

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

Blue-print for Sample Question Paper for Class XII (Session 2022-2023)

Max. Time: 3 Hours

Max. Marks: 60

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-IV	-		
2	Self-Management Skills-IV	2	2	4
3	Information and Communication Technology Skills-IV	2	1	3
4	Entrepreneurial Skills-IV	2	2	4
5	Green Skills-IV	-	-	-
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	Any 7
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1.	Correspondence	4	1		1	6
2.	Manuscript	4	1			5
3.	Excel	6	1	1	1	9
4.	PowerPoint	4	1	1	1	7
5.	Internet Search	5	1		1	7
6.	Email	5		1		6
7.	Computer Virus	4			1	5
TOTAL QUESTIONS		32	5	3	5	45
NO. OF QUESTIONS TO BE ANSWERED		26	Any 3	Any 2	Any 3	34
TOTAL MARKS		1 x 26 = 26	2 x 3 = 6	3 x 2 = 6	4 x 3 = 12	50 MARKS

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General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	What do you understand by the term - Personality Traits?	1
ii.	Rohit has got the personality disorder, that is a condition marked by an over-reliance on other people to meet one's emotional and physical needs. Which disorder would be denoted by the doctor?	1
iii.	A _____ is a collection of cells in the form of a grid (a network of lines that intersect each other, making rectangles).	1
iv.	What is the short-cut key to open a presentation?	1
v.	Write any two personal barriers to entrepreneurship.	1
vi.	What are entrepreneurial competencies?	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Write down the other name of the Fully Blocked Style of typewriting the letters.	1
ii.	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.	1
iii.	Which form of official letter is used for granting of leave?	1
iv.	The Correspondence between two or more organizations stands for: (select one) (a) Inter-Organization (b) Intra- Organization (c) Inner-Organization (d) Outer-organization	1
v.	Eq# sign is used in manuscript for _____.	1
vi.	Write down the manuscript sign for transpose of the letters.	1
vii.	What is the manuscript sign to Centralize the matter?	1

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	An Excel File is the combination of _____ which collectively are called a Workbook.	1
ii.	Formula in MS Excel begins with _____ sign.	1
iii.	In Excel, which feature automatically adds the values?	1

iv.	Find out the operator symbol for “not equal to”: (Select one) (a) <= (b) <> (c) >= (d) !=	1
v.	_____ is used to fill the automatically fill a series of numbers.	1
vi.	The syntax of MIN() function is:	1
vii.	The extension of a Power Point is _____.	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The default view where one can write and design presentation is also called:	1
ii.	_____View displays the presentation from the beginning with animation.	1
iii.	Which program is used to create a presentation: (select one) (a) MS Word (b) PowerPoint (c) Excel (d) Access	1
iv.	If you are purchasing a mobile from Amazon.com, which type of E-Commerce, it is called:	1
v.	We use the services of _____ for searching the documents on Internet.	1
vi.	Google search engine is based on Boolean Operator: (select one) (a) AND (b) OR (c) NOT (d) AND & OR	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Write down the full form of URL.	1
ii.	(--) dash can also be used in place of _____ Operator.	1
iii.	E-mail is stored in the _____ server.	1
iv.	G Mail is _____ product. (select one) (a) A Yahoo Product (b) A Google Product (c) A Microsoft Product (d) Amazon Product	1
v.	The _____ of an email is the single line of text people see when they receive your email.	1

vi.	Your email box is full of mails and If you want to delete some mails, which button is used for the same?	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The unwanted mails are automatically transferred in _____ folder.	1
ii.	Define the meaning of Replicate in term of virus.	1
iii.	Which virus infects the boot record or hard-disk?	1
iv.	The biological virus is also called: (select one) (a) Computer Virus (b) Human Virus (c) Electronic Virus	1
v.	Name the independent program which replicates so much and consumes the resources of the computer and makes it slow.	1
vi.	Trojan horse can illegally attack on _____ getting the login details of the users.	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	There are many ways by which an entrepreneur deals with stress. Mention any two ways of stress management.	2
Q. 8	Differentiate between the Internal Motivation and External Motivation.	2
Q. 9	Write down the steps for entering a text box in the slide.	2
Q. 10	Mention any two key qualities of a successful entrepreneur.	2
Q. 11	Briefly write about environmental barriers faced by entrepreneurs. (any four)	2

