

CBSE Class 12 Typography and Computer Application 2019 - Set 197



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 2 Hours

Maximum Marks: 30

General Instructions

- (i) This question paper contains 21 questions, out of which the candidate needs to attempt only 16 questions.
- (ii) The question paper is divided into two sections.
- (iii) Section A: Questions 1–12 carry 1 mark each; attempt any ten. Questions 13–19 are short answer type questions carrying 3 marks each; attempt any five.
- (iv) Section B: Questions 20 and 21 are long answer/essay type questions carrying 5 marks each; attempt any one.

Section A

Attempt any 10 questions out of questions no. 1 – 12.

1. What is an official letter ?
2. What word/words is/are used as complimentary close in a business letter ?
3. State the use of the signs // and #.
4. Distinguish between a manuscript and a corrected draft.
5. What is a PPP ? What is its purpose ?
6. Explain the meaning of Hyper Link.
7. Distinguish between Intranet and Internet.
8. Define E-mail and state its advantages.
9. What is a slide layout ?
10. What is meant by Slide View ? How is it shown on the screen ?
11. What is an E-mail Account ? How will you open it ?

12. Explain the meaning and use of Clip Art.

Attempt any 5 questions out of questions no. 13 – 19.

13. What is a D.O. ? How is it different from other official letters ?
14. Define an Office Memorandum. State its essential parts.
15. Illustrate the semi-indented and blocked style types of paragraphs.
16. Distinguish between Web Server and Web Client.
17. What is a Cell in an Excel Window and 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, Com., Science and Shorthand.
19. What is an Electronic Spreadsheet and what is its use ?

Section B

Attempt any one question out of the following two questions.

20. State 3 precautions to be taken for the security of your computer.

21. Explain the utility of proof correction signs. Give proof correction signs for the following :

- (a) Start a new paragraph
 - (b) Delete
 - (c) Type in capital letters
 - (d) Insert full stop
 - (e) Transpose or interchange words
 - (f) Type the deleted word
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- End of Question Paper -