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 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARKS EACH	TOTAL QUESTIONS
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 1 MARK EACH	SHORT ANS. TYPE QUES.- I 2 MARKS EACH	SHORT ANS. TYPE QUES.- II 3 MARKS EACH	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS 4 MARKS EACH	TOTAL QUESTIONS
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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Sample Question Paper for Class XII (Session 2022-2023)

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.	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