

## 3. 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.

## 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 .