

## **CHAPTER-11: GOOGLE DRIVE**

### **ANSWER KEY-6<sup>th</sup> Std**

#### **E. Answer the Following:**

**1 Ans:** Google Drive is a free service from Google that enables you to store and share files online and access them anytime, anywhere using the cloud. It offers 15 GB of free storage space that facilitates you to store all kinds of files and documents on it. You can store unlimited amount of photos, drawings, recordings, videos, text documents, and much more. The files stored on Google Drive can be opened and edited from any device.

**2 Ans:** Easy uploading and storing.  
Remote access from any device.  
Sharing files with your friends.

#### **3 Ans. To upload a file to your drive**

-  Choose the Upload files option from the My Drive drop-down list.
-  An Open dialog box appears. Browse and select the file(s) you want to upload and then click on the Open button.
-  A pop up window appears notifying the uploading status of your document.
-  Once completed, the uploaded files will appear in your Google Drive folder.

#### **4Ans: To share a file, follow the given steps:**

-  Select the file that is to be shared. Click on the Share button located at the upper right corner of the web page.
-  A Share with others dialog box appears. Enter the e-mail addresses of the people with whom you want to collaborate on the file.
-  For more control over the files, you can select one of the following authorization options by clicking on the drop-down arrow of the Edit files directly button to decide whether people can edit, comment on, or simply view the file.

#### **5Ans: The Three Authorization options are:**

- (i) **CAN EDIT:** This option is selected by default, which allows multiple people to work on the same project in real time. When you share a file with people, they receive an e-mail. It contains a link to the shared file, which allows them to edit it along with other users. Each editor who is working in the file will be visible as icons at the top right corner of the screen.
- (ii) **CAN COMMENT:** By using this option you can restrict people to only comment on or view the file.
- (iii) **CAN VIEW:** This option allows others, only to view a file.

**CHAPTER-8:**  
**HTML – AN INTRODUCTION**  
**ANSWER KEY**

**E. Answer the following:**

**1 Ans:** HTML stands for Hypertext Mark-up Language. It is a complete code package that allows the user to create web pages that contain both text and graphics. All the web browsers are designed to understand and interpret this language.

**2 Ans:** Tags are building blocks of a web page, as they contain elements which define how the information is formatted and displayed on it. All the tags have their own attributes and default values. Each tag in HTML follows specific rules known as syntax and is not case sensitive.

The HTML tags can be categorized as:

 Container Tags

 Empty Tags

**3 Ans:** The tags that include both ON and OFF tags are called, Container elements. It is opened using opening angle brackets < > and closed using closing brackets < / >. Example, <HTML></HTML> tag. Empty elements contain only ON tags. These elements do not enclose any data, hence do not require closing brackets. Example, <BR> tag.

**4 Ans:** Heading Element: These tags are used to define different heading levels in an HTML document. These are basically used to emphasise the text. Paragraph Element: To display a long piece of text on a web browser, paragraph element <P> is used. It marks a block of text as a paragraph.

**5 Ans:** The <P> tag is used to display the text in the form of a paragraph. To mark the end of a paragraph, </P> element is used. Various attributes of a paragraph element are: -

- <P Align= "Centre"> Aligns the text in centre.
- <P Align= "Right"> Aligns the text to the right side.
- <P Align= "Left"> Aligns the text to the left side.
- <P Align= "Justify"> Aligns the text from both left and right margins.

**6 Ans: Four Attributes which are used to set margins in a web page are:-**

- (i) **TOP MARGIN-** It sets the top margin by displaying the text away from the top edge of the web page.
- (ii) **BOTTOM MARGIN-** It sets the bottom margin by displaying the text away from the bottom edge of the web page.
- (iii) **LEFT MARGIN-**It sets the left margin by displaying the text away from the left edge of the web page.
- (iv) **RIGHT MARGIN-**It sets the Right margin by displaying the text away from the right edge of the web page.