CBSE Class 12 Typography and Computer Application 2018 - 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. Distinguish between semi-indented and blocked styles of letters.

2. What do you mean by standard abbreviations ?

3. Give the full form of :
(a) FIR
(b) PIL

4. Define a Business letter and differentiate it from a DO letter.

5. Define an Office Memorandum. State its essential parts.

6. Why are proof correction signs used ? Give proof correction signs for the following :
(a) Inserting a comma
(b) Giving a new para
(c) Deleting a word
(d) Giving space between two words

Part B – Computer Applications

7. What is the use of Slides in PowerPoint ?

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

9. What is Slide View ?

10. How do you save a PowerPoint presentation ?

11. How do you enter a formula in a worksheet ?

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

13. What is the extension of an Excel file ?

14. What is the use of formula in Excel ?

15. Name any two popular Anti-Virus Softwares.

16. How can you save and print a worksheet ? Explain.

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

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

19. Write the names of any two Search Engines.

20. What is E-mail ? How can you download an attached file received through E-mail ? Explain.

- End of Question Paper -