SAMPLE QUESTION PAPER

TYPOGRAPHY AND COMPUTER APPLICATIONS (ENGLISH) 607

2018-19

Time allowed: 2 hours   **Max. Marks: 30**

PART A – Typography

I	**Answer any 10 questions**	**10(1) = 10**

1. What is the difference between the Business Letter and the Official Letter?   1

2. What is a 'complimentary closure' and 'salutation' in business letter?
    And by which words these are represented.   1

3. Explain the meaning of ';/' and 'trs./' in manuscript.   1

4. Why the word <u>'stet'</u> is used in proof corrections?   1

5. What is E-Commerce?   1

6. Name any two Antivirus.   1

7. What is Range in Excel?   1

8. What is CC in Email?   1

9. What is Search Engine?   1

10. What is Slide Sorter view in Power Point.   1

11. What is Email?   1

12. What is Spam?   1

II	**Answer any 5 questions**	**5(3) = 15**

1. What do you mean by an *'Office Order'* and *'Office Note'*? How does *'Office Order'*
    differ from *'Office Memorandum'*?
    3

2. What is the difference between Semi-block and Fully-blocked Style?   3

3. Write down the full form of the following abbreviations used in offices?

    (i)   RTGS   (ii)   GST   (iii)   DD

| | (iv) | CV | (v) | CC | (vi) | MOU | 3 |

4. What is function in Excel? Explain SUM and COUNT function?   3

5. What are formulas? What are the benefits of using formula in Excel.   3

6. What are the uses of PowerPoint Presentation?   3

7. What is Computer Virus? How are they transmitted?   3

PART B – Computer Application

III   Answer any 1 question   1(5)=5

1. What is Chart? What are the different types of Charts in Excel ?   5

2. What is the meaning of manuscript and write down the signs used for 'adding a new paragraph' and also explain 'Trans' and 'Cap' signs.   5