

[This question paper contains 2 printed pages.]

Sr. No. of Question Paper : 8285 **GC** **Your Roll No.....**

Unique Paper Code : 12013903

Name of the Paper : Arabic Composing & Setting

Name of the Course : B.A. (Hon.) Arabic : Skill Enhancement Course

Semester : III

Duration : 3 Hours

Maximum Marks : 75

Instructions for Candidates

1. Write your Roll No. on the top immediately on the receipt of this question paper.
2. Unless otherwise required in a question, answers may be written either in English or in Arabic or in Hindi or in Urdu; but the same medium should be used throughout the paper.
3. Attempt any **FIVE** questions.
4. The question No. 2 is compulsory.

1. Write a descriptive note on the role of internet and mobile data services.

2. Write short cut keys of any **THREE** of the following actions :

(i) Select the text

(ii) Save the text

(iii) Copy the text

(iv) Paste the text

(v) Cut the text

(vi) Justify the text

3. What are the smallest and largest font sizes in Font Size tools on formatting toolbar ?
4. What is LibreOffice ? Write its features and significance briefly.
5. Describe briefly any **TWO** of the followings :
 - (i) Title bar
 - (ii) Menu bar
 - (iii) Status bar
6. Explain the method to put page number in Word document.
7. What is the use of Header and Footer ?
8. Write names of two English Fonts.