

Volume-I [Star Office]

1. Introduction to Star Office

1. What is word processing?
2. What is text editing?
3. How to create a new text document
4. How to save a text document?
5. How to open a text document?
6. How to close a text document?
7. How will you correct the mistakes?
8. What are the some other word processing packages?
9. How do you working with multiple documents?
10. What are the difference between moving text and copying text?
11. How will you move the text?
12. How will you copy the text?
13. How will you select the text with mouse?
14. How will you select the text with keyboard?
15. How would you switch over form Insert mode to Type over mode?

2. Text Formatting

1. What is text formatting?
2. What is meant by text Highlighting?
3. What is meant by Indenting text?
4. How would you create the numbered list in Star Office Writer?
5. How would you create the Bullet list in Star Office Writer?
6. How would you remove the Bullet and Numbered list in Star Office writer?
7. What are the difference types of lines space in Star Office Writer?
8. How to Change the line spacing in Star Office Writer?
9. What is meant by Hanging Indent?
10. What are the types of paragraph alignment?

3. Correcting Spelling & Mistakes

1. What is Auto Correct option?
2. What are the two ways of correcting spelling mistakes?
3. How does Star Office writer check spelling while typing?

4. Working with Tables

1. In Star Office writer, How will you create a new table?
2. In Star Office Writer, How will you add required number of rows and columns in a table?
3. In Star Office Writer, How will you delete the rows and columns in a table?
4. In Star Office Writer, How will you change the row height and columns width?
5. How can make selected rows and columns of same size in Star Office Writer table?
6. How will you delete the entire table in Star Office Writer?

5. Page Formatting

1. What is margin?
2. What does page formatting mean?
3. What are the types of page orientation?
4. What is meant by Header and Footer?
5. What is the purpose of creating Header and Footer?
6. How will you create a header in Star Office Writer?
7. How will you create footer in Star Office Writer?
8. How to insert page number in the footer area?

6. Spreadsheet

1. What is an Electronic Spreadsheet?
2. Write down the names of popular spreadsheet packages?
3. List any four advantages of electronic spreadsheet?
4. Write some spreadsheet applications?
5. What is cell and cell pointer?
6. How will you save a worksheet?
7. Can we change the data present in a cell? If so how?

8. What is meant by range?
9. What is date arithmetic? Give example.
10. What is text operators?
11. What is reference operators?
12. What are the order precedence of operator in Star Office Calc?
13. What is the difference between Relative cell addressing and Absolute cell addressing?
14. What is function? How to insert them in worksheet?
15. What is the use of Auto Format sheet facility?
16. What is the use of Fill Command?
17. Explain how to generate the series. 33, 30, 27, 3.
18. How will you change the row height in a worksheet?
19. How will you change the column width in a worksheet?
20. How to insert the pictures into the Star Office Calc.

7. Data Base

1. Differentiate between Data and Information? (Or) What Distinguishes information from data?
2. What are the steps are involved in Data processing?
3. What is Data base?
4. What is Data Base Management System? (Or) Define DBMS.
5. What is Primary key? Give example.
6. What are the general categories of DBMS.
7. Define Multiple sorting?
8. List and define the three components that make up a database.
9. What is Filter? Write its types?
10. Define Auto Filter?
11. Define Standard Filter?
12. What is the difference between Query and Filter?
13. What is Reports?
14. What is Queries?
15. What is Forms?
16. How will you copy text and objects between Star Office applications using Drag-and-Drop?
17. How will you insert a calc cell range to a text document?
18. What does it mean "Filter" database records?
19. How will you sort the records in database?

8. Multimedia

1. What is multimedia?
2. What are the image formats used to store the photographs?
3. What is animation?
4. Write notes on 2-D animation?
5. What are the classifications of 2D animation? (Or) What are the types of 2D animation?
6. What are the steps involved creating 3D animation? (Or) List the steps in 3D animation?
7. What is compression? Explain its types?
8. What is morphing and warping?
9. What is inline sound and video?
10. Name the special software's used in the multimedia contents?
11. What is plug-in? What is its advantage?
12. List any four popular multimedia formats?
13. Expand and explain. i) MIDI ii) AIFF iii) MPEG iv) AVI
14. Write a note on AVI format.

9. Star Office Impress

1. What is presentation? (Or) List the features of Star Office Impress?
2. What is normal view?
3. What is outline view?
4. What is notes view?
5. What is slide sorter view? (Or) What is the use of Slide sorter view?
6. What is handout view?
7. How will you create a handouts in star office impress?
8. What is slide transition?
9. What is custom animation?
10. What is master page? (Or) What is the use of master page?

11. What is rehearse timings?
12. How will you change the slide background?
13. How will you insert, delete, rename the slide in presentation?
14. What is the use of insert OLE object tool in Star Office Impress?

15. How will you customize a presentation? (Or) Explain how to create a custom slide show?
16. How will you insert pictures in presentation?
17. How to changing the slide sorter?
18. How will you hide slide?
19. How to saving a presentation?
20. How to starting a presentation?

Volume-II [C++]

1. Object Oriented Concepts using C++

1. Define Objects. (Or) What is significance of an objects?
2. Define encapsulation
3. List any two advantages of Object oriented programming.
4. Define polymorphism?

