

8. UNDERSTANDING TABLES

EXERCISES

Q 1. Fill in the blanks.

1. A **table** contains information arranged in rows and columns.
2. The area formed when a row intersects or meets with a column is called a **cell**.
3. **Table Autoformat** allows you to choose readymade designs.
4. The insertion point is also called the **cursor**.
5. Press the **tab** key to move one cell to the right in a table.
6. **Alignment** is the way a table is placed between the left and right margins of a page.

Q 2. Rearrange the following steps in their correct order.

1. To create a table in a web page.
 - a) Specify the number of columns, rows and the width of the column.
 - b) Click on the Table Menu
 - c) Click on the OK button
 - d) Choose Insert Menu and select Table.
 - e) Place the insertion point where you wish to insert the table.

Ans: a) 4 b) 2 c) 5 d) 3 e) 1

2. To highlight the text in a web page.

- a) Select the colour.
- b) Click on the Highlight Button on the Formatting Toolbar.
- c) Select the text.

Ans: a) 3 b) 2 c) 1

9. APPLYING MULTIMEDIA

EXERCISES

Q1. Fill in the Blanks.

1. The Internet browser is able to view ___**GIF**___ and ___**JPG**___ picture formats.
2. The ___**ClipArt**___ is a tool for previewing and inserting pictures, sound and motion clips in a web page.
3. The ___**Print Screen**___ Button is used to capture the whole screen while inserting a picture in a Paint application.
4. A few of the search engines are ___**Google**___, ___**Yahoo**___ and ___**Indiatimes**___.
5. A three character ___**suffix**___ added to the end of the filename tells us the format of a picture.
6. ___**From a Picture file**___ and ___**From ClipArt Gallery**___ are two sources from where pictures can be obtained for insertion.

[**From Paint** or **From the Internet** also may be considered as correct answer]
7. ___**Motion Clip**___ has a collection of moving and animated pictures.
8. You enter the number of times you want the background sound to be repeated in the ___**Loop**___ box.

Q2. Match the Columns.

A

1. Picture formats
2. Browse
3. Paste
4. Insert Menu
5. File Menu

B

- a. Exit
- b. GIF or JPG
- c. Pictures
- d. Ctrl +V
- e. Search

Answer . 1. ___**b**___, 2. ___**e**___, 3. ___**d**___, 4. ___**c**___, 5. ___**a**___.

Q3. Answer the following.

1. What is Clip Art Gallery?

The Clip Art Gallery is one source of various multimedia features that can be inserted into a website for example pictures, sounds and motions. These help to create a truly effective website.

2. Which pictures can be viewed in a browser?

The browser is able to view only certain formats are GIF, JPG and PNG.

3. What does JPG and GIF stand for?

JPG stands for Joint Photographic Experts Group.

GIF stands for Graphic Interchange Format.

10. TEMPLATES AND SMARTENING UP YOUR WEBSITE

EXERCISES

Q 1. Fill in the blanks:

1. A **template** is a unique set of pre-designed web pages having specific settings.
2. **Smartening** means making the web page look good and attractive.
3. **Table of Contents** and **Letters** are some of the popular template formats.

[Right Aligned web pages or Reports, Newsletters, Brochure, Calendars and Resumes also may be considered as correct answers]

Q 2. Match the columns

A

1. File Menu
2. View Menu
3. Title

B

- a. Title Bar
- b. Web page
- c. Web Tools

Answers : 1. **b** , 2. **c** , 3. **a**

Q 3. Number the steps below in their correct order.

To scroll text in a web page.

- a) Activate the Web Tools Toolbar by clicking View → Toolbar → Web Tools.
- b) Select other options and click on the OK button.
- c) Click where you want to scroll a text.
- d) On the Web Tools Toolbar, click Scrolling Text.
- e) In the 'Type the scrolling text here' box, type the text you want to scroll across your web page.

Ans: a) 2 b) 4 c) 1 d) 3 e)

11. PUBLISHING YOUR WEBSITE

EXERCISES

Q 1. Match the columns:

- | | |
|-------------------------|----------------|
| 1. Internet Explorer | a. Geocities |
| 2. Web hosting provider | b. Web browser |
| 3. Web account | c. Index.Html |
| 4. Home page | d. Sign up |

Answer: 1. __b__ 2. __a__ 3. __d__ 4. __c__ .