Fill in the blanks by using the words as under:

video, guidance, at the rate, Higher, World WideWeb, SMTP, e-mail, E groups, protocol, lower

Q1. **Web Services** mean the services provided by _______________.
Ans: World WideWeb

Q2. ________________ is simply the shortened form of "electronic mail".
Ans: Ans: e-mail

Q3. The speed of E-mail is much ________________ than the speed of the emergent postal or the courier service.
Ans: Higher

Q4. A ________________ is a set of rules that are needed for communication.
Ans: protocol

Q5. ________________ enables the actual sending and receiving of messages.
Ans: SMTP

Q6. The symbol, ‘@’ is pronounced as ________________ and this remains same in every email address.
Q7. The participants can view each other over their monitors as well hear the voice data over speakers of their laptop or desktop computers.

Q8. ____________ are a list of emails, users that can share information among each other.
Ans: E groups

Q9. E-Learning is a method of providing ____________ and/or delivering information to students of university.
Ans: guidance

Q10. ____________ conferencing is a conference between two or more people sitting at various locations around the world.
Ans: video

C. State True (T) or False (F)

Q1. Computers communicate with each other with the help of technology and programming standards used on Internet.
Ans: True

Q2. An e-mail is preferred for personal or business communication compared to letter sent by post.
Ans: True

Q3. Different protocols are needed so that different computers using different types of software can send or receive the information.
Ans: True

Q4. The body of the e-mail message may consist of words, number, attachments.
special characters or anything you want to insert in the letter.  
**Ans:** True

**Q5.** The domain name is the name of mail server whose representation appears in the client computer when he/she opens his/her inbox.  
**Ans:** True

**Q6.** The address in Cc: field is not visible to the recipients of the “To:” and the “Bcc:” fields.  
**Ans:** False

**Q7.** In an e-shopping there are a number of middlemen.  
**Ans:** False

**Q8.** It is difficult to judge a person through the video or a virtual interview.  
**Ans:** True

**D. Multiple Choice questions**

**Match the Following**

<table>
<thead>
<tr>
<th></th>
<th>Video conferencing</th>
<th>1</th>
<th>On-line shopping is the purchase of products and services over the Internet using a desktop/laptop or other smart device.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>E-Shopping</td>
<td>2</td>
<td>Each of the end user has a camera as well microphone to capture the video data and the voice data in real time and this is transmitted over Internet.</td>
</tr>
<tr>
<td>B</td>
<td>E-mail</td>
<td>3</td>
<td>“Without ever having to go to the booking office”</td>
</tr>
<tr>
<td></td>
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<td>---</td>
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<td></td>
</tr>
<tr>
<td>D</td>
<td>E-Reservation</td>
<td>4</td>
<td>Self-paced learning modules allow students to work at their own speed</td>
</tr>
<tr>
<td>E</td>
<td>E-Learning</td>
<td>5</td>
<td>Messages normally reach a recipient’s account within seconds.</td>
</tr>
</tbody>
</table>

**Answer**

| A | Video conferencing | 1 | Each of the end user has a camera as well microphone to capture the video data and the voice data in real time and this is transmitted over Internet. |
| B | E-Shopping | 2 | On-line shopping is the purchase of products and services over the Internet using a desktop/laptop or other smart device. |
| C | E-mail | 3 | Messages normally reach a recipient’s account within seconds. |
| D | E-Reservation | 4 | “Without ever having to go to the booking office” |
| E | E-Learning | 5 | Self-paced learning modules allow students to work at their own speed |

**E. Answer the following questions.**

**Q1. What is the meaning of web services? Discuss the various web-services in brief.**
Answer


1. E-mail: It is a system of receiving, sending, and storing electronic messages.

2. Video Conferencing: The video conferencing is a conference between two or more people sitting at various remote locations around the world. They can talk to each other when they are connected to each other using Internet.

3. E-learning: The E-Learning is a method of providing guidance and/or delivering information to students of university or the employees of companies.

4. E-Reservation: E-Reservation System is an online reservation system that enables hotels, resorts, property owners, operators, theater operators and transport companies to maximize revenues without having to put human booking agents.

5. E-Shopping: On-line shopping is the purchase of products and services over the Internet using a desktop or laptop of other smart device.

6. Social Networking: Social Networking is a platform that helps people to connect with others and build a social relation.

7. E-Groups: E groups are a list of emails, users that can share information among each other.

8. Chat: The electronic chat is the communication between two or more individuals using their computers.

Q2. What are the benefits of E-mail services over the postal service?

Answer

Email speed is much higher than the speed of the traditional postal or the courier service. Also you can send same message to mass number of people easily.

Q3. How can you use the E-leaning facility for the subjects that you study?

Answer

We can use E-leaning facility through electronic systems such as Laptops, Desktop or tablets for subjects we study. The courses are stored in programs are developed in such a way that the individuals don’t need to come to a classroom but can review all the data from any place.
convenient to them. Such courses are designed in such a way that people can progress slowly or at a pace, they can manage. These courses help an individual to assess their knowledge online. This is done using the built-in evaluation tools like quizzes or multiple choice questions.

