

# SAMPLE QUESTION PAPERS

For  
**March 2018**  
Exam

**CBSE CLASS 10**

## FOUNDATION OF INFORMATION TECHNOLOGY

Includes Latest Sample Question Paper and Marking Scheme  
issued by CBSE Board in Sept. 2017

- Strictly based on the latest CBSE syllabus for Academic year 2017-18
- **All Sample Papers** are strictly designed as per the **Latest Sample Question Paper** issued by CBSE Board in September 2017
- Periodic Tests for Pre-Mid Term, Mid-Term, Post-Mid Term preparation
- Answers from the **CBSE Marking Scheme** upto March 2017 Exam with detailed explanations as per the word limit specified by Board

### DESIGN OF THE QUESTION PAPER ISSUED BY CBSE

Sr. No.	Type of Questions	No. of Questions	Marks allotted to each question	Total Marks
1	VSA	2	5	10
2	Short Answer Type - I (SA-I)	6	2	12
3	Short Answer Type - II (SA-II)	4	3	12
4	Long Answer Type	1	6	6
	<b>Total Marks</b>			<b>40</b>

\* Solutions for SQP 6-10 can be downloaded from [www.OswaalBooks.com](http://www.OswaalBooks.com)

# SAMPLE QUESTION PAPERS

**CLASS 10  
CBSE**

## FOUNDATION OF INFORMATION TECHNOLOGY

### Includes :

- Latest Sample Question Paper with Marking Scheme issued by CBSE Board in September-2017
- 10 Sample Papers strictly according to the Latest Typology issued by CBSE for 2018 'Board Examination'
- Questions from 2017 Board Paper with CBSE Marking Scheme Answers
- Strictly based on the latest CBSE syllabus dated 4<sup>th</sup> April 2017 for Academic Year 2017-18


\*Solutions for SQP 6-10 can be downloaded from [www.OswaalBooks.com](http://www.OswaalBooks.com)

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\* **SOLUTIONS** for *Sample Question Paper 6 to 10* can be downloaded from [www.OswaalBooks.com](http://www.OswaalBooks.com)

# TIPS ON HOW TO SCORE HIGH IN YOUR EXAMINATIONS

## 1 BELIEVE IN YOURSELF

This is the foremost barrier to be crossed for scoring high marks in exams. One needs to believe in his/her ability to learn, memorise and reproduce what has been learnt. Exams are nothing but the test of our faith, confidence and knowledge.

## 2 FOLLOW A TIMETABLE

A well set time table allotting specific durations for studying, sleeping, playing, surfing the net and eating can help every student a lot. Every above quoted thing has to be done every day. A proper schedule can help a student beat examination stress.

## 3 SET EVERY DAY GOALS

Preparations should be done every day to excel on the day of exams without depending upon any miracle capsule to bail you out at the last moment. By setting every day targets and goals, one can achieve incredible results in terms of efficiency and performance.

## 4 STAY HEALTHY

Health is wealth. This adage never fails. Only a sound body and sound mind can work effectively towards achieving any objective. Thus a healthy body is a mandate for rigorous mental exercise that comes up during examinations.

## 5 PRACTICE DAILY

We eat daily, we sleep daily, so why not study daily? Regular practice in every subject will keep students close to a subject. If one avoids any subject for more than three days in a go, he/she is bound to lose interest in it.

## 6 PLAY GAMES

Playing games, both indoors and outdoors, help in inculcating a practical approach towards dealing with a problem along with beating the examination stress.

## 7 PRESENTATION

Till now we have discussed the pre-exam tips. This is a crucial tip while writing the examinations. A systematic and neat display of answers can boost your chances of scoring high.

## 8 TIME MANAGEMENT

You need to manage time not only during exam preparations, but also at the time of solving the question paper. Carrying a wrist watch during exams is an excellent way to manage time well. You should also try and save some time at the end of the paper to recheck the answers.

## 9 SLEEP WELL

A sound sleep at night before the exam helps us relax and rejuvenates our mind. The tired brain needs enough rest and we need to understand this. It is only then that we will be able to make the most of it during examinations.

## 10 RELAX YOURSELF

This is last but not the least. Relaxing is like meditating. When we are relaxed we are the most efficient in reproducing what we have learnt.

