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MUMBAI-8

## STD. XII COMMERCE

AS PER NEW SYLLABUS



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BALBHARATI REGISTRATION NO. 2019MH0032



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1. Do not use short forms in answers you write.	Example : Write Hyper Text Markup Language not HTML
2. HTML tags should be compulsory written in <>.	Example : Write <form> not form
3. Write digits answers and not in word	Example : Write 6 not six
4. Write Symbols in answer not words.	Example : Write # not hash
5. Write. (Dot) for file extension.	Example : Write .jpg not jpg
6. Write answers in uppercase or lower case	
7. Write alt+p not alt p	

# Information Technology

Maharashtra State Board of Secondary and Higher Secondary Education, Pune  
411 004

Annual Examination Question Paper Format for XII (Commerce) IT

Marks : 80

Duration : 2 Hrs : 30 Mins

Q. No.	Sub Q. No	Description	Number of Questions	Marks
1.		Fill in the Blanks	10	10
2.		State True or False	10	10
3.		Multiple choice SINGLE answer	10	10
4.		Multiple choice TWO correct answer	10	20
5.		Multiple choice THREE correct answer	02	06
6.		Match the following	04	04
7.		Answer briefly ( any 5 )	08	10
8.	A A	Write Codes in HTML OR Write codes in HTML	02	05
8	B B	Write a program in HTML OR Write a program in HTML	02	05
			<b>Total</b>	<b>80</b>



Chapter Name	Q1 (10)	Q2 (10)	Q3 (10)	Q4 (20)	Q5 (6)	Q6 (4)	Q7	Q8	Total Marks
Advanced Web Designing	2	2	1	2	3	-	-	10 + 10 Option	20 + 10 Option
Digital Marketing	4	3	4	-	3	1	-	-	15
Computerised Accounting with GST	1	1	-	8	-	1	4 + 2 Option	-	15 + 2 Option
E-Commerce and E-Governance	1	1	1	2	-	1	4 + 2 Option	-	10 + 2 Option
Database Concepts using Libre Office Base	1	2	1	6	-	-	-	-	10
Enterprise Resource Planning (ERP)	1	1	3	2	-	1	2 + 2 Option	-	10
<b>Total Marks</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>06</b>	<b>04</b>	<b>10 + 6 Option</b>	<b>10 + 10 Option</b>	<b>80</b>

Question Type	Advanced Web Designing	Digital Marketing	Computerized Accounting with GST	E-Commerce and E-Governance	Database Concepts using Libre Office Base	Enterprise Resource Planning (ERP)	Total Marks
Q.1 F/B	2	4	1	1	1	1	10
Q.2 T/F	2	3	1	1	2	1	10
Q.3 MCQ 1	1	4	---	1	1	3	10
Q.4 MCQ 2	1	---	4	1	3	1	20
Q.5 MCQ 3	1	1	---	---	---	---	06
Q.6 Match	---	1	1	1	---	1	04
Q.7 Short Ans	---	---	3	3	---	2	10
Q.8 Program	4	---	---	---	---	---	10
<b>Topic Wise Total Marks</b>	<b>20 + 10 Option</b>	<b>15</b>	<b>15 + 02 Option</b>	<b>10 + 2 Option</b>	<b>10</b>	<b>10 + 02 Option</b>	<b>80 + 16 Option</b>



# 1

# Advanced Web Designing

## Chapter at a Glance

### Quick Review of Advanced Web Designing Syllabus

#### 1.2 Forms in HTML5 <input> elements

<input type="color">, <input type="number">,  
<input type="url">, <input type="image">,  
<input type="date">, <input type="email">,  
<input type="month">, <input type="range">,  
<input type="datetime-local">, <input type="time">,  
<input type="week">, <input type="search">,  
<input type="file">, <input type="file">, <input type="tel">,

**List of common Input restrictions are :-**  
Disabled, max, min, pattern, read only,  
placeholder, required, autocomplete,  
autofocus, height and width, multiple

#### 1.3 <meta> tag Meta tag & its attributes

Meta tag used by search engine to search information that is provided with webpage.  
Attributes are :- Name, content, charset, http-equiv

#### 1.4 Cascading Style sheets in HTML5

Inline CSS, Embedded  
CSS or Internal CSS,  
External CSS.

**CSS Properties :-**  
Color, background-color, font-weight,  
font-style, text-decoration, text-align,  
font-family, font-size, letter-spacing,  
padding, border, background-image,  
margin-left etc

CSS ID selector, Class selector,  
Universal selector, Group selector,  
Positioning in CSS, Float property,  
Display property.



**1.5 Ordered list or Numbered list**

<ol> tag defines ordered list.  
Attributes of <ol> tag are:- Type, reversed, start.

**1.6 Unordered list or bulleted list**

<ul> tag defines unordered list.  
Attributes of <ul> tag are:- Type.

**1.7 Defination list**

<dl> tag  
<dd>, <dt> tag

**1.8 Inserting audio and video in HTML5**

<audio> element enables to embed audio files on web pages.  
Attributes are: - src, autoplay, controls, loop, muted.  
<source> tag is used to specify multiple media resources for media elements.

<video> tag is used to embed video into your web page.  
Attributes are: - src, autoplay, controls, loop, muted, poster, preload, width.

**1.9 Image map in HTML5**

<img> tag is used to insert an image on web page.  
Usemap attribute acts as a pointer. <map> tag, <area> tag specified clickable regions.  
Attributes are:- href, shape, cords, alt.

**1.10 Inline Frames in HTML5**

<iframe> tag creates inline frames.  
Attributes are:- src, height, width, name, srcdoc.

**1.11 Web Hosting**

Web hosting is the service of providing storage space.  
Types of Web hosting are :-  
Shared hosting, Free hosting, Dedicated hosting.



**Textbook Exercise****Fill in the Blanks**

1. The.....element is a starting element in an HTML, it indicates that document type definition being used by the document. **March 2022**

Ans. : <!DOCTYPE html>

2. The..... is a tag in html that describe some aspects of contents of a webpage.

Ans. : <meta>

3. The <ol> tag defines an.....

Ans. : Ordered List

4. An unordered list created using the ..... tag. **March 2022**

Ans. : <ul>

5. The ..... element creates an inline frame.

Ans. : <iframe>

6. ....tag is used to specify video on an HTML document.

Ans. : <video>

7. If a web developer wants to add the description to an image he must use ..... attribute of <img> tag.

Ans. : alt

8. The.....property is used to set position for an element.

Ans. : Position

9. The float property defines the..of content. **March 2022**

Ans. : Flow

10. ....is used with elements that overlap with each other.

Ans. : Positioning

**State whether the following statement is True or False**

1. HTML is an Object Oriented Programming Language.

Ans. : False

2. Charset is used for character encoding declaration. **March 2022**

Ans. : True

3. An unordered list can be numerical or alphabetical.

Ans. : False

4. Multilevel list can be created in HTML 5.

Ans. : True

5. Srccode specifies the HTML content of the page to show in the <iframe>

Ans. : True

6. The 'controls' attribute is not used to add play, pause, and volume.

Ans. : False

7. .cs is the extension of CSS file. **March 2022**

Ans. : False



Chapter

**Choose Single correct answer from the given options.**

1. ....element used to create a linking image

- (a) <img>            (b) <td>            (c) <map>            (d) <usemap>

Ans. : (a)

2. The .....tag is used to embed audio files on Webpages.

- (a) <sound>            (b) <audio>            (c) <video>            (d) <embedded>

Ans. : (b)

3. A programmer wants to define range for age between 18 to 50, he will use a for with following appropriate control.

- (a) number            (b) compare            (c) range            (d) Textboxes

Ans. : (c)

4. .... character is used to create id in CSS.

- (a) %            (b) \$            (c) @            (d) #

Ans. : (d)

**Choose Two correct answers from the given options.**

1. List within another list either.....list or.....list is called nested list.

- (a) multilevel            (b) ordered  
(c) unordered            (d) general            (e) cascading

Ans. : (b,c)

2. Image maps are of two types .....and .....

- (a) Network side            (b) Client Side  
(c) Computer side            (d) Server Side            (e) n-computing

Ans. : (b,d)

3. A CSS rule set contains..... and.....

- (a) Set            (b) selector  
(c) post            (d) declaration            (e) block

Ans. : (b,d)

4. Client-side image map can be created using two elements .....and.....

- (a) <area>            (b) <image>  
(c) <usemap>            (d) <map>            (e) <server>

Ans. : (a,d)

**Choose Three correct answers from the given options.**

1. Attributes of <area> tag is.....

- (a) href            (b) src            (c) coords  
(d) data            (e) alt            (f) usemap

Ans. : (a,c,e)

2. Attributes used with iframe are.....

- (a) srcdoc            (b) name            (c) alt  
(d) src            (e) href            (f) loop

Ans. : (a,b,d)



3. Following are the Form controls.....
- (a) email            (b) search            (c) label  
(d) video            (e) tel                (f) audio

Ans. : (a,b,e)

4. Attributes used with <audio> tag.....
- (a) autoplay        (b) href                (c) controls  
(d) cntrl            (e) loop                (f) bgsound

Ans. : (a,c,e)

5. CSS types are ..... and.....
- (a) internal        (b) external        (c) control  
(d) inline            (e) loop                (f) style

Ans. : (a,b,d)

6. Positioning types in CSS are.....
- (a) Static            (b) fixed                (c) absolute  
(d) position        (e) dynamic        (f) nested

Ans. : (a,b,c)

7. Types of floating properties are.....
- (a) left                (b) zero                (c) right  
(d) all                 (e) none                (f) dock

Ans. : (a,c,e)

### Match the pair

A	B
1) <ul>	a) Client side image map
2) usemap	b) CSS property
3) color	c) bulleted list
4) <img>	d) Image as a submit button
5) <input type=image>	e) inserts an image

Ans. : 1-c , 2-a , 3-b , 4-e , 5-d

### Programs

1. Write a program using html with following CSS specification-
- (1) The background colour of the company name should be in green.
  - (2) The text colour of the company name should be red.
  - (3) The heading should be large with font "comic sans ms"
  - (4) The description of the company should be displayed in blue color in a paragraph.

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
```



```
Titan FastTrack
```

```
</title>
```

```
<style>
```

```
h1{background-color:green;color:red;font-family:Comic Sans MS}
```

```
p{color:blue}
```

```
</style>
```

```
</head>
```

```
<body>
```

```
<h1 align="center">Titan FastTrack</h1>
```

```
<p>
```

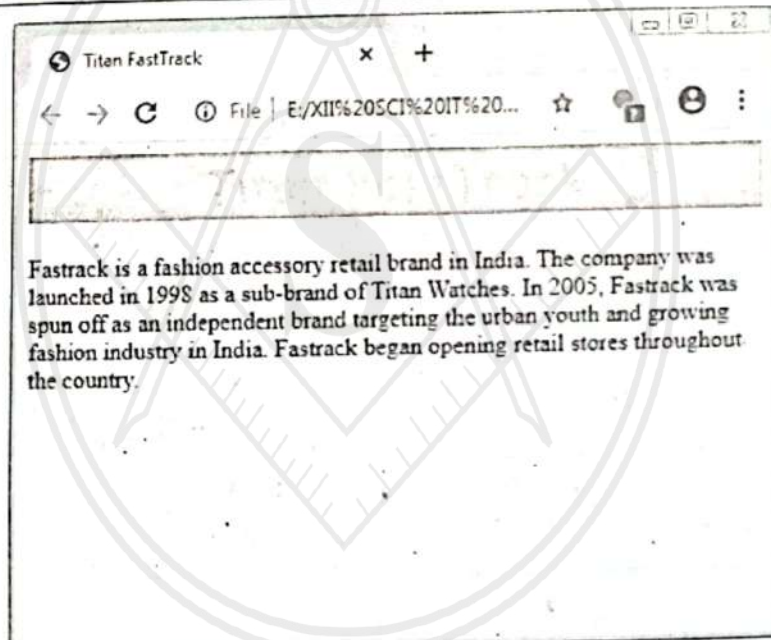
Fastrack is a fashion accessory retail brand in India. The company was launched in 1998 as a sub-brand of Titan Watches. In 2005, Fastrack was spun off as an independent brand targeting the urban youth and growing fashion industry in India. Fastrack began opening retail stores throughout the country.

```
</p>
```

```
</body>
```

```
</html>
```

Output :



2. Write Html5 code with CSS as follows :

1. To create form to accept name,age, email address, from the user.
2. Create a submit button to send the data.
3. The heading of the form should have a background colour and a different style.

Ans. : Coding :

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
User Registration Form
```

```

</title>
<style>
h1{background-color:orange;font-style:italic}
</style>
</head>
<body>
<h1 align="center">User Registration Form</h1>
<form>
Enter Name
<input type="text" name="t1"><br><br>
Enter Age
<input type="number" name="age"><br><br>
Enter Email id
<input type="email" name="email"><br><br>
<input type="submit" name="b1" value="Submit">
</form>
</body>
</html>

```

Output :



3. Write Html5 code with CSS as follows :
1. Create ordered list with names of tourist Cities.
  2. Create unordered list with tourist PLACES of those cities.
  3. Divide the list into two sections left and right by using CSS.

Ans. : Coding :

```

<!DOCTYPE html>
<html>
<head>
<title>
Country
</title>

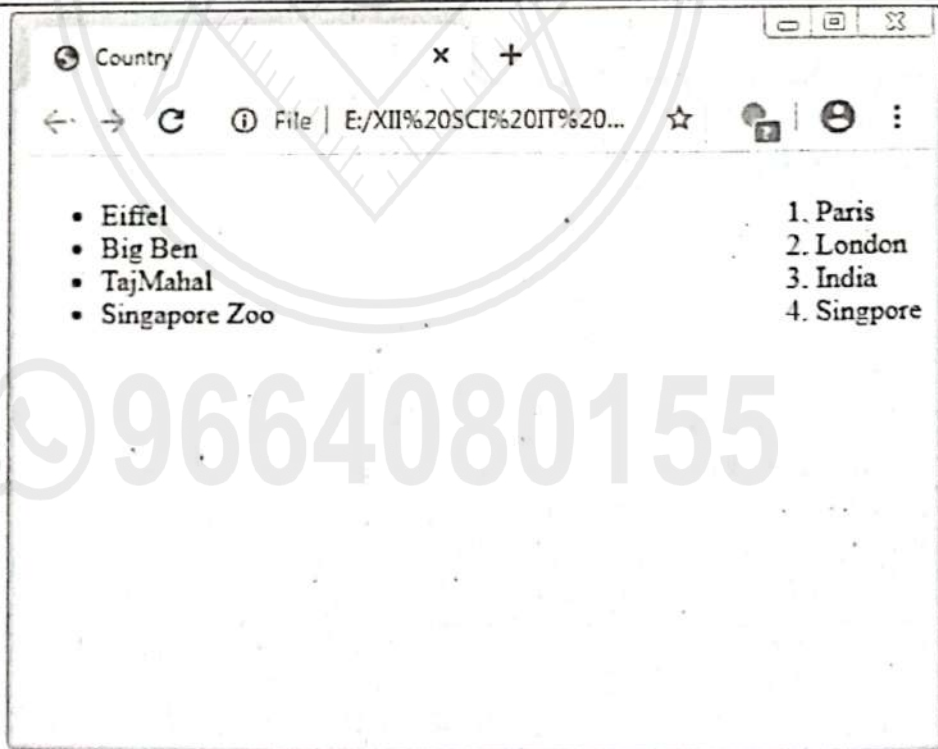
```



```
<style>
ul{float:left}
ol{float:right}
</style>
</head>
<body>
<ol>
<li>Paris</li>
<li>London</li>
<li>India</li>
<li>Singapore</li>
</ol>
<ul>
<li>Eiffel</li>
<li>Big Ben</li>
<li>TajMahal</li>
<li>Singapore Zoo</li>
</ul>
</body>
</html>
```

Sai Sir

Output :



## Fill in the Blanks

### 1.1 Advanced Web Designing

1. HTML stands for .....

Ans. : Hyper Text Markup Language

2. The ..... is an evolving language with different version supporting different features.

Ans. : HTML (Hyper Text Markup Language)

3. .... is currently used because it supports mobile technology.

Ans. : HTML5

### 1.2 Forms in HTML5

4. The ..... tag is used to create a form.

Ans. : `<form> </form>`

March 2022

5. `<input type=".....">` defines a color picker.

Ans. : color

6. `<input type=".....">` defines a field for entering a number.

Ans. : Number

March 2022

7. `<input type=".....">` defines a field for entering a URL.

Ans. : URL (Uniform Resource Locator)

8. `<input type=".....">` defines an image as a submit button.

Ans. : Image

March 2022

9. `<input type=".....">` defines a date picker with the year, month and day.

Ans. : Date

10. `<input type=".....">` defines a field for an email address.

Ans. : email

March 2022

11. `<input type=".....">` defines a month and year control in format as 'YYYY-MM'.

Ans. : Month

12. `<input type=".....">` defines the range control.

Ans. : Range

March 2022

13. `<input type=".....">` defines a date picker that includes the year, month day and time.

Ans. : datetime-local

March 2022

14. `<input type=".....">` defines a control for entering a time.

Ans. : time

15. `<input type=".....">` defines a week and year control.

Ans. : week

16. `<input type=".....">` defines a text field for entering a search string.

Ans. : search

17. `<input type=".....">` defines a file select field and a 'Browse' button for file uploads.

Ans. : file

March 2022

18. Default range of range control is 0 to \_\_\_\_\_.

Ans. : 100



19. `<input type= ".....">` used to define input fields that should contain a telephone number. **March 2022**

Ans. : tel

20. The ..... attribute of `<input>` tag specifies that an input field should be disabled.

Ans. : disabled

21. The ..... attribute of `<input>` tag specifies the maximum value for an input field. **March 2022**

Ans. : max

22. The ..... attribute of `<input>` tag specifies the minimum value for an input field.

Ans. : min

23. The..... attribute of `<input>` tag specifies a regular expression to check the input values. **March 2022**

Ans. : Pattern

24. The..... attribute of `<input>` tag specifies that an input field is read only. **March 2022**

Ans. : read only

25. The ..... attribute of `<input>` tag acts as a temporary label showing the purpose of a text field without requiring a label tag.

Ans. : Placeholder

26. The ..... attribute of `<input>` tag specifies that an input field is required.

Ans. : required

27. The ..... attribute of `<input>` tag specifies whether a form or input field should have auto completed on or off.

Ans. : autocomplete

28. The ..... attribute of `<input>` tag specifies that the input field should automatically get focus when the page loaded. **March 2022**

Ans. : autofocus

29. The ..... attribute of `<input>` tag specifies the height of an `<input type= "image">`

Ans. : Height

30. The ..... attribute of `<input>` tag specifies the width of an `<input type= "image">` **March 2022**

Ans. : Width

31. The ..... attribute of `<input>` tag specifies that the user is allowed to enter more than one value in the `<input>` element.

Ans. : multiple

32. The ..... attribute of `<input>` tag is used to identify the html element uniquely through the document object model.

Ans. : ID

33. The ..... attribute of `<input>` tag is used to apply CSS style to the individual input element. **March 2022**

Ans. : Class

### 1.3 <meta> tag

34. The .....tag describes aspects of contents of a web page.

Ans. : <meta>

35. The .....tag is used by search engines to search information that is provided with the web page.

Ans. : <meta>

March 2022

36. ....will not be displayed on the web page.

Ans. : Metadata

37. ....tag is a singular tag which carries information within its attributes.

Ans. : <meta>

38. The .....attribute of <meta> tag specifies the name of the meta data.

Ans. : Name

March 2022

39. The ....attribute of <meta> tag can have any textual matter related to the name.

Ans. : Content

40. The .....attribute of <meta> tag specifies the character encoding used by the document.

Ans. : Charset

41. The .....attribute of <meta> tag is used for http response message headers.

Ans. : http-equiv

42. <meta http-equiv= ".....">, the page will get refresh after every five seconds.

Ans. : refresh

43. <meta http-equiv= ".....">, browser sends the cookies back to the server.

Ans. : set-cookies

March 2022

44. <meta http-equiv= ".....">, specifies the character encoding for the document.

Ans. : content-type

45. <meta http-equiv= ".....">, page session will get expire at specified date and time.

Ans.: expires

### 1.4 Cascading Style Sheets HTML5

46. CSS stands for .....

Ans. : Cascading Style Sheets.

47. .... can control the layout of multiple web pages all at once.

Ans. : CSS (Cascading Style Sheets)

48. .... allows you to control the look and feel of several pages by changing a single source.

Ans. : CSS (Cascading style Sheets)

49. A ..... rule set contains a selector and a declaration blocks.

Ans. : CSS (Cascading Style Sheets)

50. .... indicates the HTML element you want to style.

Ans. : Selector

51. The ..... block can contain one or more declarations separated by a semicolon.

Ans. : Declaration

March 2022



52. Each declaration contains a property name and value, separated by .....
- Ans. : Colon
53. A ..... is a type of attribute of HTML element.
- Ans. : Property
54. .... are assigned to CSS properties.
- Ans. : Values
55. There are ..... methods of implementing styling information to an document.
- Ans. : Three
56. .... style sheet uses the style attribute in the HTML start tag.
- Ans. : Inline
57. .... CSS is used to apply CSS on a single line of element.
- Ans. : Inline
58. .... style sheet is used to apply CSS on a single document or page.
- Ans. : Embedded/Internal
59. Internal CSS is written inside ..... tag within head section of html.
- Ans. : <style>
60. The ..... style sheet is used when you want to make changes on multiple ca
- Ans. : External
61. .... style sheet facilitates to change the look of the entire web site by cha just one file.
- Ans. : External
62. External Style Sheet uses ..... tag on every page.
- Ans. : <link>
63. In External CSS ..... tag is placed inside head section.
- Ans. : <link>
64. External style sheet can be written in text editor and must be saved with .. extension.
- Ans. : • CSS
65. The ..... CSS file should not contain any HTML tags.
- Ans. : External
66. In CSS, ..... property changes the color of the text.
- Ans. : color
67. The ..... property is used to set background color in your webpage.
- Ans. : Background-color
68. The ..... property is used make the text bold.
- Ans. : Font-weight
69. The ..... property is used to make the text italic.
- Ans. : Font-style
70. The ..... property is used to add strike through marks, underline, overline
- Ans. : Text-decoration

71. The ..... property is used to control the horizontal alignment of any block level text.

**March 2022**

Ans.: Text-Align

72. The ..... property is used to control the fonts.

Ans.: font-family

73. The ..... property allows you to control the size of the font.

**March 2022**

Ans.: font-size

74. The ..... property helps in controlling the horizontal spacing between characters of text.

Ans.: Letter-spacing

75. The ..... property is used when you want to add padding around the contents of an element.

Ans.: Padding

76. The ..... property adds a border to a web page element.

Ans.: Border

77. The ..... property is used to set an image as the background of webpage.

**March 2022**

Ans.: Background-image

78. The ..... property sets margin area on the left side of the element.

Ans.: Margin-left

79. The ..... selector selects the id attribute of an HTML element to select a specific element.

**March 2022**

Ans.: ID

80. An ..... is always unique within the page so it is unique element.

Ans.: ID

81. ID is written with the ..... character followed by the ID name.

Ans.: Hash

82. The ..... selector selects HTML elements with a specific class attribute.

Ans.: Class

83. The Class selector is used with ..... character followed by the class name.

**March 2022**

Ans.: Period

84. The ..... selector is used when you want to change a group of elements within HTML page.

Ans.: Class

85. The ..... name should not start with number.

Ans.: Class

86. The ..... selector is used as a wildcard character.

Ans.: Universal

87. The ..... selector is used to select all the elements with the same style definition.

Ans.: Grouping

88. In grouping selector ..... are used to separate each selector.

Ans.: Commas

89. In CSS, ..... property is used to set position for an element.

Ans.: Position



90. There are ..... types of positioning in CSS.

Ans. : Four

91. The ..... positioning is not affected by the top, bottom, left and right properties.

Ans. : Static

92. The ..... positioning is the default position for HTML element.

Ans. : Static

93. The ..... positioning helps to put the text fixed on the browser.

Ans. : Fixed

94. The ..... property forces an element into a fixed positioning relative to the browser window.

Ans. : Fixed

95. The ..... positioning property is used to set the element related to its normal position.

Ans. : Relative

96. The ..... positioning property sets an element in a specific location and it is not affected by the flow of the page.

Ans. : Absolute

97. \_\_\_\_\_ properly positions the element at the coordinates relative to your screen top-left corner.

Ans. : Absolute

98. \_\_\_\_\_ is a CSS property written in CSS file or directly in the style of an element.

Ans. : Float

99. The \_\_\_\_\_ property defines the flow of content.

Ans. : float

100. \_\_\_\_\_ keeps the element float on left side of the container.

Ans. : float : left

101. \_\_\_\_\_ keeps the element float on right side of container.

Ans. : float : right

102. \_\_\_\_\_ is a default property which shows the element as it is.

Ans. : float : none

103. The ..... property in CSS defines how the components are going to be placed on the web page.

Ans. : Display

104. ..... property is used to display an element as an inline element.

Ans. : Display : Inline

105. ..... property is used to display an element as an block element.

Ans. : Display : Block

106. ..... property is used to set the width and height.

Ans. : Block-inline

107. Using ..... property the element is completely removed.

Ans. : Display : None

**1.5 Ordered list or numbered list**

108. The ..... tag defines an Ordered list.

Ans. : <OL>

109. The ..... list can be numerical or alphabetical.

Ans. : Ordered

110. The ..... attribute of <ol> tag specifies the numbering type for the used items.

March 2022

Ans. : type

111. The ..... attribute of <ol> tag specifies that the items of the list are specified in the reverse order.

Ans. : Reversed

112. The ..... attribute of <ol> tag specifies the starting number of the first item.

Ans. : start

113. .... list is also called as numbered list.

Ans. : Ordered

**1.6 Unordered list or bulleted list**

114. An unordered list is created using tag.

Ans. : <UL>

115. .... list is also called as bulleted list.

March 2022

Ans. : Unordered

116. Each list item starts with ..... tag.

Ans. : <li>

117. The ..... attribute of <ul> tag sets the list item marked to disc, circle or square.

Ans. : type

118. .... list can be numerical or alphabetical.

March 2022

Ans. : <ol>

**1.7 Definition list**

119. To define a definition list ..... tag is used.

March 2022

Ans. : <dl>

120. The ..... tag is used to define the term.

Ans. : <dt>

121. The ..... is used to define term's definition.

March 2022

Ans. : <dd>

122. The list within another list is called ..... list.

Ans. : Nested

**1.8 Inserting audio and video in HTML5**

123. MPEG stands for .....

Ans. : Moving Pictures Experts Group / Motion Pictures Experts Group

124. AAC stands for .....

Ans. : Advanced Audio Coding



125. The ..... element enables to embed or add audio files an webpages.

Ans. : <audio>

126. Using ..... attribute of <audio> tag the audio will start playing as soon as it is ready.

Ans. : Autoplay

127. The ..... attribute of <audio> tag defines the audio controls should by displayed.

Ans. : controls

128. The ..... attribute of <audio> tag sets the audio will start over again, every time it is finished. March 2022

Ans. : loop

129. The ..... attribute of <audio> tag specifies that the audio output should be muted.

Ans. : Muted

130. The ..... attribute of <audio> tag specifies the URL of the audio file.

Ans. : Src

131. The ..... attribute is used to add audio controls such as play, pause and volume.

Ans. : Controls

132. The ..... tag is used to specify multiple media resources for media elements.

Ans. : <source>

133. The ..... tag is used to embed video into web page.

Ans. : <video>

134. The ..... attribute defines the link to video file.

Ans. : Src

135. The ..... attribute specifies that the video will start playing as soon as it is ready.

Ans. : Autoplay

136. The ..... attribute specifies that video controls should be displayed.

Ans. : Controls

137. The ..... attributes sets the height of the video player.

Ans. : height

138. The ..... attribute specifies that the video will start over again every time it is finished.

Ans. : loop

139. The ..... attribute specifies that the audio output of the video should be muted.

Ans. : muted

140. The ..... attribute specifies an image to be shown while the video is downloading.

Ans. : poster

141. The ..... attribute specifies if and how the author thinks the video should be loaded when the web page loads.

Ans. : preload

142. The ..... attribute sets the width of the video player.

Ans. : width

**1.9 Image map in HTML5**

143. \_\_\_\_\_ value of shape attribute of <area> tag specifies rectangular area.

Ans. : Rect

144. Rect specifies rectangular area with \_\_\_\_\_ co-ordinates.

Ans. : four

145. \_\_\_\_\_ value of shape attribute of <area> tag defines a circular region.

Ans. : Circle

146. Circle defines a circular region which requires \_\_\_\_\_ co-ordinates.

Ans. : three

147. \_\_\_\_\_ value of shape attribute of <area> tag defines polygon region.

Ans. : Poly

148. An image with multiple hyperlinks is called an .....

**March 2022**

Ans. : Image map

149. .... is used to connect links to different regions on the web page.

Ans. : Image Map

150. The clickable regions of image map are called as .....

Ans. : hotspots

151. .... tag is used to insert an image on a web page.

Ans. : <img>

152. To create a client Side Image Map ..... attribute of <img> tag is used.

**March 2022**

Ans. : Usemap

153. Usemap attribute of <img> tag is used with value which is preceded with a ..... symbol.

Ans. : #

154. The ..... attribute acts as a pointer which indicates that the image is a Client Side Image Map.

**March 2022**

Ans. : Usemap

155. The ..... tag is used to map the image.

Ans. : <map>

156. The ..... attribute of <map> tag specifies name of the image used for client side image map.

**March 2022**

Ans. : Name

157. .... tag defines the specific clickable regions.

Ans. : <area>

158. The ..... attribute of <area> tag defines the URL to which the clickable region within the image map navigates.

**March 2022**

Ans. : Href



159. The ..... attribute defines the shape as rect, circle or poly.

Ans. : Shape

160. The ..... attribute specifies co-ordinates of the clickable regions on the interactive map.

Ans. : Coords

161. The ..... attribute specifies extra information about clickable area.

Ans. : alt

### 1.10 Inline Frame in HTML5

162. The ..... element creates an inline frame.

Ans. : <iframe>

163. .... frames are often used in online advertising.

Ans. : Inline

164. The ..... attribute specifies the address of the document to embed in the <iframe>.

Ans. : Src

165. The ..... attribute specifies the height of an <iframe>.

Ans. : Height

166. The ..... attributes specify the width of an <iframe>.

Ans. : width

167. The ..... attribute specifies name of an <iframe>.

Ans. : Name

168. The ..... attribute specifies the HTML content of the page to show in the <iframe>.

Ans. : Srcdoc

### 1.11 Website Hosting

169. Website is made available on the Internet with the help of .....

Ans. : Web Hosting

170. .... is the service of providing storage space.

Ans. : Web Hosting

171. The Companies that provides web hosting services are called .....

Ans. : Web hosts

172. .... own and manage web servers.

Ans. : Web hosts

173. .... hosting gives domain name to your website.

Ans. : Shared

174. .... are paid hosting servers for large web site.

Ans. : Dedicated hosting

175. .... provides you free hosting of the website for limited period of time.

Ans. : Free hosting

176. Cost effective method of web hosting is .....

Ans. : Shared Hosting

**True or False****1.1 Advanced Web Designing**

1. HTML stands for Hyper Text Markup language.

Ans.: True

2. HTML is an evolving language, with different versions supporting different features.

Ans.: True

3. Google chrome does not support the features of HTML5.

Ans.: False

4. Microsoft Edge, Safari browsers support the features of HTML5.

Ans.: True

**1.2 Forms in HTML5**

5. Text, radio, checkbox etc. are the controls used to collect user inputs.

Ans.: True.

6. `<input type = "color">` defines a color picker.

March 2022

Ans.: True

7. `<input type = "number">` defines a field for entering URL.

Ans.: False

8. `<input type= "URL">` defines a field for entering URL.

Ans.: True

9. `<input type = "image">` defines an image as a submit button.

Ans.: True

10. `<input type = "date">` defines a date picker with year, month and day.

Ans.: True

11. `<input type = "email">` defines a field for entering number.

Ans.: False

12. `<input type = "month">` defines a month and year control.

March 2022

Ans.: True

13. `<input type = "range">` defines a range control.

Ans.: True

14. Default range of range control is 100-200.

Ans.: False

15. `<input type = "datetime-local">` defines a date picker that includes the year, month, day and time.

March 2022

Ans.: True

16. `<input type = "time">` defines the control for entering a week.

Ans.: False

17. `<input type = "week">` defines a week and year control.

March 2022

Ans.: True



18. `<input type = "search">` defines a text field for entering a search string.

Ans. : True

19. `<input type = "file">` defines a file-select field and a browse button for file uploads.

Ans. : True

20. `<input type = "tel">` used to define input fields should be disabled.

March 2022

Ans. : False

21. Enabled attribute specifies that an input field should be disabled.

Ans. : False

22. Max attribute specifies the maximum value for an input field.

Ans. : True

23. Min attribute specifies the minimum value for an input field.

Ans. : True

24. Pattern attribute specifies a regular expression to check the input values.

Ans. : True

25. Read only attribute specifies that an input file is Read only.

March 2022

Ans. : True

26. Placeholder attribute acts as a temporary label showing the purpose of a text field without requiring a label tag.

Ans. : True

27. Required attribute specifies that an input field must be filled out.

Ans. : True

28. Auto-complete attribute specifies that the input field should automatically get focus when the page loads.

Ans. : False

29. Autofocus attribute specifies whether input field should have autocomplete ON or OFF.

Ans. : False

30. Height and width attribute specifies the height and width of an `<input type = "image">`.

Ans. : True

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31. Multiple attribute works with input type text and image.

Ans. : False

32. Multiple attribute specifies that the user is allowed to enter more than one value in the `<input>` element.

Ans. : True

33. ID attribute is used to identify the html element uniquely through the Document Object Model.

Ans. : True

34. Class attribute is used to apply CSS style to the individual input element.

Ans. : True

**1.3 <meta> tag**

35. <meta> tag is used by search engines to search information that is provided with the webpage.

Ans. : True

March 2022

36. <meta> tag is a paired tag.

Ans. : False

37. <meta> tag is placed between <title> and </title> tag.

Ans. : False

38. Metadata will not be displayed on the web page.

Ans. : True

39. Name attribute of <meta> tag specifies the name of metadata.

Ans. : True

40. Content attribute of <meta> tag cannot have any textual matter related to the name.

Ans. : False

41. Charset attribute of <meta> tag specifies the character encoding use by the document.

Ans. : True

42. <meta charset = "UTF-8"> is for Indian characters.

Ans.: True

43. <meta charset = "Big5"> is for Chinese characters.

Ans. : True

44. http-equiv attribute of <meta> tag is used for http response message headers.

Ans. : True

45. <meta http-equiv = "refresh" content = "5">, here the page will get refresh after every 5 seconds.

Ans. : True

46. <meta http-equiv = "set-cookies">, the browser sends the cookies back to the server.

March 2022

Ans. : True

47. <meta http-equiv = "Content-type" content = "text/html" charset = "Big5"> specifies the character decoding of the document.

Ans. : False

**1.4 Cascading Style Sheets HTML5**

48. CSS stands for Cascading Style Sheets.

Ans. : True

March 2022

49. CSS describes how HTML elements are to be displayed on screen.

Ans. : True

50. CSS cannot control the layout of multiple web pages all at once.

Ans. : False



51. CSS allows you to control the look and feel of several pages by changing a single source. March 2022

Ans. : True

52. A CSS rule set contains a selector and a declaration block.

Ans. : True

53. Selector indicates the HTML element you want to style.

Ans. : True

54. The declaration block can contain one or more declarations separated by a semicolon.

Ans. : True

55. Each declaration contains a property name and value separated by a semicolon. March 2022

Ans. : False

56. A property is a type of attribute of HTML element.

Ans. : True

57. Values are assigned to CSS properties.

Ans. : True

58. There are four methods of implementing styling information to an HTML document.

Ans. : False

59. Inline style-sheet uses the style attribute in the HTML start tag.

Ans. : True

60. Inline CSS is used to apply CSS in multiple lines or elements. March 2022

Ans. : False

61. `<p style = "color : red"> CSS </p>` is the example of inline CSS.

Ans. : True

62. Internal style sheet is also known as embedded style sheet.

Ans. : True

63. Internal CSS is used to apply CSS on a single document or page.

Ans. : True

64. Internal CSS cannot affect all the elements of the page.

Ans. : False

65. Internal CSS is written inside `<style>` tag within head section.

Ans. : True

66. The color property changes the background color of the web page.

Ans. : False

67. Background-color property is used to set the background color in your web page.

Ans. : True

68. Font-weight property is used to make the text bold.

Ans. : True

69. Font-style property is used to italicize text.

Ans. : True March 2022

70. Text-decoration property is used to add strike-through marks, underline, overstrike etc.

Ans. : True

71. Text-align property is used to control the vertical alignment of any block-level text.

Ans. : False.

72. Font-family property is used to control the fonts.

Ans. : True

73. Font-size property allows you to control the size of the font.

Ans. : True

74. Letter-spacing property helps in controlling the horizontal spacing between characters of text.

Ans. : True

75. Padding property is used when you want to remove blank spaces around the content of an element.

Ans. : False

76. Border property adds a border to a web page element.

Ans. : True

77. Background-image property is used to set an image as the background of your webpage.

Ans. : True

78. Margin-left property sets the margin area on the left side of the element.

Ans. : True

79. External style sheet is used when you want to make changes on multiple pages.

Ans. : True

80. Internal style sheet facilitates to change the look of entire web site by changing just one file.

Ans. : False.

81. External CSS uses <link> tag.

Ans. : True

82. <link> tag is placed inside body section.

Ans. : False

83. External CSS file must be saved with .css extension.

March 2022

Ans. : True

84. External CSS file should contain HTML tags.

Ans. : False

85. The ID selector selects the id attribute of an HTML element to select a specific element.

Ans. : True

86. An ID is unique element.

March 2022

Ans. : True

87. ID is written with hash (#) character followed by id name.

Ans. : True

88. #abc {color : red} is example of ID selector.

Ans. : True



89. Class selector selects HTML elements with a specific class attribute.

Ans. : True

90. Class selector is used with a period character.

Ans. : True

91. Class name should start with a number.

Ans. : False

92. The class selector is used when you want to change a group of elements within your HTML page.

Ans. : True

93. •abc {color : blue} is example of class selector.

Ans.: True

94. The universal selector is used as wildcard character.

Ans. : True

95. Universal selector selects single element on the web page.

Ans. : False

96. Grouping selector is used to select element with the different style definitions.

Ans. : False

97. Commas are used to separate each selector in grouping.

Ans. : True

98. h1, h2, b { color : pink} is example of class selector.

Ans. : False

99. The position property is used to set position for an element.

Ans. : True

100. The element can be positioned using the top, bottom, left and right properties.

Ans. : True

101. Values in positions are fixed, absolute and relative.

Ans. : True

102. There are four types of positioning in CSS.

Ans. : True

103. Static positioning is the default position for HTML elements.

Ans. : True

104. Static positioning is affected by the top, bottom, left and right properties.

Ans. : False

105. Fixed Positioning property helps to put the text fixed on the browser.

Ans. : True

106. The fixed element will move even when the page is scrolled.

Ans. : False.

107. The static property forces an element into a fixed position relative to the browser window.

Ans. : False

108. Relative Positioning property is used to set the element relative to its normal position.

Ans. : True

109. Absolute positioning property sets an element in a specific location and it is not affected by the flow of the page.

Ans. : True

110. Absolute positioning property positions the element at the specified coordinates relative to screen top right corner.

Ans. : False

111. Float property is written in CSS file or directs in the style of an element.

Ans. : True

112. The float property defines the flow of content.

March 2022

Ans. : True

113. Float : left keeps the element float on right side of the container.

Ans. : False

114. Float : right keeps the element float on right side of the container.

Ans. : True

115. Float : none is the default property.

March 2022

Ans. : True

116. Float : name does not shows the element as it is.

Ans. : False

117. The Display property in CSS defines how the components are going to be placed on the web page.

Ans. : True

118. Display property specifies how the element is float.

Ans. : False.

119. Display property is used to define the display of different parts of a web page.

Ans. : True

120. Inline value is used to display an element as an block element.

March 2022

Ans. : False

121. Block value is used to display an element as an inline element.

Ans. : False

122. Block value starts on a new line, and takes up the whole width of the browser window.

Ans. : True

123. The difference between Inline and block inline value is that you are able to set the width and height.

Ans. : True

124. The element is completely removed using none value.

Ans. : True



## 1.5 Ordered list or numbered list

March 2022

125. `<ol>` tag defines ordered list.

Ans. : True

126. Ordered list cannot be numerical or alphabetical.

Ans. : False

127. Type attribute is used to define number type for the used items.

Ans. : True

128. The default value of type attribute in ordered list is 1.

Ans. : True

129. Reversed attribute specifies that the items of the list are specified in the reverse order.

Ans. : True

130. Start attribute specifies the ending number of the first item in an ordered list.

Ans. : False

## 1.6 Unordered list or bulleted list

131. An unordered list is created using `<ul>` tag.

Ans. : True

132. Each list item starts with `<li>` tag.

Ans. : True

133. The list items in unordered lists are marked with numbers.

Ans. : False

134. By default, the list items in unordered list are marked with bullets.

Ans. : True

135. `<ul type = "disc">` sets the list item marker to a bullet.

Ans. : True

136. `<ul type = "circle">` sets the list item marker to a square.

Ans. : False

137. `<ul type = "square">` sets the list item marker to a square.

Ans. : True

138. Using `<ul type = "none">` the list items will not be marked.

Ans. : True

139. HTML5 does not support bullets, circle and square value of type attribute.

Ans. : True

140. HTML5 does not support type attribute of `<ul>` tag so you can use CSS style.

Ans. : True

**1.7 Definition list**

141. To define a definition list <dl> tag is used.

Ans. : True

142. Items can be created in definition list with <dt> and <dd> tags.

Ans. : True

143. The <dd> tag is used to define the term whereas the <dt> tag is used to define the term's definition.

Ans. : False

144. List within list is called nested list.

Ans.: True

145. List can be Single level nested list or multi level list.

Ans. : True

**1.8 Inserting audio and video in HTML5**

146. HTML features includes native audio and video support without the need for flash.

Ans. : True

147. The <audio> element enables you to embed, audio files on webpages.

Ans. : True

148. The audio will stop playing as soon as it is ready using auto-play attribute.

Ans. : False

149. Controls attribute is used to display audio controls.

March 2022

Ans. : True

150. Controls attribute display play, pause buttons etc.

Ans. : True

151. Using loop attribute the audio will stop over again, every time it is finished.

Ans. : False

152. Muted attributes specifies that the audio output should be muted.

Ans. : True

153. Src attribute specifies the URL of the audio file.

March 2022

Ans. : True

154. Autoplay, controls, muted are the attributes without any values.

Ans. : True

155. The source element is used to specify the audio files which the browser may use.

Ans. : True

156. The <source> tag is used to specify multiple media resources for media elements.

Ans. : True

157. Multiple sources of audios are specified so that if the browser is unable to play the first source then it will jump to the second source.

March 2022

Ans. : True



158. The <video> tag is used to embed video in web page.

Ans. : True

159. Src attribute defines link to video file.

Ans. : True

160. Autoplay attribute specifies that the video will start playing as soon as it is ready.

Ans. : True

161. Controls attribute specifies that video controls should not be displayed.

Ans. : False

162. Height attribute sets the height of the video-player.

March 2022

Ans. : True

163. Loop attribute specifies that the video will start over again every time it is finished.

Ans. : True

164. Muted attribute specifies that the video output of the video should be muted.

Ans. : False

165. Poster attribute specifies on image to be shown while the video is downloading.

Ans. : True

166. Preload attribute specifies if and how the author thinks the video should be loaded when the webpage loads.

Ans. : True

167. Width attribute sets the width of the video player.

Ans. : True

168. Width attribute sets the value in pixels.

March 2022

Ans. : True

169. The <source> tag cannot be used to specify multiple media resources for video as well as audio media elements.

Ans. : False

### 1.9 Image map in HTML5

170. An image with multiple hyperlinks is called as image map.

Ans. : True

171. Image map is used to connect links to different regions on the webpage.

Ans. : True

172. Clickable regions in Image map are called as hotspots.

Ans. : True

173. Image Maps are of four types.

Ans. : False

174. <img> tag is used to insert on image on a web page.

Ans. : True

175. Image map is created by marking certain regions on an image clickable.

March 2022

Ans. : True

176. To create a server side image map use map attribute of <img> is used.

Ans. : False

177. The usemap attribute acts as a pointer which indicates that the image is a client side image map.

Ans. : True

178. Name attribute specifies name of the image used for client side image map.

Ans. : True

179. The attribute shape = poly is used when we wish to give hotspot of pentagon shape.

March 2022

Ans. : False

180. <map> tag is used to create client side image map.

Ans. : True

181. Usemap is the attribute used with <map> tag.

Ans. : False

182. <area> tag defines specifies clickable regions.

Ans. : True

183. <area> is paired tag.

Ans. : False

184. <map> tag is paired tag.

March 2022

Ans. : True

185. A given <map> element can contain multiple <area> element within it.

Ans. : True

186. Src attribute defines URL to which the clickable region within the image map navigates.

Ans. : False

187. Shape attribute can value rect, circle or poly.

Ans. : True

188. Coords attribute specifies co-ordinates of the clickable region on the image map.

Ans. : True

189. Rect value specifies rectangular area within four co-ordinates.

Ans. : True

190. Circle value specifies a circular region.

March 2022

Ans. : True

191. Circle requires two co-ordinates.

Ans. : False

192. Poly value defines a polygon region with co-ordinates specifying each point on the polygon.

Ans. : True

193. No coordinates are required in default value.

Ans. : True



194. Alt attribute specifies extra information about clickable area.

Ans. : True

195. Href attribute gives alternative text to the clickable region.

Ans. : False

### 1.10 Inline Frame in HTML5

196. The <iframe> element creates an inline frame.

Ans. : True

197. Inline frames are used in online advertising.

Ans. : True

198. Src attribute specifies the address of the document to embed in the <iframe>.

Ans. : True

199. Height attribute specifies the width of an <iframe>.

Ans. : False

200. Width attribute specifies the width of an <iframe>.

Ans. : True

201. Height and width is defined in pixels.

Ans. : True

202. Name attribute specifies name of an <iframe>.

Ans. : True

203. Srcdoc specifies the HTML content of the page to show in the <iframe>.

Ans. : True

### 1.11 Website Hosting

204. Web server is the service of providing storage space.

Ans. : False

205. The website is made available on the internet with the help of web hosting.

Ans. : True

206. The companies that provides web hosting services are called web host.

Ans. : True

207. Web host own and manage web servers.

Ans. : True

208. Web servers offer interrupted Internal Connectivity.

Ans. : False.

209. Shared hosting is cost effective.

Ans.: True

210. Free hosting gives domain name to your website.

Ans. : False

211. Websites which provide free hosting for limited period of time is called free hosting.

Ans. : True

212. Dedicated hosting are paid hosting servers for large website.

Ans. : True

213. You can buy your own web server space, but it is most expensive way to publish your website.

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Ans. : True

## MCQ (One Correct Answers)

### 1.1 Advanced Web Designing

1. HTML stands for .....

- (a) Hyper Transfer Markup Language      (b) Hyper Text Markup Language  
(c) Hyper Transform Markup                (d) Hyper Text Made Language

Ans. : (b)

2. The ..... is an evolving language with different versions supporting different features.

- (a) HTML (Hyper Text Markup Language)  
(b) ASP (Active Server Pages)  
(c) DOM (Document Object Model)  
(d) HTTP (Hyper Text Transfer Protocol)

Ans. : (a)

3. .... is currently used because it supports mobile technology.

- (a) DOM      (b) HTTP      (c) HTML5      (d) FTP

Ans. : (c)

### 1.2 Forms in HTML5

4. The ..... tag is used to create a form.

- (a) <input>      (b) <text area>      (c) <select>      (d) <form>

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Ans. : (d)

5. <input type = "....."> defines a color picker.

- (a) Number      (b) URL      (c) Color      (d) Date

Ans. : (c)

6. <input type= "....."> defines a field for entering a number.

- (a) color      (b) Number      (c) Date      (d) email

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Ans. : (b)

7. <input type="....."> defines a field for entering a URL.

- (a) color      (b) image  
(c) email      (d) URL (Uniform Resource Locator)

Ans. : (d)



8. `<input type=".....">` defines an image as a submit button.  
 (a) Image (b) Button (c) date (d) radio

Ans. : (a)

9. `<input type=".....">` defines a date picker with the year, month and day.  
 (a) Month (b) Range (c) Date (d) Number

Ans. : (c)

10. `<input type=".....">` defines a field for an email address.  
 (a) Image (b) email (c) URL (d) Color

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Ans. : (b)

11. `<input type=".....">` defines a month and year control in format as 'YYYY-MM'.  
 (a) Date (b) datetime-local  
 (c) Week (d) month

Ans. : (d)

12. `<input type=".....">` defines the range control.  
 (a) time (b) search (c) range (d) file

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Ans. : (c)

13. `<input type=".....">` defines a date picture that includes the year, month day and time.  
 (a) datetime-local (b) date  
 (c) week (d) month

Ans. : (a)

14. `<input type=".....">` defines a control for entering a time.  
 (a) week (b) time (c) date (d) date time-local

Ans. : (b)

15. `<input type=".....">` defines a week and year control.  
 (a) week (b) date  
 (c) datetime-control (d) Month

Ans. : (a)

16. `<input type=".....">` defines a text field for entering a search string.  
 (a) File (b) Range (c) Search (d) tel

Ans. : (c)

17. `<input type=".....">` defines a field select field and a 'Browse' button for file uploads.  
 (a) tel (b) Range (c) Search (d) File

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Ans. : (d)

18. `<input type=".....">` used to define input fields that should contain a telephone number.  
 (a) tel (b) search (c) number (d) color

Ans. : (a)

19. The default range of range control is .....  
 (a) 0 to 100 (b) 100 to 150 (c) 90 to 100 (d) 200 to 300

Ans. : (a)

20. The ..... attribute of <input> tag specifies that an input field should be disabled.

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- (a) max            (b) required        (c) disabled        (d) auto-complete

Ans. : (c)

21. The ..... attribute of <input> tag specifies the maximum value for an input field.

- (a) disabled        (b) max            (c) read only        (d) min

Ans. : (b)

22. The ..... attribute of <input> tag specifies the minimum value for an input field.

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- (a) min            (b) max            (c) pattern        (d) autofocus

Ans. : (a)

23. The ..... attribute of <input> tag specifies a regular expression to check the input values.

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- (a) Required        (b) Multiple        (c) Pattern        (d) Max

Ans. : (c)

24. The ..... attribute of <input> tag specifies that an input field is read only.

- (a) read only        (b) placeholder  
(c) disabled        (d) required

Ans. : (a)

25. The ..... attribute of <input> tag acts as a temporary label showing the purpose of a text field without requiring a label tag.

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- (a) Pattern            (b) Placeholder  
(c) Multiple            (d) Read only

Ans. : (b)

26. The ..... attribute of <input> tag specifies that an input field is required.

- (a) required        (b) disabled        (c) multiple        (d) auto focus

Ans. : (a)

27. The ..... attribute of <input> tag specifies whether a form or input field should have auto completed on or off.

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- (a) Required        (b) max            (c) autofocus        (d) autocomplete

Ans. : (d)

28. The ..... attribute of <input> tag specifies that the input field should automatically got focus when the page loaded.

- (a) autocomplete        (b) multiple  
(c) autofocus            (d) required

Ans. : (c)



29. The ..... attribute of <input> tag specifies the height and width of an <input type = "image">
- (a) Multiple (b) Height and width  
(c) disabled (d) min

Ans. : (b)

30. The ..... attribute of <input> tag specifies that the user is allowed to enter more than one value in the <input> element.
- (a) Read only (b) required (c) multiple (d) pattern

Ans. : (c)

31. .... attribute works with input types like email and file.

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- (a) Required (b) Multiple (c) Pattern (d) Read only

Ans. : (b)

32. The ..... attribute of <input> tag is used to identify the html element uniquely through the document object model.

- (a) ID (b) Class (c) Relative (d) Grouping

Ans. : (a)

33. The ..... attribute of <input> tag is used to apply CSS style to the individual input element.

- (a) Relative (b) Class (c) ID (d) Absolute

Ans. : (b)

34. A placement agency wants to collect resume of the students of renowned collage, which of the following is the correct option they should use in their form ?

- (a) <input type = "url"> (b) <input type = "image">  
(c) <input type = "file"> (d) <input type = "search">

Ans. : (c)

35. Sangeeta wants to collect mobile numbers of her friends in a specific format. Which of the following correct attribute of 'tel' she should use while designing a form ?

- (a) <input type = "tel" pattern = "[0-9] {2} - [0-9] {10}">  
(b) <input type = "tel" format = "[0-9] {2} - [0-9] {10}">  
(c) <input type = "tel" max = "[0-9] {2} - [0-9] {10}">  
(d) <input type = "tel" multiple = "[0-9] {2} - [0-9] {10}">

Ans. : (a)

### 1.3 <meta> tag

36. The .....tag is used by search engines to search information that is provided with the web page.

- (a) <input> (b) <body> (c) <form> (d) <meta>

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Ans. : (d)

37. The .....tag is placed between <head> tag.

- (a) <body> (b) <meta> (c) <form> (d) <audio>

Ans. : (b)

38. ....will not be displayed on the web page.

- (a) Head data (b) Form data (c) Metadata (d) Table data

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Ans. : (c)

39. The .....attribute specifies the name of the metadata.

- (a) Name (b) http-equiv (c) Content (d) Charset

Ans. : (a)

40. The .....attribute of <meta> tag can have any textual matter related to the name.

- (a) http-equiv (b) Name  
(c) Content (d) Charset

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Ans. : (c)

41. The .....attribute of <meta> tag specifies the character encoding used by the document.

- (a) Metadata (b) Name (c) Content (d) Charset

Ans. : (d)

42. <meta charset = "UTF - 8"> is for .....characters.

- (a) Indian (b) Japan (c) America (d) Chinese

Ans. : (a)

43. <meta charset = "Big5" is for .....language.

- (a) Indian (b) USA (c) Chinese (d) Italy

Ans. : (c)

44. The .....attribute of <meta> tag is used for http response message headers.

- (a) Name (b) http-equiv (c) content (d) Charset

Ans. : (b)

45. The page will get refresh using .....value of http-equiv attribute.

- (a) expires (b) set-cookie  
(c) content-type (d) Refresh

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Ans. : (d)

46. The browser sends the cookies back to the server using .....value of http-equiv attribute.

- (a) set - cookie (b) expires  
(c) content-type (d) refresh

Ans. : (a)

47. The .....value specifies the character encoding for the document.

- (a) expires (b) content-type  
(c) charset (d) refresh

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Ans. : (c)



48. The page session will get expire at specified date and time using .....value of http-equiv attribute.
- (a) Expires      (b) Refresh  
(c) set-cookie    (d) content-type

Ans. : (a)

#### 1.4 Cascading Style Sheets HTML5

49. CSS stands for .....

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- (a) Content Style Sheets      (b) Commanding Style Sheets  
(c) Cascading Style Sheets    (d) Context Style Sheets

Ans. : (c)

50. .... allows you to control the look and feel of several pages by changing a single source.

- (a) ASP      (b) CSS      (c) PHP      (d) DOM

Ans. : (b)

51. .... indicates the HTML element you want to style.

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- (a) Selector      (b) Declaration  
(c) Property      (d) Value

Ans. : (a)

52. The .... block can contain one or more declarations separated by a semi colon.

- (a) Declaration    (b) Selector    (c) Property    (d) Value

Ans. : (a)

53. Each declaration contains a property name and value, separated by .....

- (a) Colon      (b) Comma      (c) Semicolon    (d) Period

Ans. : (a)

54. A ..... is a type of attribute of HTML element.

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- (a) Property    (b) Value      (c) Declaration    (d) Selector

Ans. : (a)

55. .... are assigned to CSS properties.

- (a) Methods    (b) Values    (c) Selector    (d) Property

Ans. : (b)

56. There are ..... methods of implementing styling information to an HTML document.

- (a) Four      (b) Five      (c) Three      (d) Six

Ans. : (c)

57. .... style sheet uses the style attribute in the HTML start tag.

- (a) Internal    (b) Inline    (c) External    (d) Selector

Ans. : (b)

58. .... CSS is used to apply CSS as an single line of element.

- (a) Internal (b) External (c) Embedded (d) Inline

Ans. : (d)

59. Examples of Inline CSS is .....

- (a) <body background - color : red >  
 (b) <body style = "background - color : red">  
 (c) <body class = "background - color : red">  
 (d) <body id = "background" - color : red">

Ans. : (b)

60. Internal CSS is also called a ..... CSS.

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- (a) Embedded (b) Inline (c) Inbuilt (d) External

Ans. : (a)

61. .... style sheet is used to apply CSS a single document or page.

- (a) Internal (b) Inline (c) External (d) Inbuilt

Ans. : (a)

62. Internal CSS is written inside ..... tag within head section of html.

- (a) <body> (b) <style> (c) <link> (d) <title>

Ans. : (b)

63. The ..... style sheet is used when you want to make changes on multiple pages.

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- (a) Internal (b) External (c) Inline (d) Embedded

Ans. : (b)

64. .... style sheet facilitates to change the look of the entire web site by changing just one file.

- (a) External (b) Inline (c) Internal (d) Embedded

Ans. : (a)

65. In external CSS ..... tag should be put inside head section.

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- (a) <style> (b) <link> (c) <title> (d) <body>

Ans. : (b)

66. An external style sheet must be saved with ..... extension.

- (a) .txt (b) .html (c) .JS (d) .CSS

Ans. : (d)

67. The ..... CSS file should not contain any HTML tags.

- (a) Internal (b) Inline (c) External (d) Embedded

Ans. : (c)

68. The ..... property changes the color of text.

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- (a) color (b) background-color  
 (c) font - color (d) text-color

Ans. : (a)



69. The ..... property sets background color in your webpage.  
 (a) background - color (b) background-bg color  
 (c) back color (d) color

Ans. : (a)

70. The ..... property is used to make the text bold.  
 (a) font-color (b) font-size (c) font-weight (d) font-style

Ans. : (c)

71. The ..... property is used to make the text italics.  
 (a) font-weight (b) font-size  
 (c) font-height (d) font-style

Ans. : (d)

72. The ..... property is used to decorate the text.  
 (a) Text-align (b) Text-color  
 (c) Text-decoration (d) Decoration

Ans. : (c)

73. The ..... value of text-decoration property is used to add strike through marks.  
 (a) line-through (b) underline  
 (c) strike-through (d) overline

Ans. : (a)

74. The ..... value of text-decoration property is used to underline the text.  
 (a) Overline (b) line-through  
 (c) underline (d) strike

Ans. : (c)

75. The ..... value of text-decoration property is used to overstrike the text.  
 (a) Overline (b) underline (c) overstrike (d) line-through

Ans. : (a)

76. The ..... value of text-decoration property is used to remove underlines from lines.  
 (a) Overline (b) Underline (c) none (d) line through

Ans. : (c)

77. The ..... property is used to control the horizontal alignment of any block level text.  
 (a) Text-align (b) text-decoration  
 (c) font size (d) text size

Ans. : (a)

78. The ..... property is used to control the fonts.  
 (a) font-size (b) font-family  
 (c) font-style (d) font-weight

Ans. : (b)

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79. The ..... property allows you to control the size of the font.  
(a) font-style (b) font-weight  
(c) font-size (d) font family  
Ans. : (c)
80. The ..... property helps in controlling the horizontal spacing between characters of text. **March 2022**  
(a) letter-spacing (b) spacing  
(c) padding (d) border  
Ans. : (a)
81. The ..... property is used when you want to add blank spaces around the content of an element.  
(a) Border (b) letter-spacing  
(c) Padding (d) Margin-left  
Ans. : (c)
82. The ..... property adds a border to a web page element. **March 2022**  
(a) padding (b) border (c) font-size (d) marginal  
Ans. : (b)
83. The ..... property is used to set an image as the background of webpage.  
(a) Background-color (b) Background-image  
(c) Background-img (d) Image  
Ans. : (b)
84. The ..... property sets margin area on the left side of the element. **March 2022**  
(a) Margin-left (b) Padding (c) Border (d) font-style  
Ans. : (a)
85. The ..... selector selects the id attribute of an HTML element to select a specific element. **March 2022**  
(a) ID (b) Class (c) Grouping (d) Universal  
Ans. : (a)
86. The ID selector is written with the ..... character followed by the id name. **March 2022**  
(a) Period (•) (b) asterisks (\*) (c) hash (#) (d) Copyright ©  
Ans. : (c)
87. The ..... selector selects HTML elements with a specific class attribute. **March 2022**  
(a) ID (b) Class (c) Grouping (d) Universal  
Ans. : (b)
88. A Class selector is used with ..... character followed by the class name.  
(a) Period (•) (b) asterisks (\*) (c) hash (#) (d) Copyright ©  
Ans. : (a)
89. The class name should not start with a ..... **March 2022**  
(a) Text (b) Character (c) Number (d) Special symbol  
Ans. : (c)



90. The ..... Selector is used as a wildcard character. (d) Universal  
 (a) Grouping (b) Class (c) ID

Ans. : (d)

91. The ..... selector is used to select all the elements with the same style definitions. (d) Universal  
 (a) Class (b) Grouping (c) ID

Ans. : (b)

92. .... are used to separate each selector in grouping. (d) semicolon  
 (a) Period (b) color (c) commas

Ans. : (c)

93. The ..... property is used to select position for an element. (d) Fixed  
 (a) Absolute (b) Position (c) Relative

Ans. : (b)

94. There are ..... types of positioning in CSS. (d) Three  
 (a) One (b) Four (c) Six

Ans. : (b)

95. The ..... is the default position for HTML element. (d) Absolute  
 (a) Static (b) Fixed (c) Relative

Ans. : (a)

96. The ..... property helps to put the text fixed on the browser. (d) Absolute  
 (a) Relative (b) Static (c) Fixed

Ans. : (c)

97. The ..... property forces an element into a fixed position relative to the browser. (d) Relative  
 (a) Fixed (b) Static (c) Absolute

Ans. : (a)

98. The ..... element will not move even when the page is scrolled. (d) Fixed  
 (a) Absolute (b) Relative (c) Static

Ans. : (d)

99. The ..... positioning property is used to set the element relative to its normal position. (d) Static  
 (a) Absolute (b) Relative (c) Fixed

Ans. : (b)

100. The ..... property gets an element in a specific location and it is not affected by the flow of the page. (d) Static  
 (a) Absolute (b) Fixed (c) Relative

Ans. : (a)

101. Absolute positioning property positions the element at the specified coordinate relative to screen ..... corner.

(a) Top-left (b) Top-right (c) Top-bottom (d) Top-bottom.

Ans. : (a)

102. .... is a CSS property written in CSS file or directly in the style of an element.

- (a) Absolute (b) Fixed (c) Float (d) Static

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Ans. : (c)

103. .... keeps the element float on left side of container.

- (a) Float : left (b) Float : right  
(c) Float : none (d) Float : top

Ans. : (a)

104. .... keeps the element float on right side of container.

- (a) Float : left (b) Float : right  
(c) Float : none (d) Float : top

Ans. : (b)

105. .... is default property which shows the element as it is.

- (a) Float : left (b) Float : right  
(c) Float : none (d) Float : top

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Ans. : (c)

106. The ..... Property is CSS defines how the components are going to be placed on the web page.

- (a) Static (b) Fixed (c) Display (d) Relative

Ans. : (c)

107. The ..... Property is used to define the display of different parts of a web-page.

- (a) display (b) static (c) Fixed (d) absolute

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Ans. : (a)

108. .... Value is used to display an element as an inline element.

- (a) Inline (b) Block (c) None (d) Block-inline

Ans. : (a)

109. .... is used to display an element as an block element.

- (a) Inline (b) Block (c) None (d) Block-inline

Ans. : (b)

110. .... Value is used to set width and height.

- (a) Inline (b) Block (c) None (d) Block-inline

Ans. : (d)

111. Using ..... Value element is completely removed.

- (a) Inline (b) Block (c) None (d) Block-inline

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Ans. : (c)

112. Rucha has designed a website for her college but her principal told her to change the font color and background color of all pages by doing changes in one file only. Which of the following CSS she should use ?

- (a) Internal CSS (b) Inline CSS  
(c) Embedded CSS (d) External CSS

Ans. : (d)





**1.6 Unordered list or bulleted list**

122. An Unordered list is created using .....tag.

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- (a) <ol>            (b) <ul>            (c) <dd>            (d) <dt>

Ans. : (b)

123. .... list is also called as bulleted list.

- (a) Unordered    (b) Ordered    (c) Dataset    (d) lists

Ans. : (a)

124. Each list item starts with ..... tag.

- (a) <dd>            (b) <dt>            (c) <ol>            (d) <li>

Ans. : (d)

125. The ..... attribute of <ul> tag sets the list item marked to disc, circle or square.

- (a) type            (b) start            (c) name            (d) reversal

Ans. : (a)

126. The ..... is the default value of type attribute of <ul> tag.

- (a) Disc            (b) square            (c) circle            (d) bullet

Ans. : (a)

**1.7 Definition list**

127. To define a definition list ..... tag is used.

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- (a) <dd>            (b) <dl>            (c) <dt>            (d) <ol>

Ans. : (b)

128. The ..... tag is used to define the term.

- (a) <ul>            (b) <dd>            (c) <dt>            (d) <dl>

Ans. : (c)

129. The ..... is used to define term's definition.

- (a) <dd>            (b) <dt>            (c) <dl>            (d) <ul>

Ans. : (a)

130. The list within another list is called ..... list.

- (a) listed            (b) tested            (c) none            (d) nested.

Ans. : (d)

**1.8 Inserting audio and video in HTML5**

131. MPEG stands for .....

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- (a) Making Pictures Expert Groups            (b) Moving pictures Experts Group  
(c) Managing Pictures Expert Groups            (d) Merging Pictures Expert Groups

Ans. : (b)



132. AAC stands for .....

- (a) Auto Audio coding (b) Arrange Audio Coding  
(c) Advanced Audio Coding (d) Advanced Arrange Coding

Ans. : (c)

133. The ..... element enables to embed or add audio files an webpages.

- (a) <audio> (b) <video> (c) <style> (d) <img>

Ans. : (a)

134. Using ..... attribute of <audio> tag the audio will start playing as soon as it is ready.

- (a) Controls (b) Src (c) loop (d) Autoplay

Ans. : (d)

135. The ..... attribute of <audio> tag defines the audio controls should be displayed.

- (a) loop (b) muted (c) controls (d) Src

Ans. : (c)

136. The ..... attribute of <audio> tag sets the audio will start over again, every time it is finished.

- (a) loop (b) controls (c) Src (d) muted

Ans. : (a)

137. The ..... attribute of <audio> tag specifies that the audio output should be muted.

- (a) Src (b) Controls (c) Autoplay (d) muted

Ans. : (d)

138. The ..... attribute of <audio> tag specifies the URL of the audio file.

- (a) muted (b) loop (c) Src (d) controls

Ans. : (c)

139. The ..... attribute is used to add audio controls such as play, pause and volume.

- (a) loop (b) controls (c) autoplay (d) Src

Ans. : (b)

140. The ..... tag is used to specify multiple media resources for media elements.

- (a) <ol> (b) <img> (c) <style> (d) <source>

Ans. : (d)

141. The ..... tag is used to embed video into web page.

- (a) <video> (b) <audio> (c) <style> (d) <img>

Ans. : (a)

142. The ..... attribute defines the link to video file.

- (a) Autoplay (b) Height (c) Src (d) loop

Ans.: (c)

143. The ..... attribute specifies that the video will start playing as soon as it is ready.

- (a) Controls (b) Autoplay (c) loop (d) Muted

Ans.: (b)

144. The ..... attribute specifies that video controls should be displayed.

- (a) controls (b) loop (c) autoplay (d) muted

Ans.: (a)

145. The ..... attributes sets the height of the video player.

- (a) Width (b) loop (c) Muted (d) height

Ans.: (d)

146. The ..... attribute specifies that the video will start over again every time it is finished.

- (a) Muted (b) loop (c) Controls (d) Autoplay

Ans.: (b)

147. The ..... attribute specifies that the audio output of the video should be muted.

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- (a) controls (b) loop (c) Muted (d) Height

Ans.: (c)

148. The ..... attribute an image to be shown while the video is downloading.

- (a) Poster (b) URL (c) Autoplay (d) Muted

Ans.: (a)

149. The ..... attribute specifies if and how the author thinks the video should be loaded when the web page loads.

- (a) Poster (b) width (c) controls (d) preload

Ans.: (d)

150. The ..... attribute sets the width of the video player.

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- (a) Muted (b) width (c) loop (d) controls

Ans.: (b)

### 1.9 Image map in HTML5

151. An image with multiple hyperlinks is called an .....

- (a) links (b) Navigation  
(c) Hyperlinks (d) Image map

Ans.: (d)

152. .... is used to connect links to different regions on the web page.

