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SET – 4

Series : ONS/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. Why are proof correction signs used in drafts or manuscripts ? **1**
2. What is a Personal letter and how is it different from a D.O. letter ? **1**
3. Illustrate the difference between an indented and a blocked paragraph. **1**
4. What is meant by an official letter ? State its essential parts. **2**
5. Write full forms of the following abbreviations : **3**
   (a) BCA (b) CMD
   (c) ENT (d) OBC
   (e) MLA (f) PIN
6. Explain the meaning of any four of the following proof correction signs : **2**
   (a) ‿ (b) ctr.
   (c) NP (d) UC
   (e) # (f) d/

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Part B – Computer Applications

7. Define Row and Cell in Excel sheet. **1**

8. What is meant by PPP ? What is its purpose ? **1**

9. Give two uses of Internet. **1**

10. Explain the meaning of Electronic Spreadsheet. **1**

11. What is a Modem ? **1**

12. What is Internet Explorer ? **1**

13. What is sharing of files on computer ? **1**

14. How will you enter text in a Spreadsheet ? **1**

15. What is downloading of Files ? **1**

16. What is a Web search engine ? **2**

17. Write Excel formula for counting Average and Sum of total marks obtained by a student in English, Com., Science and Shorthand. **2**

18. Write four steps for the security or care of your computer. **2**

19. Differentiate between Trojan Horse and Computer Worm. **2**

20. What is E-mail ? Write steps to create an e-mail account. **3**

OR

What is Scanning ? Write steps to use anti-virus software.

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