# TIPS ON HOW TO GET THE OSWAAL ADVANTAGE

## 1 OSWAAL - YOUR ELIXIR OF POSITIVITY AND CONFIDENCE

Positivity and confidence can do wonders to your grades, far more than you think. By studying from Oswaal Sample Question Papers, you develop confidence in yourself which makes you positive and hence gives you the winners' advantage! A bunch of important questions along with their systematic presentation helps you tremendously in studying effectively.

## OSWAAL - YOUR PLANNER FOR EXAMINATION PREPARATIONS

You must make a schedule for your studies followed by strict implementation of that schedule. Oswaal SQPs give you questions on important topics or topics that need more practice or time. Oswaal SQPs include last year exam questions as well as sample papers for the proper schedule of your study. You may also study with your friends and make the entire learning process fun!!

## 3 OSWAAL - YOUR CONFIDENCE BOOSTER JUST BEFORE THE EXAM

One should never try and read, study or cram anything new just before the exam. You can open your Oswaal SQPs and read through the answers highlighted by you a night before for the last time and then put away all your books. This gives you a new wave of confidence just before the commencement of your exam!

## Latest Syllabus issued by CBSE for Academic Year 2017-18

### FOUNDATION OF INFORMATION TECHNOLOGY Class - X (Code No. 165)

**Theory: 40 Marks**

**Practical : 60 Marks**

Unit	Description	Marks	
		Theory	Practical
Unit I	Basics of Information Technology	10	-
Unit II	Information Processing Tools	25	30
Unit III	Societal Impacts of IT	05	-
Unit IV	IT Applications	-	30
	<b>Total</b>	<b>40</b>	<b>60</b>

#### CLASS - X (THEORY)

Time : 2½ hours

Marks : 40

#### **Unit I: Basics of Information Technology**

Internet : World Wide Web, Web servers, Web Clients, Web sites, Web Pages, Web Browsers, Blogs, News groups, HTML, Web address, E-mail address, URL, HTTP, FTP, downloading and uploading files from remote site;

Services available on Internet : Information Retrieval, Locating sites using search engines and finding people on the net;

Web Services: Chat, email, Video Conferencing, e-Learning, e-Banking, e-Shopping, e-Reservation, e-Governance, e-Groups, Social Networking.

#### **Unit II: Information Processing Tools**

##### **Office Tools**

Database Management Tool: Basic Concepts and need for a database, Creating a database, DataTypes-Text, Number, Date, Time, Setting the Primary Key, Entering data into a database, Inserting and deleting Fields, Inserting and deleting Records, Field Size, Default Value, Creating Query using Design view.

##### **Information Representation Methods**

##### **Hyper Text Markup Language**

Introduction to Web Page Designing using HTML, Creating and saving an HTML document, accessing a web page using a web browser (Google Chrome, Internet Explorer, Mozilla Firefox, Opera, Apple Safari, Net scape Navigator);

Elements in HTML: Container and Empty elements, Designing web pages using the following elements:

HTML, HEAD, TITLE, BODY (Attributes: BACKGROUND, BGCOLOR, TEXT, LINK, ALINK, VLINK, LEFTMARGIN, TOPMARGIN), FONT(Attributes: COLOR, SIZE, FACE), BASEFONT(Attributes: COLOR, SIZE, FACE), CENTER, BR (Break), HR(Horizontal Rule,

Attributes: SIZE, WIDTH, ALIGN, NOSHADE, COLOR) inserting comments, H1..H6 (Heading), P (Paragraph), B (Bold), I (Italics), U (Underline), UL & OL (Unordered List & Ordered List Attributes: TYPE, START), LI (List Item)

Insertion of images using the element IMG (Attributes: SRC, WIDTH, HEIGHT, ALT, ALIGN), Super Script SUP, Subscript SUB, Creating Table using the element TABLE (BACKGROUND, BGCOLOR, WIDTH, CELLSPACING, CELLPADDING, BORDER), TR, TH, TD, ROWSPAN, COLSPAN, Internal and External Linking between Web Pages: Significance of linking, A - Anchor Element (Attributes: NAME, HREF, TITLE, MAILTO).

##### **XML (Extensible Markup Language)**

Introduction to XML, Difference between XML and HTML with respect to the following: Data separation, data sharing, document structure, tags, nesting of elements, attributes, values. XML Elements - Defining own tags in XML, root elements, child elements and their attributes; Comments in XML, White space and new line in XML, well formed XML documents, validating XML documents, XML Parser, Viewing XML documents in a web browser.

