SET – 4

Code No. 197

Series : GBM/C

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.

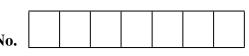
TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH)

Time allowed : 2 hours

Maximum Marks : 30

Part A – Typography

1.	What is fully blocked form of Business letters ?	1
2.	 What proof correction signs are used for the following ? (a) Delete (b) No space between words 	1
3.	What is the difference between a manuscript and a corrected draft ?	1
4.	What is Reference Number ? Why is it given in business and official letters ?	2
5.	Differentiate between Demi-official and other official letters.	2
6.	Write down the full form of the following abbreviations : memo, food, sd., ref., Ltd., assn.	3
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Part B – Computer Application

7.	What is a PowerPoint ?	1
8.	Which menu command is used to delete a slide ?	1
9.	Which button is used for adding a new slide to a presentation ?	1
10.	How many views are available in PowerPoint?	1
11.	What is Excel ?	1
12.	What is a formula in Excel ?	1
13.	What is a Worksheet ?	1
14.	What is a Workbook ?	1
15.	What is E-mail ?	1
16.	What is function ? Which sign is used to write any function in formula ?	2
17.	Write the names of any two anti-virus software.	2
18.	Write the names of any two web browser.	2
19.	How will you do cell alignment in Excel ?	2
20.	Write the steps to create e-mail account on any popular sites.	3