

SAMPLE QUESTION PAPER

TYPOGRAPHY AND COMPUTER APPLICATIONS (ENGLISH) 607

2018-19

Time allowed: 2 hours

Max. Marks: 30

PART A – Typography

- I Answer any 10 questions 10(1) = 10**
1. What is the difference between the Business Letter and the Official Letter? 1
 2. What is a ‘complimentary closure’ and ‘salutation’ in business letter? And by which words these are represented. 1
 3. Explain the meaning of ‘;/’ and ‘trs./’ in manuscript. 1
 4. Why the word ‘stet’ is used in proof corrections? 1
 5. What is E-Commerce? 1
 6. Name any two Antivirus. 1
 7. What is Range in Excel? 1
 8. What is CC in Email? 1
 9. What is Search Engine? 1
 10. What is Slide Sorter view in Power Point. 1
 11. What is Email? 1
 12. What is Spam? 1
- II Answer any 5 questions 5(3) = 15**
1. What do you mean by an ‘Office Order’ and ‘Office Note’? How does ‘Office Order’ differ from ‘Office Memorandum’?
3
 2. What is the difference between Semi-block and Fully-blocked Style? 3
 3. Write down the full form of the following abbreviations used in offices?
(i) RTGS (ii) GST (iii) DD

	(iv) CV	(v) CC	(vi) MOU	3
4.	What is function in Excel? Explain SUM and COUNT function?			3
5.	What are formulas? What are the benefits of using formula in Excel.			3
6.	What are the uses of PowerPoint Presentation?			3
7.	What is Computer Virus? How are they transmitted?			3

PART B – Computer Application

III Answer any 1 question **1(5)=5**

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| 1. | What is Chart? What are the different types of Charts in Excel ? | 5 |
| 2. | What is the meaning of manuscript and write down the signs used for ‘adding a new paragraph’ and also explain ‘Trans’ and ‘Cap’ signs. | 5 |

