This Question Paper consists of **16** questions and **3** printed pages.

Roll No. | | | | | | | | | | | | | **Code No.** **64/VOC/O**

Set - A

E-TYPEWRITING (ENGLISH)

(Theory)

(384 / 484)

Day and Date of Examination _____

Signature of Invigilators 1. _____

2. _____

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.

2. Please check the Question Paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.

3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.

4. Write your Question Paper Code No. **64/VOC/O**, Set **A** on the answer-book.

E-TYPEWRITING (ENGLISH)

(Theory)

(384 / 484)

Time allowed : ***1 $\frac{1}{2}$*** *Hours]* *[Maximum Marks :* ***30***

Note : *(i)* *This question paper has* ***16*** *questions in all.* ***All*** *questions are* ***compulsory****.*

(ii) *Questions no.* ***1*** *to* ***6*** *are Very Short Answer type and their answers should not exceed 10 words each.*

(iii) *Questions no.* ***7*** *to* ***14*** *are Short Answer type and their answers should not exceed 50 words each.*

(iv) *Questions no.* ***15*** *to* ***16*** *are Long Answer type and their answers should not exceed 150 words each.*

(v) *Marks of each question are indicated on the right-hand side.*

1. Write any two malware threats to computers. *1*

2. In which year was QWERTY keyboard developed ? *1*

3. How many spaces are left in the first line of each paragraph in the Indented Style of typewriting a Business letter ? *1*

4. How many Cells are there in a Spreadsheet ? *1*

5. Enlist the 'Views' in which PowerPoint presentation can be viewed. *1*

6. What do the following Proof Correction Signs mean ? *1*

(a) /-/

(b) Trs.

7. Enlist the advantages of Computers. *2*

8. Define Keyboard. Enlist its advantages. *2*

9. How are the Font Styles changed ? *2*

10. What do you understand by Minutes of Meeting ? *2*

11. What is meant by Pie Charts in Spreadsheets ? *2*

12. Explain Animation in PowerPoint. *2*

13. Write any two hints to be kept in view while typewriting a fair document. *2*

14. Describe Uniform Resource Locator. *2*

15. Explain the functions of the following Keys of the Keyboard : *4*

(a) Delete Key

(b) Enter Key

(c) Arrow Keys

(d) Backspace Key

16. Define Sight Method of Typewriting. Also write its advantages and disadvantages. *4*

OR

Mr. Aditya Rai has typed 1950 strokes in his speed test in 10 minutes time and has committed 7 mistakes. Calculate his Running and Net Speed in Typewriting.