SET-4

Series HMJ

Code No. 197

Roll No. | | | | | | | | |

Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **3** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **21** questions.
- Please write down the Serial Number of the question in the answer-book before attempting it.
- 15 minute time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH) (OLD)

Time allowed : 2 hours *Maximum Marks : 30*

1. *This question paper contains **21** questions out of which the candidate needs to attempt only **16** questions.*
2. *Question paper will be divided into **two** sections :*

   (i) ***Section A :***

   *Multiple Choice Questions/Fill in the blanks/Direct questions : There are **12** questions of **1** mark each. Candidates need to attempt any **10** questions.*

   *Short answer type questions : There are **7** questions of **3** marks each. Candidates need to attempt any **5** questions.*

   (i) ***Section B :***

   *Long answer/Essay type questions : There are **2** questions of **5** marks each. Students need to attempt any **1** question.*

SECTION A

*Answer any **ten** questions from the following :* *1×10=10*

1. What is Business Correspondence ? *1*

2. How many styles are there of Typewriting letters ? *1*

3. State the use of signs 'trs' and 'stet' in manuscript. *1*

4. A _____ is used for internal communication between _____ and _____ . It is never sent outside the organisation. *1*

5. What is a Formula in Excel ? *1*

6. What is slide transition ? *1*

7. Which command is used to save PowerPoint Presentation ? *1*

8. How does a search engine help to search for a file ? *1*

9. What is the use of Search bar ? *1*

10. Write one advantage of E-mail. *1*

11. Priya wants to send an E-mail to her friend. Help her to write any one valid E-mail address. *1*

12. Is Modem Hardware or Software ? Justify your answer. *1*

*Short answer type questions. Answer any **five** questions from the following :* *3×5=15*

13. Office order is a tool of downward communication. It travels from the higher-ups down to the subordinates. Explain. *3*

14. What is the procedure of preparing a fair copy of the manuscript ? *3*

15. What is DO (Demi Official) letter ? *3*

16. Supriya wants to calculate the sum and average of total marks of three subjects like English, Science and Maths. Write a formula in Excel for the same. *3*

17. What is a Workbook ? How do you format the text in a Worksheet ? *3*

18. What is a Slide Master ? How does Slide Master help to add a theme to the slide and change the background of the slide ? *3*

19. What is an Antivirus ? How do Worms differ with Trojan Horse ? Explain. *3*

SECTION B

*Answer any **one** question from the following :* *5×1=5*

20. Write an office order regarding the transfer of an employee from head office to take over the independent charge of a unit. *5*

21. What is Style in Excel ? How do you format a worksheet using Style ? Explain. *5*