

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATIONS (SUBJECT CODE: 817)

MARKING SCHEME FOR CLASSXI (SESSION 2023-2024)

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. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
i.	<ul style="list-style-type: none">● Shaking hands● smiling● facial expressions● body posture● eye movement etc.● Space i.e. proxemics (distance between people) (any two)	CBSE	Unit-1	26	1
ii.	A stands for 'Action Oriented'.	NCERT	Unit-2 Session-2	41	1
iii.	Time management is the process of planning and following a conscious control of time spent on specific activities. It is the ability to use one's time well.	NCERT	Unit-2 Session-3	115	1
iv.	A red wavy line indicates a misspelled word.	CBSE	Unit-3	89	1

v.	interpersonal	NCERT	Unit-4	108 Session-3	2
vi.	It is working towards developing competencies of people in the domain of renewable energy, sustainable development and waste management.	NCERT	Unit-5	124 Session-1	1
Q. 2 Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)					
i.	Christopher Lantham Sholes is called the inventor and father of typewriter.	CBSE	Unit-1	10	1
ii.	Mr. Charles Mc. Gurin, an American Typist, introduced Touch Method of Typewriting.	CBSE	Unit-1	11	1
iii.	Advantages of using a typewriter/Computer: <ul style="list-style-type: none"> Provides jobs to millions of people. It ensures Speed and Accuracy. It saves time and energy. It produces work which is impressive in look. Etc. (any two)	CBSE	Unit-1	12-13	1
iv.	Noiseless Typewriter works on the principle of "pressure printing" instead of usual stroking method.	CBSE	Unit-1	15	1
v.	Remington company introduced Shift Key in typewriters to facilitate typing of both capital and lower capital letters.	CBSE	Unit-1	11	1
vi.	Q,W,E,R,T and Y being the six alphabets put on the top row of the standard keyboard has become the reason of naming it as QWERTY keyboard.	CBSE	Unit-2	19	1
vii.	Besides the character keys, a keyboard consists of special keys that do nothing by themselves but modify the functions of other keys. For example, we can alter the output of the character key with the use of shift key - such as - Ctrl key (control) and Alt (alternate) keys are used for other keys.	CBSE	Unit-2	20	1
Q. 3 Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)					
i.	On the standard keyboard, "ASDFJKL;" are the home keys on the home row where the typist has to keep his/her fingers.	CBSE	Unit-2	25	1
ii.	<u>Navigation</u> keys are used for moving the text cursor on the screen.	CBSE	Unit-2	20	1
iii.	The basic section of a keyboard is consisting of <u>character</u> keys, which can be used to type letter and other characters.	CBSE	Unit-2	20	1
iv.	Hardware refers to the physical components of a computer. Hardware includes storage devices, input devices, output devices and other physical parts of computer.	CBSE	Unit-3	31	1
v.	There exist several types of ports like serial	CBSE	Unit-3	38	1

	port, parallel port, USB port, AGP port etc. which may be connected to the computer. (any two)				
vi.	Hard Disk has a much larger storage capacity than a floppy disk. It is fitted inside the computer and cannot be seen by us. It consists of one or more platters divided into concentric tracks and sectors. It is mounted on a central spindle, like a stack. It can be read by a read/write head that pivots across the rotating disks. The data is stored on the platters covered with magnetic coating. Nowadays, hard disks are available that can store up to 1 Terra Byte of data. (any one point)	CBSE	Unit-3	31	1
vii.	Supermarkets use a bar code system called the Universal Product Code (UPC).	CBSE	Unit-3	35	1
Q. 4 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)					
i.	Examples of Non Impact Printers - Electromagnetic printers, Thermal printers, Electrostatic printer, Inkjet Printers, Laser printers etc. (any two)	CBSE	Unit-3	36	1
ii.	The desktop is the main screen area that you see after you turn on your computer and log on to Windows.	CBSE	Unit-4	44	1
iii.	Control Panel is used for making the changes in settings of Windows. These settings control how Windows looks and works, and they allow to set up Windows.	CBSE	Unit-4	45 & 49	1
iv.	At the very bottom of the screen is a horizontal bar called the task bar. This bar contains (from left to right) the Start button, shortcuts to various programs, 46 minimized programs, and another section of shortcuts that includes sound volume, printers and the time.	CBSE	Unit-4	45 & 46	1
v.	An Operating System is a program which acts as an interface between a user and the hardware.	CBSE	Unit-4	43	1
vi.	An Excel file is made up of Worksheets, which collectively are called a <u>Workbook</u> .	CBSE	Unit-5	54	1
Q. 5 Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)					
i.	Microsoft <u>Power Point</u> is a slide show presentation program developed by Microsoft.	CBSE	Unit-5	56	1
ii.	<u>Microsoft Outlook</u> is a comprehensive tool that enables to manage our email, calendar, contacts, tasks and more all in one place.	CBSE	Unit-5	57	1
iii.	Microsoft Access is used in developing database management solutions with easy to use customization tools.	CBSE	Unit-5	60	1

