

SET-4**Series BVM/C****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 **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. (Marks : $1 \times 10 = 10$)*
 - *Short answer type questions : There are **7** questions of **3** marks each. A candidate needs to attempt **any 5** questions. (Marks : $3 \times 5 = 15$)*
 - (ii) **Section B :**
 - *Long answer/Essay type questions : There are **2** questions of **5** marks each. Students need to attempt **any 1** question. (Marks : $1 \times 5 = 5$)*



SECTION A — Typography

Attempt **any ten** questions out of questions no. 1 – 12.

1. What do the signs // and # indicate ? 1
2. Define a DO letter. 1
3. What is meant by blocked style of paragraphing ? 1
4. Distinguish between a Manuscript and Corrected draft. 1
5. Explain the meaning of Hyper Link. 1
6. What is a PPP ? What is its purpose ? 1
7. Define E-mail and state its advantages. 1
8. Distinguish between Intranet and Internet. 1
9. What is meant by Slide View ? How is it shown on the screen ? 1
10. Explain the meaning of a slide layout. 1
11. Explain the meaning and use of Clip Art. 1
12. What is an E-mail Account ? How will you open it ? 1

Attempt **any five** questions out of questions no. 13 – 19.

13. Distinguish between a Business letter and an Official letter. 3
14. Explain the purpose of Office Memorandum. In which style is it written in any Government Department ? State its essential parts. 3
15. Name the different parts of a business letter. 3
16. What is a Cell in an Excel Window and what type of data is entered in it ? 3

17. Distinguish between Web Server and Web Client. 3
18. Write the Excel formula for counting the Sum and Average of total marks obtained by a student in Commerce, English, Science and Computer Applications. 3
19. What is an Electronic Spreadsheet and what are its uses ? 3

SECTION B — Computer Applications

Attempt **any one** question out of questions no. 20 and 21.

20. How does a virus enter a computer ? How do you protect your computer ? Name any four anti-virus devices. 5
21. Give proof correction signs for the following : 5
- (a) Centralise the heading
 - (b) Interchange the words
 - (c) Restore the wrongly deleted words
 - (d) Insert hyphen in between words
 - (e) Insert colon
 - (f) Delete
 - (g) Give new paragraph
 - (h) Type in figures
 - (i) Close-up the space
 - (j) Italicise