

6. Which of the following software could be used to build a website? **1**
 (a) Powerpoint (b) Excel
 (c) Dream Weaver (d) ERP
7. Which of the following is not a web hosting company? **1**
 (a) Hostgator (b) WPX hosting
 (c) Blue host (d) Facebook
8. _____ tag is used to take input text from user in html page. **1**
 (a) input (b) meta
 (c) inout buffered reader (d) select
9. File extension for icalendar file is _____. **1**
 (a) .ics (b) .html
 (c) .css (d) .csv
10. The email component of internet explorer is called _____. **1**
 (a) Message box (b) Outlook express
 (c) Messenger mailbox (d) None of the above

Answer the following questions in about 10-20 words:

11. Mention one benefit of using macros. **1**
12. What does IRM stand for in the context of Microsoft excel 2007? **1**
13. How are data organized in a spreadsheet? **1**
14. What does annotation refer to? **1**
15. What is the use of emphasis tab in custom animation? **1**
16. Write down the combinations used in email signature. **1**
17. What is meant by security? **1**
18. What does WYSIWYG stand for? **1**

Answer the following questions in about 20-60 words:

19. What are the components of mail merge? **2**
20. List down the appropriate illustration for a workflow process. **2**
21. Name any two websites that offer free html email templates. **2**
22. Explain the purpose of stationaries. **2**
23. State the differences between website and webpage. **2**
24. What are the main language platforms used for web-design? **2**
25. What is a PHP? **2**

26. Mention some of the features of MySQL. 2

Answer the following questions in about 60-100 words:

27. **a.** Explain the procedure to print 30 labels in a single sheet. 4
Or
b. Explain the procedure to include a return address to be used on an envelope.
28. **a.** Explain the procedure to protect a spreadsheet from being copied when exporting as a pdf document. 4
Or
b. Explain the procedure to protect specific cells in a spreadsheet.
29. **a.** Explain the procedure to fix errors in a webpage automatically. 4
Or
b. Write a brief note on internet forum.
30. Explain in detail the differences between cookies and sessions. 4
