

- Q.27 What are the signs of punctuations? How the spaces are given in its use?
- Q.28 How many types of fonts are used in text?
- Q.29 What is sight method of typing?
- Q.30 Explain the importance of typing.
- Q.31 Explain the Nos.keys and functional keys?
- Q.32 How you will decide the alignment while typing text?
- Q.33 How table can be formed in an impressive manner?
- Q.34 Explain the finger positioning.
- Q.35 Display alphabetic letters in different manners.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. $(2 \times 10 = 20)$

- Q.36 Explain the parts and their functions of manual typewriter,
- Q.37 Explain Mail Merge process in m.s.word.
- Q.38 What is the difference between manual and electronic typewriter.

No. of Printed Pages : 4

Roll No.

123014

**1st Sem./ OMCA
Subject:- Data Processing (Eng)**

Time : 3Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory $(10 \times 1 = 10)$

- Q.1 The K-finger is also your;
- a) Right index b) Right middle
 - c) Right Ring d) Right Pinky
- Q.2 Which finger is used for comma?
- a) Right index b) Right middle
 - c) Right ring d) Right Pinky
- Q.3 The ;- finger is also known as
- a) Right index b) Right middle
 - c) Right ring d) Right pinky
- Q.4 Which finger is used to strike the slash?
- a) Right middle b) J-finger
 - c) Right pinky d) K-finger
- Q.5 A first step in database creation should be needs analysis
- a) True b) False
 - c) Few times d) Some times

- Q.6 Tabulation is used to set the
a) Alignment b) Paragraph
c) Table d) None
- Q.7 Proofreading can be seen commonly in forms of
a) Data b) Handwritten
c) Script d) Word document
- Q.8 Syllable means unit of
a) Sounds b) Verbs
c) Compound words d) None
- Q.9 Bar code Reader used to scan the
a) Bill b) Code of product
c) Cheque d) All above
- Q.10 Data is written on.....side of the letter
a) Left b) Centre
c) Right d) Bottom

SECTION-B

Note: Objective type questions. All questions are compulsory. $(10 \times 1 = 10)$

- Q.11 Keyboard is an.....device
- Q.12 Normally no of keys in electronic keyboard are.....
- Q.13 Purpose of scanner is to.....the document
- Q.14 Paper is inserted in the typewriter with the assistance of.....

- Q.15Paper in typewriter supported by
a) Paper Bail b) Paperkey
c) Carriage d) All above
- Q.16 You cannot modify your document contents once the mail merge wizard has been started (T/F)
- Q.17 Key basket is the part which hold the.....in typewriter
- Q.18 Yours faithfully is written on.....sight side of the letter.
- Q.19 To press the space bar.....is used of hand
- Q.20 To strike the capital letter P shift lock of.....should ne used.

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$
- Q.21 How you will set the spaces of an official letter?
- Q.22 What are the requirements of a good looking impression of letter?
- Q.23 What is manuscript explain its essentials?
- Q.24 What are the precautions while taking print of a document?
- Q.25 What kind of devices are used nowadays in offices and why?
- Q.26 Write about cleanliness of devices and equipments.