

CBSE Class 12 Typography and Computer Application 2019 - Set 197 - Compartment



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 ten questions out of questions no. 1 – 12.

1. What do the signs // and # indicate ?
2. Define a DO letter.
3. What is meant by blocked style of paragraphing ?
4. Distinguish between a Manuscript and Corrected draft.
5. Explain the meaning of Hyper Link.
6. What is a PPP ? What is its purpose ?
7. Define E-mail and state its advantages.
8. Distinguish between Intranet and Internet.
9. What is meant by Slide View ? How is it shown on the screen ?
10. Explain the meaning of a slide layout.
11. Explain the meaning and use of Clip Art.

12. What is an E-mail Account ? How will you open it ?

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

13. Distinguish between a Business letter and an Official letter.
14. Explain the purpose of Office Memorandum. In which style is it written in any Government Department ? State its essential parts.
15. Name the different parts of a business letter.
16. What is a Cell in an Excel Window and what type of data is entered in it ?
17. Distinguish between Web Server and Web Client.
18. Write the Excel formula for counting the Sum and Average of total marks obtained by a student in Commerce, English, Science and Computer Applications.
19. What is an Electronic Spreadsheet and what are its uses ?

Section B

Attempt any one question out of questions no. 20 and 21.

20. How does a virus enter a computer ? How do you protect your computer ? Name any four anti-virus devices.

21. Give proof correction signs for the following :

- (a) Centralise the heading
 - (b) Interchange the words
 - (c) Restore the wrongly deleted words
 - (d) Insert hyphen in between words
 - (e) Insert colon
 - (f) Delete
 - (g) Give new paragraph
 - (h) Type in figures
 - (i) Close-up the space
 - (j) Italicise
-

- End of Question Paper -