

Series ONS

SET-4

Code No. 197

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 **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

PART A - Typography

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|----|---|---|
| 1. | Define a Business letter and differentiate it from a D.O. letter. | 1 |
| 2. | Distinguish between semi-indented and blocked style of a letter. | 1 |
| 3. | For what purpose are the signs // and # used in proof corrections ? | 1 |
| 4. | What is meant by an office Memorandum ? State its essential parts. | 2 |
| 5. | Distinguish between a Manuscript and corrected draft. What precautions are taken for typing a corrected draft ? | 2 |
| 6. | What is meant by Standard Abbreviations ? State the full form of
(a) U.N. (b) G.O.I. (c) BBA (d) C.A.G.
(e) MBA (f) ATM | 3 |

PART B - Computer Application

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|-----|---|---|
| 7. | What is a PPP ? What is its purpose ? | 1 |
| 8. | Explain the meaning of Hyper Link. | 1 |
| 9. | Distinguish between Intranet and Internet. | 1 |
| 10. | Define E-mail. Give advantages of using e-mail. | 1 |
| 11. | What is a slide layout ? | 1 |
| 12. | What is meant by Slide View ? How is it shown on the screen ? | 1 |
| 13. | How is E-mail Account created ? | 1 |

14. Explain the meaning and use of Clip Art. 1
15. Write the name of any two popular Search Engines. 1
16. Distinguish between Web Server and Web Clients. 2
17. What is a Cell in an Excel Window ? What type of data is entered in it ? 2
18. Write Excel formula for counting Average and Sum of total marks obtained by a student in English, Science and Shorthand. 2
19. What is an Electronic Spreadsheet ? What is its use ? 2
20. What is an Anti-Virus Software ? Name any one such software. 3

OR

State three precautions to be taken for the security of your Computer.