

Practical Examination, December 2021
Computing Basics and Applications
BA (VS) OMSP – Semester III
(For Present students and Ex- Students)
College of Vocational Studies

Time: 1 Hour + 1 hour (uploading)

M.M. 50

Instructions:

1. At 09.00 a.m. students should join MS team. Attendance will be taken by 9.15a.m
2. Question 1 should be **Emailed** 10.00 AM. Any answers submitted later shall be marked (0) for Question 1. Remaining questions have to be **Emailed** by 11.30 AM.
3. The answer sheet should have the following clearly stated at the top:
 - Name of the program
 - Paper name as Computing Basics Applications (Practical)-3.3
 - Paper Code : 62154310
 - Semester
 - University Roll Number
 - College Roll Number
 - Ex-students should write (EX STUDENT) in bold CAPITAL letters
4. The answer sheet with any of the above given mandatory information missing will not be evaluated.
5. Students must **Email** the answer sheets labeled with **Name and Roll No and Question No.** to the mail-id of the concerned teacher Navin Sehgal (navinkrseghal@cvs.du.ac.in) before 11.30 a.m.
6. Please note any copied content especially from any online source will not be evaluated and marked as Zero (0). Any copying of answers among the students will also be treated as invalid. All students involved will be marked as Zero (0).
7. While you are submitting you answer sheet, clearly mention the following in the subject of the mail:
 - (i) Subject, (ii) Your full name, (iii) University Roll No

Set-1

(Roll Nos.: 1-35)

1. E-Typewriting

20 Marks

Vehicular movement along the Tamil Nadu-Karnataka border at Jujuvadi in Hosur, which was stopped due to violence in Karnataka over the Cauvery water issue, resumed on Wednesday after 29 days. Lorries, cars and other vehicles bearing Karnataka registration numbers entered Jujuvadi on the Tamil Nadu side, while vehicles with Tamil Nadu registration numbers entered Attibele on the Karnataka side from Wednesday morning. However, bus services remain suspended, as Tamil Nadu State Transport Corporation officials said a decision on resuming the services could be taken only after monitoring the situation. Inter-State movement of buses remained suspended since September 6 and services were operated only for a day on September 11. As services remained suspended, people from both the sides had to walk for a km and cross the border to board buses. Senior police officials said protection is given to vehicles that enter both the States and normality is expected to resume soon. he weaved a historical novel around a Somalian trader with a jewelled eye, made a mark in crime fiction through Inspector Gowda and earned the title of a feminist writer too. For now, the multi-faceted author Anita Nair has woven a dreamy tale of love in an equally dreamy setting – the Annamalai hills. And Alphabet Soup for Lovers uses the sensual tug of both tastes and aromas to draw you in; the story is strung together using food as a narrative thread. As for enhancing her experiment with a suggestive tweaking of the taste buds, Nair says she feels food and love are perfectly comparable. —We always talk about food as a basic need and I believe that love is a very basic need too – they have a lot in common. Think of this you have a meal and you're sated.

OR

“Typing without looking at the keyboard has many benefits in terms of output“. Which method is discussed in the statement. Explain the method .

2. Consider the following letter:

<p>To,</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Dear Mr/Ms _____</p> <p>As per our communication on phone it isto inform you that you have been shortlisted in the first round _____. You have to appear for interview at the address on 10 November 2017, at the following address:</p> <p style="text-align: center;">Good Work Associates Rohini East New Delhi</p> <p>You may kindly meet Mr. Abhinav Singh at the venue. Thanking you, Yours sincerely, Ms Bhawna HR Manager.</p>

Write the steps point wise mentioning the various options and inputs required to use mail-merge in Word. 10 Marks

3. Use Word on your computer or mobile to -

Compose a calendar table format containing Month, Year, Date, Days.