Q4. Write short notes on:
(a) E-shopping
(b) E-groups

Answer
(a) E-shopping: Online shopping is the purchase of products and services over the Internet using a desktop or laptop of other smart device. With the access of Internet everywhere Online shopping is gaining popularity as it is convenient to fast-paced lifestyle of the people these days. More and more business firms are offering these opportunities because it also helps them to reduce the infrastructure costs setting up stores, hiring sales employees and merchandising.

(b) E-groups: E groups are a list of emails, users that can share information among each other. A single administrator can maintain that group and hence provide the entire set of users to communicate between each other. The administrator of the group has the control on what level of access can the different users have. Mostly all users can send an email to each other, but some users may have access to all the files that the organization stores while others only to a specific folder.

Q5. Describe the structure of Email box.
Answer
The email client may typically consist of four important fields. They are To:, Cc:, Bcc: and Subject:
1. To: field is used to write the email address of the person to whom the message is to be sent.
2. Cc: field is optional and is used to send a message to multiple additional addresses.
3. Bcc: field is also optional and is used to send a message to multiple additional
addresses. The difference between Cc and Bcc: field is decided in terms of visibility. The address in
4. Bcc: field is termed as blind carbon copy, the addresses mentioned in this field are not visible to the recipients of the “To:” and the “Cc:” fields.
5. Subject: field is used to mention short title for what is included in the body of the message.

Q6. Name the sites used for E-shopping.
Answer
There are many sites used for E-shopping such as Flipkart, Snapdeal, Home Shop 18, Naaptol.com, Ye bh. com etc.

Q7. What is the difference between the Chatting and Videoconferencing?
Answer
Chatting basically means texting. Communication between peoples occurs through text messages. Low quality Internet Connection can do the work of chatting whereas In Videoconferencing, communication occurs through Video and audio. Also Webcam need to properly placed. High quality Internet connection must be needed.

Q8. How is E-learning beneficial for a learner?
Answer
E-learning beneficial for a learner in following ways:
1. Class work can be scheduled around work and family.
2. Reduces travel time and travel costs for off-campus students.
3. Students may have the option to select learning materials that meets their level of knowledge and interest.
4. Students can study anywhere; they only need access to a computer and Internet connection.
5. Self-paced learning modules allow students to work at their own speed.
6. Flexibility to join discussions in the bulletin board threaded discussion areas at any hour, or visit with classmates and instructors remotely in chat rooms.
7. E-Learning can accommodate different learning styles and facilitate learning through a variety of activities.
8. Develops knowledge of the Internet and computer skills that will help learners in their career.

**Q9. Mention few advantages and disadvantages of Social Networking.**

**Answer**

**Advantages of Social Networking:**
1. People can connect from anywhere in the world with the internet connection.
2. They can share ideas, activities, events, and interests with the people from all over the world.
3. An individual can share text information, photos, data files or even videos.
4. Help Businesses in finding potential customers.

**Disadvantages of Social Networking:**
1. Lot of time is wasted.
2. Many people become addicted which causes health problems.
3. Distraction from real world.

**Q10. What are the advantages and disadvantages of Video Conferencing?**

**Answer**

**Advantages of Video Conferencing:**
1. Reduced traveling cost: The video conferencing lowers the distance by showing the receiver on the monitor and it takes least amount of time to conduct talks between the two users.
2. Increased productivity: The people meet in the virtual world where the discussions takes place instantly without meeting each other and the decisions about a problem are thus made faster. This leads to increased productivity.
3. Going Green: Since conferencing between people is possible even without travelling from one place to another through video conferencing, a lot of petrol or fuel is saved.

**Disadvantages of Video Conferencing:**
1. Technical issues: Since the video conferencing depends heavily on the availability of a high speed internet connection, the technical issues of such types can delay the discussions
among the participants sitting in different locations.
2. Lack of personal contact: All types of discussions cannot be handled through video conferencing. It is difficult to judge a person through the video or a virtual interview.

**Q11. How is twitter different from the facebook?**

**Answer**

Twitter and Facebook are different platforms. Twitter fall in micro-blogging Category while Facebook is a social network. Twitter lets user to share their view or ideas to world while in Facebook sharing of ideas is limited to specific group of people such as friends. We can make friends in Facebook, chat with them personally while in Twitter it is not possible.
A. Multiple Choice questions:

1. GIMP is image an __________ editing tool.
   (a) Open source
   (b) Proprietary
   (c) Shareware
   (d) Both (a) & (b)
   ➞ (a) Open source

2. The __________ tool allows you to select a drawing with the free-hand.
   (a) Fuzzy Selection
   (b) Lasso
   (c) Text
   (d) Bucket Fill
   ➞ (b) Lasso

3. The Fuzzy Select (Magic Wand) tool helps you to select areas of the __________.
   (a) Canvas
   (b) All the layers
   (c) Current Layer
   (d) Image with different colours
   ➞ (c) Current Layer

