

Practice Paper (March -2024) (3) Step by Step Marking Scheme.

1. Answer Key of Multiple choice questions.

1 x 15 = 15

- i) B- stationary
- ii) B- Postal
- iii) C- Erase Drawing
- iv) A- Calendar
- v) D- Four
- vi) B- inside

2. Answer Key of Fill in the blanks :

- i) Telephone Directory
- ii) Money
- iii) Brain
- iv) Central Process Unit
- v) Random Access Memory
- vi) Store Keeper.

3. Answer Key of Fill in the blanks :

- i) Secretary
- ii) Charles Babbage
- iii) None

Note :- Very Short Answer Type Questions Answer key 2 x 6 = 12

4. Telephone directory :- Telephone directory is also known as telephone book or phonebook. It contains the information of different telephone

numbers with name and address.

5. CCTV – Closed Circuit Television is a TV system in which signals are not publically distributed but are monitored for security purpose.

6. Paint Brush is used to draw any picture or other feature. This picture can print or set as a background in the computer. Windows contains a fairly useful graphics program called Paint.

7. Calculator :- The User use the simple calculator to perform simple calculations as addition subtraction, multiply, or divide. The result is displayed in the result window.

8. Consonants are the result of audible friction or stopping of breath in some part of mouth or throat. There are 26 consonants in Pitman shorthand. These are divided into six classes.

9. Intervening vowel:- When two or more strokes are joined & any 3rd place vowel come between them, it is placed at the third place of previous stroke.

Note :- Short Answer Type Questions Answer key 3 x 6 = 18

10. There are many kinds of post office services such as (A) Book post:- Under this system printed material such as invitation cards, greeting cards etc. may be sent at reduced rate -1

(B) Certificate of posting:- Many person wish to have a proof of posting of any article. Under this service proof is given to the person. -1

(C) Registration:- Under this service postal articles are sent safely. Letter cards, post cards and documents can be sent under this service. After registration the sender receives a receipt -1

11. The Stenographer is a person who has to do routine office work. He writes letters, reports etc.

Duties:- a) Taking down dictations and transcribing them on computer -1

b) Exchange and communication of letters, message and orders. -1

c) Typing letters & receiving telephone calls and communication messages to the concerned person. -1

12. a) Cut :- It is used to cut or delete any letter, word or paragraph. -1

b) Copy :- It is used to copy any matter. It is also 1st step of Paste command. -1

c) Paste :- We can paste the cut/copy matter at the cursor position in the document. -1

13. MS- Word is the widely used word processing package developed by a company named Microsoft. -1

MS-Word is a window based application software. MS Word is a software package that can process the word -1

you can create a document, edit it, modify it and save it. -1

14. Stroke H is used in both forms means Upward and Downward in English Shorthand. The upward form of 'H' is used in the great majority of cases. e.g.

Hang..... Hung..... -1

The downward form of 'H' is used when it is standing alone. e.g.

Hay He -1

The downward form of 'H' is used when it is followed by K and G. e.g.

Hake Haig Hockey -1

15. When two or more words is written together without lifting the pen is called a phraseography. - 1

The obtained outline is called phraseogram. -1

A good phraseogram has the following 3 qualities such as Facility, Lineality & Legibility. -1

Note :- Long Answer Type Questions Answer key 5 x 3 = 15

16. Personal Secretary :- A person employed by an individual or an office to assist with correspondence, make appointments and carry out administrative tasks. A person, usually an official, who is incharge of the records, correspondence, minutes of the meetings and related affairs of an organization. -1

Functions / duties:- The role of the Secretary is to support the chair/Boss in ensuring the smooth functioning of the management committee. In summary the secretary is responsible for:-

1. Ensuring meetings are effectively organized and minutes. -1
2. Maintaining effective records and administration. -1
3. Upholding the legal requirements of governing documents. -1
4. Communication and correspondence. -1

17. Computer :- A computer system is an electronic device which stores and processes raw information to give useful information in a particular order. It can also be defined as an electronic machine , designed to accept data and instructions, process the data according to the instructions to produce desired results. -1

1 Input Unit:- Data and instructions plays a important role in the working of computer. Without data and instructions no computation can take place. Hence, data and instruction must be entered into computer. This task is performed by the input unit. There are so many devices which are used as input unit – (a) Keyboard (b) Mouse (c) Punched card (d) Light pen (e) Joystick (f) Scanner (g) Disk Drive. -1

2. Central Processing Unit (CPU):- Central processing unit (CPU) is the main component or 'Brain' of a computer which performs all the processing of

input data. In a computer system, all major calculations and comparisons are made inside the CPU . It has three components. (i) Arithmetic and logic unit (ALU), (ii) Control Unit (CU) -1

3. Memory Unit :- MU is that component of a computer system, which is used to store data, instruction, information before, during and after the processing by ALU. The memory of computers is classified into two types.

(a) Primary memory:- It is also known as main memory It is used for the storage of program instructions, data, result related to current executing program. RAM and ROM are primary memory. (b) Secondary memory:- It is used for the storage of program instructions, data, information of the task on which the computer system is not currently working . HARD DISK DRIVE is an example of secondary memory. -1

4. Output Unit:- It supplies the information obtained from data processing to the user . It converts the result into human acceptable form. There are so many devices which are used as output unit for the computer such as (a) Monitor/ visual display unit (VDU) (b) printers (c) Plotters (d) Speakers -1

18. Circle S or Z :- Stroke S or Z can be written by a small circle. A small circle which is used for the light sound of 'S' may be written initially . -1

The initial small circle is written with left motion if added to all the straight strokes. -1

inside the curve strokes. Vowels coming after S or Z are put in before side of the next consonant. -1

If circle S or Z comes between two straight strokes which are making an angle, the circle is written outside the angle . -1

If S or Z circle comes between two curve strokes, the circle is written inside the first curve. -1

19. Stationery :- The material used in offices for doing clerical work is called stationary. It may include items such as paper sheets, stencils, carbon papers, envelopes, office forms, pens, pencils, stamp pads etc. These are essential items for the smooth working of an office . -1

Office stationery has great importance for any office . As a person can not see without his eyes so that office also can not do its work without stationery. As if a clerk want to write a letter , if he has not paper and pen, he can not write that letter. Stationery should be superior in quality because all office work depends on it . Various types of stationery items are used in the office. A few of them are explained below. -1

1 Ordinary sheets:- These are used for typing letters, reports etc. These are various sizes, but the standard sizes which are commonly used are as under:- Letter size A4 Size Legal size. -1

2 Letter heads:- The sheets of paper, on the top of which name , address and other business particulars of an office are printed are called letter heads. These are used for writing business letters. -1

3 Demi-official (D.O.) papers:- These are used when a government officer has to write a letter to another officer. -1

20. Insert Table :- MS-Word offers a number of facilities to its users. Few of them are following:- i) Creation of a new document. ii) Saving the document iii) Printing a document. -1

iv) Editing a document. v) Insertion of a line, character, word or paragraph in document vi) Deletion / Move / copy / cut / paste a row, character, word, paragraph and image. -1

vii) Adjust the left, right, top, bottom margin of a document Change the text font and style viii) Spell check -1

To insert table in document first click on 'Table' menu then click on 'insert' then click on 'Table', Insert table dialog box appears, in insert table dialog box select table size (No. of columns and rows), then click on ok Button. -1

A table with specified no. of columns and rows will insert in document. For example:- (Table With 5 columns and 7 rows) Column1, Column2, Column 3, Column 4, Column 5 Vertical lines in a table are called columns and horizontal lines are called Rows. -1