- (a) links (b) hotspots (c) Image map (d) Hyper links

Ans.: (c)



153. The clickable regions of image map are called as .....  
 (a) hotspots (b) Image map (c) Hyperlinks (d) links

Ans. : (a)

154. .... tag is used to insert an image on a web page.  
 (a) <image> (b) <img> (c) <body> (d) <head>

Ans. : (b)

155. To create a Client Side Image Map ..... attribute of <img> tag is used.  
 (a) Ismap (b) Nomap (c) usemap (d) Mymap

Ans. : (c)

156. Usemap attribute of <img> tag is used with value which is preceded with a .....  
 symbol.  
 (a) # (b) @ (c) \$ (d) •

Ans. : (a)

157. The ..... attribute acts as a pointer which indicates that the image is a Client  
 Side Image Map.  
 (a) Ismap (b) Nomap (c) Mymap (d) usemap

Ans. : (d)

158. The ..... tag is used to map the image.  
 (a) <img> (b) <map> (c) <area> (d) <body>

Ans. : (b)

159. The ..... attribute of <map> tag specifies name of the image used for client side  
 image map.  
 (a) src (b) href (c) Name (d) alt

Ans. : (c)

160. .... tag defines the specific clickable regions.  
 (a) <map> (b) <img> (c) <body> (d) <area>

Ans. : (d)

161. The ..... attribute of <area> tag defines the URL to which the clickable region  
 within the image map navigates.  
 (a) Href (b) Src (c) URL (d) Link

Ans. : (a)

162. The ..... attribute defines the shape as rect, circle or poly.  
 (a) Coords (b) shape (c) alt (d) Href

Ans. : (b)

163. The ..... attribute specifies co-ordinates of the clickable regions on the image  
 map.  
 (a) shape (b) alt (c) coords (d) Href

Ans. : (c)

164. The ..... attribute specifies extra information about clickable area.  
 (a) Coords (b) shape (c) href (d) alt

Ans. : (d)

165. .... value of shape attribute of <area> tag specifies rectangular area.  
 (a) Rect (b) Circ (c) Poly (d) triangle

Ans. : (a)

166. Rect specifies rectangular area with ..... co-ordinates.

- (a) three            (b) six            (c) eight            (d) four

Ans. : (d)

167. .... value of shape attribute of <area> tag defines a circular region.

- (a) Rect            (b) Circ            (c) Poly            (d) Star

Ans. : (b)

168. Circle defines the circular region which requires ..... co-ordinates.

- (a) three            (b) two            (c) six            (d) seven

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Ans. : (a)

169. .... value of shape attribute of <area> tag defines polygon region.

- (a) Circ            (b) Rect            (c) Triangle            (d) Poly

Ans. : (d)

### 1.10 Inline Frame in HTML5

170. The ..... element creates an inline frame.

- (a) <body>            (b) <frame>            (c) <link>            (d) <iframe>

Ans. : (d)

171. .... frames are often used in online advertising.

- (a) Inline            (b) Internal            (c) External            (d) Embedded

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Ans. : (a)

172. The ..... attribute specifies the address of the document to embed in the <iframe>.

- (a) Height            (b) Width            (c) Src            (d) Name

Ans. : (c)

173. The ..... attribute specifies the height of an <iframe> tag.

- (a) Name            (b) Height            (c) Width            (d) Srcdoc

Ans. : (b)

174. The ..... attributes specific the width of an <iframe> tag.

- (a) Width            (b) Height            (c) Name            (d) Src

Ans. : (a)

175. The ..... attribute specifies name of an <iframe> tag.

- (a) Srcdoc            (b) Src            (c) Width            (d) Name

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Ans. : (d)

176. The ..... attribute specifies the HTML content of the page to show in the <iframe> tag.

- (a) Src            (b) Srcdoc            (c) Name            (d) Height

Ans. : (b)



## 1.11 Website Hosting

177. Website is made available on the Internet with the help of .....
- (a) Website (b) Web space  
(c) Web world (d) Web hosting

Ans.: (d)

178. .... is the service of providing storage space.
- (a) Website (b) Web hosting  
(c) Web world (d) web page

Ans.: (b)

179. The Companies that provides web hosting services are called .....
- (a) Web hosts (b) Web page (c) Web site (d) Browser

Ans.: (a)

180. .... own and manage web servers.
- (a) Website (b) Web page (c) Web Hosts (d) Web link

Ans.: (c)

181. .... hosting gives domain name to you website.
- (a) free (b) fixed (c) Dedicated (d) shared

Ans.: (d)

182. .... are paid hosting servers for large web site.
- (a) free (b) dedicated hosting  
(c) fixed (d) shared

Ans.: (b)

183. .... provides you free hosting of the website for limited period of time.
- (a) free hosting (b) fixed  
(c) shared (d) Dedicated hosting

Ans.: (a)

### MCQ (Two Correct Answers)

#### 1.1 Advanced Web Designing

1. The major browsers which support features of HTML5 are
- (a) Windows Explorer (b) Microsoft Edge  
(c) Google Chrome (d) My files

Ans.: (b), (c)

#### 1.2 Forms in HTML5

2. Default range of range control is ..... to .....
- (a) 0 (b) 100 (c) 120 (d) 200

Ans.: (a), (b)

3. Following are the values of type attribute of <input> tag  
 (a) Minimum (b) Maximum (c) date (d) email

Ans. : (c), (d)

4. Following attributes of <input> tag are used to specify minimum and maximum value for input field .....

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(a) min (b) disabled (c) multiple (d) max

Ans. : (a), (d)

5. Multiple value of type attribute of <input> tag works with ..... and .....

(a) email (b) file (c) week (d) month

Ans. : (a), (b)

6. <input type = "month"> defines a \_\_\_\_\_ and \_\_\_\_\_ control in "yyyy-mm" format.

(a) Time (b) Month (c) Year (d) Week

Ans. : (b), (c)

7. Following are the attributes of <input type = "image">.

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(a) width (b) min (c) required (d) height

Ans.: (a), (d)

8. Auto complete attribute of <input> tag has \_\_\_\_\_ and \_\_\_\_\_ values.

(a) on (b) off (c) start (d) stop

Ans. : (a), (b)

### 1.3 <meta> tag

9. Following are the attributes of <meta> tag .....

(a) Charset (b) email (c) http-equiv (d) file

Ans. : (a), (c)

10. Following are the values of http-equiv attribute of <meta> tag .....

(a) month (b) refresh (c) image (d) expires

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Ans. : (b), (d)

11. Charset attribute of <meta> tag use ..... for Indian characters and ..... for Chinese characters.

(a) UFT-8 (b) Big 5 (c) UTF-2 (d) Big B

Ans. : (a), (b)

### 1.4 Cascading Style Sheets HTML5

12. A CSS rule set contains ..... and ..... block.

(a) value (b) selector (c) Declaration (d) Property

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Ans. : (b), (c)

13. Examples of declaration are .....

(a) H1 {color : green} (b) b {font - size : 11px}  
 (c) h1 (color : green) (d) b (font-style = 11px)

Ans. : (a), (b)



14. Text decoration property is used to add .....  
 (a) line-through (b) strike-through  
 (c) underline (d) justify

Ans.: (a), (c)

15. Text-align property has following values ..... (d) Justify  
 (a) Middle (b) Center (c) top

Ans.: (b), (d)

16. In CSS following properties are used to position the element.  
 (a) Top (b) Bottom (c) Middle (d) Mid

Ans.: (a), (b)

17. Following are the values of border property. (d) Gentle  
 (a) Solid (b) Liquid (c) Groove

Ans.: (a), (c)

18. ID selector is written with ..... character followed by id name and class selector  
 is written with ..... character followed by class name.  
 (a) asterisk (\*) (b) Dollar (\$) (c) hash (#) (d) period (•)

Ans.: (c), (d)

19. Types of positioning in CSS are ..... (d) static  
 (a) Form (b) Constant (c) Fixed

Ans.: (c), (d)

20. Following are the types of floating properties ..... (d) float : bottom  
 (a) float : left (b) float : right (c) float : top

Ans.: (a), (b)

21. Following are the values of Display properties. (d) top  
 (a) Middle (b) Inline (c) Block

Ans.: (b), (c)

22. Font style property has following values ..... (d) oblique  
 (a) solid (b) italic (c) groove

Ans.: (b), (d)

23. Types of positioning are ..... (d) disabled  
 (a) static (b) logical (c) absolute

Ans.: (a), (c)

24. Value of font size property can be in ..... (d) mx  
 (a) pt (b) mp (c) px

Ans.: (a), (c)

### 1.5 Ordered list or numbered list

25. An ordered list can be ..... or ..... (d) Alphabetical  
 (a) Static (b) Numerical (c) Constant

Ans.: (b), (d)

26. Following are the values of type attribute are <ol> tag .....  
 (a) I (b) 1 (c) 5 (d) z

Ans.: (a), (b)

27. Following are the attributes of <ol> tag .....

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- (a) Alphabet (b) start (c) Number (d) Reversed

Ans. : (b), (d)

### 1.6 Unordered list or bulleted list

28. List item starts with <li> tag in ..... and ..... tags

- (a) <dd> (b) <dt> (c) <ol> (d) <ul>

Ans. : (c), (d)

29. Following are the values of type attribute of <ul> tag .....

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- (a) circle (b) triangle (c) square (d) bold

Ans. : (a), (c)

### 1.7 Definition list

30. To create items in definition list ..... and ..... tag are used.

- (a) <dt> (b) <dd> (c) <dm> (d) <ul>

Ans. : (a), (b)

31. Examples of nested list are ..... and .....

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- (a) Double list (b) Single level list  
(c) Multi level list (d) Grouping list

Ans. : (b), (c)

### 1.8 Inserting audio and video in HTML5

32. Common audio formats are .....

- (a) .acc (b) .mp3 (c) .mov (d) .webm

Ans. : (a), (b)

33. Following are attributes of <audio> tag .....

- (a) width (b) autoplay (c) muted (d) height

Ans. : (b), (c)

34. Following attributes of <audio> tag does not have any values.

- (a) controls (b) arc (c) loop (d) muted

Ans. : (a), (d)

35. Following are common video formats .....

- (a) .ogg (b) .aac (c) .mp4 (d) .webM

Ans. : (c), (d)



36. Following are the attributes of <video> tag .....

- (a) href (b) Src (c) loop (d) link

Ans. : (b), (c)

37. Preload attribute of <video> tag have following values .....

- (a) Src (b) width (c) auto (d) Metadata

Ans. : (c), (d)

38. To set the width and height of video following attributes of <video> tag are used .....

- (a) top (b) bottom (c) width (d) height

Ans. : (c), (d)

### 1.9 Image map in HTML5

39. Image maps are of two types .....

- (a) My side (b) client side (c) Host side (d) server side

Ans. : (b), (d)

40. Tags used to define Client Side Image Map are .....

- (a) <img> (b) <link> (c) <map> (d) <alt>

Ans. : (a), (c)

41. A given ..... element can contain multiple ..... element with it.

- (a) <map> (b) <area>  
(c) <link> (d) <body>

Ans. : (a), (b)

42. Following are the attributes of <area> tag.

- (a) Href (b) Src (c) link (d) coords

Ans. : (a), (d)

43. Shape attribute of <area> tag can have following values.

- (a) Square (b) Rect (c) Circle (d) Star

Ans. : (b), (c)

### 1.10 Inline Frame in HTML5

44. Attributes of <iframe> tag are .....

- (a) Src (b) href (c) loop (d) Srcdoc

Ans. : (a), (d)

### 1.11 Website Hosting

45. Types of Web Hosting are .....

- (a) Fixed hosting (b) Shared Hosting  
(c) Dedicated hosting (d) My Hosting

Ans. : (b), (c)

**MCQ (Three Correct Answers)****1.1 Advanced Web Designing**

1. The major browsers which support features of HTMLs are .....

- (a) Google Chrome                      (b) Window explorer  
(c) My Documents                      (d) Safari  
(e) Opera                                      (f) My files

Ans. : (a), (d), (e)

2. Following form controls are used to collect different kinds of user inputs.

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- (a) text                      (b) textbox                      (c) radio button  
(d) checkbox                      (e) radio                      (f) option button

Ans. : (a), (d), (e)

**1.2 Forms in HTML5**

3. `<input type = "date">` defines a date picker with the ....., ..... and .....

- (a) week                      (b) Date                      (c) year  
(d) month                      (e) day                      (f) Mthname

Ans. : (c), (d), (e)

4. Following are the valid values of type attribute of `<input>` tag .....

- (a) link                      (b) date                      (c) list  
(d) email                      (e) file                      (f) start

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Ans. : (b), (d), (e)

5. Following are the valid attributes of `<input>` tag .....

- (a) autofocus                      (b) link                      (c) pattern  
(d) list                      (e) multiple                      (f) start

Ans. : (a), (c), (e)

**1.3 `<meta>` tag**

6. Following are the attributes of `<meta>` tag .....

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- (a) Content                      (b) Charset                      (c) Name  
(d) Min                      (e) Max                      (f) Minimum

Ans. : (a), (b), (c)

7. Name attribute of `<meta>` tag specifies the name of meta data like ....., ..... or .....

- (a) Content                      (b) author                      (c) Keywords  
(d) Src                      (e) Description                      (f) Desc

Ans. : (b), (c), (e)



8. Following are the valid values of http-equiv attribute of <meta> tag .....
- (a) Refresh (b) expires (c) get-cookie (d) make-cookie  
(e) set-cookie (f) get-value

Ans. : (a), (b), (e)

### 1.4 Cascading Style Sheets HTML5

9. Following are the types of CSS .....
- (a) Inline (b) Internal (c) Object (d) External  
(e) Multiple (f) Multilevel

Ans. : (a), (b), (d)

10. Text-decoration property is used to add .....
- (a) Strike-through (b) line-through  
(c) underline (d) overline  
(e) middle line (f) Line between

Ans. : (b), (c), (d)

11. Text-align property has following value .....
- (a) left (b) top (c) right (d) Center  
(e) middle (f) Joint

Ans. : (a), (c), (d)

12. Following are valid CSS properties.
- (a) Mg-color (b) Bg-color (c) Color (d) Background-image  
(e) Background - color (f) Fg-color

Ans. : (c), (d), (e)

13. Types of selectors used in CSS are .....
- (a) group (b) grouping (c) universal  
(d) block (e) class (f) static

Ans. : (b), (c), (d)

14. Following are the valid CSS properties used to control fonts .....
- (a) font-figure (b) font-family (c) font-style  
(d) font-weight (e) font-color (f) font-face

Ans. : (b), (c), (d)

15. The elements can be positioned using ..... properties.
- (a) top (b) bottom (c) middle (d) right  
(e) up (f) down

Ans. : (a), (b), (d)

16. Types of Positioning in CSS are .....
- (a) Static (b) Fixed (c) Absolute (d) Mixed  
(e) Firm (f) Constant

Ans. : (a), (b), (c)

17. Following are the type of floating properties

- (a) Float : mid      (b) Float : top  
(d) Float : none      (e) Float : right

- (c) Float : left  
(f) Float : min

Ans. : (b), (c), (e)

18. Following are the values of Display Property .....

- (a) Internal      (b) Inline      (c) Block  
(e) Outline      (f) Between

- (d) Block-inline

Ans. : (b), (c), (d)

### 1.5 Ordered list or numbered list

19. Following are the valid values of type attribute of <ol> tag .....

- (a) I      (b) 1      (c) a      (d) 2  
(e) 0      (f) C

Ans. : (a), (b), (c)

20. Following are the attributes of <ol> tag .....

- (a) loop      (b) type      (c) Name      (d) Reversed  
(e) start      (f) src

Ans. : (b), (d), (e)

### 1.6 Unordered list or bulleted list

21. Following are the valid values of type attribute of <ul> tag .....

- (a) rectangle      (b) square      (c) triangle      (d) circle  
(e) Disc      (f) diamond

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Ans. : (b), (d), (e)

### 1.8 Inserting audio and video in HTML5

22. Following are the common Audio format .....

- (a) .mp3      (b) .aac      (c) .mov      (d) .ogg  
(e) .Webm      (f) .www

Ans. : (a), (b), (d)

23. Following are the attribute of <audio> tag .....

- (a) Width      (b) Controls      (c) loop      (d) muted  
(e) Height      (f) Depth

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Ans. : (b), (c), (d)

24. Following attributes of <audio> and <video> tags does not have any values.

- (a) Autoplay      (b) Controls      (c) Src      (d) Muted  
(e) loop      (f) Href

Ans. : (a), (b), (d)



25. Following are the common video formats .....

- (a) .AV (b) .mp4 (c) .ogg (d) .webM  
(e) .aac (f) .MIDI

Ans. : (b), (c), (d)

26. Following are the attributes of <video> tag .....

- (a) Height (b) links (c) href (d) loop  
(e) muted (f) video

Ans. : (a), (d), (e)

27. Following are the valid values of preload attribute of <video> tag .....

- (a) Auto (b) Metadata (c) None (d) Autoplay  
(e) Autopause (f) SetData

Ans. : (a), (b), (c)

### 1.9 Image map in HTML5

28. Tags used to define Client Side Image Map are .....

- (a) <link> (b) <img> (c) <href> (d) <map>  
(e) <area> (f) <image>

Ans. : (b), (d), (e)

29. Following are the values of shape attribute of <area> tag .....

- (a) rect (b) circle (c) square (d) star  
(e) poly (f) triangle

Ans. : (a), (b), (e)

30. Following are the attributes of <area> tag.

- (a) href (b) coords (c) width (d) alt  
(e) height (f) src doc

Ans. : (a), (b), (d)

### 1.10 Inline Frame in HTML5

31. Following are the attributes of <iframe> tag

- (a) Src (b) Name (c) Srcdoc (d) loop  
(e) href (f) width

Ans. : (a), (b), (c)

### 1.11 Website Hosting

32. Types of Web hosting are .....

- (a) Fixed hosting (b) Dedicated hosting  
(c) formal hosting (d) shared hosting  
(e) free hosting (f) No hosting

Ans. : (b), (d), (e)

## Match the pair

### 1.2 Forms in HTML5

(I)

	A		B
(1)	<input type = "color"> <b>March 2022</b>	(a)	Defines image as submit button
(2)	<input type = "number">	(b)	Define the color picker
(3)	<input type = "url">	(c)	Defines date picker
(4)	<input type = "image">	(d)	Defines a field for entering number
		(e)	Defines a field for entering URL

Ans. : (1) – (b), (2) – (d), (3) – (e), (4) – (a)

(II)

	A		B
(1)	<input type = "date">	(a)	Defines month and year control
(2)	<input type = "email"> <b>March 2022</b>	(b)	Defines a range control
(3)	<input type = "month">	(c)	Defines week control
(4)	<input type = "range">	(d)	Defines a date picker
		(e)	Defines field for email address

Ans. : (1) – (d), (2) – (e), (3) – (a), (4) – (b)

(III)

	A		B
(1)	<input type = "datetime – local">	(a)	Defines a control for entering a time
(2)	<input type = "time">	(b)	Defines a date picker
(3)	<input type = "week">	(c)	Defines a file select field
(4)	<input type = "search">	(d)	Defines a text field for entering a search string
(5)	<input type = "file">	(e)	Defines a week and year control
(6)	<input type = "tel">	(f)	Defines color picker
		(g)	Defines input field that contains telephone number.

Ans. : (1) – (b), (2) – (a), (3) – (e), (4) – (d), (5) – (c), (6) – (g)



(IV)

	A		B
(1)	Disabled	(a)	Specifies regular expression to check input values
(2)	Max	(b)	Specifies that an input field should be disabled
(3)	Min	(c)	Specifies maximum value for an input field
(4)	Pattern	(d)	Specifies height and width
		(e)	Specifies minimum value for an input field

Ans. : (1) - (b), (2) - (c), (3) - (e), (4) - (a)

(V)

	A		B
(1)	Read only	(a)	Specifies that an input field is required
(2)	Placeholder	(b)	Specifies that input field is read only
(3)	Required	(c)	This acts as a temporary label
(4)	Autocomplete	(d)	Specifies whether a form should have auto-complete ON/OFF
		(e)	Defines a control for entering time

Ans. : (1) - (b), (2) - (c), (3) - (a), (4) - (d)

## 1.3 &lt;meta&gt; tag

(I)

	A		B
(1)	Name	(a)	Used for http response message headers
(2)	Content	(b)	Specifies the name of meta data
(3)	Charset	(c)	It can have any textual matter related to the name
(4)	http-equiv <b>March 2022</b>	(d)	Specifies the character encoding used by the document
		(e)	Changes color of the text

Ans. : (1) - (b), (2) - (c), (3) - (d), (4) - (a)

### 1.4 Cascading Style Sheets HTML5

(I)

	A		B
(1)	Selector	(a)	It contains declarations separated by semicolon
(2)	Declaration Block	(b)	It is a type of attribute of HTML document
(3)	Property <b>March 2022</b>	(c)	These are assigned to CSS properties
(4)	Value	(d)	It indicates the HTML element you want to style
		(e)	Inline CSS

Ans. : (1) – (d), (2) – (a), (3) – (b), (4) – (c)

(II)

	A		B
(1)	Font-weight	(a)	Used to control fonts
(2)	Font-style	(b)	Used to bold text
(3)	Font-family	(c)	Used to italicize text
(4)	Font-size	(d)	Used to control size of the font
		(e)	Changes the color of the text

Ans. : (1) – (b), (2) – (c), (3) – (a), (4) – (d)

(III)

	A		B
(1)	Background-color	(a)	Changes the color of the text
(2)	Color	(b)	Sets the image as background of the web page
(3)	Background image	(c)	Sets the background color of the web page
(4)	Border	(d)	Use to bold text
		(e)	Adds the border to the webpage

Ans. : (1) – (c), (2) – (a), (3) – (b), (4) – (e)

(IV)

	A		B
(1)	Text-decoration	(a)	This property is used to control horizontal alignment of text
(2)	Text-align <b>March 2022</b>	(b)	This property is used to add blank spaces around the content of element.
(3)	Letter-spacing	(c)	This property is used to control horizontal spacing between characters.
(4)	Padding	(d)	This property is used to add underline, overline effects.
		(e)	Used to italicize text

Ans. : (1) – (d), (2) – (a), (3) – (c), (4) – (b)



(V)

	A		B
(1)	Class selector <b>March 2022</b>	(a)	Used as wild character
(2)	ID Selector	(b)	Written with hash (#) character
(3)	Universal Selector	(c)	Written with period (•) character
(4)	Grouping Selector	(d)	Use to select all the elements with same style definitions
		(e)	Sets the position of the text

Ans. : (1) – (c), (2) – (b), (3) – (a), (4) – (d)

(VI)

	A		B
(1)	Static Positioning <b>March 2022</b>	(a)	This property forces an element into fixed position
(2)	Fixed Positioning	(b)	This property sets an element in a specific location
(3)	Relative Positioning	(c)	Selects Id attribute of HTML element
(4)	Absolute positioning	(d)	This property is used to set the element relative to its normal position
		(e)	This property is default position for HTML elements

Ans. : (1) – (e), (2) – (a), (3) – (d), (4) – (b)

### 1.5 Ordered list or numbered list

(I)

	A		B
(1)	<ol>	(a)	Defines values for the list
(2)	Type	(b)	Displays list items in reverse order
(3)	Reversed	(c)	Specifies starting number of list
(4)	Start	(d)	Specifies list items
		(e)	Defines ordered list

Ans. : (1) – (e), (2) – (a), (3) – (b), (4) – (c)

### 1.6 Unordered list or bulleted list

(I)

	A		B
(1)	<ul> <b>March 2022</b>	(a)	Create unordered list
(2)	<li>	(b)	Sets the list item marker to a circle
(3)	Type = "circle">	(c)	Sets the list item marker to square
(4)	Type = "square">	(d)	The list items will not be marked
		(e)	Specifies list items

Ans. : (1) – (a), (2) – (e), (3) – (b), (4) – (c)

### 1.7 Definition list

(I)

	A		B
(1)	<dl>	(a)	Tag used to define term
(2)	<dd>	(b)	Tag used to define term's definition
(3)	<dt> <b>March 2022</b>	(c)	Used to define unordered list
(4)	Nested list	(d)	Defines definitions list
		(e)	List within another list

Ans. : (1) – (d), (2) – (b), (3) – (a), (4) – (e)

### 1.8 Inserting audio and video in HTML5

(I)

	A		B
(1)	<audio>	(a)	Advanced Audio Coding
(2)	Mp3	(b)	Automated Arrange Control
(3)	Aac	(c)	Open container and free audio format
(4)	Ogg	(d)	This element enables you to add audio files an webpages
		(e)	Motion picture expert group

Ans. : (1) – (d), (2) – (e), (3) – (a), (4) – (c)



(II)

	A		B
(1)	Autoplay	(a)	Specifies URL of audio/video file
(2)	Controls	(b)	The audio-video controls should be displayed
(3)	Loop	(c)	This audio will start playing as soon as it is ready
(4)	Src <b>March 2022</b>	(d)	Sets the height of the audio/video player
		(e)	Video / audio will start over again every time it is finished.

Ans. : (1) - (c), (2) - (b), (3) - (e), (4) - (a)

(III)

	A		B
(1)	Muted	(a)	Sets the height of the video player
(2)	Height	(b)	Specifies if and how the author should be loaded when webpage loads.
(3)	Poster	(c)	Sets the width of the video player
(4)	Preload	(d)	Specifies that the audio output of the video should be muted
		(e)	Specifies on image to be shown while video is downloading

Ans. : (1) - (d), (2) - (a), (3) - (e), (4) - (b)

### 1.9 Image map in HTML5

(I)

	A		B
(1)	<img>	(a)	It is used to connect links to different regions on the web page
(2)	<map>	(b)	Defines the clickable regions
(3)	<area>	(c)	It specifies name of image used for client side image map
(4)	Image map	(d)	Clickable regions are called as hotspots
		(e)	It is used to insert image on the web page

Ans. : (1) - (e), (2) - (c), (3) - (b), (4) - (a)

(II)

	A		B
(1)	Href	(a)	It can have value rect, circle and poly
(2)	Shape	(b)	Image with multiple hyperlinks
(3)	Coords <b>March 2022</b>	(c)	Defines URL to which the clickable region within the image map navigators
(4)	Alt	(d)	Specifies coordinates of the clickable regions
		(e)	Specifies extra information about clickable area

Ans. : (1) - (c), (2) - (a), (3) - (d), (4) - (e)

### 1.10 Inline Frame in HTML5

(I)

	A		B
(1)	Name	(a)	Specifies the HTML content of the page to show the <iframe>
(2)	Src	(b)	Specifies name of the <iframe>
(3)	Height	(c)	Specifies the address of the document to embed in the <iframe>
(4)	Srcdoc	(d)	Specifies the width of an <iframe>
		(e)	Specifies the height of an <iframe>

Ans. : (1) - (b), (2) - (c), (3) - (e), (4) - (a)

### 1.11 Website Hosting

(I)

	A		B
(1)	Web host <b>March 2022</b>	(a)	It gives domain name to your website
(2)	Shared Hosting	(b)	Websites providing free hosting for limited period
(3)	Dedicated Hosting	(c)	Computer with internet domain system
(4)	Free hosting	(d)	Owns and manages web servers
		(e)	These are paid hosting servers for large websites

Ans. : (1) - (d), (2) - (a), (3) - (e), (4) - (b)



## Answer in Brief

### 1.2 Forms in HTML5

1. Explain advanced `<input>` elements in HTML5 ?

Ans. :

Input type	Description
<code>&lt;input type="color"&gt;</code>	Defines a color picker
<code>&lt;input type="number"&gt;</code>	Defines a field for entering a number
<code>&lt;input type="url"&gt;</code>	Defines a field for entering a URL.
<code>&lt;input type="image"&gt;</code>	Defines an image as a submit button.
<code>&lt;input type="date"&gt;</code>	Defines a date picker with the year, month and day
<code>&lt;input type="email"&gt;</code>	Defines a field for an e-mail address
<code>&lt;input type="month"&gt;</code>	Defines a month and year control in format is "YYYY-MM"
<code>&lt;input type="range"&gt;</code>	Define a range control. Default range is 0 to 100.
<code>&lt;input type="datetime-local"&gt;</code>	Defines a date picker that includes the year, month, day and time.
<code>&lt;input type="time"&gt;</code>	Defines a control for entering a time.
<code>&lt;input type="week"&gt;</code>	Defines a week and year control.
<code>&lt;input type="search"&gt;</code>	Defines a text field for entering a search string like a site search or Google search.
<code>&lt;input type="file"&gt;</code>	Defines a file-select field and a "Browse" button for file uploads.
<code>&lt;input type="tel"&gt;</code>	Used to define input fields that should contain a telephone number.

2. Explain the list of common input restrictions which can be used for validation purpose?

Ans. : Following is the list of some common input restrictions is given below, few of which can be used for validation purpose.

Attribute	Description
Disabled	Specifies that an input field should be disabled.
Max	Specifies the maximum value for an input field.
Min	Specifies the minimum value for an input field.



Attribute	Description
Pattern	Specifies a regular expression to check the input values.
read only	Specifies that an input field is read only (cannot be changed).
placeholder	This acts as a temporary label showing the purpose of a text field without requiring a label tag.
Required	Specifies that an input field is required (must be filled out).
autocomplete	Specifies whether a form or input field should have autocomplete. On or Off.
autofocus	Specifies that the input field should automatically get focus when the page loads.
height and width	Specifies the height and width of an <code>&lt;input type="image"&gt;</code>
Multiple	Specifies that the user is allowed to enter more than one value in the <code>&lt;input&gt;</code> element. This works with input types like email and file.

### 1.3 `<meta>` tag

#### 3. Explain `<meta>` tag?

Ans. :

- 1) HTML `<meta>` tag is used to represent the metadata about the HTML document. It specifies page description, keywords, copyright, language, author of the documents, etc.
- 2) The metadata does not display on the webpage, but it is used by search engines, browsers and other web services which scan the site or webpage to know about the webpage.
- 3) With the help of meta tag, you can experiment and preview that how your webpage will render on the browser. The `<meta>` tag is placed within the `<head>` tag, and it can be used more than one times in a document.

#### 4. Explain attributes of `<meta>` tag?

Ans. : Attributes of `<meta>` tag

Attribute	Values	Description
Name	The value of the name attribute can be related to any of the following : i) Author ii) Description iii) Keywords iv) copyright e.g. <code>&lt;meta name = "author" &gt;</code>	Specifies the Name of the meta- data like the author, keywords or description.



Attribute	Values	Description
Content	<p>It can have any textual matter related to the name as in eg.</p> <p>(i) <code>&lt;meta name = "author" content = "Balbharti"&gt;</code></p> <p>(ii) <code>&lt;meta name = "description" content = "Advance web de- signing"&gt;</code></p> <p>(iii) <code>&lt;meta name = "keywords" content = "html5, learn html5, list in html 5"&gt;</code></p>	<p>Here content of author is balbharati.</p> <p>Here the value for content attribute specifies name of the topic advance web designing.</p> <p>Here the values for content attribute are given as keywords like html5 , learn html5 etc.</p>
Charset	<p>UTF-8, Big5</p> <p>e.g</p> <p><code>&lt;meta charset="UTF-8"&gt;</code></p> <p><code>&lt;meta charset="Big5"&gt;</code></p>	<p>Specifies the character encoding used by the document, This is called a character encoding declaration.</p> <p>UTF-8 For Indian characters</p> <p>Big5 – for Chinese characters</p>
http-equiv	<p>refresh , set-cookie, content-type, expires, e.g. <code>&lt;meta http- equiv="refresh" content="5"&gt;</code></p> <p><code>&lt;meta http-equiv="set-cookies"&gt;</code></p> <p><code>&lt;meta http-equiv="content-type"content="text/ html"charset="Big5"&gt;</code></p> <p><code>&lt;meta http-equiv="expires" content="userid=pqr; expires=Wednesday, 8-feb-2018 23:59:59 GMT;"&gt;</code></p>	<p>Used for http response message headers.</p> <p>Here the page will get refresh after every 5 seconds.</p> <p>The browser sends the cookies back to the server.</p> <p>Specifies the character encoding for the document</p> <p>Here page session will get expire at specified date and time.</p>

## 1.4 Cascading Style Sheets HTML5

### 5. Explain Cascading Style Sheets.

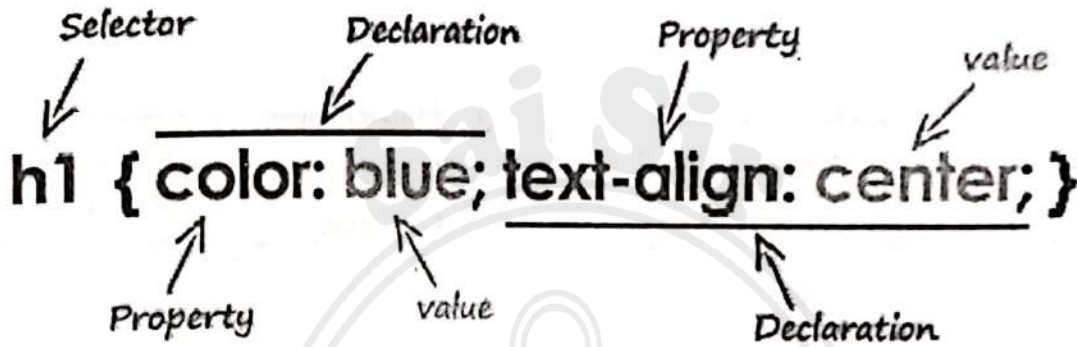
Ans. : CSS stands for Cascading Style Sheets. CSS is a standard style sheet language used for describing the presentation (i.e. the layout and formatting) of the web pages. CSS can either be attached as a separate document or embedded in the HTML document itself. There are three methods of including CSS in an HTML document. Internal, External and Inline Style Sheets.



6. Explain Cascading Style Sheets (CSS) syntax.

Ans. : CSS Syntax :-

- 1) A CSS style sheet consists of a set of rules that are interpreted by the web browser and then applied to the corresponding elements such as paragraphs, headings, etc. in the document.
- 2) A CSS rule have two main parts, a selector and one or more declarations :



- 3) The selector specifies which element or elements in the HTML page the CSS rule applies to. Whereas, the declarations within the block determines how the elements are formatted on a webpage.
- 4) Each declaration consists of a property and a value separated by a colon (:), and ending with a semicolon (;), and the declaration groups are surrounded by curly braces {}

7. Explain Inline CSS.

Ans. :

- 1) Inline style sheet uses the style attribute in the HTML tag.
- 2) Inline CSS is used to apply CSS on a single line or element.
- 3) For example `<p style="color:red">XII Information Technology</p>`

8. Explain Internal/Embedded CSS.

Ans. :

- 1) Internal CSS is used to apply CSS on a single document or page.
- 2) It is written inside `<head>` section of html.

9. Explain External CSS.

Ans. :

- 1) External CSS is used when we want to make changes on multiple pages.
- 2) It uses `<link>` tag which is placed inside head section.

10. Explain various CSS properties.

Ans. :

Property	Use	Value	Example
Color	Changes The Color Of The Text	Color Name	H1{Color: Maroon}



Property	Use	Value	Example
Background-Color	To Set The Background Color In Your Webpage	Color Name	Body{Background-Color:Yellow}
Font-Weight	Used To Bold Text	Bold Or 100, 200..900	P{Font-Weight:300}
Font-Style	Used To Italicize Text	Italic, Oblique Or Normal	P{Font-Style:Italic}
text-decoration	This Property Is Used To Add 1. Strike-Through Marks 2. Underline 3. Overstrike 4. To Remove Underlines From Links	1. Line-Through 2. Underline 3. Overline 4. None	P{Text-Decoration: Underline} A{Text-Decoration: None}
Text-Align	This Property Is Use To Control The Horizontal Alignment Of Any Block-Level Text That Are Paragraphs, Tables And Other Elements	Left, Right, Center Or Justify	H1{Text-Align:center}
Font-Family	This Is Used To Control The Fonts	Font Name	P{Font-Family:Arial}
Font-Size	This Property Allows You To Control The Size Of The Font	Px, In, Mm, Cm, Pt	P{Font-Size:10px}
FONT-STYLE	This property changes the style of the font	Italic	B{font-style:italic}
Letter-Spacing	This Helps In Controlling The Horizontal Spacing Between Characters Of Text	Px, In, Mm, Cm, Pt	H1{Letter-Spacing: 5pt}
Padding	This Property Is Used When You Want To Add Padding (Blank Spaces) Around The Content Of An Element.	Pixel	H1{Padding:30px}
Border-STYLE	This Property Adds A Border To A Webpage Element	Solid, Double, Groove, Ridge, Inset, Outset, Dotted Or Dashed	H1{Border-style:groove}



Property	Use	Value	Example
Border-COLOR	This property changes the color of the border	Red	H1{border-color:red}
BORDER-WIDTH	This property increases the width of the border	PX, PT	H1{border-width:10pt}
Background-Image	To Set An Image As The Background Of Your Webpage	Url("X") Where X Is The Path Of Image File	Body{Background-Image: Url('Background.Jpg')}
Margin-Left	Sets Margin Area On The Left Side Of The Element.	Px,Pt,Cm Etc.	H1{Margin-Left;10px}

11. Explain CSS Id Selector.

Ans. : The id selector is used to define style rules for a *single* or *unique* element. The id selector is defined with a hash sign (#) immediately followed by the id value.

12. Explain CSS Class Selector.

Ans. : The class selectors can be used to select any HTML element that has a class attribute. All the elements having that class will be formatted according to the defined rule. The class selector is defined with a period sign (.) immediately followed by the class value. Class name should not start with a number.

13. Explain CSS Universal Selector.

Ans. : The universal selector is used as wildcard character, denoted by an asterisk (\*), matches every single element on the page.

14. Explain CSS Group Selector.

Ans. : Often several selectors in a style sheet share the same style rules declarations. You can group them into a comma-separated list to minimize the code in your style sheet. It also prevents you from repeating the same style rules over and over again.

15. Explain Positioning in CSS.

Ans. : Positioning elements appropriately on the web pages is a necessity for a good layout design.

Syntax is :-

Selector(position:value; top:value;bottom:value;left:value;right:value)

Following are four(4) methods in CSS that you can use for positioning elements.

1) Static Positioning :

A static position is the default position for html element, A static positioned element is always positioned according to the normal flow of the page. HTML elements are positioned static by default. Static positioned elements are not affected by the top, bottom, left, right, and z-index properties.



**2) Fixed Positioning**

This property helps to put the text fixed on the browser.

**3) Relative Positioning :**

The relative positioning property is used to set the element relative to its normal position.

**4) Absolute Positioning**

This property sets an element in a specific location and it is not affected by the flow of the page.

**16. Explain Float Property**

**Ans. :** Float is a CSS property written in CSS file . It defines the flow of the content.

Following are the types of floating properties :

1. **float : left :** this keeps the element float on left side of the container
2. **float : right :** this keeps the element float on right side of container
3. **float : none :** this is default property i.e. this shows the element as it is.

**17. Explain Display Property.**

**Ans. :** The display property defines how the components are going to be placed on the web page.

**Syntax :**

display : value;

where values are :

**inline :** it is used to display an element as an inline element.

**block :** it is used to display an element as an block element. it starts on a new line, and takes up the whole width of the browser window.

**block-inline :** this value is very similar to inline element but the difference is that you are able to set the width and height.

**none :** the element is completely removed.

**1.5 Ordered List or Numbered List****18. Explain Ordered list or Numbered List.**

**Ans. :** The <ol> tag defines the ordered list. It can be numbered or alphabetical. Attributes used are :-

Attribute	Values	Description
Type	"1" /"a"/"I"/"i"	1 is default value and other values specify the numbering type for the used items.
Reversed	Reversed	This attribute specifies that the items of the list are specified in the reverse order.
Start	Number	Specifies the starting number of the first item in an ordered list.



## 1.6 Unordered List or Bulleted List

19. Explain Unordered list or Bulleted List.

Ans. : Unordered list is created by <ul> tag. It is also called as bulleted list.

Attribute	Values	Description
Type	Disc, Square, circle	Defines the type of the list as circle, square, disc. Default is disc.

## 1.7 Definition List

20. Explain Definition List & Nested list.

Ans. : Definition List :-

The definition list is created using <dl> element. The <dl> element is used in conjunction with the <dt> element which specify a term, and the <dd> element which specify the term's definition.

**Nested List**

List within another list either ordered or unordered list is called nested list.

## 1.8 Inserting Audio and Video in HTML5

21. Explain <audio> tag with attributes.

Ans. : The newly introduced HTML5 <audio> element provides a standard way to embed audio in web pages. File formats supported in audio are mp3, aac, ogg etc. The <source> tag is used to add multiple files for media elements.

**Syntax is :-**

```
<audio src="music.mp3" type="audio/mpeg" controls> </audio>
```

**Attributes of <audio> tag :-**

Attribute	Values	Description
Autoplay	-	The audio will start playing as soon as it is ready
Controls	-	The audio controls should be displayed (i.e. play/pause button etc.)
loop	Value	The audio will start over again, every time it is finished
muted	-	This Specifies that the audio output should be muted
src	URL	Specifies the URL of the audio file

22. Explain <video> tag with attributes.

Ans. : <video> tag

The newly introduced HTML5 <video> element provides a standard way to embed video in web pages. File formats supported in video are mp4, ogg, WebM etc. The <source> tag is used to add multiple files for media elements.



Syntax is :-

`<video src="video.mp4" controls> </video>`

Attributes of `<video>` tag are :-

Attribute	Values	Description
Src	URL	Defines link to video file
autoplay	-	Specifies that the video will start playing as soon as it is ready
controls	-	Specifies that video controls should be displayed (such as a play/pause button etc).
height	Pixels	Sets the height of the video player
loop	Value	Specifies that the video will start over again, every time it is finished
muted	-	Specifies that the audio output of the video should be muted
poster	URL	Specifies an image to be shown while the video is downloading, or until the user hits the play button
preload	1. Auto 2. metadata 3. none	Specifies if and how the author thinks the video should be loaded when the webpage loads
width	Pixels	Sets the width of the video player

## 1.9 Image map in HTML5

23. Explain Image Mapping.

Ans. :

- An image map allows you to define hotspots on an image that acts just like a hyperlink. Image maps are of two type Client side Image Maps and server Side Image Maps.
- Tags used to define Client Side Image Maps are :
  - `<img>` → It is used to insert image on the web page.
  - `<map>.. </map>` → It specifies name of the image used for client side image map.
  - `<area>` → It defines the clickable region.

Attributes of `<area>` tag are :

Attribute	Description
Href	Defines the URL to which the clickable region within the image-map navigates.

Attribute	Description
Shape	It can value rect, circle or poly.
coords	Specifies co-ordinates of the clickable regions on the image-map.
Alt	Specifies extra information about clickable area. It is the alternative text to the clickable region.

### 1.10 Inline Frame in HTML5

24. Explain <iframe> tag.

Ans. : An iframe or inline frame is used to display external objects including other web pages within a web page, its is sued for online advertisements etc. The <iframe> tag is used to create inline frames.

Attributes of <iframe> tag are :

Attribute	Values	Description
Src	URL	Specifies the address of the document to embed in the<iframe>
Height	Pixel	Specifies the height of an<iframe>
Width	Pixels	Specifies the width of an<iframe>
Name	Text	Specifies name of an <iframe>
srcdoc	HTML_code	Specifies the HTML content of the page to show in the <iframe>

### 1.11 Web Hosting

25. What is web hosting?

Ans. : Web hosting is the service of providing storage space. The website is made available on the internet with the help of web hosting.

26. What is web host?

Ans. : The companies that provides web hosting services are called web hosts. Web hosts own and manage web servers. These web servers offer uninterrupted internet connectivity.

Types of web hosting :

Types of web hosting are :

1. **Shared hosting** : It is cost effective. It gives domain name to your website.
2. **Free hosting** : There are some hosting websites which provide you free hosting of the website for limited period of time.
3. **Dedicated hosting** : These are paid hosting servers for large websites.



## Programs for Practice

### Examples of advanced input elements

1. Design a web page that should accept Personal Details of the user i.e. name of the user along with date and time values. The Page must contain submit button.

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Form Date & Time elements
</title>
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="on"><br><br>
Set date
<input type="date"><br><br>
Set Month
<input type="month"><br><br>
Set Date
<input type="datetime-local"><br><br>
Set time
<input type="time"><br><br>
Set Week
<input type="week"><br><br>
<input type="submit" name="b1" value="Submit">
</form>
</body>
</html>
```

Output :

Form elements

File | E:/01%20SCIT%20IT%202020-21/html%20codes/form.html

Enter your name

Set date

Set Month

Set Date

Set time

Set Week

2. Design a web page that should accept name of the user, Email ID, Number of years completed in office, Office phone number(compulsory), image with submit button.

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Ans. :

Coding :

```

<!DOCTYPE html>
<html>
<head>
<title>
Office Details
</title>
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="off"><br><br>
Enter your Email ID

```



```

<input type="email" name="emailid"><br><br>
Number of Years completed (1-50)
<input type="number" min="1" max="50"><br><br>
Office Contact Number(in format of xx-xxxxxxxxxx)
<input type="tel" name="contact" pattern="[0-9]{2}-[0-9]{10}"
required><br><br>
<input type="image" src="E:\XII SCI IT 2020-21\html codes\submit.jpg"
alt="Submit" width="100" height="100">
</form>
</body>
</html>

```

Output :

3. Design a web page that should accept name of the user, select file for upload, color picker tool, website URL, search and submit button.

Ans. : Coding :

```

<!DOCTYPE html>
<html>
<head>
<title>
Form elements
</title>

```

```
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="on"><br><br>
Select File to upload
<input type="file" name="newfile"><br><br>
Pick your favourite Color
<input type="color" name="color"><br><br>
Enter your Webiste URL
<input type="url" name="website" placeholder="http://example.com"><br><br>
Search here
<input type="search" name="s"><br><br>
<input type="submit" name="b1" value="Search">
</form>
</body>
</html>
```

**Output :**

HTML Form Input Types - javatp x Form elements x +

File | E:/XII%20SCI%20IT%202020-21/html%20codes/search.html

Enter your name

Select File to upload  ID new docx

Pick your favourite Color

Enter your Webiste URL

Search here



## 4. Example of Meta tag

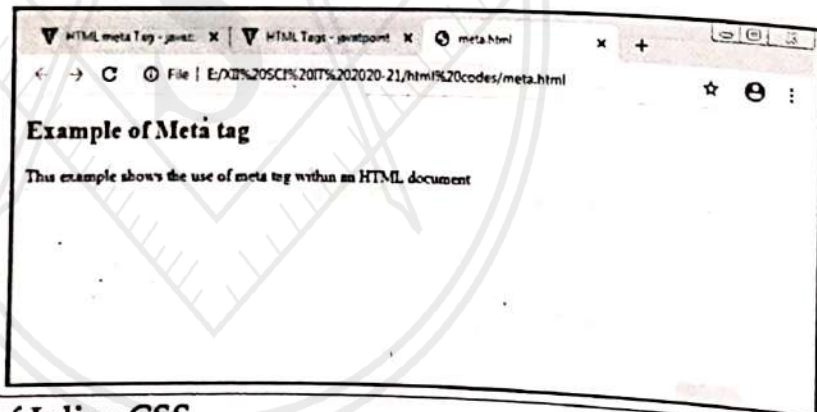
Ans. :

```

<!DOCTYPE html>
<html>
<head>
<meta charset="utf-8">
<meta name="keywords" content="Form elements">
<meta name="description" content="input elements">
<meta name="author" content="thisauthor">
<meta http-equiv="refresh" content="5 url=file:///E:/XII%20SCI
%20IT%202020-21/html%20codes/form.html">
</head>
<body>
<h2>Example of Meta tag</h2>
<p>This example shows the use of meta tag within an HTML document</p>
</body> </html>

```

Output :



## 5. Example of Inline CSS

Ans. : Coding :

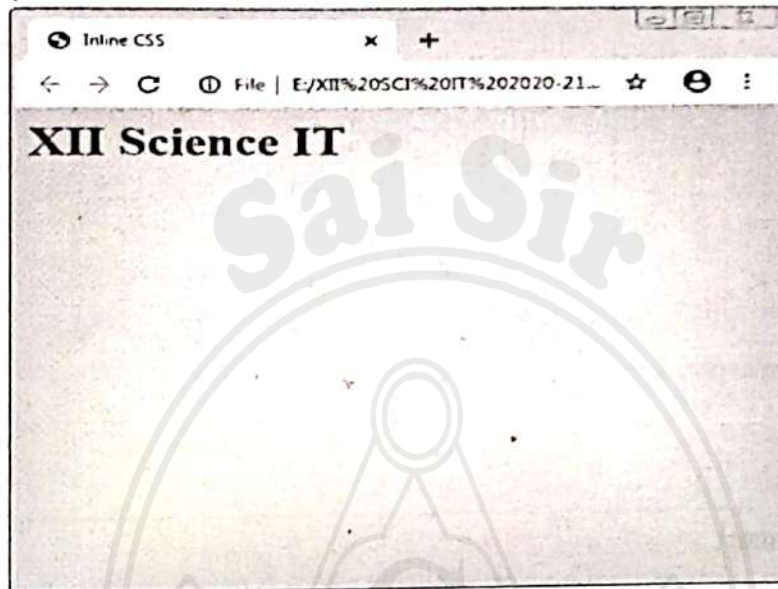
```

<!DOCTYPE html>
<html>
<head>
<title>
Inline CSS
</title>
</head>
<body style="background-color:pink">

```

```
<b style="color:red;font-size:25pt">XII Science IT</b>
</body>
</html>
```

Output :



6. Example of Internal CSS.

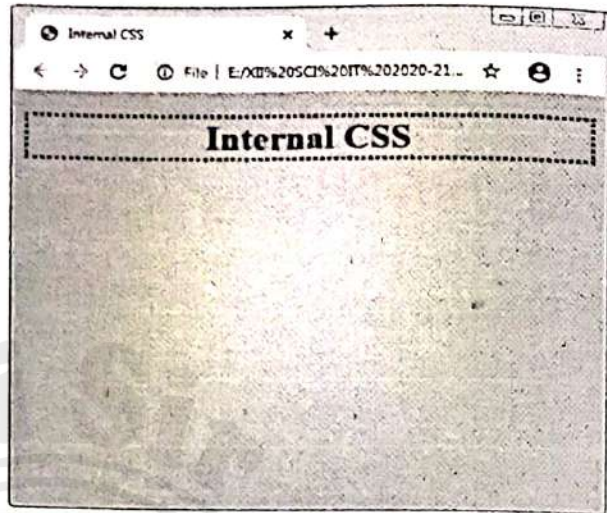
Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Internal CSS
</title>
<style>
h1{border-style:dotted}
body{background-color:skyblue}
</style>
</head>
<body>
<h1 align="center">Internal CSS</h1>
</body>
</html>
```



Output :



7. Example of External CSS

Ans. :

Coding :

Externalcss.html

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

External CSS

```
</title>
```

```
<link rel="stylesheet" type="text/css" href="style.css">
```

```
</head>
```

```
<body>
```

```
<h1 align="center">External CSS</h1>
```

```
<b>Like my web page</b>
```

```
</body>
```

```
</html>
```

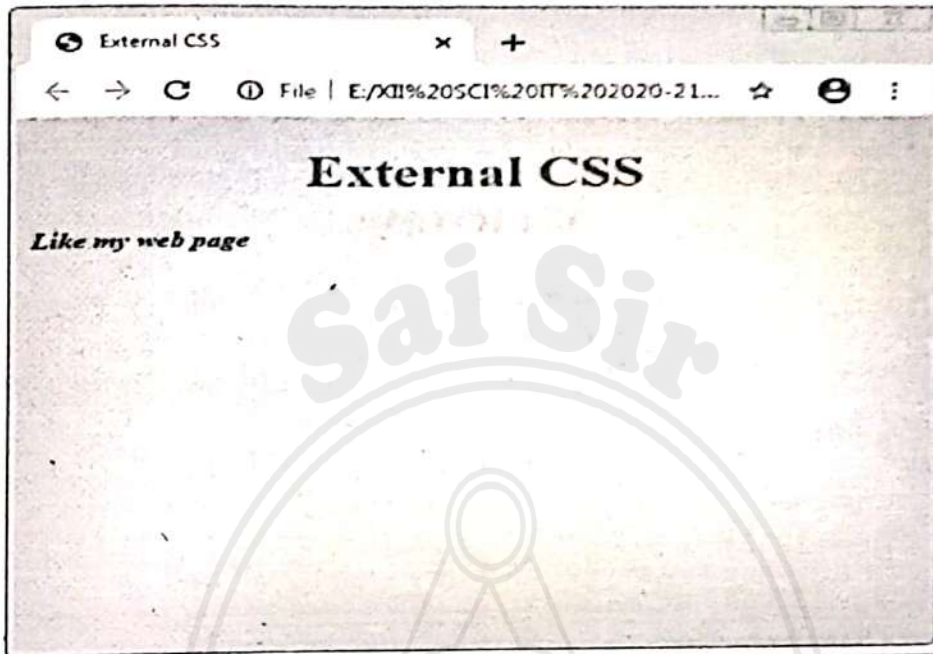
Style.css

```
h1{color:green}
```

```
b{font-style:italic}
```

```
body{background-color:pink}
```

Output :



8. Example of Id selector

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
ID Selector
</title>
<style>
#abc{letter-spacing:20pt;color:red}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<b id="abc">Welcome to my web page</b>
</body>
</html>
```



Output :



9. Example of Class selector

Ans.:

```

<!DOCTYPE html>
<html>
<head>
<title>
Class Selector
</title>
<style>
.xyz{word-spacing:20pt;background-color:aqua}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<b class="xyz">Welcome to my web page</b>
</body>
</html>

```

Output :



10. Example of Universal Selector

Ans. :

```

<!DOCTYPE html>
<html>
<head>
<title>
Universal Selector
</title>
<style>
*{padding:30pt;color:green}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<b>Welcome to my web page</b>
</body> </html>

```



Output :



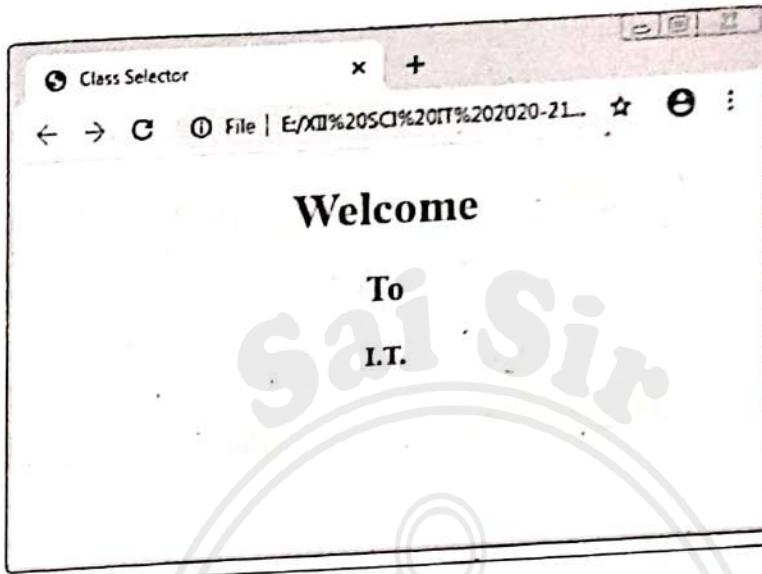
11. Example of Group selector

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Grouping Selector
</title>
<style>
h1,h2,h3{color:green}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<h2 align="center">To</h2>
<h3 align="center">I.T.</h3>
</body>
</html>
```

Output :



12. Example of Static Positioning in CSS.

Ans. :

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Static Positioning
```

```
</title>
```

```
<style>
```

```
.static{position:static;color:green;background-color:red;padding:20pt}
```

```
</style>
```

```
</head>
```

```
<body>
```

```
<p class="static">
```

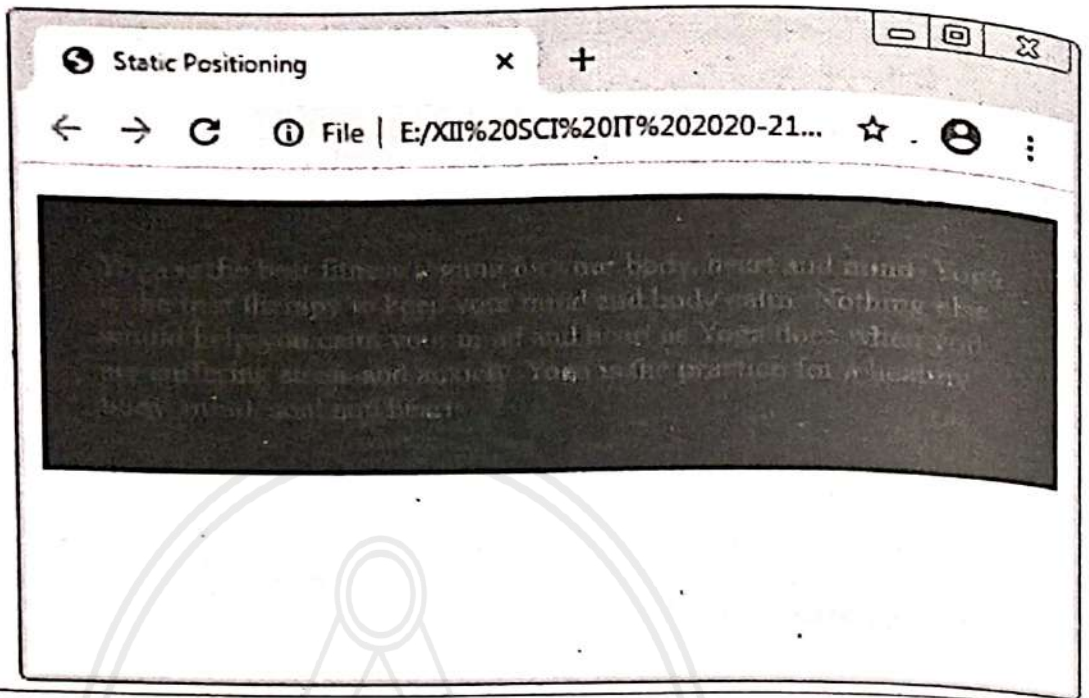
Yoga is the best fitness regime for your body, heart and mind, Yoga is the best therapy to keep your mind and body calm. Nothing else would help you calm your mind and heart as Yoga does when you are suffering stress and anxiety. Yoga is the practice for a healthy body, mind, soul and heart

```
</p>
```

```
</body>
```

```
</html>
```



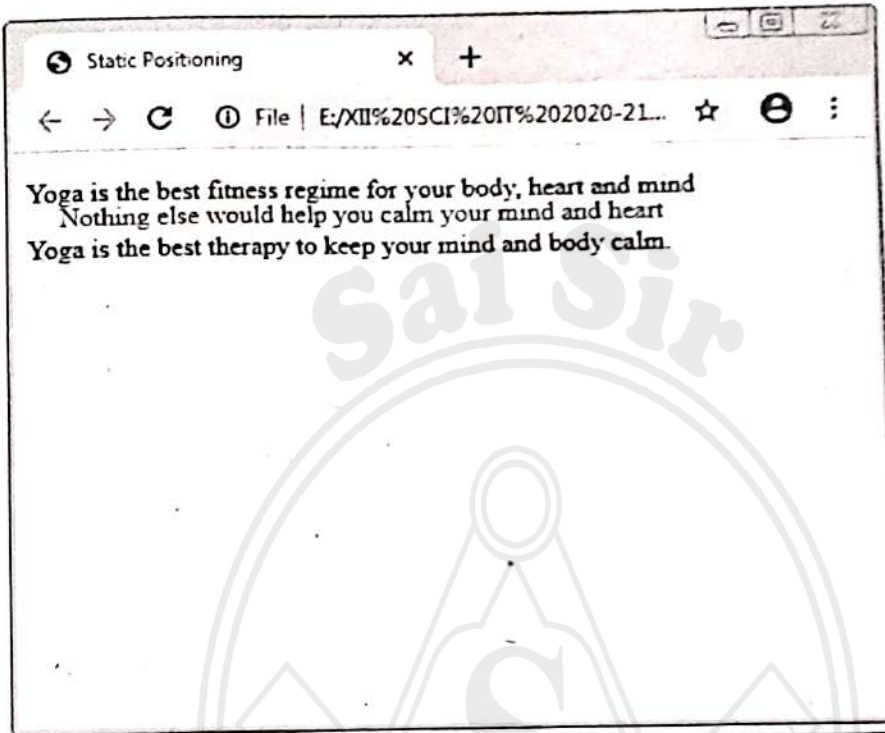
**Output :****13. Example of Fixed Positioning in CSS.****Ans. :****Coding :**

```

<!DOCTYPE html>
<html>
<head>
<title>
Fixed Positioning
</title>
<style>
.fixed{position:fixed;color:green;top:15px;right:120px}
</style>
</head>
<body>
<p>Yoga is the best fitness regime for your body, heart and mind</p>
<p>Yoga is the best therapy to keep your mind and body calm. </p>
<p class ="fixed">Nothing else would help you calm your mind and heart </p>
</body>
</html>

```

Output :



14. Example of Relative Positioning in CSS.

Ans. :

Coding :-

```
<!DOCTYPE html>
<html>
<head>
<title>
Relative Positioning
</title>
<style>
.rel{position:relative;top:55px;right:10px}
</style>
</head>
<body>
<p>
Yoga is the best therapy to keep your mind and body calm. Nothing else would
help you calm your mind and heart as Yoga does when you are suffering stress
and anxiety </p>
<p class="rel">
```

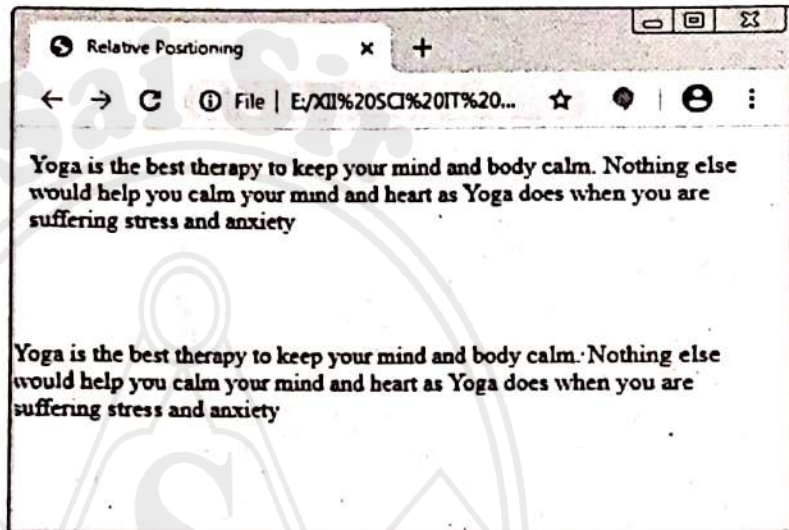


Yoga is the best therapy to keep your mind and body calm. Nothing else would help you calm your mind and heart as Yoga does when you are suffering stress and anxiety </p>

</body>

</html>

**Output :**



### 15. Example of Absolute Positioning in CSS.

**Ans. :**

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Absolute Positioning
```

```
</title>
```

```
<style>
```

```
.abs{position:absolute;top:35px;right:10px}
```

```
</style>
```

```
</head>
```

```
<body>
```

```
<p>
```

Yoga is the best therapy to keep your mind and body calm. Nothing else would help you calm your mind and heart as Yoga does when you are suffering stress and anxiety </p>

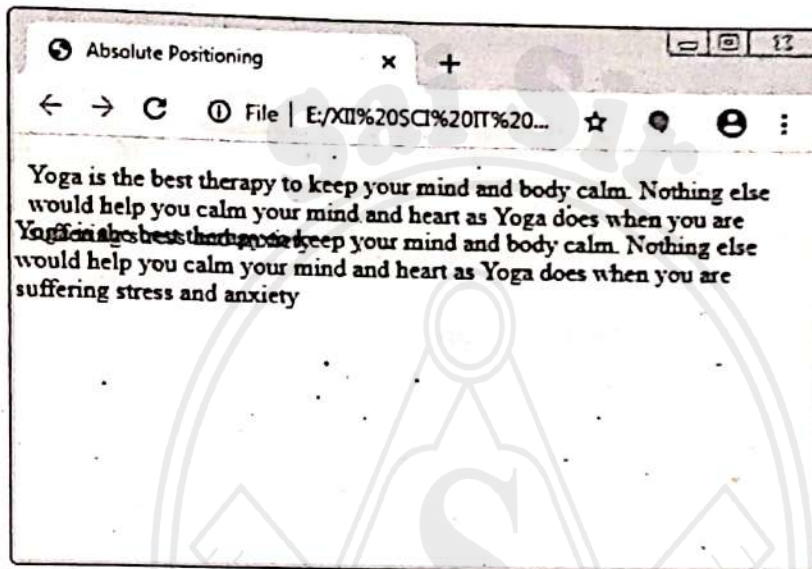
```
<p class="abs">
```

Yoga is the best therapy to keep your mind and body calm. Nothing else would help you calm your mind and heart as Yoga does when you are suffering stress and anxiety

</body>

</html>

Output :



