

**BCM SCHOOL**  
**Basant Avenue, Dugri Road, Ludhiana**  
**Assignment XII**

1. Write down the other name of the Fully Blocked Style of typewriting the letters.
2. Write down the name of the Official letter which is written in third person, within the same organization and generally used to be written to inform the employees about the grant of annual increment, confirmation of services etc.
3. Which form of official letter is used for granting of leave?
4. The Correspondence between two or more organizations stands for: (select one)
5. (a) Inter-Organization    (b) Intra- Organization    (c) Inner-Organization    (d) Outer-organization
6. Eq# sign is used in manuscript for\_\_\_\_\_.
7. Name the words to be used in typewriting for complimentary close in a D.O. Letter
8. Write down the manuscript sign for transpose of the letters.
9. What is the manuscript sign to Centralize the matter?
10. Define the any two Features of Indented Style Letter.
11. Define the meaning of manuscripts.
12. What is a design template? What is its role for creating a presentation?
13. Differentiate between Custom Animation and Slide Transition. (Write any two differences)
14. Define slide show.
15. Write the manuscripts signs of the following:
  - i) Trans                      ii) Insert space                      iii) insert Exclamation                      iv) delete
  - v) Centralize the matter                      vi) lower case characters