CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATIONS (SUBJECT CODE: 817)

Blue-print for Sample Question Paper for Class XI (Session 2023-2024)

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 - III	1	1	2
2	Self-Management Skills - III	2	1	3
3	Information and Communication Technology Skills - III	1	1	2
4	Entrepreneurial Skills - III	1	1	2
5	Green Skills - III	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
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	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1	Unit 1: Typography	5	1	1	1	08
2	Unit 2: Keyboard Operations	5	1	1	1	08
3	Unit 3: Computer Hardware	5	-	1	-	6
4	Unit 4: Windows Operating System	4	1	-	1	6
5	Unit 5: Introduction To Office	6	1	-	1	8
6	Unit 6: MS Word	7	1	-	1	9
	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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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.	Write any two elements of non verbal communication.	1
ii.	What does the 'A' in S.M.A.R.T goals stand for?	1
iii.	What do you understand by Time Management?	1
iv.	What does a red wavy underline in a document indicate?	1
v.	The ability to work well with others is called _____skills. (interpersonal/organizational)	1
vi.	How 'Skill Council for Green Job' is helping to address the skilled workforce issues associated with sustainable development?	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Who is called the inventor and father of typewriter?	1
ii.	Name the person who introduced Touch Method of Typewriting.	1
iii.	Write any two advantages of using a typewriter/Computer.	1
iv.	Which typewriter works on the principle of "pressure printing" instead of usual stroking method?	1
v.	Which company introduced Shift Key in typewriters to facilitate typing of both capital and lower capital letters?	1
vi.	Why computer keyboard is popularly known as QWERTY keyboard?	1
vii.	What do you understand by a Modifier Key?	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Name the home keys on the home row where the typist has to keep his/her fingers on a standard keyboard.	1
ii.	_____keys are used for moving the text cursor on the screen.	1
iii.	The basic section of a keyboard is consisting of _____ keys, which can be used to type letter and other characters.	1
iv.	What do you mean by Hardware?	1
v.	Mention any two types of ports which may be connected to the computer.	1
vi.	For which purpose we use hard disk in a computer?	1
vii.	Supermarkets use a bar code system called the _____.	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Give any two examples of Non Impact Printers.	1
ii.	What main screen area you see after you turn on your computer and log on to Windows?	1
iii.	What is the use of Control Panel?	1
iv.	A Taskbar contains many parts. Name any two.	1
v.	What do you understand by the term - Operating System?	1
vi.	An Excel file is made up of Worksheets, which collectively are called a _____.	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Microsoft _____is a slide show presentation program developed by Microsoft.	1
ii.	_____ is a comprehensive tool that enables to manage our email, calendar, contacts, tasks and more all in one place.	1
iii.	Why do we use MS Access?	1
iv.	The Web toolbar contains several buttons. Mention any two such buttons.	1
v.	Mr.Verma wants to store data of the class test of his students viz. Roll No, Name, Marks Obtained and Maximum Marks and also instantly find out highest, lowest	1

	and average marks of the test. Which application will be suitable for this purpose?	
vi.	For what purpose Thesaurus is used for?	1
Q. 6	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	You have typed a document and you want to check the spelling mistakes. What would you do?	1
ii.	A _____ line indicates a grammatical error in a document.	1
iii.	A table is a grid of cells arranged in _____.	1
iv.	What is the purpose of Auto Format feature?	1
v.	_____ is an explanation or reference to other material, printed at the end of a document.	1
vi.	In case Sweety wants to produce multiple copies of a letter, labels, envelopes or send same information to a large number of persons stored in a list, database or spreadsheet, which option should she use for this purpose?	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	List any two advantages of Written Communication.	2
Q. 8	Why is it important to dress appropriately, look decent and have positive body language?	2
Q. 9	What is the use of Find and Replace tool in Writer?	2
Q. 10	How an attitude of an entrepreneur is different from that of a wage employed person?	2
Q. 11	Mention the role of green jobs in transportation sector. (any two points)	2

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

Q. 12	Write any two common features of a Standard Typewriter.	2
Q. 13	Mention any two principles which the students should keep in mind while practicing the operation of Home Keys.	2
Q. 14	Aman wishes to create a new folder. What steps he should follow for this purpose?	2
Q. 15	Write any two uses of Microsoft Excel.	2
Q. 16	What is the difference between Auto Text and Auto correct?	2

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

Q. 17	What are the salient features of an Electronic Typewriter? (mention any three)	3
Q. 18	Distinguish between Sight and Touch Method of Typewriting.	3
Q. 19	Differentiate between Input and Output Devices.	3

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

Q. 20	Astha has been using her laptop as a personal computer. Mention certain features of a laptop which has made it so popular in today's business world.	**4**
Q. 21	As a typist, Deepak has been always careful to maintain a perfect sitting posture. In your opinion, what are the points which Deepak has been taking care of while typing on the keyboard?	**4**
Q. 22	While working on Computer, Neha manipulates windows many- a- times. Mention the purpose of manipulating windows by her. Also write the use of Minimize and Maximize buttons.	**4**
Q. 23	"MS Word is a powerful word-processing software which has become an integral component of MS-Office." In view of the statement discuss the various tasks which can be performed using MS Word.	**4**
Q. 24	What are Headers and Footers? What are they used for?	**4**