

Marking Scheme
e-Publishing and e-Office
 Subject Code no: 354/454
Class: X (2017-18)

Time: 2 Hrs.		M.M. – 30	
1	(a)	Which of the following activity will be handled under cyber law: i. Stealing mouse from an office. ii. Deleting some files, images, video's etc. from a friends computer with his consent. iii. Sending a friendship request to an unknown person. iv. Harassment through emails and web chatting messages.	1
	Ans	iv <i>(1 Mark for correct answer)</i>	
	(b)	Help Anubhuti in identifying suitable protocols for the following purpose: i. To transfer files on the internet. ii. To remotely login a customer's PC to provide him technical support.	2
	Ans	i. FTP ii. TELNET <i>(1 Mark for each correct answer)</i>	
	(f)	How a Hacker is different from a Cracker? Mention any two netiquettes. OR Shivansh, a class IX student has just started using internet. Explain him the use of browser application along with the name of any two popular browsers. Also suggest him a web based office application name through which he can write, edit and collaborate in a document from anywhere-anytime.	3
	Ans	In computing, a hacker is any skilled computer expert who uses their technical knowledge to overcome a problem or otherwise gains remote access to a protected computer system mainly to get thrill out of it. A cracker is also a skilled computer expert but he/she breaks into or otherwise violates the system integrity of remote machines with malicious intent. Having gained unauthorized access, crackers destroy vital data, deny legitimate users service, or cause problems for their targets. Few netiquettes are as follows: <ul style="list-style-type: none"> • Respect other's privacy • Acknowledge and return messages promptly. • No spamming 	

	<ul style="list-style-type: none"> When typing <i>never</i> write in all capital letters. That is considered shouting. <p>(2 Mark for correct differentiation between hacker and cracker) (½ Mark each for any two correct netiquettes)</p> <p style="text-align: center;">OR</p> <p>A web browser is a software application which is used for exploring the information resources available on the World Wide Web.</p> <p>Two popular browser names are as follows:</p> <ul style="list-style-type: none"> Google Chrome Internet Explorer <p>He should use Google Docs- a web based office application through which he can write, edit and collaborate in a document from anywhere-anytime.</p> <p>(1 Mark for correct use of browser) (½ Mark each for any two popular browser name) (1 Mark for suggesting correct web based office application name)</p>																					
2	(a) What are the two orientations available under page setting?	1																				
	<p>Ans</p> <ul style="list-style-type: none"> i. Landscape ii. Portrait <p>(½ Mark for each correct orientation)</p>																					
	(b) How the term table and cell are related with each other in ‘Writer’? Explain with the help of an example.	2																				
	<p>Ans</p> <p>A table is an organised collection of text in the form of rows and columns. While a cell is an intersection of a row and a column.</p> <p>For example a table with 3 rows and 4 columns are as follows:</p> <div style="text-align: center;"> <table border="1"> <thead> <tr> <th></th> <th>Column 1</th> <th>Column 2</th> <th>Column 3</th> <th>Column 4</th> </tr> </thead> <tbody> <tr> <th>Row 1</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Row 2</th> <td></td> <td style="background-color: red; color: black; text-align: center;">CELL</td> <td></td> <td></td> </tr> <tr> <th>Row 3</th> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>(1 Mark for correct explanation of table and cell) (1 Mark for example)</p>		Column 1	Column 2	Column 3	Column 4	Row 1					Row 2		CELL			Row 3					
	Column 1	Column 2	Column 3	Column 4																		
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Row 2		CELL																				
Row 3																						
	(c) Mr. Ramashankar has written a document on the topic “Global Warming” in word processing application named “Writer”. He want to check his document for spellings. Help Mr. Ramashankar by telling him the main steps for the same.	2																				
	<p>Ans</p> <p>Follow the steps for spell checking:</p>																					

