

**Series GBM**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 **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. Which words of salutations are used in a D.O. letter ? 1
2. What proof correction signs are used to (a) Start a new paragraph, and (b) Equalise spacing ? 1
3. Write down the full forms of the following abbreviations : 1
  - (a) B.Sc.
  - (b) Govt.

- |    |  |   |
|----|--|---|
| 4. | Name the essential parts of a Business letter.   | 2 |
| 5. | What are official letters ? Name the different types of official letters.                  | 2 |
| 6. | What is a manuscript ? What points should be kept in mind while typewriting a manuscript ? | 3 |

### **PART B — Computer Applications**

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