iv.	The Web toolbar contains buttons for inserting hyperlinks, paging back or forward on the Web and opening Microsoft Internet Explorer.	CBSE	Unit-5	60	1
v.	Excel	CBSE	Unit-5	54	1
vi.	Thesaurus is used to look up synonyms and word meanings as and when required.	CBSE	Unit-6	150	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	Run the spell checker	CBSE	Unit-6	73	1
ii.	A <u>green</u> line indicates a grammatical error in a document.	CBSE	Unit-6	77	1
iii.	A table is a grid of cells arranged in <u>rows and columns</u> .	CBSE	Unit-6	134	1
iv.	Auto Format feature is used to automatically apply formatting to the text being typed.	CBSE	Unit-6	149	1
v.	<u>Footnote</u> is an explanation or reference to other material, printed at the end of a document.	CBSE	Unit-6	149	1
vi.	Sweety should use the option of Mail Merge.	CBSE	Unit-6	144	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCI VE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)					
Q. 7	<ul style="list-style-type: none"> ● can be read many times, ● permanent records, ● mass dissemination to people in different locations, ● good for long messages accountability, ● clarity -message can be clear if proper grammar (any two)	CBSE	Unit-1	26	2
Q. 8	<ul style="list-style-type: none"> ● Promotes self-respect ● Boosts self-confidence ● It's a step to overall improvement ● It shows your attention to detail ● Every expression leaves an impression. Your attire speaks before your words. Draws the right kind of attention and sends the right message. (any two points)	CBSE	Unit-2	120	2
Q. 9	Sometimes you may need to search a word or text in a document and replace it with another word or text. The Find	CBSE	Unit-3	94	2

	option is used to search a word or text in a document and Replace command is used to replace the specific word or text in a document.				
Q. 10	The attitude an entrepreneur has is different from that of a wage employed person. A wage employed person has to do one's job and not worry about the company. But the entrepreneur thinks and acts differently. The person not only thinks about one's work but also about the work of one's employees and the work required for the growth of the company.	NCERT	Unit-4	107 Session-3	2
Q. 11	<p>Use of energy-efficient vehicles and alternate fuels like Compressed Natural Gas (CNG) can help minimise greenhouse gas emissions. The new biofuel Policy announced by the Government of India on 10 August 2018</p> <p>focusses on initiatives for enhanced use of biomass so as to improve the availability of ethanol through starch and</p> <p>sugar-based feedstock, develop ethanol technologies and increase the production of biodiesel for blending. Biofuels produced directly or indirectly from organic material, including Bio CNG, Bio-methanol, etc., can generate green jobs.</p>	NCERT	Unit-5	126 Session-1	2

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

Q. 12	<p>All the Standard Typewriters have the following common features:</p> <ul style="list-style-type: none"> • A four-row (bank) Keyboard; • The arrangement of keys in a similar order of letters; • A single shift operation for capitals and additional characters; • Visibility of writing by "front upstroke type bar action", which 	CBSE	Unit-1	14	2
--------------	---	------	--------	----	---

	means that the type is arranged in a semi-circle in front of the machine and strikes upwards on the paper.				
Q. 13	<p>Students are advised to practice the operation of Home Keys keeping in mind the following principles:</p> <p>1) Make your four fingers of both hands to hover around the home keys in such a way that they touch the keys lightly.</p> <p>2) Depress the keys of your left hand fingers and type: a s d f g.</p> <p>3) Depress the space bar with right thumb.</p> <p>4) Depress the keys allotted to your right hand fingers and type: ; l k j h.</p> <p>5) Letters „f“ and „g“ are typed by the left hand fore-finger while letters „j“ and „h“ are typed by the fore-finger of your right hand.</p> <p>(any two)</p>	CBSE	Unit-2	25	2
Q. 14	<p>To create a new folder, Aman should follow the following steps:</p> <p>1. Go to the location (such as a folder or the desktop) where the new folder is to be created.</p> <p>2. Right-click a blank area on the desktop or in the folder window, point to New, and then click Folder.</p> <p>3. Type a name for the new folder, and then press Enter.</p>	CBSE	Unit-4	51	2
Q. 15	Microsoft Excel allows one to gather, organize, and manage data effectively. It is a software facilitating data entry into an electronic spread sheet which performs complex mathematical calculations and analysis.	CBSE	Unit-5	54	2
Q. 16	Auto text feature can be used to store text you frequently use, such as a mailing address,	CBSE	Unit-6	133, 73 &	2

	<p>legal disclaimer or closing remark. It enables you to insert the text into your documents.</p> <p>Auto Correct feature is used to correct common spelling errors as the text is being typed.</p>			149	
--	---	--	--	-----	--