16. Example of Float property.

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Float Property
</title>
<style>
.left{float:left;background-color:green}
.right{float:right;font-size:15pt;background-
color:gold}
</style>
</head>
<body>
<h1 class="left">Yoga is the best therapy to keep your
```

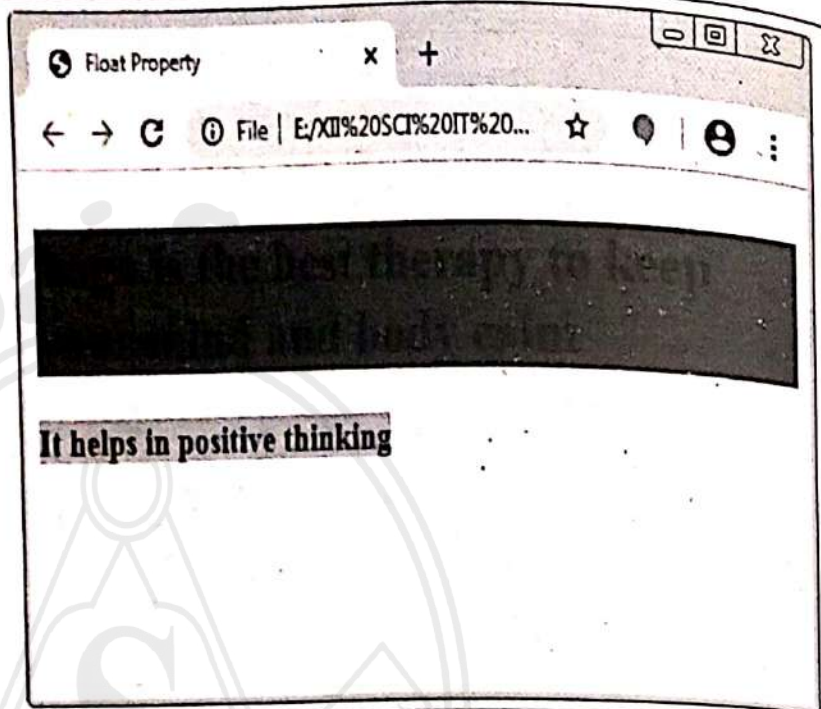


```
mind and body calm</h1>
```

```
<b class="right">It helps in positive thinking</b>
```

```
</body>
```

```
</html>
```



### 17. Example of Display Property

Ans. :

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Display Property
```

```
</title>
```

```
<style>
```

```
p{display:inline;background-color:aqua}
```

```
b{display:block;background-color:red}
```

```
i{display:block-inline;background-color:red}
```

```
</style>
```

```
</head>
```

```
<body>
```

```
<p>
```

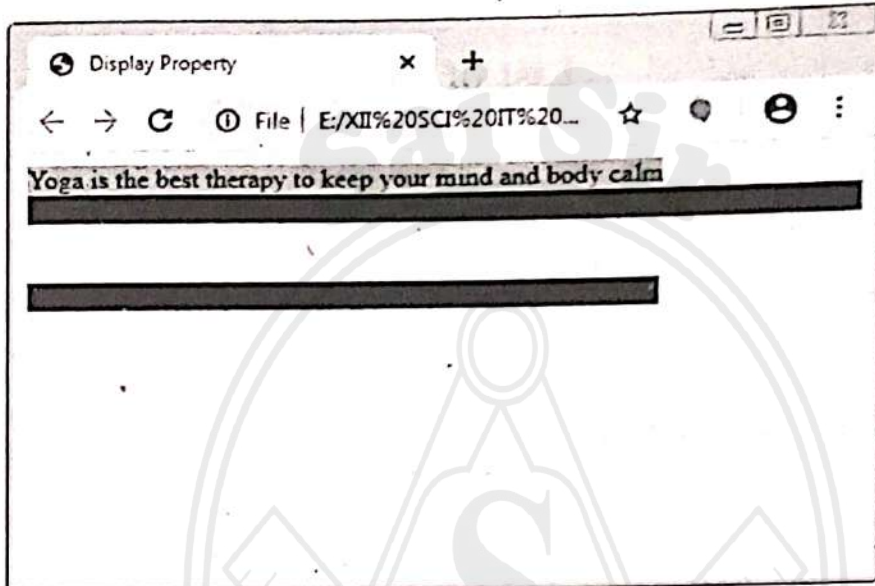
```
Yoga is the best therapy to keep your mind and body calm </p>
```

```

<b>Yoga is the best therapy to keep your mind and body calm</b><br><br>
<i>Yoga is the best therapy to keep your mind and body calm</i>
</body>
</html>

```

Output :



## 18. Example of Ordered List

Ans. :

```

<!DOCTYPE html>
<html>
<head>
<title>
Ordered List
</title>
</head>
<body>
<h1 align="center">List of Colors</h1>
<ol start="4" type="A" reversed>
<li>Red</li>
<li>Green</li>
<li>Blue</li>
<li>Orange</li>
<li>Pink</li>
</ol>

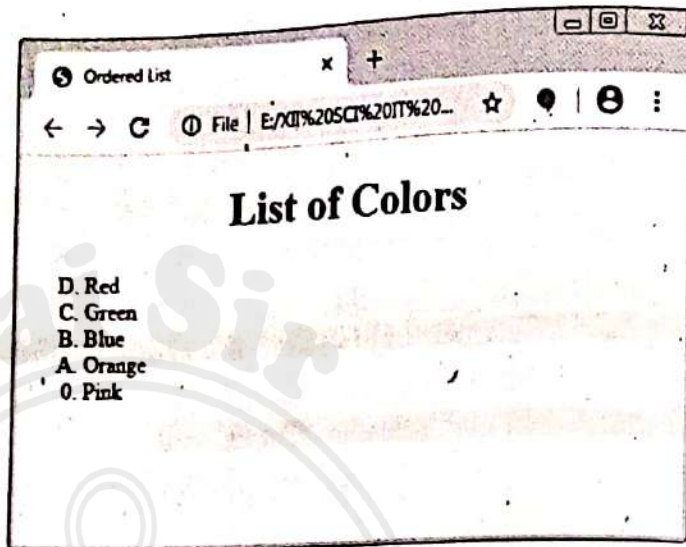
```



```
</body>
```

```
</html>
```

Output :

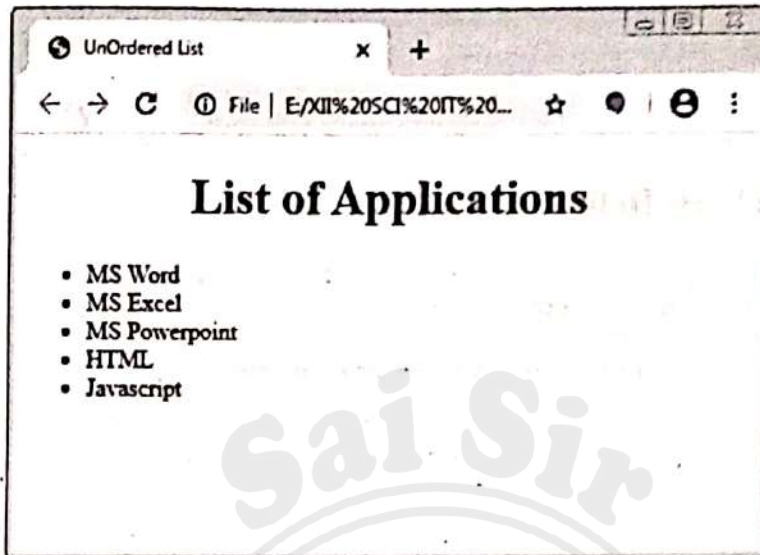


### 19. Example of UnOrdered List

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
UnOrdered List
</title>
</head>
<body>
<h1 align="center">List of Applications</h1>
<ul>
<li>MS Word</li>
<li>MS Excel</li>
<li>MS Powerpoint</li>
<li>HTML</li>
<li>Javascript</li>
</ul>
</body>
</html>
```

Output :



20. Example of Definition List

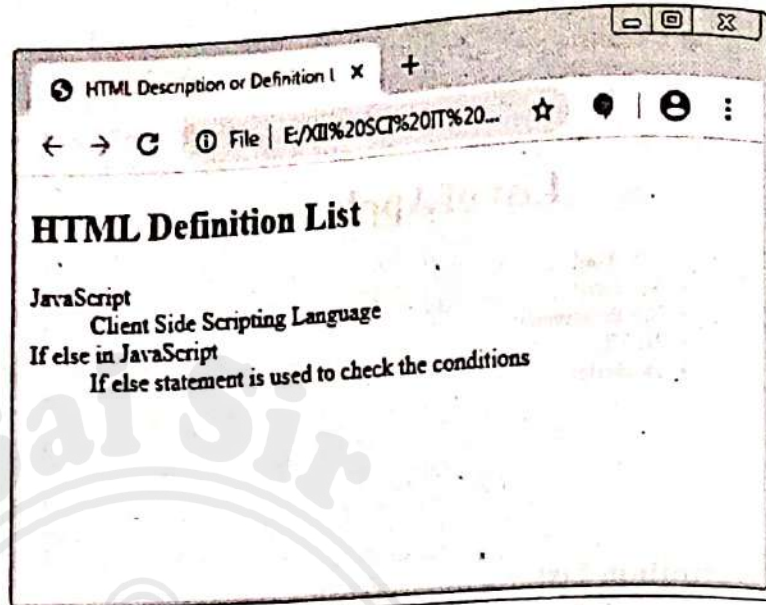
Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>HTML Description or Definition List</title>
</head>
<body>
<h2>HTML Definition List</h2>

<dl>
<dt>JavaScript</dt>
<dd>Client Side Scripting Language</dd>
<dt>If else in JavaScript</dt>
<dd>If else statement is used to check the conditions</dd>
</dl>
</body>
</html>
```



Output :



21. Example of Nested List

Ans. :

```

<!DOCTYPE html>
<html>
<head>
<title>Nested Lists</title>
</head>
<body>
<h1>Nested List</h1>
<ul>
<li>Libre Office</li>
<li>Advanced Web Design</li>
<ol>
<li>Forms</li>
<li>Meta Tags</li>
<li>Hyperlinks</li>
</ol>
<li>JavaScript</li>
<ul style="list-style-type:circle">
<li>Data types</li>

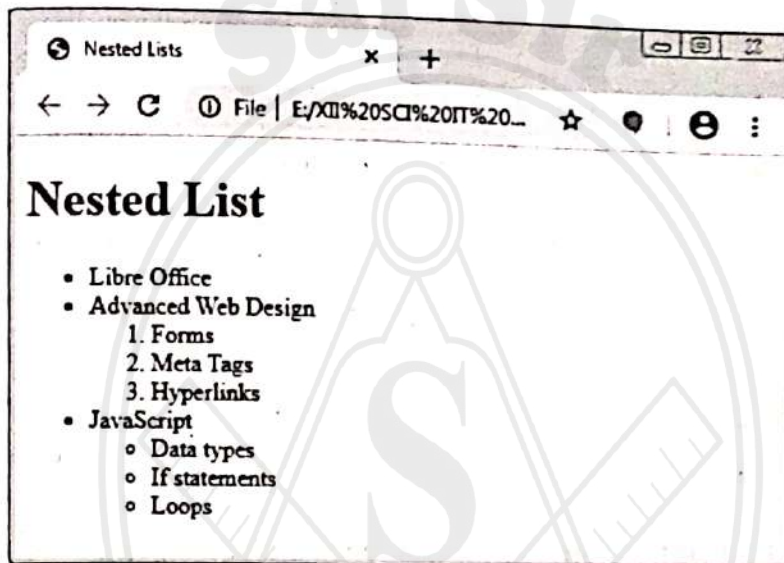
```

```

</li>If statements</li>
</li>Loops</li>
</ul>
</ul>
</body>
</html>

```

Output :



22. Example of &lt;audio&gt; tag

Ans. :

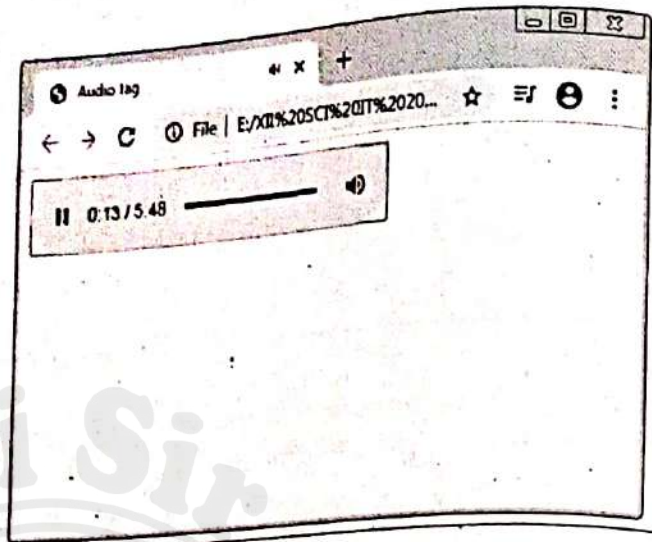
```

<!DOCTYPE html>
<html>
<head>
<title>Audio tag</title>
</head>
<body>
<audio controls muted autoplay loop="5">
<source src="C:\Users\Public\Music\Sample Music
\Kalimba.mp3" type="audio/mpeg">
</audio>
</body>
</html>

```



Output :



23. Example of <video> tag

Ans. : Coding :

```
<!DOCTYPE html>  
<html>  
<head>  
<title>Video tag</title>  
</head>  
<body>  
<video src="C:\Users\Public\Videos\Sample Videos \shuttle.mp4" controls  
width="500" height="300" loop="4" muted poster="C:\Users\Public\Pictures\Sample  
Pictures\Penguins.jpg" autoplay> </video>  
</body>  
</html>
```

Output :





## 24. Example of &lt;iframe&gt; tag

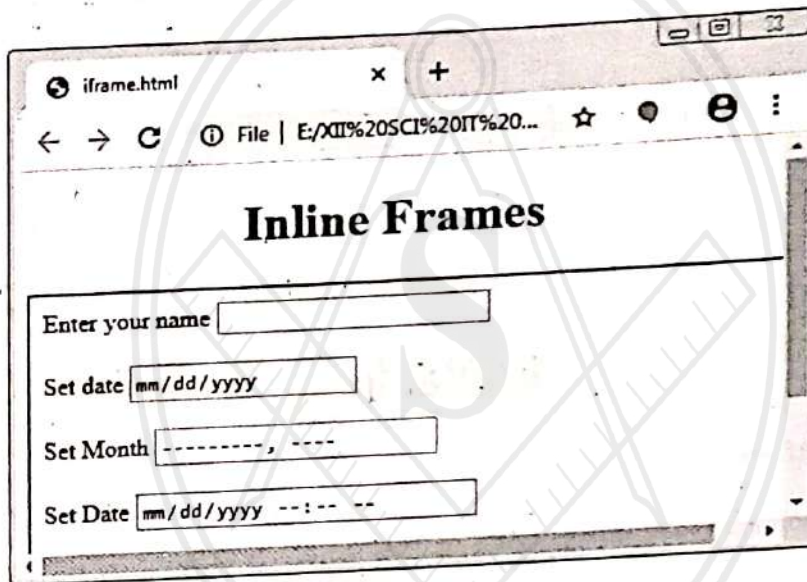
Ans. :

```

<!DOCTYPE html>
<html>
<body>
<h1 align="center">Inline Frames</h1>
<iframe src="E:\XII SCI IT 2020-21\html codes \form.html" width="500"
height="250"></iframe>
</body>
</html>

```

Output :



## Extra CSS Examples

1. Write a html program to display "Cyber world" having Arial font and background colour cyan. Add any two advantages having red color for the text. (March 2022)

Ans. : Coding :

```

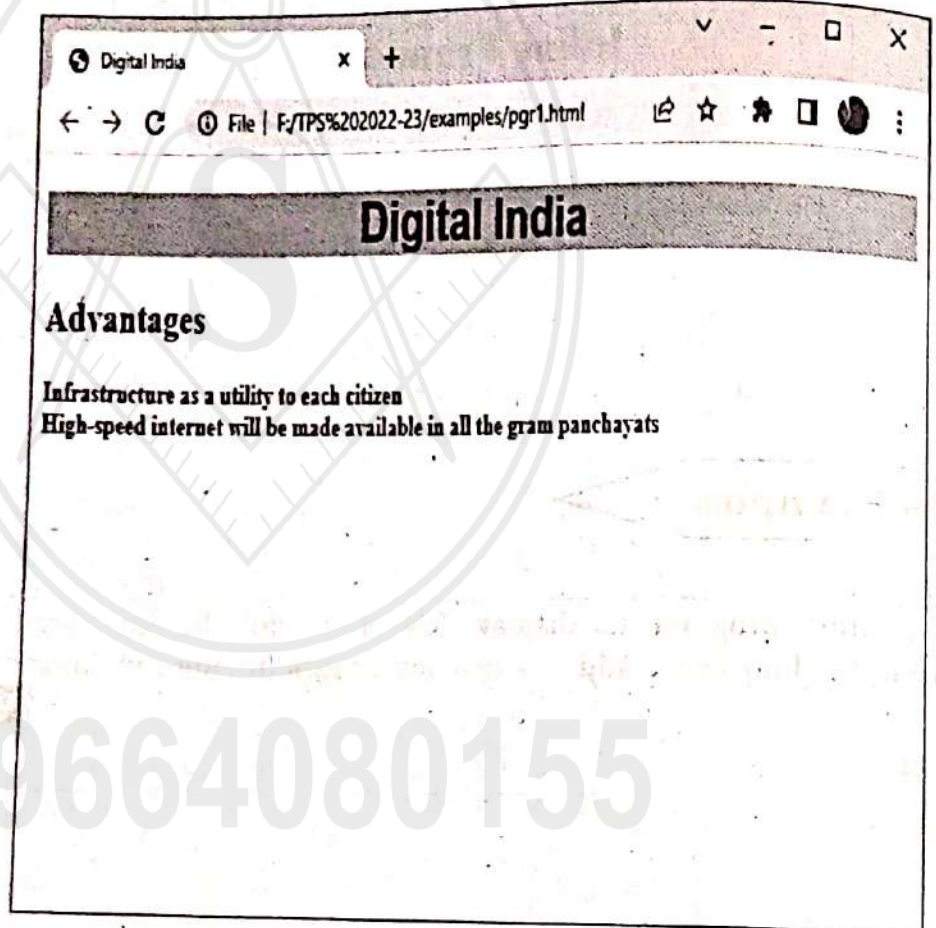
<!DOCTYPE html>
<html>
<head>
<title>
Digital India
</title>
<style>

```



```
h1(font-family:arial;background-color:cyan)
b(color:red)
</style>
</head>
<body>
<h1 align="center">Digital India</h1>
<h2>Advantages</h2>
<b>Infrastructure as a utility to each citizen</b><br>
<b>High-speed internet will be made available in all the gram panchayats</b>
</body>
</html>
```

Output :



2. Write a html program to insert inline frame on web page. Use abc.html file as source for inline frame Size of Inline frame should be 200 x 200 pixels.

(March 2022)

Ans.: Coding :

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Inline Frame
```

```
</title>
```

```
</head>
```

```
<body>
```

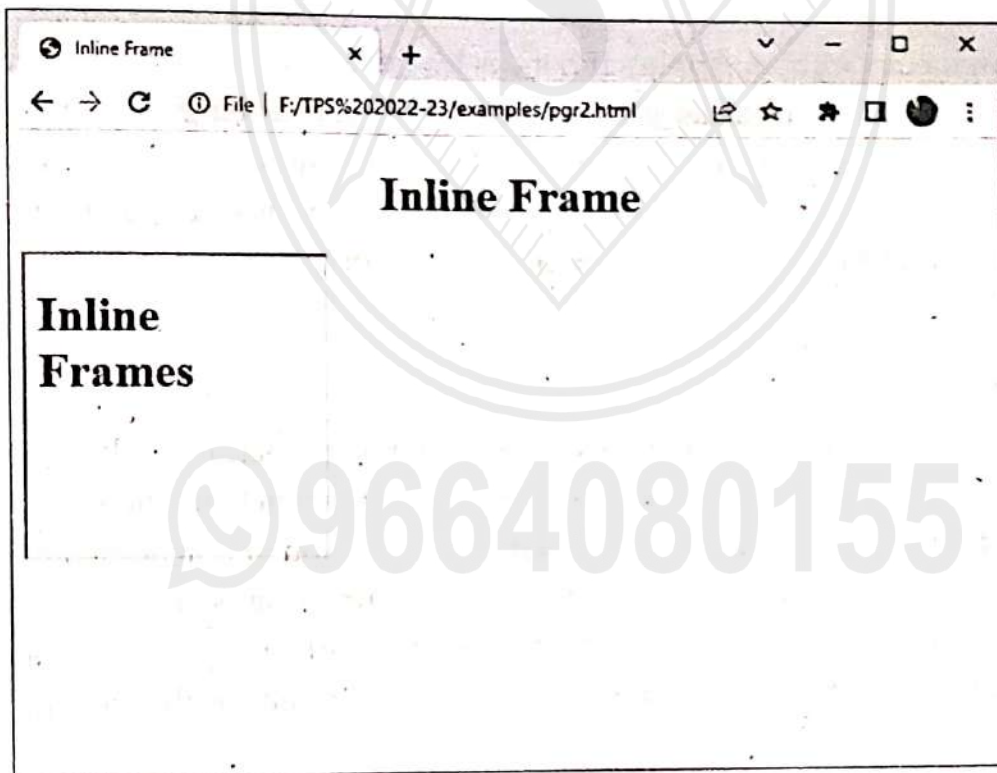
```
<h1 align="center">Inline Frame</h1>
```

```
<iframe src="abc.html" width="200" height="200"></iframe>
```

```
</body>
```

```
</html>
```

Output



3. Write a html program using internal CSS to display two paragraphs. The first paragraph should have cyan background color and second should have yellow text color with blue background color. (Write topic of your choice in paragraph **(March 2022)**)



Ans.: Coding:

```
<!doctype html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Mobile Phones
```

```
</title>
```

```
<style>
```

```
.abc{background-color:cyan}
```

```
.xyz{color:yellow;background-color:blue}
```

```
</style>
```

```
</head>
```

```
<body>
```

```
<h1 align="center">Mobile phones</h1>
```

```
<p class="abc">
```

Due to increased competition, Apple's iPhone is less synonymous with the term "smartphone" than it was in earlier years. While the iPhone is being challenged by other brands, such as Android and Samsung, it's still the go-to phone for many users. The iPhone offers a sleek design, is user friendly, features fast browsing speeds and is currently available from all the major U.S. cell service providers.

```
</p>
```

```
<p class="xyz">
```

In the pursuit of bezel-less smartphones we have seen manufacturers take three different approaches to accommodating front-facing cameras — the notch, the hole-punch display, and the pop-up module. While there has been wide adoption of notches from every phone manufacturer, it seems as though hole-punch and pop-up designs are slowly gaining steam. The Oppo F11 Pro is the newest smartphone to sport a pop-up selfie camera, and it is priced considerably lower than some previous examples such as the Vivo Nex (Review) and the Oppo Find X (Review)

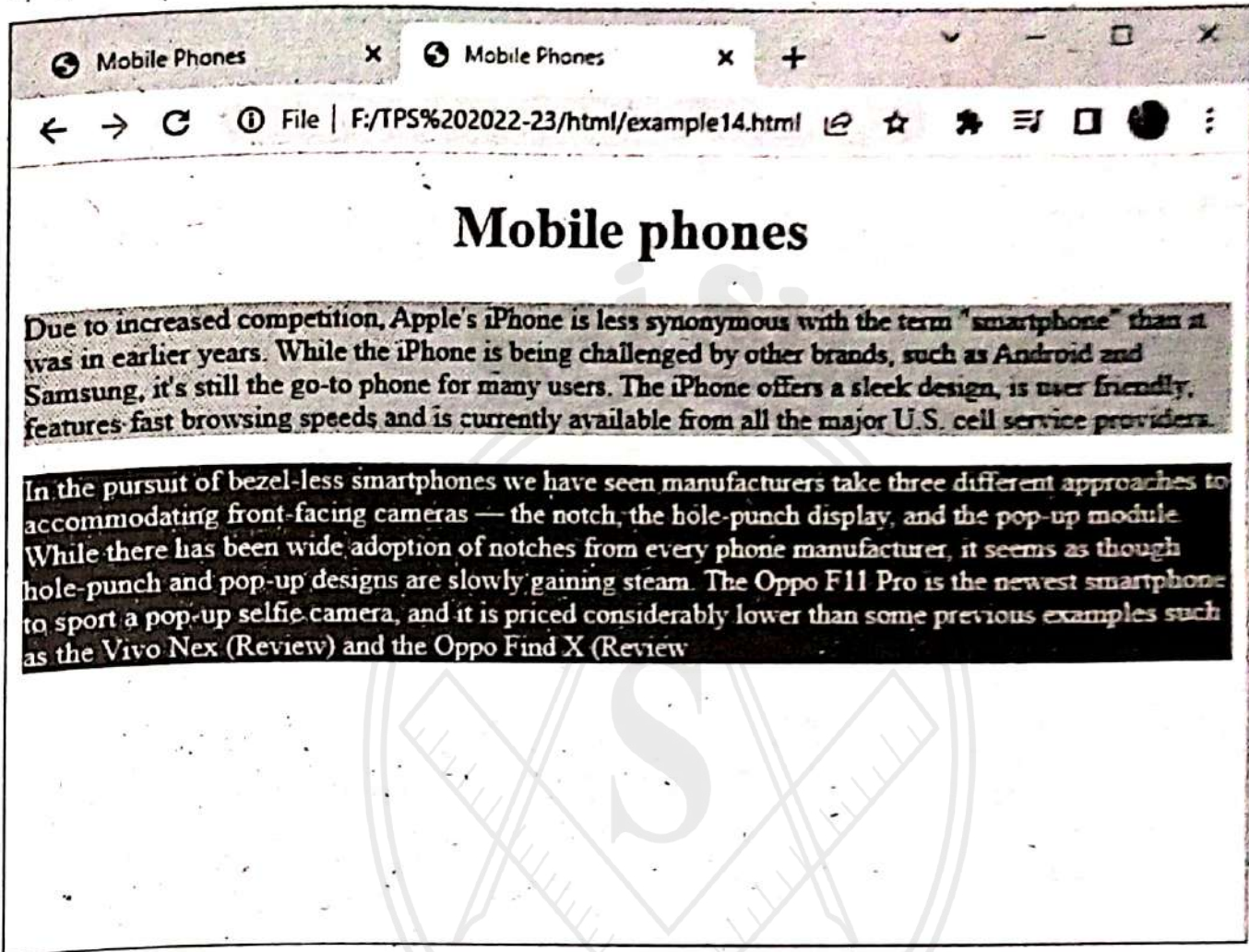
```
</p>
```

```
</body>
```

```
</html>
```



## Output



4. Write a html program to display "Digital India" having underline using inline CSS. Add any two sentences about "IT" subject below having yellow color background for the text. **(March 2022)**

Ans.: Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Digital India
</title>
</head>
<body>
<h1 align="center" style="text-decoration:underline">Digital India</h1>
<h2>Advantages</h2>
```

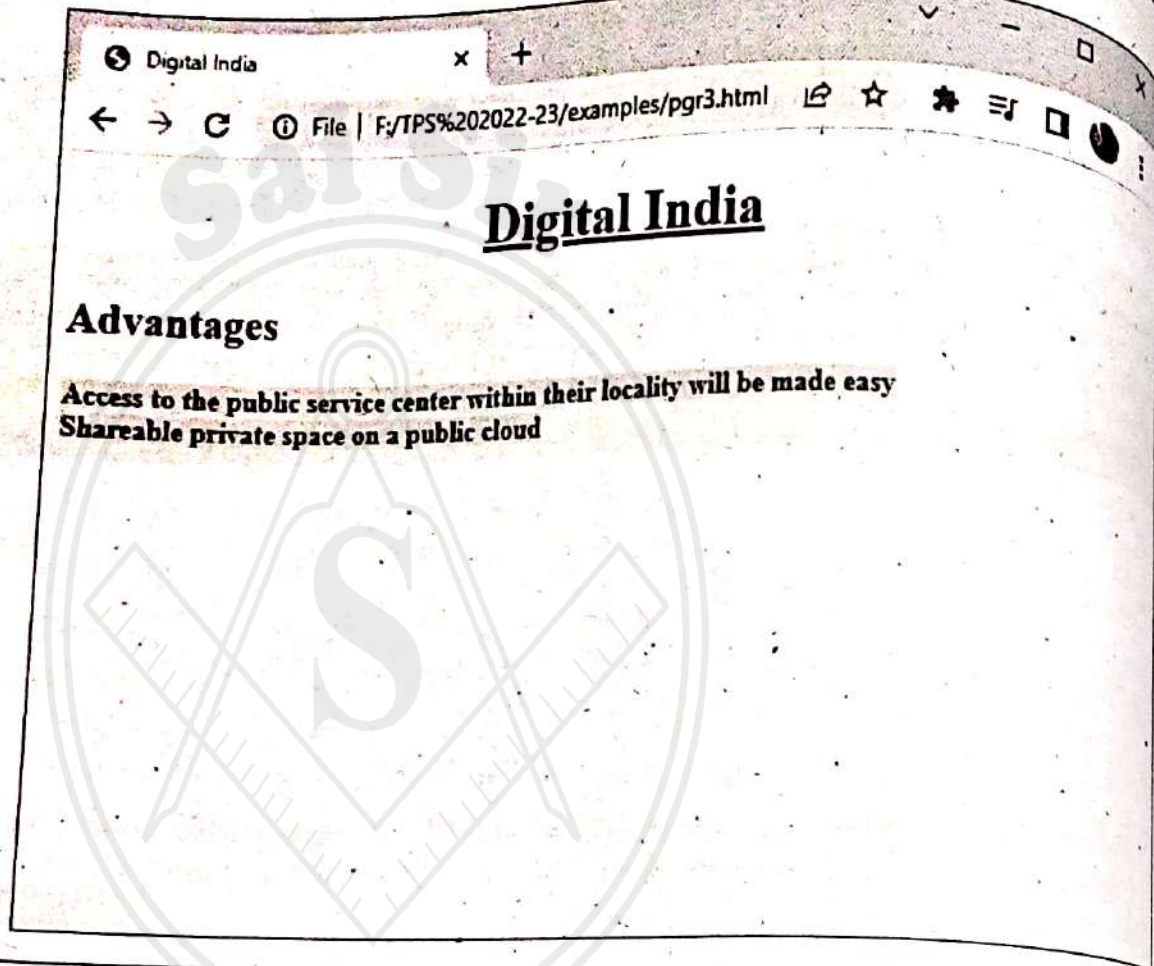


```

<b style="background-color:yellow">Access to the public service center within their
locality will be made easy<br>
Shareable private space on a public cloud</b><br>
</body>
</html>

```

Output :



5. Write a html program to display "Ecommerce" having underline using internet CSS. Add any two sentences about "Ecommerce" subject below having cyan color background for the text.

Ans. : Coding :

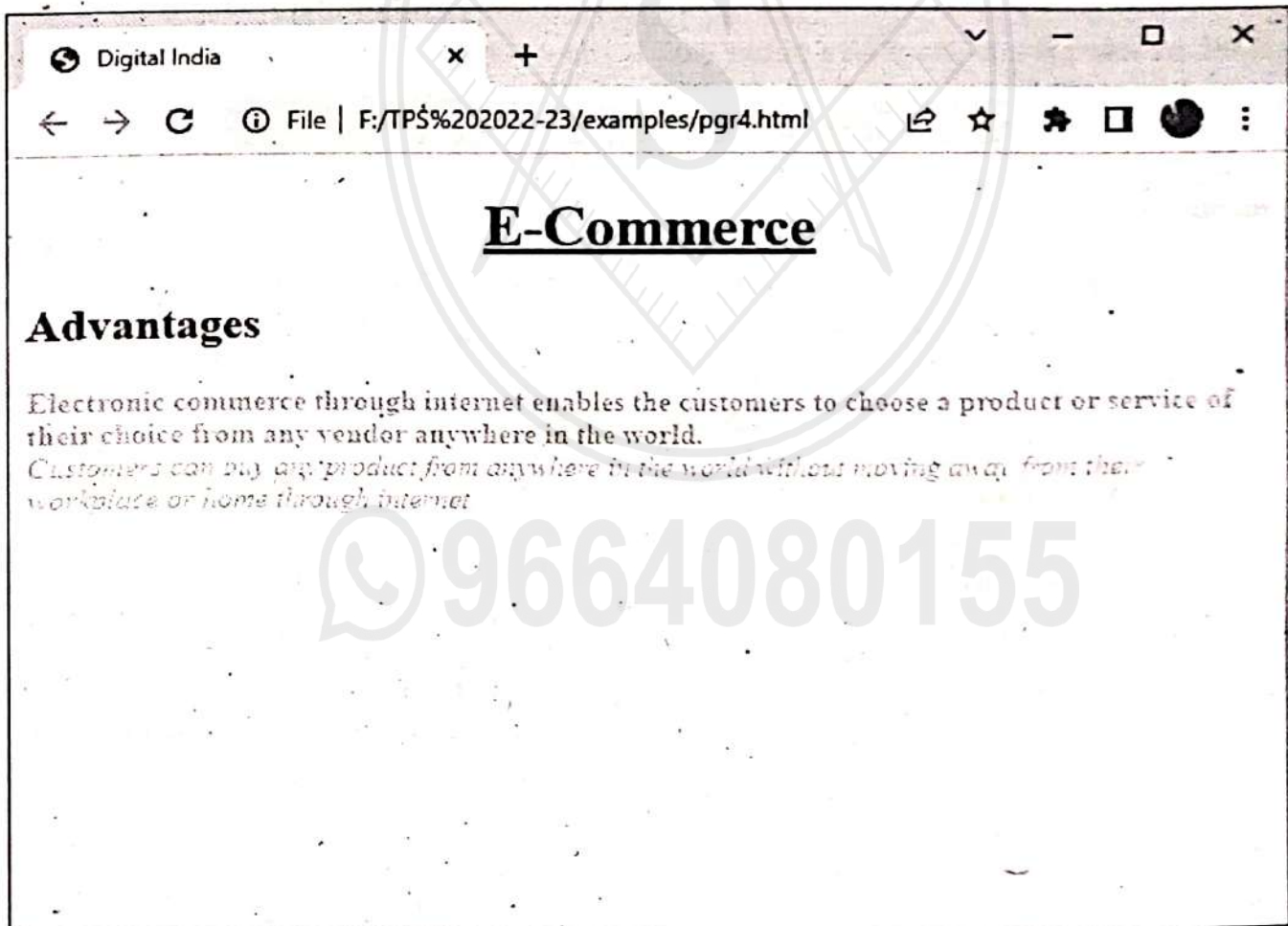
```

<!DOCTYPE html>
<html>
<head>
<title>
E Commerce
</title>
<style>

```



```
h1{text-decoration:underline}
i,b{color:cyan}
</style>
</head>
<body>
<h1 align="center">E-Commerce</h1>
<h2>Advantages</h2>
<b>Electronic commerce through internet enables the customers to choose a product or
service of their choice from any vendor anywhere in the world.</b><br>
<i>Customers can buy any product from anywhere in the world without moving away
from their workplace or home through internet.</i>
</body>
</html>
```

**Output :**

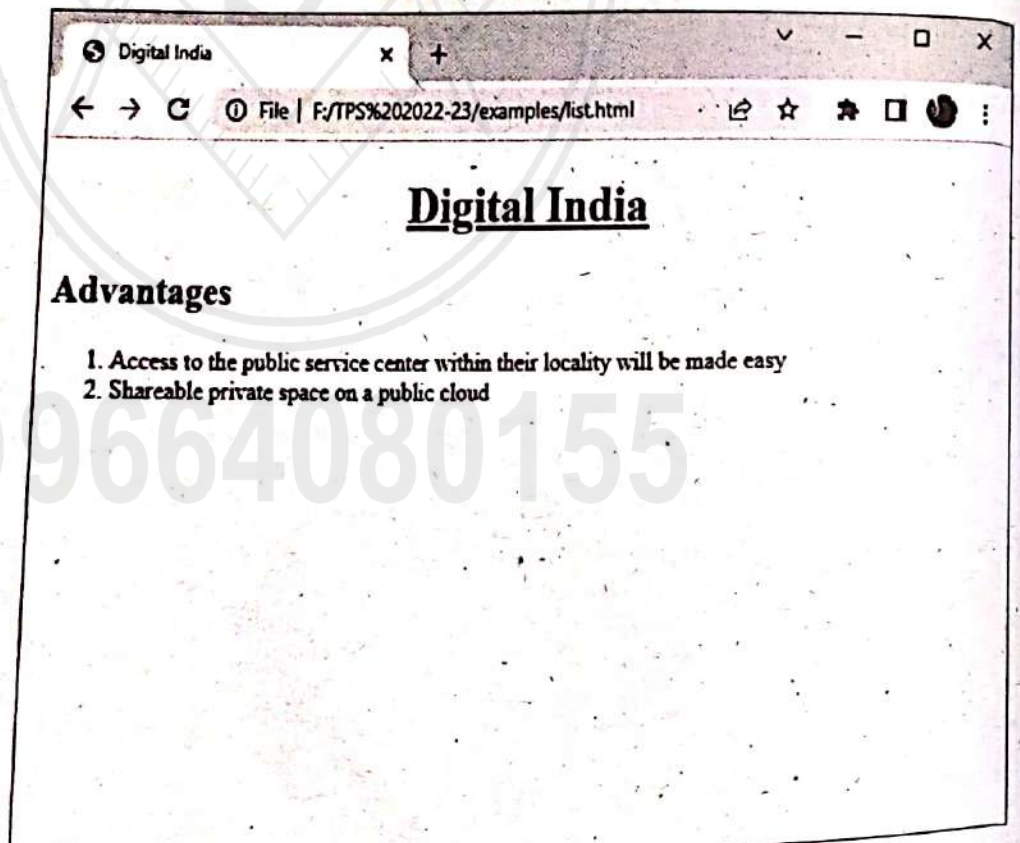


6. Write a html program to display "Digital world" having underline using CSS. Add an ordered list having any two advantages of it.

Ans.: Coding:

```
<!DOCTYPE html>
<html>
<head>
<title>
Digital India
</title>
</head>
<body>
<h1 align="center" style="text-decoration:underline">Digital India</h1>
<h2>Advantages</h2>
<ol>
<li>Access to the public service center within their locality will be made easy</li>
<li>Shareable private space on a public cloud</li> </ol>
</body>
</html>
```

Output:

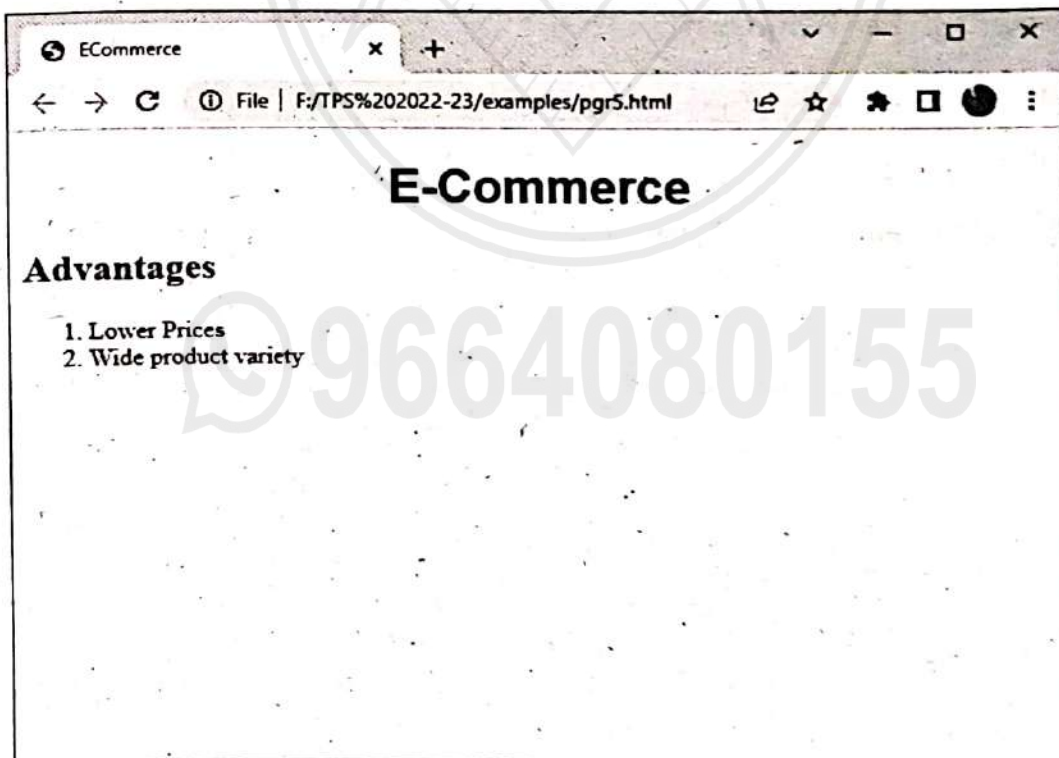


7. Write a html program to display "Ecommerce" having "Arial" font using inline CSS. Add an ordered list having any two advantages of it. **(March 2022)**

Ans.: Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
ECommerce
</title>
</head>
<body>
<h1 align="center" style="font-family:arial">E-Commerce</h1>
<h2>Advantages</h2>
<ol>
<li>Lower Prices</li>
<li>Wide product variety</li> </ol>
</body>
</html>
```

Output :





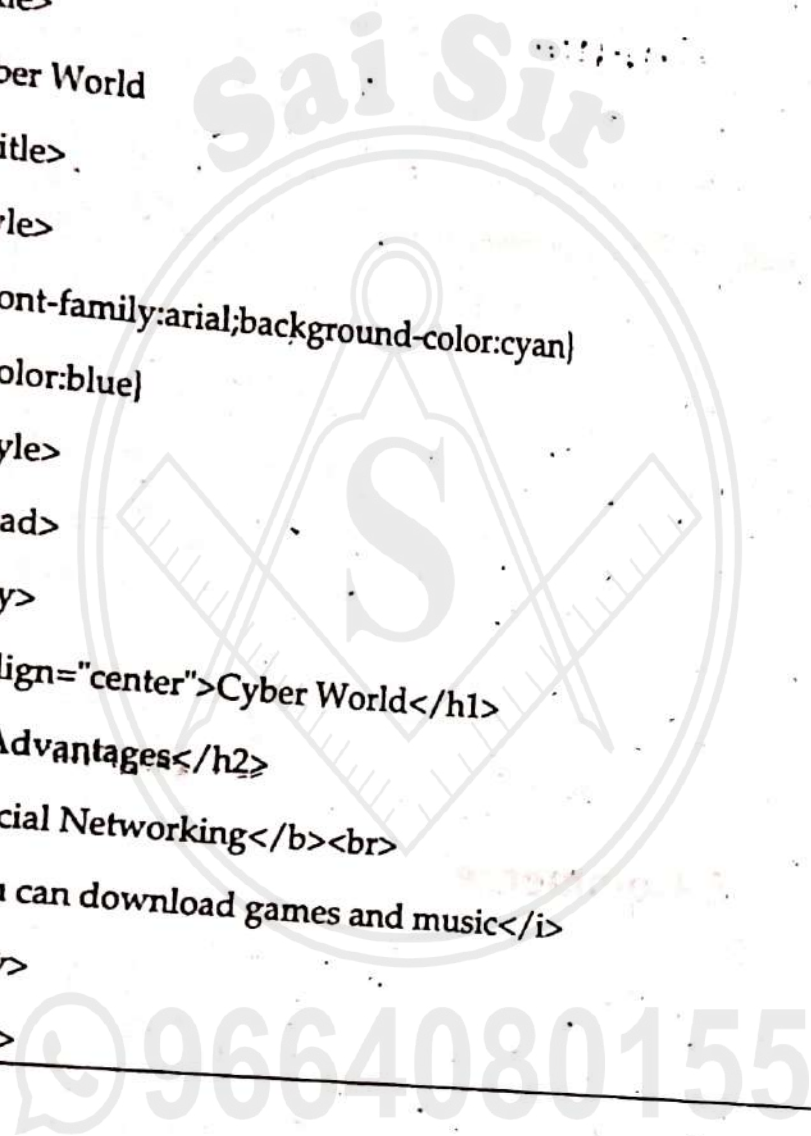
8. Write a html program to display "Cyber world" having Arial font and background colour cyan. Add any two advantages having blue color for the text.

(March 2022)

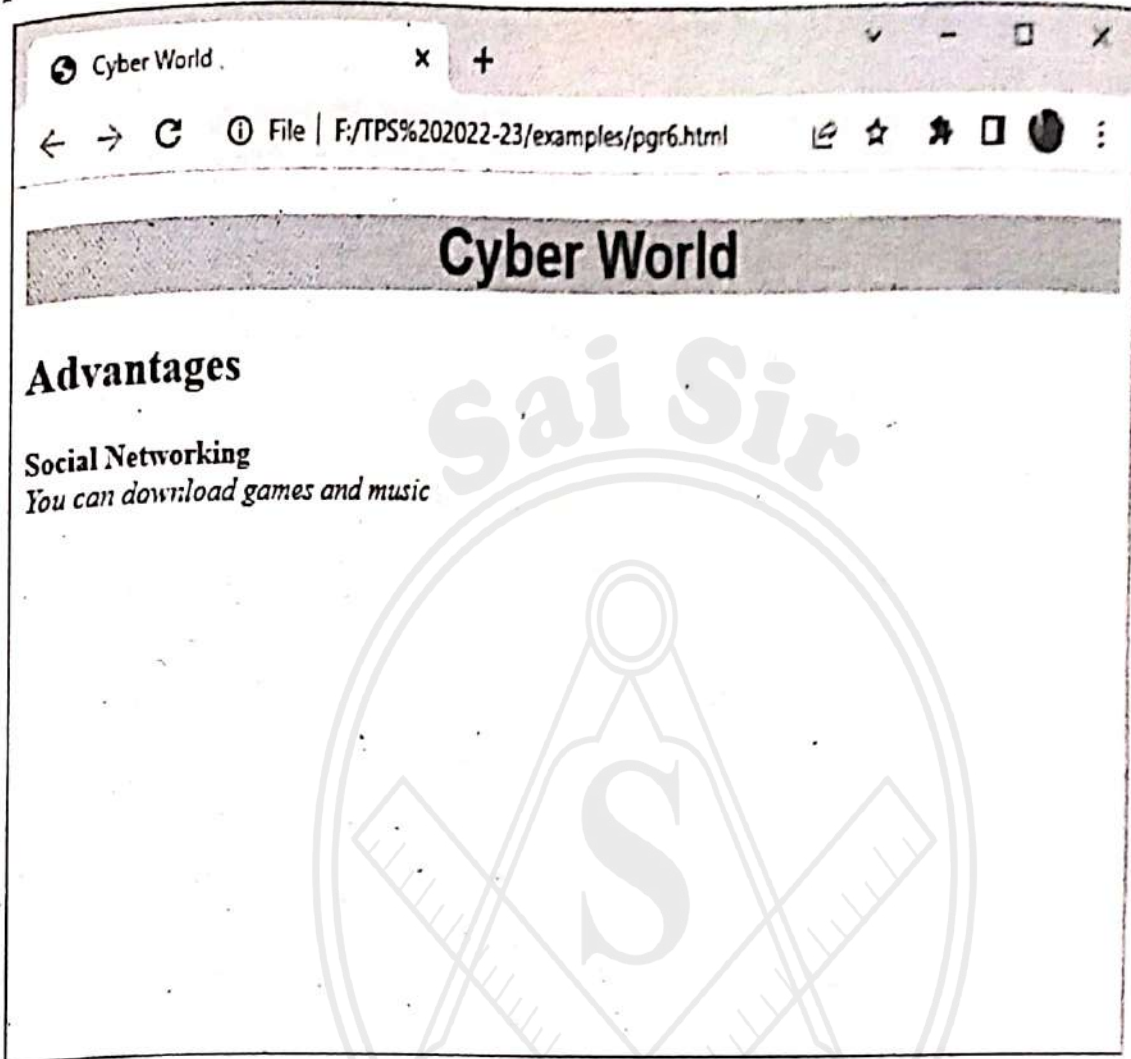
Ans.: Coding:

```

<!DOCTYPE html>
<html>
<head>
<title>
Cyber World
</title>
<style>
h1{font-family:arial;background-color:cyan}
i,b{color:blue}
</style>
</head>
<body>
<h1 align="center">Cyber World</h1>
<h2>Advantages</h2>
<b>Social Networking</b><br>
<i>You can download games and music</i>
</body>
</html>
    
```



Output :



9. Write a html program to display "Information Technology" in bold format and Calibri font using inline CSS. Add any two sentences about "IT" subject below in orange color. **(March 2022)**

Ans.: Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Technology
</title>
</head>
<body>
<h1 align="center" style="font-family:Calibri;font-style:bold">Information
Technology</h1>
```

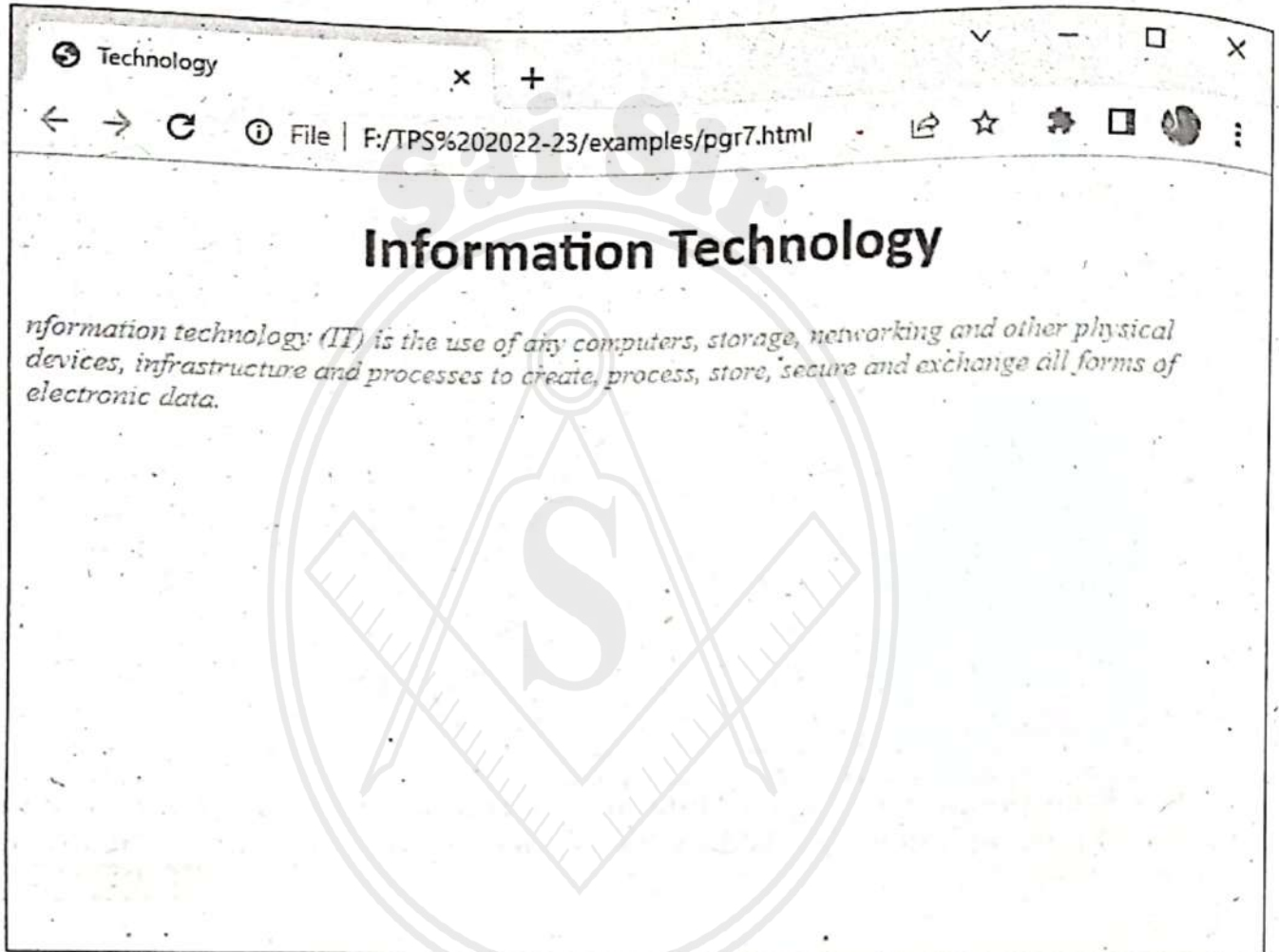


```
<i style="color:orange">nformation technology (IT) is the use of any computers, storage,
networking and other physical devices, infrastructure and processes to create, process,
store, secure and exchange all forms of electronic data.</i>
```

```
</body>
```

```
</html>
```

**Output :**



10. Write a html program to create an ordered list having names of two friends. Add unordered list of their hobbies under each name as shown below. 1. Anil

(March 2022)

Ans. : Coding :

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

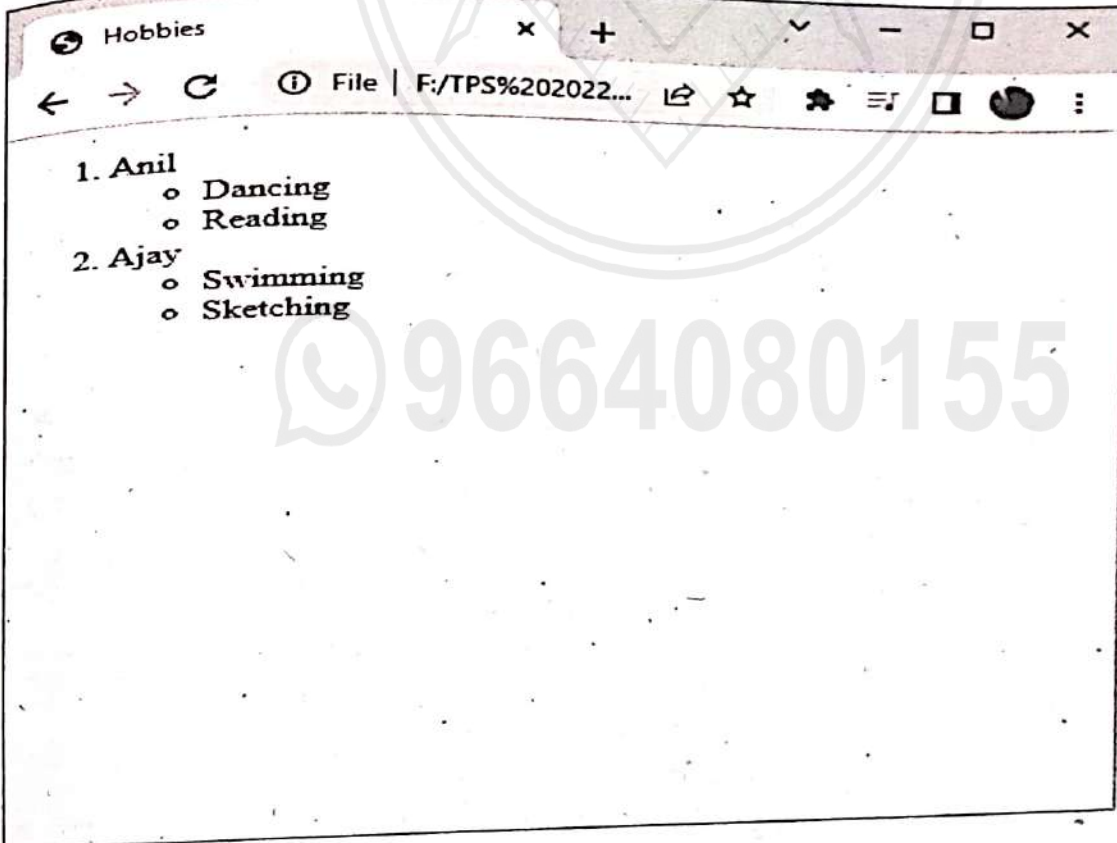
```
<title>
```

```
Hobbies
```

```
</title>
```

```
</head>
<body>
<ol>
<li>Anil</li>
<ul type = "circle">
<li>Dancing</li>
<li>Reading</li>
</ul>
<li>Ajay</li>
<ul type = "circle">
<li>Swimming</li>
<li>Sketching</li>
</ul>
</ol>
</body>
</html>
```

Output :





11. Write a html program to create an unordered list having names of two students. Add ordered list of subjects they selected as shown below. • Rupali

(March 2022)

Ans. :

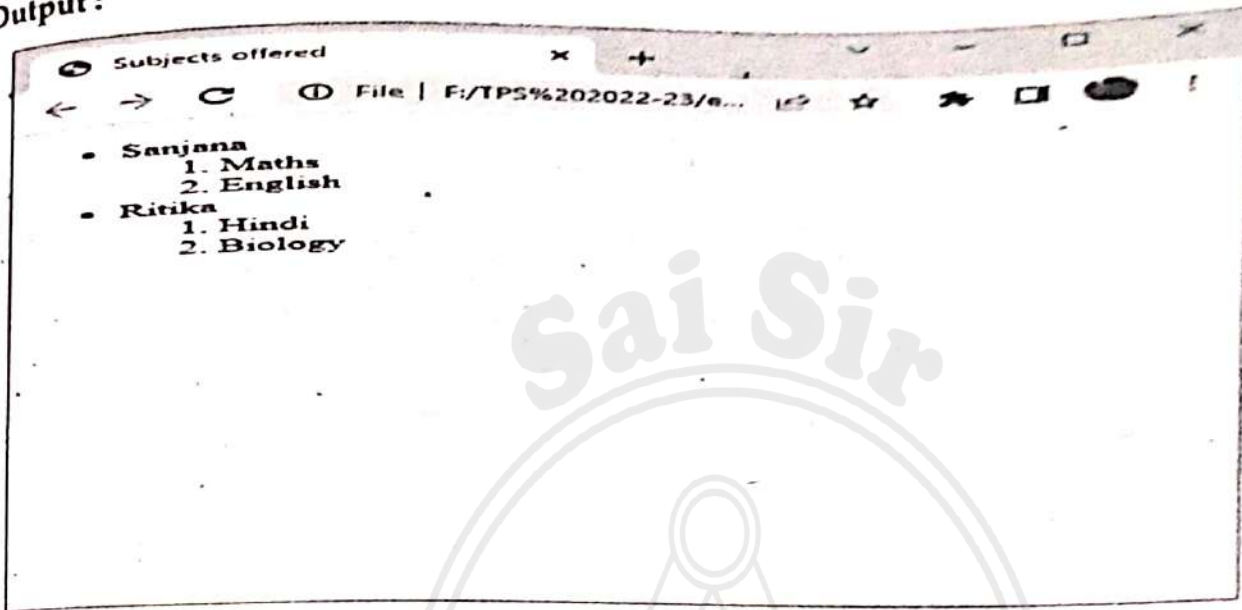
Coding :

```
<!DOCTYPE html>  
<html>  
<head>  
<title>  
Subjects offered  
</title>  
</head>  
<body>  
<ul type="disc">  
<li>Sanjana</li>  
<ol>  
<li>Maths</li>  
<li>English</li>  
</ol>  
<li>Ritika</li>  
<ol>  
<li>Hindi</li>  
<li>Biology</li>  
</ol>  
</ul>  
</body>  
</html>
```

Sai Sir

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Output :



12. Write a html program to create a list of 5 flowers in ordered list and list of 5 fruits in unordered list. (March 2022)

Ans.: Coding :

```
<!doctype html>
<html>
<head>
<title>
Flowers & Fruits
</title>
</head>
<body>
<h1 align="center">Flowers & Fruits</h1>
<h2>Flowers</h2>
<ol>
<li>Rose</li>
<li>Lily</li>
<li>Tulip</li>
<li>Orchid</li>
<li>Amber</li>
</ol>
```

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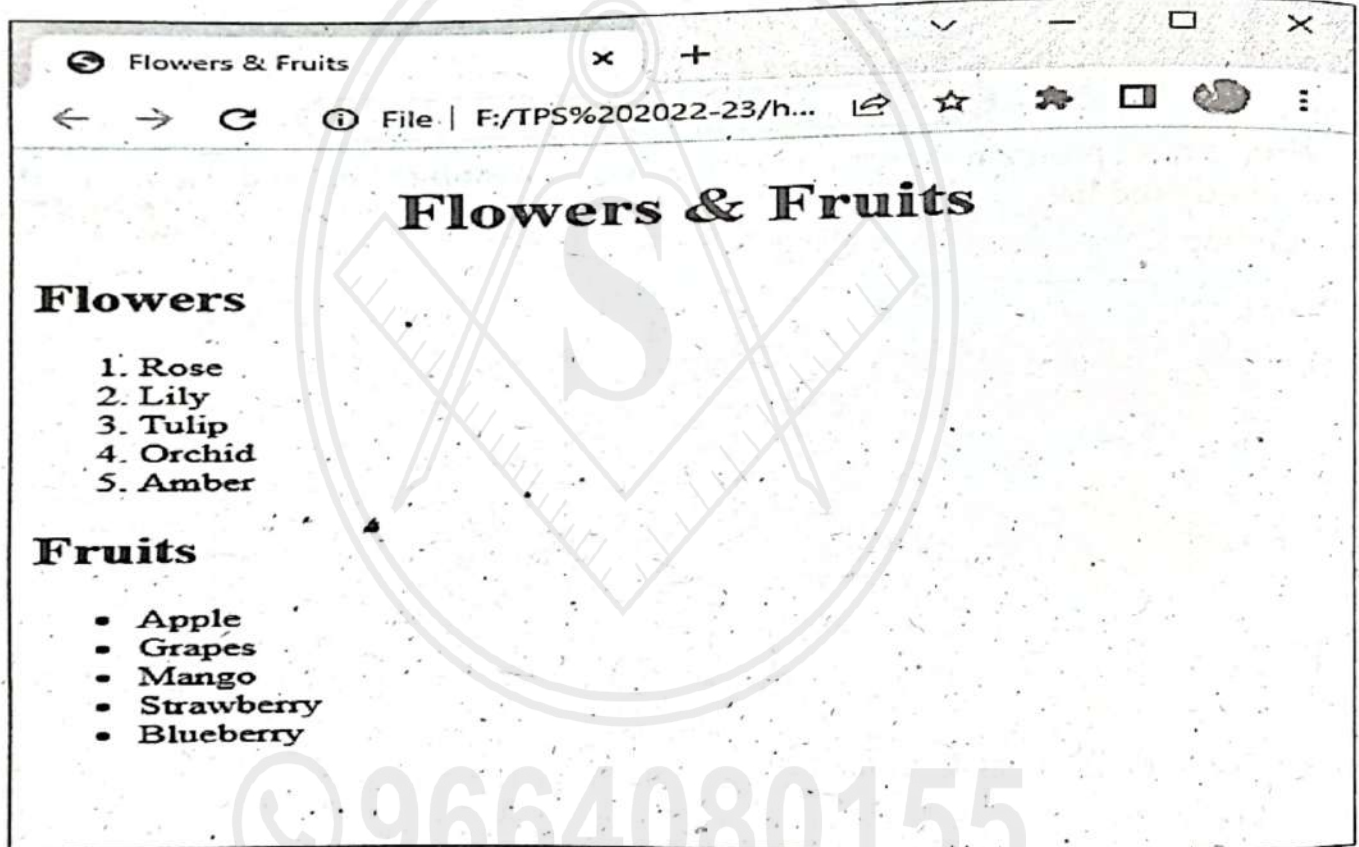


```

<h2>Fruits</h2>
<ul>
<li>Apple</li>
<li>Grapes</li>
<li>Mango</li>
<li>Strawberry</li>
<li>Blueberry</li>
</ul>
</body>
</html>

```

Output :



13. Write a html program to create an ordered list of 2 languages used for speaking and unordered list having 3 computer languages. (March 2022)

Ans. : Coding :

```

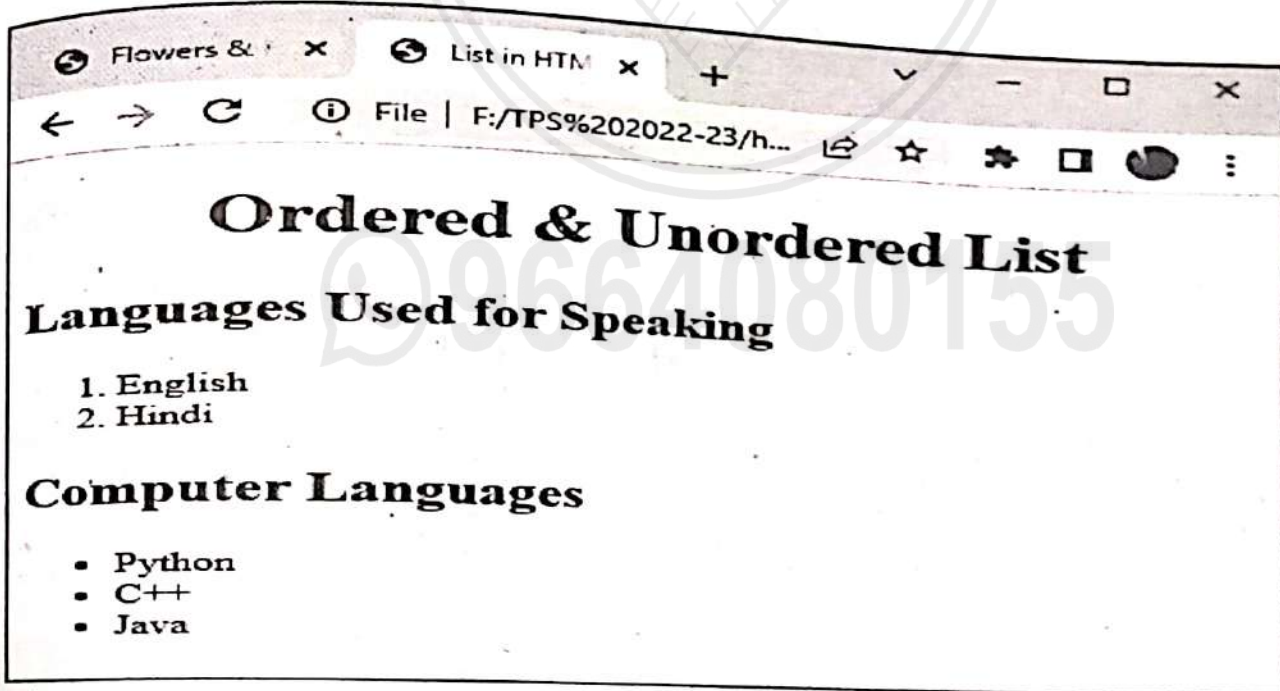
<!doctype html>
<html>
<head>
<title>

```

List in HTML

```
</title>
</head>
<body>
<h1 align="center">Ordered & Unordered List </h1>
<h2>Languages Used for Speaking</h2>
<ol>
<li>English</li>
<li>Hindi</li>
</ol>
<h2>Computer Languages</h2>
<ul>
<li>Python</li>
<li>C++</li>
<li>Java</li>
</ul>
</body>
</html>
```

Output :





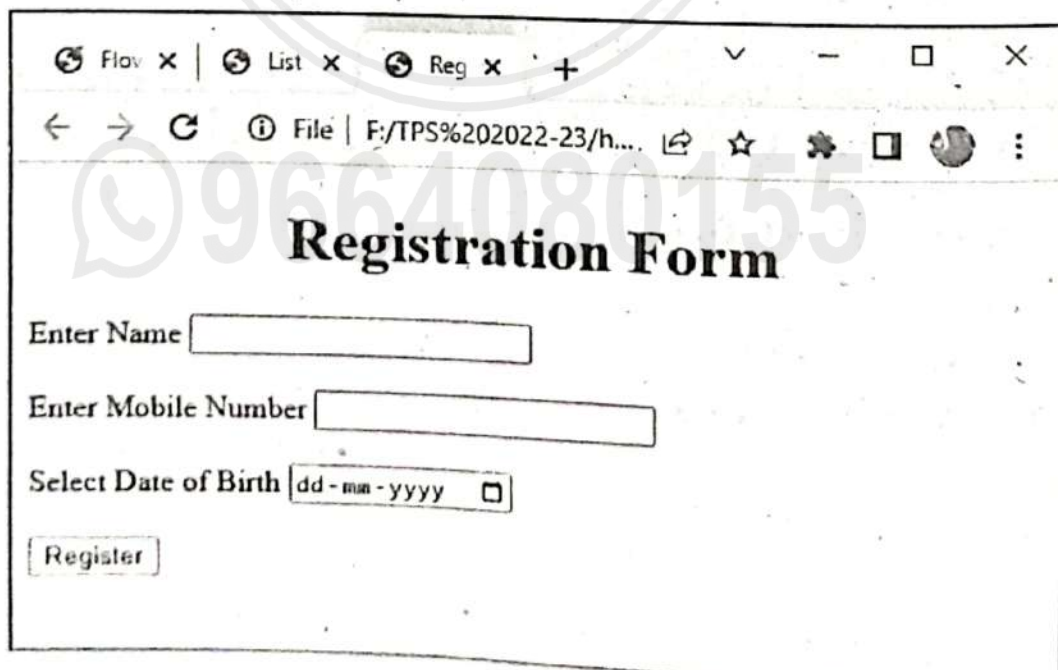
14. Write a html program to create registration form to accept name, mobile no, date of birth .The form should have register caption on the button to submit the data.