### Unit III: Societal Impacts of IT

Information Security: Virus, Worms, Trojans and Anti-Virus Software, Spyware, Malware, Spams, Data Backup and recovery tools and methods, Online Backups, Hacker and Cracker with regard to Computer Data and Applications, Social Networking Information security provisions in e-commerce, Benefits of ICT in Education, Healthcare, Governance, Virtual, School, emergence of Knowledge economy, Impact of ICT on Society:

Knowledge based society, Infomania, Digital Unity and Digital Divide.

### Unit IV: IT Applications

Students are suggested to work on the following suggestive areas using Database Management Tool and HTML on topics implementing the tools/elements covered in the course.

#### Domains:

##### Database Design:

- Personal Data Record File
- Employee Payroll
- Vehicle Parking Record File
- School/Class Result Record
- Stock Inventory

##### Webpage Design:

- My Home Page
- My School
- My Family
- Personal Blog with Name, Photo, Areas of Interest, School, State, Country
- School Website - Infrastructure, Facilities, Uniform, Motto, School Pictures, Extra
- Curricular Activities, Subject and Language Options
- Travel and Tourism
- Statistics on India - State wise Area, Population, Literacy (Enrolment in Primary, Middle, Secondary, Senior Secondary), Gender Ratio
- Environment (Save Energy) and Pollution (Global Warming)

### CLASS - X (Practical)

Time : 4 hours

Marks : 60

#### (A) HANDS ON EXPERIENCE

30 Marks

##### 1. Database Design:\*

- Creating and entering data into a database
- Inserting meaningful data and organising
- Setting the primary key
- Creating Query with the same design view of the table.

##### 2. Webpage Designing \*

- Adding a title to webpage
- Adding Ordered/Unordered Lists
- Inserting Image
- Adding Internal / External links.
- Formatting Text
- Writing Text in Paragraphs
- Adding content in Tabular Form

The students are supposed to know the tools and style for designing domain specific web pages from real life applications and the topics mentioned in the syllabus.

##### 3. XML Assignment\*

Students to be asked to create an XML document on the lines of XML concepts covered in theory syllabus.

\*Printouts of the document(s) should be attached with the answer sheet.

#### (B) IT APPLICATIONS REPORT FILE

15 Marks

Students are supposed to make an IT Application Report File containing real life assignments using a Database Management Tool and HTML

- 5 Database Solutions
- 2 XML Documents Source Code and View
- 8 HTML source code along with browser view

#### (C) IT Application project using database and website design in a domain such as School Management, Public Services Computing, Business Computing.

10 Marks

#### (D) VIVA VOCE

05 Marks

## Circular No.: Acad – 14/2017 (Date : 31/01/2017)

### CBSE/CM/2017

**Subject :** Restoring of class X Board examination with effect from the Academic Year 2017-18.

Consequent upon the decision taken by the Governing Body of the Board, the dual scheme of examination for Class-X known hitherto as Scheme-I and Scheme-II shall stand discontinued for the students appearing in Class-X from the Academic Year 2017-18 and onwards. The examination from Academic Year 2017-18 and onwards would be conducted as per the remodeled assessment structure explained below. However, for Class-X students appearing in Academic Year 2016-17 examination, the existing scheme of assessment would apply.

#### A. Remodeled assessment structure effective from the Academic Year 2017-18 for Class-X

##### 1. Scholastic Area

		<b>Total 100 marks</b> (Syllabus for assessment will be only Class-X)		
<b>Subject</b>	<b>80 Marks</b> (Board Examination) Student has to secure 33% marks out of 80 marks in each subject	<b>20 Marks (Internal Assessment)</b> Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 marks)	Notebook Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
Language 1	Board will conduct Class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only. Marks and Grades both will be awarded for Individual subjects. 9- point grading will be same as followed by the Board in Class XII	Periodic written Test, restricted to three in each subject in an Academic Year. Average of the best two tests to be taken for final marks submission	This will cover : ● Regularity ● Assignment completion ● Neatness & upkeep of notebook	Speaking and listening skills
Language 2				Speaking and listening skills
Science				Practical Lab Work
Mathematics				Maths Lab Practical
Social Science				Map work and project work
6th Additional Subject	Scheme of studies for 6 <sup>th</sup> additional subject is detailed in <b>Annexure – I</b> <b>Note :</b> In case student opts a language as 6 <sup>th</sup> additional subject the modalities defined for Languages I and II shall be followed.			

