Series : SKS/1

Code No. **197/1**

Roll No.

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 minutes 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 : 3 hours]   *[Maximum Marks : 30*

Instructions : (i)   *Answer the following questions from Part A and Part B.*

(ii)   *Answers of questions with 1 mark should not exceed 25 words.*

(iii)   *Answers of questions with 2 marks should not exceed 20 to 50 words.*

(iv)   *Answers of questions with 3 or 4 marks should be between 50 and 150 words.*

Part A –Typography

1. Define a Business letter and differentiate it from a D.O. letter.   1

2. Distinguish between semi-indented and blocked style of letters.   1

3. What for are the signs // and # used ?   1

4. What is meant by an Office Memorandum ? State its essential parts.   2

5. Distinguish between a Manuscript and Corrected Draft. What precautions are taken for typing a corrected draft ?   2

6. What is meant by Standard Abbreviations ? State the full forms of   3

     (a)   U.N.   (b)   G.O.I.

     (c)   B.B.A.   (d)   C.A.G.

Part B – Computer Applications

7. What is a PPP ? What is its purpose ?   **1**

8. Explain the meaning of Hyper Link.   **1**

9. Distinguish between Intranet and Internet.   **1**

10. State advantages of email.   **1**

11. What is a Slide Layout ?   **1**

12. What is meant by Slide View ? How is it shown on the screen ?   **1**

13. How can one create email account ?   **1**

14. Explain the meaning and use of Clip Art.   **1**

15. Write the names of any two popular Search Engines.   **1**

16. Distinguish between Web Server and Web Clients.   **2**

17. What is a Cell in an Excel ? What type of data is entered in Cell ?   **2**

18. Write Excel Formula for counting Average and Sum of total marks obtained by a student in English, Com., Science and Shorthand.   **2**

19. What is an Electronic Spreadsheet and what is its use ?   **2**

20. Define Computer Virus. Explain in brief various classification of virus.   **3**

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