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/WAllLgkMeQ0
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/PYFuKCwdlOY

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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 7th
Microsoft Publisher

Que:I Multiple Choice Questions:

1. **Choose an application used to design and produce attractive advertising and promotional material.**
   a) Word Processor   b) Spreadsheet   c) Publisher   d) Presentation
2. **_____ is the predefined model of publication?**
   a) Template   b) ClipArt   c) Object   d) Style
3. **Now a days, brochures are also available in electronic format and are called _____**
   a) e-brochures   b) m-brochures   c) t-brochures   d) k-brochures
4. **_____ is stationery with a printed heading. The heading usually consists of a name, an address, and a logo.**
   a) Letterhead   b) Program   c) Invitation Card   d) Catalogue
5. **What are longer than resumes – at least two or three pages?**
   a) Curriculum Vita (CV)   b) Banner   c) Invitation Card   d) Catalogue

Que:II Fill in the Blanks:

1. Advertising means how a company encourages people to buy their _____, services or ideas.
2. A _____ is a printed report containing news or information of the activities of a business or an organization.
3. Business cards are cards bearing business information about a _____ or _____.
4. A resume provides a summary of our _____, work history, credentials, and other accomplishments and skills.
5. _____ is the most common document requested of applicants in job applications.

Ans: 1. Products   2. News-Letter   3. Person, Organization
              4. Education   5. Resume

Que:III Write True or False:

1. A Template is a tool used in Publisher to help us easily create basic publication.
2. Before exiting Publisher, we should not close all the publications.
3. A compliment card is a piece of card or high-quality paper used for advertising purpose.
4. Certificates of achievement, merit, and honor given to a person can be proved powerful tools for him when given at the right time and presented in the right way
5. Brochures are promotional documents, primarily used to introduce a company, organization, products or services to the public.

Ans: 1. True   2. False   3. False   4. True   5. True

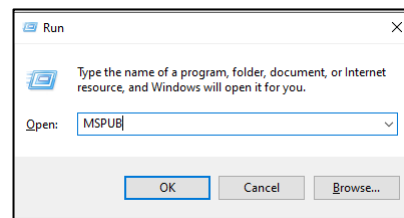**Que:IV Short Answer type Questions:**

Q:1 What is Publisher?
Ans: Publisher is a Desktop Application. The first version of Publisher was released in the year 1991 by Microsoft. In Microsoft Publisher, the emphasis is placed on page layout and design. It is used to design and produce attractive advertising and promotional material like letter heads, banners, posters, calendars, invitations, and newsletters and so on. This advertising and promotional material is called a publication.

Q:2 How to start publisher using Run command?
Ans: Following are the steps to start Publisher using Run command:
1. Press Window Key + R from the keyboard, it will open Run Command box.
2. Type MSPUB in it.
3. Press Enter Key from keyboard or Click on OK button of Run Command Box.

Q:3 Define Templates.
Ans: Template is the default model of the Publication. A Template helps us to create a basic publication very easily. Many predefined design-styles are available in Templates. We can use these designs in publication without changing them or by making desirable changes in them. Many popular templates are available on office.com which can be downloaded to make high quality publications easily.

Q:4 Which publications can be used for advertisements?
Ans: Various print media used for advertisement are:
- Brochures
- News letters
- Banners
- Business cards

Q:5 What is Banner?

Ans: A banner is a long strip of cloth. Commonly, it bears a symbol, logo, slogan or other marketing message. Banners are commonly hung at public places. An online banner is a graphic image that announces the name or identity of a site. It is typically a rectangular advertisement placed on Web pages. It is generally linked to the web-site of advertiser.
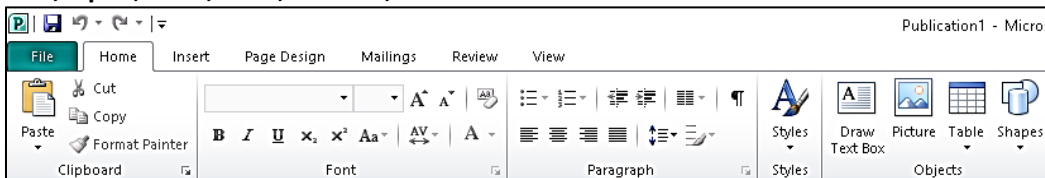

Que:V Long Answer type Questions:

Q:1 Write about the main components of publisher window.

Ans: There are three most important components of Publisher window:

1. **Quick Access Toolbar:** This toolbar appears on the left side of the title bar. It contains frequently used commands. We can also customize this toolbar as per our requirement.
2. **Ribbon:** The ribbon appears as a panel at the top portion of publisher window. It has six tabs: Home, Insert, Page Design, Mailings, Review, and View. Each tab is divided into groups.
3. **File Window:** File Window appears when we click on the File Menu. This menu contains many options related to file, such New, Open, Print, Save, Save As, Exit etc.

Q:2 How to Print Publication? Write their steps.

Ans: Follow these steps:

1. Click on the File Menu → Print or Press Ctrl + P
2. In the Print window, set the desired number of copies.
3. Choose any other Print Settings
4. Click Print button.

Q:3 What are Advertisements? Explain various print media used for advertisements.

Ans: An advertisement is also known as "ad" for short. Advertisement is an audio or visual form of marketing communication. Usually, it contains a message to promote or sell a product, service or idea. Various print media used for advertisement are:

- **Brochures:** A brochure is an informative paper used for advertising. It can be folded into a pamphlet or leaflet.
- **News Letters:** A newsletter is a printed report containing news or information of the activities of a business
- **Banners:** A banner is a long strip of cloth that bears a symbol, logo, slogan or other marketing message.
- **Business Cards:** It is a small card printed with one's name, occupation and business address etc.