##### **(i) Periodic Test (10 marks) :**

The school should conduct three periodic written tests in the entire academic year and the average of the best two will be taken. The schools have the autonomy to make its own schedule. However, for the purpose of gradient learning, three tests may be held as one being the mid-term test and other the two being pre-mid and post mid-term with portion of syllabus cumulatively covered. The gradually increasing portion of contents would prepare students acquire confidence for appearing in the Board examination with 100% syllabus. The school will take the average of the best two tests for final marks submission.

##### **(ii) Notebook Submission (5 marks) :**

Notebook submission as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness and notebook upkeep.

##### **(iii) Subject Enrichment Activities (5 marks) :**

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers.

**For Languages :** Activities conducted for subject enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills.

**For Mathematics :** The listed laboratory activities and projects as given in the prescribed publication of CBSE/NCERT may be followed.

**For Science :** The listed practical works/activities may be carried out as prescribed by the CBSE in the Curriculum.

**For Social Science :** Map and project work may be undertaken as prescribed by the CBSE in the Curriculum.

## 2. Co-Scholastic Activities :

Schools should promote co-curricular activities for the holistic development of the student. These activities will be graded on a 5-point grading scale (A to E) and will have no descriptive indicators. No upscaling of grades will be done.

Activities	To be graded on a 5- point scale (A-E) in school	Areas and Objectives (as prescribed in the Scheme of Studies for Subjects of Internal Assessment)
Work Education or Pre-Vocational Education	By the Concerned Teacher	Work Education is a distinct curricular area for student for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance. (for Pre-Vocational Education as per Scheme of Studies)
Art Education	By the VA/PA or the Concerned Teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts.
Health & Physical Education (Sports/ Martial Arts/Yoga/ NCC etc.)	By the PE Teacher	Health & Physical Activity preferably sports must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest. Indigenous sports, yoga and NCC must be encouraged in the the schools creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.

## 3. Discipline (Attendance, Sincerity, Behaviour, Values) :

Discipline significantly impacts career shaping and it helps build character. Sincerity, good behavior and values develop strength and foster unity and co-operation. Therefore, the element of discipline has been introduced. Class teacher will be responsible for grading the students on a Five-point scale (A to E).

The Internal assessment comprising 20 marks (10+5+5) entails objectivity and a structured approach. For a holistic assessment, the teachers are expected to make it an effective tool.

### B. Documentation :

Records pertaining to the internal assessment of the students done by the schools will be maintained for a period of three months from the date of declaration of result for verification at the discretion of the Board. Subjudiced cases, if any or those involving RTI/Grievances may however be retained beyond three months.

### C. Assessment Scheme for Class-VI to IX in the CBSE affiliated schools :

The CBSE affiliated schools, for the purpose of uniformity in classes VI to IX may, replicate the same assessment model as described above for Class-X for Academic Year 2017-18.

The above scheme must be implemented in letter and spirit.

## Additional Subject

## Annexure-I

### Excerpt only

Subject : FIT/ICT	Board Class-X Examination for 40 marks	Practical Examination 60 marks
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# ON TIPS NOTES

Note making is a skill that we use in many walks of life : at school, university and in the world of work. However, accurate note making requires a thorough understanding of concepts. We, at Oswaal, have tried to encapsulate all the chapters from the given syllabus into the following ON TIPS NOTES. These notes will not only facilitate better understanding of concepts, but will also ensure that each and every concept is taken up and every chapter is covered in totality. So go ahead and use these to your advantage... go get the OSWAAL ADVANTAGE!!

## Important Tips for Students :

The major part for achieving success in the Foundation of Information Technology (FIT) exam paper of computer science students is “**Programming**”. Having good knowledge of programming concepts, any student can get success in the exam paper.

Here, we are giving some important key features about FIT exam paper so that maximum students appearing in the upcoming exam, 2017-18, assure their success with scoring good marks.

### I. Key features for preparation the exam :

- Create separate notes for the important topics and concepts with the help of books and previous years question papers.
- Learn all the basic concepts and their applications thoroughly.
- For expertise in the programming, practice writing programs with proper formatting as required.
- Point out all the errors, doubts in a separate notebook and clear them as soon as you can.
- Practice all the exercises mentioned at the end of every chapter in the textbook.
- Pay more attention in the programming labs and revise the programs on same day as you have done in the practical session.
- Make an IT Application Report File containing real life assignments using a Database Management Tool and HTML
- Test yourself after completion of each topic by solving the previous years questions and identify your weak areas for giving strength to them.

