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**POST GRADUATE CERTIFICATE IN
COPY-EDITING AND PROOF-READING
(PGCCP)**

Term-End Examination

December, 2010

**MBPI-004 : ELECTRONIC COPY-EDITING AND
PROOF-READING**

Time : 3 hours

Maximum Marks : 100

Note : This paper has five compulsory questions. All questions carry equal marks. Answer each question in 300-350 words, unless otherwise stated.

1. What do you understand by input and output devices ? Discuss the utility of any two. 20

OR

What are the advantages of having folders in your computer ? Explain with examples.

2. Discuss the eight views that word can provide with appropriate examples. 20

OR

Write a brief essay on the advantages of document editing in MS Word with suitable example.

3. Advantages and disadvantages of the 'auto-correct' feature balance each other. Do you agree? Defend your answer. 20

OR

How does one use the grammar check option while working on a document? Illustrate your answer.

4. What are the differences between word processing and typesetting? Discuss with special reference to the advantages of any one over the other. 20

OR

Do word processors have any limitations in relation to specific publishing task? Explain.

5. Answer *any two* of the following in 200–250 words. 10+10=20
- (a) What are new concepts in publishing?
 - (b) What is electronic publishing?
 - (c) How is a template created for a document?
 - (d) Font is the style in which letters or characters are presented? Discuss.
 - (e) Print-outs can replace publishing? Do you agree?