(March 2022)

Ans. : Coding :

```
<!doctype html>
<html>
<head>
<title>
Registration Form
</title>
</head>
<body>
<h1 align="center">Registration Form</h1>
<form name="f1">
Enter Name
<input type="text" name="t1"><br><br>
Enter Mobile Number
<input type="tel" name="t2" pattern="[0-9]{10}"><br><br>
Select Date of Birth
<input type="date" name="t3"><br><br>
<input type="submit" name="b1" value="Register">
</form>
</body>
</html>
```

Output :



The screenshot shows a web browser window with three tabs: 'Flow', 'List', and 'Reg'. The address bar shows the file path 'F:/TPS%202022-23/h...'. The page title is 'Registration Form'. The form contains the following elements:

- Enter Name:
- Enter Mobile Number:
- Select Date of Birth:
- Register:

- 15: Write a html program to accept Name of the Employee (cannot be blank), Email Id of the Employee, Salary (maximum 40000). The data should be sent to the server.

**(March 2022)**

Ans.: Coding:

```
<!doctype html>
<html>
<head>
<title>
Employee Details
</title>
</head>
<body>
<h1 align="center">Employee Details</h1>
<form name="f1">
Enter Name of Employee
<input type="text" name="t1" required><br><br>
Enter Email ID
<input type="email" name="t2"><br><br>
Enter Salary of Employee
<input type="number" name="t3" max="50000"><br><br>
<input type="submit" name="b1">
</form>
</body>
</html>
```



Output :

**Employee Details**

Enter Name of Employee

Enter Email ID

Enter Salary of Employee

16. Write a html program to create a form to accept students roll no(In number format) , Unit test marks(maximum 30 marks), Terminal exam marks(maximum 80 marks). Include the name of the Subject teacher and send the data to the server (March 2022)

Ans.: Coding :

```

<!doctype html>
<html>
<head>
<title>
Student Details
</title>
</head>
<body>
<h1 align="center">Student Details</h1>
<form name="f1">
Enter RollNo of Student
<input type="number" name="r1"><br><br>
    
```

Enter Unit Test Marks

```
<input type="number" name="t1" max="30"><br><br>
```

Enter Terminal Marks

```
<input type="number" name="t2" max="80"><br><br>
```

Enter Name of the Subject Teacher

```
<input type="text" name="t3"><br><br>
```

```
<input type="submit" name="b1">
```

```
</form>
```

```
</body>
```

```
</html>
```

Output :

Student Details

Enter RollNo of Student

Enter Unit Test Marks

Enter Terminal Marks

Enter Name of the Subject Teacher

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### Examples for Practice

1. Write a html program to display "Digital India" in Verdana font using Internal CSS. Add any two sentences about Digital India below in orange color.
2. Write a html program to insert Inline frame on web page. Use xyz.html file as a source file for Inline frame , size of Inline frame should be 300 × 300 pixels.



3. Write a html program to create a form to accept Doctor's Name, Number of patients (maximum 20), date of examining the patients.
4. Write a html program to create a form to accept Student's Name, number of practical he has completed and provide facility to upload his completion certificate.
5. Write a html program to accept name of the college, total number of students in the college, total number of halls (range till 100), The data should be sent to the server.
6. Write a html program to display names of the two departments and also display course link B.sc, M.sc, B.A, M.A under department name in unordered list.
7. Write a html program to display "Maharashtra State Board" in font size 50 pixels using Internal CSS> Give background color yellow for the sane text.

### Topic Test

Time :- 1 hr

Marks 40

#### Q.1 Fill in the blanks

(05)

1. In \_\_\_\_ CSS <link> tag is written inside <head> section.
2. <input type="image"> defines an \_\_\_\_\_ as a submit button.
3. \_\_\_\_\_ indicates the HTML element you want to style.
4. \_\_\_\_\_ are used to separate each selector in grouping.
5. The <ol> tag defines \_\_\_\_\_ list.

#### Q.2 True or False

(05)

1. <dl> tag is used to define definition list.
2. An image with multiple hyperlinks is called an image map.
3. Length attribute is used to specify height of an <iframe>.
4. An unordered list can be numerical or alphabetical.
5. Shared hosting is cost effective.

#### Q.3 MCQ one correct alternative.

(05)

1. The companies that provides \_\_\_\_ services are called web hosts.
  - a) Web Hosting
  - b) New Hosting
  - c) Frame Hosting
  - d) Work Hosting
2. \_\_\_\_\_ attribute of <area> tag can value rect, circle or poly.
  - a) Coords
  - b) Shape
  - c) href
  - d) alt
3. The \_\_\_\_\_ element is used to specify the audio files which the browser may use.
  - a) Audio
  - b) Video
  - c) Source
  - d) Href

4. The \_\_\_\_\_ property defines the flow of the content.
- Inline
  - Block
  - Heading
  - float
5. The \_\_\_\_\_ selector selects HTML elements with a specific class attribute.
- ID
  - Class
  - Float
  - Display

Q.4 MCQ two correct alternative.

(06)

1. Common audio file formats are \_\_\_\_\_
- Mp3
  - aac
  - WebM
  - mov
  - mp6
2. Items in definition list can be created with \_\_\_\_\_ and \_\_\_\_\_ tags
- `<ol>`
  - `<dl>`
  - `<dt>`
  - `<dd>`
  - `<ul>`
3. \_\_\_\_\_ attribute specifies the height and width of the image.
- Autofocus
  - Autocomplete
  - placeholder
  - height
  - width

Q.5 MCQ three correct alternative.

(06)

1. Following are the attributes of `<input>` tag.
- Max
  - min
  - length
  - pattern
  - range
  - Email
2. Following are the attributes of `<video>` tag.
- Autoplay
  - length
  - Loop
  - Muted
  - source
  - Href

Q.6 Match the Following

(03)

Column A	Column B
1) Disabled	a) A selector and a declaration block
2) <code>&lt;input type="tel"&gt;</code>	b) used as a wildcard character
3) CSS rule set contains	c) Defines how the components are placed on the web page
4) Universal Selector	d) Enables to embed audio files on the web page
5) Display property	e) specifies that an input field should be disabled
6) <code>&lt;audio&gt;</code>	f) Used to define input field that should contain a telephone number



**Q.7 Write a HTML program**

- a) Write html-5 code to create a drop down list of five Airways name. Multiple selections can be done by the user. Provisions should be made to submit and clear the contents.
- b) Write a html program to display "Digital India" having underline using inline CSS. Add any two sentences about I.T. subject below having yellow color background for the text.

**Answer of Questions****Q.1 Fill in the blanks**

- 1) External
- 2) image
- 3) Selector
- 4) Commas
- 5) Ordered

**Q.2 True or False**

- 1) True
- 2) True
- 3) False
- 4) False
- 5) True

**Q.3 MCQ one correct alternative**

- 1) A
- 2) B
- 3) C
- 4) D
- 5) B

**Q.4 MCQ two correct alternative**

- 1) (a, b)
- 2) (c, d)
- 3) (d, e)

**Q.5 MCQ three correct alternative**

- 1) (a, b, d)
- 2) (a, c, d)

**Q.6 Match the Following**

- 1 - e    2 - f    3 - a    4 - b    5 - c    6 - d

**Q.7 Write a HTML program**

1)