	<p>Click on 'Tools' in the menu bar and then 'Spelling and Grammar' from the drop-down menu, or press Alt + T and then press Alt + S, to open the 'Spelling' window.</p> <p>Misspelled words will be highlighted with red colour. A number of suggestions will be available in the suggestion box. Choose the desired one and select Change/Change All/Auto Correct option as per the requirement and click on Close button to close the spelling dialogue box.</p> <p>Documents can also be spell-checked any time by pressing F7.</p> <p><i>(2 Mark for correct steps)</i></p>	
(d)	<p>Ms. Aditi, an editor in a leading newspaper has received an article on “Seven wonders of the world” in which she has to exchange the word “Taj Mehal” with the word “The Taj Mehal”. Which tool she should use and how?</p>	2
Ans:	<p>She should use Find & Replace tool as follows:</p> <ol style="list-style-type: none"> 1. To display the Find & Replace dialog box, use the keyboard shortcut Control+F or select Edit > Find & Replace. 2. Type the text which we want to find in the “Search for” box. 3. To replace the text with different text, type the new text in the “Replace with” box. 4. We can select various options such as matching the case, matching whole words only, or doing a search for similar words. 5. When we have set up our search, click Find. To replace text, click Replace instead. <p>Note: With Find All, Writer selects all instances of the search text in the document. Similarly, with Replace All, Writer replaces all matches.</p> <p><i>(½ Mark for correct tool)</i> <i>(1 ½ Marks for correct steps)</i></p>	
(e)	<p>Define the term main document and data source with reference to mail merge option.</p> <p style="text-align: center;">OR</p> <p>Briefly mention the main steps of Mail Merge.</p>	2
Ans:	<p>Main Document: It is the main document that contains the text that is to be send to all the recipients.</p> <p>Data Source: It consists of a mailing list containing the contact details of all the recipients like name, address, city, pin code, telephone number etc.</p> <p><i>(1 Mark each for correct definition of main document and data source)</i></p> <p style="text-align: center;">OR</p>	

		<p>The whole mail merge process can be divided into following main steps:</p> <ol style="list-style-type: none"> i. Creating a Main Document or Template. ii. Creating a Data Source. iii. Defining the Merge Fields in the main document. iv. Merging the Data with the main document. <p><i>(½ Mark for each correct step)</i></p>																																																																													
3	(a)	Which symbol is used to be placed in front of the column letter and row number in a cell reference to make it absolute reference?	1																																																																												
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		<i>(1 Mark for correct answer)</i>																																																																													
	(b)	<p>Ms. Shipra, an IT professional in a Global Educational Institute has created following performance sheet in a spreadsheet application. Help her in finding out the maximum marks, total, average and remarks.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="9" style="text-align: center;">PERFORMANCE SHEET</td> </tr> <tr> <td>2</td> <td>NAME</td> <td>HINDI</td> <td>ENG</td> <td>MATHS</td> <td>SCIENCE</td> <td>MAX</td> <td>TOT</td> <td>AVG</td> <td>REMARKS</td> </tr> <tr> <td>3</td> <td>Rozy</td> <td>90</td> <td>30</td> <td>40</td> <td>90</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Salman</td> <td>78</td> <td>40</td> <td>50</td> <td>60</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Sia</td> <td>90</td> <td>70</td> <td>80</td> <td>90</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Gautam</td> <td>40</td> <td>39</td> <td>40</td> <td>39</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note: Remarks is based on the average as per the following criteria:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>AVG</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td><40</td> <td>RE-ATTEMPT</td> </tr> <tr> <td>>=40</td> <td>GO-AHEAD</td> </tr> </tbody> </table> <p style="text-align: center;">OR</p> <p>What is a chart in any spreadsheet application? Discuss the importance of charts briefly. Mention the name of any four types of charts commonly used in any spreadsheet application.</p>		A	B	C	D	E	F	G	H	I	1	PERFORMANCE SHEET									2	NAME	HINDI	ENG	MATHS	SCIENCE	MAX	TOT	AVG	REMARKS	3	Rozy	90	30	40	90					4	Salman	78	40	50	60					5	Sia	90	70	80	90					6	Gautam	40	39	40	39					AVG	REMARKS	<40	RE-ATTEMPT	>=40	GO-AHEAD	4
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	Ans:	<p>=max(b2:e2) =sum(b2:e2) or =sum(B2,C2,D2,E2) =average(b2:e2) =if(h2>=40, "GO-AHEAD", "RE-ATTEMPT")</p> <p><i>(1 Mark each for the correct function)</i></p> <p style="text-align: center;">OR</p> <p>Chart is an effective way to display data in a pictorial form in any spreadsheet application.</p> <p>Charts make it easier to draw comparison and analysis the growth, relationship and trends among the values in a range. Charts provide more accurate analysis of</p>																																																																													

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|--|---|--|
| | <ol style="list-style-type: none">i. It does not include using an offset printing press to print the final product.ii. It avoids the distribution of a physical product (e.g., paper books, paper magazines, or paper newspapers). | |
|--|---|--|

Main advantages of e-Publishing are as follows:

- Digital publication products are easy to produce and edit.
- Digital publication products can be made available immediately on the Internet.

(1 mark for the correct explanation of e-publishing)

(1 mark for the correct differentiation between e-publishing and traditional publishing)

(1/2 mark each for any two correct advantages of e-publishing)