

Roll No.

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Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **3** 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 **21** 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

1. This question paper contains **21** questions out of which the candidate needs to attempt only **16** questions.
2. Question paper will be divided into **two sections** :

(i) **Section A :**

*Multiple Choice Questions/Fill in the blanks/Direct questions : There are **12** questions of **1** mark each. A candidate needs to attempt any **10** questions.*

*Short answer type questions : There are **7** questions of **3** marks each. A candidate needs to attempt any **5** questions.*

(i) **Section B :**

*Long answer/Essay type questions : There are **2** questions of **5** marks each. Students need to attempt any **1** question.*

SECTION A — Typography

Attempt any 10 questions out of questions no. 1 – 12.

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|-----|---|---|
| 1. | What is an official letter ? | 1 |
| 2. | What word/words is/are used as complimentary close in a business letter ? | 1 |
| 3. | State the use of the signs // and #. | 1 |
| 4. | Distinguish between a manuscript and a corrected draft. | 1 |
| 5. | What is a PPP ? What is its purpose ? | 1 |
| 6. | Explain the meaning of Hyper Link. | 1 |
| 7. | Distinguish between Intranet and Internet. | 1 |
| 8. | Define E-mail and state its advantages. | 1 |
| 9. | What is a slide layout ? | 1 |
| 10. | What is meant by Slide View ? How is it shown on the screen ? | 1 |
| 11. | What is an E-mail Account ? How will you open it ? | 1 |
| 12. | Explain the meaning and use of Clip Art. | 1 |

Attempt any 5 questions out of questions no. 13 – 19.

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|-----|--|---|
| 13. | What is a D.O. ? How is it different from other official letters ? | 3 |
| 14. | Define an Office Memorandum. State its essential parts. | 3 |
| 15. | Illustrate the semi-indented and blocked style types of paragraphs. | 3 |
| 16. | Distinguish between Web Server and Web Client. | 3 |
| 17. | What is a Cell in an Excel Window and what type of data is entered in it ? | 3 |
| 18. | Write Excel formula for counting Average and Sum of total marks obtained by a student in English, Com., Science and Shorthand. | 3 |
| 19. | What is an Electronic Spreadsheet and what is its use ? | 3 |

SECTION B — Computer Applications

*Attempt any **one** question out of the following **two** questions.*

- 20.** State 3 precautions to be taken for the security of your computer. 5
- 21.** Explain the utility of proof correction signs. Give proof correction signs for the following : 5
- (a) Start a new paragraph
 - (b) Delete
 - (c) Type in capital letters
 - (d) Insert full stop
 - (e) Transpose or interchange words
 - (f) Type the deleted word