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	Define the any two Features of Indented Style Letter.	2
Q. 13	Define the meaning of manuscripts.	2
Q. 14	Differentiate between a workbook and worksheet.	2
Q. 15	Explain the steps to create a PowerPoint Presentation.	2
Q. 16	Define the Web-browser.	2

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

Q. 17	Explain the two methods to resize the rows and columns.	3
Q. 18	Write the steps for adding an image from Clip Art in a Power Point Presentation.	3
Q. 19	Write down the different steps for replying an email.	3

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 20	Define the features of the “Office Order” letter.	4
Q. 21	Explain the basic properties of a formula in excel.	4
Q. 22	Explain the different steps of Slide Show Option.	4
Q. 23	Discuss in detail about any two popular Search Engines.	4
Q. 24	Explain at least five effects of computer virus.	4

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MARKING SCHEME for Class XII (Session 2022-2023)

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 - This section contains 18 questions.
 - A candidate has to do 11 questions.
 - Do as per the instructions given.
 - Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q No.	QUESTION	Source Material (NCERT/ PASSCIVE/ CBSE Study Material)	Unit/Chapter Number	Page Number of Source Material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
i.	Personality traits are defined as relatively lasting patterns of thoughts, feelings and behaviours that distinguish individuals from one another.	NCERT	Unit - 2 Session - 3	44	1
ii.	Dependent Personality Disorder	NCERT	Unit - 2 Session - 3	47	1
iii.	A Worksheet is a collection of cells in the form of a grid (a network of lines that intersect each other, making rectangles).	NCERT	Unit - 3 Session - 1	53	1
iv.	Ctrl+O	NCERT	Unit - 3 Session - 6	78	1
v.	Two personal barriers to entrepreneurship are self-doubt and finding a suitable team.	NCERT	Unit - 4 Session - 2	104	1
vi.	Entrepreneurial competencies are the skills necessary for an entrepreneur to venture into an enterprise, organize and manage an enterprise ably and competently. They are also important to realize the goal for which the enterprise is established.	NCERT	Unit - 4 Session - 4	109	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)				
i.	American Style	CBSE	Chapter - 1	3	1
ii.	Memorandum	CBSE	Chapter - 1	6	1
iii.	Office Order	CBSE	Chapter - 1	7	1
iv.	Inter-Organization	CBSE	Chapter - 1	1	1
v.	Equalize Spacing	CBSE	Chapter - 2	13	1
vi.		CBSE	Chapter - 2	14-15	1
vii.	Ctrl.	CBSE	Chapter - 2	14	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)				
i.	Worksheets	CBSE	Chapter - 3	25	1
ii.	= (an equal to)	CBSE	Chapter - 3	38	1

iii.	Auto sum	CBSE	Chapter - 3	38	1
iv.	(b)	CBSE	Chapter - 3	38	1
v.	Auto fill	CBSE	Chapter - 3	28	1
vi.	=MIN (Number1, number2.....)	CBSE	Chapter - 3	41	1
vii.	.ppt	CBSE	Chapter - 4	51	1
Q. 4	Answer any 5 out of the given 6 questions			(1 x 5 = 5 marks)	
i.	Normal view	CBSE	Chapter - 4	52	1
ii.	Slide Show	CBSE	Chapter - 4	53	1
iii.	PowerPoint	CBSE	Chapter - 4	50	1
iv.	Business to Consumer/ Customer	CBSE	Chapter - 5	67	1
v.	Search Engine	CBSE	Chapter - 5	62	1
vi.	AND	CBSE	Chapter - 5	66	1
Q. 5	Answer any 5 out of the given 6 questions			(1 x 5 = 5 Marks)	
i.	Uniform Resource Locator	CBSE	Chapter - 5	64	1
ii.	Not Operator	CBSE	Chapter - 3	37	1
iii.	mail	CBSE	Chapter - 6	69	1
iv.	A Google Product	CBSE	Chapter - 6	70	1
v.	subject line	CBSE	Chapter - 6	73	1
vi.	Trash	CBSE	Chapter - 6	77	1
Q. 6	Answer any 5 out of the given 6 questions			(1 x 5 = 5 marks)	
i.	Spam	CBSE	Chapter - 6	75	1
ii.	Duplicate/repeat	CBSE	Chapter - 7	80	1
iii.	Boot Sector Virus	CBSE	Chapter - 7	81	1
iv.	Human Virus	CBSE	Chapter - 7	81	1
v.	Worm	CBSE	Chapter - 7	83	1
vi.	data	CBSE	Chapter - 7	83	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks) Answer each question in 20 – 30 words.

