

## MARKING SCHEME (2018-19)

### TYPOGRAPHY AND COMPUTER APPLICATIONS (ENGLISH) 607

**Time allowed: 2 hours**

**Max. Marks: 30**

#### **PART A – Typography**

**I Answer any 10 questions**

**10(1) = 10**

1. What is the difference between a Business Letter and Official Letter?

Ans. Business Letter: A letter written by a businessman for seeking and providing business information is called Business Letter.

Official Letter: A letter written from one State Government to another or Central Govt. or vice versa, public enterprises, statutory authorities, public bodies and members of general public.

2. What do you understand by ‘Complimentary Close’ and ‘Salutation’ in a business letter?

Ans. Complimentary Close: It is a formal respect or regard to the addressee and is written just below the body of the letter. The most common Complimentary Close in India is ‘Yours faithfully’ or ‘Faithfully yours’.

Salutation: It is a form of greetings to the addressee – individual, firm or company. Most commonly, it is represented by ‘Sir’ /‘Dear Sir’ or ‘Madam’.

3. Write the meaning of ‘trs.’ And ‘close up’ in a manuscript.

Ans. ‘trs.’ means to transpose the letters or words as indicated.  
‘close up’ means do not give any space or delete the space given.

4. Why the word ‘stet’ is used as a proof correction sign in drafts?

Ans. Stet is used to ignore the corrections dotted underneath the matter. The dotted matter may be treated as let it stand and do not delete the same.

5. What is E-Commerce?

Ans. E-Commerce is the marketing, promoting, buying & selling of goods electronically, particularly via the Internet.

6. Name any two Antivirus software.

Ans. (a) Norton Anti-Virus  
(b) McAfee

7. What do you mean by Range in Excel?

Ans. Range is a collection of selected cells.

8. Why we use “CC” in an E Mail?

Ans. “CC” stands for “carbon copy. CC is a copy of mail sent to an addressee other than the main addressee. Both the main recipient (whose address is in the "To:" field) and the **CC** recipients can see all the addresses the message was sent to.

9. What is a Search Engine?

Ans. A software application or service used to locate files on an intranet or the Web, generally accessed with browsers.

10. Mention the importance of Slide Sorter View in Power Point.

Ans. It displays the thumbnails of all the slides in a Presentation. It allows to sort, move, add and delete slides easily.

11. What do you understand by the term – Spam?

Ans. Irrelevant or unsolicited messages sent over the internet, typically to a large number of users usually for the purpose of advertising.

12. Write any two points which indicate importance of E Mail.

Ans. (a) Using email in business is cheap - sending an email costs the same regardless of distance and the number of people you send it to.

(b) An email is fast - an email reaches its recipient in minutes.

**II. Answer any 5 questions**

**5(3) = 15**

13. Differentiate between ‘Office Order’ and ‘Office Note’.

Ans. “Office Order” is generally written by the authorities for issuing instructions for internal administration such as transfers, grant of leaves, promotions, annual increments, distribution of work among officers/sections or about any disciplinary action taken against the particular employee. It is also called formal downward communication. The office order is not addressed to the concerned receiver but it is about the person concerned – his or her. Therefore, the third person is used.

“Office Note” is also known as an Inter-departmental note. It is used for obtaining the advice, views and comments of others departments or sections on a proposal for seeking clarifications on existing rules, instructions etc. either by sending the file itself or by sending a self-explanatory note. No salutation or complimentary close is required in Office Note.

14. Write down the full form of following abbreviations used in offices:

- Ans. (a) RTGS: Real Time Gross Settlement (b) GST: Goods and Services Tax  
(c) DD: Demand Draft (d) CV: Curriculum Vitae  
(e) CC: Carbon Copy (f) MoU: Memorandum of Understanding

15. Discuss three differences between Semi block and fully block style of typing letters.

Ans.

Semi-Block Style	Blocked Style
It is the combination of blocked and indented style	It is known as American style of typing the letters
Only the body of the matter is aligned in the left margin.	Every line is aligned flush in the left Margin.
All the other parts of the letter are typed more or less in the same way of Indented Style.	No paragraphs are indented, no heading are centered, and everything starts at the left hand margin.

16. What do you understand by 'Function' in Excel? Also explain SUM and COUNT functions.

Ans. The built-in formulas are called functions. The users have to provide the cell references or addresses only. These are called arguments of the functions that are given between a pair of parentheses ( ).

-SUM() function - Adds all the numbers in a range of cells

The Syntax is

=SUM(number1,number2,.....)

Ex. =SUM (A1:A4) finds the sum of cells A1 through A4

-COUNT() function – Returns the number of cells that contain numbers.

The Syntax is

=COUNT(value1,value2,.....)

Ex. =COUNT(A1:A10)

17. What are the uses of 'Formula' in Excel?

Ans. Formula is used in:

- (a) simple addition, subtraction, multiplication and division,  
(b) complex formula involving a combination of arithmetic operators.

18. Discuss the utility of a PowerPoint Presentation.

Ans. Power Point Presentation is used –  
(a) to create and organize slide shows, speaker notes, and handouts.  
(b) by teachers and trainers to make the lecture presentations.  
(c) in the corporate sector to present project plans and strategies.  
(d) to create animations.  
(e) in creating Digital Portfolio.

19. What is a Computer Virus? How are they transmitted?

Ans. A Computer virus is a small program that which can attach it or infect the other programs as well as replicate itself without the knowledge of the user, like its biological counterpart, and runs against user's wishes.

Computer Virus spread through:

- (a) Email attachments.
- (b) Downloading software from malicious sites.
- (c) Removable media.

### **PART B – Computer Application**

#### **III Answer any 1 question**

**1(5)=5**

20. What is Chart in Excel? What are the different types of Charts in Excel?

Ans. Charts allows to present data entered in the worksheet in a visual format using a variety of graph types. Before making a chart, first enter data into a worksheet.

Column Charts - They compare distinct items. In this chart category axis is horizontal (X-axis) and value axis is vertical (Y-axis). It is important to keep the number of series in a column chart to a minimum. Many series cause the column to become narrow and difficult to analyze. Column charts are used for making comparisons.

Bar Charts - Compare different items or show single items at different intervals. It is similar to column chart except that the chart value axis is horizontal (X-axis) and category axis is vertical (Y-axis).

Area Charts – They show the relative contributions of each value to a total over time.

Line Charts - These charts are useful to compare the trends over time.

Pie Charts - The chart show the proportion of each part value to the total value in a data series. They are used to show proportional sales figures or representation of different categories of population like workers/non-workers, male/female, adults/children, etc.

21. What is the meaning of manuscript? Write down the signs used for ‘adding a new paragraph’. Also explain ‘trans’ and ‘cap’ signs.

Ans. A manuscript is any document in typewritten or hand-written form – it may be books, legal documents, letters, e-mails, articles in magazines, theses, project reports, agenda, minutes, documents, agreements, dissertations and research papers which are corrected before sending to the publisher for its publication. These documents are considered as drafts or rough scripts.

These drafts require many additions, deletions, alterations, and modifications before sending the same to the publisher. The drafts are read again and again and the requisite proof correction signs are put to make corrections in the left or right margin of the document. These symbols are called Proof Correction Signs.

Adding a New Paragraph: NP or // are used for adding a new paragraph.

Trans: Transpose the words or transpose the letters. It is represented by the sign  or given in a jumbled order number.

Caps: Change the alphabets underlined/crossed through the Capital letter.

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