### II. We are giving a key note to every chapter of this book for better understanding the concepts.

## CHAPTER 1 : Basics of Information Technology

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- **Internet** : Internet is the world’s largest computer network or we can say, ‘the network of networks’. To access the Internet, the user is required the following softwares :
  - TCP/IP for protocol dial-up
  - Communication softwares
  - Web browsers for viewing the contents on the WWW
  - E-mail facility for sending and receiving the information
- **Internet Service Provider (ISP)** : ISPs are the companies which provide users the facility to access the Internet by using standard pay system. Approximately, there are 180 ISPs in India. They provide the broadband services to the users.
  - **Broadband Services** : refers to a transmission technique that carries many data channels over a single medium. For example, Digital Subscriber Line or DSL is a broadband service which combines separate voice and data channels over a single telephone line. In telecommunication, broadband means a wide range of frequencies that are available to transmit the information. In India, BSNL, MTNL, Airtel, Reliance, etc. are the leading ISPs.

- **TCP/IP protocol** : TCP/IP is actually a collection of protocols or rules, that govern the way data travels from one machine to another across networks. The Internet is based on TCP/IP. TCP/IP has two major components: TCP and IP.
  - TCP/IP stands for Transmission Control Protocol / Internet Protocol.
  - IP is the protocol which provides a basis for the Internet. The Internet Protocol allows data to travel in packets that can be routed across different networks before being reassembled at their final destination.
- **Internet Addressing** : Each host computer on the Internet has a unique number, called its IP address. IP addresses are in the format xxx.xxx.xxx.xxx, where each xxx is a number from 0 to 255. IP addresses identify the host computers, so that packets of information (data) reach the correct computer. You may have to type IP addresses when you configure your computer for connection to the Internet.
- **World Wide Web (WWW)** : is an Internet service that contains a common set of protocols, which allows a configured server computer to distribute documents across the Internet. So, it comes under the category of client-server technology. The user or client sends an HTTP (HyperText Transfer Protocol) request and is served by an HTTP server.
  - **Web Page** : A Web page is an HTML document that is stored on a Web server and that has a URL, so that it can be accessed via the Web. A Web page is a single unit of information, often called a document that is available via the WWW. A Web page can be longer than one computer screen and can use more than one piece of paper when it is printed out. A Web page is created using HTML, php and other similar kind of languages. But ultimately when we open it in our browser the whole page is converted as per the HTML tags. It consists of standardized codes or “tags” that are used to define the structure of information on the Web page.
  - **Web Site** : A Web site is a collection of Web pages belonging to a particular person or an organization. Typically, the URLs of these pages share a common prefix, which is the address of the home page on the site. For example, google.com.
  - **Home Page** : A home page is the front door or first page of a Web site and is designed to help viewers to find whatever is of interest to them on that site.
  - **Personal Home Page** : A personal home page is the front door of a Web site that an individual puts on the Web to introduce him or herself, to share interests with others and to keep distant friends and acquaintances up-to-date in the course of life.
  - **Business Home Page** : A business home page is the front door to a business in Web site. Like the front door of an office building, it should be attractive, easy to find and provide enough information to get people quickly to the parts of the Web site that they want to visit. For example, church, town, club, government office, school, etc.
- **Web blog, blog** : A shared online journal where people can post diary entries about their personal experiences and hobbies.
- **URL** : Uniform Resource Locator is an address on the World Wide Web. The URL provides an addressing scheme which allows the browser to request just about any document or Web page, located anywhere on the Internet. URLs consist of letters, numbers and punctuations. The basic structure of URL is hierarchical and the hierarchy moves from left to right. A URL looks like this :
 

`http: //www.vsnl.net.in/index.html.`
- **Absolute URL** : An absolute URL specifies the protocol, host, path and name of a resource. When a Web browser references an absolute URL, it stores the protocol, host and path information in order to support another type of URL. For example, `http://www.sourcestream.com/test/`.
- **Relative URL** : A relative URL is not fully qualified, but rather it inherits the protocol, host and path information from its parent document (the document that links to it). Otherwise, relative URLs are used for accessing files when the full Internet address is unnecessary. For example, `link. htm`.
- **HTTP** : HTTP is the short form of HyperText Transfer Protocol. The protocol that provides the foundation for communication between Internet browser and the Web is called HTTP, i.e., the protocol used to transfer over the WWW. The WWW encompasses the universe of information that is available

via HTTP. HTTP enables user to retrieve a wide variety of resources, such as text, graphics, sound, animation and other hypertext documents and allows hypertext access to other Internet protocols.