2. Over view of C++

1. Define Tokens?
2. How are the tokens classified?
3. What is keywords? Give example.
4. Write a short note on identifiers?
5. What is floating point constant?
6. Write a note on string literals?
7. What is meant by association in C++?
8. Which operators are specific to C++?
9. Define conditional operators in C++?
10. Define assignment operator in C++
11. What is sizeof() operator?
12. Write syntax and explain 'typedef' user defined data type? (Or) What is type definition?
13. Define enumerated data type? (Or) Define 'enum'?
14. Write note on storage class in C++. Name the four storage class. (Or) What are the types of storage classes?
15. What is the purpose of void data type?
16. What is pointer variable? Give example.
17. What is pointer variable? How to declare pointer variables?
18. How is a pointer variable different from ordinary variables?
19. What are the impact of modifiers?
20. What is the type cast?
21. List the use of the operator asterix (*) when it is used as a unary operator?
22. List out the relational operators associated with C++?
23. List any four punctuators in C++ and write a line about them?
24. What is data type in C++? What are the data different data types?

3. Basic Statements

1. What is control statements in C++? What are the two major categories of control statements?
2. What you know about assignment statements?
3. What is if.....else statements?
4. What is switch statement?
5. What is nested.....if statement?
6. What is loop? Write its types?
7. What is for loop?
8. What is while loop?
9. What is do....while loop?
10. Write down the general syntax of the following. i) if ii) if....else
11. Write the general syntax of switch-case statement.
12. Write the syntax of nested.....if statement.
13. What are difference between break and continue statement?
14. What are the rules for the formation of nested loop?
15. What are various sections of a C++ programs?

4. Functions

1. What is function?
2. What are the uses of function? (Or) What are the advantages of using functions in C++?
3. What is main purpose of function prototype?
4. Give the general syntax of function prototype and example for function prototype?
5. What is parameters? (Or) What is arguments?
6. What are the difference between call by value and call by reference method?
7. What is inline function?
8. What is scope? List the types of scope rules of variables in C++.
9. Write note on file scope.
10. Write note function scope.

5. Arrays

1. What is array? Write its types?
2. What are the two types of array explain them?
3. What is one dimensional array? How can it be declared?
4. What is two dimensional array? How can it be declared?
5. Define sorting?
6. What is maxtix?
7. What is string?
8. What is array of string? Give example?
9. What is write() function.
10. What is the use of strlen() function.
11. What is the use of strcpy() function.
12. What is the use of strcmp() function.
13. How does an array behave when passed to a function.
14. Explain the memory representation of 2D array.
15. Write the general syntax of gets() and getline().
16. What are the different ways to indicate the dimensions (row/column) of an array?

6. Classes & Objects

1. Define class. Give example.
2. What are two types of class specification?
3. Write the general syntax class declaration?
4. What is encapsulation?
5. What is data hiding?
6. What is data abstraction?
7. Explain the two methods creating objects in C++
8. Explain the access specifiers of a class?
9. Write note on static data members?
10. What is array of objects in C++?
11. How are the memory allocation of objects?
12. How are the class members are accessed?
13. What does a class comprise?
14. List any four characteristics of member function used in program development.

7. Polymorphism

1. What is function overloading?
2. What is operator overloading?
3. How are the functions are invoked in function overloading?
4. What are the rules for function overloading?
5. Mention two rules for operator overloading?
6. List out the operators cannot be overloaded?
7. What are the various process involved in operator overloading?

8. Constructor & Destructor

1. What are the functions of constructor?
2. When is copy constructor is executed?

3. What are rules for constructor definition and usage?
4. What are rules for destructor definition and usage?
5. What are the difference between constructor and destructor?

9. Inheritance

1. What is inheritance?
2. What are the advantages of inheritance?
3. What are the types of inheritance?
4. Write the general syntax for deriving a class from its base class?
5. What is accessibility?
6. What are the three access specifiers used to inherit a derived class?

7. What is abstract class?

10. Impact of Computers on Society

1. What is ATM?
2. What is e-banking?
3. What is e-shopping?
4. What is e-learning?
5. What is emotional containers?
6. What is memo frame?

11. IT Enabled Service

1. What IT Enabled Service?
2. What is E-Governance?
3. What is Call Centers?
4. What is Data Management?
5. What is Medical transcription?

6. What is Data digitations?

7. Write the benefits of data digitations?

12. Computer Ethics

1. What is computer crime?
2. List out some common computer crimes?
3. What is piracy?
4. Define computer ethics?
5. Define virus?
6. What is cracking?
7. What is meant by theft of computer crime?
8. What is physical security?
9. What personnel security?
10. What is personal security?

BLUE PRINT

Volume -I Star Office				
Chapter Wise	1 Mark	2 Mark	5 Mark	Total Marks
1. Star Office Writer	9	2	2	23
2. Star Office Calc	7	2	2	21
3. Star Office Base	9	2	1	18
4. Multimedia	5	2	-	9
5. Star Office Impress	5	2	-	9
Total- Volume I	35	10	5	80
Volume -II C++				
	1 Mark	2 Mark	5 Mark	Total
1. Object Oriented Concepts using C++	2	1	-	4
2. Overview of C++	4	3	-	10
3. Basic Statements	5	1	1	12
4. Functions	4	1	1	11
5. Arrays	3	2	-	7
6. Classes and Objects	6	2	-	10
7. Polymorphism	3	1	1	10

8. Constructors and Destructors	4	1	1	11
9. Inheritance	3	1	1	10
10. Impact of Computers on Society				
11. IT Enabled Services	6	2	-	10
12. Computer Ethics				
Total- Volume-II	40	15	5	95
Total No.of Questions	75*1	25*2	10*5	110
Total Marks	75	50	50	175

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4	WORKING WITH TABLES	7	82
5	PAGE FORMATTING	9	83
6	SPREADSHEET	10	85
7	DATABASE	16	91
8	MULTIMEDIA	22	95
9	PRESENTATION	28	100
Volume-II		1 Mark	2 Mark
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