ST. MICHAEL'S SCHOOL , MURI
HOLIDAY HOME WORK FOR CLASS – X
(2020-21)

Web Applications (Basic):-

I. Answer the following:

1. What is the definition of networking?
2. What are the advantages of networking?
3. What are the different types of networking?
4. Explain LAN and WAN.
5. List any five application based instant messaging software.
6. What do you mean by instant messages?
7. State any 03 rules and etiquettes to be followed while chatting on the Internet.
8. What are the basic needs to use instant messaging (chat) softwares.
9. Explain the purpose of a blog.
10. List any 5 websites that provide blog service.
11. Difference between web page and website.
12. Explain the purpose of an offline blog editor.
13. List any five offline blog editors.
14. Explain the purpose of Online transactions.
15. List any five websites that allow online transactions.
16. List any three payment tools to use online transactions.
17. Explain the purpose of Internet Security.
18. Explain different kinds of online threats.

Fill in the blanks:-

1. The option in Microsoft Windows XP used for helping users with physical disabilities and to reduce repetitive strain is _____.
2. Sound Sentry is designed to help users with _____ impairments.
3. The High Contrast option in Microsoft Windows XP is designed to assist people with_____ impairments.
4. _____ is designed to assist people that have difficulty using a keyboard or a mouse.
5. The acronym for LAN is _____.
6. Three types of Wired Internet Connectivity are _____ , _____ & _____.
7. Three types of Wireless Internet Connectivity are _____ , _____ & _____.

Word Processing (Intermediate):-

Answer the following:

1. List any five items that can be added to the header area.
2. List any two websites that offers free clip arts.
3. What are Objects in a Word processing software?
4. List any three word wrapping options available in a word processing software.

Fill in the blanks:

1. Header option is available under _____ group in Insert Tab.
2. The Footer option is available under _____ group in the Insert Tab.
3. You can change styles by using the _____ group under the Home tab.
4. Templates or document templates refer to a _____ document.
5. _____ & _____ breaks can be used to separate a document into sections.
6. Using page breaks, you can create different _____.
7 .To see a section/page break, click the _____ button.
8. T o remove the character formatting, select the text and click on _____in the Font group.
9. Clip Art can help in making a document look _____and_____.
10. Clip Art is available under _____ Illustrations group in Insert Tab
11. After you have inserted the picture, you can wrap the text by using the _____ option.
12. To open an embedded document, _____ it.
13. Embedded objects _____ be printed.
14. Symbol option is available under _____ group in the Insert tab.

Spreadsheet(Intermediate):-

Fill in the blanks:-

1. AutoSum option is available in _____ group under the Home tab.
2. Conditional formatting is available under _____ Styles group in Home tab.
3. Freeze Panes option is available under _____ group in _____ tab.

4. T he Breaks option is available under_____ group in the Page Layout tab.

5. Margins option is available under_____ group in the _____ tab.

6. T wo types of page orientation are _____ & _____.

7. Different types of views are available under _____ in the View tab.

8. The five types of views available are _____ , _____, _____, _____& _____.

9. Sort helps you arrange the selected data either in an_____ or _____ order.

10. Using filter you can extract data based on _____.

11 Sort option is available in _____ group under the Data tab.

12. Filter option is available in _____ group under the Data tab.

Answer the following:

1. List any five conditions/formats/items that can be used for conditional formatting.

2. List seven chart elements.

3. List five chart types available in spreadsheet.

Digital Presentation (Intermediate):-

Fill in the blanks:

1. Movie option is available in _____ group under the Insert tab.

2. You can include _____ to a presentation similar to that of videos.

3. Audio Clips are used for playing _____ while making presentations.

4. Table option is available in _____ group under the Insert tab.

5. Two ways to create a table are : _____ & _____.

6. Chart option is available in _____ group under the Insert tab.

7. The list of transition effects will be available under _____ tab.

8. Transition effects are available in _____ group under the
Animations tab.

9. Print option is used to print _____ , _____ & _____ of a presentation.

10. Handouts option is available under _____ dropdown list.

11. The _____ option is used to print only the text part of the presentation.

12. Notes page option is available in _____ group under the View tab.