Practice Paper (March -2024) (4)

Step by Step Marking Scheme.

1. Answer Key of Multiple choice questions.　　　　　*1 x 15 =15*

i)　　　C - 2

ii)　　　A – Alphabetical Order

iii)　　　B - Output

iv)　　　C – Ctrl U

v)　　　C - 4

vi)　　　D - Vowel

2. Answer Key of Full form of words :

i)　　　Personal Assistant

ii)　　　Value Payable Post

iii)　　　Optical Mark Recognition

iv)　　　Arithmetic Logic Unit

v)　　　Micro Soft Disk Operating System

vi)　　　Ctrl B

3. Answer Key of Fill in the blanks :

i)　　　6

ii)　　　4

iii)　　　3

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

4. The items used for office routine work are called Office Stationery such as paper, pen, pencil, pin, tags, file cover, etc. There is not possible to work in office without Stationery items.

5 Proxy:- Proxy is a document or authority a person to act on the behalf of other person.

6. A Ruler Line is a measuring tool. We can set Tabs, Margins & Indents.

7. Open :- To open a new file click on the file & select open option. Choose any file name from the list to open that file.

8. The consonants may be classified in 6 classes.

1. Explodents :- The first eight consonants as P, B, T, D, CH, J, K & G are called as explodents.

2. Continuants : The next 8 Consonants as F, V , TH, TH, S, Z, SH & ZH are called as continuants.

9. Where ever there is an initial or a final vowel sound, there S or Z must be written a stroke consonant, to provide a place for the vowel sign. In the following cases the stroke S and Z must be written:-

1. The stroke s must be written when a vowel precedes initial S.
   e. g. ask_____　　　　ooze_____

2. The stroke S or Z must be written when vowel follows final S or Z.
   e.g. racy_____　　busy_____

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

The members of a company or organization or association meet together from time to time to take decisions. Therefore, meetings are essential for any person/company/organization. -1

11. Post Office Guide Book :- 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. M.S.Word or Microsoft word is a very popular and powerful word processer which allows creating, editing and saving document for future use. It provides a number of high quality readymade formats for letters, reports, web pages, cover pages and other common document type. -1

It can delete and inserts characters, words, lines, paragraphs, anywhere in the document. It changes the text font, size, and style. -1

It prints a document in various formats. It moves or copies words, lines, paragraphs, images, from one document to another. -1

13. Word Pad :- Word pad is used to write any matter in the memory of computer. MS Word is the advance version of Word Pad.   -1

There are many options in Word Pad such as Save, Edit, Print etc. -1

We can also use Cut, Copy, Paste, or delete   -1

14. . Diphthongs:- A diphthong is union of two sounds in one syllable. -1
There are four common diphthong in English Shorthand namely:-
I, OW, OI & U. These diphthongs may be remembered by repeating the following sentence:- I Now Enjoy Music.   -1
The signs for I and OI are written in the first place & The signs for OW and U are written in the third place. -1

15. Qualities of Phrase :- 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
There are 3 qualities of a good phraseogram such as Legibility, Facility & Lineality. -1

16. Personal Assistant :- A person employed by an individual or an office to assist with correspondence, make appointments and carry out administrative tasks. -1

Qualifications of Assistant :- i) Good Education:- The Assistant should be a well educated person. He should have good general knowledge.   – 1

ii) Sound knowledge of English:- A good command over the English language is always necessary for an efficient Assistant.   -1

iii) Knowledge of Business:- The person should have an understanding of the business. He should be clear about the aims and object of the business. -1

Qualifications of Assistant :- i) Ensuring meetings are effectively organized and minutes. Maintaining effective records and administration.   -1

17. Microsoft word is a very popular and powerful word processer which allows creating, editing and saving document for future use. It provides a number of high quality readymade formats for letters, reports, web pages, cover pages and other common document type.   -1

It also provides default margins, paper sizes, font sizes and styles to change these options as per requirement.   -1

The following steps are taken to activate MS Word:-

i)   Click start button to see the list option.

ii) Click M.S. Office option.

iii) Click M.S. Word to open it.   -1

A MS Word document with a name 'document first' is appears just after displaying the first MS Word Screen for a moment. -1

On the blank screen we can write any type of matter and save it in the memory of computer by a file name.   -1

18. R consonant is provided with two different forms i.e. upward and downward. The use of upward and downward form of R is as under: - -1

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.

d) Room ……………………………   Roam ……………………… -1

Upward R : - Beside the downward R, the upward R is used. e.g.

Rich ……………………………… Sorry …………………… - 1

19. Stock Register :- Stock register is that register in which record of all the item which is purchased in an office are kept.   This register is kept under the custody of storekeeper. -1

With the help of this register we know about the balance of stock of all the item. Thus we can purchase various item according to the office requirement. -1

This register has divided in the following three columns such as Receipt, Issue & Balance. Receipt contains the columns such as:- Sr. No., Bill No., Date, Name of Firm, item name, quantity, Rate, Amount   -1

Issue contains the columns such as:- Sr. No., Date, Name of person/Deptt., item name, quantity, Amount   -1

Issue contains the columns such as:- Sr. No., Date, Name of person/Deptt., item name, quantity, Amount   -1

Balance contains the columns such as:- Sr. No., Date, Name of item, quantity, Amount   -1

20. MS-Word is a window based application . It is a software package that can process the word i.e. by using it you can create a document, edit it, modify it and save it. MS-Word offers a number of facilities to its users. -1

 Find :- We can find any word in the whole document. Computer will ask about that word and shift the control one by one on the desired word.   -1

Replace :- After find any word if the user want to replace some the word with a new word then computer gives the facility to replace the old word with a new word.   -1

Computer ask about old word which you want to find and a new word by which you want to replace that word. After apply this command the control shift on the specific word and computer ask about replace it (Y/N) before replace.   -1

If we select Yes then it replace with new word otherwise the old word display on the screen. After this the control on the next word and ask this again. -1