

- 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. (2x10=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 (10x1=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 Proof reading 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. (10x1=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.15 .....Paper 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. (12x5=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.