

## Practice Paper (March -2024) (1)

### Step by Step Marking Scheme.

#### 1. Answer Key of Multiple choice questions.

**1 x 15 = 15**

- i. a) Store keeper
- ii. c) Chairman
- iii. c) Storage
- iv. b) Ctrl B
- v. d) 12
- vi. a) Initial

#### 2. Answer Key of Fill in the blanks :

- i. Agenda
- ii. Post Office Guide Book
- iii. MS Word
- iv. Cut
- v. Lifting Pen
- vi. Uniform

#### 3. Answer Key of Full Form

- i. Closed Circuit Tele Vision
- ii. Micro Soft Disk Operating System
- iii. 1/6 of an inch.

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

4. All the items used for office routine work are called Office Stationery such as paper, pen, pencil, pin, tags, file cover etc.

5. By Agenda we mean 'things to be done'. The word Agenda denotes the program or list of the item of the business to be transacted at the meeting.

6. Calendar is used to know the date of any year. By this we can check any date.

7. Font means any letter print in a different style of any language.

8. A diphthong is union of two vowel sounds in one syllable.

9. The consonant S and Z are represented by a small circle. Initially the small circle represents the sound of S only, medially and finally it represents the sound of S or Z.

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

10. Meeting may be defined as gathering, assembling or coming together of two or more persons. - 1

Meeting is the most important part of human activity. There is always a meeting between persons, groups, friends etc. for certain purpose. - 1

It is noticed that persons should talk on the topic in the meeting - 1

11. It is a book of instructions related to Post office activities. -1

It contains various types of information and instructions such as rate of Post card, inland letter and envelopes etc. -1

It also helps us to know about the overseas letters which are sent by air or by sea to another countries. The post office guide is published by Post & Telegraph Department. -1

12. 3 Options of File Menu such as :-

1. Save :- It is used to save the matter of any document by a file name -1

2. Open :- It is used to Open any created file from the memory of the computer. -1

3. Close :- It is used to close the file in which currently working. -1

13. After start MS Word, we can create any file in which we can write any matter. -1

Save it in the memory of computer. -1

After create any file we can open & edit matter. -1

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

The obtained outline is called phraseogram. -1

The following are 3 qualities of a good phraseogram such as Facility, Lineality & Legibility. -1

15. The consonant R is provided with two different forms i.e. upward and downward. The use of upward and downward form of R is as under: -

Downward 'R' : - The downward R is used in the following cases:

a) Initial R is written downward when it is preceded by a vowel sound.

e. g. Arab ..... Oar ..... - 1

b) Final R is written downward, when it is not followed by a vowel sound.

e.g. Par ..... Bar ..... - 1

c) R is always written downward before the stroke M . e.g.

Room ..... Roam ..... - 1

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

16. The term secretary is derived from a Latin word "Secretarius" which means a confidential person. -1

The secretary is a person who has to do written works. He writes letters, reports, statement, proceeding and minutes of the meetings. -1

Qualities:- Impressive Personality:- The secretary should possess the qualities of a leader. He should be kind hearted. He should be intelligent and honest. -1

Good General Education:- The secretary should be a well educated person. He should have good general knowledge. -1

Legal Knowledge:-The secretary must be an expert of company law, labour law, Income tax law and Banking law. -1

17. Format menu of MS Word :- There are many options of Format menu such as :-

A. Font :- It is used to change the style of the letters. -1

B. Font Size :- It this we can change the size of the font as reduce 6 and large up to 72. -1

C. Alignment : – We can set the matter in the Left, Center, Right and Justified in the alignment. -1

D. Bullets : – The user can set any type of Bullets before start any line/paragraph. -1

E. Borders : - The different types of borders available in the this option. -1

18 Loop :- A small loop just like the shape of an egg added to the half length of the stroke is called loop, represents the sound of ST, SD or ZD.

Use of Loop ST:- Like the circle S, the initial ST loop is read first and final loop is always read last.

e. g. steam \_\_\_\_\_ stone \_\_\_\_\_ past \_\_\_\_\_ -1

Like the circle S the ST loop is written with the left motion to all straight strokes and inside the curve strokes. e.g.

missed \_\_\_\_\_ steam \_\_\_\_\_ post \_\_\_\_\_ stop \_\_\_\_\_ -1

Loop STR:- A large loop extending two third of the length of the stroke is called STR loop. The STR loop is never written in the beginning of an outline. -1

Like the circle S and loop ST, the STR loop is written with the left motion to straight strokes and inside the curve strokes. e.g.

pass \_\_\_\_\_ past \_\_\_\_\_ paster \_\_\_\_\_

Fast \_\_\_\_\_ faster \_\_\_\_\_ - 1

The STR loop may be used medially also. e.g.

Masterpiece \_\_\_\_\_ . -1

19. Railway Time Table is a book of various travel information. This book helps us to know about the arrival and departure of trains at a station. -1

We come to know about the distance and fare of various stations. The distance noted in this book is only approximately. It gives passenger an idea of the journey and fare. -1

It also shows the fare of different classes of the different trains. This book is very useful for those people who always travel in the train. -1

Specimen of Railway Time Table Book is given below:- -2

Sr.No.	Name and Number of Train	From	To	Arrival Time	Departure Time
1	Punjab Mail 22510	Delhi	Amritsar	6:40	6:42
2	Pooja Express 28605	Delhi	Jammu	10:50	10:55
3	Malwa Express 10127	New Delhi	Mumbai	18:40	18:45

E. Find/Replace : - By this we can find any word in the document & we can also replace it with a new word by your choice. -1

20. Edit menu of MS Word :- There are many options of Edit menu e.g.

- 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
- D. Select All : - If we can apply any command on whole matter then make the block by this command. -1