Q No.	QUESTION	Source Material (NCERT/ PASSCIVE/ CBSE Study Material)	Unit/Chapter Number	Page Number of Source Material	Marks
Q. 7	Ways of stress management are: <ul style="list-style-type: none"> ● Taking a walk in nature ● Doing a physical activity like running, swimming, etc. ● Practising deep breathing exercises 	NCERT	Unit - 4 Session - 4	114	2

	● Practising meditation or yoga				
Q. 8	Ans : In case of Internal motivation, an individual demonstrates a desire to do his/her work without any external reward and external motivation occurs when we feel driven by outside forces, performing an activity either to obtain a reward or to avoid punishment.	NCERT	Unit - 2 Session - 1	35	2
Q. 9	1. Click the text button on the Drawing bar 2. The mouse pointer changes to + sign 3. Place the mouse pointer on the slide where you want to add the text box 4. Click and drag on the slide to draw a text box.	NCERT	Unit - 3 Session - 5	75	2
Q. 10	Qualities of a successful entrepreneur are: (a) Hardworking: Every new business goes through failures and therefore, an entrepreneur needs to work hard till it becomes successful. It is necessary for an entrepreneur to continuously work hard towards his/her own company's goals. (b) Patience: Entrepreneurship is not a one-day job. Success may not be achieved quickly and therefore, it is important for an entrepreneur to be patient in running the business. (c) Positivity: When a person starts a	NCERT	Unit - 4 Session - 1	92-93	2

	<p>business, he/she may face lots of difficulties and failure. An entrepreneur has to think positively even when he/she takes a big risk. There may be losses at times but even then an entrepreneur should stay positive and continue to work hard towards their goal.</p> <p>(d) Confidence: An entrepreneur needs to be very confident and take decisions about their business. An entrepreneur needs to communicate confidently with the customers.</p> <p>(e) Creativity and Innovation: An entrepreneur should be able to see a problem from different perspectives and come up with original and creative solutions. They should also be able to recognize an opportunity in a problem and find an innovative solution.</p> <p>(any two)</p>				
Q. 11	<p>Environmental barriers faced by entrepreneurs include:</p> <ul style="list-style-type: none"> • Lack of adequate resources or raw material • Non_availability of skilled labour • Lack of requisite machinery and other infrastructure • Unavailability of 	NCERT	Unit - 4 Session - 2	103	2

	monetary resources on time (any four)				
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Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	1. The oldest Style of Typed writing the letter. 2. The beginning of first line of each paragraph by indenting in the left side of the margin	CBSE	Chapter - 1	2	2
Q. 13	Manuscripts are rough scripts – hand-written or printed, in any form, having the features of corrections, additions, deletions, alterations or modifications.	CBSE	Chapter - 2	12	2
Q. 14	An Excel file is made of worksheets. The worksheet contains horizontal rows and vertical columns and these are the pages within the workbook. Worksheet can work independently of each other or can be linked together to form a workbook.	CBSE	Chapter - 3	27	2
Q. 15	Start the Computer. Select Office Button <input type="checkbox"/> New New presentation dialog box opens Select Blank Presentation. Click Create	CBSE	Chapter - 4	51	2
Q. 16	A software application to be used to locate files on an intranet or web is called the web-browser. Example: Google Chrome.	CBSE	Chapter - 5	62	2