**Coding:-**

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>
```

```
Airways
```

```
</title>
```

```
</head>
```

```
<body>
```

```
<h1 align="center">Airways</h1>
Select Airways <br><br>
<select name="s1" multiple>
<option>Spice Jet Airways</option>
<option>Air India Airways</option>
<option>GoAir Airways</option>
<option>Vistara Airways</option>
<option>IndiGo Airways</option>
<option>Air Asia</option>
</select>
<br><br>
<input type="submit" name="b1">
<input type="reset" name="b2">
</body>
</html>
```



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2) Refer Page No. 1-103 Q. 4

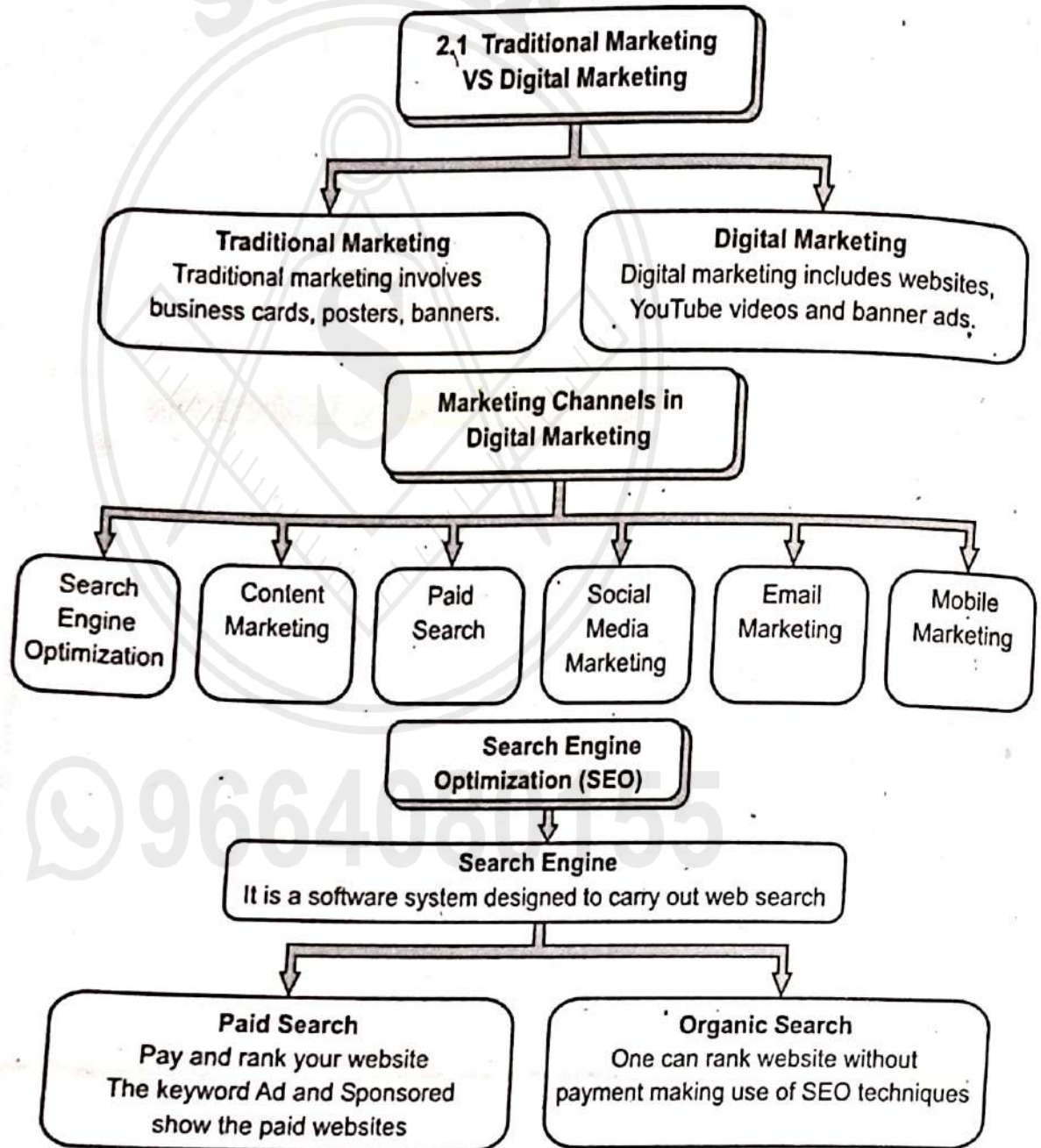


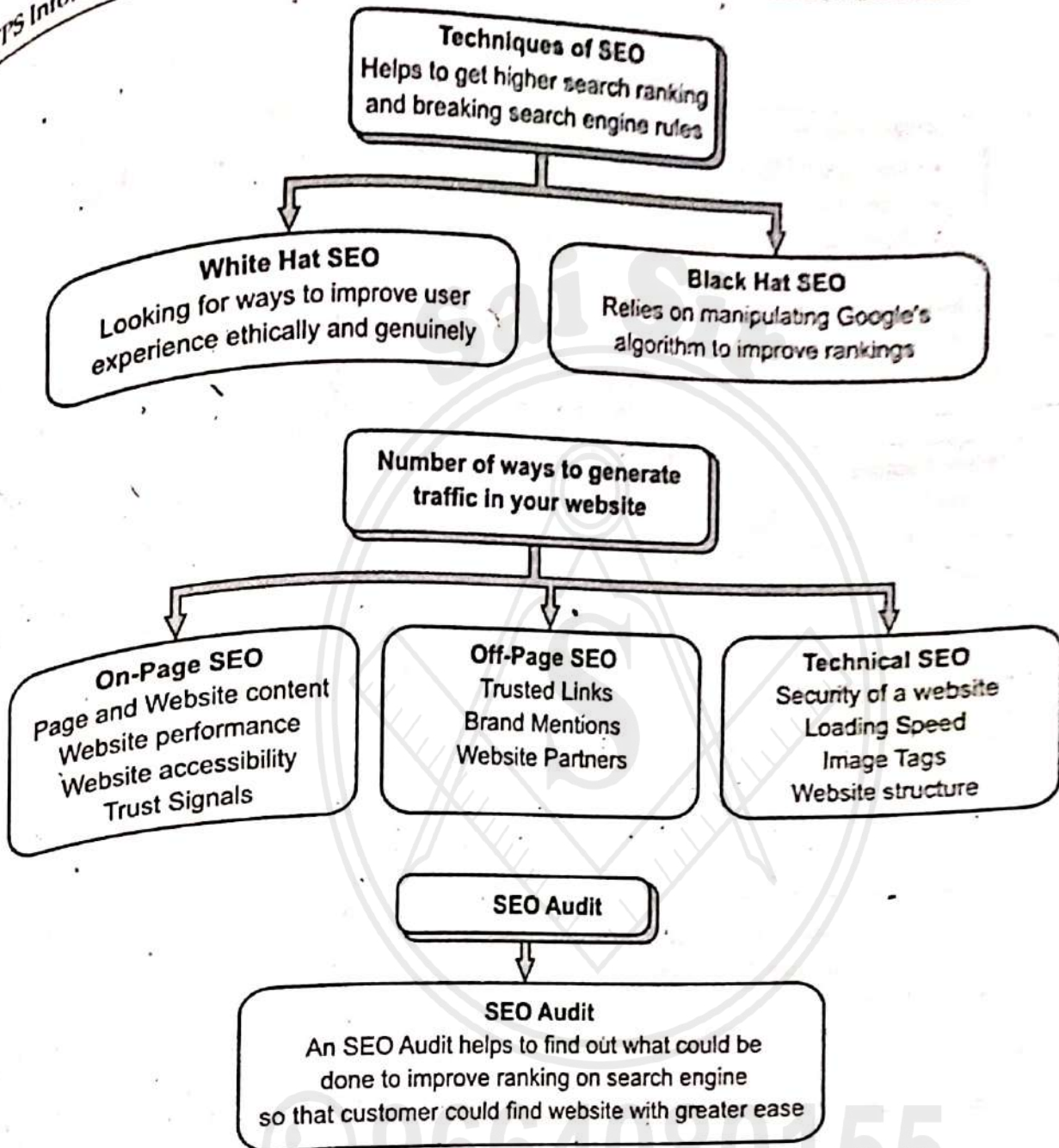


2

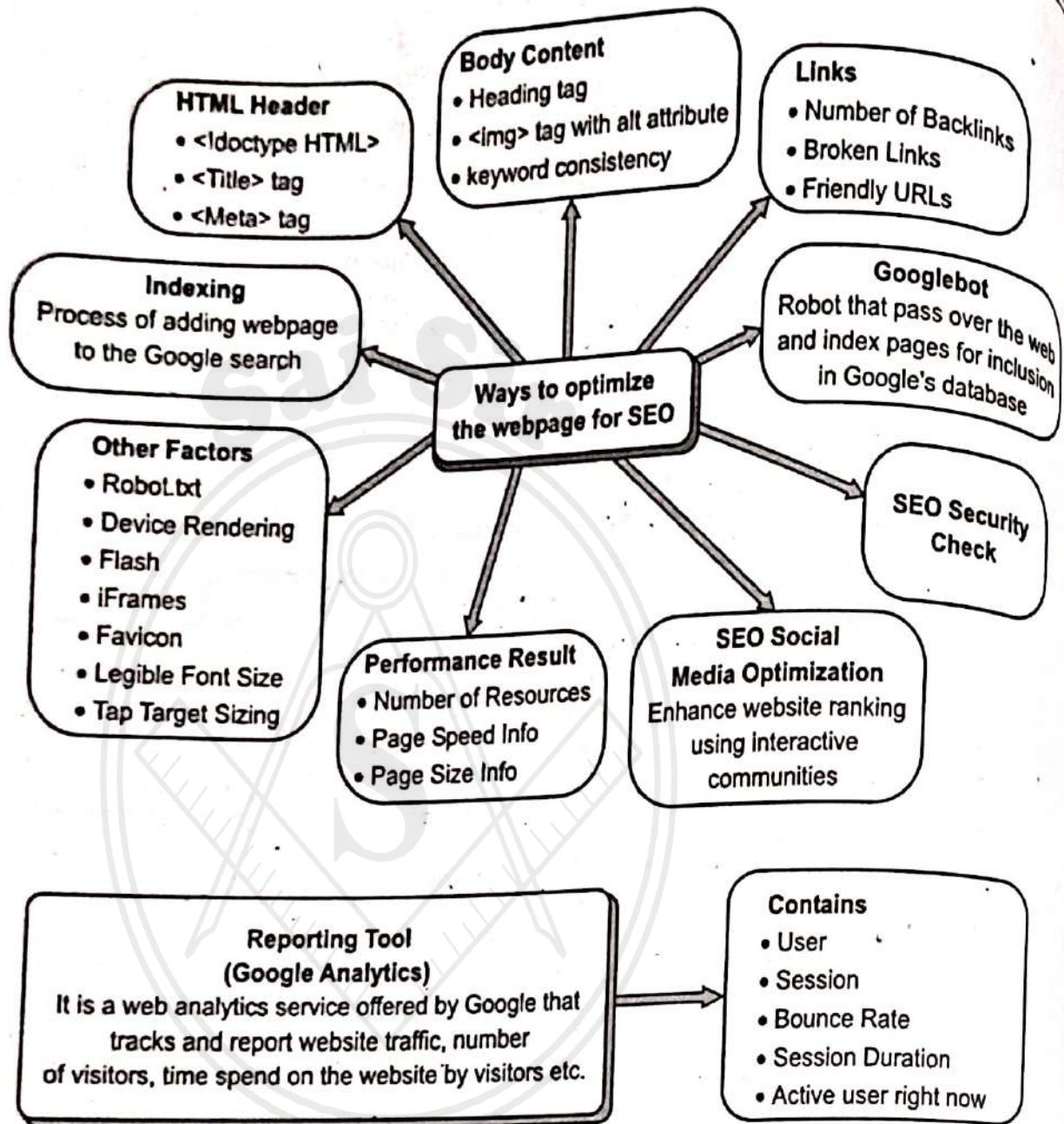
# Digital Marketing

## Chapter at a Glance









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**Exercise****Fill in the Blanks**

1. Unpaid search is nothing but \_\_\_\_\_ search.  
Ans. : Organic Search
2. Program used by search engines to collect data from the website is called as \_\_\_\_\_.  
Ans. : Crawler
3. Manipulating Google's algorithm to improve website rankings is \_\_\_\_\_ hat SEO.  
Ans. : Black Hat
4. Web analytics service offered by Google to tracks and reports website traffic is \_\_\_\_\_.  
Ans. : Google Analytics

**State True or False**

1. Digital marketing required physical market.  
Ans. : False
2. E commerce deals are carried out in digital market.  
Ans. : True
3. Digital marketing is carried out with the help of portal.  
Ans. : True
4. In Digital Marketing SEO means Special Executive Operations.  
Ans. : False
5. The paid advertisement of the Google can be identified with paid keyword.  
Ans. : True
6. To make the Traffic analysis SEO techniques are used.  
Ans. : True

**Choose One Correct Answer from the Given Options**

1. \_\_\_\_\_ SEO relies on manipulating Google's algorithm to improve ranking.  
(a) On-Page (b) Off-Page (c) White Hat (d) Black Hat  
Ans. : (d)
2. To analyze traffic coming to website \_\_\_\_\_ tool is used.  
(a) SEOptimer (b) Google Analytics  
(c) Go daddy (d) Amazon  
Ans. : (b)



3. If the speed of the displaying the website is slow then \_\_\_\_\_ ranking method is used.
- (a) technical (b) on-page (c) of-page (d) load-page

Ans. : (a)

### Choose Two Correct Answers from the Given Options

1. \_\_\_\_\_ and \_\_\_\_\_ technique strategies used to get higher search ranking on search engine.
- (a) White Hat (b) Blue Hat  
(c) Green Hat (d) Red Hat (e) Black Hat

Ans. : (a), (e)

2. The product of Google Analytics was originally developed by \_\_\_\_\_ company in year \_\_\_\_\_
- (a) Google (b) Microsoft (c) Urchin  
(d) 2005 (e) 2008 (f) 1945

Ans. : (c), (d)

3. Valid two types of keywords are \_\_\_\_\_ and \_\_\_\_\_.
- (a) long tail (b) short tail (c) small tail  
(d) big tail (e) lengthy tail (f) tall tail

Ans. : (a), (b)

### Choose Three Correct Answers from the Given Options

1. Marketing Channels in Digital Marketing.
- (a) Email Marketing (b) Content Marketing  
(c) Valid Marketing (d) Mobile Marketing  
(e) On-Page Marketing (f) Off-Page Marketing

Ans. : (a), (b), (d)

2. Valid approaches SEO to generate traffic to your website are \_\_\_\_\_ and \_\_\_\_\_.
- (a) On-Page SEO (b) all-Page SEO (c) Off-Page SEO  
(d) Technical SEO (e) with-page SEO (f) online-page SEO

Ans. : (a), (c), (d)

## Fill in the Blanks

### 2.1

1. \_\_\_\_\_ has always been about connecting with audience in the right place and right time. **March 2022**  
**Ans. : Marketing**
2. \_\_\_\_\_ marketing is popular due to the increase in internet users, mobile phone users and digital content consumption. **March 2022**  
**Ans. : Digital**
3. \_\_\_\_\_ is the process of boosting content and technical setup of the website. **March 2022**  
**Ans. : SEO (Search Engine Optimization)**
4. Posters, commercials on TV and radio, bill boards, brochures are the example of \_\_\_\_\_. **March 2022**  
**Ans. : Traditional Marketing**
5. YouTube videos, banners add, websites, social media mentions are example of \_\_\_\_\_. **March 2022**  
**Ans. : Digital Marketing**
6. \_\_\_\_\_ is to attract visitors to your website when they search for product or services related to your business. **March 2022**  
**Ans. : SEO (Search Engine Optimization)**
7. Companies communicate with their audience through \_\_\_\_\_ marketing. **March 2022**  
**Ans. : Email**
8. Pay per click advertising is also referred as \_\_\_\_\_. **March 2022**  
**Ans. : Paid search**
9. SERP stands for \_\_\_\_\_. **March 2022**  
**Ans. : Search Engine Results Pages**
10. Using SMS, MMS and in-app \_\_\_\_\_ marketing is done. **March 2022**  
**Ans. : Mobile**
11. Paid search advertising refers to \_\_\_\_\_ on the SERP. **March 2022**  
**Ans. : Sponsored result**
12. \_\_\_\_\_ ads are visible, flexible and effective for organizations. **March 2022**  
**Ans. : Pay Per Click**
13. In \_\_\_\_\_ search advertiser has to pay when ad is clicked. **March 2022**  
**Ans. : Paid**
14. \_\_\_\_\_ is a fuel that drives Digital Marketing Strategies. **March 2022**  
**Ans. : Quality content**
15. In Digital Marketing \_\_\_\_\_ marketing is the use of social media platforms and websites to promote a product or service. **March 2022**  
**Ans. : Social media**



16. \_\_\_\_\_ marketing is the use of social media platforms to connect with audience.

Ans. : Social media

17. Facebook, Instagram, Twitter, Snapchat are the examples of \_\_\_\_\_ marketing.

March 2022

Ans. : Social media

18. In any form of marketing, quality \_\_\_\_\_ is the fuel that drives digital marketing strategies.

March 2022

Ans. : Content

19. A \_\_\_\_\_ is a software system that is designed to carry out web search.

March 2022

Ans. : Web search engine

20. The entire SEO works on \_\_\_\_\_.

Ans. : Keywords

21. \_\_\_\_\_ plays important role in ranking the website.

March 2022

Ans. : Search Engine

22. To rank the website without payment \_\_\_\_\_ is used.

Ans. : Organic Search

23. The keyword \_\_\_\_\_ show that the site had paid.

March 2022

Ans. : Ad

24. The keyword \_\_\_\_\_ is paid site to rank the images.

Ans. : Sponsored

25. \_\_\_\_\_ SEO improves user experience ethically and genuinely.

Ans. : White Hat

26. \_\_\_\_\_ SEO ensures that web page content should be created for the users.

March 2022

Ans. : White Hat

27. To improve rankings Google's algorithm manipulates \_\_\_\_\_ SEO.

Ans. : Black Hat

28. \_\_\_\_\_ is a program used by search engines to collect data from the website.

March 2022

Ans. : Crawler

29. In \_\_\_\_\_ SEO changes are visible to readers.

Ans. : On-Page

30. \_\_\_\_\_ SEO allows generating traffic to your site.

Ans. : Off-Page

31. Site speed is example of \_\_\_\_\_ SEO.

Ans. : Technical

32. If SEO efforts does not generate expected results there are problems with \_\_\_\_\_ SEO.

March 2022

Ans. : Technical

33. A \_\_\_\_\_ is a long keyword.

Ans. : Long Tail

34. A \_\_\_\_\_ is a short keyword.

Ans. : Short Tail

35. To \_\_\_\_\_ your website you must follow the tactic of Long Tail and Short Tail keyword concept.

Ans. : Rank

36. \_\_\_\_\_ is a free SEO audit tool.

March 2022

Ans. : SEOptimer

37. Varvy.com, woorank.com etc are the example of \_\_\_\_\_.

Ans. : SEO Audit Tool

38. <meta> tag is essential to boost \_\_\_\_\_ SEO.

Ans. : On-Page

39. Keyword consistency means having the sets of keywords those will you're your site in \_\_\_\_\_.

Ans. : Search Engine

40. \_\_\_\_\_ are the links directed towards your websites.

Ans. : Blacklinks

41. \_\_\_\_\_ are links that sends a message to its visitors that the website no longer exits.

March 2022

Ans. : Broken links

42. \_\_\_\_\_ URL's are designed to meet the needs of users an searchers.

Ans. : SEO friendly

43. \_\_\_\_\_ is the process of adding web pages into Google search.

Ans. : Indexing

44. \_\_\_\_\_ is important in SEO to increase the ranking of the webpages.

March 2022

Ans. : Indexing

45. \_\_\_\_\_ collects documents from the web to build Google's search index.

March 2022

Ans. : Googlebot

46. \_\_\_\_\_ is the Google's spider.

March 2022

Ans. : Googlebot

47. \_\_\_\_\_ file tells the search engines which pages to access and index on your website.

March 2022

Ans. : Robot.txt

48. \_\_\_\_\_ is an interactive media technology that makes sites more interesting.

Ans. : Flash

49. Search engine can't index \_\_\_\_\_ content directly.

Ans. : Flash

50. \_\_\_\_\_ means favorite icon is also known as short cut icon, website icon or bookmark icon.

Ans. : Favicon



51. \_\_\_\_\_ is any element on a web page that a user interact with.

Ans. : Tap Target

52. The term \_\_\_\_\_ in the SEO world refers to the downloaded file size of a given web page.

Ans. : Page Size

53. \_\_\_\_\_ deals with enhancing the website's ranking using interactive Communities like Facebook, twitter, blogs, forums etc.

Ans. : SEO Social Media Optimization

54. \_\_\_\_\_ means creating interest in the mind of customer about your product.

March 2022

Ans. : Acquisition

55. Unpaid search is nothing but \_\_\_\_\_ search.

Ans. : Organic

56. Google Analytic was acquired by Google from a company \_\_\_\_\_ in 2005.

Ans. : Urchin

57. Web analytics service offered by Google to track and reports websites traffic is \_\_\_\_\_.

Ans. : Google Analytics

58. \_\_\_\_\_ marketing include things like Websites, YouTube videos, Banner ads etc.

March 2022

Ans. : Digital

59. \_\_\_\_\_ are used to promote contents events and discounts, also direct people towards the business website.

Ans. : Email

60. \_\_\_\_\_ adds are visible, flexible and effective for different types of organizations.

March 2022

Ans. : Paid Search/Pay Per Click

61. \_\_\_\_\_ denotes the creation and promotion of content assets.

Ans. : Content marketing

62. The channels that play a part in \_\_\_\_\_ includes idea blogs, e-books etc.

Ans. : Content marketing

63. An \_\_\_\_\_ helps to find out what could be done to improve ranking an search engines.

Ans. : SEO Audit

64. \_\_\_\_\_ is a free SEO Audit Tool that will perform a detailed SEO analysis.

March 2022

Ans. : SEO Optimer

65. \_\_\_\_\_ means having the keywords those will rank your site in search engine.

Ans. : Keyword consistency

**True or False****2.1**

1. Traditional marketing can occur electronically and online. **March 2022**  
Ans. : False
2. Business card is an example of traditional marketing.  
Ans. : True
3. Digital marketing required physical market. **March 2022**  
Ans. : False
4. Digital marketing is carried out with the help of portal. **March 2022**  
Ans. : True
5. Digital marketing is similar to traditional advertising, but using digital devices.  
Ans. : True
6. E commerce deals are carried-out in digital market.  
Ans. : True
7. SEO is the fuel that drives your Digital Marketing strategies. **March 2022**  
Ans. : False
8. In Digital Marketing SEO means Special Executive Operations.  
Ans. : False
9. In paid search you only pay when your ads is visible.  
Ans. : False
10. Two different search engines show similar result.  
Ans. : False
11. The paid advertisement of the Google can be identified with 'paid' keyword.  
Ans. : False
12. White Hat SEO involves looking for ways to improve user experience ethically and genuinely. **March 2022**  
Ans. : True
13. Black Hat SEO relies on manipulating Google's algorithm to improve ranking.  
Ans. : True
14. Crawler is a program used by website's to collect data.  
Ans. : True
15. In-On Page SEO results are visible to the readers.  
Ans. : True
16. Off-Page SEO is balance between giving the right information to search engines without compromising the information that your customer are reading on the page.  
Ans. : False
17. Speed of the site is use for ranking the website.  
Ans. : True
18. Mobile friendliness is use for ranking the website.  
Ans. : True



19. Crawlers program can read images. **March 2022**  
Ans. : False
20. A title tag are snippet of code that tells search engines important information about your web pages. **March 2022**  
Ans. : False
21. Backlinks are links that are directed towards your website.  
Ans. : True
22. Broken links are links that sends a message to its visitors that the webpage no longer exists.  
Ans. : True
23. Indexing is the process of adding web pages into Goggle search.  
Ans. : True
24. Robot.txt collects document from the web to build Google's search index.  
Ans. : False
25. Robot.txt file is what tells the search which pages to access and index on your website and which not. **March 2022**  
Ans. : True
26. iFrames is an intermediate media technology that makes sites more interesting.  
Ans. : False
27. Device rendering checks visually demonstrates how your WebPages renders on different devices. **March 2022**  
Ans. : True
28. Tap Target is any element on a web page that a user interact with.  
Ans. : True
29. Page speed does not affect SEO.  
Ans. : False
30. The term Page size info in the SEO world refers to the downloaded file size of a given web page.  
Ans. : True
31. Acquisition means creating interest in the mind of customers about your product.  
Ans. : True
32. Google Analytics was developed by Google. **March 2022**  
Ans. : False
33. Google analytics was acquired by Google from a company Urchin in 2005.  
Ans. : True
34. To make the Traffic analysis SEO techniques are used. **March 2022**  
Ans. : True
35. Google Analytics is used to track website activities.  
Ans. : True
36. Marketing is connecting with audience in the right place and at the right time.  
Ans. : True

37. Traditional marketing examples include tangible items.

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Ans. : True

38. Digital marketing includes things like websites, YouTube, banner ads, etc.

Ans. : True

39. Digital marketing is popular due to the decrease in internet users.

Ans. : False

40. SEO is the process of boosting content and technical set up of the website.

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Ans. : True

41. Emails are used to promote content, events and also direct people toward the business website.

Ans. : True

42. Paid search advertising refers to the sponsored result on the search engine result pages.

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Ans. : True

43. Quality content is the fuel that drives Digital marketing strategies.

Ans. : True

44. A web search engine is a software system that is designed to carry out web search.

Ans. : True

### MCQ (One Correct Answers)

2.1

1. \_\_\_\_\_ is an example of digital marketing.

- (a) Social Media mentions      (b) business cards  
(c) print ads      (d) newspapers

Ans. : (a)

2. \_\_\_\_\_ is an example of traditional marketing.

- (a) social media mentions      (b) business cards  
(c) YouTube Videos      (d) Websites

Ans. : (b)

3. The world of \_\_\_\_\_ marketing continues to evolve as long as technology continues to advance.

- (a) Digital Marketing      (b) Mobile Marketing  
(c) Email Marketing      (d) Paid search

Ans. : (a)

4. \_\_\_\_\_ is the process of boosting content and technical set-up of the website so that it appear at the top of a search engine result for specific keywords.

- (a) Content Marketing      (b) Search Engine Optimization  
(c) Social Media Marketing      (d) Email Marketing

Ans. : (b)



5. \_\_\_\_\_ is to attract visitors to your website when they search for products or services related to your business.

- (a) Content Marketing (b) Search Engine Optimization  
(c) Social Media Marketing (d) Email Marketing

Ans. : (b)

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6. Companies communicate with their audience through \_\_\_\_\_.

- (a) Email Marketing (b) Paid Search  
(c) SEO (d) Mobile Marketing

Ans. : (a)

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7. \_\_\_\_\_ advertising refers to the sponsored result on the search engine results pages.

- (a) Mobile Marketing (b) Paid Search  
(c) Content Marketing (d) email Marketing

Ans. : (b)

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8. \_\_\_\_\_ denotes the creation and promotion of content assets.

- (a) Paid Search (b) Email Marketing  
(c) Content Marketing (d) Mobile Marketing

Ans. : (c)

9. \_\_\_\_\_ is the use of social media platforms and websites to promote a product or service.

- (a) Social Media Marketing (b) Paid Search  
(c) Content Marketing (d) Mobile Marketing

Ans. : (a)

10. \_\_\_\_\_ is a software system that is designed to carry out web search.

- (a) Paid Search (b) Web search engine  
(c) Content Search (d) Email Marketing

Ans. : (b)

March 2022

11. The search results are generally presented in a line of results referred as \_\_\_\_\_.

- (a) Search Engine Result Pages (b) Paid Search  
(c) Email Marketing (d) Mobile Marketing

Ans. : (a)

12. \_\_\_\_\_ SEO involves looking for ways to improve user experience ethically and genuinely.

- (a) On-Page (b) Off-Page  
(c) White Hat (d) Black Hat

Ans. : (c)

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13. \_\_\_\_\_ SEO relies on manipulating Google's algorithm to improve ranking.

- (a) On-Page (b) Off-Page  
(c) White Hat (d) Black Hat

Ans. : (d)

14. The paid advertisement of the Google can be identified with \_\_\_ keyword.  
 (a) Ad (b) ads (c) Advertisement (d) Ads **March 2022**

Ans. : (a)

15. \_\_\_\_\_ SEO involves looking for ways to improve users experience ethically and genuinely.

- (a) White Hat (b) Black Hat  
 (c) Green Hat (d) Red Hat

Ans. : (a)

16. \_\_\_\_\_ SEO relies on manipulating Google's algorithm to improve ranking.

- (a) White Hat (b) Green Hat  
 (c) Red Hat (d) Black Hat

Ans. : (d)

17. \_\_\_\_\_ is a program used by search engines to collect data from the website.

- (a) Crawler (b) Crawl  
 (c) SEOptimizer (d) Google Analytics **March 2022**

Ans. : (a)

18. \_\_\_\_\_ is a balance between giving the right information to search engines without compromising the information that customer are reading on the page.

- (a) Off Page SEO (b) On Page SEO  
 (c) Technical SEO (d) Black Hat SEO **March 2022**

Ans. : (b)

19. \_\_\_\_\_ is about everything that doesn't happen directly on your website.

- (a) On Page SEO (b) Black Hat SEO  
 (c) Off Page SEO (d) White Hat SEO

Ans. : (c)

20. If the speed of the displaying the website is slow then \_\_\_\_\_ ranking method is used. **March 2022**

- (a) technical (b) on-page  
 (c) of-page (d) load-page

Ans. : (a)

21. \_\_\_\_\_ tags are displayed on search engine result pages. **March 2022**

- (a) <html> (b) <meta> (c) <search> (d) <title>

Ans. : (d)

22. \_\_\_\_\_ tags are snippets of code that tells search engines important information about your web page.

- (a) <html> (b) <title> (c) <meta> (d) <body>

Ans. : (c)



23. By adding an \_\_\_\_\_ text, you provide users of screen readers and search engines with a textual description of what's on that image.

- (a) alt (b) src (c) width (d) height

Ans. : (a)

24. \_\_\_\_\_ means having the keywords those will rank your site in search engine.

- (a) Header (b) Keyword Consistency  
(c) Indexing (d) Links

Ans. : (b)

25. \_\_\_\_\_ tool helps to optimize the website .

- (a) SEOptimer (b) Google Analytics  
(c) Go daddy (d) Amazon

Ans. : (a)

26. \_\_\_\_\_ are the links that are directed towards your website .

- (a) Links (b) Backlinks  
(c) Broken Links (d) Friendly URLs

Ans. : (b)

27. \_\_\_\_\_ are links that send a message to its visitors that the webpage no longer exists.

- (a) Links (b) Backlinks  
(c) Broken Links (d) Friendly URLs

Ans. : (c)

28. To analyze traffic coming to website \_\_\_\_\_ tool is used .

- (a) SEOptimer (b) Google Analytics  
(c) Go daddy (d) Amazon

Ans. : (b)

29. The product of Google Analytics was originally developed by \_\_\_\_\_ company in year 2005.

- (a) Google (b) Microsoft (c) Urchin (d) Yahoo

Ans. : (c)

30. The product of Google Analytics was originally developed by Urchin company in year \_\_\_\_\_.

- (a) 2005 (b) 2006 (c) 2010 (d) 2002

Ans. : (a)

31. \_\_\_\_\_ are the URL's that are designed to meet the needs of users and searchers.

- (a) Indexing (b) Keywords (c) Header (d) Friendly URLs

Ans. : (d)

32. \_\_\_\_\_ is the process of adding web pages into Google search.

- (a) Links (b) Indexing (c) Googlbob (d) Header

Ans. : (b)

33. \_\_\_\_\_ is the Google's Spider.

- (a) Googlebot (b) Header (c) Links (d) Indexing

Ans. : (a)

34. \_\_\_\_\_ collects documents from the web to build Google's search index.  
 (a) Googlebot (b) Indexing (c) Backlinks (d) Header

Ans. : (a)

35. \_\_\_\_\_ file tells the search engines which pages to access and index on your website and which not.  
 (a) Googlebot (b) Indexing (c) Header (d) Robot.txt

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Ans. : (d)

36. \_\_\_\_\_ is the interactive media technology that makes sites more interesting.  
 (a) Flash (b) Favicon (c) Device Rendering (d) Header

Ans. : (a)

37. A \_\_\_\_\_ is a visual representation of your website and business.  
 (a) Flash (b) Favicon (c) Header (d) Indexing

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Ans. : (b)

38. \_\_\_\_\_ is any element on a web page that a user interacts with.  
 (a) Tap target (b) iFrames (c) Favicon (d) Device Rendering

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Ans. : (a)

39. \_\_\_\_\_ check displays the total number of files that need to be retrieved from web servers to load your page.  
 (a) Flash (b) Favicon (c) Page Speed Info (d) Number of Resources

Ans. : (d)

40. \_\_\_\_\_ can slow down the website and obstruct usability.  
 (a) Tap target (b) Page Speed Info (c) Flash (d) iFrames

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Ans. : (b)

41. \_\_\_\_\_ refers to the downloaded file size of a given web page.  
 (a) Page Size Info (b) Page Speed Info  
 (c) Flash (d) Backlinks

Ans. (a)

42. \_\_\_\_\_ means creating interest in the mind of customer about your product.  
 (a) Acquisition (b) Behavior (c) Conversion (d) Diversion

Ans. : (a)

43. \_\_\_\_\_ is a web analytics services offered by Google.

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- (a) Google Analytics (b) Amazon  
 (c) Red Hat (d) Black Hat

Ans. : (a)



44. \_\_\_\_\_ is the use of social media platforms to connect with your audience to build your brand and increase sales.
- (a) Paid search (b) Social media marketing  
(c) Email (d) Search result

Ans. : (b)

### MCQ (Two Correct Answers)

2.1.

1. Digital marketing is the use of \_\_\_\_\_.
- (a) Print ads (b) Internet  
(c) Phone communication (d) Social Media
- Ans. : (b), (d)
2. Traditional marketing is the use of \_\_\_\_\_.
- (a) print ads (b) internet  
(c) search engines (d) Physical marketing
- Ans. : (a), (d)
3. Following are the channels of Digital Marketing.
- (a) Mobile Marketing (b) Posters  
(c) Brochures (d) Paid Search
- Ans. : (a), (d)
4. Following are the major Social Media platforms.
- (a) FaceBook (b) TV (c) YouTube (d) Radio
- Ans. : (a), (c)
5. The paid advertisement of the Google can be identified with keyword.
- (a) Ad (b) Sponsored (c) Sp (d) Advertisement
- Ans. : (a), (b)
6. \_\_\_\_\_ and \_\_\_\_\_ technique strategies used to get higher search ranking on search engine.
- (a) White Hat (b) Blue Hat (c) Green Hat (d) Black Hat
- Ans. : (a), (d)
7. To rank a website you must follow \_\_\_\_\_ and \_\_\_\_\_.
- (a) long tail (b) short tail (c) small tail (d) big tail
- Ans. : (a), (b)
8. Following are some of the ways to optimize the web page for SEO.
- (a) Indexing (b) Black Hat (c) White Hat (d) Googlebot
- Ans. : (a), (d)

9. The product of Google Analytics was originally developed by \_\_\_\_\_ company in year \_\_\_\_\_

- (a) Google (b) Microsoft (c) Urchin (d) 2005

Ans. : (c), (d)

10. The Google Analytics Report contains the following.

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- (a) Page Size Info (b) Conversion (c) Sessions (d) Bounce Rate

Ans. : (c), (d)

11. SEO process involves two ways to rank website, they are \_\_\_\_\_ and \_\_\_\_\_.

- (a) keywords (b) pay and rank  
(c) search result (d) without payment

Ans. : (b), (d)

### MCQ (Three Correct Answers)

2.1

1. Digital marketing is the use of \_\_\_\_\_.

- (a) print ads (b) Internet  
(c) phone communication (d) YouTube Videos  
(e) social media (f) physical marketing

Ans. : (b), (d), (e)

2. Traditional marketing is the use of \_\_\_\_\_.

- (a) print ads (b) internet  
(c) search engines (d) social media  
(e) physical marketing (f) phone communication

Ans. : (a), (e), (f)

3. Marketing Channels in Digital Marketing are \_\_\_\_\_

- (a) Email Marketing (b) Content Marketing  
(c) Valid Marketing (d) Mobile Marketing  
(e) On-Page Marketing (f) Off-Page Marketing

Ans. : (a), (b), (d)

4. Valid approaches SEO to generate traffic to your website are \_\_\_\_\_ and \_\_\_\_\_.

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- (a) On-Page SEO (b) all-Page SEO  
(c) Off-Page SEO (d) Technical SEO  
(e) with-page SEO (f) online-page SEO

Ans. : (a), (c), (d)



5. Following are some of the ways to optimize the webpage for SEO.
- (a) Links
  - (b) Black Hat
  - (c) Conversion
  - (d) HTML Header
  - (e) Body Content
  - (f) White Hat

Ans. : (a), (d), (e)

6. Market behaves in 3 stages they are \_\_\_\_\_ and \_\_\_\_\_
- (a) Acquisition
  - (b) Page Size Info
  - (c) Black Hat
  - (d) White Hat
  - (e) Behavior
  - (f) Conversion

Ans. : (a), (e), (f)

7. Google Analytics Report contains following.
- (a) Users
  - (b) Bounce Rate
  - (c) Session Duration
  - (d) Behavior
  - (e) Black Hat
  - (f) White Hat

Ans. : (a), (b), (c)

8. What are the different ways to optimize the webpage for SEO in HTML body content?
- (a) Title Tags
  - (b) Heading Tags
  - (c) Line break Tag
  - (d) <img> Tag
  - (e) Document
  - (f) Keyword consistency

Ans. : (a), (b), (d)

9. Channels of Digital Marketing are \_\_\_\_\_
- (a) Social Media
  - (b) Newspaper
  - (c) Content
  - (d) Poster
  - (e) Magazines
  - (f) Pay Per Click

Ans. : (a), (c), (f)

10. In Digital Marketing \_\_\_\_\_ and \_\_\_\_\_ are platforms of social media marketing.
- (a) Libre office
  - (b) YouTube
  - (c) Wikipedia
  - (d) Twitter
  - (e) Google Map
  - (f) Facebook

Ans. : (b), (d), (f)

11. In Digital Marketing, content marketing includes \_\_\_\_\_ and \_\_\_\_\_

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- (a) Video  
(b) Books  
(c) Business cards  
(d) Television  
(e) E-Books  
(f) Blogs

Ans. : (a), (c), (f)

### Match the Following

#### 2.1

A	B
1. Newspapers	(a) Digital Marketing
2. White Hat SEO	(b) Paid Search
3. Google Analytics	(c) Natural Search
4. Social Media	(d) manipulate Google's algorithm to improve ranking
5. On-Page SEO	(e) Trust signals
6. SEOptimer	(f) Loading Speed
7. Long tail	(g) Short Keyword
8. Organic Search	(h) Optimize the website
9. Black Hat SEO	(i) Traditional marketing
10. Short tail	(j) Track and reports website's traffic
11. Off-Page SEO	(k) Long Keywords
12. Technical SEO	(l) Brand Mentions
13. Sponsored Result	(m) improve user experience ethically and genuinely
14. Flash	(n) Interactive media technology

Ans. :

1. - (i)      2. - (m)      3. - (j)      4. - (a)      5. - (e)  
6. - (h)      7. - (k)      8. - (c)      9. - (d)      10. - (g)  
11. - (l)      12. - (f)      13. - (b)      14. - (n)



**Answer Briefly**

1. Explain Traditional marketing and Digital marketing with example.

Ans. :

- (i) Traditional marketing refers to the conventional methods of marketing used ever since the concept of advertisements or marketing came into existence.
- (ii) It can be referred to any type of promotion, advertising or campaign that has been in use by any business for years, and that has a proven success rate.
- (iii) Example of Traditional marketing are: tangible items such as business cards, printed ads in newspapers or magazines, banners, posters, commercials on TV and radio, billboards and brochures.
- (iv) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platforms to promote products and services
- (v) This process of the marketing implies particularly on the internet or on any of the trending social media platforms.
- (vi) It is completely automated and efficient.
- (vii) Example of Digital marketing are : websites, social media mentions, YouTube videos, and banner ads. Specifically, digital marketing is similar to traditional advertising, but using digital devices.

2. Briefly explain Digital Marketing.

Ans. :

- (i) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platforms to promote products and services
- (ii) This process of the marketing implies particularly on the internet or on any of the trending social media platforms.
- (iii) It is completely automated and efficient.
- (iv) Digital marketing is the use of the internet, mobile devices, social media, search engines, and other channels to reach consumers.
- (v) Example of Digital marketing are : websites, social media mentions, YouTube videos, and banner ads. Specifically, digital marketing is similar to traditional advertising, but using digital devices.

3. Explain the marketing channels in Digital Marketing.

Ans. :

- (i) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platform to promote product and services.
- (ii) Marketing channels in Digital Marketing are as follows:



- (iii) **Search Engine Optimization** : SEO is the process of boosting content and technical set-up of the website so that it appear at the top of a search engine result for specific keywords.
- (iv) **Content Marketing** : Content Marketing denotes the creation and promotion of content assets in order to generate brand awareness ,lead generation, traffic growth, and customers.
- (v) **Paid Search** : Paid search or pay per click (PPC) advertising refers to the "sponsored result" on the search engine results pages (SERP).
- (vi) **Social Media Marketing**: Media Marketing promotes your brand and content on social media channels in order to increase your brand awareness, drive relevant traffic, and generate leads.
- (vii) **Email Marketing** : Emails are used to promote content, events, and discounts, and also to direct people toward the business's website
- (viii) **Mobile Marketing** : From SMS and MMS to in-app marketing, there are many ways to go through with mobile

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#### 4. Explain search engine.

Ans. :

- (i) A web search engine or Internet search engine is a software system that is designed to carry out web search (Internet search), which means to search the World Wide Web in a systematic way for particular information specified in a textual web search query.
- (ii) The search results are generally presented in a line of results often referred to as Search Engine Results Pages (SERPs).
- (iii) The information may be a mix of links to web pages, images, videos, info graphics, articles, research papers, and other types of files.
- (iv) Example of search engine are: Google, Bing, Yahoo.

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#### 5. Explain approaches to generate traffic in your website.

Ans. :

- (i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.
- (ii) Thus SEO is useful in increasing the number of visitors to a website.
- (iii) Different approaches to generate traffic in website are :
- (iv) **On-Page SEO** : This includes Provision of good content, good keywords selection, putting keywords on correct places, giving appropriate title to every page etc.
- (v) **On-Page SEO** is concerned with information that is displayed to the end user, such as text, images and website navigation.
- (vi) **Off-Page SEO** : It includes link building, increasing link popularity by submitting open directories, search engines, link exchange etc.



- (vii) **Off-Page SEO** is concerned with Website-Website relationship.
- (viii) **Technical SEO** : Technical SEO is a very important step in the whole SEO process. If there are problems with your technical SEO then it is likely that your SEO efforts will not generate the expected results

**6. Explain SEO techniques and strategies used to rank your website.**

**Ans. :**

- (i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.
- (ii) Thus SEO is useful in increasing the number of visitors to a website.
- (iii) **White Hat SEO** : Techniques that search engines suggest as a part of good design are called White Hat SEO.
- (iv) It contains proper and well labeled images according to the content .
- (v) It is in the form of Standard-compliant HTML.
- (vi) **Black Hat SEO** : Techniques that search engines do not approve and those techniques which are used for optimizing the website are called Black Hat SEO.
- (vii) It mainly contains duplicate contents. Such websites are mainly used to redirect users to other websites and cause traffic.

**7. Define On-Page SEO and Off-Page SEO.**

**Ans. :**

- (i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.
- (ii) Thus SEO is useful in increasing the number of visitors to a website.
- (iii) There are many strategies and techniques adopted to optimize the webpage.
- (iv) **Types of SEO-** There are two types of optimization:-
- (v) **On-Page SEO** : This includes Provision of good content, good keywords selection, putting keywords on correct places, giving appropriate title to every page etc.
- (vi) On-Page SEO is concerned with information that is displayed to the end user, such as text, images and website navigation.
- (vii) **Off-Page SEO** : It includes link building, increasing link popularity by submitting open directories, search engines, link exchange etc.
- (viii) Off-Page SEO is concerned with Website-Website relationship.
- (ix) **Technical SEO** : Technical SEO is a very important step in the whole SEO process. If there are problems with your technical SEO then it is likely that your SEO efforts will not generate the expected results



**8. Explain Keyword and how to choose a Keyword with example.****Ans. :**

- (i) SEO keywords are the important words and phrases related to the developed website content.
- (ii) A list of keywords, need to be carefully chosen to optimize the search. Keyword Research and Analysis is an important part of the Search Engine Optimization (SEO) as well as "Search Engine Marketing".
- (iii) For "Search Engine Marketing", one can pay for certain keywords.
- (iv) There are various online Keyword Planner tools (such as Google Ad Words Keyword Planner) to shortlist keywords.
- (v) This is more useful to compare the cost of various keywords, if the website designer opts for Paid Search Engine Marketing.

**9. Explain use of SEOptimizer and Google Analytics.****Ans. :**

- (i) Html programs should start with `<!doctype html>`.
- (ii) If it is singular tag eg `<img>` it should be self enclosed like this `<img />`
- (iii) Order of tags should be proper.
- (iv) Most of the time recently opened tag will be closed first.
- (v) Title is the first thing that user notices in search result list while using google for searching.
- (vi) While creating a web page, Meta description should be used to boost your On-Page SEO.
- (vii) The pages should include proper heading tags from `<h1>` to `<h6>` wherever required.
- (viii) The alt attribute gives information about the image, so even if the image does not download, it can make the viewers understand the image related information.
- (ix) Google Analytics: Google Analytics is a web analytics service offered by Google that tracks and reports website traffic, number of visitor, time spend on the site by visitors etc.
- (x) The Google Analytics was not the product developed by Google it was acquired by Google from a company Urchin in 2005.

**10. Explain how market behaves.****Ans. :**

- (i) To Understand that how market behaves we need to understand three basic stages Acquisition, behavior and conversion.
- (ii) **Acquisition** : Means creating interest in the mind of customer about your product . He must know that this product is essential for him without this product he cannot satisfy his need.



- (iii) **Behavior** : Once he knows about the product . He may feel of buying or may not feel to buy the product. You must put such information on your website he must feel he should buy.
- (iv) **Conversion** : When he is convinced and no other competitor gives him better offer then you he buys the product clicking buy option so now he becomes your ultimate customer this process is called filtration of funnel.

### 11. Explain the content in the Google Analytics Report.

**Ans. :** Google Analytics is a web analytics service offered by Google that tracks and reports website traffic, number of visitors, time spent on the website by the visitors etc.

The content in the Google analytic is as follows :

- (i) **Users** : how many visitors came to your website (in the past 7 days)
- (ii) **Sessions** : how many interactions a visitor makes with your website in a time frame (usually 30 minutes) like viewing a page, clicking a link, or purchasing a product
- (iii) **Bounce Rate** : how many visitors hit the back button or closed your website without performing a single interaction (it's calculated through a formula)
- (iv) **Session Duration** : how much average time a visitor spends on the website
- (v) **Active Users right now** : how many active users are currently active on your website.

### Self Assessment

Time :- 1 hr

Marks 40

1. **Fill in the blanks** (05)
1. \_\_\_\_\_ is the process of boosting content and technical setup of the website.
  2. Companies communicate with their audience through \_\_\_\_\_ marketing,
  3. \_\_\_\_\_ SEO involves looking for ways to improve user experience ethically and genuinely.
  4. \_\_\_\_\_ is the process of adding web pages into Google search.
  5. \_\_\_\_\_ collects documents from the web to build Google's search index.
2. **True or False** (05)
1. Device Rendering is an interactive media technology that makes sites interesting.
  2. Favicon means favorite icon.
  3. Page Size in the SEO refers to the downloaded file size of a given web page.
  4. Black Links are the links that send a message to its visitors that the web page no longer exists.
  5. Social media marketing is the use of social media platforms and websites to promote a product or service.



## 3. MCQ one correct alternative. (05)

1. The \_\_\_\_\_ reads the contents and thinks the website is original and it ranks the page.  
a) SEO      b) Google Crawler      c) On Page EO      d) Off Page sEO
2. \_\_\_\_\_ advertising refers to the sponsored result on the search engine results pages.  
(a) Mobile Marketing      (b) Paid Search  
(c) Content Marketing      (d) email Marketing
3. \_\_\_\_\_ links are the links that send a message to its visitors that the webpage no longer exists.  
a) Back      b) Index      c) Gogglebot      d) Broken
4. The product of \_\_\_\_\_ was originally developed by Urchin company in year 2005.  
a) SEO      b) Red Hat      c) Google Analytics      d) Broken Links
5. \_\_\_\_\_ means creating interest in the mind of customer about your product.  
(a) Acquisition      (b) Behavior      (c) Conversion      (d) Diversion
6. \_\_\_\_\_ is the interactive media technology that makes sites more interesting.  
(a) Flash      (b) Favicon      (c) Device Rendering      (d) Header

## 4. MCQ two correct alternative. (06)

1. Following are the channels of Digital Marketing  
(a) Mobile Marketing      (b) Posters      (c) Brochures  
(d) Paid Search      (e) No Search
2. To rank a website you must follow \_\_\_\_\_ and \_\_\_\_\_  
(a) long tail      (b) short tail      (c) small tail  
(d) big tail      (e) Big Tail
3. The Google Analytics Report contains the following.  
(a) Page Size Info      (b) Conversion      (c) Sessions  
(d) Bounce Rate      (e) White Hat

## 5. MCQ three correct alternative. (06)

1. Following are some of the ways to optimize the webpage for SEO.  
(a) Links      (b) Black Hat      (c) Conversion  
(d) HTML Header      (e) Body Content      (f) White Hat
2. Market behaves in 3 stages they are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_  
(a) Acquisition      (b) Page Size Info      (c) Black Hat  
(d) White Hat      (e) Behavior      (f) Conversion



6. Match the Following.

A	B
1. SEOptimer	a) Brand Mentions
2. Off-Page SEO	b) Short Keyword
3. Organic Search	c) Traditional marketing
4. Short tail	d) Paid Search
5. Sponsored Result	e) Optimize the website
6. Newspapers	f) Natural Search

(03)

7. Answer the following :

- Explain Digital Marketing. (Refer Page No 2.21 Q.2)
- Explain search engine. (Refer Page No 2.22 Q.4)
- Explain use of Google Analytics. (Refer Page No 2.24 Q.9)
- Explain White Hat SEO. (Refer Page No 2.23 Q.6)
- Explain On Page SEO. (Refer Page No 2.23 Q.7)

(10)

**Answer of Questions**

1. Fill in the blanks

- 1) Search Engine Optimization (SEO)      2) Email  
 3) White Hat                                      4) Indexing      5) Googlebot

2. True or False

- 1) False                      2) True      3) True  
 4) False                      5) True

3. MCQ one correct alternative

- 1) B      2) B      3) D      4) C      5) A

4. MCQ two correct alternative

- 1) (a, d)                      2) (a, b)                      3) (c; d)

5. MCQ three correct alternative

- 1) (a, d, e)                      2) (a, e, f)

6. Match the Following

- 1 - e    2 - a    3 - f    4 - b    5 - d    6 - c

□□□

# 3

## Computerised Accounting with GST

### Chapter at a Glance

#### 3.1 Introduction

Introduction to Computerised Accounting software, Working of Accounting software i.e. Input Masters, Processing Entries and Output reports.

#### 3.2 Process of Accounting Software

Creation of Company, Creation of Ledgers, Selecting of Correct voucher, pre defined voucher type like receipt, payment, sales, purchase, contra, journal.

GST calculation, steps for posting of transaction into voucher, Displaying reports like Trail Balance, P&L A/c, Balance Sheet, Day Book & GST Reports.

#### 3.3 Tally with GST pacakage

GST services , GST requirements, Tally ERP 9, Open Sorce GNUKhata, LedgerSMB, GNUCash, Akaunting

GST services , GST requirements, Tally ERP 9, Open Sorce GNUKhata, LedgerSMB, GNUCash, Akaunting

#### 3.4 Case Study

#### 3.5 Important Concepts under GST

GST definition, goods, services, tax, meaning of GSTIN, HSN Code, SAC Code, Meaning of CGST, SGST, IGST, different GST rates under various slabs, Input & Output Tax, Ledgers pertaining to GST for supply of goods, Ledgers pertaining to GST for supply of services i.e. Sales and Purchase ledgers, Party Ledger, CGST Ledger, SGST Ledger, IGST Ledger.

#### 3.6 Let us see different examples of GST calculation using different accounting packages.

Various Examples of GST on Goods.



**Exercise****Fill in the Blanks**

1. A pre-numbered accounting document used for posting daily transactions is called as \_\_\_\_\_.

Ans. : Voucher

2. When cash is going out of the business \_\_\_\_\_ type of voucher is used.

Ans. : Payment

3. Return of goods to a supplier comes under \_\_\_\_\_ type of voucher.

Ans. : Purchase Return

4. \_\_\_\_\_ was the first country to implement the GST in 1954.

Ans. : France

5. \_\_\_\_\_ stands for Goods And Services Tax Identification Number.

Ans. : GSTIN

6. GST came into force in India with effect from \_\_\_\_\_.

Ans. : 1<sup>st</sup> July 2017

7. Rectifying entries or transfers or adjustment entries comes under \_\_\_\_\_ voucher type.

Ans. : Journal

**March 2022****State Whether the Statement is TRUE or FALSE**

1. Creation of company is the first step in Computerized Accounting process.

Ans. : True

2. All Ledger accounts have same groups in Computerized Accounting.

Ans. : False

3. Receipt voucher is used when the cash is accepted.

Ans. : True

4. Cash deposited into bank comes under bank voucher.

Ans. : False

5. Recording a transaction through voucher is called as voucher entry.

Ans. : True

6. Goods sold from Solapur to Hubli is an example of SGST.

Ans. : False

7. GST is focus on one nation one tax.

Ans. : True

8. GSTIN is PAN based registration number.

Ans. : True

9. CGST, SGST and IGST Ledgers are common for goods and services.

Ans. : True

### Choose Single Correct Answer from the Given Options

1. Contra Voucher is used for \_\_\_\_\_.
- (a) Master Entry (b) Withdrawal of cash from bank  
(c) Reports (d) Credit Purchase

March 2022

2. Salary account comes under which of the following head \_\_\_\_\_.
- (a) Indirect Income (b) Indirect Expenses  
(c) Direct Income (d) Direct Expenses

3. In India the GST Act came into effect on \_\_\_\_\_.
- (a) 1<sup>st</sup> July 2018 (b) 1<sup>st</sup> July 2017  
(c) 1<sup>st</sup> June 2018 (d) 1<sup>st</sup> June 2017

4. Sale or purchase out of state involves \_\_\_\_\_ in invoice.
- (a) OutGST (b) IGST (c) WithGST (d) NoGST

5. GSTIN is \_\_\_\_\_ digit alphanumeric number.
- (a) 13 (b) 10 (c) 15 (d) 1

March 2022

6. In GSTIN first two digits represents \_\_\_\_\_ code.
- (a) State (b) Central (c) Company (d) General

7. GST is \_\_\_\_\_ type of tax.
- (a) Regular (b) Indirect (c) Direct (d) Irregular

Ans. : (b)

### Choose Two Correct Answers from the Given Options

1. Every voucher maintained its \_\_\_\_\_ and \_\_\_\_\_ record.
- (a) debit (b) in (c) out  
(d) credit (e) open

Ans. : (a), (d)

2. Valid types of vouchers are \_\_\_\_\_ and \_\_\_\_\_.
- (a) contra (b) sales (c) income  
(d) expenditure (e) liability

Ans. : (a), (b)



3. \_\_\_\_\_ and \_\_\_\_\_ are ledger accounts can be created under Group Indirect Expenses.
- (a) Insurance      (b) Sale      (c) Rent  
(d) Bank Loan      (e) Octroi

Ans. : (a), (c)

4. Codes given to Goods and Services under GST are \_\_\_\_\_ and \_\_\_\_\_.
- (a) HSN      (b) HSC      (c) SSC  
(d) SAC      (e) HNS

Ans. : (a), (d)

### Activity

1. Find out the GST exemption list for various goods and services.

Ans. :

List of Goods Exempt Under GST are :

- Live Animals.
- Meat.
- Fish, Meat and Fillets.
- Eggs, Honey and Milk Products.
- Non – Edible Animal Products.
- Live Trees and Plants.
- Vegetables.
- Fruits and Dry Fruits.

### Fill in the Blanks

#### 3.1 Introduction

1. Modern Computerized Accounting Systems are based on the concept of \_\_\_\_\_.

Ans. : Database

2. A \_\_\_\_\_ is implemented using a database management system.

Ans. : Database

3. \_\_\_\_\_ functions as an Accounting Information System.

Ans. : Accounting software

4. \_\_\_\_\_ software describes a type of application software that records and processes accounting transactions within functional modules.

Ans. : Accounting



**3.2 Process of Accounting Software**

5. \_\_\_\_\_ involves providing basic information about the company whose books of accounts are to be maintained. **March 2022**

**Ans. : Creating company/Creating organization**

6. The modern way of managing accounts called \_\_\_\_\_ concepts of accounting is being followed.

**Ans. : Single ledger**

7. All financial entries are made using \_\_\_\_\_ or account heads. **March 2022**

**Ans. : Ledger**

8. \_\_\_\_\_ Accounts are created to identify transactions.

**Ans. : Ledger**

9. \_\_\_\_\_ in Accounting Software classify and identify account heads according to their nature. **March 2022**

**Ans. : Groups**

10. A \_\_\_\_\_ is a pre-numbered accounting document used for recording daily transactions.

**Ans. : Voucher**

11. \_\_\_\_\_ maintains debit and credit record. **March 2022**

**Ans. : Voucher**

12. The \_\_\_\_\_ voucher type is used for recording amounts received by way of cash.

**Ans. : Receipt**

13. The \_\_\_\_\_ voucher type is used for recording payments made by cash.

**Ans. : Payment**

14. The \_\_\_\_\_ voucher type is used for recording cash and credit sale of goods and services. **March 2022**

**Ans. : Sales**

15. The \_\_\_\_\_ voucher type is used for recording cash and credit purchase of raw materials and goods and services. **March 2022**

**Ans. : Purchase**

16. The \_\_\_\_\_ voucher type is used for recording deposits or withdrawal of cash from bank. **March 2022**

**Ans. : Contra**

17. The \_\_\_\_\_ voucher type is used for recording transfer of funds from one bank to another bank.

**Ans. : Contra**

18. The \_\_\_\_\_ voucher type is used for recording rectifying entries or transfer or adjustment entries. **March 2022**

**Ans. : Journal**

19. Bank account ledger can be created under \_\_\_\_\_ group. **March 2022**

**Ans. : Bank account**

20. Discount received comes under \_\_\_\_\_ group. **March 2022**

**Ans. : Indirect income**



21. The \_\_\_\_\_ voucher type is used for recording return of goods by a customer.

March 2022

Ans. : Sales Return/Credit Note

22. \_\_\_\_\_ is issued when there is reduction in the price charge to a customer.

Ans. : Credit Note

23. The \_\_\_\_\_ voucher type is used for recording return of goods to a supplier.

Ans. : Purchase Return/Debit Note

24. \_\_\_\_\_ is issued when there is reduction in the price given by a supplier.

Ans. : Debit Note

25. GST stands for \_\_\_\_\_.

Ans. : Goods and Service Tax

26. \_\_\_\_\_ is an indirect tax which has replaced many indirect taxes in India.

March 2022

Ans. : Goods and Services Tax (GST)

27. \_\_\_\_\_ is one nation, one tax.

Ans. : Goods and Services Tax (GST)

28. Posting a transaction through voucher is called \_\_\_\_\_.

Ans. : Voucher Entry

29. While recording a transaction through the \_\_\_\_\_, the account to be debited and credited alongwith the amount.

Ans. : Voucher

30. \_\_\_\_\_ provides you a report with Debit and Credit balance of all ledger accounts.

March 2022

Ans. : Trial balance

31. \_\_\_\_\_ report gives the final working result of the business with Net profit/ Net Loss.

Ans. : Profit and Loss Account

32. \_\_\_\_\_ is a statement showing Assets and Liabilities of the business concern.

March 2022

Ans. : Balance sheet

33. The \_\_\_\_\_ contains all vouchers for the day, including inventory vouchers.

Ans. : Day book

34. The purpose of \_\_\_\_\_ is to show you a day's transactions.

Ans. : Day book

35. The \_\_\_\_\_ report prints a summary of the GST received and paid by you.

Ans. : Goods and Services Tax (GST)

36. Reports and documents generated through \_\_\_\_\_ software can also be printed.

March 2022

Ans. : Accounting

37. \_\_\_\_\_ helps in presenting summarised information.

Ans. : Groups

38. Loans from partner comes under \_\_\_\_\_ group.

Ans. : Loans liability

March 2022



39. In \_\_\_\_\_ accounting various financial inventory reports can be generated after finishing the recording of transactions.

Ans. : Computerised

### 3.3 Different Accounting Packages

40. \_\_\_\_\_ is one of the most widely used financial accounting software.

March 2022

Ans. : Tally

41. \_\_\_\_\_ is a comprehensive business accounting and inventory management software.

Ans. : Tally

42. The \_\_\_\_\_ software offers comprehensive business management solution.

Ans. : Tally ERP9

43. \_\_\_\_\_ maintains all the books of accounts.

Ans. : Tally

44. In Tally, for deleting any ledger, group, voucher \_\_\_\_\_ key combination is used.

March 2022

Ans. : ALT + D

45. \_\_\_\_\_ follows the principle of double entry system of book keeping.

Ans. : Tally

46. \_\_\_\_\_ software was updated to comply with Indian Goods and Services Tax requirements.

March 2022

Ans. : Tally ERP9

47. \_\_\_\_\_ is one of the tools developed by KK's foundation.

Ans. : GNUKhata

48. \_\_\_\_\_ is personal and small business financial accounting software.

Ans. : GNUCash

49. \_\_\_\_\_ is an interesting online accounting software that is available for free.

Ans. : Akaunting

50. In 2009, Tally solutions introduces the software known as \_\_\_\_\_.

Ans. : Tally ERP9

51. In \_\_\_\_\_ your Tally was updated to comply with the Indian Goods and Services Tax requirements.

Ans. : 2017



### 3.5 Important Concepts under GST

52. \_\_\_\_\_ is an Indirect tax which has replaced many Indirect Taxes in India.

Ans. : Goods and Services Tax (GST)

**March 2022**

53. \_\_\_\_\_ means every kind of movable property other than money and securities.

Ans. : Goods

54. \_\_\_\_\_ are the activities provided by other people who include doctors, consultants, chartered accountants etc.

Ans. : Services

**March 2022**

55. \_\_\_\_\_ is a compulsory contribution to state revenue, levied by the government.

Ans. : Tax

56. GSTIN stands for \_\_\_\_\_.

Ans. : Goods and Services Tax Identification Number

57. \_\_\_\_\_ is the registration number allotted to every registered dealer under GST Act.

Ans. : Goods and Services Tax Identification Number

**March 2022**

58. The GSTIN is a \_\_\_\_\_ digit PAN based registration number.

Ans. : 15 (Fifteen)

59. HSN stands for \_\_\_\_\_.

Ans. : Harmonized System for Nomenclature

**March 2022**

60. \_\_\_\_\_ is an internationally accepted coding system developed by World Customs Organization.

Ans. : Harmonized System of Nomenclature (HSN)

61. SAC stands for \_\_\_\_\_.

Ans. : Services Accounting Code (SAC)

62. CBEC stands for \_\_\_\_\_.

Ans. : Central Board of Excise and Customs

63. \_\_\_\_\_ is issued by CBEC to uniformly classify each service under GST.

Ans. : Services Accounting Code (SAC)

64. Each service has a unique \_\_\_\_\_.

Ans. : Services Accounting Code (SAC)

65. CGST stands for \_\_\_\_\_.

Ans. : Central Goods and Services Tax

66. SGST stands for \_\_\_\_\_.

Ans. : State Goods and Services Tax

67. IGST stands for \_\_\_\_\_.

Ans. : Integrated Goods and Services Tax

68. \_\_\_\_\_ tax is imposed on intra state supply of goods and services collected by Central Government.

Ans. : Central Goods and Services Tax (CGST)



69. \_\_\_\_\_ tax is imposed on intra state supply of goods and services collected by State Government.

Ans. : State Goods and Services Tax (SGST)

70. \_\_\_\_\_ tax is imposed on inter state supply or import of goods and services collected by Central Government.

Ans. : Integrated Goods and Services Tax (IGST)

71. GST on Inward supply of goods and services is known as \_\_\_\_\_ tax.

Ans. : Input

72. GST on outward supply of goods and services is known as \_\_\_\_\_ tax.

Ans. : Output

73. Separate \_\_\_\_\_ ledgers can be created for Local, Interstate and Non-taxable sales.

Ans. : Sales

74. Separate \_\_\_\_\_ ledgers can be created for Local purchases, Interstate purchase and Non-taxable purchases.

March 2022

Ans. : Purchases

### True or False

#### 3.1 Introduction

1. Modern Computerized Accounting Systems are based on the concept of database.

Ans. : True

2. A database is implemented using a database management system.

Ans. : True

3. In Computerized Accounting the transaction data is stored in well organised database.

March 2022

Ans. : True

4. Accounting Software functions as an Accounting Information System.

Ans. : True

5. Working of Accounting Software includes Input Masters, Processing entries and output reports.

Ans. : True

6. According software functions as an Accounting Information System.

Ans. : True

#### 3.2 Process of Accounting Software

7. Deletion of company involves basic information about the company whose books of accounts on to be maintained.

Ans. : False



8. While creating a company fields like name of company, address, financial year begins from etc has to be entered.  
Ans. : True financial year  
March 2022
9. Password security measures can be applied to keep the data safe and secure.  
Ans. : True
10. All financial entries are made using ledgers.  
Ans. : True
11. Ledgers classify and identify account heads according to their nature.  
Ans. : False
12. A voucher is a pre-numbered accounting document used for recording daily transactions.  
Ans. : True March 2022
13. Every voucher maintains in and out record.  
Ans. : False
14. There are pre-defined voucher types for every type of transaction.  
Ans. : True
15. Receipt voucher is used for recording amounts received by way of cash.  
Ans. : True March 2022
16. Payment voucher is used for recording cash sale of goods and services.  
Ans. : False
17. Sales voucher is used for recording cash and credit sale of goods and services.  
Ans. : True
18. Purchase voucher is used for recording cash and credit purchase of goods and services.  
Ans. : True March 2022
19. Contra voucher is used for recording rectifying entries.  
Ans. : False March 2022
20. Journal voucher is used for recording adjustment entries.  
Ans. : True
21. Sales return voucher is used for recording return of goods by a customer.  
Ans. : True March 2022
22. Debit Note is issued when there is reduction in the price charged to a customer.  
Ans. : False
23. Credit note is generated when goods are returned by customer.  
Ans. : True March 2022
24. Sales voucher records all cash and credit sales transactions.  
Ans. : True March 2022
25. Purchase Return voucher is used for recording return of goods to a supplier.  
Ans. : True March 2022



26. Debit Note is issued when there is reduction in the price given by a supplier.  
Ans. : True
27. GST stands for Goods and Services Tax.  
Ans. : True
28. GST is an direct tax which has replaced many indirect taxes in India.  
Ans. : False
29. GST came into effect in India on 1<sup>st</sup> July 2017. **March 2022**
30. GST is one nation one Tax.  
Ans. : True
31. Posting a transaction through voucher is called voucher entry.  
Ans. : True
32. Narration is optional. **March 2022**
33. Once the transaction is recorded, it is not possible to alter the contents in the voucher.  
Ans. : False
34. Trial Balance provides a report with debit and credit balance of all ledger accounts..  
Ans. : True
35. Profit and Loss Account report gives the final working result of the business with Net profit/Net Loss. **March 2022**
36. Balance sheet is a statement showing debit and credit of business concern.  
Ans. : False
37. The Day Book contains all vouchers for the day. **March 2022**
38. The purpose of the Day Book is to show a day's transaction.  
Ans. : True
39. We can display a report for any period using change period option.  
Ans. : True
40. GST report prints a summary of the GST received and paid. **March 2022**
41. Reports and documents generated through accounting software cannot be printed.  
Ans. : False
42. Tally is one of the most widely used financial accounting software.  
Ans. : True
43. Tally is a comprehensive business accounting and inventory management software.  
Ans. : True
44. In 2001, Tally solutions introduced the software Tally ERP9. **March 2022**
45. Tally maintains all the books of accounts.  
Ans. : True



46. In Tally, CTRL + D key combination is used to delete ledger, group or voucher etc.

Ans. : False

47. Tally follows the principle of single entry system of book keeping.

Ans. : False

48. In 2017, Tally was updated to comply with the Indian GST requirements.

Ans. : True

49. GNUKhata is one of the tools developed by KK's foundation.

Ans. : True

50. LedgerSM is a powerful yet simple open source accounting solution.

Ans. : True

51. GNUCash is a personal and small business financial accounting software.

Ans. : True

52. GNUCash allows you to track bank accounts, stock, income and expenses.

Ans. : True

53. Akaunting is an online accounting software that is available for free.

Ans. : True

### 3.5 Important Concepts under GST

54. In 1954, Germany was the first country to implement GST.

Ans. : False

55. GST replaced existing multiple taxes levied by the central and state governments.

Ans. : True

56. Goods means every kind of movable property other than money and securities.

Ans. : True

57. Services are the activities provided by other people like doctors, consultants, chartered accountants etc.

Ans. : True

58. Tax is a compulsory contribution to state revenue levied by the Government.

Ans. : True

59. GSTIN is the registration number allotted to every registered dealer under GST Act.

Ans. : True

60. The GSTIN is a 15 digit PAN based registration number.

Ans. : True

61. GSTIN stands for Goods and Services Transfer India Number.

Ans. : False

62. Once can register multiple businesses under the same PAN registration, provided they are all within the same state.

Ans. : True

63. HSN stands for Harmonized System of Nomenclature.

Ans. : True



64. HSN is an internationally accepted coding system developed by WCO.

Ans. : True

65. SAC stands for Service Accounting Code.

Ans. : True

66. SAC which was issued by CBEC to uniformly classify each service under GST.

Ans. : True

67. Each service has a unique SAC.

Ans. : True

68. First two digits of GSTIN indicate state code.

Ans. : True

69. GSTIN code for Maharashtra is 27.

March 2022

Ans. : True

70. There are three types of GST.

March 2022

Ans. : True

71. CGST is imposed on Intra-state supply of goods and services collected by State Government.

Ans. : False

72. SGST is imposed on Intra-state supply of goods and services collected by State Government.

March 2022

Ans. : True

73. IGST is imposed on Inter-state supply or import of goods and services collected by Central Government.

Ans. : True

74. Goods sold from Mumbai to Pune is example of CGST.

Ans. : True

75. Goods sold from Solapur to Surat is example of SGST.

Ans. : False

76. The Government has proposed a 4-tier tax structure for all goods and services.

Ans. : True

77. HSN and SAC are the codes given to goods and services under GST.

Ans. : True

78. GST rates are same of all commodities or products.

Ans. : False

79. For calculating GST on goods, accounts with inventory mode should be selected while creating company.

Ans. : True

80. For calculating GST on services, accounts only mode should be selected while creating company.

March 2022

Ans. : True

81. GST on Inward supply of goods and services is known as Input Tax.

Ans. : True

82. Input tax shall be specifically named as Input IGST.

Ans. : True



83. GST on outward supply of goods and services is known as Output Tax.

Ans. : True

84. The output tax may be named as output IGST.

Ans. : True

85. Separate sales ledgers can be created for local, Interstate and non-taxable sales.

Ans. : True

86. Separate purchase ledgers can be created for local purchases, Interstate purchases and non-taxable purchases.

Ans. : True

### MCQ (One Correct Answers)

#### 3.1 Introduction

1. Computerised Accounting System is based on the concept of \_\_\_\_\_.  
(a) Database (b) Software (c) Hardware (d) Design

Ans. : (a)

2. Using \_\_\_\_\_ Accounting the transaction data is stored in well organized database.

- (a) Manual (b) Computerised  
(c) Artificial (d) Virtual

Ans. : (b)

3. \_\_\_\_\_ software describes a type of application software that records and processes accounting transactions within functional modules.

- (a) Designing (b) Creating  
(c) Accounting (d) Manual

Ans. : (c)

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#### 3.2 Process of Accounting Software

4. \_\_\_\_\_ involves providing basic information about the company whose books of accounts are to be maintained.

- (a) Making company (b) Developing company  
(c) Destroying company (d) Creating company

Ans. : (d)

5. For managing accounts \_\_\_\_\_ concept of accounting is being followed.

- (a) Single ledger (b) One ledger  
(c) Ledger (d) Double ledger

Ans. : (a)

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6. All financial entries are made using \_\_\_\_\_ or account heads.
- (a) Balance sheet (b) Ledgers  
(c) P/L Account (d) Voucher entries

Ans. : (b)

7. \_\_\_\_\_ accounts are created to identify transactions.
- (a) Voucher (b) P/L  
(c) Balance sheet (d) Ledger

Ans. : (d)

8. In Accounting software \_\_\_\_\_ classify to their nature.
- (a) Groups (b) Ledgers  
(c) Vouchers (d) Entries

Ans. : (a)

9. A \_\_\_\_\_ is a pre-numbered accounting document used for recording daily transactions.

- (a) Group (b) Voucher  
(c) Ledger (d) Entries

Ans. : (b)

10. Every voucher maintains its debit and \_\_\_\_\_ record.
- (a) In (b) Out  
(c) Profit (d) Credit

Ans. : (d)

11. The \_\_\_\_\_ voucher type is used for recording amount received by way of cash.
- (a) Contra (b) Receipt  
(c) Purchase (d) Sales

Ans. : (b)

12. The \_\_\_\_\_ voucher type is used for recording payments mode by cash.
- (a) Payment (b) Receipt  
(c) Contra (d) Journal

Ans. : (a)

13. The \_\_\_\_\_ voucher type is used for recording cash and credit sale of goods and services.

- (a) Receipt (b) Payment  
(c) Purchase (d) Sales

Ans. : (d)

March 2022

March 2022



14. The \_\_\_\_\_ voucher type is used for recording cash and credit purchase of goods and services.
- (a) Receipt (b) Payment  
(c) Sales (d) Purchase

Ans.: (d)

15. The \_\_\_\_\_ voucher type is used for recording deposits or withdrawals of cash from bank.
- (a) Contra (b) Sales return  
(c) Receipt (d) Payment

Ans.: (a)

16. The \_\_\_\_\_ voucher type is used for recording transfer of funds from one bank to another.
- (a) Receipt (b) Contra  
(c) Payment (d) Journal

Ans.: (b)

17. The \_\_\_\_\_ voucher type is used for recording rectifying entries or adjustment entries. **March 2022**
- (a) Journal (b) Purchase  
(c) Sales (d) Contra

Ans.: (a)

18. The \_\_\_\_\_ voucher type is used for recording return of goods by a customer. **March 2022**
- (a) Purchase (b) Sales return  
(c) Sales (d) Purchase return

Ans.: (b)

19. \_\_\_\_\_ is issued when there is reduction in the price charged to a customer.
- (a) Debit Note (b) Purchase  
(c) Contra (d) Credit Note

Ans.: (d)

20. The \_\_\_\_\_ voucher type is used for recording return of goods to a supplier.
- (a) Purchase (b) Sales return  
(c) Sales (d) Purchase return

Ans.: (d)

21. \_\_\_\_\_ is issued when there is reduction in the price given by supplier. **March 2022**
- (a) Credit Note (b) Debit Note  
(c) Contra Note (d) Receipt

Ans.: (b)

22. Capital account comes under which of the following head \_\_\_\_\_.

- (a) Current Assets (b) Fixed Assets  
(c) Capital (d) Investment

Ans. : (c)

23. Petty cash account comes under which of the following head \_\_\_\_\_.

- (a) Capital (b) Fixed Assets  
(c) Investments (d) Current Assets

Ans. : (d)

24. Commission received account comes under which of the following head \_\_\_\_\_.

- (a) Direct Income (b) Indirect Income  
(c) Direct Expenses (d) Indirect Expenses

Ans. : (b)

25. GST stands for \_\_\_\_\_.

March 2022

- (a) Goods and Service Tax (b) Goods and Sales Tax  
(c) Goods and Supply Tax (d) goods and Survey Tax

Ans. : (a)

26. \_\_\_\_\_ is a Indirect Tax which is replaced many Indirect Taxes in India.

- (a) IST (b) SST  
(c) AST (d) GST

March 2022

Ans. : (d)

27. In India, GST Act came into effect on \_\_\_\_\_.

- (a) 1<sup>st</sup> June 2017 (b) 1<sup>st</sup> July 2017  
(c) 1<sup>st</sup> August 2010 (d) 1<sup>st</sup> July 2018

March 2022

Ans. : (b)

28. \_\_\_\_\_ is one nation one tax.

- (a) GST (b) IST (c) SST (d) BST

March 2022

Ans. : (a)

29. Posting a transaction through voucher is called \_\_\_\_\_.

- (a) Custom entry (b) Repeat entry  
(c) Balance entry (d) Voucher entry

Ans. : (d)

30. \_\_\_\_\_ provides a report with debit and credit balance of all ledger accounts.

- (a) Balance sheet (b) Profit and Loss account  
(c) Day Book (d) Trail Balance

March 2022

Ans. : (d)



31. \_\_\_\_\_ report gives the final working result of the business with Net profit/Net Loss.

- (a) Trial balance (b) Profit and Loss account  
(c) Balance sheet (d) Day Book

Ans. : (b)

32. \_\_\_\_\_ is a statement showing assets and liabilities of the business concern.

- (a) Trial Balance (b) Profit and Loss account  
(c) Balance sheet (d) Day Book

March 2022

Ans. : (c)

33. \_\_\_\_\_ contains all vouchers for the day including inventory vouchers.

- (a) Day Book (b) Balance sheet  
(c) Trial Balance (d) Profit and Loss account

Ans. : (a)

34. The purpose of \_\_\_\_\_ is to show days transactions.

- (a) Trial Balance (b) Day Book  
(c) Balance sheet (d) Profit and Loss account

March 2022

Ans. : (b)

35. The \_\_\_\_\_ report prints a summary of the GST received and paid by you.

- (a) GST (b) Sales  
(c) Payment (d) Receipt

March 2022

Ans. : (a)

36. \_\_\_\_\_ is one of the most widely used financial accounting software.

- (a) Tally (b) Office (c) C++ (d) Java

March 2022

Ans. : (a)

37. In Tally for deleting any ledger, group or voucher \_\_\_\_\_ key combination is used.

- (a) CTRL + D (b) ALT + D (c) ALT + S (d) CTRL + S

Ans. : (b)

### 3.5 Important Concepts under GST

38. \_\_\_\_\_ was the first country to implement the GST.

- (a) France (b) Germany (c) Russia (d) Italy

Ans. : (a)

39. \_\_\_\_\_ means every kind of movable property other than money and securities.

- (a) Services (b) Goods (c) Tax (d) Supply

Ans. : (b)

40. \_\_\_\_\_ are the activities provided by other people like doctors, consultants, chartered accountants etc. **March 2022**

(a) Services (b) Goods (c) Tax (d) Supply

Ans. : (a)

41. \_\_\_\_\_ a compulsory contribution to state revenue, levied by the Government.

(a) Services (b) Goods  
(c) Tax (d) Supply

Ans. : (c)

42. GSTIN stands for \_\_\_\_\_.

(a) Goods and Supply Tax Identification Number  
(b) Goods and Survey Tax Identification Number  
(c) Goods and Services Tax Identification Number  
(d) Goods and Sales Tax Identification Number

**March 2022**

Ans. : (c)

43. The GSTIN is a \_\_\_\_\_ digit PAN based registration number.

(a) 15 (b) 17 (c) 18 (d) 22

**March 2022**

Ans. : (a)

44. HSN stands for \_\_\_\_\_.

(a) Harmonized Supply of Nomenclature  
(b) Harmonized Service of Nomenclature  
(c) Harmonized Sales of Nomenclature  
(d) Harmonized System of Nomenclature

Ans. : (d)

45. SAC stands for \_\_\_\_\_.

(a) Supply Accounting Code (b) Services Accounting Code  
(c) Services Arrival Code (d) Survey Accounting Code

Ans. : (b)

46. CGST stands for \_\_\_\_\_.

(a) Common Goods and Services Tax (b) Clear Goods and Services Tax  
(c) Central Goods and Services Tax (d) Consume Goods and Services Tax

**March 2022**

Ans. : (c)

47. SGST stands for \_\_\_\_\_.

(a) Single Goods and Services Tax (b) Small Goods and Services Tax  
(c) Similar Goods and Services Tax (d) State Goods and Services Tax

**March 2022**

Ans. : (d)



48. IGST stands for \_\_\_\_\_.
- (a) Inserted Goods and Services Tax  
 (b) Integrated Goods and Services Tax  
 (c) Indian Goods and Services Tax  
 (d) Important Goods and Services Tax

Ans. : (b)

49. \_\_\_\_\_ tax is imposed on Intra-state supply of goods and services collected by Central Government.
- (a) CGST                      (b) GST                      (c) SGST                      (d) IGST

Ans. : (a)

50. \_\_\_\_\_ tax is imposed on Intra-state supply of goods and services collected by State Government.
- (a) CGST                      (b) GST                      (c) SGST                      (d) IGST

Ans. : (c)

51. \_\_\_\_\_ tax is imposed on Inter-state supply or import of goods and services collected by Central Government.
- (a) CGST                      (b) GST                      (c) SGST                      (d) IGST

Ans. : (d)

52. Goods sold from Mumbai to Pune is the example of \_\_\_\_\_.
- (a) CGST                      (b) No GST                      (c) IGST                      (d) GST

Ans. : (a)

53. Goods sold from Solapur to Surat is the example of \_\_\_\_\_.
- (a) CGST                      (b) GST                      (c) SGST                      (d) IGST

Ans. : (d)

54. The Government has proposed \_\_\_\_\_ tier tax structure for all goods and services.
- (a) 2                              (b) 3                              (c) 10                              (d) 4

Ans. : (d)

55. There are \_\_\_\_\_ types of GST.
- (a) 2 (Two)                      (b) 4 (Four)                      (c) 3 (Three)                      (d) 7 (Seven)

Ans. : (c)

56. GSTIN code for Maharashtra is \_\_\_\_\_.
- (a) 22                              (b) 23                              (c) 25                              (d) 27

Ans. : (d)

57. GST on Inward supply of goods and services is known as \_\_\_\_\_ tax.
- (a) Input                              (b) Output                              (c) Internal                              (d) External

Ans. : (a)

58. GST on outward supply of goods and services is known as \_\_\_\_\_ tax.  
 (a) Input (b) Output (c) Internal (d) External

Ans. : (b)

59. \_\_\_\_\_ ledgers can be created for local, Interstate and non-taxable sales.  
 (a) Purchase (b) Party (c) CGST (d) Sales

Ans. : (d)

60. \_\_\_\_\_ ledgers can be created for local purchases, Interstate purchases and non-taxable purchases.  
 (a) Purchase (b) Sales (c) Party (d) Receipt

Ans. : (a)

### MCQ (Two Correct Answers)

#### 3.1 Introduction

1. Valid types of vouchers are \_\_\_\_\_ and \_\_\_\_\_.  
 (a) purchase (b) receipt (c) loans (d) liabilities

March 2022

Ans. : (a), (b)

2. Types of output reports are \_\_\_\_\_ and \_\_\_\_\_.  
 (a) balance sheet (b) ledger  
 (c) trial balance (d) Godown

March 2022

Ans. : (a), (c)

3. Types of Input Master are \_\_\_\_\_ and \_\_\_\_\_.  
 (a) ledger (b) day book  
 (c) trial balance (d) Groups

March 2022

Ans. : (a), (d)

4. Valid ledger accounts comes under direct expenses group are \_\_\_\_\_ and \_\_\_\_\_.  
 (a) Wages (b) Salary  
 (c) Fright (d) Postage

March 2022

Ans. : (a), (c)

#### 3.2 Process of Accounting Software

5. \_\_\_\_\_ and \_\_\_\_\_ are ledger accounts can be created under group direct income.  
 (a) rent received (b) Sales  
 (c) professional fees (d) interest received

Ans. : (b), (c)



6. \_\_\_\_\_ and \_\_\_\_\_ are ledger accounts can be created under group indirect income. **March 2022**