- **E-Mail Address** : It is a network address. A complete e-mail address is made up of two parts: the user name and the host name. The first part identifies the user's name to whom mail is to be sent and the second part represents the fully qualified domain name of the server or host on which the user has an account. These two parts are separated by a "@" symbol. For example, gbsahoo@yahoo.com
- **Web Address** : It is an Internet address, which denotes the place where the account of a person can be found. For example, the Web address format is like :  
http://host.domain.first-leveldomain/path/filename.ext
  - (i) **Username** : Same as Login name. A unique name which is assigned to each user on a given host computer.
  - (ii) **Host or Domain Name** : A computer on the Internet containing and providing access to various resources and services.
- **FTP** : FTP is a part of the TCP/IP protocol suite. File Transfer Protocol (FTP) is the name of a special set of protocols used by computers connected over the Internet to transfer files. FTP is a powerful tool which allows files to be transferred from "Computer A" to "Computer B", or vice-versa. Files that are available for FTP are stored on computers called FTP servers. An FTP client program is an interface that allows the user to locate the file(s) to be transferred and initiate the transfer protocols
- **Search Engines** : Search engines are a bottom-up approach for finding your way around the Web. You give a search engine, a list of keywords or phrase (called a query) and it returns to you a list of Web pages that contain those words or phrases. Search engines search only the titles of Web pages, while others search every word. Each search engine has its own way of deciding which of the Web pages on its list is most likely to be one that you are looking for. Some of the most common search engines are: Alta Vista, Excite, WebCrawler, Lycos, Opentext, Infoseek, Yahoo, Hotbot etc.
- **Email** : E-mail stands for electronic mail where letters are sent and received electronically between two remote devices. The user must have an email address to send and receive e-mails. It has the following elements :
  - **Cc** : This is a list of e-mail or 'Carbon copy' addresses to which a copy of the message is to be delivered. Multiple E-mail addresses in 'Cc' fields are separated by a comma.
  - **Bcc** : This is same as 'Cc' except that, this is a 'Blind Carbon Copy'. In this list of recipients is not visible to the person who receives this message.
- **Information Exchange in Web** :
  - **Chat** : is a real-time communication between two or more users via computer. Most networks and online services provide a chat feature.
  - **Video conferencing** : Video conferencing means that two or more people hear and see each other and share other applications.
  - **Sign up** : A process of enrolling oneself in a website to get authorization and authentication privileges for that website.
  - **e-Learning** : allows users to learn anywhere at any time as long as connected with configured computer. Basically, e-Learning is a online classroom teaching learning process.
  - **e-Banking** : Internet Banking is known as e-Banking which means any user can get connected to his bank and able to transact at any time with computer or smart phones equipped with internet facility. e-banking or internet banking is a service feature offered by most banks these days to its customers. Using this feature a customer can access his account from the comfort of his home using a computer and internet connection. SSL (Secure Socket Layer) is used in e-Banking.
  - **e-Shopping** : It is a way to let the consumer to buy the goods without going outside.
  - **e-Reservation** : It is Internet Booking Engine (IBE) and Central Reservation System (CRS) designed for direct online/off-line and payment, intended for accommodation objects of all types and sizes.
  - **Social network** : A social network is anything on which we can send post and read online.

- **e-Groups** : e-group is an e-mail list management website. The site allows users to create their own mailing lists and allows others to sign up for membership on the list. The website provides archives of the message as well as list management functionality. Each group also had a shared calendar, file space, group chat and a simple database.
- **e-Booking** : E-booking is Internet Booking Engine and Central Reservation System designed for direct online booking and payments.

