Roll No.
रोल नं.

Candidates must write the Code on the title page of the answer-book.
परीक्षार्थी कोड को उत्तर-पुस्तिका के मुख-पृष्ठ पर अवश्य लिखें ।

- 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 **18** questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes 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 student will read the question paper only and will not write any answer on the answer script during this period.
- कृपया जाँच कर लें कि इस प्रश्न-पत्र में मुद्रित पृष्ठ 2 हैं ।
- प्रश्न-पत्र में दाहिने हाथ की ओर दिए गए कोड नम्बर को छात्र उत्तर-पुस्तिका के मुख-पृष्ठ पर लिखें ।
- कृपया जाँच कर लें कि इस प्रश्न-पत्र में 18 प्रश्न हैं ।
- **कृपया प्रश्न का उत्तर लिखना शुरू करने से पहले, प्रश्न का क्रमांक अवश्य लिखें ।**
- इस प्रश्न-पत्र को पढ़ने के लिए 15 मिनट का समय दिया गया है । प्रश्न-पत्र का वितरण पूर्वाह्न में 10.15 बजे किया जायेगा । 10.15 बजे से 10.30 बजे तक छात्र केवल प्रश्न-पत्र को पढ़ेंगे और इस अवधि के दौरान वे उत्तर-पुस्तिका पर कोई उत्तर नहीं लिखेंगे ।

TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH)

Elective – II

Time allowed : 3 hours]   *[Maximum marks : 30*

General Instructions :

    Answer all questions in English only.

PART – I
Typography

1. Distinguish between indented and semi-indented styles of letters.   1

2. What do the following proof correction signs represent ?   1
   (a) N.P.
   (b) trs.

3. What precautions are taken for typing a corrected draft ?   2

4.   Write the full forms of the following abbreviations :   2
     (a)   A.G.M.
     (b)   E. & O.E.
     (c)   C.A.G.
     (d)   G.O.I.

5.   What is a D.O. letter ? How does it differ from the other official letters ? Give any
     three differences.   4

PART – II
Computer Applications

6.   Write the cell address, which is in the 6th Row and the 4th column.   1

7.   What is default extension of Excel file ?   1

8.   How will you select rows and columns in Excel Software ?   2

9.   What do you mean by formatting worksheet in Excel ? Explain with four suitable
     examples.   4

10. What is default extension of PowerPoint ?   1

11. How will you select a slide layout ?   1

12. What do you understand by PowerPoint ?   2

13. What is a Search Engine ? How does it work ?   1

14. Differentiate between a Website and a Web Page.   1

15. Illustrate any two services provided by Internet.   1

16. Expand term WWW.   1

17. How will you reply to an e-mail message ? Explain with suitable example. 2

18. Write formula for totalling marks obtained by a student in Maths, Science and
     Computer Application entered in C3, D3, E3.   2