

**MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI****Examination—July, 2020****CERTIFICATE COURSE IN STENOGRAPHY ENGLISH (FOR BLIND)**

[ TIME ALLOWED—6 HOURS ]

(MARKS—200)

**SHORTHAND SPEED TEST (80 W.P.M.) ENGLISH AND COMPUTER PRACTICAL (PRACTICAL-II)****Marks**

1. Shorthand speed test 80 W.P.M.

80

Time for transcription : 1 Hour.

Transcribe the following speed test in Ms- word giving file name as speed test 2 with one and half spacing and font size 14.

Ladies and Gentlemen,

It gives me great pleasure in taking part in the Annual day celebrations of Gandhi Memorial Hospital this evening. The chairman of the memorial trust which is running the hospital in this place, pointed out that the foundation stone for this institution was laid by me ten years ago and from that day onwards, it has been making steady progress, that a number of buildings constructed with the liberal donations from the public. I am told that (1) some of the latest medical equipments are also provided here, and the people are making use of these facilities.

You will remember that when I laid the foundation stone, I made an appeal for donation of land and money for this noble purpose. I am glad to observe that on account of large extent of land made available by the public, free of cost, it has been possible to construct these buildings for the various wards laboratories, etc. (2).

Before coming to this building I was taken rounds the hospital, and I had a discussion with the management and the medical officers about the activities of the institution and also about the future programme for expansion. One thing that impressed me was that the entire place is kept clean and the medical officers and staff are kind and courteous to the patients.

With regard to the fees charged for the tests conducted and for the medical services rendered, I (3) am told that they are nominal. But, at the same time the quality of services rendered here is excellent. This is possible because the hospital is run by the trust formed in the name of Mahatma Gandhi, who had compassion for the poor and the suffering humanity. Moreover, the main objective of the hospital is to provide good medical service to the people at nominal rates.

While I appreciate the good work done by the trust in this matter, I would (4) request them to extend their activities in regard to the preventative side also, to the extent possible. I am of the opinion that a number of diseases can be prevented if the people living below the poverty line are educated to keep the house and surroundings clean and also be providing pure drinking water. I congratulate all those who have worked for the development of the hospital and thank you for this opportunity. With these words I conclude my speech (5).

[ Turn over

**Marks**

## 2. Computer Practical.

80

Do the following as per instructions :—

- (1) In the first line type MEGADYNE PC
- (2) In the second line type WITH MULTIMEDIA
- (3) In the fifth line type THE
- (4) In the sixth line type BEST
- (5) In the seventh line type FAMILY
- (6) In the eighth line type COMPUTERS
- (7) In the eleventh line EASY COMPUTER CRAFTS
- (8) In the twelfth line type DOZENS OF AFTER SCHOOL
- (9) In the thirteenth line type ACTIVITIES
- (10) In the fourteenth line type THE BEST PAINT PROGRAMS
- (11) In the fifteenth line for Kids
- (12) In the sixteenth line type AND
- (13) In the seventeenth line type 100 Best Pc Gifts
- (14) In the nineteenth line type MAIL TODAY FOR FREE ISSUE.

*Instructions :*

- (1) Select the first line and change the fonts to Comic sans ms, size to 48, color to dark red and center align the text.
- (2) Select the second line and change the font to Bookman old style, size to 36, color to dark blue and center align the text.
- (3) Select the fifth line and change the size to 16, color to green.
- (4) Select the sixth line and change the font to Arial black, size to 20, color to sky blue.
- (5) Select the seventh line and change it to Upper case, size to 24, color to blue and bold.
- (6) Select the eight line and change it to font Tahoma, size to 24, color to pink.
- (7) Select the line numbers 11,12,13,14,15,16 and 17 and insert arrow bullets button, change the font to Comic sans ms and color to blue.
- (8) Remove the Bullets from the line number 16.
- (9) Select nineteenth line and change the font to Bookman old style, size to 18, color to green and center align the text.
- (10) Save this file in your folder by the name Megadyne.

## 3. Oral.

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## 4. Term Work.

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