

Q.29 Write the mistake penalized while calculation of speed.

Q.30 What are the rules for breading of words at the line ends?

Q.31 Explain the process of bold, italic and underline typing.

### SECTION-D

**Note:**Long answer type questions. Attempt any three questions out of four questions. (3x10=30)

Q.32 Write a detailed note on scope of job opportunities in typewriting skill.

Q.33 Explain the finger position on keyboard.

Q.34 Write a note on the printing matter either in Horizontal or Vertical.

Q.35 Write a detailed note Method of typing.

(40)

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No. of Printed Pages : 4  
Roll No. ....

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**1st Sem. / OMCA**

**Subject : Data Processing (English)**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

**Note:**Objective type questions. All questions are compulsory (10x1=10)

Q.1 Material required for type writing.

Q.2 Single line spacing.

Q.3 \_\_\_\_\_ space before and after dash.

Q.4 \_\_\_\_\_ spaces after a colon and semi colon.

Q.5 How many methods of typewriting?

Q.6 The good display of a typed matter depends on it \_\_\_\_\_ setting.

Q.7 The keyboard learning process starts from the \_\_\_\_\_ row of the keyboard.

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- Q.8 Touch means the operation of the typewriter without \_\_\_\_\_ at the keyboard.
- Q.9 In penalty for mistake any irregularity in line \_\_\_\_\_ is an error.
- Q.10 Explain indented paragraph.

### SECTION-B

**Note:**Very short answer type questions. Attempt any ten questions out of eleven questions.(10x2=20)

- Q.11 Meaning of Proof Correction Signs.
- Q.12 Explain “Stet” in reference of manuscript.
- Q.13 Explain Mail Merge.
- Q.14 What is a print preview.
- Q.15 Define Portrait.
- Q.16 How do you change paragraph setting.
- Q.17 How do you set page numbering?
- Q.18 What do you know about font.

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- Q.19 What is the meaning of writing line?
- Q.20 Which are the methods of centring?
- Q.21 What do you know about Home Keys.

### SECTION-C

**Note:**Short answer type questions. Attempt any eight questions out of ten questions. (8x5=40)

- Q.22 Explain the sitting posture on the typewriter.
- Q.23 Write a note on Margin Spacing.
- Q.24 Explain the conditions in which no space is left after the punctuation signs.
- Q.25 Describe the process of learning the second row (Home row).
- Q.26 Write the disadvantages of Sight Method in typewriting.
- Q.27 Define method of Syllabification.
- Q.28 What do you know about taking prints?

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