CBSE Class 12 Typography and Computer Application 2011 - Set 197/1

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours **Maximum Marks: 30**

General Instructions

(i) Answer all questions in English only.

Part I – Typography

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

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

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

4. Write the full forms of the following abbreviations :
(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.

Part II – Computer Applications

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

7. What is default extension of Excel file ?

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

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

10. What is default extension of PowerPoint ?

11. How will you select a slide layout ?

12. What do you understand by PowerPoint ?

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

14. Differentiate between a Website and a Web Page.

15. Illustrate any two services provided by Internet.

16. Expand term WWW.

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

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

- End of Question Paper -