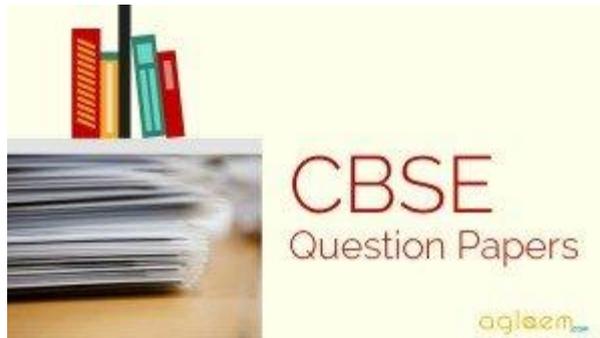


Central Board of Secondary Education

Question Papers 2014

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Series : OSR/1

Code No. 197/1

Roll No.

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Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains 2 printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains 20 questions.
- **Please write down the Serial Number of the question before attempting it.**
- 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the students will read the question paper only and will not write any answer on the answer-book during this period.

TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH)

Time allowed : 3 hours]

[Maximum Marks : 30

- Instructions :** (i) Answer the following questions from Part A and Part B.
(ii) Answers of questions with 1 mark should not exceed 25 words.
(iii) Answers of questions with 2 marks should not exceed 20 to 25 words.
(iv) Answers of questions with 3 or 4 marks if any should be between 50 and 150 words.

Part A –Typography

1. Define a business letter and state what words of Salutation are used in writing business letters. 1
2. Which words of Salutation are used in official letters ? 1
3. State 4 points of writing an Office Memorandum. 2
4. What do the following signs represent for correcting a draft ? 2
(a) N.P. (b) trs
(c) || (d) /
5. What precautions are taken for typing a corrected draft ? State 4 points. 2
6. Explain the full form of the following abbreviations : 2
(a) A.G.M. (b) D.I.G.P.
(c) C.A.G. (d) G.O.I.

Part B – Computer Applications

- | | | |
|-----|--|---|
| 7. | What is a Custom List ? | 1 |
| 8. | What is the default alignment of a numeric value in a cell of a spreadsheet ? | 1 |
| 9. | How will you select a row in a worksheet ? | 2 |
| 10. | What is Excel window ? What are its components and their functions. | 2 |
| 11. | What is default extension of a Power Point Presentation file ? | 1 |
| 12. | How is a slide related to a presentation ? | 1 |
| 13. | What is Power Point Presentation ? | 2 |
| 14. | What is a Search Engine ? How does it work ? | 1 |
| 15. | Differentiate between a Website and a Web Page. | 2 |
| 16. | Name any 4 services provided by Internet. | 2 |
| 17. | What is WWW ? | 1 |
| 18. | How one can reply to an e-mail message ? | 1 |
| 19. | Can a virus travel through e-mail attachments ? | 1 |
| 20. | Write the Formula for finding the sum of Marks obtained by a student in Maths, Science and Computer Application entered in cells C3, D3, E3. The sum is to be stored in cell F3. | 2 |
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