CBSE Class 12 Typography and Computer Application 2013 - 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 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. Define a Business letter and differentiate it from a D.O. letter.

2. Distinguish between semi-indented and blocked style of letters.

3. What for are the signs // and # used ?

4. What is meant by an Office Memorandum ? State its essential parts.

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

6. What is meant by Standard Abbreviations ? State the full forms of
(a) U.N.
(b) G.O.I.
(c) B.B.A.
(d) C.A.G.

Part B – Computer Applications

7. What is a PPP ? What is its purpose ?

8. Explain the meaning of Hyper Link.

9. Distinguish between Intranet and Internet.

10. State advantages of email.

11. What is a Slide Layout ?

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

13. How can one create email account ?

14. Explain the meaning and use of Clip Art.

15. Write the names of any two popular Search Engines.

16. Distinguish between Web Server and Web Clients.

17. What is a Cell in an Excel ? What type of data is entered in Cell ?

18. Write Excel Formula for counting Average and Sum of total marks obtained by a student in English, Com., Science and Shorthand.

19. What is an Electronic Spreadsheet and what is its use ?

20. Define Computer Virus. Explain in brief various classification of virus.

- End of Question Paper -