CBSE Class 12 Typography and Computer Application 2016 - Set 197

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 2 Hours **Maximum Marks: 30**

General Instructions

(i) Please check that this question paper contains 20 questions.

(ii) Please write down the Serial Number of the question before attempting it.

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 a letter.

3. For what purpose are the signs // and # used in proof corrections ?

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 form of
(a) U.N. (b) G.O.I. (c) BBA (d) C.A.G.
(e) MBA (f) ATM

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. Define E-mail. Give advantages of using e-mail.

11. What is a slide layout ?

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

13. How is E-mail Account created ?

14. Explain the meaning and use of Clip Art.

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

16. Distinguish between Web Server and Web Clients.

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

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

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

20. What is an Anti-Virus Software ? Name any one such software.

OR

20. State three precautions to be taken for the security of your Computer.

- End of Question Paper -