



Zavia School System, Multan

Notes 2nd Term 2026

Subject: Computer

Chapter NO 4

Building a website

Qno:1 Terminologies

- | | |
|---------------|-------------|
| ➤ development | element |
| ➤ container | browser |
| ➤ templates | designing |
| ➤ categories | integration |
| ➤ dashboard | amateurs |

QNo:2 Choose the correct option

- a. (iv)all of above b.(iii) <body> c. (ii)
 4.9 d. i. .html e. ii. Microsoft Word
f. i. The 'Preview' button

Qno3 Answer the following:

a. What does HTML stand for and what is its main job in building websites?

HTML stands for Hyper Text Markup Language.

Its main job is to create the basic structure of a web page.

b. What are HTML elements?

An HTML elements consist of the opening tag, the closing tag, and the content between them. Example: <p> Hello </p>.

c. Differentiate between container and empty elements.

Container elements have both opening and closing tags and can hold content inside. Example: <p>text</p>.

Empty elements have no closing tag and no content. Example:
 or .

d. List the various background properties in HTML.

background-color, background-image, background-repeat, and background-position.

f. Write an HTML code that displays your first name, age, siblings' first names, and your school's name.

```
<html>
<head>
  <title>My Info</title>
</head>
<body>
  <h1>About Me</h1>
  <p><b>First Name:</b> Ali</p>
  <p><b>Age:</b> 12</p>
  <p><b>Siblings' First Names:</b> Sara, Ahmed</p>
  <p><b>School's Name:</b> City Grammar School</p>
</body>
</html>
```

g. What is the purpose of Google Sites?

The purpose of Google Sites is to let people make websites easily without coding.

Chapter NO 5 data handling with google sheets

Qno 1: Terminologies

- | | |
|---------------|-------------|
| ➤ application | spreadsheet |
| ➤ assignment | interface |
| ➤ workbook | formatting |
| ➤ survey | responses |
| ➤ management | assistance |

QNo:2 Choose the correct option

- a. Both i and ii b. Ctrl + I c. Either i or ii
- d. Check the box in the task row e. Tools > Create a Form
- f. Form responses tab

a. Write steps to create a custom template in Google Sheets that can be reused for educational purposes?

Open a new sheet and set it up with headings, colors, and formulas you need. Click File > Make a copy to reuse it later, or save it

b. What are the steps to format text within a cell in Google Sheets, including changing the font style and size?

Click the cell and select the text or just click the cell. Use the toolbar: pick a Font from the drop-down, change Font size, and click B, I, or U for bold, italic, underline.

c. What are the steps to customise a Google Form and distribute it via email to a specific group of recipients?

In Google Forms, change the theme, add your questions, and turn on required settings. Click Send, pick the email icon, add the group's email addresses, and hit Send.

d. List the steps for renaming a Google Sheet. Why is renaming important for file management?

Click the sheet name at the top left and type a new name, then press Enter. Renaming is important because it helps you find files quickly and keeps your Drive organized.