10 marks

Set-2

(Roll Nos.: 36-70)

1. E-Typewriting

20 Marks

Change would be needlessly disruptive to Maharashtra'. The Maharashtra government has expressed its reluctance to fall in line with the Centre's plan to change the Indian financial year from April-March to January-December. It has communicated to New Delhi that the change would be —needlessly disruptive to the state of Maharashtra at a time when fixing the economy, and implementing GST and new financial norms should be the priority. most countries around the world prefer the January-December fiscal year, but India remains one of the few exceptions. Over the years, many have argued that that the April-March fiscal year is a colonial leftover that should be abandoned. The previous UPA government had begun efforts to change the Indian fiscal year, and the NDA government has accelerated the process. The NITI Aayog has stressed the urgent need to change the financial year, and in July, the Centre appointed a committee under Chief Economic Advisor Shankar Acharya to examine the feasibility and desirability of changing the Indian financial year. Some states have agreed to the move. Maharashtra remains an exception, senior officials in Maharashtra said. —There are major structural changes taking places in state's financial system, which are consuming a lot of administrative time and manpower. In this scenario it may not practical to change the financial year. In the view of the above, we request financial year not be changed, a note to Prashant Goyal, joint secretary, Ministry of Finance, reads. The state has has cited fluctuating weather phenomena, implementation of the Goods and Services Tax (GST) and the merger of Plan and non-Plan expenditure as some of the reasons a new financial year would burden the existing infrastructure.

OR

“Computers today provide a better way of typing than earlier device “. Name the device mentioned in the statement. Explain.

2. Consider the following letter:

To,

Dear Mr./Ms. _____

As per our communication on phone it isto inform you that you have been shortlisted in the first round _____. You have to appear for interview at the address on **10 November 2017**, at the following address:

**Fine Document Printers
Patel Nagar
New Delhi**

You may kindly meet Mr. Prashant Sahni at the venue.

Thanking you,

Yours sincerely,

Ms Charu

HR Mananger.

Write the steps point wise mentioning the various options and inputs required to use mail-merge in Word.

10 Marks

3. Use Word on your computer or mobile to -

Print a **brochure** for a new store. Include items and prices.

10
marks

Set-3

(Roll Nos.: 71-111)

1. E-Typewriting

20 Marks

HC stays NGT ban on diesel vehicles. Providing a respite to the Kerala State Road Transport Corporation, (KSRTC), private bus operators and owners of diesel vehicles of 2,000 cc and above, the Kerala High Court on Friday stayed the directive of the National Green Tribunal (NGT), Kochi Special Circuit Bench, to the government to ban diesel vehicles older than 10 years in six cities in the State. Justice P.B. Suresh Kumar had earlier stayed the tribunal's directive restraining the State government from registering new diesel vehicles of 2000 cc and above except that of the public or local authorities. The judge issued the interim order staying the NGT's directive to ban 10-year-old diesel vehicles in Thiruvananthapuram, Kollam, Kochi, Thrissur, Kozhikode, and Kannur cities on writ petitions filed by the Kerala State Road Transport Corporation (KSRTC) and the Kerala State Private Bus Operators' Federation. The court pointed out that counsel for the KSRTC and the private bus operators contended that the Supreme Court in M.C. Mehta vs. Union of India and others case had prohibited use of diesel vehicles of more than 15 years in Delhi after granting the bus operators reasonable time to replace their vehicles. The court observed that a perusal of the apex court judgment would indicate that the decision was rendered having regard to the air pollution level in the national capital region of Delhi. The court also referred to the arguments of the counsel that the air quality level in the State was far superior to that in Delhi. That apart, no data was available with the tribunal regarding the air quality level prevailing in the six cities. —In the circumstances, the petitioners had made out a strong prima facie case for staying the NGT order.

OR

“Typing is slower if only some key fingers are used “. Explain. Also discuss different keys of the keyboard.

2. Consider the following letter:

<p>To,</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Dear Mr/Ms _____</p> <p>As per our communication on phone it is to inform you that you have been shortlisted in the first round _____. You have to appear for interview at the address on 10 November 2017, at the following address:</p> <p style="text-align: center;">New Finance Limited Karol Bagh New Delhi</p> <p>You may kindly meet Mr. Kumar at the venue.</p> <p>Thanking you, Yours sincerely, Ms Anita HR Mananger.</p>

Assume that the organization is holding interviews for various posts.
Write the steps point wise mentioning the various options and inputs required to use mail-merge in Word. 10 Marks

3. Use Word on your computer or mobile to -

Print **Cover of a new sales item**. Mention the Name. Qty and Price

10
marks