- (a) rent received (b) purchases  
(c) commission received (d) Octroi
- Ans. : (a), (c)
7. \_\_\_\_\_ and \_\_\_\_\_ are ledger accounts can be created under group indirect expenses.
- (a) sales (b) purchases (c) bad debt (d) discount allowed
- Ans. : (c), (d)
8. Process of accounting software includes \_\_\_\_\_ and \_\_\_\_\_.
- (a) information system (b) printing of reports  
(c) GST and calculation (d) manual accounting **March 2022**
- Ans. : (b), (c)
9. Every voucher maintains its \_\_\_\_\_ and \_\_\_\_\_ record.
- (a) debit (b) credit (c) in (d) out
- Ans. : (a), (b)
10. Sales voucher is used for recording \_\_\_\_\_ and \_\_\_\_\_ sale of goods and services. **March 2022**
- (a) cash (b) loan (c) credit (d) debit
- Ans. : (a), (c)
11. Valid types of vouchers are \_\_\_\_\_ and \_\_\_\_\_.
- (a) sales (b) income (c) purchases (d) expenses
- Ans. : (a), (c)
12. Report generated by tally are \_\_\_\_\_ and \_\_\_\_\_.
- (a) trial balance (b) voucher entry  
(c) groups (d) balance sheet **March 2022**
- Ans. : (a), (d)
13. Trial balance provides a report with \_\_\_\_\_ and \_\_\_\_\_ balance of all ledger accounts. **March 2022**
- (a) profit (b) debit (c) credit (d) loss
- Ans. : (b), (c)
14. Current assets group contains \_\_\_\_\_ and \_\_\_\_\_.
- (a) Investment (b) Sundry Debtor  
(c) Sundry creditor (d) Stock in hand **March 2022**
- Ans. : (b), (c)
15. \_\_\_\_\_ and \_\_\_\_\_ accounting software are available for maintaining computerised accounting.
- (a) windows (b) GNUkhata  
(c) Ubuntu (d) Akaunting
- Ans. : (b), (d)

16. Different types of vouchers such as \_\_\_\_\_ and \_\_\_\_\_ are used for recording transactions. **March 2022**

- (a) balance sheet (b) trial balance  
(c) payment (d) receipt

Ans. : (c), (d)

17. We can add any number of \_\_\_\_\_ and \_\_\_\_\_ in an voucher entry depending upon the transaction. **March 2022**

- (a) Debit (b) Cash (c) Bank (d) Credit

Ans. : (b), (c)

### 3.5 Important Concepts under GST

18. Under GST \_\_\_\_\_ and \_\_\_\_\_ are the codes given to goods and services.  
(a) HSN (b) IND (c) SAC (d) IST

Ans. : (a), (c)

19. \_\_\_\_\_ is an internationally accepted coding system by \_\_\_\_\_ with a vision of classifying goods all over the world in a systematic and logical manner.

- (a) CGST (b) HSN (c) WCO (d) IGST

**March 2022**

Ans. : (b), (c)

20. \_\_\_\_\_ and \_\_\_\_\_ tax is imposed on Intra-state supply of goods and services collected by central and state Government.

- (a) NOGST (b) CGST (c) IGST (d) SGST

Ans. : (b), (d)

21. Structure of GSTIN consist of \_\_\_\_\_ and \_\_\_\_\_.

- (a) State code (b) Aadhar Number  
(c) PAN (d) Income Tax

**March 2022**

Ans. : (a), (c)

### MCQ (Three Correct Answers)

#### 3.1 Introduction

1. Working of accounting software includes \_\_\_\_\_.  
(a) input masters (b) add (c) processing entries  
(d) modify (e) output report (f) delete

Ans. : (a), (c), (e)

#### 3.2 Process of Accounting Software

2. Accounting software process includes \_\_\_\_\_.  
(a) creation of company  
(b) manual accounting

**March 2022**



- (c) Creation of ledgers with appropriate groups
- (d) slow process
- (e) GST calculation
- (f) manual reports

Ans. : (a), (c), (e)

3. Following are the valid voucher types used in Tally \_\_\_\_\_.
- (a) trial balance
  - (b) receipt
  - (c) balance sheet
  - (d) sales return
  - (e) day book
  - (f) sales

Ans. : (b), (d), (f)

4. Following are various reports generated by Tally \_\_\_\_\_.
- (a) trial balance
  - (b) GST report
  - (c) balance sheet
  - (d) receipts
  - (e) payments
  - (f) purchases

Ans. : (a), (b), (c)

5. Points to be remembered while recording voucher entry.
- (a) No alteration can be done
  - (b) Correct ledger account should be selected
  - (c) Appropriate voucher type should be selected
  - (d) we cannot delete the voucher
  - (e) we cannot print the transactions
  - (f) After recording transaction, it is possible to alter the contents in the voucher.

Ans. : (b), (c), (f)

6. Following are the accounting softwares available for maintaining computerized accounting.
- (a) Tally
  - (b) Windows
  - (c) GNUKhata
  - (d) Ubuntu
  - (e) UNIX
  - (f) Ledger SMB

Ans. : (a), (c), (f)

### 3.5 Important Concepts under GST

7. Three types of GST are \_\_\_\_\_.
- (a) HSN
  - (b) SAC
  - (c) GNUCash
  - (d) CGST
  - (e) SGST
  - (f) IGST

Ans. : (d), (e), (f)

8. \_\_\_\_\_ and \_\_\_\_\_ ledgers are created under sub group Duties and Taxes.
- (a) HSN
  - (b) SAC
  - (c) CGST
  - (d) IGST
  - (e) SGST
  - (f) NOGST

Ans. : (c), (d), (e)



## Match the Following

### 3.1 Introduction

(I)	A	B
1.	Input Masters	(a) Inventory voucher, Invoice, Accounting voucher
2.	Processing Entries <b>March 2022</b>	(b) Manual accounting
3.	Output Reports	(c) Balance sheet, Trail balance, GST summary
		(d) Ledger, group, voucher

Ans. : 1. - (d), 2. - (a), 3. - (c)

### 3.2 Process of Accounting Software

(I)	A	B
1.	Receipt	(a) Payments made by cash
2.	Payment	(b) Cash and Credit sale of Goods and Services
3.	Sales	(c) Amount received by way of cash
4.	Purchase	(d) Cash and credit purchase of Goods and Services

Ans. : 1. - (c), 2. - (a), 3. - (b), 4 - (d)

(II)	A	B
1.	Contra	(a) Rectifying entries
2.	Journal	(b) Return of goods to a supplier
3.	Sales Return	(c) Return of goods by customer
4.	Purchase Return	(d) Deposits or withdrawals of cash from bank

Ans. : 1. - (d), 2. - (a), 3. - (c), 4 - (b)

(III)	A.	B
1.	Trial balance	(a) Contains all vouchers for the day
2.	Profit and Loss Account	(b) Prints summary of GST received and paid
3.	Balance sheet	(c) Report with debit and credit balance of all ledger accounts
4.	Day Book	(d) Statement showing Assets and Liabilities of the business concern
5.	GST Reports	(e) Report gives the final working result of business with Net Profit/Net Loss

Ans. : 1. - (c), 2. - (e), 3. - (d), 4 - (a), 5 - (b)



(IV)

A		B	
1.	Debit and credit balance of all ledger account most widely	(a)	Tally
2.	Using financial accounting method	(b)	Trial balance
3.	Transfer of funds from one bank to another	(c)	Depreciation
4.	Indirect expenses	(d)	Contra
5.	Transfer or adjustment entries	(e)	Journal

Ans. : 1. - (b), 2. - (a), 3. - (d), 4 - (c), 5 - (e)

### 3.5 Important Concepts under GST

(I)

A		B	
1.	CGST	(a)	Intra state supply of goods or services collected by State Government
2.	SGST	(b)	Intra state supply of goods or services collected by Central Government
3.	IGST	(c)	Inter state import of goods services collected by Central Government.

Ans. : 1. - (b), 2. - (a), 3. - (c)

## Answer in Brief

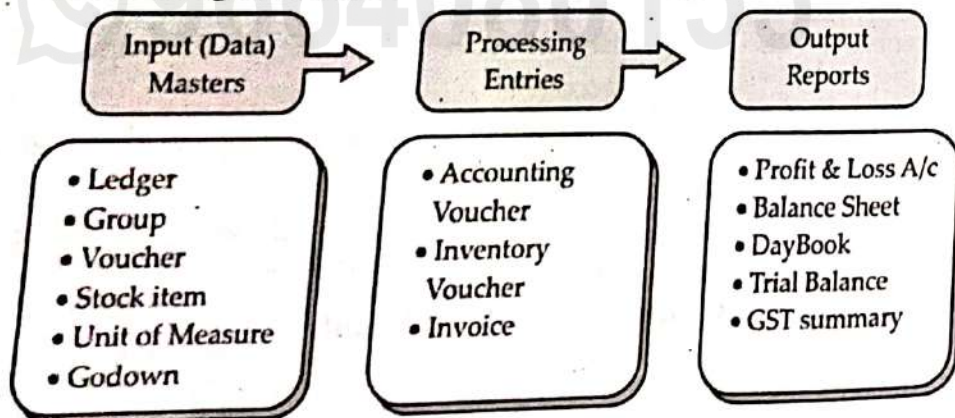
### 3.1 Introduction

1. Explain Computerized Accounting System ?

Ans. :

- A Computerized Accounting System is an Accounting Information System that processes the financial transactions and events as per Generally Accepted Accounting Principles (GAAP) to produce reports as per user requirements.
- Accounting Software describes a type of application software that records and processes accounting transactions within functional modules such as accounts payable, accounts receivable, Journal, General Ledger, Payroll, and Trial Balance. It functions as an Accounting Information System.

Working of Accounting Software :





### 3.2 Process of Accounting Software

2. Explain Creation of Company/Organization ?

March 2022

Ans. :

- i) **Creation of Company/Organization :** Company/organisation involves providing basic information about the company whose books of accounts are to be maintained.
- ii) All the necessary details like name, address, contact number, Email ID etc has to be entered.

3. Explain Creation of Ledgers ?

Ans. :

- i) **Creation of Ledgers :** The modern way of managing accounts called 'Single Ledger' concept of accounting is being followed.
- ii) All financial entries are made using Ledgers or account heads. Ledger accounts are created to identify transactions.

4. Explain selection of Correct Voucher and Voucher types ?

March 2022

Ans. :

- i) **Selection of Correct Voucher :** A voucher is a pre-numbered accounting document used for recording daily transactions.
- ii) Every voucher maintains its debit and credit record.
- iii) There are pre-defined voucher types for every type of transaction List of pre-defined Accounting voucher types is as below

Voucher Type	Used for Recording
Receipt	Amounts received by way of cash.
Payment	Payments made by cash.
Sales	Cash and Credit sale of goods and services.
Purchase	Cash and credit purchase of raw materials, semi-finished goods and finished goods and services.
Contra	Deposits or withdrawals of cash from bank or transfer of funds from one bank to another transfer of cash to Petty Cash.
Journal	Rectifying entries or transfer or adjustment entries purchase of fixed assets on credit.
Sales Return / Credit Note	Return of goods by a customer. It is issued when there is reduction in the price charged to a customer.
Purchase Return/ Debit Note	Return of goods to a supplier. It is issued when there is reduction in the price given by a supplier

5. Explain GST ?

Ans. : GST Calculation :

- i) GST stands for Goods and Service Tax.
- ii) GST is an Indirect Tax which has replaced many Indirect Taxes in India.
- iii) The Act came into effect on 1st July 2017. GST is one nation, one tax.



6. Explain the concept of Voucher entry ?

Ans. :

- i) Posting a transaction through voucher is called voucher entry.
- ii) While recording a transaction through the voucher, the account to be debited and credited along with the amount.
- iii) We can type narration which is optional.
- iv) We can add any number of debits and credits in a voucher entry depending upon the transaction

7. Explain the steps for Voucher entry ?

Ans. : Steps/Procedure for voucher entry

- i) Creation of Ledger with appropriate group or sub group.
- ii) Select the appropriate voucher type from voucher menu.
- iii) Enter voucher date.
- iv) Select the debit account name from the list (which you have created) and enter the amount.
- v) Select the credit account name from the list (which you have created) and enter the amount.
- vi) Enter narration and save.(optional).

8. Explain the following Reports ?

March 2022

Ans. :

- 1) **Trial Balance** : Provides you a report with debit and credit balance of all Ledger Accounts.
- 2) **Profit and Loss Account** : This report gives the final working result of the business with Net profit/Net Loss.
- 3) **Balance Sheet** : It is a statement showing Assets and Liabilities of the business concern.
- 4) **The Day Book** : Contains all vouchers for the day, including inventory vouchers.
- 5) **GST Reports** : The GST report prints a summary of the GST received and paid by you, broken down by the various tax codes, and is used to calculate your GST payment or refund.

### 3.3 Different Accounting Packages

9. Explain different Accounting Packages ?

Ans. :

- (1) **Tally with GST package** : Tally is one of the most widely used financial accounting software. provides various facilities like multi- lingual operations, online functions, legally supported reports, etc. In 2009, Tally Solutions introduced the software Tally.ERP 9. The software offers comprehensive business management solution.
- (2) **GNUKhata** : GNUKhata is one of the tools developed by KK's foundation. Like some other fairly innovative Indian FOSS products. From cash flow statements to profit and loss and balance sheets, GNUKhata can do it all. This software helps you keep track of your inventory.



- (3) **LedgerSMB** : A powerful yet simple open source accounting solution. It has been tailored to small and medium sized businesses. Starting from managing invoices to inventory.
- (4) **GNUCash** : GnuCash is personal and small-business financial-accounting software, freely licensed under the GNU GPL and available for GNU/Linux, BSD, Solaris, Mac OS X and Microsoft Windows. It is designed to be easy to use, yet powerful and flexible. GnuCash allows you to track bank accounts, stocks, income and expenses.
- (5) **Akaunting** : Akaunting is an interesting online accounting software that's available for free. Ranging from invoicing to managing deposits and transfers it has a whole lot of features. It's fit for both personal and enterprise needs.

### 3.4 Case Study/ PROBLEM

#### Note :

- (i) With the help of above mentioned list of software use any Accounting Software (open source/ free version or proper license version).
- (ii) Every software will have different navigational menus.
- (iii) Practical Examination should be conducted on the software which is used for regular teaching session.
- (iv) Tally ERP9 is used for following examples.

#### 10. Practical application of Accounting Software.

Use following details to create a M/s Saraswati Trading Company for the year 2020

#### Company Details

Company Name : M/s Saraswati Trading Company  
 Address : 512,Shaniwar Peth, Navkar Building, Pune30  
 State : Maharashtra  
 Website : www.saraswatitrading.com  
 E-mail Id : info@saraswati.com  
 Maintain : Accounts Only Financial Year From : 01-04-2019  
 Books Begin From : 01-04-2019

With the help of Any Accounting Software pass the following transactions in appropriate vouchers to print reports such as Trial Balance, Profit & Loss A/c, Balance Sheet, Day Book.

Jan 2020	Particulars	Amount (Rs)
1	Mrs. Saroj started business with cash	1,57,000
1	Cash deposited into Canara Bank	50,000
1	Paid office rent by cheque	15,000
2	Purchased goods from Sumit Steel works on Credit	10,000



Jan 2020	Particulars	Amount (Rs)
2	Sold goods to Ritu on cash	12,500
2	Purchased Furniture for office use	25,000
2	Depreciation on Furniture	2,500

**Solution :**

### Step I : Company Creation

#### Company Info -> Create Company

- (i) Create a new company in the name of M/s Saraswati Trading Company with the given details, financial year begins on 1/04/2019.
- (ii) After creation of a company, it is necessary to set up features. The features are set of capabilities, provided as options, that enable maintenance of financial records as per the requirements of the users. Go to Features -> Company Features -> Accounting Features-> Maintain Accounts only -> Type Yes

### STEP II : Creation Of Ledger

To record any transaction, the transaction has to be identified with the related Ledger Accounts. The user has to create various other ledgers based on their requirements.

To create given Ledgers :

Masters ⇒ Account Info ⇒ Ledgers ⇒ Single Ledger ⇒ Create

While creating a ledger, name of the ledger along with appropriate group should be selected from the list of groups.

Ledger	Under Group
Capital A/c	Capital Account
Canara Bank A/c	Bank Account
Office Rent A/c	Indirect Expenses
Purchase A/c	Purchase Accounts
Sumit Steel Works A/c	Sundry Creditors
Sales A/c	Sales Accounts
Furniture A/c	Fixed Asset
Depreciation A/c	Indirect Expenses

To view the list of created ledger : Accounts Info -> Ledger -> Single Ledger -> Display

### Step III : Voucher Entries

All Accounting Software has a set of predefined vouchers such as Purchase, Sales, Payment, Receipt and Contra. To view the list of voucher types: Masters -> Accounts Info -> Voucher Types -> Display.



**Analysis of Transactions :**

Date 2020	Voucher Type	Particular	Debit Amt.	Credit Amt.
1 Jan	Receipt F6	Dr. Cash Cr. Capital A/c	1,57,000	1,57,000
1 Jan	Contra F4	Dr. Canara Bank A/c Cr. Cash A/c	50,000	50,000
1 Jan	Payment F5	Dr. Office Rent A/c Cr. Canara Bank A/c	15,000	15,000
2 Jan	Purchases F9	Dr. Purchases A/c Cr. Sumit Steel Works A/c	10,000	10,000
2 Jan	Sales F8	Dr. Cash A/c Cr. Sales A/c	12,500	12,500
2 Jan	Purchases F9	Dr. Furniture A/c Cr. Cash A/c	25,000	25,000
2 Jan	Journal F7	Dr. Depreciation A/c Cr. Furniture A/c	2,500	2,500

**Step IV : To view various Reports**

- (i) To view Trial Balance -> Display -> Trial Balance -> Detailed Trial Balance
- (ii) To view Profit and Loss A/c -> Reports -> Profit & Loss A/c
- (iii) To view Balance Sheet -> Reports -> Balance Sheet -> Detailed
- (iv) To view Day Book -> Display -> Day Book -> Detailed (Alt + F1)

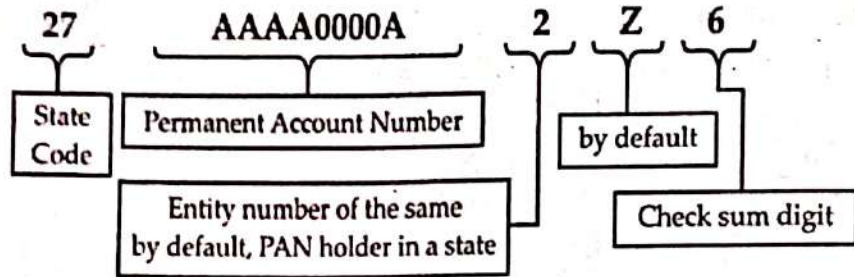
**3.5 Important Concepts under GST****11. Short Note on GST and GSTIN.****Ans. : GST :**

- i) GST stands for Goods and Services Tax.
- ii) France was the first country to implement the GST in 1954, and since then an estimated 160 countries have adopted this tax system.
- iii) GST is an Indirect Tax which has replaced many Indirect Taxes in India.
- iv) In India the GST Act came into effect on 1st July 2017.
- v) The GST replaced existing multiple taxes levied by the central and state governments.  
**GST is one nation, one tax, one market.**

**GSTIN :**

- i) Goods and Services Tax Identification Number (GSTIN) is the registration number allotted to every registered dealer under GST Act.
- ii) The GSTIN is a 15 digit PAN based registration number. Structure of GSTIN is as under





**12. Short Note on HSN and SAC.**

**Ans. : HSN Code :**

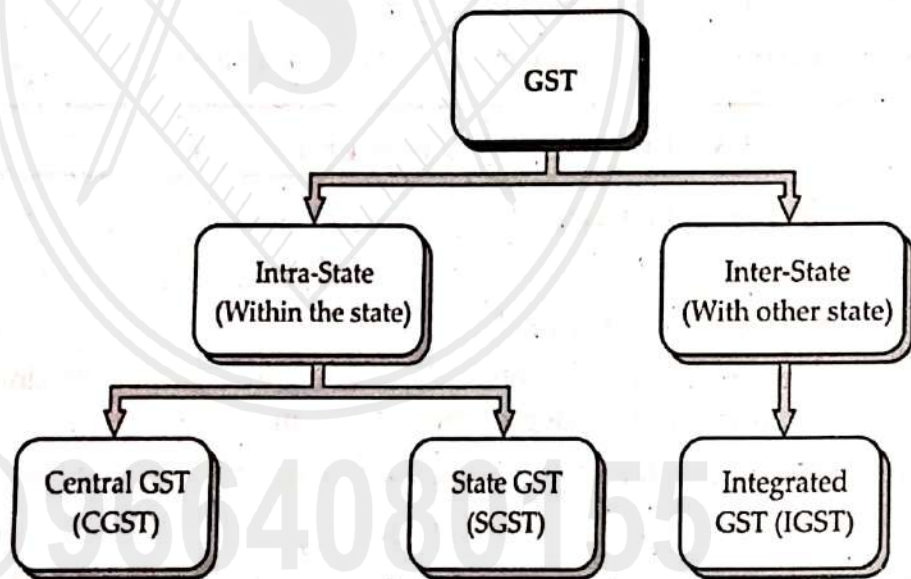
- i) HSN stands for Harmonized System of Nomenclature, is an internationally accepted coding system developed by World Customs Organisation (WCO). with the vision of classifying goods all over the world in a systematic and logical manner.

**SAC :**

- i) SAC stands for Services Accounting Code, which is issued by CBEC(Central Board of Excise and Customs) to uniformly classify each service under GST. Each service has a unique SAC.

**13. Which are the Taxes Under GST ?**

**Ans. :**



To understand GST let us consider following table :

Tax name	Imposed on	Collected by	Example
CGST(Central Goods and Services Tax)	Intra-state supply of goods or services	Central Government	Mumbai to Pune i.e. Maharashtra to Maharashtra



Tax name	Imposed on	Collected by	Example
SGST (State Goods and Services Tax)	Intra-state supply of goods or services	State Government	Satara to Nasik i.e. Maharashtra to Maharashtra
IGST (Integrated Goods and Service Tax)	Interstate supply or import of goods or services	Central Government	Solapur to Humpy i.e. Maharashtra to Karnataka (Between two States)

14. Explain GST Rates.

Ans. :

- i) The government has proposed a 4-tier tax structure for all goods and services under the slabs- 5%, 12%, 18% and 28%.
- ii) There is zero % tax imposed on items such as, milk, sugar, salt, eggs, bread butter milk, curd, natural honey, fresh fruits and vegetables, jute, fresh meat, fish, chicken, stamps, judicial papers, printed books, newspapers, bangles, handloom. etc.

15. Explain Input Tax and Output Tax.

Ans. :

- i) GST on Inward Supply of goods and services is known as Input Tax. Input tax shall be specifically named as Input IGST or Input CGST or Input SGST.
- ii) GST on Outward Supply of goods and services is known as Output Tax. The output tax may be specifically named as Output IGST/OutputCGST/Output SGST

Ledgers pertaining to GST for Supply of Goods - The Ledgers that are affected GST are :-

- Sales Ledger - Separate sales Ledgers can be created for Local, Interstate and Non-taxable sales
  - Purchases Ledger - Separate purchases Ledgers can be created for Local Purchases, Interstate purchases and Non- taxable purchases
- Party Ledger : SGST Ledger  
CGST Ledger : IGST Ledger

Ledgers pertaining to GST for Supply of Services - The Ledgers that are affected GST are :

- Sales of Service Ledger or Income Ledger - Give the name of the Service  
(If the dealer is only a service provider, Service rendered is treated as sale of service e.g. Advertisement Charges received, consulting charges received, Commission received etc.)
- Purchase of Service Ledger or Expense Ledger - Give the name of the Service.  
(If the dealer deals only a service provider, Service received is treated as Purchase of service e.g. website development/IT service charges paid, advertisement charges paid, Consulting charges paid, Courier Charges paid, etc. )



Party Ledger : SGST Ledger

CGST Ledger : IGST Ledger

- Let us see different examples of GST calculation using different accounting packages.

16. Mention the Ledgers with groups and the voucher type for the following transactions.

Sold goods to Mr. Ram on Credit

March 2022

Ans. : Entry for the transaction will be

Mr. Ram A/c ..... , Dr

To sales A/c

Groups for the above ledgers are

Mr Ram A/c	Sundry Debtor
Sales A/c	Sales Account

Voucher type is : Sales (F8)

17. Mention the Ledgers with groups and the voucher type for the following transactions.

Cash deposited in Bank of India

March 2022

Ans. : Entry for the transaction will be

Bank of India A/c ..... , Dr

To cash A/c

Groups for the above ledgers are

Bank of India A/c	Bank Accounts
Cash A/c	Cash in Hand

Voucher type is : Contra (F4)

18. Mention the Ledgers with groups and the voucher type for the following transactions.

Depreciation on Machinery

March 2022

Ans. :

Entry for the transaction will be

Depreciation A/c ..... , Dr

To Machinery A/c

Groups for the above ledgers are

Deprecation A/c	Indirect Expenses
Machnery A/c	Fixed Asset

Voucher type is : Journal (F7)



19. Explain Profit and Loss A/c.

March 2022

Ans. : Profit and Loss report gives the final working result of the business with Net profit/NetLoss.

20. What is Balance Sheet?

March 2022

Ans. : Balance sheet is a statement showing Assets and Liabilities of the business concern.

21. What is ledger?

March 2022

Ans. : The modern way of managing accounts called 'Single Ledger' concept of accounting is being followed. All financial entries are made using Ledgers or account heads. Ledger accounts are created to identify transactions. Groups in Accounting Software classify and identify account heads according to their nature. This helps in presenting summarised information.

22. Explain the following

March 2022

1) CGST 2) SGST 3) IGST

Ans. :

Tax name	Imposed on	Collected by	Example
CGST (Central Goods and Services Tax)	Intra-state supply of goods or services	Central Government	Mumbai to Pune i.e. Maharashtra to Maharashtra
SGST (State Goods and Services Tax)	Intra-state supply of goods or services	State Government	Satara to Nasik i.e. Maharashtra to Maharashtra
IGST (Integrated Goods and Service Tax)	Interstate supply or import of goods or services	Central Government	Solapur to Humpy i.e. Maharashtra to Karnataka (Between two States)

23. What is HSN code?

March 2022

Ans. : HSN stands for Harmonized System of Nomenclature, is an internationally accepted coding system developed by World Customs Organisation (WCO) with the vision of classifying goods all over the world in a systematic and logical manner.

24. What is SAC?

March 2022

Ans. : SAC stands for Services Accounting Code, which is issued by CBEC (Central Board of Excise and Customs) to uniformly classify each service under GST. Each service has a unique SAC.

25. Which type of GST is applicable in the following transaction? Why?

Ans. : Ramesh from Gujrat purchased goods from Raju Company from Maharashtra.

26. What is GSTIN?

March 2022

Ans. : Goods and Services Tax Identification Number (GSTIN) is the registration number allotted to every registered dealer under GST Act. The GSTIN is a 15 digit PAN based registration number. You may register multiple businesses under the same PAN registration, provided they are all within the same state.



27. What is Trial Balance?

Ans. : Trial Balance provides you a report with debit and credit balance of all Ledger Accounts.

March 2022

28. Explain the following groups with meaning :

Ans. :

March 2022

Sr. No	Name of the Group	Purpose of the Group
1.	Bank account	It holds all bank balances in current a/c and savings a/c.
2.	Bank OCC/ Bank O/D	It covers all bank Overdraft a/c
3.	Branches /Divisions	It covers all the accounts of company's sister concern, branches and divisions.
4	Capital Account	It holds capital and reserves of the company
5	Cash- in- hand	It holds balances of cash a/c and petty cash a/c.
6	Current Assets	It holds subgroups like cash, bank, deposits etc. It also holds pre-paid expenses and outstanding incomes.
7	Current Liabilities	It covers outstanding liabilities, statutory liabilities and other minor liabilities.
8	Deposits (Assets)	It holds all short deposits like telephone deposits, rental deposits etc.
9	Direct Expenses [Expenses Direct]	It holds all the factory expenses like wages, factory rent etc.:
10	Direct Income [Income Direct]	It holds all incomes related to non-trading company like fees received by doctors, commission received by transport agents etc.
11	Duties and Taxes	It holds the accounts of excise duty, local sales tax and central sales tax.
12	Indirect expenses [Expenses Indirect]	It holds all administrative expenses like salary, rent etc
13	Fixed Assets	It covers all fixed assts like land, building, furniture etc
14	Indirect Income [Income Indirect]	It holds the accounts of non-sale indirect incomes like commission received ,dividend received etc.
15	Investment	It holds the accounts of overall investment of the company like investment in shares, Govt. securities etc
16	Loans and Advances [Assets]	It holds all loans given by the company.
17	Loans [Liability]	It holds all loans taken by the company.



Sr. No	Name of the Group	Purpose of the Group
18	MISC. Expenses [Assets]	It includes legal cost, accounting and valuation charges in connection with formation of the company like preliminary expenses etc.
19	Provisions	It covers all provisions like provision for depreciation, provision for tax etc.
20	Purchase Accounts	It holds the accounts related to purchase and purchase return.
21	Reserves and surplus [Retained Earnings]	It holds all Reserves like Capital Reserve, General Reserve etc
22	Sales Accounts	It holds the accounts related sales and sales return.
23	Secured Loans	It holds the accounts of the loan taken by company against security like land and building etc.
24	Stock in hand	It holds opening stock and closing stock.
25	Sundry Creditors	It holds the account of the trade creditors of the company.
26	Sundry Debtors	It holds the accounts of the debtors who owe money to the company.
27	Suspense A/C	This is mainly for discrepancy in the balance sheet and trial balance like difference in trial balance.
28	Unsecured Loans	It holds the accounts of the loan taken by company without any security.

### Programs

#### GST on Goods :-

#### Example 1 :

With the help of any open source or free education version Accounting Software create a company named Shree Ganesha Trading Company, Shahupuri Estate, Kolhapur, Maharashtra Pin Code 416004, with GSTIN 27ABCDE2345F1Z4. Enter the following transactions in appropriate vouchers by applying GST. Prepare Sales/ Tax Invoice and GST Reports.

- (i) On 01/04/2019 Purchased 50 Units CCTV @ Rs.10000 per Unit, GST 28% from Shiva Enterprises, Kolhapur, Maharashtra, Pin code 416001.
- (ii) On 02/04/2019 Sold 30 Units of CCTV @Rs.12000 per unit, GST 28%, to Angels Public School, Satara, Maharashtra, Pin code 415001.



**Solution :** The above transactions clearly indicate that the purchase and sale both are within Maharashtra State.

Therefore 28% GST is applicable as 14% SGST and 14% CGST

**Step 1 : Create new company**

- (i) Create a new company in the name of Shree Ganesha Trading Company with the given address and pin code, financial year begins on 1/04/2019.
- (ii) Enable GST features by selecting -> Features -> Statutory and Taxation -> Enable Goods and Service Tax(GST) -> yes Set/alter GST details -> Yes.  
Type State -> Maharashtra, GSTIN 27 -> ABCDE2345F1Z4

**Step2 : Create the following Ledger Accounts**

Accounts Info -> Leger -> Single -> Create

Ledger	Group	Details to be filled
Purchases CCTV A/c	Purchases Accounts	Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes', Nature of transaction - 'Purchase Taxable', (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply - 'Goods')

After Set/Alter GST Details - 'Yes', GST Details Screen will appear select Nature of transaction - 'Purchase Taxable'

GST Details-> Nature of Transaction->Purchase Taxable Show all GST tax types -> Yes

Taxtype-Integrated Tax-28%;thenCentral TaxandState Taxwill automatically reflect as '14%' and '14%' respectively. Cess 0% and then press Enter Key

Ledger	Group	Details to be filled
Sales CCTV A/c	Sales Account	Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes' Nature of transaction - 'Sales Taxable' (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply - 'Goods'

Same Steps to be followed for creating Sales CCTV Ledger A/c

SGST A/c	Duties and Taxes	Type of Duty/Tax - 'GST', Tax Type - 'State Tax', Percentage of Calculation - '0%'
CGST A/c	Duties and Taxes	(Type of Duty/Tax - 'GST', Tax Type - 'Central Tax', Percentage of Calculation - '0%'



Ledger	Group	Details to be filled
Angel Public School A/c	Sundry Debtors	Fill the details with PIN code
Shiva Enterprises A/c	Sundry Creditors	Fill the details with PIN code

**Step 3 : Create Inventory details**

- Create Units of Measure – Unit/Ut
- Create Stock groups or Category as 'Camera'
- Create Stock Item/Product as 'CCTV' with GST rate 28%

**Note :** GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, following are the steps :

**Step 3.1 :** Create Unit of Measure: Inventory/Inventory Info> Unit of Measure/ Measurement -> Give unit name/symbol as Ut -> Formal Name/description as Units -> Select applicable Unit Quantity Code (UQC) from the pop up list(optional). -> Accept/Save the details.

**Step 3.2 :** Create Stock groups or Category: Inventory/Inventory Info>Stock groups or Category as Camera>Accept/Save the details without changing any field.

**Step 3.3 :** Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the name of the item/product CCTV -> Select the Under Group/Category as Camera -> Select Unit of Measurement/ Measure as Ut -> Set / Alter GST Details : Yes (then give all the GST details for that Stock Item like HSN, Taxability, IGST %, CGST%, SGST%, etc.)Type of supply - 'Goods' Accept/Save the details.

**Step 4 : Create Purchase and Sales Vouchers**

- Purchase Voucher:** -> Accounting Vouchers -> (Purchase Voucher) -> Type Voucher Date as 1/04/2019 -> Supplier Invoice No. -> Party's name field : -> Enter **Shiva Enterprises** > Purchase Ledger field -> Select **Purchase CCTV A/c** -> Select Name of the item/product as **CCTV** -> Enter Quantity as 50 and Rate Rs.10000 -> Select '**SGST**' -> Select '**CGST**' -> Save/Accept.
- Sales Voucher :** Accounting Vouchers -> Select Sales Voucher -> Enter Voucher Date> Party's name field : **Angel Public School** -> Sales Ledger field - Select **Sales CCTV** -> Select Name of the item/product as **CCTV** -> Enter Quantity 30 units and Rate Rs.12000 -> Select '**SGST**' -> Select '**CGST**' -> Save/Accept



**Step 5 : Display Reports**

- (1) Tax Invoice i.e. Sales Invoice – Reports ->Display ->Day Book ->Sales Voucher
- (2) GST Reports
  - (i) Display -> Statutory Reports -> GST -> GSTR2
  - (ii) GST Annual Computation --> in Pdf form(print mode)

**Example 2 :**

With the help of any open source or free education version Accounting Software Enter the following transactions in appropriate vouchers of Balaji Enterprises, College Road, Nashik, Maharashtra 422005 with GSTIN 27PQRST1234T2Z1, Dealers of House hold Articles. Prepare various reports with GST calculations.

- (1) On 01/08/2018 Purchased from M/s. Bangalore Kitchen suppliers, Sudhama Nagar, Bengaluru, Karnataka 560002 with GSTIN 29ABCDE1235R2Z4
  - (a) 100 Nos. of LPG Stoves @ Rs.8500/- per Stove, GST 18%
  - (b) 50 Nos. of Wash Basin @Rs.7000/- per basin, GST 28%
- (2) On 02/08/2018 Sold 40 Nos. of LPG Stoves @Rs.10000/- per Stove with GST18% to Anandh Multi Agencies, Kuppam Nagar, Chennai, Tamil Nadu 600033 (GSTIN-33STUVW1345S2Z6)

**Solution :**

The above transactions clearly indicate that the purchase and sale both are out of Maharashtra State. Therefore only IGST is applicable i.e. Integrated GST

**Step 1 :**

- (i) Create a new company in the name of Balaji Enterprises, College Road, Nashik, Maharashtra, Pin code - 422005, financial year begins on 1/04/2018.
- (ii) **Enabling GST :** Features>Statutory & Taxation > Enable Goods and Services Tax (GST) – Yes Set/alter GST details – Yes
- (iii) Fill State and GSTIN details

**Step 2 : Create following Ledger accounts**

Account Info -> Ledgers -> Single -> Create

Ledger	Under Group
Inter-State Purchase	Purchase Accounts Is GST Applicable – Applicable Set/Alter GST Details – No Type of supply – Goods
M/s. Bangalore Kitchen Suppliers	Sundry Creditor



Ledger	Under Group
Inter-State Sales	Sales Accounts Is GST Applicable – Applicable Set/Alter GST Details – No Type of supply – Goods
Anandh Multi Agencies	Sundry Debtor
IGST	Duties and Taxes Type of Duty/Tax – GST Tax Type – Integrated Tax Percentage of Calculation – '0%'

**Step 3 : Create Inventory details**

- (a) Create Units of Measure – Nos.
- (b) Create Stock group/category - Households
- (c) Create Stock Items/products :
  - (i) LPG Stoves - Type GST Rate 18% in the field 'Integrated Tax'..
  - (ii) Wash Basin - Type GST Rate 28% in the field 'Integrated Tax'

**Note :** GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, steps to be followed are :

**Step 3.1 :** Create Units of Measure: Inventory/Inventory Info -> Units of Measure/ Measurement -> Give unit name/symbol as Nos -> Formal Name/description as Number -> Select applicable Unit Quantity Code (UQC) from the pop up list NOS-Numbers -> Accept/Save the details

**Step 3.2 :** Create Stock groups or Category: Inventory/Inventory Info>Stock groups or Category as Households -> Accept/Save the details without changing any field

**Step 3.3 :** Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the Item/Product name LPG Stoves -> Select the Under Group/Category as Household -> Select Unit of Measurement/ Measure as Nos -> Type GST Rate 18% in the field 'Integrated Tax' -> Accept/Save the details

**Step 3.4 :** Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the Item/Product name Wash Basin -> Select the Under Group/Category as Household -> Select Unit of Measurement/ Measure as Nos -> Type GST Rate 28% in the field 'Integrated Tax' -> Accept/Save the details



**Step 4 : Create Purchase and Sales Vouchers**

- (1) **Purchase Voucher : Accounting Vouchers** -> Select Purchase Voucher -> Type Voucher Date -> Supplier Invoice No. > Party's name field : M/s. Bangalore Kitchen suppliers -> Purchase Ledger field - Select Inter-state Purchase -> Select Stock Item/Product LPG Stoves > Enter Quantity as 100Nos and Rate Rs.8500> Select second Stock Item/Product Wash Basin -> Enter Quantity as 50Nos and Rate Rs.7000 -> Select 'IGST' -> Save/Accept.
- (2) **Sales Voucher : Accounting Vouchers** -> Select Sales Voucher -> Enter Voucher Date>Party's name field : Anandh Multi Agencies -> Sales Ledger field - Select Inter-state Sale -> Select Name of the item/product LPG Stoves -> Enter Quantity 40 Nos and Rate Rs.10000>Select 'IGST' -> Save/Accept.

**Step 5 : Display GST Reports :**

- (i) Display -> Statutory Reports -> GST - > GSTR-2
- (ii) Display -> Statutory Reports -> GST -> GST Annual Computation
- (I) **GST on Services -**

While calculating GST on Services all the services purchased can be recorded in Purchase Voucher. For example paid advertisement charges, consultancy charges, professional charges, maintenance charges, transportation charges, IT charges etc. to be considered as services purchased for the company and hence to be recorded in Purchase Voucher.

Similarly, while calculating GST on Services all the services sold can be recorded in Sales Voucher. For example received advertisement charges, consultancy charges, professional charges, maintenance charges, transportation charges, IT charges etc. to be considered as services sold by the company and hence to be recorded in Sales Voucher.

E.g. Digisoft India Ltd Company is a company which develops websites. They have developed a website for Enhance Learning Institute for Rs 50,000/- as design charges. Entry for the same will be:-

Voucher Entry	Group Name	Voucher Type
Enhance Learning Institute A/c ...Dr 50000	Sundry Debtor	Sales Voucher
To Design charges A/c 50000	Sales	

**Note:** While calculation GST for the company rendering only services Accounting Features should change to "Maintain Accounts Only" as YES option



Let us understand this with the help of following example :

### Example 3

M/s. Freelance Technical Consultancy Company from Shraddhanand Peth, Ambazari Rd, Nagpur, Maharashtra 440010 (GSTIN 27HIJKL1234M5Z6) is a freelancing company which tackle problems and provide IT solutions to the big organisation. The company renders services like website designing, Digital Marketing consultation, etc. Following transactions has taken place in the month of October 2017.

With the help of any open source or free education version Accounting Software enter the following transactions in appropriate vouchers of M/s. Freelance Technical Consultancy Company with GST calculations.

- 1-10-2017 Received Design charges from M/s Mehta Construction Group, Amravati, Rs.50,000/- by cheque, (SBI Ch. No.579678) GST-18%.
- 2-10-2017 Received Consultancy charges from M/s Perfect Engineers Ltd, Wardha, Rs.10,000/-, GST 5%
- 2/10/2017 Paid Advertisement charges Rs.40,000/-, GST-18% to M/s. Online Digital Marketing Ltd, Mumbai.
- 02/10/2017 Paid Web hosting charges to M/s. Popular Web hoster, Bangalore, Karnataka by Cheque Rs.30,000/-, (SBI Ch.No.325647) IGST-18%

Print GST Reports GSTR-2 and GST Annual Computation.

### Solution :

In the above transactions we have to consider SGST, CGST, IGST

### Step1 : Create a new company

M/s. Freelance Technical Consultancy Company from Shraddhanand Peth, Ambazari Rd, Nagpur, Maharashtra 440010, financial year begins on 1/04/2017. Enable GST by filling GSTIN 27HIJKL1234M5Z6.

**Note :** Don't forget to change the company features if the company renders 'Service Only' as Feature -> Accounting Features -> Maintain Accounts Only 'Yes'

### Step2 : Create the following Ledger Accounts

Ledger	Under Group and details to be filled
Design Charges	Indirect Income (Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes', Nature of Transaction - Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply - 'Service')
M/s Mehta Construction Group	Sundry Debtors



Ledger	Under Group and details to be filled
SBI A/c	Bank Account
SGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type - 'State Tax', Percentage of Calculation - '0%', Rounding method - 'Not applicable')
CGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type - 'Central Tax', Percentage of Calculation - '0%', Rounding method - 'Not applicable')
Consultancy Charges	Indirect Income (Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes', Nature of Transaction - Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply - 'Service')
M/s Perfect Engineers Ltd	Sundry Debtors
Advertisement Charges	Indirect Expenses (Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes', Nature of Transaction - Purchase Taxable, Type GST Rate in the field Integrated Tax, Type of supply - 'Service')
M/s Online Digital Marketing Ltd	Sundry Creditors
M/s. Popular Web hoster	Sundry Creditors
IGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type - 'Integrated Tax', Percentage of Calculation - '0%', Rounding method - 'Not applicable')
Web Hosting Charges	Indirect Expenses (Is GST Applicable - 'Applicable', Set/Alter GST Details - 'Yes', Nature of Transaction - Inter-State Purchase Taxable, Type GST Rate in the field Integrated Tax, Type of supply - 'Service')

## Step 3 : Accounting Vouchers :

Transaction	Voucher Type	Procedure
1 (Due Entry)	Sale	Debit - M/s Mehta Construction group Credit- Design charges Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode - Accounting Invoice and not in Voucher Mode - Dr / Cr mode. So that GST amount should be auto calculated.)
1 (Receipt entry)	Receipt	Debit - SBI Credit- M/s Mehta Construction group
2 (Due Entry)	Sale	Debit - M/s Perfect Engineers Ltd Credit- Consultancy charges Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode - Accounting Invoice and not in Voucher Mode - Dr / Cr mode. So that GST amount should be auto calculated.)
2 (Receipt entry)	Receipt	Debit - Cash Credit- M/s Perfect Engineers Ltd
3 (Due Entry)	Purchase	Debit - Advertisement Charge Debit- CGST Debit - SGST Credit- M/s. Online Digital marketing Ltd (Recommended that Entry to pass in Invoice Mode - Accounting Invoice and not in Voucher Mode - Dr / Cr mode. So that GST amount should be auto calculated.)
3 (Payment entry)	Payment	Debit - M/s. Online Digital marketing Ltd Credit - Cash



Transaction	Voucher Type	Procedure
4 (Due Entry)	Purchase	Debit - Web Hosting Charges Credit- M/s. Popular Web hoster (Recommended that Entry to pass in Invoice Mode - Accounting Invoice and not in Voucher Mode - Dr / Cr mode. So that GST amount should be auto calculated.)
4 (Payment entry)	Payment	Debit - M/s. Popular Web hoster Credit - Cash

**Step 4 : Display GST Reports :**

- GSTR-2
- GST Annual Computation

### Self Assessment

**Time : 1 Hour****Marks: - 40****1. Fill in the blanks**

- All financial entries are made using \_\_\_\_\_ or account heads. (05)
- The \_\_\_\_\_ voucher type is used for recording amounts received by way of cash.
- \_\_\_\_\_ provides you a report with Debit and Credit balance of all ledger accounts.
- Tally is one of the most widely and financial \_\_\_\_\_ software.
- GSTIN is the registration number allotted to every registered dealer under GST Act.

**2. True or False**

- Sales voucher is used for recording cash and credit purchase of goods and services. (05)
- Purchase Return voucher is used for recording return of goods to a supplier.
- The Receipt Book contains all vouchers for the day.
- In Tally, ALT + D key combination is used to delete ledger, group or voucher etc.
- Social media marketing is the use of social media platforms and websites to promote a product or service.



**3. MCQ one correct alternative. (05)**

- \_\_\_\_\_ accounts are created to identify transactions.  
(a) Voucher (b) P/L (c) Balance sheet (d) Ledger
- Every voucher maintains its \_\_\_\_\_ and credit record.  
(a) In (b) Out (c) Debit (d) Credit
- The \_\_\_\_\_ voucher type is used for recording payments mode by cash.  
(a) Payment (b) Receipt (c) Contra (d) Journal
- The product of \_\_\_\_\_ was originally developed by Urchin company in year 2005.  
a) SEO (b) Red Hat (c) Google Analytics (d) Broken Links
- Petty cash account comes under which of the following head \_\_\_\_\_.  
(a) Capital (b) Fixed Assets (c) Investments (d) Current Assets

**4. MCQ two correct alternative. (06)**

- Types of output reports are \_\_\_\_\_ and \_\_\_\_\_.  
(a) balance sheet (b) ledger (c) trial balance (d) Godown
- Different types of vouchers such as \_\_\_\_\_ and \_\_\_\_\_ are used for recording transactions.  
a) balance sheet (b) trial balance (c) payment (d) receipt
- Types of Input Master are \_\_\_\_\_ and \_\_\_\_\_.  
(a) ledger (b) day book (c) trial balance (d) Groups

**5. MCQ three correct alternative. (06)**

- Working of accounting software includes \_\_\_\_\_.  
(a) input masters (b) add  
(c) processing entries (d) modify  
(e) output report (f) delete
- Following are various reports generated by Tally \_\_\_\_\_.  
(a) trial balance (b) GST report  
(c) balance sheet (d) receipts  
(e) payments (f) purchases

**6. Match the Following. (03)**

A	B
1. Receipt	(a) Payments made by cash
2. Payment	(b) Cash and Credit sale of Goods and Services
3. Sales	(c) Amount received by way of cash
4. Purchase	(d) Cash and credit purchase of Goods and Services
5. Input Masters	(e) Inventory voucher, Invoice, Accounting voucher
6. Processing Entries	(f) Ledger, group, voucher



7. Answer the following :
- Write steps to create a Company in Tally (Refer Page No 3.27, Q.2)
  - Explain Receipt voucher in Tally (Refer Page No 3.27, Q.4)
  - Explain steps for voucher entry (Refer Page No 3.28, Q.7)
  - Short note on Trial Balance

Ans. : Trial Balance provides a report with debit and credit balance of all ledger accounts.

- Explain steps to delete the ledger

Ans. :

From Gateway of Tally → Accounts Info → Ledger → Alter  
Open Ledger in Alter mode and press Alt+D to delete ledger

### Answer of Questions

- Fill in the blanks
  - ledgers
  - Receipt
  - Trial Balance
  - accounting
  - Input
- True or False
  - False
  - True
  - False
  - True
  - True
- MCQ one correct alternative
  - D
  - C
  - A
  - D
  - D
- MCQ two correct alternative
  - (a, c)
  - (c, d)
  - (a, d)
- MCQ three correct alternative
  - (a, c, e)
  - (a, b, c)
- Match the Following
  - (c),
  - (a),
  - (b),
  - (d)
  - (f)
  - (e)

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# 4

## E-Commerce & E-Governance

### Chapter at a Glance

4.1 Introduction to E-Commerce

4.2 Definition of E-Commerce

4.3 Types of E-Commerce



Types of E-commerce: -

Business to Consumer, Business to Business, Consumer to Consumer, Consumer to Business

4.4 Disadvantages of E-Commerce



Disadvantages of E-commerce: -

Setup cost, security, goods delivery, physical presence.

4.5 Advantages of E-Commerce

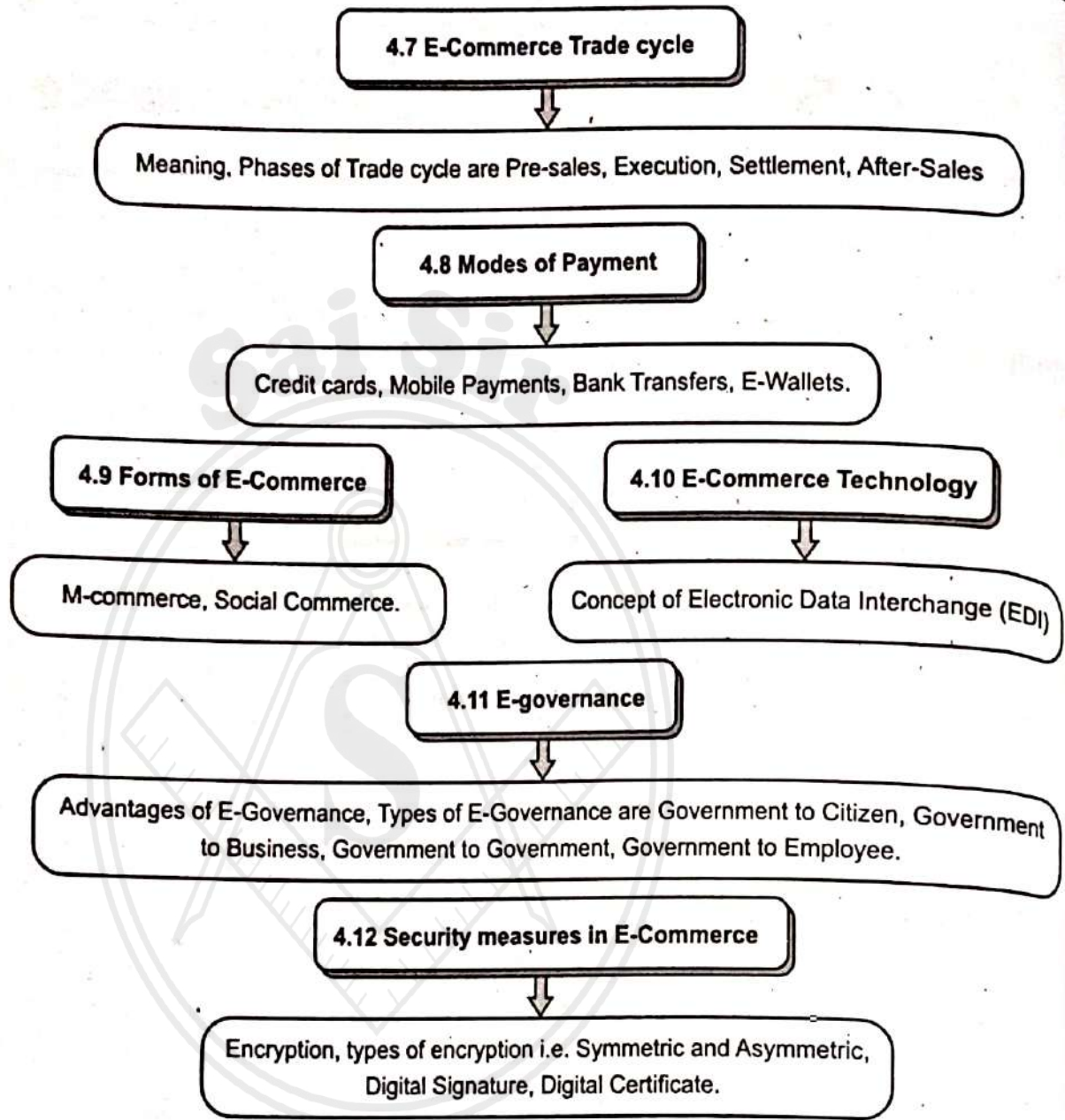


Advantages of E-commerce: -

Global scope, anytime shopping, cost saving, public services.

4.6 Difference between Traditional Commerce and E-Commerce





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**Exercise**

**Fill in the Blanks**

1. E-Commerce's scope is .....

Ans. : global

2. A customer can do shopping ..... online using type of E-Commerce.

Ans. : B2C

3. The ..... phase consist of Order and Delivery.

Ans. : execution

4. E-wallet is a type of ..... account in which a user can store his/her money for any future online transaction.

Ans. : prepaid

5. EDI is ..... exchange of information.

Ans. : electronic

6. The ..... type of e-governance refers to the government services which enable citizens to get access to wide variety of public services.

Ans. : G2C

7. The e-governance which provides safe and secure inter-relationship between domestic or foreign government is .....

Ans. : G2G

**State True or False**

1. C2C type of E-commerce deals with Business and Customer.

Ans. : False

2. The lack of a personal touch can be a disadvantage for many types of services and products in E-commerce.

Ans. : True

3. Checking the balance of holiday is an example of G2C.

Ans. : False

4. E-commerce provides more options to compare and select the cheaper and better options.

Ans. : True

5. M-commerce can be used through desktop computer.

Ans. : False



**Multiple Choice Question (1 correct answer)**

1. Invoice and payment are included in ..... phase of trade cycle.  
 (a) Presale (b) execution (c) settlement (d) After sale

Ans. : (c)

2. License renewal is an example of ..... e-governance.  
 (a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (a)

**Multiple Choice Question (2 correct answer)**

1. Encryption consist of two processes and .....  
 (a) encryption (b) signature (c) decryption  
 (d) digitization (e) security

Ans. : (a), (c)

2. Social commerce is a subset of electronic commerce that involves social media like ..... and .....  
 (a) Facebook (b) Instagram (c) gmail  
 (d) whatsapp (e) software

Ans. : (a), (b)

**Match the following**

A	B
1. M-commerce	(a) Coded form of data
2. Cipher Text	(b) B2B
3. EDI	(c) E-bill payment
4. Wholesaler-to Retailer	(d) Paperless exchange of information
5. License renewal	(e) G2G
6. Online facility to employees like leave	(f) G2C
7. Government agencies share same database	(g) G2E

Ans. : 1-c , 2-a, 3-d, 4-b , 5-f, 6-g, 7-e

**Answer in Brief**

1. Explain phases of trade cycle.

Ans. : Refer page 4.31, Q. 5

- 2. Explain M-Commerce.  
Ans. : Refer page 4.32, Q. 7
- 3. Describe process of encryption.  
Ans. : Refer page 4.35, Q. 12
- 4. What is E-governance.  
Ans. : Refer page 4.33, Q. 9
- 5. List out advantages of E-commerce.  
Ans. : Refer page 4.30, Q.3
- 6. Which are the different types of e-governance?  
Ans. : Refer page 4.34, Q.11
- 7. State two examples of G2E services.  
Ans. : Refer page 4.34, Q.11
- 8. Write any four advantages of e-governance.  
Ans. : Refer page 4.33, Q. 10

### Fill in the Blanks

#### 4.1 Introduction

- 1. E-commerce stands for .....  
Ans. : Electronic Commerce
- 2. .... is nothing but buying and selling of goods.  
Ans. : Commerce

#### 4.2 Definition of E-Commerce

- 3. .... is the process of buying and selling of goods and services using electronic medium.  
Ans. : Electronic Commerce
- 4. .... is also referred as paperless exchange of business information.  
Ans. : Electronic Commerce

#### 4.3 Difference between Traditional Commerce & E-Commerce

- 5. .... Commerce focuses on the exchange of products and services through personal interactions.  
Ans. : Traditional
- 6. .... Commerce has limited business hours.  
Ans. : Traditional



7. ....Commerce is limited to a particular geographical location.

Ans. : Traditional

8. Modes of payment in ..... commerce include cash, cheques and credits cards.

Ans. : Traditional

9. In ..... Commerce scope is local.

Ans. : Traditional

10. .... Commerce trading activities are online via the internet and can be considered automatic.

Ans. : Electronic

11. .... Commerce is 24 x 7, it can be done anytime day and night.

Ans. : Electronic

12. In ..... Commerce modes of payment are bank transfer, credit card, e-wallet etc.

Ans. : Electronic

13. In ..... Commerce scope is global.

Ans. : Electronic

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14. .... Commerce provides face to face interaction.

Ans. : Traditional

15. Goods and delivery of services is instant with ..... commerce.

Ans. : traditional

16. .... commerce can be termed as screen to face interaction.

Ans. : Electronic

#### 4.4 Advantages of E-Commerce

17. .... commerce provides the sellers with a global reach.

Ans. : Electronic

March 2022

18. .... commerce reduces paper work and lower the transaction cost.

Ans. : Electronic

19. .... commerce helps in reducing the cost of searching a product.

Ans. : Electronic

March 2022

20. .... commerce allows the customer and the business to be in touch directly without any intermediaries.

Ans. : Electronic

#### 4.5 Disadvantages of E-Commerce

21. There is a lack of a person touch is ..... commerce.

Ans. : Electronic

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#### 4.6 Types of E-Commerce

22. B2C stands for .....

Ans. : Business to Consumer

23. In model ..... business sells it's product directly to a customer.

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Ans. : B2C (Business to Consumer)

24. B2B stands for .....

Ans. : Business to Business

25. In ..... model business sells its products to an intermediate buyer.

Ans. : B2B (Business to Business)

26. C2C stands for .....

Ans. : Consumer to Consumer

27. In ..... model, consumer helps consumer to sell their assets by publishing their information on the website.

March 2022

Ans. : C2C (Consumer to Consumer)

28. C2B Stands for .....

Ans. : Consumer to Business

29. In ..... model, consumers have products or services of value that can be consumed by businesses.

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Ans. : C2B (Consumer to Business)

#### 4.7 E-Commerce Trade cycle

30. A ..... is the series of exchanges between a customer and supplier that takes place when a commercial exchange is executed.

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Ans. : Trade Cycle

31. The ..... phase of Trade cycle consist of two steps like search and negotiate.

Ans. : Pre-sales

32. The ..... phase of Trade cycle consists of Order and Delivery.

March 2022

Ans. : Execution

33. The ..... phase of Trade Cycle consist of Invoice and Payment.

Ans. : Settlement

34. The ..... phase of Trade Cycle consist of warranty and After Sale Services.

March 2022

Ans. : After-sales.

#### 4.8 Modes of Payment

35. .... Transfer is used when money is sent from one bank account to another.

Ans. : Bank



36. .... is a type of electronic card which is used for transactions made online through a computer or a smartphone.

Ans. : E-Wallet

4.9 Forms of E-commerce

37. ....is the buying and selling of goods and services through wireless handheld devices such as smartphones and tablets.

Ans. : M-Commerce (Mobile Commerce)

March 2022

38. .... Commerce is a form of electronic, commerce that involves social media that supports social interaction.

Ans. : Social

39. ....Commerce is the use of networking websites such as facebook, Instagram and Twitter as vehicles to promote and sell products and services.

Ans. : Social

4.10 E-Commerce Technology

40. EDI stands for .....

Ans. : Electronic Data Interchange

March 2022

41. ....is the electronic interchange of business information using a standardized format.

Ans. : EDI (Electronic Data Interchange)

March 2022

42. The .... is a process which allows one company to send information to another company electronically rather than a paper.

Ans. : EDI (Electronic Data Interchange)

43. Business entities conducting business electronically are called .....

Ans. : Trading Partners

44. E-wallet is a type of ..... account in which a user-can store money for any future,online transaction.

Ans. : Prepaid

March 2022

45. ....is computer-to-computer interchange of strictly formatted documents via telecommunication or physically transported on electronic storage media.

Ans. : EDI (Electronic Data Interchange)

4.11 E-governance

46. ....signifies the implementation of information technology in the government processes and function.

Ans. : E-Governance

March 2022

47. E-Governance is of ..... types.

Ans. : 4 (Four)

48. G2C stands for .....

Ans. : Government-to-Citizen

**March 2022**

49. The ..... refers to the government services which enable citizens to get access to wide variety of public services.

Ans. : G2C (Government to Citizen)

50. G2B stands for .....

Ans. : Government to Business

**March 2022**

51. The ..... is the exchange of services between Government and Business Organization.

Ans. : G2B (Government to Business)

52. The ..... consists of many services exchanged between business sectors and government.

Ans. : G2B (Government to Business)

**March 2022**

53. G2G stands for .....

Ans. : Government to Government

54. The ..... refers to the interaction between different government departments, organizations and agencies.

Ans. : G2G (Government to Government)

55. The E-Governance which provides safe and secure inter-relationship between domestic and foreign government is .....

Ans. : G2G (Government to Government)

**March 2022**

56. G2E stands for .....

Ans. : Government to Employee

57. The ..... is the internal part to G2G sector.

Ans. : G2E (Government to Employee)

**March 2022**

58. The ..... governance aims to bring employees together and improvise knowledge sharing.

Ans. : G2E (Government to Employee)

#### 4.12 Security Measures in E-Commerce

59. .... is widely used on the internet to protect user information being sent between a browser and a server.

Ans. : Encryption

**March 2022**

60. .... converts plain text into Cipher text.

Ans. : Encryption

61. .... converts Cipher text into plain text.

Ans. : Decryption



62. A ..... is also known as an electronic signature.

Ans. : Digital Signature

63. A ..... guarantees the authenticity of an electronic document.

Ans. : Digital Signature

64. A ..... is an electronic password that allows a person to exchange data securely over the Internet using public key infrastructure.

Ans. : Digital Certificate

65. .... is also known as a public key certificate or identity certificate.

Ans. : Digital Certificate

66. PKI stands for .....

Ans. : Public Key Infrastructure

March 2022

**True or False**

**4.1 Introduction**

1. E-Commerce stands for Electronic commerce.

Ans. : True

2. Commerce is an important part of business.

Ans. : True

3. Commerce means buying and selling of goods and services.

Ans. : True

March 2022

**4.2 Definition of E-Commerce**

4. E-Commerce is a process of buying and selling of goods or services using Internet.

Ans. : True

5. E-Commerce focuses on the exchange of products and services through personal interactions.

Ans. : False

March 2022

**4.3 Difference between Traditional Commerce & E-Commerce**

6. Traditional Commerce is manual.

Ans. : True

7. E-Commerce trading activities are online via the internet.

Ans. : True

8. Traditional Commerce is limited to business hours.

Ans. : True

March 2022

9. E-Commerce is 24 × 7.

March 2022

Ans. : True

10. E-Commerce provides face to face interaction.

Ans. : False

11. Traditional Commerce is limited to a particular geographical location.

Ans. : True

12. E-Commerce is local.

March 2022

Ans. : false

13. Modes of payments in E-commerce are bank transfer, e-wallet etc.

Ans. : True

14. Goods and delivery of services is instant with Traditional commerce.

Ans. : True

15. Traditional Commerce's Scope is global.

March 2022

Ans. : false

#### 4.4 Advantages of E-Commerce ; 4.5 Disadvantages of E-Commerce

16. E-Commerce reduces paper work.

March 2022

Ans. : True

17. E-commerce increases the cost of searching a product.

Ans. : False

18. E-commerce does not allow intermediaries.

Ans. : True

19. Set-up cost of E-Commerce is expensive.

March 2022

Ans. : True

#### 4.6 Types of E-Commerce

20. In B2C Model business sells its products to an intermediate buyer who then sells product to the final customer.

March 2022

Ans. : False

21. In B2C model business sells its product directly to customer.

March 2022

Ans. : True

22. In C2C model, consumer helps consumer to sell their assets by publishing their information on website.

Ans. : True

23. OLX, Quikr, online auction are the examples of B2B model.

March 2022

Ans. : False



24. In C2B model consumers have products or services of value that can be consumed by businesses.

Ans. : True

25. Types of E-commerce are B2B, C2B, C2C etc.

Ans. : True

#### 4.7 E-Commerce Trade cycle

26. Trade Cycle is the series of exchanges between a customer and supplier that take place when a commercial exchange is executed. **March 2022**

Ans. : True

27. Execution phase consists of two steps like search and negotiate.

Ans. : False

28. The execution phase consists of Order and Delivery. **March 2022**

Ans. : True

29. The After sales phase consists of Invoice and Payment.

Ans. : False

30. Invoice means customer will receive a bill for purchased product. **March 2022**

Ans. : True

31. After sales phase consists of warranty and after sales services.

Ans. : True

32. Settlement means customer will do complaints about the performance of product and get maintenance service from supplier. **March 2022**

Ans. : False

#### 4.8 Modes of Payment

33. Credit cards are most common way for customers to pay online. **March 2022**

Ans. : True

34. Mobile payment apps are UPI, Paytm, Paypal etc.

Ans. : True

35. Bank transfer cannot be used when money is sent from one bank account to another. **March 2022**

Ans. : False

36. NEFT, IMPS etc. are the examples of Bank transfer. **March 2022**

Ans. : True

37. E-Wallet is electronic card which is used for transactions made online through a computer or smartphone.

Ans. : True

38. E-wallet is a type of post paid account.

Ans. : False

39. State bank Buddy, Paytm wallets are examples of E-wallets.

Ans. : True

#### 4.9 Forms of E-commerce

40. Some common forms of E-commerce are C2B, B2B, C2C etc.

March 2022

Ans. : False

41. M-Commerce is buying and selling of goods and services through smartphones and tablets.

March 2022

Ans. : True

42. M-Commerce enables users to access online shopping by using a desktop computer.

Ans. : False

43. The applications of M-Commerce are Mobile banking, E-bill payment, online auctions etc.

March 2022

Ans. : True

44. Social Commerce is a form of electronic commerce that involves online media that supports social interaction.

Ans. : True

#### 4.10 E-Commerce Technology

45. EDI stands for Electronic Data Information.

March 2022

Ans. : False

46. EDI is the non-electronic interchange of business information using a standardised format.

Ans. : False

47. EDI is a process which allows one company to send information to another electronically rather than paper.

March 2022

Ans. : True

48. EDI is paperless exchange of electronic information.

Ans. : True

49. Business entities conducting business electronically are called trading partners.

Ans. : True

50. Two most common documents exchanged using EDI are purchase orders and invoices.

March 2022

Ans. : True



4.11 E-governance

51. E-Governance is the implementation of information technology in the government processes and function.

Ans. : True

52. E-Governance delivers SMART governance.

Ans. : True

53. Types of E-Governance are B2B, B2C, C2C.

March 2022

Ans. : False

54. The G2C refers to the government services which enable citizens to get access to wide variety of public services.

Ans. : True

55. Licence renewals and paying tax are the examples of G2C.

March 2022

Ans. : True

56. The G2B is the internal part of G2G sector.

Ans. : False

57. G2B provides access to relevant forms needed to comply.

March 2022

Ans. : True

58. The G2G refers to the interaction between different government departments, organizations and agencies.

Ans. : True

59. In G2G type of e-governance, government agencies can share the same database using online communication.

Ans. : True

60. The G2E is the internal part of G2G sector.

March 2022

Ans. : True

61. Checking balance of holiday is example of G2E.

Ans. : True

62. Reviewing salary payment records, applying for leave is the example of G2C.

March 2022

Ans. : False

63. Digital India is a campaign launched by the Government of India in order to make Government's Services available to citizens electronically.

Ans. : True

64. e-mitra project, e-Seva project, CET are the examples of successful implementation of E-Governance.

Ans. : True

### 4.12 Security Measures in E-Commerce

65. Encryption is used to protect user information being sent between browser and a server. **March 2022**

Ans. : True

66. Encryption converts plain text into coded form of data.

Ans. : True

67. Conversion of plain text into Cipher text is called decryption. **March 2022**

Ans. : False

68. Decryption converts Cipher text into plain text.

Ans. : True

69. Encryption is of two types Symmetric and Asymmetric.

Ans. : True

70. Digital Signature is also known as electronic signature.

Ans. : True

71. Digital Signature is also known as public key certificate.

Ans. : False

72. Digital Signature is on electronic passwords that allows organisation to exchange data securely over the Internet using PKI.

Ans. : True

### MCQ (One Correct Answers)

#### 4.1 Introduction

1. E-Commerce stands for .....

**March 2022**

- (a) Engage Commerce                      (b) Evolve Commerce  
(c) Electronic Commerce                (d) Easy Commerce

Ans. : (c)

#### 4.2 Definition of E-Commerce

2. ....is the process of buying and selling of goods and services using electronic medium.

- (a) E-Commerce                              (b) Digital Certificate  
(c) E-Governance                          (d) Digital Signature

Ans. : (a)



**4.3 Difference between Traditional Commerce & E-Commerce**

3. .... Commerce focuses on the exchange of products and services through personal interactions.
- (a) E-Governance (b) Electronic  
(c) Digital Signature (d) Traditional

Ans. : (d)

4. ....Commerce has limited to business hours.
- (a) Traditional (b) Electronic  
(c) Digital (d) E-governance

Ans. : (a)

5. ....Commerce provides face to face interaction.
- (a) Electronic (b) Traditional  
(c) Digital (d) Web hosting

Ans. : (b)

6. In ..... Commerce scope is local.
- (a) Electronic (b) Divisional  
(c) Digital (d) Traditional

Ans. : (d)

7. ....Commerce has no time limits, it is available 24 × 7.
- (a) Electronic (b) Divisional  
(c) Traditional (d) Digital

Ans. : (a)

8. In ..... Commerce trading activities are online via the internet.
- (a) Digital (b) Traditional  
(c) Electronic (d) Divisional

Ans. : (c)

9. In ..... Commerce scope is a global.
- (a) Digital (b) Electronic  
(c) Traditional (d) Divisional

Ans. : (b)

10. ....Commerce reduces the paper work and lower the transaction cost.
- (a) Electronic (b) Divisional  
(c) Traditional (d) local

Ans. : (a)

11. ....application provides users with more options to compare and select the cheaper and better option.
- (a) Z-Commerce (b) G - Commerce  
(c) E-Commerce (d) V-Commerce

Ans. : (c)

March 2022

March 2022

March 2022

March 2022



12. .... Commerce allows the customers and the business to be in touch directly without any intermediaries.  
 (a) Traditional (b) Electronic (c) Divisional (d) Digital

Ans.: (b)

#### 4.6 Types of E-Commerce

13. In ..... model business sells its product directly to a customer.  
 (a) C2B (b) B2C (c) B2B (d) C2C **March 2022**

14. In ..... model, business sells its products to an intermediate buyer who then sells the product to the final customer.  
 (a) C2B (b) B2C (c) B2B (d) C2C

15. In ..... model, consumer helps consumer to sell their assets by publishing their information on the website. **March 2022**  
 (a) C2B (b) B2C (c) B2B (d) C2C

16. On-line auction is example of ..... model.  
 (a) C2B (b) B2C (c) B2B (d) C2C

17. In ..... model consumers have products or services of value that can be consumed by businesses. **March 2022**  
 (a) C2B (b) B2B (c) C2C (d) B2C

Ans.: (a)

#### 4.7 E-Commerce Trade Cycle

18. A ..... is the series of exchanges between a customer and supplier that takes place when a commercial exchange is executed. **March 2022**

(a) EDI (b) Trade Cycle (c) Encryption (d) Decryption

Ans.: (b)

19. .... phase of Trade cycle consist of two steps like search and negotiate.  
 (a) Presale (b) Execution (c) Settlement (d) After sales

Ans.: (a)

20. .... phase of Trade cycle consists of Order and Delivery. **March 2022**  
 (a) Presale (b) Execution (c) Settlement (d) After sales

Ans.: (b)

21. In ..... phase of Trade Cycle the customer sends an order for the selected product and receives delivery of the product.

(a) Presale (b) After sales (c) Execution (d) Settlement

Ans.: (c)



22. The ..... phase of Trade Cycle consist of warranty and After Sale Services.  
(a) Presale (b) Execution (c) Settlement (d) After sales

Ans. : (d)

23. .... services means customer will do complaints about the performance of product and get maintenance service from the suppliers.  
(a) Presale (b) After sales (c) Execution (d) Settlement

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Ans. : (b)

24. .... phase consist of invoice and payment.  
(a) Presale (b) Settlement (c) Execution (d) After sales

March 2022

Ans. : (b)

#### 4.8 Modes of Payment

25. ....offer a quick solution for customers to purchase on e-commerce website.

- (a) Mobile Payments (b) Digital Signature  
(c) Cost Payments (d) Cheque Payments

Ans. : (a)

26. Apps the BHIM, UPI, paytm are the examples of .....

- (a) cheque payment (b) cash payment  
(c) EDI (d) Mobile payments

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Ans. : (d)

27. ....is used when money is sent from one bank account to another.

- (a) EDI (b) Bank Transfer  
(c) Digital Cignature (d) Trade Cycle

Ans. : (b)

28. NEFT, IMPS are the examples of .....

- (a) Credit Card (b) Trade Cycle  
(c) Debit Card (d) Bank Transfer

March 2022

Ans. : (d)

29. .... is a type of electronic card which is used for transactions made online through a Computer or a smart-phone.

- (a) E-Wallets (b) E-Book (c) E-Pocket (d) E-Draw

Ans. : (a)

30. State Bank Buddy, paytm wallets are the examples of .....

- (a) E-Book (b) E-Pocket (c) E-Wallet (d) E-Draw

Ans. : (c)

31. E-wallet is a type of ..... account in which a user can store money for any future online transaction.

- (a) Pre-paid (b) Cash-paid (c) Bank paid (d) Cheque paid

Ans.: (a)

#### 4.9 Forms of E-commerce

32. .... is the buying and selling of goods and services through wireless handheld devices such as smartphones and tablets.

- (a) Trade Cycle (b) M-Commerce  
(c) Social Commerce (d) EDI

Ans.: (b)

33. .... enables users to access online shopping platforms without using desktop computer.

- (a) M-Commerce (b) EDI  
(c) T-Commerce (d) Trade Cycle

Ans.: (a)

34. Mobile banking, E-bill payment, ticket booking are the examples of .....

- (a) EDI (b) Trade Cycle  
(c) M-Commerce (d) Digital Certificate

Ans.: (c)

35. .... Commerce is a form of electronic commerce that involves social media that supports social interaction.

- (a) Social (b) National (c) Local (d) Divisional

Ans.: (a)

36. .... Commerce is a subset of electronic commerce that involves social media like facebook, Instagram and Twitter.

- (a) Local (b) Divisional (c) National (d) Social

Ans.: (a)

#### 4.10 E-Commerce Technology

37. EDI stands for .....

- (a) Easy Data Interchange  
(b) Economic Data Interchange  
(c) Electronic Data Interchange  
(d) Enable Data Interchange

Ans.: (c)

March 2022



38. .... is the electronic interchange of business information using a standardized format.

- (a) EDI (b) Trade Cycle  
(c) Digital Signature (d) Digital Certificate

Ans. : (a)

39. .... is a process which allows one company to send information to another company electronically rather than a paper. **March 2022**

- (a) Trade Cycle (b) EDI  
(c) Social Commerce (d) Mobile Commerce

Ans. : (b)

40. Business entities conducting business electronically are called .....

- (a) Global partners (b) Local partners  
(c) Visiting partners (d) Trading partners

Ans. : (d)

#### 4.11 E-governance

41. .... is the implementation of information technology in the government processes and functions. **March 2022**

- (a) E-Governance (b) E-Commerce  
(c) Social Commerce (d) M-Commerce

Ans. : (a)

42. The ..... type of e-governance refers to the government services which enable citizens to get access to wide variety of public services. **March 2022**

- (a) G2E (b) G2C (c) G2B (d) G2G

Ans. : (b)

43. License renewals and paying tax can be done through ..... type of E-Governance.

- (a) G2E (b) G2G (c) G2C (d) G2B

Ans. : (c)

44. The ..... type of E-governance is the exchange of services between government and business organizations. **March 2022**

- (a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (b)

45. The ..... type of E-governance refers to the interaction between different government departments, organizations and agencies.

- (a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (c)



46. In .....type of E-governance, government agencies can share the same database using on line communication. **March 2022**

- (a) G2C
- (b) G2B
- (c) G2G
- (d) G2E

Ans. : (c)

47. The ..... type of E-governance is the internet part of G2G sector.

- (a) G2C
- (b) G2B
- (c) G2G
- (d) G2E

Ans. : (d)

48. .... type of E-Governance provides facilities to employers like applying for leave, reviewing salary payment record and checking balance of holiday.

- (a) G2C
- (b) G2B
- (c) G2G
- (d) G2E

**March 2022**

Ans. : (d)

4.12 Security Measures in E-Commerce

49. ....is used on the internet to protect user information being sent between a browser and a server. **March 2022**

- (a) Encryption
- (b) Decryption
- (c) Digital Signature
- (d) Digital Certificate

Ans. : (a)

50. ....converts plain text into Cipher text.

- (a) Decryption
- (b) Encryption
- (c) Digital Signature
- (d) Digital Certificate

Ans. : (b)

51. ....converts Cipher text into plain text.

- (a) Decryption
- (b) Encryption
- (c) Digital Signature
- (d) Digital Certificate

Ans. : (a)

52. ....is of two types symmetric and Asymmetric. **March 2022**

- (a) Encryption
- (b) Private key
- (c) Public key
- (d) Decryption

Ans. : (a)

53. A ..... is also known as an electronic signature.

- (a) Digital Certificate
- (b) Digital Signature
- (c) Cryptography
- (d) EDI

Ans. : (b)

54. PKI stands for .....

- (a) Public Key Infrastructure
- (b) Personal Key Certificate
- (c) Publish Key Certificate
- (d) Person Key Certificate

**March 2022**

Ans. : (a)



55. .... is also known as Public key certificate or identity certificate.

- (a) EDI (b) Digital Certificate  
(c) Trade Cycle (d) Digital Signature

Ans. : (b)

56. A ..... is an electronic password that allows organisation to exchange data securely over the Internet using PKI.

- (a) Digital Signature (b) EDI  
(c) Trade Cycle (d) Digital Certificate

Ans. : (d)

### MCQ (Two Correct Answers)

#### 4.2 Definition of E-Commerce

1. E-Commerce is also referred as paperless exchange of business information using ....., .....

- (a) EDI, (b) Electronic Fund Transfer  
(c) Private Key (d) Public Key

Ans. : (a), (b)

#### 4.5 Disadvantages of E-Commerce

2. Advantages of E-Commerce are .....

- (a) Security (b) Global scope  
(c) Cost saving (d) High setup cost

Ans. : (b), (c)

3. Disadvantages of E-Commerce are .....

- (a) High set up cost (b) Late delivery  
(c) Public serves (d) Any time shopping

Ans. : (a), (b)

#### 4.6 Types of E-Commerce

4. Types of E-Commerce are .....

- (a) B2C (b) C2B (c) G2G (d) G2E

Ans. : (a), (b)

5. Examples of B2C model are ....., .....

- (a) Linux (b) Flipkart (c) Amazon (d) Window

Ans. : (b), (c)

6. Examples of C2C model are .....

- (a) Network provider (b) OLX  
(c) EDI (d) Quikr

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Ans.: (b), (d)

### 4.7 E-Commerce Trade Cycle

7. Following are the phases of Trade cycle.

- (a) Pre-sales (b) EDI (c) Trade Cycle (d) Execution

