

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

CLASS XI (SESSION 2021-2022) BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-III	2
2	Self-Management Skills-III	2
3	Information and Communication Technology Skills-III	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 marks

PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Typography	9
2	Keyboard Operations	13
3	Computer Hardware	5
4	Windows Operating System	5
TOTAL QUESTIONS		32 Questions
NO. OF QUESTIONS TO BE ANSWERED		25 Questions
TOTAL MARKS		1 x 25 = 25 MARKS

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Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

General Instructions:


1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 20 marks and has 25 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1.	First step of active listening. A- Receiving B- Understanding C- Remembering D- Evaluating	1
2.	Which skill is also known as people skill. A- Communication B- Writing C- Active listening D- Soft skill	1
3.	One of the following is not the example of team work. A- Cricket Team B- Committee C- Doctors Team D- Team of Nurses	1
4.	Students may feel _____ stress if they are unable to submit their assignment A- Physical B- Financial C- Mental D- Sociological	1

5.	<p>Full form of URL</p> <p>A- Uniform Resource Locator B- Uniform Resource Link C- Uniform Registered Link D- Resource Link</p>	1
6.	<p>What is the use of the icon </p> <p>A- To open the document B- To save the document C- To be used as 'save as' D- To Print the document</p>	1

SECTION B

Answer any 20 questions out of the given 25 questions

(1 x 20 = 20 marks)

7.	<p>Typography is not related to one of them</p> <p>A- Computer B- Photocopier C- Typewriter D- Laptop</p>	1
8.	<p>Inventor and father of the typewriter.</p> <p>A- Henry mill B- Carlos Glidden C- Samuel Soule D- Christopher Lantham</p>	1
9.	<p>Sight method of typing can be done by</p> <p>A- 3 fingers B- 2 fingers C- 5 fingers D- 10 fingers E-</p>	1
10.	<p>Touch method of typewriting created a revolution in the history of the typewriter by</p> <p>A- W.A. Burt B- Samuel Soule C- Christopher Lantham D- Charles Mcgurin</p>	1
11.	<p>_____ is an improved version of electric typewriter.</p> <p>A- Standard Typewriter B- Electronic Typewriter C- Portable Typewriter D- Noiseless Typewriter</p>	1

12.	Typewriter, which is specially designed for blind people is based on: A- Sight method B- Touch method C- Braille system D- Fingers system	1
13.	Noiseless typewriter works on the principle of _____. A- Sight printing B- Touch printing C- Pressure Printing D- Stencil Printing	1
14.	Hardware represent the _____ component of the computer A- Mechanical B- Technical C- Physical D- Analytical	1
15.	Keys of letter are not positioned _____ on the keyboard. A- Numerically B- Serial wise C- Alphabetically D- Technically	1
16.	While typing keep your hands in position of A- Claw B- Paw C- Upward direction D- Downward direction	1
17.	Key have been designed in 4 Rows, each row having _____ letter keys A- 10 B- 10-11 C- 11 D- 9	1
18.	The keyboard layout of computer and typewriter is popularly known as A- Universal B- QWERTY C- standard D- Structured	1
19.	In universal typewriter _____ character keys include signs A- 92 B- 46 C- 82 D- 108	1
20.	Other name of cursor key is A- Modifier key B- Navigation key C- Letter key D- Character key	1


21.	The typewriter is kept in the _____ of the table when not in use A- Front B- Center C- Side D- Below	1
22.	Allotment of keys to all the fingers is done in this method A- Sight B- Search and pack C- Touch D- Hunt	1
23.	Numeral and special signs typed easily and conveniently by _____ A- Modify key B- Character key C- Navigation key D- Numeric keypad	1
24.	Space bar is pressed by _____ A- Index finger B- Little finger C- Right hand thumb D- Middle finger	1
25.	Which row of the keyboard is called Home Row A- First row B- Top row C- Bottom row D- Middle row	1
26.	It is physical component of the computer A- Software B- Hardware C- Liveware D- Firmware	1
27.	Tiny Storage device free from scratch and dust _____ A- Input device B- Output device C- Floppy disk D- Pen drive	1
28.	_____ is the most common pointing device A- Keyboard B- Mouse C- Monitor D- Scanner	1
29.	_____ Are used to connect external devices to the computer A- Mouse B- Keyboard C- USB D- Ports	1
30.	Printer, Mouse and digital camera can connect through this _____ port A- Parallel Port B- Serial port C- USB D- AGP	1

31.	OCR Stands for A- Output Character Recorder B- Output Character Recognition C- Optical Character Recorder D- Optical Character Recognition	1
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SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

32.	It acts as an interface between user and hardware A- WOS B- OCR C- USB D- CPU	1
33.	Name the first company which started manufacturing typewriter A- Remington B- Underwood C- Godrej D- None of these	1
34.	Deleted files or folders are temporarily stored in ____ A- Hard Disk B- Floppy Drive C- Recycle Bin D- Desktop	1
35.	Typing material should be kept on ____ side of the typist A- Left hand B- Right hand C- Top D- Bottom	1
36.	There are ____ categories of typewriters A- 4 B- 5 C- 6 D- 7	1
37.	 button is used for A- Minimize Window B- Maximize Window C- Close Window D- Stop Window	1
38.	Window displays various options to shut down. which is at the end A- Shut down B- Restart C- Sleep D- Hibernate	1