# CBSE Class 12 Typography and Computer Application 2011 - Set 197

## Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

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

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

## Part A – Typography

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

2. What for are the proof correction signs // and # used ?

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

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

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

## Part B – Computer Applications

6. What is an Anti-Virus software?

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

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

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

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

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

12. Distinguish between Intranet and Internet.

13. What is WWW ? What is its advantage ?

14. Define E-mail and state its advantages.

15. Distinguish between Worm and Trojan.

16. Define e-commerce.

17. Explain the meaning and use of Clip Art.

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.

19. Write the name of any popular Search Engine.

**- End of Question Paper -**