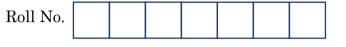SET-4

Series SGN

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 APPLICATION (ENGLISH)

Time allowed : 2 hours   *Maximum Marks : 30*

PART A — Typography

1.   Distinguish between semi-indented and blocked styles of letters.   *1*

2.   What do you mean by standard abbreviations ?   *1*

3.   Give the full form of :   *1*
   (a)   FIR
   (b)   PIL

4. Define a Business letter and differentiate it from a DO letter. *2*

5. Define an Office Memorandum. State its essential parts. *2*

6. Why are proof correction signs used ? Give proof correction signs for the following : *3*

(a) Inserting a comma

(b) Giving a new para

(c) Deleting a word

(d) Giving space between two words

PART B — Computer Application

7. What is the use of Slides in PowerPoint ? *1*

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

9. What is Slide View ? *1*

10. How do you save a PowerPoint presentation ? *1*

11. How do you enter a formula in a worksheet ? *1*

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

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

14. What is the use of formula in Excel ? *1*

15. Name any two popular Anti-Virus Softwares. *1*

16. How can you save and print a worksheet ? Explain. *2*

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

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

19. Write the names of any two Search Engines. *2*

20. What is E-mail ? How can you download an attached file received through E-mail ? Explain. *3*