## CHAPTER 2 : Office Tools

### ➤ Data Base Management System (DBMS) concepts :

- Database is the collection of logically related data, which is stored in a predictable manner.
- The Database Management System is an integrated set of programs, which help us to manipulate database. The manipulation of database means collection, addition, insertion, modification and deletion of records into a database.
- A Relational Database is a database, which consists of tables of related information that are linked together based on a key field. In RDBMS, the data is organized in the form of tables (i.e., rows and columns). These tables are called relations. Each row in a table represents a relationship among a set of values.
- **Field** : A field is a category of information. It contains set of characters, which have a proper meaning.
- **Record** : A record is a collection of data items, which represents a complete unit of information.
- **File** : A file is a collection of logically related records.
- **Primary Key** : One or more fields (columns) whose value or values uniquely identify each records in a table is called primary key.

### ➤ Data Types and Views :

- **Numeric/Number** : Number can be positive, negative and can have decimal part as expressed by float data type.
- Integer data type contains only whole numbers.
- Char or Text data type shows small amounts of text. Text field can contain alphanumeric characters (A-Z and 0-9) plus special characters such as !, @ and %. Text fields have a maximum length of 0 to 255 characters.
- Memo field also contains alphanumeric characters, though memo fields can store much more data than text fields *i.e.*, up to 64,000 characters.
- Date/Time field stores calendar date. You can display the date and time together or either one separately, in a variety of formats.
- **Currency** : Currency fields are designed to hold monetary data, though you can also set a currency field to hold percentages or numbers written in scientific notation.
- **Auto Number** : This data type starts with a number for the first record and increases the number by a set amount in subsequent records.
- Boolean can store a value which has only two possibilities such as Yes/No, True/False.
- **Table** : The basic structure of a relational database, which contains data in an organized manner, is called table.
- **Form** : A form is an interface in user specified layout that lets users view, enter or change data directly in the table.
- **Datasheet** : When data from a table is displayed in columns and rows, this form of display is known as datasheet.
- **Design View** : The method where you can modify or edit your opened table is known as design view.
- **Freezing** : The method to fix width of a column so that more columns can be viewed on the screen.

### ➤ Data Validation and Relationships :

- **Data Validation** : Process of making sure the correctness of data.
- **Field Level Validation** : Validation techniques that validate data in a field.
- **Record Level Validation** : Validation techniques that validate values of more than one field with respect to one another.
- **Validation rule** : An expression that limits the values that can be entered in the field.

- **ValidationText** : The error message that appears when an incorrect or restricted value is entered in a field with a validation rule.
- **Input Mask** : An input mask is a tool that specifies the format of data entered into a field. An input mask controls the value of a record and sets it in a specific format. They are familiar to format property, but instead display the format on the datasheet before the data is entered.
- **Queries** : Queries are tools built from fields in your tables or in other existing queries that you could use to ask questions about the content of your database.
- **Indexed** : Specified whether or not you want to index the field to speed up searches and sorts performed on the field. The default is No.

## CHAPTER 3 : Information Representation Methods

### ➤ HTML (Hyper Text Markup Language)-Basics :

- **HTML** : The scripting language is used to create Web documents. HTML commands specify the layout of a document as it appears on a Web client. HTML is a set of standardized codes or tags that have been derived from the SGML (Standard Generalized Markup Language) standard. A text-based document containing the HTML commands that tells the Web browsers how to create the Web document on the user's screen. An HTML document is also called a source document.
- **Web Publishing** : Once the HTML document file is created and saved with an extension .html or .htm and when the file is uploaded to a web server, it is called Web publishing.
- **Document Tag** : The first HTML tags you are going to look on every html file is the document tag. They define the different parts of the document.
- **HTML Tags** : The commands, which are written for page display, are enclosed within < and > on either side of the tag's command are called HTML tag. These are the first and last tags in a document that should always be the HTML tags.
- **Container Tags** : In HTML tags that include both an ON and an OFF tag are called container tags. These tags wrap around text in the document. Container tags always have the following form :
 

```
<TAG> Text being formatted or defined </TAG>
```
- **Empty Tags** : The tags which does not have a closing tag. These tags have only an ON tag. There are no OFF tags. For example, < BR> and < HR>.
- **HEAD Tag** : The HEAD tag is used to define the document header. The <HEAD> tag contains information about the document, including its title, scripts, style, etc. The contents of the HEAD are not displayed as part of the document text.
- **TITLE Tag** : The TITLE tag is used to display the title bar message with the Web browsers like Internet Explorer or Netscape Navigator. For example,
 

```
<TITLE> Class - X </TITLE>, <TITLE> Test Review 2015 </TITLE>
```
- **BODY Tag** : This tag contains the contents of your document including background color, text color, link color and page margins.
- **BACKGROUND** : This allows you to specify an image file to use as a background (a bit like a watermark)behind the displayed text and graphics. The following example, tiles the window background with the designed GIF image.
 

```
<BODY BACKGROUND = "backgrnd.gif.">
See the Background
</BODY>
```
- **BGCOLOR** : The BGCOLOR attribute is used to set the color of the background. There are 16 widely used colors in HTML. These colors are specified in the RGB values where RR, GG and BB are the hexadecimal color codes for the Red, Green and Blue levels, ranging from 0 to 255 that is, 00 to FF. The color "000000" is black, while "FFFFFF" is white
- **LINK** : The LINK attribute of <BODY> tag is used to specify the color of the link which has not been visited yet by the current user. The default value of this attribute is Blue.
- **ALINK** : The ALINK attribute of <BODY> tag is used to specify the color of the active link which has just been clicked by the current user. The default value of this attribute is Red.
- **VLINK** : The VLINK attribute of <BODY> tag is used to specify the color of the link which has already been visited by the current user. The default value of this attribute is Purple.