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Ans.: (a), (d)

8. Pre-sales consists of two steps ..... and .....

- (a) Order (b) Delivery (c) Search (d) Negotiate

Ans.: (c), (d)

9. The execution phase consists of ..... and .....

- (a) Order (b) Delivery (c) Search (d) Negotiate

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Ans.: (a), (b)

10. The settlement phase consist of ..... and .....

- (a) Order (b) Invoice (c) Search (d) Payment

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Ans.: (b), (d)

11. The After sales phase consists of ..... and .....

- (a) Order (b) Delivery (c) warranty (d) After sale service

Ans.: (c), (d)

### 4.8 Modes of Payment

12. Modes of payments are .....

- (a) M-Commerce (b) Mobile Payments  
(c) E-Commerce (d) E-Wallets

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Ans.: (b), (d)

13. Examples of Mobile payments apps are .....

- (a) BHIM (b) EDI (c) Paytm (d) Trade Cycle

Ans.: (a), (c)

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14. Examples of Bank Transfers are .....

- (a) EDI (b) NEFT (c) IMPS (d) Cash Transfer

Ans.: (b), (c)

15. Examples of E-Wallets are .....

- (a) Paytem Wallets (b) State Bank Buddy  
(c) EDI (d) Trade Cycle

Ans.: (a), (b)



4.9 Forms of E-commerce

16. Common forms of E-commerce are .....
- (a) Local Commerce
  - (b) M-Commerce
  - (c) National Commerce
  - (d) Social Commerce

Ans. : (b), (d)

17. Application of M-Commerce are .....
- (a) E-bill payment
  - (b) Local Commerce
  - (c) Mobile Banking
  - (d) Social Commerce

Ans. : (a), (c)

18. Social Commerce is the use of networking websites such as ..... as vehicles to promote and sell products and services.
- (a) G-mail
  - (b) Google Docs
  - (c) Facebook
  - (d) Twitter

Ans. : (c), (d)

4.10 E-Commerce Technology

19. Two common documents can be exchanged using EDI are .....
- (a) Purchase orders
  - (b) DOCs
  - (c) Trading
  - (d) Invoices

Ans. : (a), (d)

4.11 E-governance

20. Advantages of E-governance are .....
- (a) Increase of overall cost
  - (b) Decrease convenience
  - (c) High transparency
  - (d) Reduced corruption

Ans. : (c), (d)

21. Type of E-Governance are .....
- (a) B2C
  - (b) C2C
  - (c) G2E
  - (d) G2G

Ans. : (c), (d)

22. G2C type of E-governance provides services like ..... and .....
- (a) License renewals
  - (b) Paying tax
  - (c) Trade Cycle
  - (d) EDI

Ans. : (a), (b)

23. G2E type of E-governance provides ..... Online facilities to employees.

- (a) License renewals
- (b) Salary payment record
- (c) Booking Tickets
- (d) applying for leave

Ans. : (b), (d)



24. Examples of successful implementation of E-Governance projects are ..... and .....  
 (a) e-seva (b) e-Mitra (c) e-tax (d) e-friend

Ans.: (a), (b)

#### 4.12 Security measures in E-Commerce

25. Encryption is of two types ..... and .....  
 (a) Plaintext (b) symmetric (c) Coded text (d) asymmetric

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26. Encryption consists of two processes ..... and .....  
 (a) EDI (b) Trade cycle  
 (c) Encryption (d) Decryption

Ans.: (c), (d)

27. Encryption converts ..... text into ..... text.  
 (a) Plain (b) Cipher (c) Random (d) General

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28. Decryption converts ..... text into ..... text.  
 (a) Cipher (b) Plain (c) Random (d) General

Ans.: (a), (b)

29. Following are the security measure in E-commerce.  
 (a) EDI (b) Trade cycle  
 (c) Digital signature (d) Digital certificate

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Ans.: (c), (d)

#### MCQ (Three Correct Answers)

#### 4.4 Advantages of E-Commerce ; 4.5 Disadvantages of E-Commerce

1. Advantages of E-Commerce are .....  
 (a) Global scope (b) Local scope  
 (c) Cost saving (d) Time restriction  
 (e) Anytime shopping (f) Involve intermediaries

Ans.: (a), (c), (e)

2. Disadvantages of E-Commerce are .....

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- (a) Global scope (b) Expensive  
 (c) Cost saving (d) Lack of personal touch  
 (e) Anytime shopping (f) Late deliveries

Ans.: (b), (d), (f)



## 4.6 Types of E-Commerce

3. Types of E-Commerce are .....

- (a) B2C                      (b) G2E                      (c) B2B  
(d) G2G                      (e) G2C                      (f) C2C

Ans. : (a), (c), (f)

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## 4.7 E-Commerce Trade cycle

4. Following are the phases of Trade Cycle.

- (a) C2B                      (b) Presale                      (c) Execution  
(d) Settlement                      (e) B2C                      (f) C2C

Ans. : (b), (c), (d)

## 4.8 Modes of Payment

5. Following are the Modes of Payment .....

- (a) Presale                      (b) Execution                      (c) Settlement  
(d) Mobile payments                      (e) Bank transfer                      (f) E-wallets

Ans. : (d), (e), (f)

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6. Examples of Mobile payment apps are .....

- (a) BHIM                      (b) Trade Cycle                      (c) EDI  
(d) UPI                      (e) Google pay                      (f) Google Docs

Ans. : (a), (d), (e)

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## 4.9 Forms of E-commerce

7. Applications of M-Commerce are .....

- (a) Ticket booking                      (b) RTGS                      (c) NEFT  
(d) E-Bill payment                      (e) IMPS                      (f) Online auctions

Ans. : (a), (d), (f)

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8. Social Commerce is the use of networking websites such as ..... and ..... as vehicles to promote and sell products and services.

- (a) Facebook                      (b) Instagram                      (c) Twitter  
(d) Gmail                      (e) Google Docs                      (f) Google pay

Ans. : (a), (b), (c)

4.11 E-governance

9. Types of E-Governance are .....

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- (a) G2C
- (b) G2G
- (c) C2B
- (d) B2B
- (e) C2C
- (f) G2E

Ans. : (a), (b), (f)

10. Advantages of E-Governance are .....

- (a) Increased convenience
- (b) No transparency
- (c) Reduction in overall cost
- (d) Increase in cost
- (e) Expanded reach of government
- (f) More corruption

Ans. : (a), (c), (e)

11. Examples of successful implementation of E-Governance projects are .....

- (a) e-Mitra
- (b) B2B
- (c) C2B
- (d) e-Seva
- (e) C2G
- (f) CET

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Ans. : (a), (d), (f)

4.12 Security measures in E-Commerce

12. Security measure in E-Commerce are .....

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- (a) EDI
- (b) Trade Cycle
- (c) Encryption
- (d) Digital Signature
- (e) E-commerce
- (f) Digital Certificate

Ans. : (c), (d), (f)

Match the Following

4.2 Definition of E-Commerce ; 4.6 Types of E-Commerce

(I)

	A		B
(1)	Traditional Commerce	(a)	Scope is Global
(2)	E-Commerce <b>March 2022</b>	(b)	Sells products to an intermediate buyer
(3)	B2C	(c)	Helps consumer to sell their assets by publishing information on website
(4)	B2B <b>March 2022</b>	(d)	Scope is local
(5)	C2C	(e)	Consumers have products or services of value that can be consumed by business
(6)	C2B	(f)	Sells products directly to a customer

Ans. : (1) - (d), (2) - (a), (3) - (f), (4) - (b), (5) - (c), (6) - (e)



## 4.7 E-Commerce Trade cycle

(II)

	A		B
(1)	Presale <b>March 2022</b>	(a)	Consists of Order and Delivery
(2)	Execution	(b)	Consists of Warranty and After sales
(3)	Settlement	(c)	Consists of Invoice and Payment
(4)	After sales	(d)	Consists of Search and negotiate

Ans. : (1) - (d), (2) - (a), (3) - (c), (4) - (b)

## 4.8 Modes of Payment

(III)

	A		B
(1)	Credit cards <b>March 2022</b>	(a)	Money sent from one bank to another
(2)	Mobile payments	(b)	Type of prepaid account in which user can store money
(3)	Bank transfer <b>March 2022</b>	(c)	Cards used by customers to pay online
(4)	E-Wallets	(d)	Forms of E-commerce
		(e)	Offers quick solution for customers to purchase on e-commerce websites

Ans. : (1) - (c), (2) - (e), (3) - (a), (4) - (b)

## 4.9 Forms of E-commerce ; 4.10 E-Commerce Technology

(IV)

	A		B
(1)	M-Commerce <b>March 2022</b>	(a)	Form of E-commerce that involves social media that supports social interaction
(2)	Social Commerce	(b)	Electronic interchange of business information
(3)	EDI	(c)	Buying and selling of goods and services through smart phones and tablets

Ans. : (1) - (c), (2) - (a), (3) - (b)



## 4.11 E-governance

(V)		March 2022	
	A		B
(1)	G2C	(a)	Exchange of services between Government and Business organizations
(2)	G2B	(b)	Is the internet part of G2G sector
(3)	G2G	(c)	Refers to the interaction between different government departments, organization and agencies.
(4)	G2E	(d)	Refers to government services which enable citizens to access wide variety of public services.

Ans. : (1) – (d), (2) – (a), (3) – (c), (4) – (b)

## 4.12 Security measures in E-Commerce

(VI)		March 2022	
	A		B
(1)	Encryption	(a)	Also known as electronic signature
(2)	Decryption	(b)	Converts plain text into cipher text
(3)	Digital Signature	(c)	Is a electronic password
(4)	Digital Certificate	(d)	Converts chipher text into plain text

Ans. : (1) – (b), (2) – (d), (3) – (a), (4) – (c)

## Answer in Brief

## 4.2 Definition of E-Commerce

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1. Define E-Commerce.

Ans. :

- (i) E-Commerce is defined as the process of buying and selling of goods or services using an electronic medium such as Internet.
- (ii) E-commerce is also referred as a paperless exchange of business information using EDI, E-mail, Electronic fund transfer etc.



### 4.3 Difference between Traditional Commerce & E-Commerce

2. Difference between Traditional Commerce and E-Commerce.

March 2022

Ans. :

Traditional Commerce	E-commerce
Traditional commerce focuses on the exchange of products and services through personal interactions so it is manual.	E-commerce trading activities are online via the internet.
Traditional commerce is limited to business hours.	E-commerce is 24 × 7, it can be done anytime day and night.
Traditional commerce provides face to face interaction.	E-commerce can be termed as screen to face interaction.
Traditional commerce is limited to a particular geographical location.	E-commerce is global and has no physical limitation.
Modes of payment in traditional commerce include cash, cheques and credit cards.	In E-commerce modes of payments are bank transfer, credit card, e-wallet, mobile payment and many more.
Goods and delivery of services is instant with traditional commerce.	In E-commerce delivery of goods or services takes some time.
Traditional Commerce's scope is local.	E-commerce's scope is global.

### 4.4 Advantages of E-Commerce ; 4.5 Disadvantages of E-Commerce

3. Explain Advantages and Disadvantages of E-Commerce.

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Ans. : Advantages of E-Commerce :

- (i) **Global scope** : E-commerce provides the sellers with a global reach. Now sellers and buyers can meet in the virtual world, without barrier of place.
- (ii) **Electronic transaction** : E-commerce reduces the paper work and significantly lower the transaction cost.
- (iii) **Anytime shopping** : The great advantage of E-Commerce is the convenience. A customer can shop 24 × 7.
- (iv) **No intermediaries** : Electronic commerce also allows the customer and the business to be in touch directly, without any intermediaries.

Disadvantages of E-Commerce :

- (i) **Setup Cost** : The setup of the hardware and the software, the training cost of employees, the constant maintenance and upkeep are all quite expensive.



- (ii) **Security** : Security is another area of concern. Credit card theft, identity theft etc. remain big concerns with the customers.
- (iii) **Goods Delivery** : There may arrive some problem with fulfillment of order. Even after the order is placed there can be problems with shipping, delivery, mix-ups etc. This leaves the customers unhappy and dissatisfied.

#### 4.6 Types of E-Commerce

4. Explain type of E-Commerce.

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Ans. : Types of E-Commerce are as follows :

- (i) **Business to Consumer (B2C)** :
  - (a) In B2C model, business sells its products directly to customer.
  - (b) Customer can view and choose to order the products shown on the website.
  - (c) The website will send notification and organization will dispatch the product to customer.
  - (d) Examples Amazon, Flipkart etc.
- (ii) **Business to Business (B2B)** :
  - (a) In B2B model, business sells products to an intermediate buyer.
  - (b) Buyer then sells the product to final customer.
  - (c) Example Tata communications.
- (iii) **Consumer to Consumer (C2C)** :
  - (a) In C2C model, consumer helps consumer to sell their assets like cars, bikes, rent a room etc by publishing their information on websites.
  - (b) Example OLX, Quikr online auction.
- (iv) **Consumer to Business (C2B)** :
  - (a) In C2B model, consumers have products or services of value that can be consumed by businesses.
  - (b) For example A blog can be written by an author for a business to improve sale of product ebay.

#### 4.7 E-Commerce Trade cycle

5. Explain phases of Trade Cycle.

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Ans. : A trade cycle is the series of exchanges, between a customer and supplier that take place when a commercial exchange is executed. A general trade cycle consists of following phases :

- (i) **Pre-Sales** : It consist of two steps like Search and Negotiate. Customer search for required website for product to be purchased. In Negotiate step customer find a supplier who offers good quality product at cheaper price and then customer agrees the terms forwarded by supplier.



- (ii) Execution : This phase consist of Order and Delivery. Customer sends an order for the selected product and after processing the order, customer receives delivery of the product.
- (iii) Settlement : This phase consist of Invoice (if any) and Payment. Invoice means customer will receive a bill for purchased product and after confirmation of received product, customer will pay for the same.
- (iv) After-Sales : This phase consists of warranty and After Sale Services. In warranty period, customer will get all maintenance services for free or at minimum cost. After sale services means customer will do complaints (if any) about the performance of product and get maintenance service from the supplier.

#### 4.8 Modes of Payment

6. Explain various Modes of Payment.

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Ans. :

- (i) Credit Cards : Credit cards are the most common ways for customers to pay online. Merchants can reach out to an international market with credit cards by integrating a payment gateway into their business.
- (ii) Mobile Payments : Mobile payments offer a quick solution for customers to purchase on e-commerce websites. Examples are apps like Paytm, Google Pay, BHIM etc.
- (iii) Bank Transfers : Bank transfer is used when money is send from one bank account to another. Transferring money from bank account is fast and safe then cash withdrawal. Example NEFT, IMPS etc.
- (iv) E-wallets : E-wallet is a type of electronic card which is sued for transactions made online through a computer or smart phone. It is a type of prepaid account in which user can store money for future transaction. Examples are State Bank Buddy, Paytm Wallets.

#### 4.9 Forms of E-commerce

7. Write Short notes on :

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- (i) M-commerce (Mobile Commerce)
- (ii) Social Commerce

Ans. :

- (i) M-commerce (Mobile Commerce) :
  - (a) M-commerce is buying and selling of goods and services through wireless devices such as smart phones and tablets.
  - (b) M-Commerce enables the user to access online shopping platforms without using desktop computers.
  - (c) Applications of M-Commerce are Mobile banking, E-bill payment, ticket booking etc.



## (ii) Social Commerce :

- (a) Social Commerce is a form of electronic commerce that involves social media that supports social interaction.
- (b) It enables shoppers to get advice from trusted individuals, find good and services and then purchase them.
- (c) Social commerce is the use of networking websites such as Facebook, Instagram and Twitter to promote and sell products and services.
- (d) The success is measured by the degree to which consumers interact with company's marketing through retweets, likes and shares.

## 4.10 E-Commerce Technology

8. Short note on Electronic Data Interchange (EDI).

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Ans. :

Electronic Data Interchange (EDI)

- (i) EDI is the electronic interchange of business information using a standardized format.
- (ii) It is a process which allows one company to send information to another company electronically rather than on paper.
- (iii) Business entities conducting business electronically are called trading partners.
- (iv) In EDI, two most common documents which are exchanged are purchase order and invoices.

## 4.11 E-governance

9. What is E-Governance?

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Ans. :

- (i) E-Governance signifies the implementation of Information Technology in the Government processes.
- (ii) The basic purpose of E-Governance is to simplify processes for all, i.e. government, citizens, businesses etc. at all levels.
- (iii) E-Governance delivers SMART (S-Simple, M-Moral, A-Accessible, R-Responsive, T-Transparent Government).

10. List the advantages of E-Governance.

Ans. : Advantages of E-Governance are :

1. Improves delivery and efficiency of government services
2. Improved government interactions with business and industry
3. Citizen empowerment through access to information
4. More efficient government management



5. Less corruption in the administration
6. Increased transparency in administration
7. Greater convenience to citizens and businesses
8. Cost reductions and revenue growth
9. Increased legitimacy of government
10. Improved relations between the public authorities and civil society

11. Explain types of E-Governance.

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Ans. : E-Governance is of 4 types depending on the specific types of services :

1. Government to Citizen (G2C) :

- (i) The Government to citizen refers to the government services which enable citizens to get access to wide variety of public services.
- (ii) Most of the government services fall under G2C.
- (iii) A citizen can have access to the services anytime from anywhere.
- (iv) Services like license renewals and paying tax are essential in G2C.
- (v) It also focuses on geographic land barriers.

2. Government to Business (G2B) :

- (i) G2B is the exchange of services between Government and Business organizations.
- (ii) G2B provides access to relevant forms needed to comply.
- (iii) The G2B consists of many services exchanged between business sectors and government.
- (iv) It aims at eliminating of paper work, cost and establish transparency in the business environment while interacting with government.

3. Government to Government (G2G) :

- (i) The Government to Government refers to the interaction between different government departments, organizations and agencies.
- (ii) In G2G government agencies can share the same database using online communication.
- (iii) The government departments can work together.
- (iv) G2G services can be at the local level or international level.
- (v) It provides safe and secure inter relationship between domestic or foreign government.

4. Government to Employee (G2E) :

- (i) The Government to Employee is the internal part of G2G sector.
- (ii) G2E aims to bring employees together and improvise knowledge sharing.
- (iii) G2E provides online facilities to the employees like applying for leave, reviewing salary payment record and checking the balance of holiday.



- (iv) This sector provides human resource training and development.
- (v) Examples of successful implementation of E-governance are e-Mitra, e-Seva project, CET (Common Entrance Test).

### 4.12 Security measures in E-Commerce

12. Explain process of Encryption.

Ans. : (i) Encryption is widely used on the internet to protect user information being sent between a browser and a server.

(ii) This includes passwords, payment information and other personal information that should be considered private.

(iii) Encryption converts Plain text into Cipher text means non readable form of data.

(iv) Decryption is opposite of encryption i.e. it converts Cipher text into Plain text.

(v) Encryption is of two types : Symmetric and Asymmetric.

13. Write short notes on :

- (a) Digital Signature      (b) Digital Certificate

Ans. :

(a) Digital Signature :

(i) Digital Signature is also known as electronic signature.

(ii) Digital Signature guarantees the authenticity of an electronic document or message in digital communication and uses encryption technique to provide proof of original and unmodified documentation.

(iii) Digital Signatures are used in E-commerce, financial transactions.

(iv) This is the direct transfer of information between two partners.

(b) Digital Certificate :

(i) Digital Certificate is an electronic record "password" that allows a person, organization to exchange data securely over the internet using the public key infrastructure (PKI).

(ii) It is also known as public key certificate or identity certificate.

(iii) Using Digital Certificate information is transferred between two authorized partners who have digital certificates issued by supreme authority.

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### Self Assessment

Time : 1 Hour

Marks: - 40

1. Fill in the blanks (05)
1. E-commerce is \_\_\_\_ and has no physical limitation.
  2. \_\_\_\_ reduces the paper work and lower the transaction cost.
  3. In \_\_\_\_ model business sells its products to an intermediate buyer.
  4. The \_\_\_\_ phase of Trade cycle consists of Order and Delivery.
  5. Decryption converts \_\_\_\_ text into plain text.



2. True or False (05)
1. E-commerce application provides users with more options to compare and select cheaper and better option.
  2. A blog can be written by an author for a business to improve sale of products.
  3. M-commerce is buying and selling of goods and services through wireless device.
  4. E-governance is of 6 types.
  5. Digital Signature is also called as electronic signature.
- 
3. MCQ one correct alternative. (05)
1. \_\_\_\_\_ Commerce has limited to business hours.  
(a) Traditional (b) Electronic (c) Digital (d) E-governance
  2. On-line auction is example of \_\_\_\_\_ model.  
(a) C2B (b) B2C (c) B2B (d) C2C
  3. \_\_\_\_\_ phase of Trade cycle consists of Order and Delivery  
(a) Presale (b) Execution  
(c) Settlement (d) After sales
  4. Apps the BIM, UPI, paytm are the examples of \_\_\_\_\_.  
(a) cheque payment (b) cash payment  
(c) EDI (d) Mobile payments
  5. \_\_\_\_\_ enables users to access online shopping platforms without using desktop computer.  
(a) M-Commerce (b) EDI (c) T-Commerce (d) Trade Cycle
- 
4. MCQ two correct alternative. (06)
1. Examples of C2C model are \_\_\_\_\_  
(a) Network provider (b) OLX  
(c) EDI (d) Quikr
  2. The After sales phase consists of \_\_\_\_\_ and \_\_\_\_\_.  
(a) Order (b) Delivery  
(c) warranty (d) After sale service
  3. Two common documents can be exchanged using EDI are \_\_\_\_\_ and \_\_\_\_\_.  
(a) Purchase orders (b) DOCs  
(c) Trading (d) Invoices
- 
5. MCQ three correct alternative. (06)
1. Disadvantages of E-Commerce are \_\_\_\_\_  
(a) Global scope (b) Expensive  
(c) Cost saving (d) Lack of personal touch  
(e) Anytime shopping (f) Late deliveries

2. Applications of M-Commerce are \_\_\_\_\_.

- (a) Ticket booking (b) RTGS  
(c) NEFT (d) E-Bill payment  
(e) IMPS (f) Online auctions

6. Match the Following. (03)

A	B
1. M-Commerce	a) Form of E-commerce that involves social media that supports social interaction
2. Social Commerce	b) Electronic interchange of business information
3. EDI	c) Buying and selling of goods and services through smart phones and tablets
4. Credit cards	d) Consists of Search and negotiate
5. Presale	e) Buying and selling of goods and services through smart phones and tablets
6. M-Commerce	f) Cards used by customers to pay online

7. Answer the following : (10)

- a) Explain disadvantages of E-commerce (Refer Page No 4.30 Q.3)  
b) Explain Traditional Commerce (Refer Page No 4.30 Q.2)  
c) Short note on Consumer to Business (Refer Page No 4.31 Q.4)  
d) Explain any two Modes of Payment. (Refer Page No 4.32 Q.6)  
e) Short note on Electronic Data Interchange (Refer Page No 4.33 Q.8)

### Answer of Questions

1. Fill in the blanks

- 1) global      2) Electronic Commerce      3) Business to Business  
4) Execution      5) Chiper

2. True or False

- 1) True      2) True      3) True  
4) False      5) True

3. MCQ one correct alternative

- 1) A      2) D      3) B      4) A      5) B

4. MCQ two correct alternative

- 1) (b, d)      2) (c, d)      3) (a, d)

5. MCQ three correct alternative

- 1) (b, d, f)      2) (a, d, f)

6. Match the Following

1. - (c),      2. - (a),      3. - (b),      4. - (f)      5. - (d)      6. - (e)

□□□



# 5

## Database Concepts using LibreOffice Base

### Chapter at a Glance

#### 5.1 DBMS

Meaning of Data, Information, Database, Table, Query, Form & Report, meaning of Database Management System software

#### 5.2 Introduction to Base

Introduction to LibreOffice Base, Relational Database Management Software. How to install and start LibreOffice Base, Screen of base contains Title bar, Menu bar, Standard Tool bar, Working area.

#### 5.3 Table

Data type in Base with description, Meaning of Table, steps to create table, inserting records in table, editing records in table, deleting records from table.

#### 5.4 Query Creation

Meaning of query, steps to create query by using wizard, steps to create query in design view.

**5.5 Form Creation**

Meaning and use of form, steps to create a form in Base.

**5.6 Report Creation**

Meaning and use of report, steps to create a report by using wizard, steps to create a report in design view in Base. Extra examples of tables, query, reports.

**5.7 Introduction to Data Model**

Meaning of Data Model, types of Data Model, Relational Data Model, Common used terminologies in relational data model like Attribute, Tuple, Domain, Degree, Cardinality.

Keys in Relational database i.e. Candidate Key, Primary Key, Composite Primary Key and Foreign Key.

Relationships , types of relationships i.e. One to One, One to Many, Many to Many relationship with examples. steps to develop relationship between relations in LibreOffice Base.

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## Exercise

### Fill in the Blanks

1. \_\_\_\_\_ is a collection of related data.

Ans. : Database

2. Queries are used to \_\_\_\_\_ information from database.

Ans. : retrieve

3. The representation of data in printed form is called as \_\_\_\_\_.

Ans. : Report

### State True/False

1. Form is used to collect the data from the user.

Ans. : True

2. Menu bar is present below Title bar.

Ans. : True

3. Columns are called as records.

Ans. : False

### Multiple Choice Question (1 Correct Answer)

1. Rows in Base are called as \_\_\_\_\_.

- (a) records      (b) fields      (c) table      (d) database

Ans. : (a)

2. File extension of Base is \_\_\_\_\_.

- (a) .odt      (b) .ods      (c) .odb      (d) .odp

Ans. : (c)

### Answer in Brief

1. Define database.

Ans. :

(i) Database is a collection of related data items stored in an organized manner

(ii) A Database consist of different objects like table, query, form and report.

2. What is a query?

Ans. :

(i) A Query is a question asked within the database environment. For example how many students are in XII standard.

(ii) Query displays subset of data contained in various tables of database.

(iii) Query is used to retrieve records from the table.

**Define report.**

3. Ans. :

- (i) The presentation of information in an organized and readable format as per the user's requirement is known as report.
- (ii) Various complex reports can be generated that can help in taking decisions by the management.
- (iii) Report is the representation of data in printed form.

**4. Explain working area of Base.**

Ans. :

- (i) Rest of the part below standard tool bar is called as working area.
- (ii) It is divided into two panes- Left pane and right pane. Left pane displays name of database objects like tables, queries, forms and reports.
- (iii) Right pane displays activities related to that particular object.

**Match the Following**

A	B
1. Query	(a) Collect information from user
2. Report	(b) Collection of related data
3. Form	(c) Retrieve data from database
4. Table	(d) Printed form of data.

Ans. : 1 - (c), 2 - (d), 3 - (a), 4 - (b)

**Fill in the Blanks****5.1 DBMS Concepts**

1. \_\_\_\_\_ means all kinds of facts, figures and details related to people, things or events.

Ans. : Data

2. \_\_\_\_\_ must be processed in a proper way to generate the useful and meaningful information.

Ans. : Data

3. \_\_\_\_\_ is a result obtained from processing of the data.

Ans. : Information

4. \_\_\_\_\_ is the output generated through processing of raw data.

Ans. : Information

5. \_\_\_\_\_ is a collection of related data items stored in an organized manner.

Ans. : Database

**March 2022****March 2022**



6. In DBMS collection of related data is stored in \_\_\_\_\_.

March 2022

Ans. : Database

7. A \_\_\_\_\_ consists of objects like table, form, report etc.

Ans. : database

8. \_\_\_\_\_ is used to retrieve information from database.

Ans. : Query

9. \_\_\_\_\_ is used to collect information from user.

March 2022

Ans. : Form

10. \_\_\_\_\_ is used to represent the data in printed form.

March 2022

Ans. : Report

11. DBMS stands for \_\_\_\_\_.

March 2022

Ans. : Database Management System

12. A \_\_\_\_\_ is a software designed to define, manipulate, retrieve and manage data in a database.

March 2022

Ans. : Database Management System (DBMS)

13. \_\_\_\_\_ defines rules to validate and manipulate the data.

Ans. : Database Management System (DBMS)

14. \_\_\_\_\_ is a collection of related data.

Ans. : Table

## 5.2 Introduction to Base

15. RDBMS stands for \_\_\_\_\_.

March 2022

Ans. : Relational Database Management System

16. A DBMS that is based on relational data model is called as \_\_\_\_\_.

Ans. : Relational Database Management System (RDBMS)

17. A \_\_\_\_\_ model is the internal structure of database.

March 2022

Ans. : Data

18. In \_\_\_\_\_ data is stored in the most simple and versatile structure.

Ans. : Relational Database Management System (RDBMS)

19. \_\_\_\_\_ is the topmost bar present on the screen of Base.

Ans. : Title bar

20. \_\_\_\_\_ bar is present below Title bar.

Ans. : Menu

21. \_\_\_\_\_ tool bar consists of different icons which are used for standard operations.

Ans. : Standard

22. Extension of base file is \_\_\_\_\_.

March 2022

Ans. : .odb

## 5.3 Table

23. \_\_\_\_\_ is a basic unit for storing data in a database.

**March 2022**

Ans. : Table

24. \_\_\_\_\_ is organized in the form of rows and columns.

Ans. : Table

25. \_\_\_\_\_ is any real world object about which data is to be stored.

Ans. : Entity

26. Row in a database table is called as \_\_\_\_\_ or tuple.

Ans. : record

27. Column in a database table is called \_\_\_\_\_.

**March 2022**

Ans. : field

28. The \_\_\_\_\_ datatype stores small integer.

**March 2022**

Ans. : TinyInt

29. The \_\_\_\_\_ data type stores big integer.

**March 2022**

Ans. : BigInt

30. The \_\_\_\_\_ data type is used to store image.

Ans. : LongVarBinary

31. The \_\_\_\_\_ data type stores binary information of variable length.

**March 2022**

Ans. : VarBinary

32. The \_\_\_\_\_ data type stores binary data of fixed length.

Ans. : Binary

33. The \_\_\_\_\_ data type stores descriptive type of information.

**March 2022**

Ans. : LongVarchar

34. The \_\_\_\_\_ data type stores fix sized text.

Ans. : Char

35. The \_\_\_\_\_ data type stores a number with or without decimal point.

**March 2022**

Ans. : Numeric/Decimal

36. The \_\_\_\_\_ data type is used to store integers or whole number.

Ans. : Integer

37. The \_\_\_\_\_ data type is used to store variable sized text.

**March 2022**

Ans. : Varchar

38. The \_\_\_\_\_ data type is used to store Boolean type of data.

Ans. : Boolean

39. The \_\_\_\_\_ data type stores date.

**March 2022**

Ans. : Date



40. In Libre office Basci for storing Yes/No type of informtion \_\_\_\_\_ data type is used. **March 2022**

Ans. : Boolean

41. The \_\_\_\_\_ data type stores time. **March 2022**

Ans. : Time

42. The \_\_\_\_\_ data type stores date as well as time.

Ans. : TimeStamp

43. The \_\_\_\_\_ data type stores any other object. **March 2022**

Ans. : other

### 5.4 Query Creation

44. A \_\_\_\_\_ is a question asked within the database environment. **March 2022**

Ans. : Query

45. \_\_\_\_\_ displays subset of data contained in various tables of database.

Ans. : Query

46. \_\_\_\_\_ is to retrieve records from the table. **March 2022**

Ans. : Query

47. To execute or run query \_\_\_\_\_ function key is used.

Ans. : F5

### 5.5 Forms Creation

48. \_\_\_\_\_ is an object which allows entering, editing or deleting data in a table.

Ans. : Form

49. \_\_\_\_\_ is used to collect the data from the user. **March 2022**

Ans. : Form

### 5.6 Report Generation

50. The presentation of information in an organized format is known as \_\_\_\_\_.

Ans. : Report

51. \_\_\_\_\_ is the representation of data in printed form. **March 2022**

Ans. : Report

### 5.7 Introduction to Data Model

52. \_\_\_\_\_ model defines how data is connected to each other. **March 2022**

Ans. : Data

53. \_\_\_\_\_ data model is specifically designed for relational databases.

Ans. : Relational

In \_\_\_\_\_ model tables are called relations that stores data for different columns.

54. In \_\_\_\_\_  
Ans. : **Relational**

55. The columns of a relation are the attributes which are referred as \_\_\_\_\_.

**March 2022**

Ans. : **Fields**

56. Each row of data in a relation is called \_\_\_\_\_.

Ans. : **Tuple**

57. \_\_\_\_\_ is a set of values from which an attribute can take a value in each row.

Ans. : **Domain**

58. The number of attributes in a relation is called the \_\_\_\_\_ of the relation.

**March 2022**

Ans. : **Degree**

59. The number of tuples in a relation is called the \_\_\_\_\_ of the relation.

Ans. : **Cardinality**

60. The attribute used to uniquely identify the tuples in the relation is called \_\_\_\_\_ key of that relation.

Ans. : **Primary**

61. A \_\_\_\_\_ key is used to represent the relationship between two relations.

**March 2022**

Ans. : **Foreign**

62. Primary key consisting of more than one attribute is called \_\_\_\_\_ key.

Ans. : **Composite primary**

63. There are \_\_\_\_\_ types of relationships in relational database design.

**March 2022**

Ans. : **3 (Three)**

64. In \_\_\_\_\_ relationship, row can have only one matching row in another table and vice versa.

**March 2022**

Ans. : **One to One**

65. In \_\_\_\_\_ type of relationship, a row in a table can have one or many matching rows in another table.

**March 2022**

Ans. : **One to Many**

66. One to Many relationship can also be viewed as \_\_\_\_\_ relationship.

Ans. : **Many to One**

67. In \_\_\_\_\_ relationship a row in a table can have many matching rows in another table and vice versa.

**March 2022**

Ans. : **Many to Many**



**True or False****5.1 DBMS Concepts**

1. Base is an open source database management system software.

Ans. : True

2. Data means all kinds of facts, figures, places, things or events.

Ans. : True

3. Data may be written, oral, computerized or non-computerised.

Ans. : True

4. Data cannot be processed.

Ans. : False

5. Information is a required result obtained from processing of the data.

Ans. : True

6. Information is the output generated through processing of data.

Ans. : True

7. Database is a collection of related data items stored in an organized manner.

Ans. : True

8. Query is the collection of related data.

Ans. : False

9. Database consists of objects like table, query, form and report.

Ans. : True

10. Query is used to retrieve information from database.

Ans. : True

11. Form is used to collect information from user.

Ans. : True

12. Report is used to collect data from the user.

Ans. : False

13. DBMS is a software is designed to define, manipulate, retrieve and manage data in a database.

Ans. : True

14. DBMS stands for Direct Management System.

Ans. : False

15. DBMS defines rules to validate and manipulate the data.

Ans. : True

16. Table is a collection of related data.

Ans. : True

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March 2022

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March 2022

## 5.2 Introduction to Base

17. Base is a Relational Database Management System. **March 2022**  
Ans. : True
18. DBMS that is based on relational data model is called RDBMS. **March 2022**  
Ans. : True
19. A data model is the internal structure of database which describes way of storing and retrieving of data.  
Ans. : True
20. In RDBMS data is stored in the simple and versatile structure.  
Ans. : True
21. Extension of Base file is .odb. **March 2022**  
Ans. : True
22. Table is a basic unit for storing data in database.  
Ans. : True
23. Tables are organised in the form of rows and columns.  
Ans. : True
24. Row in a database table is called as field.  
Ans. : False
25. Column in a database table is called as field. **March 2022**  
Ans. : True
26. Entity is any real world object about which data is to be stored.  
Ans. : True
27. Entity has a collection of attributes associated with it.  
Ans. : True
28. Attributes of an entity are stored in the form of rows.  
Ans. : False
29. Row called as tuple. **March 2022**  
Ans. : True
30. To store small integer TinyInt data type is used.  
Ans. : True
31. To store image binary data type is used. **March 2022**  
Ans. : False
32. To store big integer BigInt data type is used.  
Ans. : True
33. To store binary data of fixed length VarBinary data type is used.  
Ans. : False
34. To store binary information of variable length VarBinary data type is used.  
Ans. : True



35. To store fix sized text char data type is used.

March 2022

Ans. : True

36. To store descriptive type of information Binary data type is used.

Ans. : False

37. To store a number with or without decimal point numeric data type is used.

March 2022

Ans. : True

38. Integer data type is used to store integer values.

March 2022

Ans. : True

39. SmallInt data type is used to store integer.

Ans. : True

40. To store a number with decimal point decimal data type is used.

Ans. : True

41. To store variable sized text varchar data type is used.

March 2022

Ans. : True

42. Float data type is used to store Boolean type of data.

Ans. : False

43. To store date in mm/dd/yy format date data type is used.

Ans. : True

44. To store time in hh : mm : ss format Time data type is used.

Ans. : True

45. To store any other object real data type is used.

Ans. : False

46. To store date as well as time TimeStamp data type is used.

Ans. : True

47. For inserting a new record in the table Edit data must be on.

March 2022

Ans. : True

48. Title Bar is the top most bar on the screen of Base.

Ans. : True

49. Standard Tool Bar contains menu as File, Edit, View etc.

Ans. : False

50. Standard Tool Bar consist of different icons which are used for standard options like new, save, copy etc.

Ans. : True

#### 5.4 Query Creation

51. A Query is a question asked within the database environment.

March 2022

Ans. : True

52. Query displays subset of data contained in various tables of database.

Ans. : True

53. Query cannot be used to retrieve records from the table.  
Ans. : False

### 5.5 Forms Creation

54. Form allows entering, editing or deleting data in the table. **March 2022**  
Ans. : True
55. Query is the collection of related data. **March 2022**  
Ans. : True
56. Form cannot be used to collect data from the user. **March 2022**  
Ans. : False
57. To add new record click on New Record icon present on form navigation tool bar.  
Ans. : True

### 5.6 Report Generation

58. Report is the representation of data in printed form.  
Ans. : True
59. Presentation of information in an readable format is known as form.  
Ans. : False

### 5.7 Introduction to Data Model

60. Data model defines how the logical structure of a database is modeled.  
Ans. : True **March 2022**
61. Data model defines how data is connected to each other. **March 2022**  
Ans. : True
62. Relational data model is most commonly used data model.  
Ans. : True **March 2022**
63. Tables cannot be related to other tables.  
Ans. : True **March 2022**
64. Each table cannot have multiple columns.  
Ans. : False
65. The columns of a relation are the tuple which are also referred as fields.  
Ans. : False **March 2022**
66. Each row of data in a table is called a tuple.  
Ans. : True **March 2022**
67. Domain is a set of values from which an attribute can take a value in each row.  
Ans. : True
68. Data type is used to specify domain for an attribute.  
Ans. : True
69. Attribute has some pre-defined value scope known as attribute domain.  
Ans. : True **March 2022**



70. The number of attributes in a relation is called the cardinality of the relation.

Ans. : False

71. The number of tuples in a relation is called the cardinality of the relation.

Ans. : True

72. Candidate key can be used to uniquely identify the tuples in the relation.

Ans. : True

73. The attribute used to uniquely identify the tuples in relation is called primary key.

March 2022

Ans. : True

74. Primary key consisting of more than one attribute is called candidate key.

March 2022

Ans. : False

75. A foreign key is used to represent the relationship between two relations.

Ans. : True

76. A foreign key is an attribute whose values are derived from candidate key of another relation.

Ans. : False

77. There are 3 types of relationships in relational database design.

March 2022

Ans. : True

78. In One to Many relationship, a row in table A can have only one matching row in table B.

Ans. : False

79. In One to Many relationship, a row in table can have one or many matching row in table B.

March 2022

Ans. : True

80. One to Many relationships can also be viewed as Many to One relationships.

March 2022

Ans. : True

81. In Many to Many relationship a row in table A can have many matching rows in table B and vice versa.

Ans. : True

82. The intermediary table is typically referred as Junction table.

March 2022

Ans. : True

83. Relationships option is in Tools menu of Base.

Ans. : True

84. Types of relationships are 1 : 1, 1 : m, m : m etc.

March 2022

Ans. : True

**MCQ (One Correct Answers)**

**5.1 DBMS Concepts**

1. \_\_\_\_\_ is a open source database.

- (a) LibreOffice writer
- (b) LibreOffice Base
- (c) Microsoft Access
- (d) LibreOffice Calc

Ans. : (b)

2. \_\_\_\_\_ means all kinds of facts, figures, places, things or events.

- (a) Data
- (b) Information
- (c) Query
- (d) Report

**March 2022**

Ans. : (a)

3. \_\_\_\_\_ may be in oral, written, computerised form.

- (a) Information
- (b) Query
- (c) Report
- (d) Data

Ans. : (d)

4. \_\_\_\_\_ must be processed in proper way to generate the useful and meaningful information.

- (a) Information
- (b) Data
- (c) Table
- (d) Report

**March 2022**

Ans. : (b)

5. \_\_\_\_\_ is the required result obtained from processing of the data.

- (a) Table
- (b) Data
- (c) Information
- (d) Report

Ans. : (c)

6. \_\_\_\_\_ is output generated through processing of row data.

- (a) Information
- (b) Database
- (c) Data
- (d) Query

**March 2022**

Ans. : (a)

7. \_\_\_\_\_ is a collection of related data items stored in an organised manner.

- (a) Information
- (b) Database
- (c) Raw Data
- (d) Operations

Ans. : (b)

8. \_\_\_\_\_ consists of objects like table, query, form and report.

- (a) Information
- (b) Raw data
- (c) Database
- (d) Operation

**March 2022**

Ans. : (c)



9. \_\_\_\_\_ is a collection of related data.
- (a) Data (b) Table  
(c) Query (d) Report

Ans. : (b)

10. \_\_\_\_\_ is used to retrieve information from database.
- (a) Table (b) Report  
(c) Query (d) Data

Ans. : (c)

11. \_\_\_\_\_ is used to collect the information from user.
- (a) Table (b) Query  
(c) Report (d) Form

Ans. : (d)

12. \_\_\_\_\_ is used to represent the data in printed form.
- (a) Query (b) Form  
(c) Report (d) Table

Ans. : (c)

13. \_\_\_\_\_ is a software design to define manipulate, retrieve and manage data in a database.
- (a) Table (b) Query (c) Report (d) DBMS

Ans. : (d)

14. \_\_\_\_\_ defines rules to validate and manipulate the data.
- (a) DBMS (b) Report (c) Methods (d) Functions

Ans. : (a)

15. DBMS stands for \_\_\_\_\_.
- (a) Digital Management System (b) Design Management System  
(c) Database Management System (d) Draft Management System

Ans. : (c)

## 5.2 Introduction to Base

16. \_\_\_\_\_ is a Relational Database Management System.
- (a) Excel (b) Base (c) Word (d) Tally

Ans. : (b)

17. RDBMS stands for \_\_\_\_\_.
- (a) Ratio Database Management System  
(b) Right Database Management System  
(c) Regional Database Management System  
(d) Relational Database Management System

Ans. : (d)

18. A DBMS that is based on relational data model is called as \_\_\_\_\_.
- (a) RDBMS (b) Table (c) Report (d) Query

**March 2022**

Ans.: (a)

19. A \_\_\_\_\_ model is the internal structure of database which describes way of storing and retrieving of data.
- (a) Table (b) Data (c) Query (d) Report

Ans.: (b)

20. \_\_\_\_\_ is a collection of related data objects known as Tables, forms, Queries and Reports.

(a) Word (b) Excel (c) Tally (d) Base

Ans.: (d)

21. Extension of base file is \_\_\_\_\_.

(a) .odx (b) .odb (c) .odm (d) .doc

Ans.: (b)

22. On the screen of the base \_\_\_\_\_ bar is present below Title bar.

(a) Tool (b) Standard (c) Menu (d) Working Area

Ans.: (c)

23. \_\_\_\_\_ is a basic unit for storing data in database.

(a) Query (b) Table (c) Form (d) Report

**March 2022**

Ans.: (b)

24. \_\_\_\_\_ is any real world object about which data is to be stored.

(a) Entity (b) Report (c) Data (d) Database

Ans.: (a)

25. Each entity has collection of \_\_\_\_\_ associated with it.

(a) Record (b) Row (c) Attributes (d) Column

Ans.: (c)

26. Attributes of an entity are stored in the form of \_\_\_\_\_.

(a) Rows (b) Columns (c) Record (d) Data

**March 2022**

Ans.: (b)

27. Row is called as \_\_\_\_\_.

(a) Tuple (b) Field (c) Column (d) Data

Ans.: (a)

28. The \_\_\_\_\_ data type stores small integer.

(a) Binary (b) Char (c) Varchar (d) TinyInt

**March 2022**

Ans.: (a)

29. The \_\_\_\_\_ data type stores Big Integer.

(a) Varchar (b) Binary (c) Char (d) BigInt

Ans.: (d)



30. The \_\_\_\_\_ data type is used to store image.  
(a) Char (b) BigInt (c) SmallInt (d) LongVarBinary

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Ans. : (d)

31. The \_\_\_\_\_ data type stores binary information of variable length.  
(a) Char (b) VarBinary (c) SmallInt (d) BigInt

Ans. : (b)

32. The \_\_\_\_\_ data type stores binary data of fixed length.  
(a) Binary (b) Char (c) SmallInt (d) BigInt

March 2022

Ans. : (a)

33. The \_\_\_\_\_ data type stores descriptive type of information.  
(a) TinyInt (b) BigInt (c) Decimal (d) LongVarchar

Ans. : (d)

34. The \_\_\_\_\_ data type stores fix sized.  
(a) Char (b) BigInt (c) Binary (d) Decimal

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Ans. : (a)

35. The \_\_\_\_\_ data type stores a number with or without decimal point.  
(a) Char (b) Varchar (c) Numeric (d) Boolean

Ans. : (c)

36. The \_\_\_\_\_ data type stores integer.  
(a) Char (b) Varchar (c) Boolean (d) Integer

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Ans. : (d)

37. The \_\_\_\_\_ data type stores a number with decimal point.  
(a) TinyInt (b) Float (c) Boolean (d) Char

Ans. : (b)

38. The \_\_\_\_\_ data type stores variable sized text.  
(a) Double (b) Decimal (c) Varchar (d) Boolean

Ans. : (c)

39. The \_\_\_\_\_ data type stores Boolean type of data.  
(a) Numeric (b) Float (c) Char (d) Boolean

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Ans. : (d)

40. The \_\_\_\_\_ data type stores date in mm/dd/yy format.  
(a) Date (b) Decimal (c) Time (d) Other

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Ans. : (a)

41. The \_\_\_\_\_ data type stores time in hh : mm : ss format.  
(a) Date (b) Time (c) Char (d) Float

Ans. : (b)

42. The \_\_\_\_\_ data type stores date as well as time.  
(a) TimeStamp (b) Date (c) Time (d) Other

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Ans. : (a)

43. The \_\_\_\_\_ data type stores any other object.  
 (a) Char (b) Varchar (c) Decimal (d) Other

Ans. : (d)

44. \_\_\_\_\_ is the top most bar present on the screen of Base.  
 (a) Title (b) Menu (c) Standard (d) Working Area

Ans. : (a)

#### 5.4 Query Creation

45. A \_\_\_\_\_ is a question asked within the database environment. **March 2022**  
 (a) Table (b) Report (c) Query (d) Database

Ans. : (c)

46. \_\_\_\_\_ is used to retrieve records from the table.  
 (a) Query (b) Report (c) Data (d) Information

Ans. : (a)

#### 5.5 Forms Creation

47. \_\_\_\_\_ is an object which allows entering, deleting or editing data in the table. **March 2022**  
 (a) Form (b) Report (c) Query (d) Wizard

Ans. : (a)

48. \_\_\_\_\_ is used to collect data from the user.  
 (a) Report (b) Form (c) Query (d) Database

Ans. : (b)

#### 5.6 Report Generation

49. The presentation of information in an organized format is known as \_\_\_\_\_. **March 2022**  
 (a) Report (b) Query (c) Table (d) Form

Ans. : (a)

50. \_\_\_\_\_ is a representation of data in printed form.  
 (a) Form (b) Query (c) Table (d) Report

Ans. : (d)

#### 5.7 Introduction to Data Model

51. \_\_\_\_\_ defines how the logical structure of a database is modeled. **March 2022**  
 (a) Data model (b) My model  
 (c) Query model (d) Report Model

Ans. : (a)



52. \_\_\_\_\_ defines how data is connected to each other and how they are processed and stored inside the system.

- (a) Report model (b) Query model  
(c) Data model (d) My Model

Ans. : (c)

53. The most commonly used data model is \_\_\_\_\_.

- (a) Relational Data model (b) Query Model  
(c) Report model (d) My Model

Ans. : (a)

54. RDBMS is specifically designed for \_\_\_\_\_ database.

- (a) relational (b) logical  
(c) Artificial (d) Natural

Ans. : (a)

55. A \_\_\_\_\_ database refers to a database that stores data in a structured format using rows and columns. **March 2022**

- (a) logical (b) relational  
(c) Artificial (d) Natural

Ans. : (b)

56. In \_\_\_\_\_ model tables are called relations that stores data for different columns.

- (a) logical (b) Artificial (c) Data (d) Relational

Ans. : (d)

57. Each row of data in a table is called a \_\_\_\_\_.

- (a) Tuple (b) Column (c) Field (d) Data **March 2022**

Ans. : (a)

58. \_\_\_\_\_ is a set of values from which an attribute can take a value in each row.

- (a) Attribute (b) Tuple (c) Domain (d) Degree

Ans. : (c)

59. The number of attributes in a relation is called the \_\_\_\_\_ of the relation.

- (a) Degree (b) Tuple (c) Domain (d) Cardinality

Ans. : (a)

60. The number of tuples in a relation is called the \_\_\_\_\_ of the relation. **March 2022**

- (a) Tuple (b) Domain (c) Degree (d) Cardinality

Ans. : (d)

61. The \_\_\_\_\_ within a relation must be unique. **March 2022**

- (a) Tuple (b) Domain (c) Degree (d) Cardinality

Ans. : (a)

62. The attributes that can be used to uniquely identify the tuples in the relation are called \_\_\_\_\_.

- (a) Reserve key (b) Primary key  
(c) Foreign key (d) Composite primary key **March 2022**

Ans. : (b)

63. Primary key consisting of more than one attribute is called \_\_\_\_\_ **March 2022**
- (a) Composite primary key (b) Foreign key  
(c) Reserved key (d) Primary key

Ans. : (a)

64. A \_\_\_\_\_ is used to represent the relationship between two relations.
- (a) Composite key (b) Primary key  
(c) Candidate key (d) Foreign key

Ans. : (d)

65. A \_\_\_\_\_ is an attribute whose value is derived from the primary key of another relation. **March 2022**
- (a) Foreign key (b) Primary key  
(c) Composite key (d) Candidate key

Ans. : (a)

66. There are \_\_\_\_\_ types of relationships in relational database design. **March 2022**
- (a) 2 (Two) (b) 1 (One) (c) 3 (Three) (d) 7 (Seven)

Ans. : (c)

67. A row in table A can have only one matching row in table B and vice versa is example of \_\_\_\_\_ relationship. **March 2022**
- (a) Many to Many (b) One to One  
(c) One to Many (d) One to None

Ans. : (b)

68. In \_\_\_\_\_ relationship a row in a table can have one or many matching rows in another table.
- (a) Many to Many (b) One to One  
(c) One to Many (d) One to None

Ans. : (c)

69. One to Many relationship can also be viewed as \_\_\_\_\_ relationship. **March 2022**
- (a) Many to One (b) One to One  
(c) Many to Many (d) One to None

Ans. : (a)

70. In \_\_\_\_\_ relationship a row in table A can have many matching rows in table B and vice versa.
- (a) Many to Many (b) One to One  
(c) Many to One (d) One to Many

Ans. : (a)



**MCQ (Two Correct Answers)****5.1 DBMS Concepts**

1. Database consist of different objects like \_\_\_\_\_ and \_\_\_\_\_.

**March 2022**

- (a) Table      (b) Query      (c) Data      (d) Information

Ans. : (a), (b)

**5.2 Introduction to Base**

2. Following are the Relational Database Management Softwares.

- (a) Writer      (b) Base      (c) Calc      (d) Access

Ans. : (b), (d)

**5.3 Table**

3. Screen of Base consists of following parts.

**March 2022**

- (a) Title Bar      (b) Data bar  
(c) Menu bar      (d) Object bar

Ans. : (a), (c)

4. Tables are organized in the form of \_\_\_\_\_ and \_\_\_\_\_.

- (a) Report      (b) Query      (c) Columns      (d) Rows

Ans. : (c), (d)

5. The information stored under each column form a row which is called as \_\_\_\_\_ or \_\_\_\_\_.

**March 2022**

- (a) Field      (b) Record      (c) Tuple      (d) Column

Ans. : (b), (c)

6. Following are the data types available in Base.

**March 2022**

- (a) Binary      (b) Varchar      (c) Int      (d) Array

Ans. : (a), (b)

7. Following data types are used to store number with or without decimal point.

- (a) Decimal      (b) Char      (c) Numeric      (d) Varchar

**March 2022**

Ans. : (a), (c)

8. \_\_\_\_\_ data type is used to store date and \_\_\_\_\_ data type is used to store time.

- (a) Date      (b) Integer      (c) Char      (d) Time

Ans. : (a), (d)

9. Table is a collection of \_\_\_\_\_ and \_\_\_\_\_  
(a) Database (b) Rows (c) Columns (d) Facts

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Ans. : (b), (c)

### 5.4 Query Creation

10. \_\_\_\_\_ and \_\_\_\_\_ methods are used to create query.  
(a) Standard View (b) Tool View  
(c) Wizard (d) Design View

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Ans. : (c), (d)

### 5.6 Report Generation

11. \_\_\_\_\_ and \_\_\_\_\_ methods are used for report generation.  
(a) Standard View (b) Wizard  
(c) Tool View (d) Design View

Ans. : (b), (d)

### 5.7 Introduction to Data Model

12. \_\_\_\_\_ and \_\_\_\_\_ are the types of data models.  
(a) Relational Data Model  
(b) Network Data Model  
(c) My Data Model  
(d) Object Model

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Ans. : (a), (b)

13. \_\_\_\_\_ and \_\_\_\_\_ commonly used terminologies in relational data model.  
(a) Domain (b) Object (c) Methods (d) Tuple

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Ans. : (a), (d)

14. Following are the different types of keys used in Relational Database.  
(a) Primary key (b) Local key  
(c) Foreign key (d) Manual key

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Ans. : (a), (c)

15. \_\_\_\_\_ and \_\_\_\_\_ are the types of relationships in relational database design.  
(a) One to One (b) Many to Many  
(c) Many to None (d) One to None

Ans. : (a), (b)



16. In database type of relationships are \_\_\_\_\_ and \_\_\_\_\_.

March 2022

- (a) 1:1                      (b) A:1                      (c) M:M                      (d) 1:A

Ans. : (a), (c)

### MCQ (Three Correct Answers)

#### 5.1 DBMS Concepts

1. A database consists of different objects like \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

- (a) Information                      (b) Table                      (c) Project  
(d) Report                      (e) Query                      (f) Documents

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Ans. : (b), (d), (e)

2. DBMS provides various functions that allow \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ of large quantities of information.

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- (a) Entry                      (b) Object                      (c) Storage  
(d) Retrieved                      (e) Formats                      (f) Document

Ans. : (a), (c), (d)

#### 5.2 Introduction to Base

3. Following are Relational Database Management Software's.

- (a) Access                      (b) Writer                      (c) Calc  
(d) SQL                      (e) Tally                      (f) Base

Ans. : (a), (d), (f)

4. Screen of Base consist of following parts.

- (a) Title Bar                      (b) Menu Bar                      (c) Standard Tool Bar  
(d) Objects                      (e) Documents                      (f) Methods

Ans. : (a), (b), (c)

#### 5.3 Table

5. Following are the data types available in Base.

March 2022

- (a) Array                      (b) Structure                      (c) LargeInt  
(d) Char                      (e) Varchar                      (f) Decimal

Ans. : (d), (e), (f)

6. To store a number with or without decimal point following data types are available in Base.

March 2022

- (a) Decimal                      (b) Real                      (c) Char  
(d) Float                      (e) SmallInt                      (f) TinyInt

Ans. : (a), (b), (d)

7. To store date and time following data types are available in Base.
- (a) Varchar                      (b) Char                      (c) Date  
(d) TimeStamp                  (e) Time                      (f) Text

Ans. : (c), (d), (e)

### 5.7 Introduction to Data Model

8. Following are the types of Data Model.
- (a) My Model                      (b) Relational Data Model  
(c) Form Model                  (d) Network Data Model  
(e) Object Model                  (f) Entity relationship Data Model

Ans. : (b), (d), (f)

9. Commonly used terminologies in relational data model.

March 2022

- (a) Table                      (b) Tuble                      (c) Object  
(d) Form                      (e) Degree                      (f) Domain

Ans. : (b), (e), (f)

10. Keys in a Relational Database are.

- (a) Candidate key                  (b) Manual key                  (c) Foreign key  
(d) Basic key                      (e) Primary key                  (f) Local key

Ans. : (a), (c), (e)

11. Following are types of relationships in relational database design.

March 2022

- (a) Many to More                  (b) One to None                  (c) One to One  
(d) None to None                  (e) Many to Many                  (f) One to Many

Ans. : (c), (e), (f)

### Match the Following

### 5.1 DBMS Concepts

(I)

A	B
1. Table	(a) Used to retrieve information from database
2. Query	(b) Use to represent data in printed form
3. Form	(c) Collection of related data
4. Report	(d) Used to collect information from the user

Ans. : 1. - (c), 2. - (a), 3. - (d), 4. - (b)



**5.2 Introduction to Base**

(I)

A	B
1. Title Bar	(a) Consists of icons which are used for standard operations
2. Menu Bar	(b) Rest of part below Standard Tool Bar
3. Standard Tool Bar	(c) Present below Title Bar
4. Working Area	(d) Top most bar present in the screen of Base

Ans. : 1. - (d), 2. - (c), 3. - (a), 4 - (b)

**5.3 Table**

(I)

A	B
1. TinyInt	(a) Store binary information of fixed length
2. BigInt	(b) Stores number with or without decimal point
3. Binary	(c) Stores small integer
4. Varchar	(d) Stores Boolean type data
5. Numeric	(e) Stores variable sized text
6. Boolean	(f) Stores Big Integer

Ans. : 1. - (c), 2. - (f), 3. - (a), 4. - (e), 5. - (b), 6. - (d)

**5.4 Query Creation ; 5.5 Forms Creation ; 5.6 Report Generation**

(I)

A	B
1. Query	(a) Extension of database file
2. Form	(b) Representation of data in printed form
3. Report	(c) Question asked within the database environment
4. .odb	(d) Used to collect data from user

Ans. : 1. - (c), 2. - (d), 3. - (b), 4. - (a)

## 5.7 Introduction to Data Model

(I)	A	B
1.	Relational Data Model	(a) Uniquely identify tuples in a relation
2.	Primary key	(b) Specifically designed for relational databases
3.	Foreign key	(c) Primary key consisting of more than one attribute
4.	Composite primary key	(d) use to represent the relationship between two relations

Ans.: 1. - (b), 2. - (a), 3. - (d), 4. - (c)

(II)	A	B
1.	One to One	(a) A row in a table can have one or many matching rows in table B.
2.	One to Many	(b) A row in table A can have many matching rows in table B and vice versa.
3.	Many to many	(c) A row in table A can have only one matching row in table B and vice versa.

Ans.: 1. - (c), 2. - (a), 3. - (b)

## Answer in Brief

## 5.1 DBMS Concepts

1. Explain Libre Office Base.

Ans.:

- Base is an open source database management system software and designed to allow users to easily create, access, modify and view database.
- Data means all kinds of facts, figures and details related to people, places, things or events. Data may be in any form. It may be written, oral, computerized or non-computerized. Information is the required result obtained from processing of the data. Information is the output generated through processing of raw data.

2. Short note on Database.

Ans.:

- Database is a collection of related data items stored in an organized manner
- A Database consist of different objects like table, query, form and report.

3. Short Note on Database Management System Software (DBMS).

Ans.:

- A database management system is a software designed to define, manipulate, retrieve and manage data in a database.
- It provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.



## 5.2 Introduction to Base

### 4. Explain RDBMS.

Ans. :

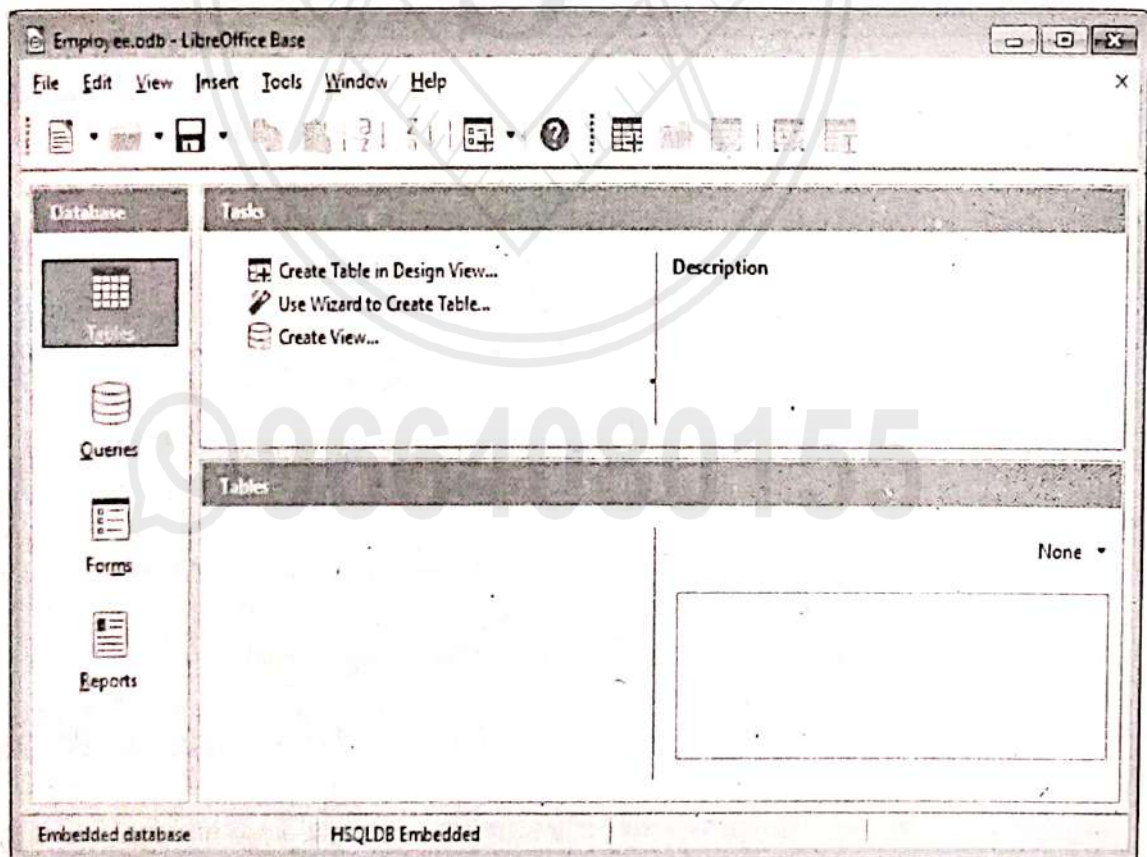
- i) Base is a Relational Database Management Software(RDBMS).
- ii) A DBMS that is based on relational data model is called as RDBMS.
- iii) A data model is the internal structure of database which describes way of storing and retrieving of data.
- iv) In RDBMS data is stored in the most simple and versatile structure i.e table. Base is collection of related data objects known as Tables, Forms, Queries and Reports.

### 5. Explain steps to Create and Save Database in Libre office Base.

Ans. :

- i) To start base, Install Libreoffice from it's official website and click on Start -> All programs -> Libreoffice -> Libreoffice Base.
- ii) A database wizard will be started.
- iii) To create new database user have to select 'Create a new Database and click on 'Next' button.
- iv) In 'Save and Proceed' step click on 'Finish'.
- v) A 'Save As' window will appear on the screen, select location to save the database -> Type name for database in 'File Name' box then click on 'Save' button. By default extension of Base file is '.odb'.

### LibreOffice Base Screen :





6. Explain Screen of Base.

Ans. : Screen of Base consists of following parts:-

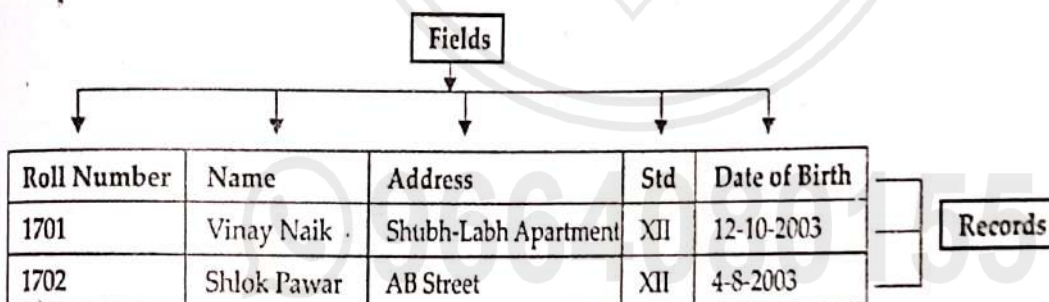
- i) **Title Bar** : It is the topmost bar present on the screen of Base. It displays icon of the application, name of the file and name of the application
- ii) **Menu Bar** : It is present below Title bar. It displays names of different menus as File, Edit, View, Insert etc
- iii) **Standard Tool Bar** : Standard tool bar consist of different icons which are used for standard operations like opening a new document, saving a document, printing a document, cut, copy, paste etc
- iv) **Working Area** : Rest of the part below standard tool bar is called as working area. It is divided into two panes- Left pane and right pane. Left pane displays name of database objects like tables, queries, forms and reports. Right pane displays activities related to that particular object.

### 5.3 Table

7. Short note on Table.

Ans. :

- i) Table is a basic unit for storing data in database.
- ii) Tables are organized in the form of columns and rows.
- iii) Before creating a table user should first decide the entity.
- iv) Entity is any real world object about which data is to be stored.
- v) Each entity has collection of attributes associated with it.
- vi) Attributes of an entity are stored in the form of columns.
- vii) The information stored under each column forms a row which is called as record/tuple.



8. Explain Data types in Base.

Ans. :

Data types available in Base can be divided into three categories as alphanumeric, numeric, calendar (date and time) and binary type.



Data Type Name	Description
Tiny Integer [TINYINT]	Stores small Integer.
BigInt[BIGINT]	Stores Big Integer(hopping whole number), rarely used
Image[LONGVARBINARY]	Stores Image.
Binary[VARBINARY]	Stores binary information of variable length.
Binary(fix)[BINARY]	Stores binary data of fixed length.
Memo[LONGVARCHAR]	Stores descriptive type of information i.e large block of text like article text.
Text(fix)[CHAR]	Stores fix sized text.
Number[NUMERIC]	Stores a number with or without decimal point. Base will display datatype's original length and allow to set decimal places after decimal point in design view of table. it is used when accuracy is required.
Decimal[DECIMAL]	
Integer[INTEGER]	Stores Integer most commonly used data type.
Small Integer[SMALLINT]	Stores integer
Float[FLOAT]	Stores a number with decimal point.
Real[REAL]	Stores a number with or without decimal point. It is used when approximate result required
Double[DOUBLE]	
Text[VARCHAR]	Stores variable sized text.
Text[VARCHAR_IGNORECASE]	A case insensitive version.
Yes/No [BOOLEAN]	Stores boolean type of data.
Date[DATE]	Stores date in mm/dd/yy format.
Time[TIME]	Stores time in hh:mm:ss format
Date/Time [TIMESTAMP]	Stores date as well as time.
Other[OTHER]	Stores any other object.

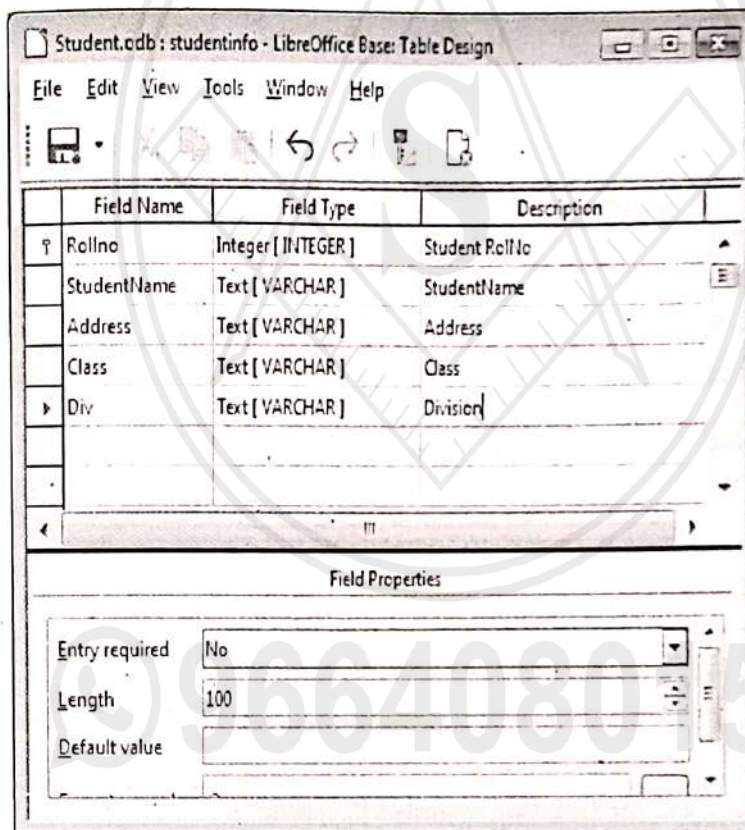
**Note :** When it is confirmed that number will be accepted as a input for a field and not used in any kind of calculations, then it is better to have that field's data type as text. For example pincode, mobile number is numeric but not used in any calculation so it can have text data type.



9. Explain the steps for Creating a table.

Ans.: Steps are as follows :

1. Open a database and from left pane click on 'Tables' icon
  2. From right pane click on 'Create table in Design View'
  3. A window will appear on the screen, type 'Field Name'
  4. Select 'Field type' ( field type means type of data to be stored in that field e.g. 'Name' Field should have 'Text' as a Field Type)
  5. In next column type the description about the field.
  6. In the bottom section in 'Field Properties' select 'Yes' for 'Entry required' property.
  7. You can set default value and for numeric field types you can set decimal places also. In this way create all fields
  8. Right click on the small button present on the left side of the field name which is decided as primary key and select 'primary key' option.
  9. Click on 'Save' icon to save the table, type name for the table, Click on 'ok'.
- Following Figure displays creation of a table with its required fields and data types :



10. Explain the steps for Inserting records in a table.

Ans.: Inserting records in the table : Steps are as follows :

1. Open a database from left pane click on 'Tables' icon.
2. In the right pane from bottom part double click on the name of Table in which data is to be inserted.



3. A window will appear on the screen, type data under each field and complete one record, in this way add some records.
4. Click on 'Edit Data' icon to make edit mode off, a window will appear.
5. Click on 'Yes' icon and click on 'close' button. For inserting a new record 'Edit Data' must be on.

Following figure displays records are inserted into the table.

The screenshot shows a window titled "studentinfo - Student - LibreOffice Base: Table Data View". The window contains a table with the following data:

Rollno	StudentName	Address	Class	Div
101	Ajay	Unr 3	XII	A
102	Poonam	Unr 3	XI	B
103	Mahesh	Kalyan	XII	B
104	Akash	Unr 4	XI	A
105	Amit	Unr 5	XI	C

At the bottom of the window, there is a status bar showing "Record 5 of 5" and navigation buttons.

11. Explain the steps for editing records in a table.

Ans.: Editing a record in the table:

Steps are as follows:

1. Double click on the required table.
2. Click on the required record for editing.
3. Do necessary changes.
4. Click on 'Edit Data' icon to make edit mode off, Click on 'Yes' and click on close button.

12. Explain the steps for Deleting records of a table.

Ans.: Deleting a record from the table:

Steps are as follows:

1. Double click on the table, click on the record which is to be deleted
2. Click on 'Edit' menu, select 'Delete Record' option
3. Click on 'Yes' button to delete it permanently.



## 5.4 Query Creation

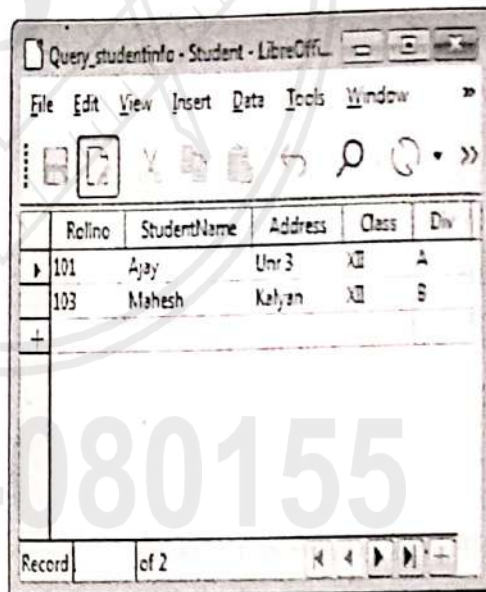
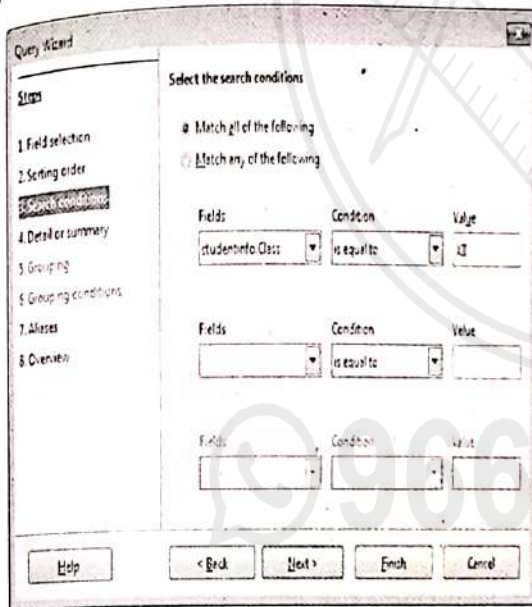
**13. Explain Query and steps to create query.**

**Ans. :** A Query is a question asked within the database environment.

- i) For example how many students are in XII standard. Query displays subset of data contained in various tables of database Query is used to retrieve records from the table.
- ii)

**Steps to create query by using wizard :**

1. Open a database, from left pane click on 'Queries' objects.
2. From right pane click on 'Use Wizard to Create Query' (Wizard means step by step instructions provided by the computer to complete a task)
3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in the query' list by clicking on arrow button and click on 'Next' button.
4. Select a field for sorting the records, select the order ascending/ descending then click on 'Next' button.
5. In next step the user has to select search condition (more than one search conditions can also be selected) select the field, select the condition, type value for condition then click on 'Next' button.
6. If you want to replace original field names with some new field names in the output of the query, then type aliases for each field and click on 'Next' button
7. Type name for the query and Click on 'Finish' button.



**14. Explain steps to create query in query in design view.**

**Ans. :** Steps to create query in design view :

1. Open any saved database, click on 'Queries' object and in right pane click on 'Create Query in Design View' option.
2. From Add Table window select table and click on add button. Take two tables which have at least one common field. Drag the common field from first table to



second table. A line will be displayed as a link between these two tables as they have one common field for joining. Close the add table window by clicking on close button.

3. In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. We can type alias for each field.
4. To calculate total of marks, in field name column, type formula for addition of subjects, for example Maths+IT+BK+OC+English. Then in next column, to calculate Percentage type formula as (Maths+IT+BK+OC+English)/5.
5. To execute query click on 'Run Query' icon or press F5 function key. The output will be displayed in same window in above portion. This output can be saved for further use.

The screenshot shows the LibreOffice Base Query Design window. The top part displays a data table with the following columns: Rollno, StudentName, Maths, IT, BK, OC, English, Total, and Percentage. The data rows are:

Rollno	StudentName	Maths	IT	BK	OC	English	Total	Percentage
101	Ajeet	35	35	45	35	25	178	36
102	Poojaram	45	45	49	36	35	210	42
103	Mahesh	25	48	47	39	45	204	41
104	Akash	28	49	43	38	37	195	39
105	Armit	37	50	41	41	41	210	42

The bottom part shows the field table with the following columns: Field, Rollno, StudentName, Maths, IT, BK, OC, English, Total, and Percentage. The formulas for Total and Percentage are: "Maths" + "IT" + ("Maths" + "IT") and Total / Percentage respectively.

Field	Rollno	StudentName	Maths	IT	BK	OC	English	Total	Percentage
Alias									
Table	studentinfo	studentinfo	studentmarks	studentmarks	studentmarks	studentmarks	studentmarks		
Sort									
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function									
Criterion									
Or									
Or									
Or									
Or									

### 5.5 Form Creation

15. Explain Form and steps to create form.

Ans.:

- i) Form is an object which allows entering the data and editing or deleting existing data in the table.

ii) It consists of format, style and widgets like radio button, list boxes that provides easy and systematic way to insert records in the table Form is used to collect the data from the user.

Steps to create a form are as follows :

- iii)
1. Open a database, from left pane click on 'Forms' objects.
