the email in the message box.
- ◆ **“Send”**: *Once you have completed writing the email*, post the mail by clicking this button.