

[This question paper contains 2 printed pages.]

Sr. No. of Question Paper : 8121

GC

Your Roll No.....

Unique Paper Code : 62013905

Name of the Paper : Arabic Typing, Composing & Setting

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

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. **All** questions carry equal marks.

1. How are the tables and columns prepared ? Write the method.
2. What is the method of creating a document file ?
3. How are the Arabic words and sentences typed and typed ?
4. How are the words or sentences italicized and made bold ?
5. How is a word or a sentence CUT, PASTE and deleted ?

P.T.O.

6. How do you set a paragraph ? Write the proper method in detail.
7. What is the method of typing the numbers in Arabic ?
8. How can you edit a document ?