

Office Tools

Que:1 Multiple Choice Questions:

- I. Which of the following is an example of office tool?
a. MS Word b. Google Slides c. MS PowerPoint **d. All of these**
- II. Which of the following is the example of Word Processor?
a. Google Docs b. Google Sheets c. Google Drive d. MS Excel
- III. Which of the following is not an example of Google's Online Office Tool?
a. Google Slides b. Google Docs **c. OpenOffice Writer** d. Google Sheets
- IV. Which softwares are designed to operate, control and extend the processing capabilities of the computer itself?
a. Application Software **b. System Software** c. Google's online office tools d. All of these
- V. _____ is a set of programs that enable a user to perform some specific task.
a. Software b. Hardware c. Language Translators d. Prog. Languages
- VI. After setting the option "Anyone with the link", we can set one of the following access levels using the drop-down menu for sharing the file created in Google Docs?
a. Viewer b. Commenter c. Editor **d. Any of these**

Que:2 Fill in the Blanks

1. Application Softwares are also known as _____
2. System softwares are usually written in _____ Computer Programming Languages.
3. Various types of Office Tools also fall in the category of _____ softwares.
4. _____ is a software that allows users to process and analyze tabular data easily.
5. _____ is a free online word processor.

- Ans:**
- | | |
|--------------------------|------------------------------------|
| 1. End-User Applications | 2. Low-Level Programming languages |
| 3. Application Softwares | 4. Spreadsheet |
| | 5. Google Docs |

Que:3 Short Answer Type Questions

Que: I Define the term Office Tools?

Ans: Those softwares which are designed to make computer users more productive and efficient at their workplace, are known as Office Tools. Office Tools includes some application softwares such as Word Processors, Spreadsheets, Presentation softwares etc. These tools help users to save their large amount of time and effort.

Que:II What is Application Software?

Ans: Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

Que:III Write some examples of Word Processor Tools?

Ans: Examples of Word Processor Tools/Software are given below:

1. Microsoft Word
2. Google Docs
3. OpenOffice Writer
4. WordPad
5. Word Perfect

Que:IV Write about Multimedia Tools.

Ans: Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation. Multimedia tools allow users to create multimedia applications/contents using various forms of contents. Adobe Flash, Media Players and Real players are the examples of multimedia tools.

Que:V Explain Google Docs.

Ans: Google Docs is a free online word processor. It is a Web-based document management application for creating and editing documents. It helps us in real time online word processing. Google Docs allows us to export its document file in all major file types including .docx, .pdf, .odt, .rtf, .txt, and .html.

Que:4 Long Answer Type Questions

Que:I What are Softwares? Explain different types of softwares?

Ans: Software is a set of programs that enable a user to perform some specific task or used to operate a computer. Without software, a user can't perform any task on a computer. Software can be divided into mainly two types: Application Software and System Software.



1. **System software:** System software is a collection of system programs. These softwares are designed to operate, control, and extend the processing capabilities of the computer itself. These softwares are usually written in Low-Level Computer Programming languages. Some examples of system software are Operating System, Language Translators, etc.
2. **Applications software:** Applications softwares are also known as End-User Applications. These softwares are mostly designed and developed to perform specific tasks for users. These softwares are usually written in various types of High-Level Programming languages. Application software cannot run without the support of Operating System. MS Word, Excel, PowerPoint etc. are the examples of Application Softwares.

Que:II What are the advantages and disadvantages of using online office tools?

Ans: Following are some of the common advantages and disadvantages of using online office tools:

Advantages of Using Online Office Tools:

- The cost of using online office tools is either very low or there is no specific charge for using these services.
- There is no need to download or install these online tools/software.
- Online office tools can run on thin clients (N Computing) with minimal hardware requirements.
- Online office tools provide the ability to share files.
- Online office tools are portable.

Disadvantages of Using Online Office Tools:

- For accessing these tools, high speed internet connectivity is required always.
- There is a lack of advanced features in the online tools as compared to offline tools.
- The user has no control over the version of the software used.

Que:III Compare Offline and Online Office Tools.

Ans: Following table shows the comparison between Offline and Online Office-Tools:

	Offline Office Tools	Online Office Tools
1.	No internet connection is required for using these tools	Internet connection is required for using these office tools.
2.	Files created in offline office tools are stored in the local storage of computer system	Files created in online office tools are stored on the cloud storage.
3.	Files can be accessed only on the local computer system where they are stored	Files can be accessed from anywhere in the world as files are stored at online storage media
4.	Files cannot be shared easily.	File can be shared easily using inbuilt options.
5.	Multiple people cannot work easily on the same file created in these Apps.	Multiple people can work on the same file created in these Apps.
6.	Examples: MS Word, Excel, PowerPoint etc.	Examples: Google Docs, Google Sheets, Google Slides etc.