Dear Students!!

In this e-book of 10th class, study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.

10th Class - Computer Science Syllabus & Video Lecture Links (Pbi)			
Chapter	**Explanation of Chapter**	**Solution of Exercise**	**Quick Revision**
Chapter-1 Office Tools	https://youtu.be/Id9j6u84ogo	https://youtu.be/0mdtRvkR1L8	https://youtu.be/nTTjLqVlS8s
Chapter -2 HTML-1	https://youtu.be/NOnCpsDMSYs	https://youtu.be/mQfZJaMMrWQ	https://youtu.be/DhYiCrQHtRo
Chapter -3 HTML-2	https://youtu.be/ULZGiTDL7D0	https://youtu.be/V_TcVpdRovE	https://youtu.be/QCVBtx12JQ4
Chapter -4 HTML-3	https://youtu.be/5xCOSrPMcBI	https://youtu.be/V_TcVpdRovE	https://youtu.be/7PtF2oI18YI
Chapter -5 Operating SYstem	https://youtu.be/QRWDEfZKcGI	https://youtu.be/N3kHjbycNrM	https://youtu.be/WAIlLgkMeQ0
Chapter -6 Desktop Publishing	https://youtu.be/9GBAIiFMUaI	https://youtu.be/yYRWP3I6Fng	https://youtu.be/9X3_1LwA2ro
Chapter -7 Microsoft Publisher	https://youtu.be/QWhIyb10sdI	https://youtu.be/jKIT9a49jm4	https://youtu.be/11Q2g2_BzE4
Links of Playlists	https://www.youtube.com/playlist?list=PLja3EaJFAjmbp-HISbHmdHogP10foUyqn	https://www.youtube.com/playlist?list=PLja3EaJFAjmaI7j9srJRw_bNjqBGIcVyf	https://www.youtube.com/playlist?list=PLja3EaJFAjmbHFqNBhHHZzeDGbQM3yhsQ

HTML Practical Lecture Links		
Practical Session – HTML Programming (Part-1)		https://youtu.be/DcYz0QX9CVs
Practical Session – HTML Programming (Part -2)		https://youtu.be/qLlzLKrbhIA
Practical Session – HTML Programming Using Monile		https://youtu.be/PYFuKCwdIOY

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YouTube **http://youtube.com/c/computersciencepunjab**

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

http://cspunjab.nirmancampus.co.in/study.php

Chapter 1ˢᵗ
Office Tools

Que:1 Multiple Choice Questions:

I.   **Which of the following is an example of office tool?**
       a. MS Word   b. Google Slides   c. MS PowerPoint   **d. All of these**

II.   **Which of the following is the example of Word Processor?**
       a. Google Docs   b. Google Sheets   c. Google Drive   d. MS Excel

III. **Which of the following is not an example of Google's Online Office Tool?**
       a. Google Slides   b. Google Docs   **c. OpenOffice Writer**   d. Google Sheets

IV.   **Which softwares are designed to operate, control and extend the processing capabilities of the computer itself?**
       a. Application Software   **b. System Software**   c. Google's online office tools   d. All of these

V.   **_____ is a set of programs that enable a user to perform some specific task.**
       a. Software   b. Hardware   c. Language Translators   d. Prog. Languages

VI.   **After setting the option "Anyone with the link", we can set one of the following access levels using the drop-down menu for sharing the file created in Google Docs?**
       a. Viewer   b. Commenter   c. Editor   **d. Any of these**

Que:2 Fill in the Blanks

1. **Application Softwares are also known as _____**
2. **System softwares are usually written in _____ Computer Programming Languages.**
3. **Various types of Office Tools also fall in the category of _____ softwares.**
4. **_____ is a software that allows users to process and analyze tabular data easily.**
5. **_____ is a free online word processor.**

Ans: 1.   **End-User Applications**   2.   **Low-Level Programming languages**
            3.   **Application Softwares**   4.   **Spreadsheet**   5.   **Google Docs**

Que:3 Short Answer Type Questions

Que:I Define the term Office Tools?

Ans: Those softwares which are designed to make computer users more productive and efficient at their workplace, are known as Office Tools. Office Tools includes some application softwares such as Word Processors, Spreadsheets, Presentation softwares etc. These tools help users to save their large amount of time and effort.

Que:II What is Application Software?

Ans: Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

Que:III Write some examples of Word Processor Tools?

Ans: Examples of Word Processor Tools/Software are given below:

1. Microsoft Word   4. WordPad
2. Google Docs   5. Word Perfect
3. OpenOffice Writer

Que:IV Write about Multimedia Tools.

Ans: Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation. Multimedia tools allow users to create multimedia applications/contents using various forms of contents. Adobe Flash, Media Players and Real players are the examples of multimedia tools.

Que:V Explain Google Docs.

Ans: Google Docs is a free online word processor. It is a Web-based document management application for creating and editing documents. It helps us in real time online word processing. Google Docs allows us to export its document file in all major file types including .docx, .pdf, .odt, .rtf, .txt, and .html.

Que:4 Long Answer Type Questions

Que:I What are Softwares? Explain different types of softwares?

Ans: Software is a set of programs that enable a user to perform some specific task or used to operate a computer. Without software, a user can't perform any task on a computer. Software can be divided into mainly two types: Application Software and System Software.

1. **System software:** System software is a collection of system programs. These softwares are designed to operate, control, and extend the processing capabilities of the computer itself. These softwares are usually written in Low-Level Computer Programming languages. Some examples of system software are Operating System, Language Translators, etc.
2. **Applications software:** Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

Que:II What are the advantages and disadvantages of using online office tools?

Ans: Following are some of the common advantages and disadvantages of using online office tools:

Advantages of Using Online Office Tools:

● The cost of using online office tools is either very low or there is no specific charge for using these services.
● There is no need to download or install these online tools/software.
● Online office tools can run on thin clients (N Computing) with minimal hardware requirements.
● Online office tools provide the ability to share files.
● Online office tools are portable.

Disadvantages of Using Online Office Tools:

● For accessing these tools, high speed internet connectivity is required always.
● There is a lack of advanced features in the online tools as compared to offline tools.
● The user has no control over the version of the software used.

Que:III Compare Offline and Online Office Tools.

Ans: Following table shows the comparison between Offline and Online Office-Tools:

	Offline Office Tools	Online Office Tools
1.	No internet connection is required for using these tools	Internet connection is required for using these office tools.
2.	Files created in offline office tools are stored in the local storage of computer system	Files created in online office tools are stored on the cloud storage.
3.	Files can be accessed only on the local computer system where they are stored	Files can be accessed from anywhere in the world as files are stored at online storage media
4.	Files cannot be shared easily.	File can be shared easily using inbuilt options.
5.	Multiple people cannot work easily on the same file created in these Apps.	Multiple people can work on the same file created in these Apps.
6.	Examples: MS Word, Excel, PowerPoint etc.	Examples: Google Docs, Google Sheets, Google Slides etc.