  2. From right pane click on 'Use Wizard to Create Form'.
  3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in the form' list by clicking on arrow button then click on 'Next' button
  4. Click on 'Next' button.
  5. Select any one arrangement for main form for placing the controls (Ex-columnar labels left) and click on 'Next' button.
  6. Click on 'Next' button.
  7. Select style for the form , click on 'Next' button .
  8. Type Name for the form , click on 'Finish' button
  9. To add new record click on 'New Record' icon present on form navigation tool bar(present at bottom side), fill up the record and click on 'Save record' icon. Click on 'Close' button to close the form window Following figure displays a form :

The screenshot shows a LibreOffice Base Database Form window titled "Student.odb : studentinfoform - LibreOffice Base: Database Form". The window has a menu bar (File, Edit, View, Insert, Format, Styles, Table, Form, Tools, Window, Help) and a toolbar. The form itself is a simple table with five rows and two columns. The fields are labeled on the left and contain the following data:

Rollno	101
Student Name	Ajay
Address	Unr 3
Class	XII
Div	A

At the bottom of the window, there is a navigation toolbar with icons for "New Record", "Save Record", "Close", and "Refresh". Below the navigation toolbar, it says "Record 1 of 3". At the very bottom, there is a status bar showing "Page 1 of 1", "Default Style", and a zoom level of "100%".

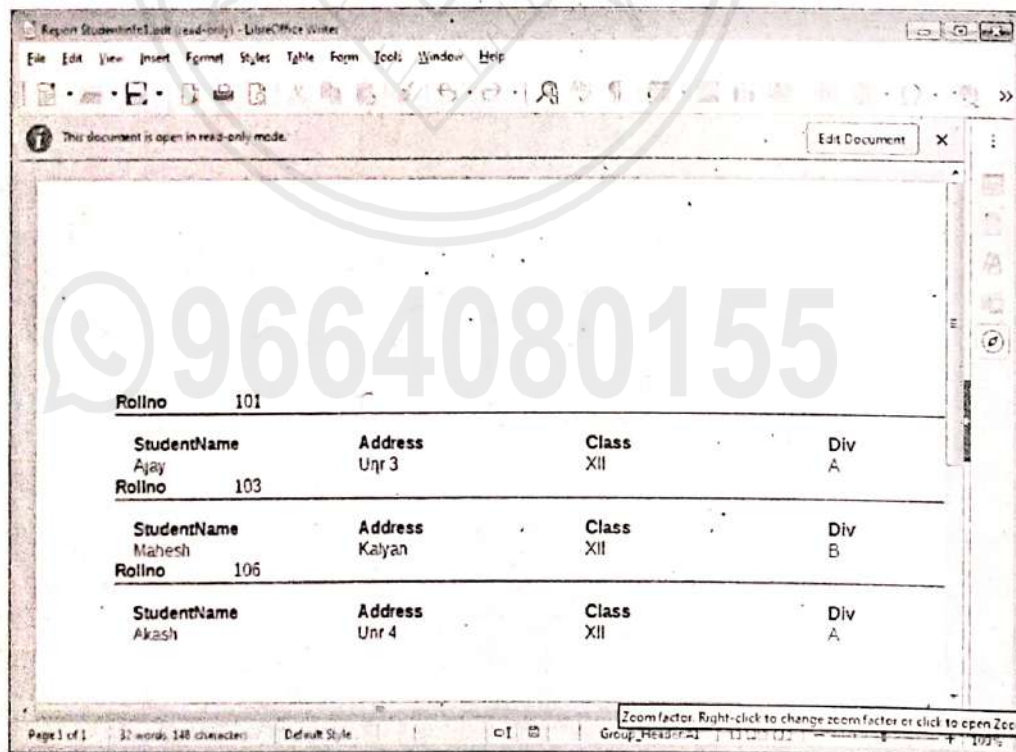


## 5.6 Report Generation

### 16. Explain Reports and steps to create Report.

Ans. :

- i) The presentation of information in an organised and readable format as per the user's requirement is known as report.
- ii) Various complex reports can be generated that can help in taking decisions by the management.
- iii) Report is therepresentation of data in printed form.
- iv) Steps to create a report are as follows :
  1. Open a database, from left pane click on 'Reports' objects
  2. From right pane click on 'Use Wizard to Create Report'
  3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in Report' list by clicking on arrow button, click on 'Next' button
  4. Labels for the fields can be changed with new labels to display in report and click on 'Next' button
  5. If you want to see the records group-wise, (Ex-citywise) add a grouping level click on a field, click on arrow button and click on 'Next' button
  6. Select a field to sort the data, click on 'Next' button
  7. Choose Layout and Orientation, click on 'Next' button
  8. Type 'Title for the Report', click on 'Finish' button
  9. Report will be displayed in read-only mode in the form of 'LibreOffice Writer' file. Click on 'Close' button to close the report window. After Report generation, screen will be displayed as follows :



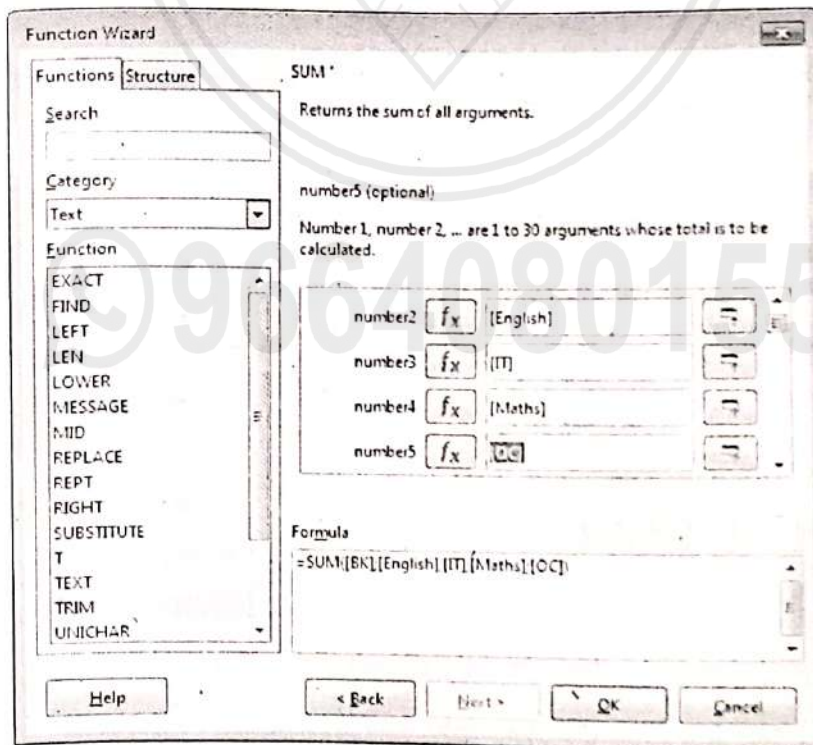


17. Explain steps to create Report.

Ans.: Steps to create report in design view :

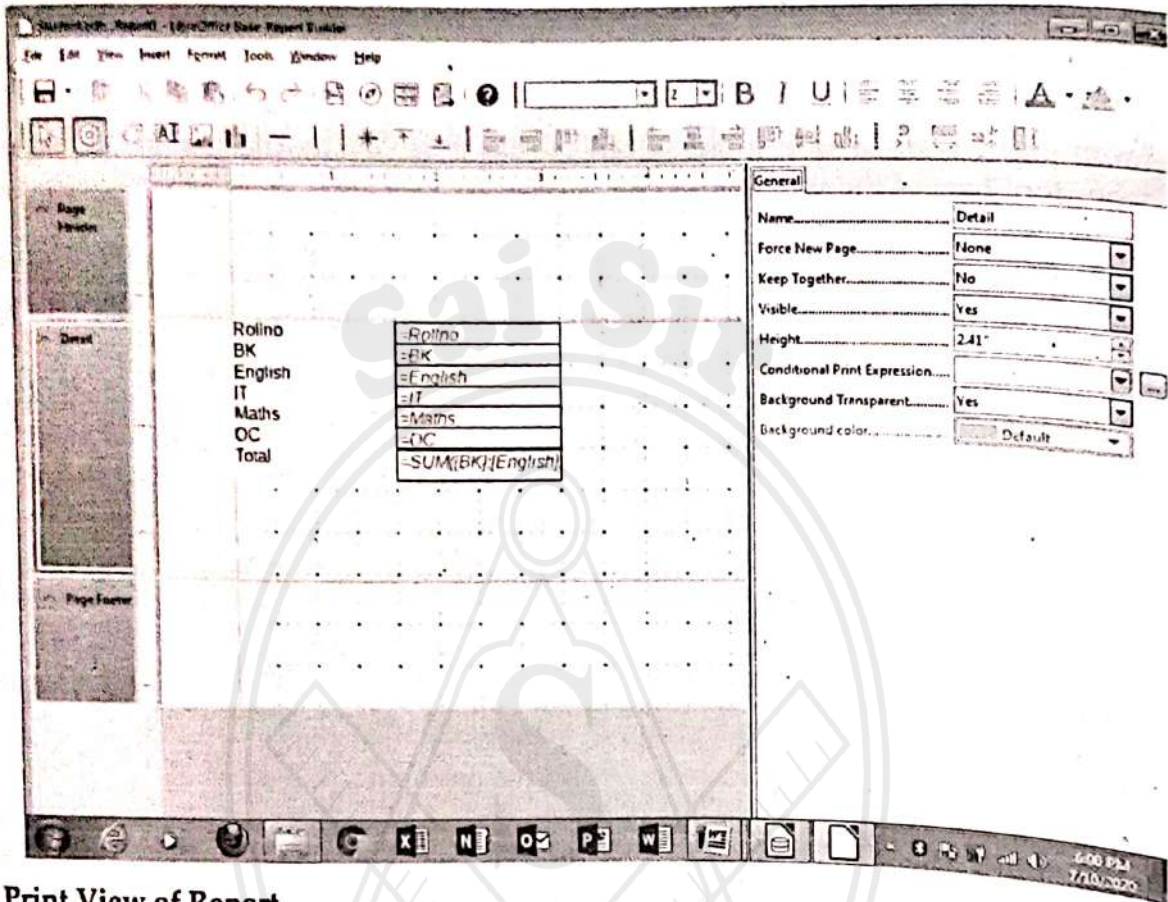
1. Open any saved database, click on 'Reports' object and in right pane click on 'Create report in design View' option.
2. From right side, setting window (can be made on/off by clicking setting button from tool bar) of the window, click on 'Data' tab and for 'Content' select table name or any saved query name.
3. A small window will appear, click on field name and click on 'Insert' button, close that window. Here we have selected 'Marks' table and mo, Maths, IT, BK, OC, English fields from the same table.
4. Now to calculate total of marks draw a label and a textbox below all fields. Change label property of label as 'Total'. Click on textbox and from setting window click on 'Data' tab. Set 'Data Field Type' value as 'Field or Formula'. For 'Data Field' click on small button present aside of that field, a function wizard will start, select 'Sum' function, click on 'Next' button. Select field name to be used for addition by clicking on icon present on right side of the textbox (one field in each textbox to be selected) and click on 'Ok' button.
5. We can give some title for the report in 'Page Header' section by using 'Label' control and changing its label property to required Title.
6. To see output, click on 'Execute Report' button on standard tool bar.
7. Output will be displayed in 'Libre Office Writer' window in 'Read-Only Mode' but if we want to edit it then we can click on 'Edit Document' button, that will appear in the blue ribbon at the top of the report and save it. It will be saved as a Writer file. Report can be saved for further use or can be printed to make hard copy.

### Function Wizard

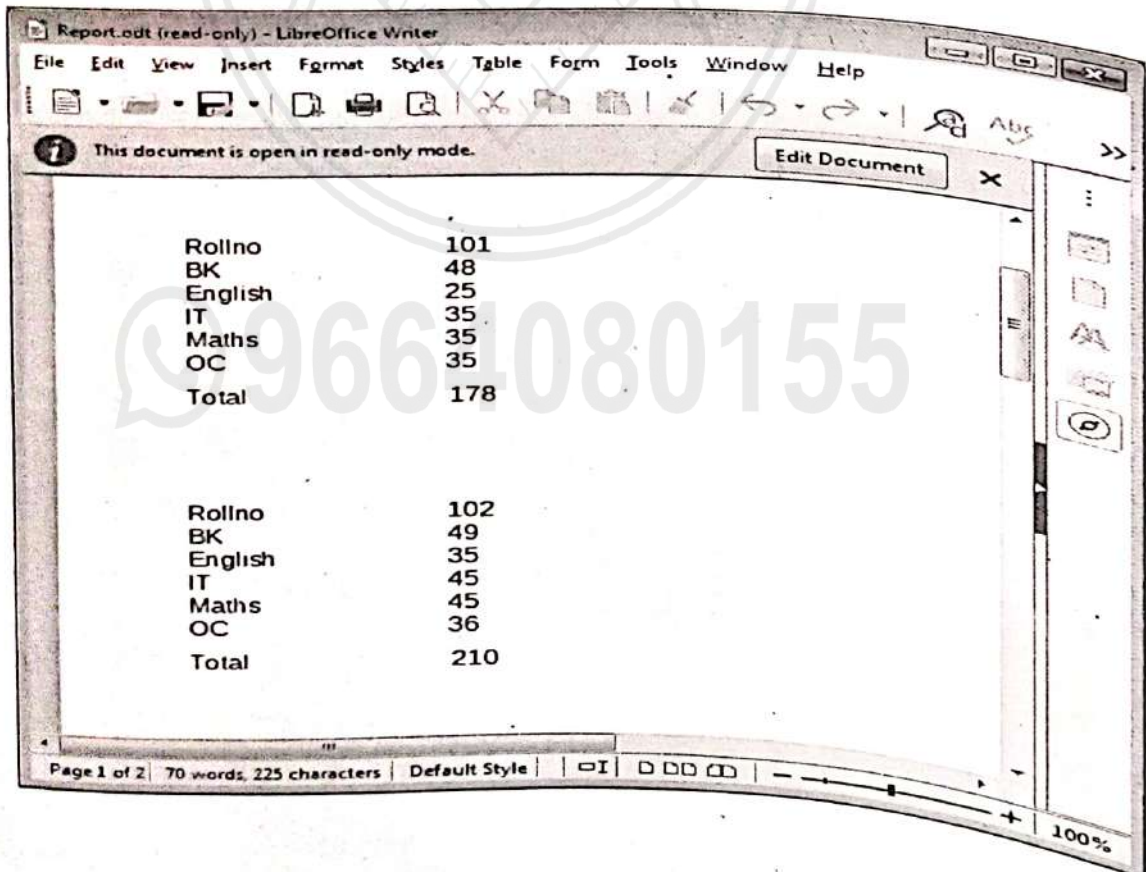




Design View of Report



Print View of Report





## 5.7 Introduction to Data Model

18. Explain Relational Data Model.

Ans. :

- Data model defines how the logical structure of a database is modeled.
- i) There are many types of data models such as relational data model, network data model, hierarchical data model, object-oriented data model, entity-relationship data model etc.
  - ii) **Relational Data Model** : The most commonly used data model is Relational Data Model. A relational database refers to a database that stores data in a structured format, using rows and columns. It is "relational" because the values within each table are related to each other. Tables may also be related to other tables. In relational model, tables are called relations that store data for different columns.

19. Explain the Following :

Ans. :

- i) **Attribute** : Characteristic or parameters for which data are to be stored in a relation. The columns of a relation are the attributes which are also referred as fields.
- ii) **Tuple** : Each row of data in a relation (table) is called a tuple. In a table with n columns, a tuple is a relationship between the n related values.
- iii) **Domain** : It is a set of values from which an attribute can take a value in each row. Usually, a data type is used to specify domain for an attribute. Every attribute has some pre-defined value scope, known as attribute domain.
- iv) **Degree** : The number of attributes in a relation is called the Degree of the relation.
- v) **Cardinality** : The number of tuples in a relation is called the Cardinality of the relation.

20. Explain keys in Relational Database.

Ans. : Keys in a Relational Database : Types of keys are :

- i) **Candidate Key** : A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called candidate keys as each of them are candidates for the primary key.
- ii) **Primary Key** : Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the primary key of that relation.
- iii) **Composite Primary Key** : If no single attribute in a relation is able to uniquely distinguish the tuples, then more than one attribute are taken together as primary key. Such primary key consisting of more than one attribute is called Composite Primary key.
- iv) **Foreign Key** : A foreign key is used to represent the relationship between two relations. A foreign key is an attribute whose value is derived from the primary key of another relation.



**21. Explain types of Relationships.****Ans. :**

There are 3 types of relationships in relational database design. They are as follows :

- i) **One-to-One (1:1) :** A row in table A can have only one matching row in table B, and vice versa. This is not a common relationship type, as the data stored in table B could just have easily been stored in table A.
- ii) **One-to-Many (or Many-to-One) (1:M) :** This is the most common relationship type. In this type of relationship, a row in table can have one or many matching rows in table B, but a row in table B can have only one matching row in table A. One-to-Many relationships can also be viewed as Many-to-One relationships
- iii) **Many-to-Many (M:M) :** In a many-to-many relationship, a row in table A can have many matching rows in table B, and vice versa.

**22. Explain Steps to develop relationship between relations in LibreOffice Base.****Ans. :**

**Steps to develop relationship between relations in LibreOffice Base are :**

- i) Create relations (tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.
- ii) Click on 'Tools' menu and select 'Relationships' option.
- iii) A small window will appear, select table name and click on 'Add' button. Place both table on the screen, now drag the common field from first table to second table. A line connecting two tables will be displayed this is called as relationship. To delete relationship just right click on line and select 'Delete'. To set some more settings about relation, right click on line and select 'Edit' option. A window will appear where we can set various update and delete options for the relationship.

**Programs**

Create a database Stock having a table Product which should contain following fields : Product ID, Product Name, Product Description, Product rate, Month of Production and add 10 records in it.

**Perform following Queries on the same :**

- (a) Display list of products manufactured in the month of December.
  - (b) Display lists of products whose rate is greater than 100.
- Generate monthly manufactured product's report.

Write the steps for creating database, table, queries and report.



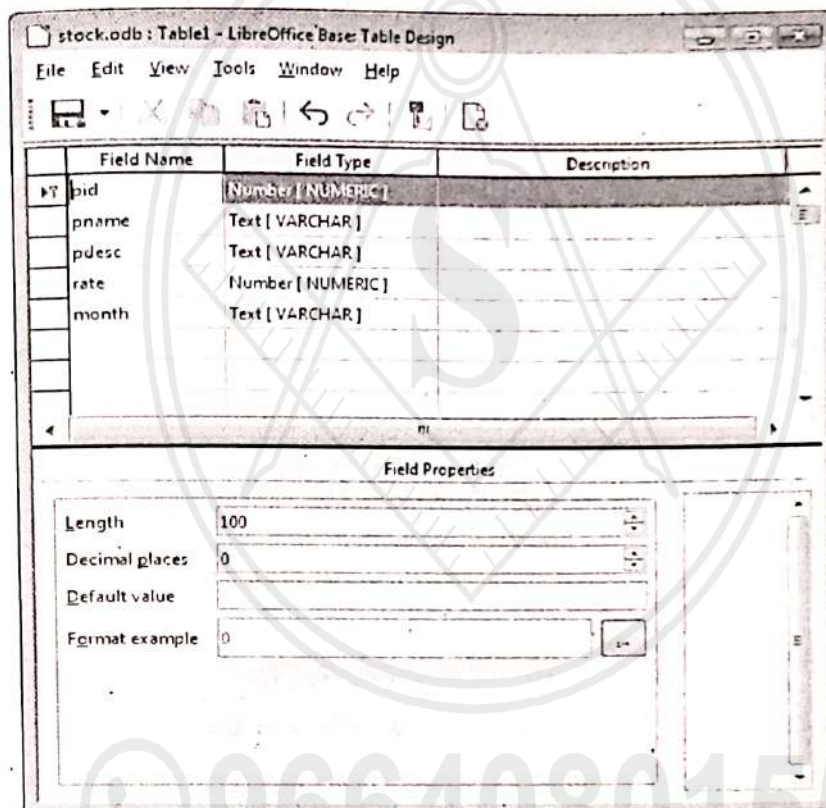
**Steps for creating database stock**

- (i) Click on start -> All Pop grams -> Libre Office -> Libre office Base -> Database Wizard window appears, click on Save and Proceed and click on finish button , select proper location where you wish to save database by giving the appropriate name to database file, database will be created.

**Steps for creating table Product**

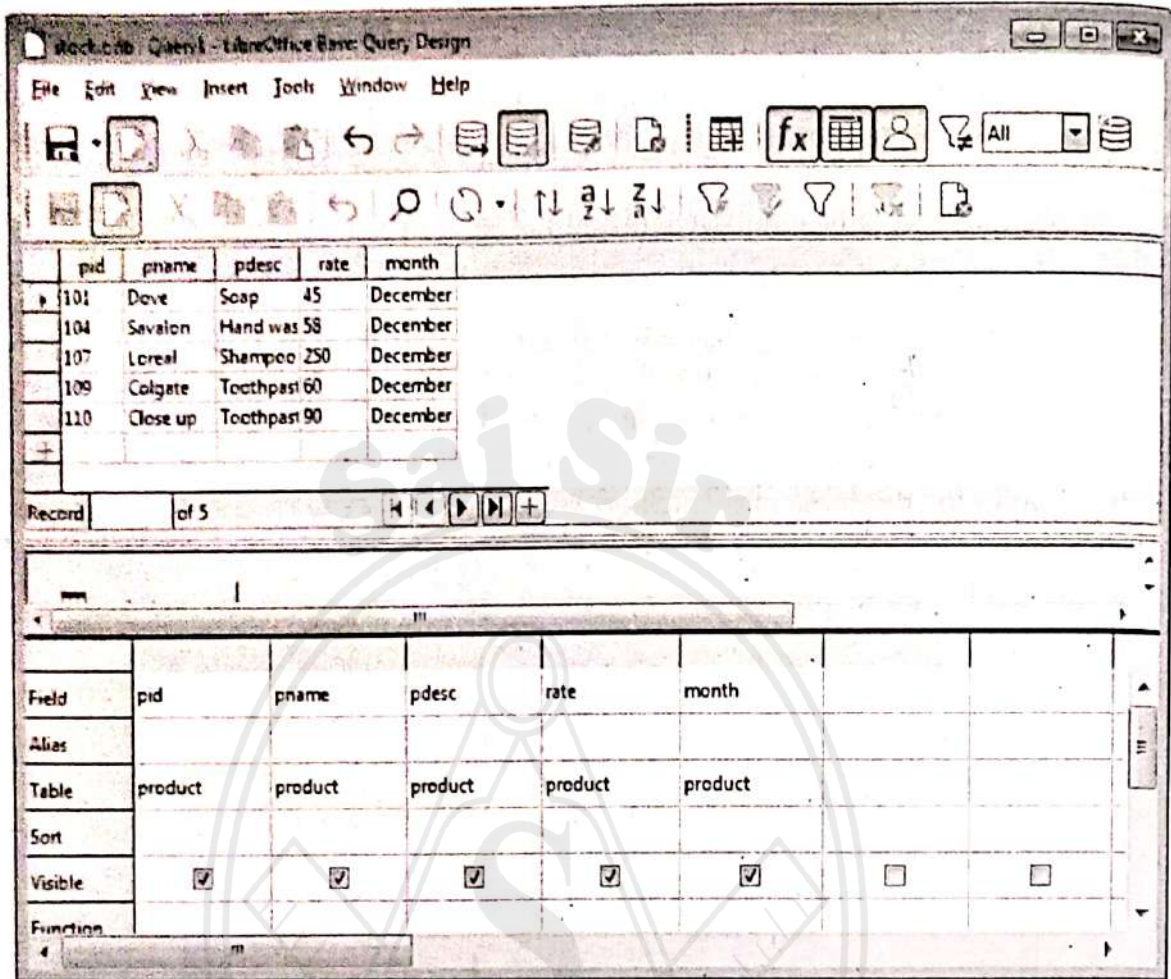
- (ii) Click on 'Tables' icon -> From right pane click on 'Create table in Design View' -> A window will appear on the screen, type 'Field Name' ,Select 'Field type' -> Right click on the small button present on the left side of the field name which is decided as primary key and select 'primary key' option. Click on 'Save' icon to save the table, type name for the table and Click on 'ok' button. Insert 10 records in it by double clicking on the table.

Following Figure displays creation of a table with its required fields and data types :

**(iii) Steps for creating queries.****(a) Display list of products manufactured in the month of December.**

Click on 'Queries' object and in right pane click on 'Create Query in Design View' option -> From Add Table window select table and click on add button -> In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. -> To display product list which are in the month of December, in Criterion column type "December" and click on Run Query or Press F5 function key.





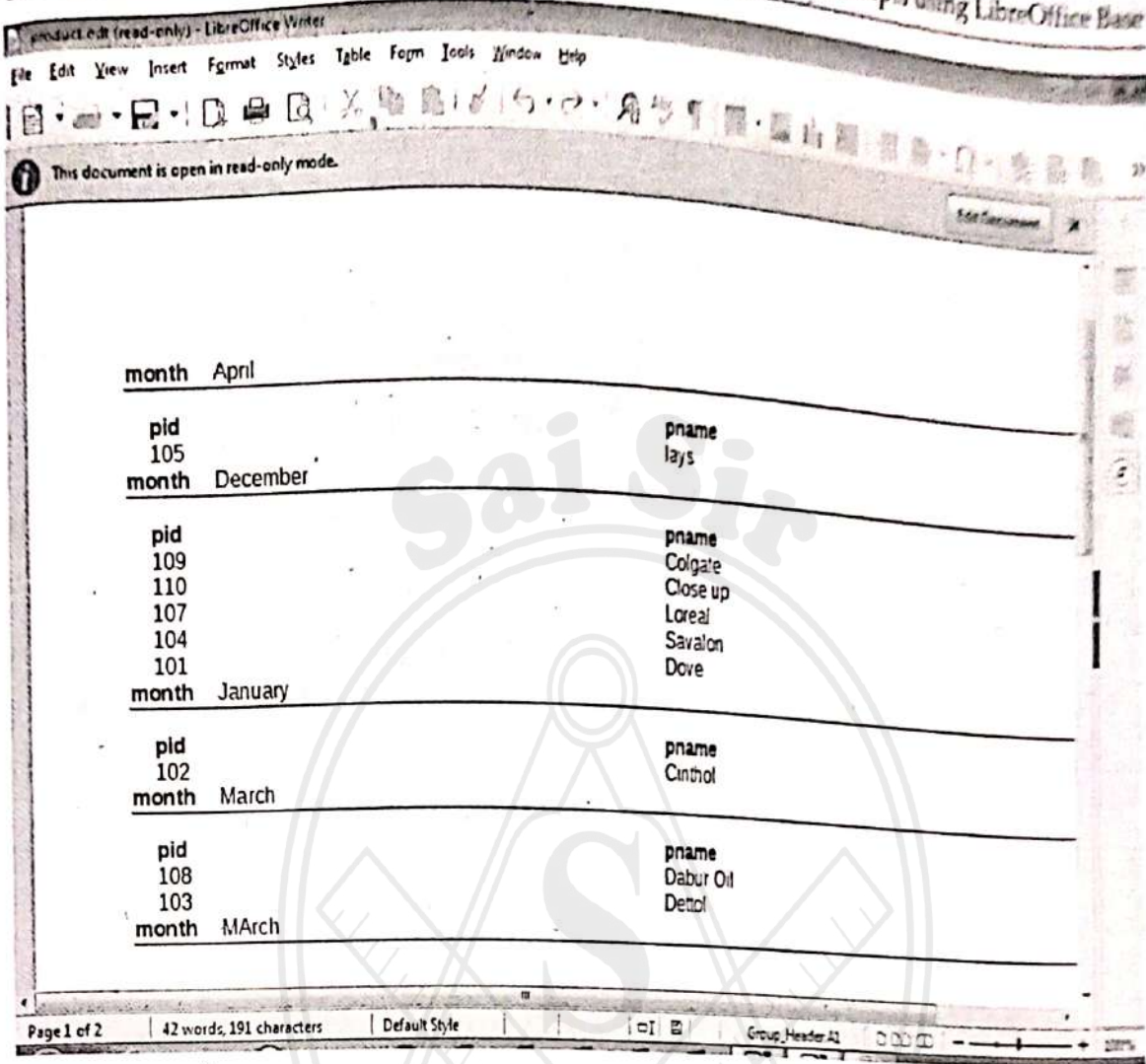
**(b) Display lists of products whose rate is greater than 100.**

Click on 'Queries' object and in right pane click on 'Create Query in Design View' option -> From Add Table window select table and click on add button -> In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. -> To display product list whose rate is greater than 100, in Criterion column type >100 and click on Run Query or Press F5 function key.

**(iv) Steps to generate monthly manufactured product's report.**

From left pane click on 'Reports' objects -> From right pane click on 'Use Wizard to Create Report' -> Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in Report' list by clicking on arrow button -> click on 'Next' button Labels for the fields can be changed with new labels to display in report and click on 'Next' button If you want to see the records group-wise -> add a grouping level click on a field -> click on arrow button and click on 'Next' button -> Select a field to sort the data -> click on 'Next' button Choose Layout and Orientation, click on 'Next' button Type 'Title for the Report' -> click on 'Finish' button Report will be displayed in read-only mode in the form of 'LibreOffice Writer' file. Click on 'Close' button to close the report window. After Report generation, screen will be displayed as follows :





### Self Assessment

Time : 1 Hour

Marks: - 40

1. Fill in the blanks (05)
  1. Base is \_\_\_\_\_ source Database Management System.
  2. \_\_\_\_\_ means all kinds of facts, figures, things or events.
  3. The \_\_\_\_\_ data type is used to store variable sized text.
  4. \_\_\_\_\_ is the representation of data in printed form.
  5. In \_\_\_\_\_ relationship a row in a table can have many matching rows in another table and vice versa.

---

2. True or False (05)
  1. Query is the collection of irrelevant data
  2. DBMS defines rules to validate and manipulate the data.
  3. Table is a basic unit for storing data in database.
  4. Each table can have multiple columns.
  5. Relationships option is in Edit menu of Base.



3. MCQ one correct alternative. (05)
- \_\_\_\_\_ must be processed in proper way to generate the useful and meaningful information.  
(a) Information (b) Data  
(c) Table (d) Report
  - \_\_\_\_\_ is a collection of related data.  
(a) Data (b) Table (c) Query (d) Report
  - Each entity has collection of \_\_\_\_\_ associated with it.  
(a) Record (b) Row (c) Attributes (d) Column
  - The \_\_\_\_\_ data type stores time in hh:mm:ss format.  
(a) Date (b) Time (c) Char (d) Float
  - RDBMS is specifically designed for \_\_\_\_\_ database.  
(a) Relational (b) logical (c) Artificial (d) Natural

4. MCQ two correct alternative. (06)
- Tables are organized in the form of \_\_\_\_\_ and \_\_\_\_\_.  
(a) Report (b) Query (c) Columns (d) Rows
  - \_\_\_\_\_ and \_\_\_\_\_ are the types of relationships in relational database design.  
(a) One to One (b) Many to Many  
(c) Many to None (d) One to None
  - \_\_\_\_\_ and \_\_\_\_\_ methods are used to create query.  
(a) Standard View (b) Tool View (c) Wizard (d) Design View

5. MCQ three correct alternative. (06)
- Following are the data types available in Base.  
(a) Array (b) Structure (c) LargeInt  
(d) Char (e) Varchar (f) Decimal
  - Keys in a Relational Database are \_\_\_\_\_.  
(a) Candidate key (b) Manual key (c) Foreign key  
(d) Basic key (e) Primary key (f) Local key

6. Match the Following. (03)

A	B
1. TinyInt	(a) Store binary information of fixed length
2. BigInt	(b) Stores number with or without decimal point
3. Binary	(c) Stores small integer
4. Varchar	(d) Stores Boolean type data
5. Numeric	(e) Stores variable sized text
6. Boolean	(f) Stores Big Integer

**Answer the following :**

(10)

- 7. a) Short note on DBMS (Refer Page No 5.26, Q.3)
- b) Explain any 4 data types in Base (Refer Page No 5.28, Q.8)
- c) Explain steps to create a table (Refer Page No 5.30, Q.9)
- d) Explain steps to edit record in a table (Refer Page No 5.31, Q.11)
- e) Explain One to One relationship (Refer Page No 5.39, Q.21)

**Answer of Questions**

**1. Fill in the blanks**

- 1) open                      2) Data                      3) Text                      4) Reports                      5) Many to Many

**2. True or False**

- 1) False                      2) True                      3) True                      4) False                      5) False

**3. MCQ one correct alternative**

- 1) B                      2) B                      3) C                      4) B                      5) A

**4. MCQ two correct alternative**

- 1) (c, d)                      2) (a, b)                      3) (c, d)

**5. MCQ three correct alternative**

- 1) (d, e, f)                      2) (a, c, e)

**6. Match the Following**

- 1. - (c),                      2. - (f),                      3. - (a),                      4. - (e),                      5. - (b),                      6. - (d)

□□□

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# 6

# Enterprise Resource Planning(ERP)

## Chapter at a Glance

### 6.1 Introduction

most of the organizations are moving to Enterprise Resource Planning (ERP) packages as a solution to their information management problem.

### 6.2 What is an Enterprise

"An enterprise is a group of people and other resources working together for a common goal".

### 6.3 What is Resource

There are different types of resources in an enterprise like men, material, money and machine

### 6.4 What is Planning

Planning helps managers to improve future performance

### 6.5 Concept of Enterprise Resource Planning

ERP replaces the old stand alone computer systems with a single software program that facilitates various functional modules

### 6.6 Functional Units of ERP

- Financial Module
- Manufacturing Module
- Production Planning Module
- HR Module
- Inventory Control Module
- Purchasing Module
- Marketing Module
- Sales and distribution Module
- Quality Management Module

**6.7 ERP and related technology**

An ERP system integrates separate business functions material management, product planning, sales, distribution, financial and others into single applications

- Product Life Cycle Management (PLM)
- Management Information System(MIS)
- Supply Chain Management(SCM)
- Customer Relationship Management(CRM)
- Decision Support System(DSS)

**6.8 ERP solution providers/ERP packages**

If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased

- Oracle
- Odoo
- Microsoft Dynamics
- SAP
- Bitrix24
- Tally ERP

**6.9 ERP and Internet**

The communication between the server where an ERP system is installed and many clients(End-User Pc's) is done through the internet

**6.10 Benefits of ERP**

- Improved resource utilization
- Decision making capability
- Better customer satisfaction
- Increased flexibility
- Provide accurate information
- Information integrity

**6.11 Limitation in ERP implementation**

- High cost
- Operational and maintenance issues
- Requirement of additional trained staff
- Security Control
- Artificial intelligence
- Machine learning
- Embedded business intelligence etc



**Exercise**

**Fill in the Blanks**

1. An \_\_\_\_\_ is a group of people and other resource working together for a common goal.

Ans. : Enterprise

2. Different types of resources in an enterprise are men, \_\_\_\_\_, money and machine.

Ans. : material

3. The \_\_\_\_\_ module can collect financial data from various functional departments and generate valuable financial reports.

Ans. : Financial

4. A \_\_\_\_\_ is a source of an organization's electronically stored data.

Ans. : Data Warehouse

**State True or False**

1. Planning helps to improve future performance of an organization.

Ans. : True

2. MIS is implemented by a company to handle its contract with its customers.

Ans. : False

3. To run an ERP system, trained and experience employee are needed.

Ans. : True

4. Better decision from an enterprise will help them to go a step ahead of its competitors.

Ans. : True

**Match the Following**

'A'	'B'
1. Trained Staff	(a) ERP Package
2. Information integrity	(b) Problem in ERP Implementation
3. Odoo	(c) ERP Technology
4. MIS	(d) Benefits of ERP

Ans. : 1. - (b)      2. - (d)      3. - (a)      4. - (c)

## Write Short Answers

1. Give any four benefits of ERP.  
Ans. : Refer 6.22, Q.8
2. List down different modules of ERP.e  
Ans. : Refer 6.20, Q.5
3. Describe any 2 problem areas in ERP implementation.  
Ans. : Refer 6.22, Q.9

## Fill in the Blanks

## 6.1 Introduction

1. Managing the future means managing the \_\_\_\_\_.  
Ans. : Information
2. \_\_\_\_\_ can be used for planning and organizing resources and information of an enterprise.  
Ans. : Information Technology
3. Information technology and its related technologies can be used for planning and organizing \_\_\_\_\_ and information of an enterprise.  
Ans. : Resources
4. ERP stands for \_\_\_\_\_.  
Ans. : Enterprise Resource Planning

March 2022

## 6.2 What is an Enterprise?

5. An \_\_\_\_\_ is a group of people and other resource working together for a common goal.

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Ans. : Enterprise

6. An enterprise act as a \_\_\_\_\_ entity and organization is divided into different units based on the operations performed in it..

Ans. : single

## 6.3 What is Resource?

7. Different types of resources in an enterprise are men, \_\_\_\_\_, money and machine.

Ans. : material

8. \_\_\_\_\_ can be designed for departments of an enterprise so that accurate and timely data can be provided.

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Ans. : Information System



9. All kind of facts, figures, details related to people, places or things means \_\_\_\_\_.

Ans. : Resources

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#### 6.4 What is Planning?

10. \_\_\_\_\_ helps to managers to improve future performance, by establishing objectives and selecting a course of action, for the benefit of the organization.

Ans. : Planning

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#### 6.5 Concept of Enterprise Resource Planning

11. An \_\_\_\_\_ can be considered as a system and all its departments as its sub systems.

Ans. : enterprise

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12. Information about the entire enterprise can be stored in a \_\_\_\_\_ database.

Ans. : centralized

#### 6.6 Functional Units of ERP.

13. The resources available in an enterprise must be utilized \_\_\_\_\_.

Ans. : effectively

14. The ERP system helps the management in making the planning process more productive and \_\_\_\_\_.

Ans. : efficient

15. The ERP system helps the management in making the planning process more \_\_\_\_\_ and efficient.

Ans. : productive

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16. \_\_\_\_\_ module is the core of many ERP software packages.

Ans. : Financial

17. The \_\_\_\_\_ module can collect financial data from various functional departments and generate valuable financial reports.

Ans. : Financial

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18. \_\_\_\_\_ module includes financial accounting, investment management, enterprise controlling and treasury.

Ans. : Financial

19. \_\_\_\_\_ module contains necessary business rules to manage the entire production process.

Ans. : Manufacturing

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20. \_\_\_\_\_ module of ERP enables an enterprise to combine technology and business processes to get integrated solutions.

Ans. : Manufacturing



21. \_\_\_\_\_ module is used for optimizing the utilization of available resources and helps the organization to plan their production. **March 2022**

Ans. : Production planning

22. \_\_\_\_\_ module identifies the material required, allocates optimal resources using data and sales forecasting with the sales data. **March 2022**

Ans. : Production planning

23. \_\_\_\_\_ module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotions, etc.

Ans. : HR

24. \_\_\_\_\_ module covers processes of maintaining the appropriate levels of stock in the warehouses.

Ans. : Inventory control

25. \_\_\_\_\_ module is responsible for identifying the inventory requirements and setting the target of the stock items required. **March 2022**

Ans. : Inventory control

26. \_\_\_\_\_ module helps for generating purchase order evaluating the supplier and billing.

Ans. : Purchasing

27. \_\_\_\_\_ module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks. **March 2022**

Ans. : Marketing

28. \_\_\_\_\_ module is closely integrated with the e-commerce website of the organization.

Ans. : Sales and distribution

29. \_\_\_\_\_ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.

Ans. : Sales and distribution

30. \_\_\_\_\_ module is used for managing the quality of the product. **March 2022**

Ans. : Quality management

31. \_\_\_\_\_ module provides freedom to change manufacturing and planning methods as and when required.

Ans. : Manufacturing

32. HR stands for \_\_\_\_\_.

Ans. : Human Resource **March 2022**

### 6.7 ERP and related technology.

33. \_\_\_\_\_ is the process of managing the entire life cycle of a product. **March 2022**

Ans. : Product Life Cycle Management

34. \_\_\_\_\_ is used for determining the lifespan of a product.

Ans. : Product Life Cycle



35. MIS stands for \_\_\_\_\_.

Ans. : Management Information System

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36. \_\_\_\_\_ has the capability to generate reports as and when the user demands it.

Ans. : MIS

37. SCM Stands for \_\_\_\_\_.

Ans. : Supply Chain Management

March 2022

38. \_\_\_\_\_ consist of all the activities associated with moving goods from the supplier to the customer.

Ans. : Supply Chain Management

March 2022

39. CRM stands for \_\_\_\_\_.

Ans. : Customer Relationship Management

40. \_\_\_\_\_ is a term applied to the processes implemented by a company to handle its contract with its customers.

Ans. : Customer Relationship Management

March 2022

41. \_\_\_\_\_ covers methods and technologies used by companies to manage their relationship with clients.

Ans. : Customer Relationship Management

42. \_\_\_\_\_ are interactive, computer based systems that aid users in judgment and choice activities.

Ans. : Decision Support System

March 2022

43. \_\_\_\_\_ will collect relevant data from inside and outside an enterprise.

Ans. : Management Information System (MIS)

44. \_\_\_\_\_ is a computer program application that analysis business data.

Ans. : Decision Support System (DSS)

45. \_\_\_\_\_ needs a strong database management system to provide the support in decision making.

Ans. : Decision Support System (DSS)

**6.8 ERP solution providers/ERP packages**

46. SAP stand for \_\_\_\_\_.

Ans. : System, Application and Products

47. \_\_\_\_\_ is originally known for its database system rather than its ERP system.

Ans. : Oracle



### 6.9 ERP and Internet

48. Implementation of \_\_\_\_\_ based ERP gives the end user cost effective solution tool for ERP management.

Ans. : Web

49. A \_\_\_\_\_ ERP makes it easier and more secure for business to manage their information.

Ans. : Cloud

### 6.10 Benefits of ERP

50. \_\_\_\_\_ means meeting maximum customer's requirements for a product or service.

Ans. : Customer satisfaction

March 2022

51. An ERP system allows organizations to be more \_\_\_\_\_ so that they can more easily adapt and capitalize on new business opportunities.

Ans. : flexible

### 6.11 Limitation in ERP Implementation

52. The cost of ERP software configuration and implementation is \_\_\_\_\_.

Ans. : very high

53. To run ERP system \_\_\_\_\_ and experienced employees are to be appointed in the enterprise.

Ans. : trained

54. To run ERP system trained and \_\_\_\_\_ employees are to be appointed in the enterprise.

Ans. : experienced

55. \_\_\_\_\_ services are impacting every facet of business operations.

March 2022

Ans. : Artificial Intelligence

56. The concept of \_\_\_\_\_ is going to revolutionize ERP.

Ans. : machine learning

### True or False

### 6.1 Introduction

1: Managing the future means managing the product.

Ans. : False

2. The organization who make best possible use of information can succeed.

Ans. : True



3. ERP packages are the solution for information management problems.

Ans. : True

### 6.2 What is an Enterprise?

4. An enterprise is divided into different units.

Ans. : False

5. An enterprise acts as a single entity.

Ans. : True

March 2022

### 6.3 What is Resource?

6. Information system can be designed for various departments of an enterprise so that accurate and timely data can be provided to the concerned person.

Ans. : True

### 6.4 What is Planning?

7. Planning helps managers to improve future performance of an organization.

Ans. : True

March 2022

### 6.5 Concept of Enterprise Resource Planning

8. For better benefits and efficiency, each departments must know what other departments are doing.

Ans. : True

March 2022

9. Using ERP Finance department can see if any sales order has been shipped from the warehouse so as to make further payment.

Ans. : True

### 6.6 Functional Units of ERP.

10. The ERP system doesn't helps the management in making the planning process more productive and efficient.

Ans. : False

11. The entire ERP package contains single module.

Ans. : False

March 2022

12. Financial module is the core of many ERP software package.

Ans. : True

March 2022

13. Manufacturing module identifies the material required, allocates optimal resources using data and sales forecasting with the sales data.

Ans. : False

14. Marketing module is closely connected with the inventory, finance and production planning module.

Ans. : False

15. Sales and distribution module is closely integrated with e-commerce website of the organization.

Ans. : True

### 6.7 ERP and related technology.

16. Product life cycle is used for determining the lifespan of a product.

**March 2022**

Ans. : True

17. In MIS Information is the end user of the data that is decision maker.

Ans. : False

18. MIS will collect relevant data from inside and outside an enterprise.

Ans. : True

19. CRM has the capability to generate reports as and when the user demands it.

**March 2022**

Ans. : False

20. SCM stands for Supply Chain Marketing.

Ans. : False

21. MIS begin with collecting raw material and ends with receiving the good by the customer.

**March 2022**

Ans. : False

22. Faster delivery or availability will increase the sales and satisfaction of customers.

Ans. : True

23. MIS is implemented by a company to handle its contract with its customers.

Ans. : False

24. CRM covers methods and technologies used by companies to manage their relationship with clients.

**March 2022**

Ans. : True

25. Decision Support System (DSS) are interactive, computer-based systems that aid users in judgment and choice activities.

Ans. : True

26. DSS is a computer program application that analyses business data and present it so that users can make business decision more easily.

**March 2022**

Ans. : True

27. DSS not required strong database management system to provide the support in decision making.

Ans. : False



### 6.8 ERP Solution Providers/ERP Packages

28. If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased.

Ans. : True

29. The ERP310 package from Oracle provides strong Marketing module.

Ans. : False

30. SAP stand for Software, Application and Products for data processing.

Ans. : False

31. Bitrix24 is a free online ERP solution that work for businesses of all sizes.

Ans. : True

32. Tally solutions Pvt Ltd is an Indian Software Company.

Ans. : True

### 6.9 ERP and Internet

33. Implementation of web based ERP gives the end user cost effective solution tool for ERP management.

March 2022

Ans. : True

34. A cloud ERP is not that easy and secure for businesses to manage their information.

Ans. : False

### 6.10 Benefits of ERP

35. Using ERP system the wastage or loss of all types of resources can be reduced and improved resource utilization can be ensured.

March 2022

Ans. : True

36. Better decision from an enterprise will help them to go a step ahead of its competitors.

Ans. : True

37. ERP systems decreases flexibility on an organization.

Ans. : False

### 6.11 Limitation in ERP Implementation

38. The cost of ERP software configuration and implementation is low.

Ans. : False

39. To run an ERP system, trained and experienced employees are needed.

Ans. : True

40. Implementation of an ERP need major changes in the current process of an enterprise.

Ans. : True



41. Artificial Intelligence services are impacting every facet of business operations.

Ans. : True

42. The concept of machine learning does not affect ERP.

Ans. : False

43. There are lots of benefits of implementing ERP in an organization.

Ans. : True

### MCQ (One Correct Answers)

#### 6.1 Introduction

1. ERP Stands for \_\_\_\_\_ **March 2022**  
(a) Enterprise Resource Planning      (b) Enterprise Resource Process  
(c) Enterprise Research Planning      (d) Enterprise Research Process

Ans. : (a)

#### 6.2 What is an Enterprise?

2. \_\_\_\_\_ is a group of people and other resources working together for a common goal. **March 2022**  
(a) Organization      (b) Comity      (c) Enterprise      (d) Company

Ans. : (c)

#### 6.3 What is Resource?

3. \_\_\_\_\_ can be designed for various departments of an enterprise so that accurate and timely data can be provided.  
(a) Information system      (b) Resource Planning  
(c) Marketing      (d) Team Work

Ans. : (a)

#### 6.4 What is Planning?

4. \_\_\_\_\_ helps managers to improve future performance of the organization.  
(a) Planning      (b) Managing  
(c) Communication      (d) Fast Decision **March 2022**

Ans. : (a)



**6.5 Concept of Enterprise Resource Planning**

5. Information about the entire enterprise can be stored in a \_\_\_\_\_ database.
- (a) Planning (b) Centralized  
(c) Decentralized (d) Fast Decision

Ans. : (b)

**6.6 Functional Units of ERP.**

6. \_\_\_\_\_ module is the core of many ERP software packages. **March 2022**
- (a) Financial (b) Marketing  
(c) Production Planning (d) Purchasing
7. The \_\_\_\_\_ module can collect financial data from various functional departments and generate valuable financial reports.
- (a) Manufacturing (b) Sales and distribution  
(c) Financial (d) Purchasing

Ans. : (a)

8. \_\_\_\_\_ module includes financial accounting, investment management, enterprise controlling and treasury. **March 2022**
- (a) HR (b) Financial  
(c) Inventory Control (d) Quality Management

Ans. : (b)

9. \_\_\_\_\_ module contains necessary business rules to manage the entire production process. **March 2022**
- (a) Manufacturing (b) HR  
(c) Financial (d) Inventory Control

Ans. : (a)

10. \_\_\_\_\_ module of ERP enables an enterprise to combine technology and business processes to get integrated solutions. **March 2022**
- (a) Production Planning (b) HR  
(c) Quality Management (d) Manufacturing

Ans. : (d)

11. \_\_\_\_\_ module is used for optimizing the utilization of available resources and helps the organization to plan their production.
- (a) Manufacturing (b) Marketing  
(c) Production Planning (d) Purchasing

Ans. : (c)

12. \_\_\_\_\_ module identifies the material required, allocates optimal resources using data and sales forecasting with the sales data. **March 2022**
- (a) Financial (b) Marketing  
(c) Production Planning (d) Purchasing

Ans. : (c)



13. \_\_\_\_\_ module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotions, etc.
- (a) HR (b) Financial  
(c) Inventory Control (d) Quality Management

**March 2022**

Ans. : (a)

14. \_\_\_\_\_ module covers processes of maintaining the appropriate levels of stock in the warehouses.

**March 2022**

- (a) Manufacturing (b) HR  
(c) Financial (d) Inventory Control

Ans. : (d)

15. \_\_\_\_\_ module is responsible for identifying the inventory requirements and setting the target of the stock items required.

**March 2022**

- (a) Inventory control (b) Manufacturing  
(c) HR (d) Financial

Ans. : (a)

16. \_\_\_\_\_ module helps for generating purchase order evaluating the supplier and billing.

**March 2022**

- (a) Manufacturing (b) Sales and distribution  
(c) Financial (d) Purchasing

Ans. : (d)

17. \_\_\_\_\_ module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks.

**March 2022**

- (a) Financial (b) Marketing  
(c) Production Planning (d) Purchasing

Ans. : (b)

18. \_\_\_\_\_ module is closely integrated with the e-commerce website of the organization.

- (a) Manufacturing (b) Sales and distribution  
(c) Financial (d) Purchasing

Ans. : (b)

19. \_\_\_\_\_ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.

**March 2022**

- (a) Manufacturing (b) Sales and distribution  
(c) Financial (d) Purchasing

Ans. : (b)

20. \_\_\_\_\_ module is used for managing the quality of the product.

- (a) HR (b) Financial  
(c) Inventory Control (d) Quality Management

Ans. : (d) Quality management



### 6.7 ERP and related technology.

21. \_\_\_\_\_ is the process of managing the entire life cycle of a product.

- (a) PLM (b) MIS (c) CRM (d) SCM

Ans. : (a)

March 2022

22. \_\_\_\_\_ has the capability to generate reports as and when the user demands it

- (a) PLM (b) MIS (c) CRM (d) SCM

Ans. : (b)

23. \_\_\_\_\_ consist of all the activities associated with moving goods from the supplier to the customer.

- (a) Supply Chain Management (b) Decision Support System  
(c) MIS (d) Customer Relationship Management

Ans. : (a)

March 2022

24. \_\_\_\_\_ is a term applied to the processes implemented by a company to handle its contract with its customers.

- (a) Supply Chain Management (b) Decision Support System  
(c) MIS (d) Customer Relationship Management

Ans. : (d)

25. \_\_\_\_\_ covers methods and technologies used by companies to manage their relationship with clients.

- (a) Supply Chain Management (b) Decision Support System  
(c) MIS (d) Customer Relationship Management

Ans. : (d)

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26. \_\_\_\_\_ are interactive, computer based systems that aid users in judgment and choice activities.

- (a) Supply Chain Management (b) Decision Support System  
(c) MIS (d) Customer Relationship Management

Ans. : (b)

### 6.8 ERP solution Providers/ERP Packages

27. \_\_\_\_\_ was originally known for its database system rather than its ERP system.

- (a) Oracle (b) SAP (c) Odoo (d) Bitrix24

Ans. : (a)

28. \_\_\_\_\_ is an Indian Software Company offers ERP.

- (a) Tally solution Pvt Ltd (b) Oracle  
(c) Odoo (d) Microsoft

Ans. : (a)



### 6.9 ERP and Internet

29. Implementation of \_\_\_\_\_ ERP gives the end user cost effective solution tool for ERP management. **March 2022**
- (a) Host based (b) Home based  
(c) Man based (d) Web based

Ans. : (d)

### MCQ (Two Correct Answers)

### 6.3 What is Resource?

1. Information system can be designed for various departments of an enterprise so that \_\_\_\_\_ and \_\_\_\_\_ data can be provided to the concerned person.
- (a) timely (b) accurate (c) wrong (d) slow

Ans. : (a), (b)

### 6.6 Functional Units of ERP.

2. Functional units of ERP are \_\_\_\_\_
- (a) HR Module (b) Home Module  
(c) My Module (d) Manufacturing Module

Ans. : (a), (d)

### 6.7 ERP and Related Technology

3. Technologies used along with ERP packages are \_\_\_\_\_ **March 2022**
- (a) Financial Module (b) HR Module  
(c) Product Life Cycle Management (d) Decision Support System

Ans. : (c), (d)

### 6.8 ERP Solution Providers/ERP Packages

4. Popular ERP packages are \_\_\_\_\_
- (a) MS Word (b) Tally (c) Oracle (d) MS Excel

Ans. : (b), (c)

### 6.10 Benefits of ERP

5. Following are the benefits of ERP
- (a) Decision Making Capability (b) High Cost  
(c) Customer satisfaction (d) Maintenance issues

Ans. : (a), (c)



### 6.11 Limitation in ERP Implementation

6. Following are the limitations of using ERP package are \_\_\_\_\_.
- (a) Decision Making Capability      (b) High Cost  
(c) Increased flexibility              (d) Security Control

Ans. : (b), (d)

### MCQ (Three Correct Answers)

### 6.6 Functional Units of ERP

1. Purchasing module is closely connected with.
- (a) Marketing Module                      (b) Inventory Module  
(c) Finance Module                        (d) Manufacturing Module  
(e) Production Planning Module        (f) HR Module

Ans. : (b), (c), (e)

2. The Quality Management Module fulfills the following functions.
- (a) Quality Planning                        (b) Quality Testing  
(c) Quality Requirement                  (d) Quality Inspection  
(e) Quality Control.                        (f) Quality Management

Ans. : (a), (d), (e)

3. Functional units of ERP are \_\_\_\_\_.
- (a) HR Module                                (b) Supply Chain Management  
(c) Financial Module                        (d) Production Life Cycle Management  
(e) Purchasing Module                      (f) Decision Support System

Ans. : (a), (c), (e)

### 6.7 ERP and Related Technology

4. Three components of MIS.
- (a) Management                              (b) Information  
(c) Software                                    (d) Manufacture  
(e) System                                        (f) Marketing

Ans. : (a), (b), (e)

5. Technologies used along with ERP packages are \_\_\_\_\_.
- (a) HR Module                                (b) Supply Chain Management  
(c) Financial Module                        (d) Production Life Cycle Management  
(e) Purchasing Module                      (f) Decision Support System

Ans. : (b), (d), (f)

### 6.8 ERP Solution Providers/ERP Packages

6. SAP developed.
- Customer Relationship Model
  - Supply Chain Management
  - Decision Support System
  - Product Life Cycle Management System
  - Management Information System
  - Sales and distribution module

Ans. : (a), (b), (d)

7. Popular ERP packages are \_\_\_\_\_.

- |                   |              |             |
|-------------------|--------------|-------------|
| (a) Oracle        | (b) MS Excel | (c) SAP     |
| (d) MS PowerPoint | (e) Tally    | (f) MS Word |

Ans. : (a), (c), (e)

March 2022

### 6.10 Benefits of ERP

8. Benefits of ERP packages are \_\_\_\_\_.
- |                           |                        |
|---------------------------|------------------------|
| (a) Customer satisfaction | (b) High Cost          |
| (c) Increased Flexibility | (d) Operational issues |
| (e) Information Integrity | (f) Security Control   |

Ans. : (a), (c), (e)

### 6.11 Limitation in ERP Implementation

9. Limitations of using ERP package in an enterprise are \_\_\_\_\_.
- |                           |                        |
|---------------------------|------------------------|
| (a) Customer satisfaction | (b) High Cost          |
| (c) Increased Flexibility | (d) Operational issues |
| (e) Information Integrity | (f) Security Control   |

Ans. : (b), (d), (f)

### Match the Following

'A'	'B'
1. Trained Staff	(a) ERP technology
2. Artificial Intelligence Services	(b) Interactive, computer based system
3. Quality management Module	(c) Benefits of ERP
4. Information integrity	(d) ERP Package



'A'	'B'
5. DSS	(e) Indian Software Company
6. Marketing Module	(f) Future of ERP
7. MIS	(g) Tracking Customers Order
8. Tally ERP	(h) Quality planning
9. Odoo	(i) Problem in ERP implementation

Ans. :

1. - (i)      2. - (f)      3. - (h)      4. - (c)      5. - (b)  
 6. - (g)      7. - (a)      8. - (e)      9. - (d)

### Answer Briefly

#### 6.2 What is an Enterprise?

1. What is an Enterprise?

Ans. :

- (i) An enterprise is a group of people and other resources working together for a common goal.
- (ii) An enterprise acts as a single entity and an organization is divided into different units based on the operations performed in it
- (iii) An enterprise may consist of different sections such as manufacturing or production, planning, sales, purchase, finance, distribution etc

#### 6.3 What is Resource?

2. What is Resource?

Ans. :

- (i) There are different types of resources in an enterprise like men, material, money and machine
- (ii) Information system can be designed for various departments of an enterprise so that accurate and timely data can be provided to the concerned persons.

#### 6.4 What is Planning?

3. What is Planning?

March 2022

Ans. :

Planning helps managers to improve future performance, by establishing objectives and selecting a course of action, for the benefit of the organization



## 6.5 Concept of Enterprise Resource Planning

4. Explain the concept of Enterprise Resource Planning.

March 2022

Ans. :

- In some enterprises, different departments function independently.
- (i) So the information that is produced by each department may be available only to the top management of the department and it is not available to the other departments.
  - (ii) The ERP system often integrates accounts payables, stock control systems, order monitoring systems and customer databases into one system.
  - (iii) An enterprise can be considered as a system and all its departments as its sub systems.
  - (iv) Information about the entire enterprise can be stored in a centralized database and it is made available to all departments.

## 6.6 Functional Units of ERP

5. List down different modules of ERP.

March 2022

Ans. :

- (i) **Financial Module** : This module is the core of many ERP software packages. It can collect financial data from various functional departments and generate valuable financial reports. Financial reports include balance sheets, general ledger, trial balance, financial statements, etc. This module also includes financial accounting, investment management, enterprise controlling and treasury
- (ii) **Manufacturing Module** : Manufacturing module contains necessary business rules to manage the entire production process. This module of ERP enables an enterprise to combine technology and business processes to get integrated solutions.
- (iii) **Production Planning Module** : This module is used for optimising the utilisation of available resources and helps the organisation to plan their production. This module identifies the materials required, allocates optimal resources using data and sales forecasting with the sales data.
- (iv) **HR Module** : HR stands for Human Resource. HR module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotion, etc. of all employees in an enterprise.
- (v) **Inventory Control Module** : This module covers processes of maintaining the appropriate level of stock in the warehouse. It is responsible for identifying the inventory requirements and setting the target of the stock items required.
- (vi) **Purchasing Module** : Purchase Module helps for generating purchase order evaluating the supplier, and billing. It is closely connected with the inventory, finance and production planning module.



- (vii) **Marketing Module** : Marketing module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks.
- (viii) **Sales and Distribution Module** : This module helps for tracking enquiries, order placement, order scheduling, dispatching and invoicing. This module is closely integrated with the e-commerce website of the organization.
- (ix) **Quality Management Module** : This module is used for managing the quality of the product. The quality management module fulfills the following functions-Quality planning, Quality inspection and Quality control.

### 6.7 ERP and Related Technology

6. Explain ERP and related technologies.

**March 2022**

**Ans. :** An ERP system integrates separate business functions material management, product planning, sales, distribution, financial and others - into single applications. Some of the related technologies used along with ERP packages are :

- (i) **Product Life Cycle Management (PLM)** : Product Life Cycle Management is the process of managing the entire life cycle of a product. Product life cycle is used for determining the lifespan of a product. The information gathered from product life cycle will help an enterprise to understand the state/ status of a product in the existing market
- (ii) **Management Information System (MIS)** : In MIS there are three components those are Management, Information and System. Management is the end user of the data that is decision maker, information is the processed data and system is the integration and holistic view of the enterprise
- (iii) **Supply Chain Management (SCM)**: The supply chain consists of all the activities associated with moving goods from the supplier to the customer. It begins with collecting raw materials and ends with receiving the goods by the consumer.
- (iv) **Customer Relationship Management(CRM)** :CRM is a term applied to processes implemented by a company to handle its contact with its customers. CRM covers methods and technologies used by companies to manage their relationships with clients.
- (v) **Decision Support System (DSS)** : Decision Support Systems are interactive, computer-based systems that aid users in judgment and choice activities. It is a computer program application that analyses business data and presents it so that users can make business decisions more easily.

### 6.8 ERP Solution Providers/ERP Packages

7. List the some ERP Packages and explain importance of ERP package.

**Ans. :** ERP Packages

- Selection of ERP package is very crucial in the implementation of an ERP system.
- If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased



There are so many ERP vendors in the world. Some of the popular ERP packages are:

- |                       |               |
|-----------------------|---------------|
| (i) Oracle            | (ii) SAP      |
| (iii) Odoo            | (iv) Bitrix24 |
| (v) Microsoft Dynamic | (vi) Tally    |

### 6.10 Benefits of ERP

March 2022

8. Give any four benefits of ERP.

Ans.: Some Benefits of ERP system is as follows :

- (i) **Improved resource utilization** : An enterprise can plan and manage its resources effectively by installing ERP software. So the wastage or loss of all types of resources can be reduced, and improved resource utilization can be ensured
- (ii) **Better customer satisfaction** : Customer satisfaction means meeting maximum customers' requirements for a product or service. Using an ERP system, a customer will get more attention and service of an enterprise without spending more money and time
- (iii) **Increased flexibility** : An ERP system allows organizations to be more flexible so that they can more easily adapt and capitalize on new business opportunities
- (iv) **Decision making capability** : Accurate and relevant information given to decision makers will help them to take better decisions for running a system more smoothly. Better decision from an enterprise will help them to go a step ahead of its competitors.

### 6.11 Limitation in ERP Implementation

9. Describe any 2 problem areas in ERP implementation.

Ans. :

- (i) **High cost** : The cost of ERP software configuration and implementation is very high. The high price of the package, associated license fees and other charges are the main problems of ERP installation
- (ii) **Requirement of additional trained staff** : To run an ERP system, trained and experienced employees are to be appointed in the enterprise. The correct selection of an ERP package alone cannot guarantee the success of an enterprise. In addition, the contribution of skilled and trained persons in using ERP system is very important.

10. Explain the future of ERP.

Ans. :

- (i) Artificial Intelligence services are impacting every facet of business operations.
- (ii) The concept of machine learning is going to revolutionize ERP. It will help businesses to achieve high levels of automation.



- (iii) Embedded business intelligence, analytics and data management features built into ERP will be the next future ERP.
- (iv) There will be more ERP transactions triggered by sensors and external systems or devices.

### Self Assessment

Time : 1 Hour

Marks: - 40

#### 1. Fill in the blanks

(05)

1. An \_\_\_\_\_ is a group of people and other resource working together for a common goal.
2. The \_\_\_\_\_ system helps the management in making the planning process more productive and efficient.
3. \_\_\_\_\_ module is the core of many ERP software packages.
4. \_\_\_\_\_ module is used for managing the quality of the product.
5. \_\_\_\_\_ is originally known for its database system rather than its ERP system.

#### 2. True or False

(05)

1. Quality Management module is used for managing supply of the product.
2. Product Life Cycle is used for determining the lifespan of a product.
3. CRM has the capability to generate reports as and when the user demands it.
4. Odoo is an open source ERP tool.
5. Customer satisfaction means meeting minimum customers requirements for a product or services.

#### 3. MCQ one correct alternative.

(05)

1. \_\_\_\_\_ helps managers to improve future performance.
  - (a) Planning
  - (b) HR module
  - (c) Resource.
  - (d) Marketing
2. \_\_\_\_\_ module is used for monitoring and tracking enquires.
  - (a) Sales
  - (b) Marketing
  - (c) Purchasing
  - (d) MIS
3. \_\_\_\_\_ management is the process of managing the entire life cycle of a product.
  - (a) Product Life Cycle
  - (b) Sales
  - (c) Quality management module
  - (d) CRM
4. The \_\_\_\_\_ chain consists of all the activities associated with moving goods from the supplier to the customer.
  - a) Marketing
  - b) Deliver
  - c) Supply
  - d) Customer



5. \_\_\_\_\_ system helps the management in making the planning process more efficient.

- (a) Producing (b) Managing (c) Marketing (d) ERP

**MCQ two correct alternative.**

(06)

1. Functional units of ERP are \_\_\_\_\_.

- (a) HR Module (b) Marketing Module  
(c) Display Module (d) CRM

2. Popular ERP packages are \_\_\_\_\_.

- a) Balance Sheet (b) Trial Balance (c) Tally (d) Oracle

3. CRM covers \_\_\_\_\_ and \_\_\_\_\_ used by companies to manage their relationship with clients.

- (a) Logics (b) methods (c) technologies (d) Groups

**MCQ three correct alternative.**

(06)

1. Components in MIS are \_\_\_\_\_.

- (a) Masters (b) Management (c) Processing  
(d) modify (e) Information (f) System

2. Benefits of ERP are \_\_\_\_\_.

- (a) Better customer satisfaction (b) Decision making capacity  
(c) Information integrity (d) High cost  
(e) Security control (f) Operational issues

**Match the Following.**

(03)

A	B
1. MIS	(a) ERP technology
2. Tally ERP	(b) ERP Package
3. Odoo	(c) Benefits of ERP
4. Information integrity	(d) Interactive, computer based system
5. Trained Staff	(e) Problem in ERP implementation
6. DSS	(f) Indian Software Company

**7. Answer the following :**

(10)

- a) What is Enterprise ? (Refer Page No 6.19 Q.1)  
b) What is Planning ? (Refer Page No 6.19 Q.3)  
c) Short note on MIS. (Refer Page No 6.21 Q.6)  
d) Explain Decision Support System. (Refer Page No 6.21 Q.6)  
e) Explain benefits of ERP. (Refer Page No 6.22 Q.8)



- (iii) Embedded business intelligence, analytics and data management features built into ERP will be the next future ERP.
- (iv) There will be more ERP transactions triggered by sensors and external systems or devices.

### Self Assessment

Time : 1 Hour

Marks: - 40

#### 1. Fill in the blanks

(05)

1. An \_\_\_\_\_ is a group of people and other resource working together for a common goal.
2. The \_\_\_\_\_ system helps the management in making the planning process more productive and efficient.
3. \_\_\_\_\_ module is the core of many ERP software packages.
4. \_\_\_\_\_ module is used for managing the quality of the product.
5. \_\_\_\_\_ is originally known for its database system rather than its ERP system.

#### 2. True or False

(05)

1. Quality Management module is used for managing supply of the product.
2. Product Life Cycle is used for determining the lifespan of a product.
3. CRM has the capability to generate reports as and when the user demands it.
4. Odoo is an open source ERP tool.
5. Customer satisfaction means meeting minimum customers requirements for a product or services.

#### 3. MCQ one correct alternative.

(05)

1. \_\_\_\_\_ helps managers to improve future performance.
  - (a) Planning
  - (b) HR module
  - (c) Resource.
  - (d) Marketing
2. \_\_\_\_\_ module is used for monitoring and tracking enquires.
  - (a) Sales
  - (b) Marketing
  - (c) Purchasing
  - (d) MIS
3. \_\_\_\_\_ management is the process of managing the entire life cycle of a product.
  - (a) Product Life Cycle
  - (b) Sales
  - (c) Quality management module
  - (d) CRM
4. The \_\_\_\_\_ chain consists of all the activities associated with moving goods from the supplier to the customer.
  - a) Marketing
  - b) Deliver
  - c) Supply
  - d) Customer



5. \_\_\_\_\_ system helps the management in making the planning process more efficient.  
 (a) Producing (b) Managing (c) Marketing (d) ERP

**MCQ two correct alternative.**

(06)

4. Functional units of ERP are \_\_\_\_\_.
1. (a) HR Module (b) Marketing Module  
 (c) Display Module (d) CRM
2. Popular ERP packages are \_\_\_\_\_.
- a) Balance Sheet (b) Trial Balance (c) Tally (d) Oracle
3. CRM covers \_\_\_\_\_ and \_\_\_\_\_ used by companies to manage their relationship with clients.  
 (a) Logics (b) methods (c) technologies (d) Groups

**MCQ three correct alternative.**

(06)

5. Components in MIS are \_\_\_\_\_.
1. (a) Masters (b) Management (c) Processing  
 (d) modify (e) Information (f) System
2. Benefits of ERP are \_\_\_\_\_.
- (a) Better customer satisfaction (b) Decision making capacity  
 (c) Information integrity (d) High cost  
 (e) Security control (f) Operational issues

**Match the Following.**

(03)

A	B
1. MIS	(a) ERP technology
2. Tally ERP	(b) ERP Package
3. Odoo	(c) Benefits of ERP
4. Information integrity	(d) Interactive, computer based system
5. Trained Staff	(e) Problem in ERP implementation
6. DSS	(f) Indian Software Company

**7. Answer the following :**

(10)

- a) What is Enterprise ? (Refer Page No 6.19 Q.1)  
 b) What is Planning ? (Refer Page No 6.19 Q.3)  
 c) Short note on MIS. (Refer Page No 6.21 Q.6)  
 d) Explain Decision Support System. (Refer Page No 6.21 Q.6)  
 e) Explain benefits of ERP. (Refer Page No 6.22 Q.8)



**Answer of Questions**

**1. Fill in the blanks**

- 1) enterprise      2) Enterprise Resource Planning  
3) Financial      4) Quality Management      5) Oracle

**2. True or False**

- 1) False      2) True      3) False  
4) True      5) False

**3. MCQ one correct alternative**

- 1) D      2) B      3) A      4) C      5) D

**4. MCQ two correct alternative**

- 1) (a, b)      2) (c, d)      3) (b, c)

**5. MCQ three correct alternative**

- 1) (b, e, f)      2) (a, b, c)

**6. Match the Following**

1. - (a),    2. - (f),    3. - (b),    4 - (c)    5 - (e)    6 - (d)

□□□

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# Model Question Paper - 1

Marks 80

Time :- 2½ Hr

## 1. Fill in the blanks

(10)

- \_\_\_\_\_ allows you to control the look and feel of several pages by changing a single source.
- The \_\_\_\_\_ attribute of <audio> tag specifies the URL of the audio file.
- \_\_\_\_\_ is the fuel that drives your Digital Marketing Strategies.
- \_\_\_\_\_ marketing is the use of social media platforms and websites to promote a product or service.
- Changes are visible to users in \_\_\_\_\_ SEO.
- Unpaid search is nothing but \_\_\_\_\_ search.
- \_\_\_\_\_ means every kind of movable property other than money and securities.
- Business entities conducting business electronically are called \_\_\_\_\_.
- The \_\_\_\_\_ data type stores fix sized text.
- \_\_\_\_\_ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.

## 2. True or False

(10)

- Auto-complete attribute specifies that the input field should automatically get focus when the page loads.
- Selector indicates the HTML element you want to style.
- In paid search you only pay when your ads is visible.
- Tap Target is any element on a web page that a user interact with.
- To make the Traffic analysis SEO techniques are used.
- GST replaced existing multiple taxes levied by the central and state governments.
- Business entities conducting business electronically are called trading partners.
- Form allows entering, editing or deleting data in the table.
- Tables cannot be related to other tables.
- ERP systems decreases flexibility on an organization.

## 3. MCQ one correct alternative.

(10)

- The list within another list is called ..... list.  
(a) listed                      (b) tested                      (c) none                      (d) nested.
- \_\_\_\_\_ file tells the search engines which pages to access and index on your website and which not.  
(a) Googlebot                      (b) Indexing                      (c) Header                      (d) Robot.txt



3. \_\_\_\_\_ check displays the total number of files that need to be retrieved from web servers to load your page.
  - (a) Flash
  - (b) Favicon
  - (c) Page Speed Info
  - (d) Number of Resources
4. \_\_\_\_\_ means having the keywords those will rank your site in search engine.
  - (a) Header
  - (b) Keyword Consistency
  - (c) Indexing
  - (d) Links
5. \_\_\_\_\_ is a program used by search engines to collect data from the website.
  - (a) Crawler
  - (b) Crawl
  - (c) SEOptimizer
  - (d) Google Analytics
6. The purpose of \_\_\_\_\_ is to show days transactions.
  - (a) Trial Balance
  - (b) Day Book
  - (c) Balance sheet
  - (d) Profit and Loss account
7. License renewals and paying tax can be done through \_\_\_\_\_ type of E-Governance.
  - (a) G2E
  - (b) G2G
  - (c) G2C
  - (d) G2B
8. A \_\_\_\_\_ model is the internal structure of database which describes way of storing and retrieving of data.
  - (a) Table
  - (b) Data
  - (c) Query
  - (d) Report
9. A \_\_\_\_\_ is an attribute whose value is derived from the primary key of another relation.
  - (a) Foreign key
  - (b) Primary key
  - (c) Composite key
  - (d) Candidate key
10. \_\_\_\_\_ covers methods and technologies used by companies to manage their relationship with clients.
  - (a) Supply Chain Management
  - (b) Decision Support System
  - (c) MIS
  - (d) Customer Relationship Management

4. MCQ two correct alternative.

(20)

1. Following are the values of Display properties
  - (a) Middle
  - (b) Inline
  - (c) Block
  - (d) top
2. Valid types of vouchers are \_\_\_\_\_ and \_\_\_\_\_.
  - (a) sales
  - (b) income
  - (c) purchases
  - (d) expenses
3. Trial balance provides a report with \_\_\_\_\_ and \_\_\_\_\_ balance of all ledger accounts.
  - (a) profit
  - (b) debit
  - (c) credit
  - (d) loss
4. Under GST \_\_\_\_\_ and \_\_\_\_\_ are the codes given to goods and services.
  - (a) HSN
  - (b) IND
  - (c) SAC
  - (d) IST
5. Types of output reports are \_\_\_\_\_ and \_\_\_\_\_.
  - (a) balance sheet
  - (b) ledger
  - (c) trial balance
  - (d) Godown



6. Common forms of E-commerce are \_\_\_\_\_, \_\_\_\_\_.
- (a) Local Commerce (b) M-Commerce  
(c) National Commerce (d) Social Commerce
7. The information stored under each column form a row which is called as \_\_\_\_\_ or \_\_\_\_\_.
- (a) Field (b) Record (c) Tuple (d) Column
8. \_\_\_\_\_ data type is used to store date and \_\_\_\_\_ data type is used to store time.
- (a) Date (b) Integer (c) Char (d) Time
9. \_\_\_\_\_ and \_\_\_\_\_ methods are used for report generation.
- (a) Standard View (b) Wizard  
(c) Tool View (d) Design View
10. Technologies used along with ERP packages are \_\_\_\_\_
- (a) Financial Module (b) HR Module  
(c) Product Life Cycle Management (d) Decision Support System

5. MCQ three correct alternative. (06)

1. Following are the valid values of type attribute of <ul> tag .....
- (a) rectangle (b) square (c) triangle  
(d) circle (e) Disc (f) diamond
2. Valid approaches SEO to generate traffic to your website are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- (a) On-Page SEO (b) all-Page SEO (c) Off-Page SEO  
(d) Technical SEO (e) with-page SEO (f) online-page SEO

6. Match the Following. (04)

Column A	Column B
1. White Hat SEO	a) Payments made by cash
2. Payment	b) Electronic interchange of business information
3. EDI	c) Benefits of ERP
4. Information integrity	d) improve user experience ethically and genuinely

7. Answer the following (10)

- a) Explain Creation of Company in Tally. (Refer Page No 3.27)
- b) Explain steps for voucher entry in Tally. (Refer Page No 3.28)
- c) Explain GST in Tally. (Refer Page No 3.28)
- d) Short note on Consumer to Consumer. (Refer Page No 4.31)
- e) Short note on M-commerce (Refer Page No 4.32)
- f) Short note on EDI. (Refer Page No 4.33)
- g) Explain the concept of Enterprise Resource Planning (Refer Page No 6.20)
- h) Short note on Decision Support System. (Refer Page No 6.21)

8. Write a Program (10)

- (a) Write a html program to display "Digital India" in Verdana font using Internal CSS. Add any two sentences about Digital India below in orange color. (Refer Page No1.100)



OR

- (a) Write a HTML program to create registration Form to accept name, mobile number, date of birth. The form should have register caption on the button to submit the data. (Refer Page No 1.99)
- (b) Write a html program to insert inline frame on web page. Use xyz.html file as a source for inline frame, size of Inline frame should be 300 x 300 pixels. (Refer Page No 1.103)

OR

- (b) Write a html program to create a form to accept Doctor's Name, Number of patients (maximum 20), date of examining the patients. (Refer Page No 1.104)

Answer of Questions
---------------------

## 1. Fill in the blanks

- |                                 |                            |                     |
|---------------------------------|----------------------------|---------------------|
| 1. CSS (Cascading style Sheets) | 2. Src                     |                     |
| 3. Quality content              | 4. Social Media            | 5. On-Page          |
| 6. Organic                      | 7. Goods                   | 8. Trading Partners |
| 9. Char                         | 10. Sales and distribution |                     |

## 2. True or False

- |          |         |          |           |
|----------|---------|----------|-----------|
| 1) False | 2) True | 3) False |           |
| 4) True  | 5) True | 6) True  |           |
| 7) True  | 8) True | 9) True  | 10) False |

## 3. MCQ one correct alternative

- |        |        |        |        |         |
|--------|--------|--------|--------|---------|
| 1) (d) | 2) (d) | 3) (d) | 4) (b) | 5) (a)  |
| 6) (b) | 7) (c) | 8) (b) | 9) (a) | 10) (d) |

## 4. MCQ two correct alternative

- |             |             |             |              |
|-------------|-------------|-------------|--------------|
| 1) (b), (c) | 2) (a), (c) | 3) (b), (c) |              |
| 4) (a), (c) | 5) (a), (c) | 6) (b), (d) |              |
| 7) (b), (c) | 8) (a), (d) | 9) (b), (d) | 10) (c), (d) |

## 5. MCQ three correct alternative

- |                  |                  |
|------------------|------------------|
| 1) (b), (d), (e) | 2) (a), (c), (d) |
|------------------|------------------|

## 6. Match the Following

- Ans.: 1 - d      2 - a      3 - b      4 - c

□□□

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## Model Question Paper - 2

Time :- 2½ Hr

Marks 80

### 1. Fill in the blanks

(10)

1. The \_\_\_\_\_ is a tag in html that describe some aspects of contents of a webpage.
2. `<input type="_____ ">` defines a week and year control..
3. Business card is an example of \_\_\_\_\_ marketing.
4. \_\_\_\_\_ maintains debit and credit record
5. \_\_\_\_\_ Commerce is 24 × 7, it can be done anytime day and night.
6. \_\_\_\_\_ commerce allows the customer and the business to be in touch directly without any intermediaries.
7. \_\_\_\_\_ is used to represent the data in printed form.
8. Row in a database table is called as \_\_\_\_\_ or tuple
9. Different types of resources in an enterprise are men, \_\_\_\_\_, money and Machine.
10. \_\_\_\_\_ module includes financial accounting, investment management, enterprise controlling and treasury.

### 2. True or False

(10)

1. Required attribute specifies than an input field must be filled out.
2. A property is a type of attribute of HTML element.
3. SEO is the fuel that drives your Digital Marketing strategies.
4. Receipt voucher is used for recording amounts received by way of cash.
5. E-commerce increases the cost of searching a product.
6. After sales phase consists of warranty and after sales services.
7. Form is used to collect information from user.
8. Attributes of an entity are stored in the form of rows.
9. The entire ERP package contains single module.
10. Faster delivery or availability will increase the sales and satisfaction of customers.

### 3. MCQ one correct alternative.

(10)

1. The \_\_\_\_\_ attribute of `<input>` tag specifies that the user is allowed to enter more than one value in the `<input>` element.  
(a) readonly      (b) required      (c) multiple      (d) pattern
2. A \_\_\_\_\_ is a type of attribute of HTML element.  
(a) Property      (b) Value      (c) Declaration      (d) Selector



3. \_\_\_\_\_ advertising refers to the sponsored result on the search engine results pages.  
(a) Mobile Marketing (b) Paid Search  
(c) Content Marketing (d) email Marketing
4. The \_\_\_\_\_ voucher type is used for recording cash and credit purchase of goods and services.  
(a) Receipt (b) Payment (c) Sales (d) Purchase
5. \_\_\_\_\_ is used when money is sent from one bank account to another.  
(a) EDI (b) Bank Transfer (c) Digital Signature (d) Trade Cycle
6. License renewals and paying tax can be done through \_\_\_\_\_ type of E-Governance.  
(a) G2E (b) G2G (c) G2C (d) G2B
7. \_\_\_\_\_ is a collection of related data.  
(a) Data (b) Table (c) Query (d) Report
8. The \_\_\_\_\_ data type is used to store image.  
(a) Char (b) BigInt (c) SmallInt (d) LongVarBinary
9. \_\_\_\_\_ module is the core of many ERP software packages.  
(a) Financial (b) Marketing  
(c) Production Planning (d) Purchasing
10. \_\_\_\_\_ are interactive, computer based systems that aid users in judgment and choice activities.  
(a) Supply Chain Management  
(b) Decision Support System  
(c) MIS  
(d) Customer Relationship Management

4. MCQ two correct alternatives. (20)

1. Following attributes of <input> tag are used to specify minimum and maximum value for input field \_\_\_\_\_.  
(a) min (b) disabled (c) multiple (d) max
2. Following are the channels of Digital Marketing.  
(a) Mobile Marketing (b) Posters  
(c) Brochures (d) Paid Search
3. \_\_\_\_\_ and \_\_\_\_\_ are ledger accounts can be created under group direct income.  
(a) rent received (b) Sales  
(c) professional fees (d) interest received
4. Font style property has following values \_\_\_\_\_.  
(a) solid (b) italic (c) groove (d) oblique
5. Types of E-Commerce are .....  
(a) B2C (b) C2B (c) G2G (d) G2E



6. Modes of payments are .....
- (a) M-Commerce (b) Mobile Payments  
(c) E-Commerce (d) E-Wallets
7. Following are the Relational Database Management Software's.  
(a) Writer (b) Base (c) Calc (d) Access
8. \_\_\_\_\_ data type is used to store date and \_\_\_\_\_ data type is used to store time.  
(a) Date (b) Integer (c) Char (d) Time
9. Functional units of ERP are \_\_\_\_\_  
(a) HR Module (b) Home Module  
(c) My Module (d) Manufacturing Module
10. Following are the benefits of ERP.  
(a) Decision Making Capability (b) High Cost  
(c) Customer satisfaction (d) Maintenance issues

**MCQ three correct alternatives.**

(06)

1. Following are the valid values of type attribute of <input> tag .....
- (a) link (b) date (c) list  
(d) email (e) file (f) start
2. Following are the data types available in Base.  
(a) Array (b) Structure (c) LargeInt  
(d) Char (e) Varchar (f) Decimal

**Match the Following.**

(04)

Column A	Column B
1) Table	a) Traditional marketing
2) Newspapers	b) Payments made by cash
3) Payment	c) Money sent from one bank to another
4) Bank transfer	d) Collection of related data

Ans.: 1 - d 2 - a 3 - b 4 - c

7. Answer the following (any 5) (10)
- a) Explain Creation of Ledgers in Tally. (Refer Page No 3.27)  
b) Explain GST. (Refer Page No 3.27)  
c) Explain Digital Marketing. (Refer Page No 2.21)  
d) Explain difference between Traditional Commerce & E-Commerce. (Refer Page No 4.30)  
e) Short note on Social Commerce. (Refer Page No 4.32)  
f) Explain steps to save database. (Refer Page No 5.27)  
g) Explain Data Types in Base. (Refer Page No 5.28)  
h) Short note on Supply Chain Management. (Refer Page No 6.21)

**8. Write a Program** (10)

- (a) Write a html program to create an Ordered List of 3 languages used for speaking and Unordered List having 2 computer languages. (Refer Page no. 1.106)



OR

- (a) Write a html program to display "Cyber World" having Arial font and background color cyan. Add any two advantages having blue color for the text. (Refer Page no. 1.108)
- (b) Write a html program to display names of the two departments and also display course link B.Sc., M.Sc., B.A., M.A. under department name in unordered list. (Refer Page no. 1.111)

OR

- (b) Write a html program to accept name of employee (cannot be blank), Email Id of the employee, salary (maximum 50000). The data should be sent to the server. (Refer Page no. 1.112)

### Answer of Questions

#### 1. Fill in the blanks

- |               |               |                |            |
|---------------|---------------|----------------|------------|
| 1. <meta>     | 2. week       | 3. Traditional | 4. Voucher |
| 5. Electronic | 6. Electronic | 7. Report      | 8. Record  |
| 9. material   | 10. Financial |                |            |

#### 2. True or False

- |         |         |          |          |          |
|---------|---------|----------|----------|----------|
| 1. True | 2. True | 3. False | 4. True  | 5. False |
| 6. True | 7. True | 8. False | 9. False | 10. True |

#### 3. MCQ one correct alternative.

- |        |        |        |        |         |
|--------|--------|--------|--------|---------|
| 1. (c) | 2. (a) | 3. (b) | 4. (d) | 5. (b)  |
| 6. (d) | 7. (b) | 8. (d) | 9. (a) | 10. (b) |

#### 4. MCQ two correct alternative.

- |             |             |             |             |              |
|-------------|-------------|-------------|-------------|--------------|
| 1. (a), (d) | 2. (a), (d) | 3. (b), (c) | 4. (b), (d) | 5. (a), (b)  |
| 6. (b), (d) | 7. (b), (d) | 8. (a), (d) | 9. (a), (d) | 10. (a), (c) |

#### 5. MCQ three correct alternatives.

- |                  |                  |
|------------------|------------------|
| 1. (b), (d), (e) | 2. (d), (e), (f) |
|------------------|------------------|

#### 6. Match the Following

Ans.: 1 - d    2 - a    3 - b    4 - c

□□□

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## MOST USEFUL BOOKS FOR XII

