CBSE I DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

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

Max. Time Allowed: 1 ½ Hours (90 min)   **Max. Marks: 30**

SECTION A - Employability Skills   (5 marks)

Unit No.	Name Of The Unit	MCQ/Fill In the Blanks/ Direct Question	Very Short Answer Question	Short Answer Questions	Long Essay Type Question	Total Questions
		1 mark each	2 marks Each	3 marks Each	4 marks Each	
4	Entrepreneurial Skills-III	2	1	-	-	3
5	Green Skills-III	2	1	-	-	3
Total Questions		**4**	**2**	**-**	**-**	**6**
No. Of Questions To Be Answered		**3**	**1**	**-**	**-**	**4**
Total Marks		**3x1=3**	**1x2=2**	**-**	**-**	**5**

SECTION B - Subject specific Skills   (25 marks)

Unit No.	Name Of The Unit	MCQ/Fill In the Blanks/ Direct Question	Very Short Answer Question	Short Answer Questions	Long Essay Type Question	Total Questions
		1 mark each	2 marks Each	3 marks Each	4 marks Each	
4	Windows Operating System	4	-	-	-	4
5	Introduction to Office	2	1	-	1	4
6	MS Word	1	4	4	2	11
Total Questions		**7**	**5**	**4**	**3**	**19**
No. Of Questions To Be Answered		**5**	**3**	**2**	**2**	**12**
Total Marks		**5 x 1 = 5**	**3 x 2 = 6**	**2 x 3 = 6**	**2 x 4 = 8**	**25**
Total		**5 + 25 = 30 Marks**				

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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.

   a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.

   b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.

4. Section B is of 17 marks and has 16 questions on Subject specific Skills.

   a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.

   b) Questions numbers 14 to 18 are two marks questions. Attempt any three questions.

5. Section C is of 08 marks and has 03 competency-based questions.

   a) Questions numbers 19 to 21 are four marks questions. Attempt any two questions.

6. Do as per the instructions given in the respective sections.

7. Marks allotted are mentioned against each section/question.

SECTION A - Employability Skills   (3 + 2 = 5 marks)

Answer any 03 questions out of the given 04 questions		1 x 3 = 3
Q.1	Why is it important to have right entrepreneurial attitude? (any one point)	1
Q.2	"Any business venture is a reflection of the entrepreneur's personal values, attitudes, and beliefs." In view of the statement, mention any two entrepreneurial values.	1
Q.3	State any two stakeholders in green economy.	1
Q.4	What policy initiatives have been taken for green economy in India? (any two)	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	Differentiate between entrepreneurial values and entrepreneurial attitude.	2
Q.6	Amit wishes to start an entrepreneurial venture in agricultural sector. He knows that green jobs contribute to protect the environment and reduce carbon footprints. Can you suggest him any two green jobs in agricultural sector?	2

SECTION B - Subject specific Skills   (5 + 6 + 6 = 17 marks)

Answer any 05 questions out of the given 07 questions	1 x 5 = 5
Q.7 In Windows operating system, name the main screen area that one sees after turning on a computer and log on to Windows.	**1**
Q.8 In Windows operating system, Sweety deletes a file which actually gets deleted right away but it goes to a bin. Can you name the bin?	**1**
Q.9 What is the use of Control Panel?	**1**
Q.10 Ms. Kavita wants to type a research report which may need editing by her Manager later on. Which of the application will be suitable for this purpose?	**1**
Q.11 Mr. Deepak wants to create an electronic presentation on "Entrepreneurship" for his class. What application should he use to get his work done?	**1**
Q.12 You have typed a document and you want to check the spelling mistakes. What would you do?	**1**
Q.13 Which of the two, Microsoft office shortcut bar or the Web toolbar, works like the Internet Explorer toolbar?	**1**
Answer any 03 questions out of the given 05 questions	**2 x 3 = 6**
Q.14 What is the purpose of using "Thesaurus"?	**2**
Q.15 Write about the feature of 'Find and Replace'.	**2**
Q.16 Why do we use a template and how is it created in Word?	**2**
Q.17 Mention the use of 'page orientation'.	**2**
Q.18 What is the use of MS Access application?	**2**
Answer any 02 questions out of the given 04 questions	**3 x 2 = 6**
Q.19 What are Headers and Footers? For what they are used for?	**3**
Q.20 How will you distinguish between Cut-Paste and Copy-Paste?	**3**
Q.21 Karan wishes to open MS Word. Write the various steps to open MS Word.	**3**
Q.22 Differentiate between Undo and Redo commands.	**3**

SECTION C   (2 x 4 = 8 marks)
(COMPETENCY BASED QUESTIONS)

Answer any 02 questions out of the given 03 questions	
Q.23 Dhruv uses Microsoft Outlook not only to send and receive emails but also to manage his personal data . Explain how he is using Outlook effectively?	4
Q.24 MS Word is a full-featured word processing program. Discuss various features of MS Word. (any four)	4
Q.25 Astha wishes to add names and addresses of different recipients for each copy of letter typed by her. Which tool she should use to complete her task efficiently? Also explain the different steps of using the tool.	4