CBSE Class 12 Typography and Computer Application 2012 - 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. What is a manuscript ?

2. Which words of Salutations are used in official letters ?

3. What is an Office Memorandum ? How does it differ from other official letters ?

4. What do the following signs represent for correcting a draft ?
(a) N.P.
(b) trs
(c) ||
(d) /

5. Explain the different parts of a business letter.

6. Give the full forms of the following abbreviations :
(a) A.G.M.
(b) M.B.A.
(c) C.A.G.
(d) G.O.I.

Part B – Computer Applications

7. Write names of any two popular e-mail service providers.

8. Define Column in Excel. How can cells be inserted and deleted in Excel Sheet ?

9. Define Workbook in Excel. Give example.

10. Define Special tools of Excel. Give any two examples.

11. What is e-Business ?

12. Explain a slide layout.

13. Explain the purpose of PowerPoint. Give two applications.

14. Define a Search Engine and explain its use.

15. Differentiate between a Website and a Web Page.

16. What is Internet ? Illustrate the services provided by it.

17. Define www.

18. How will you reply to an e-mail message ?

19. What is computer virus ?

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

- End of Question Paper -