CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

CLASS XII (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-IV	2
2	Self-Management Skills-IV	2
3	Information and Communication Technology Skills-IV	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	Correspondance	10
2	Manuscript	10
3	MS Excel	12
TOTAL QUESTIONS		**32 Questions**
NO. OF QUESTIONS TO BE ANSWERED		**25 Questions**
TOTAL MARKS		**1 x 25 = 25 MARKS**

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Typography & Computer Application (SUBJECT CODE 817)

CLASS XII (SESSION 2021-2022)
SAMPLE QUESTION PAPER FOR TERM -1

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.	Which of the following is the most well-known of the Personality disorders? a) Borderline Personality Disorder b) Melancholic Personality Disorder c) Associative Personality Disorder d) Dissociative Personality Disorder	1
2.	Most of us use_____ and _____ in addition to words when we speak. a) Words and gestures b) gestures and body language c) body language and posture d) posture and eye gazing	1
3.	We should _____ during communication. a) Not listen the speaker b) Interface to the speaker c) Listen to the speaker d) Gaze to speaker	1

4.	Which of the following is not an internal motivational force? a) Goals b) needs c) attitudes d) feedback	**1**
5.	Which function tells how many numeric entries are there? a) NUM b) COUNT c) SUM d) CHKNUM	**1**
6.	icon represents in PPT: a) New Slide b) Slide Design c) Slide layout d) Slide Show	**1**

SECTION B

Answer any 20 questions out of the given 25 questions   **(1 x 20 = 20 marks)**

7.	_____ is written in Ist Person instead of 3rd Person a) D.O Letter b) Memo c) Circular Letter d) Office Order	1
8.	In letter writing format, a title, "Dear Rahul" is an example of, a) Signed name b) letter body c) Salutation d) Introduction	1
9.	Which Style is known as American Style of typewriting the letters a) Indented Style b) Block Style c) Semi-Block Style d) All of the above	1
10.	Office Note is used for _____ communication a) Private b) Horizontal c) Personal d) Downward	**1**

11.	The following letter does not have the complementary close a) Memorandum b) Business Letter c) D.O. Letter d) Official Letter	1
12.	In which official correspondence salutation and complimentary close are generally required. a) Office Note b) Office Order c) Notifications d) D.O. letter	1
13.	The respectful phrases like "With kind regards" are used in which letter? a) Official Letter b) Demi-Official Letter c) Circular Letter d) Office Memorandum	1
14.	Communication is a _____. a) One way process b) Two way process c) Three way process d) Four way process	1
15.	What is proofreading? a) The act of editing work to improve writing skills b) The practice of improving grammar and spelling skills c) The process of looking for and correcting errors d) The steps involved in researching and writing	1
16.	Before proofreading a document, it _____once or twice a) Should be written b) Should be read c) Can be read d) Should be present	1
17.	stet means a) change the word to capitals b) change the order of the words c) keep the word with the dotted line below d) highlight the word underlined	1
18.	// sign tells the admin assistant to a) Make a new point b) b) Make a new sentence c) Make a new paragraph d) Not make a new paragraph	1

19.	l.c means a) Change the character to a capital letter b) Change the character to a small letter c) Change to bold d) Change the word to capitals	1
20.	In full -- instructs a) Type the full word in bold b) Type the whole word not abbreviation c) Type the full word in italics e) Type the full word in capitals	1
21.	The hash sign # means a) Insert a space b) insert a number c) insert a word d) insert a line	1
22.	⟳ is an indication to a) Delete words b) delete paragraphs c) delete sentences d) delete space	1
23.	What is the intersection of row and column in a worksheet called? a) Column b) b) Cell c) Row d) Value	1
24.	In Excel, Columns are labelled as ___ a) A,B,C, etc b) b) 1,2,3, etc c) A1,A2, etc d) A1, A1, etc	1
25.	The ____ feature of MS Excel quickly completes a series of data a) Auto Complete b) Auto Fill c) Fill Handle d) Sorting	1
26.	In Excel, which one denoted a range from B1 through E5 a) B1 - E5 b) B1$E5 c) B1 to E5 d) B1:E5	1

27.	Which of the following identifies a cell in Excel? a) Address b) Formula c) Name d) Label	1
28.	A(n) ____ is a series of two or more adjacent cells in a column or row or rectangular group of cells. a) List b) Section c) Range d) Area	1
29.	How do you select an entire column? a) Select Edit > Select > Column from the menu b) Click the column heading letter c) Hold down the shift key as you click anywhere in the column d) Hold down the Ctrl key as you click anywhere in the column	1
30.	You can use the drag and drop method to a) Copy cell contents b) Move cell contents c) Add cell contents d) Both 'a' and 'b'	1
31.	Getting data from a cell located in a different sheet is called _____ a) Accessing b) Referencing c) Updating d) Functioning	1

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions   **(1 x 5 = 5 marks)**

32.	A memorandum is considered a brief form of written communication for a) Legal use b) b) formal use c) internal use d) external use	1
33.	Modern business letters are usually written in a) Indented style b) Semi-block style c) simplified style d) Full-block style	1

34.	Which correction sign is used to equalize space a) # b) b) Eq# c) SP d) None of the above	1
35.	Which correction sign is used to Insert the matter in the Margin. a) /"/ b) l.c. c) /^/ d) Stet	1
36.	Which command will you choose to convert a column of data into row? a) Cut and Paste b) Paste Special-> Transpose c) Text Box d) Insert Row	1
37.	The command Edit-> Fill Across worksheet is active only when a) One sheet is selected b) When many sheets are selected c) When no sheet is selected d) When cells are selected	1
38.	Edit -> Delete command a) Delete the contents of a cell b) Deletes formats of cell c) Deletes the comment of cell d) Deletes selected cells	1