

Practice Paper (March -2024) (2)

Step by Step Marking Scheme.

1. Answer Key of Multiple choice questions.

1 x 15 =15

- i). c) Stationery
- ii.) b) Paper
- iii). c) Multi
- iv). a) Ctrl S
- v). b) Cross
- vi). d) None

2. Answer Key of Fill in the blanks :

- i). Accuracy
- ii). Railway Time Table
- iii). MS Word
- iv). Insert
- v). Inside
- vi). downward

3. Answer Key of Full Form :-

- i). Personal Assistant
- ii). Random Access Memory
- iii). Hard Disk Drive

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

4. Quorum:- By quorum we mean the minimum number of the members who must be presented in a meeting to proceed with the work of the meeting.

5. CCTV :- It is the short form of Closed Circuit Television. It is used to observe on any activities.

6. Calculator :- we use the calculator to perform all types of calculations such as +, -, X, / etc.

7. MD :- Make Directory in memory of computer. RD :- To remove any blank directory.

8. Use of H:- The upward form of H is used in the following case:-

a. The upward form of 'H' is used in the great majority of cases. e.g.

Happy..... Heavy.....

The downward form of H is used in the following case:-

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

Hay..... He.....

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

Hake Haig.....

9. Qualities of good phrase. :- a) Lineality b) Facility.

Note :- Very Short Answer Type Answer key

3 x 6 = 18

10. 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 contains the columns such as:- Sr.No., Bill No., Date, Name of item, quantity, Rate, Amount, Quantity issued, Balance quantity, signature of employees. -1

11. Qualifications of Secretary :-

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

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

c) 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

12. Paint Brush :- Windows contains a fairly useful graphics program called Paint. It is powerful enough for your daily needs. - 1

We can open the paint window by clicking Start> Programmes> Accessories> Paint. If you have the paint icon on your desktop, you can click the paint icon to open the paint window. -1

Tools of Paint Brush :- To draw a straight line use In the toolbox click the line. At the bottom of the toolbox click a line width. To draw the line, drag the pointer from the start to the end of the line. -1

13. Three edit menu options of MS-Word.

A Cut :- To cut text you can remove it & paste it at another location, select the text and then on the Edit menu click Cut. -1

B. Copy :- To copy text you can paste it in another location also, select the text and then on the Edit menu click Copy. -1

C. Paste :- To paste text you have cut or copied, place the cursor where you want to paste the text and then on the Edit menu click Paste. -1

14. Circle for S & Z.

A small circle which is used for the light sound of 'S' added initially. -1

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

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

15. Diphthongs in English Shorthand :- A diphthong is union of two sounds in one syllable. -1

There are four common diphthongs 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. Thus:-

Time _____ toy _____

The signs for OW and U are written in the third place. Thus:-

Cow _____ Dew _____ -1

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

16. Five steps related to procedure of Meeting :- A meeting must be properly held. The procedure followed for convening a meeting the following rules are to be adopted :-

1. Chairman:- Every meeting must be conducted by a properly elected chairman. If there is no elected chairman the vice chairman may conduct the meeting. -1

2. Notice :- An advance information is given to all members of a meeting so that member may prepare themselves for the meeting. The agenda of the meeting is sent to them in advance. -1

3. Agenda :- An agenda is a program of the details of business to be transacted at a meeting in the order that they are to be taken. There must be fixed agenda for any meeting. -1

4 Quorum :- Quorum is the minimum number of members to be present at a meeting. This number at a meeting may be vary according to the type of meeting. -1

5 Proxy:- Proxy is a document or authority a person to act on the behalf of other person. -1

17. Difference between Save & Save As in MS Word :- Save command is used in MS Word to save any document with a file name. -1

Computer ask any name for the document by which it will save in the memory of the computer. -1

If the file name is already in the memory of computer then computer will ask about replace it or not. If write Yes then the old matter will delete automatically. -1

Save As means the same matter of the current document will save with a new name in the memory of computer. -1

After Save As command the old document matter will disappear from the screen. -1

18. A large circle is used for the sound of SW, SS or SZ. It is used initially, medially and finally. -1

Large Circle for SW :- A large circle is written initially with the same motion as the circle S, represents the double consonants SW. e.g.

Sweet _____ Swim _____ Sweep _____ -1

Large Circle SS or SZ :- A large medial or final circle is written with the same motion as circle S, represent the light or heavy sound of SS. e.g. necessity _____ passes _____ causes _____ -1

Use of large circles in phraseography. The SW circle is used for the words **as we** in phrases e.g. As we have _____ as we can _____ -1

The SS circle can be used in phraseography. e.g.

In this city _____ as is or as has _____ -1

19. Telephone Directory is a book of information and instruction of different telephone numbers. -1

It helps us to know about the various S.T.D. Code and Telephone number of different places. We can find any important telephone number in this book such as School, College, ITI, Hospital, Police Station, Railway Station, Air Port and Secretariat etc. -1

It is also contains the various STD Code of various towns and cities such as Delhi, Mumbai, Haryana, Punjab etc. It helps us to know about the different charges of STD Call. -1

The specimen of Telephone Directory is as under:- -2

S.No.	Name and Address	Telephone Number	
		Office	Residence
1	Principal GSSS Panchkula	229500	230415
2	Deputy Commissioner Panchkula	229603	229456
3	SDM Panchkula	229516	229362
4	Principal ITI Panchkula	229701	229605

20. Printing a document :-After create & format any document the user can Print the matter on the page -1

To print any desired matter a printer is used, there are many types of printers available in the market. -1

We can print black, red or 4 colored print, for this select print option from File menu -1

Computer will ask about page no, no. of copied, even/odd, both side etc. Fill up the options & select ok. -1

We can check the matter before print as preview on the screen also. -1