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

Q. 17	<p>The salient features of an Electronic Typewriter are given below: -</p> <ul style="list-style-type: none"> • It has a variety of automatic electronically controlled features, including paper feed, margins, tabulator stops, bold printing, carriage return, underscoring, margin justification, decimal tabulation and centering. • It has a storage memory like Word Processor. But the memory is of a limited degree. • There is a visual display screen of two-three lines. The Operator can see the text on these lines and if there is any correction, it can be carried out before giving the print command. • The printing element is normally a daisy-wheel with a character at the end of each spoke. It gives fast printing and high print quality with a choice of type -faces in 10, 12 and 15 pitch with proportional spacing. Daisy wheels are easy to load and can be easily and quickly changed. Daisy-wheels are available in different prints. • On certain typewriters, bi-lingual system is also available. Texts both in English and Hindi can be typed only on one typewriter by changing the daisy wheel and certain codes on the typewriter. • Corrections on first page can be carried out automatically with the 	CBSE	Unit-1	16-17	3
--------------	--	------	--------	-------	---

	<p>help of a key on the keyboard. A correcting tape is installed in the typewriter which lifts the incorrect characters with the depression of a key and the correct characters can be re-typed in place of the incorrect characters lifted by the correcting tape.</p> <p>Etc. (any three)</p>				
Q. 18	<p>Sight Method or (two-fingered typing), also known as search and peck, is a common style of typing, in which the typist must find and press each key individually. This is usually slower than touch typing, as the typist must find each key by sight. Use of this method may also prevent the typist from being able to see what has been typed without glancing away from the keys. Although good accuracy may be achieved, but the typing errors that are made may not be noticed immediately. There is also the disadvantage that because fewer fingers (almost forefingers of both hands) are used, they are forced to move a much greater distance.</p> <p>Touch system means mentally locating the position of the keys by sense of touch without looking at the key board. In this method the typist has to keep his eye sight only on the notebook from which the matter has to be typed. This operation of keys is called by sense of location and not by sight. This method is based on scientific lines. Each finger has to operate on the keys allotted to it. All the fingers of both the hands are used. In this most scientific and modern method of typing, the unnecessary movement of eyes and hands is not required.</p>	CBSE	Unit-2	24-25	3
Q. 19	<p>Input devices are used to enter the data and instructions into the computer. Keyboard is the most common input device. The other input devices available are Mouse, Joystick, Scanner, Optical Character Recognition (OCR), Magnetic Ink Character Recognition</p>	CBSE	Unit-3	33 & 36	3

	(MICR), Microphone etc. Output devices receive information from the CPU and present it to the user in the desired form. Output devices include Monitor, printers, plotters, speakers etc.				
--	--	--	--	--	--

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

Q. 20	Laptops are those computers which could be operated by putting it in your laps. These are used in businesses and at home to communicate on computer network, for word processing and to play games. These laptops have large amount of internal memory to store different programs and documents. These laptops are equipped with a keyboard; a mouse, track ball or other pointing devices and a video display, Monitor or LCD to display information. They have similar hardware and software as other PCs have. Laptop computers (also called notebooks) can be carried from one place to other very easily and conveniently like portable typewriter.	CBSE	Unit-1	18-19	4
Q. 21	For the perfect sitting posture, the following should be followed: (a) Use cushioned chair that helps you keep your body straight. The chair so selected should be adjustable, so that you can set the height of the chair to rest your feet flat on the floor. Keep your feet on the floor or on a footrest.. Some people like sitting in a slightly lounged position as it creates less stress on the back. (b) Support your lower back. (c) In typing-mode, never cross legs. Maintain a distance of 15 cms between the two feet. (d) Both the feet should be placed on the floor maintaining a distance of about 15cm between the two feet. (e) Have a comfortable chair with adjustable armrests, if possible (f) Have a cushioned seat. (g) Your keyboard should be at a height that allows your elbows to be bent and close to your sides.	CBSE	Unit-1	21	4
Q. 22	Manipulating windows means changing the sizes of the windows on the screen so that more windows are visible.	CBSE	Unit-4	47	4

	<p>Maximize button allows to concentrate on one application by making its window cover the entire screen.</p> <p>Minimize button allows to keep an application running, but remove it from the desktop area so that other applications can be accessed. The minimized application becomes a bar at the bottom of the screen, and can be accessed by clicking on the bar.</p>				
Q. 23	<p>Using MS-Word, we can do the following:</p> <ol style="list-style-type: none"> 1. Text Basics 2. Proofing Features 3. Working with Hyperlinks 4. Formatting Text 5. Working with Text Boxes 6. Inserting Clip Art 7. Working with Shapes 8. Using a Template 9. Working with Lists 10. Line and Paragraph Spacing 11. Modifying Page Layout 12. Working with Pictures 13. Columns and Ordering 14. Working with Headers and Footers 15. Working with Tables 16. Using Smart Art Graphics 17. Using Indents and Tabs 18. Applying Styles and Themes 19. Using Mail Merge <p>Etc.</p>	CBSE	Unit-5	53	4
Q. 24	<p>We can make our document look professional and polished by utilizing the header and footer</p>	CBSE	Unit-6	140	4

	sections. By header, we mean a section of the document which appears in the top margin, while by footer we mean a section of the document that appears in the bottom of the margin. Headers and footers generally contain information such as page number, date, and document name.				
--	---	--	--	--	--