SET – 4

Series : SGN/C

Code No. 197

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 minute 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 : **2** hours* *Maximum Marks : **30***

General Instruction :

*Answer **all** questions.*

Part A –Typography

1. What is a business letter ? **1**

2. State two basic precautions to be taken for typing a corrected draft. **1**

3. What do the following signs represent for correcting a manuscript or draft ? **1**
   (a) trs
   (b) ctr

4. Differentiate between personal and official letters. Explain any two points of difference. **2**

5. State the meaning, purpose and style of writing an Office Memorandum. **2**

6. Why are words abbreviated ? Explain the full form of the following abbreviations : **3**
   (a) E & OE
   (b) UPSC
   (c) OIGS
   (d) Ph. D

Part B – Computer Application

7. What is the purpose of PowerPoint presentation ? **1**

8. Which file format can be added to a PowerPoint show ? **1**

9. What is the extension of a PowerPoint file ? **1**

10. How do you exit from a PowerPoint presentation ? **1**

11. What is the extension of an Excel file ? **1**

12. Is it possible to prevent someone from copying the cell from your worksheet ? **1**

13. How do you insert a row in a Worksheet ? **1**

14. How Formula is used in Excel ? **1**

15. What is a Virus ? **1**

16. How many data formats are available in Excel ? Name some of them. **2**

17. How can you wrap the text within a cell ? **2**

18. Differentiate between COUNT( ) and SUM( ) in Excel. **2**

19. Differentiate between Worm and Trojan. **2**

20. What is E-mail ? How can you attach a file to send through E-mail ? Explain. **3**