CBSE Class 12 Typography and Computer Application 2018 - Set 197 - Compartment

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

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

General Instructions

(i) Answer all questions.

Part A – Typography

1. What is a business letter ?

2. State two basic precautions to be taken for typing a corrected draft.

3. What do the following signs represent for correcting a manuscript or draft ?
(a) trs
(b) ctr

4. Differentiate between personal and official letters. Explain any two points of difference.

5. State the meaning, purpose and style of writing an Office Memorandum.

6. Why are words abbreviated ? Explain the full form of the following abbreviations :
(a) E & OE
(b) UPSC
(c) OIGS
(d) Ph. D

Part B – Computer Application

7. What is the purpose of PowerPoint presentation ?

8. Which file format can be added to a PowerPoint show ?

9. What is the extension of a PowerPoint file ?

10. How do you exit from a PowerPoint presentation ?

11. What is the extension of an Excel file ?

12. Is it possible to prevent someone from copying the cell from your worksheet ?

13. How do you insert a row in a Worksheet ?

14. How Formula is used in Excel ?

15. What is a Virus ?

16. How many data formats are available in Excel ? Name some of them.

17. How can you wrap the text within a cell ?

18. Differentiate between COUNT( ) and SUM( ) in Excel.

19. Differentiate between Worm and Trojan.

20. What is E-mail ? How can you attach a file to send through E-mail ? Explain.

- End of Question Paper -