Typography and Computer Applications (English)

2011 March

School Level 12th CBSE

Board Exam

CBSE

Code No. 197

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 **19** 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 students will read the question paper only and will not write any answer on the answer script during this period.

TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH)

allowed : 3 hours   *Maximum Marks : 30*

uctions :

(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 50 words.*

(iv)   *Answers of questions with 3 or 4 marks should be between 50 and 150 words.*

PART A — TYPOGRAPHY

Distinguish between a semi-indented and blocked style of letter.   *1*

What for are the proof correction signs // and # used ?   *1*

Distinguish between a Manuscript and Corrected draft. What precautions are taken for typing a corrected draft ?   *2*

P.T.O.

4. State the full form of (a) U.N.O. (b) A.I.R. (c) B.A. (d) C.A.   *2*

5. What is an official letter ? Explain its essential parts.   *4*

PART B — COMPUTER APPLICATIONS

6. What is an Anti-Virus software?   *1*

7. How will you select the entire Worksheet file or Word file ?   *1*

8. What is an Electronic Spreadsheet and what are its uses ?   *2*

9. What is a Cell in an Excel software and what type of data is entered in it ?   *2*

10. What is a PPT ? What is its purpose ?   *1*

11. What is meant by Slide View ? How is it shown on the screen ?   *2*

12. Distinguish between Intranet and Internet.   *1*

13. What is WWW ? What is its advantage ?   *2*

14. Define E-mail and state its advantages.   *1*

15. Distinguish between Worm and Trojan.   *2*

16. Define e-commerce.   *1*

17. Explain the meaning and use of Clip Art.   *1*

18. Write Excel formula for counting Average and Sum of total marks obtained by a student in English, Computer Science and Shorthand, entered in C2, D2, E2 of Excel Sheet.   *2*

19. Write the name of any popular Search Engine.   *1*