

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

Q.3 Explain importance of learning typewriting skill and scope of job opportunities.

Q.4 Write note on :

- i) key board ii) Home keys
- iii) Shift key iv) Headers Footers

Q.5 What do you mean by manuscripts and explain some proof correction sign.

Q.6 Explain change of spacing between line and paragraph setting.

Q.7 Explain with example 'Style of Font' and their usage.

No. of Printed Pages : 4

Roll No.

123014

1st Sem. / OMCA

Subject : Data Processing (English)

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) Define key board.
 - b) Two importance of typewriting.
 - c) Define punctuation.
 - d) Shift key.
 - e) Margins.
 - f) Enter key.
 - g) Manuscripts.
 - h) Define home keys.

- i) Centering heading.
- j) Margin stops.
- k) Tabular statement.
- l) Tab setting.
- m) Accuracy skill.
- n) Type writing skills.
- o) Sitting postures.
- p) Stencils cutting.
- q) Importance of typewriting.
- r) Position of fingers.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2 i) Define calculation of space.
- ii) Explain left margin setting.

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- iii) Space after punctuation signs.
- iv) Define word distribution.
- v) Fixing and releasing margin stops.
- vi) Explain change of spacing between line.
- vii) Paragraph settings.
- viii) Explain bold under line and italic typing.
- ix) Define left side margin setting.
- x) Printing matter in horizontal form.
- xi) Draw a diagram of a keyboard.
- xii) Explain Enter key and space bar key.
- xiii) Explain syllabification.
- xiv) Explain envelope addressing.
- xv) Define job opportunities.

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