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

Q. 17	<p>The two methods to resize rows and columns are :</p> <ol style="list-style-type: none"> 1. Resize a row by dragging the line below the label of the row to be resized. Resize a column in a similar manner by dragging the line to the right of the label corresponding to the column to be resized. 2. Click the row or column label and select Home tab <input type="checkbox"/> Cells group Click Format <input type="checkbox"/> Row Height or select Home tab <input type="checkbox"/> Cells group Click Format Column Width 	CBSE	Chapter - 3	30	3
Q. 18	<ol style="list-style-type: none"> 1. Select Insert tab <input type="checkbox"/> Illustrations group <input type="checkbox"/> Clip Art 2. In the Clip Art task pane, in search for text box, type a word or phrase that describes the Clip Art. 3. In the list of results, click the Clip Art to insert the same. 	CBSE	Chapter - 4	55	3
Q. 19	<ol style="list-style-type: none"> 1. Just click in the box below the message and type away. 2. Click the arrow icon in the top right corner of the message you received. 3. Select the “Reply” option to open the reply dialogue box. 4. When replying, the previous text from the rest of the conversation can be seen. 	CBSE	Chapter - 6	76	3

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 20	<p>Office orders are used by a competent authority for issuing instructions for internal administration like change of working hours, warning letter show cause notice, grant of leave, distribution of work, promotions and transfers etc. They are the means of downward communication. The Office Orders are issued periodically. The sequence of information is pre-decided. The copy of the Office Order is also forwarded to the other effected Departments/Officers. Office Order is written in third person.</p>	CBSE	Chapter - 1	7	4
Q. 21	<ol style="list-style-type: none">1. A formula may consist of operators, cell references, range names, values and functions.2. A formula always start with an equal to (=) sign.3. When a formula is entered in the cell, and then the ENTER key is pressed, only the calculated result is displayed in the cell and not the formula.4. If a cell containing formula is made an active cell, though it still shows the value, but in the formula bar, the formula is	CBSE	Chapter - 3	38	4

	displayed.				
Q. 22	<p>The Slide show tab of the ribbon contains many options for the slide show. These options include: <input type="checkbox"/></p> <p>Preview the slide show</p> <ul style="list-style-type: none"> -from the beginning. -from current slide. <p>Set up the Slide show:</p> <p>This option allows to set the preferences for how the slide show will be presented. The options include:</p> <p>Whether the show will run automatically or will be presented by a speaker:</p> <ul style="list-style-type: none"> ● The looping options ● Narration options ● Monitor resolutions ● Record Narration 	CBSE	Chapter - 4	58	4
Q. 23	<p>Google: The full form of Google is “Global Organization of Oriented Group Language of Earth”. It is a powerful tool. It would be practically impossible to find out the information without Google. It is based on Logical ‘AND’ with 3D keyword search operation.</p> <p>Yahoo: It is an acronym for “Yet Another Hierarchically Organized Oracle. It is a web search engine owned by Yahoo. It is actually a directory – a subject index. It searches on a subject or topic and is based on Logical ‘And’</p>	CBSE	Chapter - 5	66-67	4

	and wildcard after each search word. It is a filtered search site. A search agent, category based approach and recently switched to 3-D search Google technology.				
Q. 24	<p>1. Computer Virus can slow down your computer performance and become inefficient or run slowly.</p> <p>2. It tends to fill up the computer with useless data.</p> <p>3. Virus can corrupt the system files.</p> <p>4. Virus can also wipe out the Boot Sector creating problems when you boot into the windows, which contain system information.</p> <p>5. It can make the changes in the data of the programs or files and cause erratic results.</p> <p>6. It might steal important information from your computer and send the same to some other person.</p>	CBSE	Chapter - 7	84	4