

SET – 4**Series : GBM/1****Code No. 197/1****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***Instructions :** (i) *Answer the following questions from Part A and Part B.*(ii) *Answers of questions with **1** mark should not exceed **25** words.*(iii) *Answers of questions with **2** marks should not exceed **20 to 25** words.*(iv) *Answers of questions with **3** or **4** marks if any should be between **50** and **150** words.*

Part A –Typography

1. To whom is a D.O. letter written ? **1**
2. What is a manuscript ? **1**
3. Write down the full form of the following abbreviations : **1**
 - (a) UPSC
 - (b) UGC

4. What is a circular ? State any three circumstances under which a circular is sent. 2
5. What are the different styles of giving paragraphs in a business letter ? Explain. 2
6. What do the following proof correction signs represent : 3
 - (a) \ \ (b) $\frac{d}{l}$
 - (c) \bigcirc (d) ∞
 - (e) # (f) fig.

Part B – Computer Application

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