CBSE Class 12 Typography and Computer Application 2016 - Set 197/1

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 2 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 25 words.
(iv) Answers of questions with 3 or 4 marks if any should be between 50 and 150 words.

Part A – Typography

1. Why are proof correction signs used in drafts or manuscripts ?

2. What is a Personal letter and how is it different from a D.O. letter ?

3. Illustrate the difference between an indented and a blocked paragraph.

4. What is meant by an official letter ? State its essential parts.

5. Write full forms of the following abbreviations :
(a) BCA (b) CMD
(c) ENT (d) OBC
(e) MLA (f) PIN

6. Explain the meaning of any four of the following proof correction signs :

(a)	⁀	(b)	ctr.
(c)	NP	(d)	UC
(e)	#	(f)	d/

Part B – Computer Applications

7. Define Row and Cell in Excel sheet.

8. What is meant by PPP ? What is its purpose ?

9. Give two uses of Internet.

10. Explain the meaning of Electronic Spreadsheet.

11. What is a Modem ?

12. What is Internet Explorer ?

13. What is sharing of files on computer ?

14. How will you enter text in a Spreadsheet ?

15. What is downloading of Files ?

16. What is a Web search engine ?

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

18. Write four steps for the security or care of your computer.

19. Differentiate between Trojan Horse and Computer Worm.

20. What is E-mail ? Write steps to create an e-mail account.

OR

20. What is Scanning ? Write steps to use anti-virus software.

- End of Question Paper -