

- Q.26 Change of spacing between lines.
- Q.27 What do you mean by paragraph spacing.
- Q.28 Write the names of non printing keys.
- Q.29 Write the formula of calculating speed in typewriting.
- Q.30 What are the rules for breaking of words at line end?
- Q.31 Advantages of speed drills & accuracy drills.
- Q.32 Explain right hand justification.
- Q.33 Explain the uses of header and footer.
- Q.34 How would you fixing and releasing margin stops.
- Q.35 Write about the printing of matter either in portrait or landscape.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What steps one should take for mail-merge of document?
- Q.37 Define manuscripts and proof corrections signs.
- Q.38 What should be the correct sitting posture while learning typewriting skills?

No. of Printed Pages : 4
Roll No.

123014

Office Management & Computer Application

Subject:- Data Processing

Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The ability to combine name and addresses with a standard document is called _____
- Document formatting
 - Database management
 - Mail merge
 - Form letters
- Q.2 Which of the following is not a font style?
- Bold
 - Italics
 - Regular
 - Superscript
- Q.3 Which of the following is used for Bold letter?
- Bold
 - Italics
 - Regular
 - Superscript
- Q.4 Which of the following is the brain of the computer?
- Central Processing Unit
 - Memory
 - Arithmetic and Logic unit
 - Control unit

- Q.5 Ctrl + S used to
- a) Save Document with different name
 - b) Save Document with same name
 - c) Save Document and Close Word Application
 - d) Save Document and Print whole Pages
- Q.6 From which menu create the table in MS word.
- a) Insert b) Page Layout
 - c) Review d) View
- Q.7 How many keys in keypad.
- a) 100 b) 104
 - c) 105 d) 90
- Q.8 Computer is an
- a) Device b) electronic machine
 - c) power back up d) Game
- Q.9 Which key is used for numbers.
- a) Numeric Keypad b) Mouse
 - c) Keyboard d) Excel
- Q.10 What is the full form of CPU?
- a) Computer Processing Unit
 - b) Computer Principle Unit
 - c) Central Processing Unit
 - d) Control Processing Unit

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 What Type of Devices are Keyboard, Mouse and Joystick?
- Q.12 Full form of RAM
- Q.13 Use of Pen Drive
- Q.14 Mail Merge
- Q.15 Manuscript
- Q.16 What is Shortcut Key of Save Document
- Q.17 What is Header
- Q.18 Which key is used for space?
- Q.19 How many keys are in Key board
- Q.20 Use of Backspace

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain the process of bold, italic and underline typing.
- Q.22 Importance of learning typewriting skills.
- Q.23 Spacing after punctuation signs.
- Q.24 Sitting posture on the computer.
- Q.25 Draw the diagram of the key board.