

SET – 4

Series : GBM/C

Code No. 197

Roll No.

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

- Please check that this question paper contains 2 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 20 questions.
- **Please write down the Serial Number of the question 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)

Time allowed : 2 hours

Maximum Marks : 30

Part A –Typography

1. What is fully blocked form of Business letters ? 1
2. What proof correction signs are used for the following ? 1
 - (a) Delete
 - (b) No space between words
3. What is the difference between a manuscript and a corrected draft ? 1
4. What is Reference Number ? Why is it given in business and official letters ? 2
5. Differentiate between Demi-official and other official letters. 2
6. Write down the full form of the following abbreviations : 3
memo, food, sd., ref., Ltd., assn.

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[P.T.O.]

Part B – Computer Application

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| 7. | What is a PowerPoint ? | 1 |
| 8. | Which menu command is used to delete a slide ? | 1 |
| 9. | Which button is used for adding a new slide to a presentation ? | 1 |
| 10. | How many views are available in PowerPoint ? | 1 |
| 11. | What is Excel ? | 1 |
| 12. | What is a formula in Excel ? | 1 |
| 13. | What is a Worksheet ? | 1 |
| 14. | What is a Workbook ? | 1 |
| 15. | What is E-mail ? | 1 |
| 16. | What is function ? Which sign is used to write any function in formula ? | 2 |
| 17. | Write the names of any two anti-virus software. | 2 |
| 18. | Write the names of any two web browser. | 2 |
| 19. | How will you do cell alignment in Excel ? | 2 |
| 20. | Write the steps to create e-mail account on any popular sites. | 3 |
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