- **LEFT MARGIN** : The LEFT MARGIN attribute of <BODY> tag is used to specify the distance between the left side of the document and the left edge of the browser window.
- **TOP MARGIN** : The TOP MARGIN attribute of <BODY> tag is used to specify the distance between the top of the document and the top of the browser window.

➤ **HTML-Advanced Elements :**

- HTML stands for Hyper Text Markup Language which is used for describing web pages. HTML is not a programming language, it is a markup language consisting of a set of markup tags to describe web pages.
- HTML markup tags are usually called HTML tags which are keywords surrounded by angle brackets like <html> HTML tags normally come in pairs like <b> and </b>.
- The first tag in a pair is the start tag or opening tag, the second tag is the end tag or closing tag. HTML documents (also called web pages) contain HTML tags and plain text.
- The purpose of a web browser (like Internet Explorer or Firefox) is to read HTML documents and display them as web pages. The browser does not display the HTML tags, but uses the tags to interpret the content of the page.
- **Various HTML tags are summarized in the following table :**

Structure Elements			
Element	Start Tag	Attributes	End Tag
HTML File	<html>	none	</html>
File Header	<head>	none	</head>
File Title	<title>	none	</title>
Comment	<!...>	The comment goes between start and end tag	>
Body	<body>	background, bgcolor, text, link, alink, vlink	</body>

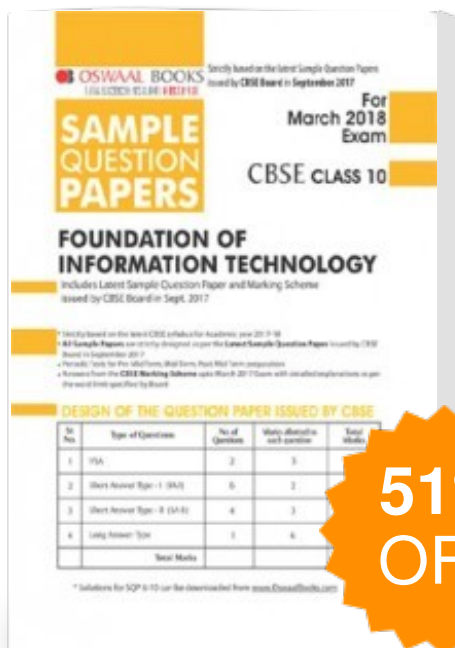
Basic Text Elements			
Element	Start Tag	Attributes	End Tag
Line Break	 	none	
Paragraph	<p>	align	</p>
Bold	<b>	none	</b>
Italic	<i>	none	</i>
Headline	<h1>	align	</h1>
Font	<font>	face, size, color	</font>
Horizontal Rule	<hr>	Size, width, noshade, align	

List Elements			
Element	Start Tag	Attributes	End Tag
Unordered List	<ul>	type	</ul>
Ordered List	<ol>	type, start	</ol>
List Item	<li>	none	

Image Elements			
Element	Start Tag	Attributes	End Tag
Image	<img>	src, align, width, height	</img>

Table Elements			
Element	Start Tag	Attributes	End Tag
Table	<table>	Align, bgcolor, border	</table>
Table Row	<tr>	Align, valign, bgcolor	</tr>

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