

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

Marking Scheme of Sample Question Paper for Class XII (Session 2020-2021)

Max. Time: 3 Hours


Max. Marks: 60

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.	Ans : A pronoun is a word used in place of noun. She, we, they, it etc	1
ii.	Ans : People Skills	1
iii.	Ans : Non-Verbal Communication	1
iv.	Ans : Antisocial personality is characterized by a pattern of disregard for and violation of the rights of others.	1
v.	Ans : Indonesia	1
vi.	Ans : Ctrl+O	1

Q. 2	Answer any 5 out of the given 7 questions	(1 x 5 = 5 marks)
i.	Ans : American Style	1
ii.	Ans : Memorandum	1
iii.	Ans : Office Order	1
iv.	Ans : Inter-organization	1
v.	Ans : Equalize Spacing	1
vi.	Ans : 	1
vii.	Ans : Ctr.	

Q. 3	Answer any 6 out of the given 7 questions	(1 x 6 = 6 marks)
i.	Ans : Spell Error	1
ii.	Ans : Worksheets	1
iii.	Ans : =	1
iv.	Ans : Auto sum	1
v.	Ans : (b)	1
vi.	Ans : Auto fill	1
vii.	Ans : =MIN (Number1, number2.....)	

Q. 4	Answer any 5 out of the given 6 questions	(1 x 5 = 5 marks)
i.	Ans : PPT	1
ii.	Ans : Normal view	1
iii.	Ans : Slide Show	1
iv.	Ans : PowerPoint	1
v.	Ans : Business to Consumer/customer	1
vi.	Ans : Search Engine	1

Q. 5	Answer any 5 out of the given 6 questions	(1 x 5 = 5 marks)
i.	Ans : AND	1
ii.	Ans : Uniform Resource Locator	1
iii.	Ans : Not	1
iv.	Ans : mail	1
v.	Ans : (b) A Google Product	1
vi.	Ans : Subject	1

Q. 6	Answer any 5 out of the given 6 questions	(1 x 5 = 5 marks)
i.	Ans : Thrash	1

ii.	Ans : Spam	1
iii.	Ans : Duplicate/repeat	1
iv.	Ans : Boot Sector Virus	1
v.	Ans : Human Virus	1
vi.	Ans : Worm	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	Ans : Communication is an act of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols and semiotic rules.	2
Q. 8	Ans : Noun Phrase: A noun phrase is any noun or pronoun along with its modifiers: Example: School Children Verb Phrase: A verb phrase is any number of verbs working together: Example: will contact	2
Q. 9	Ans : 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.	2
Q. 10	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.	2
Q. 11	Ans : 1. Water Treatment specialist 2. Water Auditor 3. Water policy Analyst 4. Water Resource Planning Manager	2

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

Q. 12	Ans : 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	2
Q. 13	Ans : Manuscripts are rough scripts – hand-written or printed, in any form, having the features of corrections, additions, deletions, alterations or modifications.	2
Q. 14	Ans : 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.	2
Q. 15	Ans : 1. Start the Computer 2. Select Office Button → New 3. New presentation dialog box opens 4. Select Blank Presentation. Click Create	2
Q. 16	Ans : A software application to be used to locate files on an intranet or web is called the web-browser. Example: Google Chrome.	2

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

Q. 17	Ans : 1. Resize the 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→Cells group Click Format→Row Height or select Home tab→Cells group Click Format→Column Width.	3
Q. 18	Ans : 1. Select Insert tab→Illustrations group→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. Click Go. 4. In the list of results, click the Clip Art to insert the same.	3
Q. 19	Ans : 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.	3

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

Q. 20	Ans : 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.	4
Q. 21	Ans : 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 displayed.	4
Q. 22	Ans : The Slide show tab of the ribbon contains many options for the slide show. These options include: <ul style="list-style-type: none"> • Preview the slide show <ul style="list-style-type: none"> → from the beginning → from current slide • Set up the Slide Show: <ul style="list-style-type: none"> This option allows to set the preferences for how the slide show will be presented. The options include: <ul style="list-style-type: none"> Whether the show will run automatically or will be presented by a speaker. • The looping options • Narration options • Monitor resolutions • Record Narration 	4
Q. 23	Ans : 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	4

	<p>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' 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.</p>	
Q. 24	<p>Ans : 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>	4