

CBSE Class 12 Typography and Computer Application 2017 - Set 197 - Compartment



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. What is fully blocked form of Business letters ?

2. What proof correction signs are used for the following ?

(a) Delete

(b) No space between words

3. What is the difference between a manuscript and a corrected draft ?

4. What is Reference Number ? Why is it given in business and official letters ?

5. Differentiate between Demi-official and other official letters.

6. Write down the full form of the following abbreviations :
memo, food, sd., ref., Ltd., assn.

Part B – Computer Applications

7. What is a PowerPoint ?

8. Which menu command is used to delete a slide ?

9. Which button is used for adding a new slide to a presentation ?

10. How many views are available in PowerPoint ?

11. What is Excel ?

12. What is a formula in Excel ?

13. What is a Worksheet ?

14. What is a Workbook ?

15. What is E-mail ?

16. What is function ? Which sign is used to write any function in formula ?

17. Write the names of any two anti-virus software.

18. Write the names of any two web browser.

19. How will you do cell alignment in Excel ?

20. Write the steps to create e-mail account on any popular sites.

- End of Question Paper -