4. Shift + C is the shortcut to __________
4. What is the shortcut to _______ the image.
   (a) Duplicate
   (b) Delete
   (c) Copy
   (d) Crop
   ➤ (d) Crop

5. To prepare the images for the web means
   (a) Reducing the size of an image
   (b) Zipping the image
   (c) Crop the image
   (d) All of the above
   ➤ (a) Reducing the size of an image

6. GIMP’s basic palette, consisting of _________ colours.
   (a) Three
   (b) Two
   (c) One
   (d) Many
   ➤ (b) Two

7. _________ are transparent sheets stacked one on top of the other.
   (a) Layers
   (b) Canvas
   (c) Windows
   (d) None of the these
   ➤ (a) Layers
8. Scale option is used to change the ________ of an image.
   (a) Colour  
   (b) Size    
   (c) Area   
   (d) All of the above  
   ➢ (b) Size

9. It is the most important part of the image window where the image is displayed.
   (a) Canvas  
   (b) Window   
   (c) Scale  
   (d) Size 
   ➢ (a) Canvas

10. The ______ tool places text into an image.
    (a) Fuzzy Selection 
    (b) Text  
    (c) Eraser 
    (d) Bucket Fill 
    ➢ (b) Text

B. State True(T)/False(F)

(a) Paint.net is most favourite of windows users. (T/F)  
➢ True
(b) The Corel Paint Shop Photo Pro allows you to adjust and clean-up your photos. (T/F)

- True

(c) GIMP is open source image editing tool. (T/F)

- True

(d) Faststone image viewer has only 120 image transitional effects.

- False

C. Fill in the Blanks

(a) The Corel Paint Shop Photo Pro allows you to use the _____________ with advanced enhancement tools.

- photo organizer

(b) The PhotoStudio 6 provides the feature for adding ______________ and stamping facility on high-bit depth images.

- animated text

(c) ______________ is the most powerful image editing tool.

- Inkscape
(d) _______________ is the tool not for detailed editing.

- Text

(e) GIMP is presented in ________ forms.

- two

(f) Layers are wonderful for creating ________________.

- collages

(g) Cropping removes ________________ or everything outside ________________.

- unwanted parts, selected area

(h) GIMP 2.8 defaults to ________________ window mode.

- multi

D. Answer the following questions.

1. What is image editing?

Answer

Image editing encompasses the processes of altering images, whether they are digital photographs, traditional analog...
2. List few image editing tools available.

Answer

1. GIMP
2. FastStone Image Viewer
3. Serif PhotoPlus X4
4. Photo Impression 6.5
5. PhotoStudio 6
6. Picasa
7. Paint.net
8. Photo! Editor
9. Inkscape
10. Corel PaintShop Photo Pro X3

3. Explain GNU Image Manipulation Program?

Answer

GNU Image Manipulation Program is free and powerful open source image editing tool that provides retouching of photos, authoring of photos and composition of photos. It is free and consists of many similar features provided by the Photoshop. It’s available for free for download distribution
4. What is Photo retouching?

**Answer**

Traditional analog image editing is known as photo retouching, using tools such as an airbrush to modify photographs, or editing illustrations with any traditional art medium.

6. Write down the expansions of the following:

**Answer**

(a) .gif: Graphics Interchange Format
(b) .png: Portable Network Graphics
(c) .ttf: Tagged Image File format
(d) .jpeg: Joint Photographic Experts Group
(e) .jpg: Joint Photographic Experts Group
(f) .psd: Photoshop Document
(g) .bmp: Bitmap

7. Explain functionality of the following :-
(a) Rectangular Tool: The Rectangle Selection tool is designed to select rectangular regions of the active layer.
(b) Oval Select Tool: The Oval Selection tool is used to select circular and elliptical regions from an image, with high-quality anti-aliasing if we want it.
(c) Lasso Tool: The Free Selection tool, or Lasso, lets you select a drawing it free-hand with the pointer, while holding down the left mouse button. When you release the mouse button, the selection is closed by connecting the current pointer location to the start location with a straight line.
(d) Text Tool: The Text tool places text into an image.

8. Discuss how to change the size of an Image.

Answer

We can change the size of an image by following ways:
1. Set the Resolution of image
2. Set the Interpolation Quality
3. Click on "Scale" to confirm.
9. How we can prepare images for web?

Answer

We can prepare images for web by following steps:
Step 1: First need to reduce the image to a better width and height for web according to the scale.
Step 2: In File → select Export...
In the JPEG Save Dialog, we can opt for GIMP defaults which reduce the size quite a bit, without hurting the visual quality of the image. If we would like to make it smaller still, change the compression level by moving the "Quality" slider down. We can see the quality of the image changing.

10. What do you understand by Layers?

Answer

Layers are wonderful tools, especially to create collages or to delete various portions of an image. In GIMP, the layers are virtually stacked up on top of each other; the lower layers will show through resulting in a composite image that can be exported as a flat file such as a JPEG or