CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)

Blueprint for Sample Question Paper for Class XI (Session 2024-2025)

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 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	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	-	06
4	Unit 4: Windows Operating System	4	1	-	1	06
5	Unit 5: Introduction To Office	6	1	-	1	08
6	Unit 6: MS Word	7	1	-	1	09
TOTAL QUESTIONS		32	5	3	5	45
NUMBER 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

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)

Sample Question Paper for Class XI (Session 2024-2025)

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)	Marks
i.	Which one of the following is not a type of non-verbal communication? a) Eye contact b) Body posture c) Oral communication d) Body Language	1
Ii.	_____ is the method of planning and balancing your time to meet your everyday targets.	1
iii.	Riya wants to change the spelling of a word in the entire document. Which option will she use? a) Copy b) Align Left c) Find & Replace d) Paste	1
iv.	Entrepreneurship is the act of executing an _____idea in a business.	1
v.	Write name of any green project implemented in India.	1
vi.	Goals are a set of dreams with a deadline to achieve them. (True/False)	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Who invented Touch method of Typewriting?	1
Ii.	The first agency of Typewriters was started in India in 1896. (True/False)	1
iii.	The computer keyboard is popularly known as _____ keyboard. a) Soft b) QWERTY c) Electronic d) Latest	1
iv.	Which Typewriter works on the principle of "pressure printing"?	1
v.	What do you understand by Typography?	1
vi.	Remington Company introduced an additional key in the typewriter Keyboard known as _____. With the help of this key, both capital and lower capital letters could be typed. a) Spacebar b) Caps Lock c) Tab Key d) Shift key	1
vii.	The center row of keys on the keyboard is termed as "**home row**". (True/False)	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	A keyboard consists of special keys (ctrl) that do nothing by themselves but modify the functions of other keys. (True/False)	1
Ii.	What is the keyboard shortcut to UNDO any mistake?	1
iii.	Serial ports can send or receive a byte (8-bit) at a time. (True/False)	1
iv.	How can we activate the numeric keypad?	1
v.	Identify the output device from the following list. a) Microphone b) Bar code reader c) Plotter d) Scanner	1
vi.	Every barcode has a Universal Product Code.(True/False)	1
vii.	_____button of mouse is used to execute the operation associated with it.	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	A sound input can be sent to computer through a special input device called _____.	1

Ii.	Windows displays various options to shut down. Which is suitable at the end of day? (a) Hibernate (b) Restart (c) Sleep (d) Shut Down	**1**

iii.	A _____ is a named location on a disk where files are stored
	   (a) Folder
	   (b) Pod
	   (c) Version
	   (d) None of the above
		1

iv.	Tab menus, which are present in dialogue boxes, are menus which represent many different _____ of information.	**1**
v.	Multiple applications can be simultaneously run in different windows. (T/F)	**1**
vi.	Microsoft Access helps in developing _____ management solutions with easy to use customization tools.	**1**
Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Ananya wants to create an electronic presentation on environment for his class. Which of the following applications is most suitable for this purpose. a) PowerPoint b) Excel c) Access d) outlook	**1**
Ii.	Microsoft Office Outlook is a personal information manager from Microsoft mainly used as an _____ application.	**1**
iii.	The Web toolbar contains buttons for inserting hyperlinks. (T/F)	**1**
iv.	An Excel file is made up of slides, which collectively are called a Workbook. (T/F)	**1**
v.	Microsoft Excel is a software facilitating _____ into an electronic spreadsheet to do complex mathematical calculations and analysis. a) drawing b) browsing c) data entry d) designing	**1**
vi.	Word allows aligning text/paragraphs in 4 ways namely: left, right, center and _____ a) top b) bottom c) auto align d) justified	**1**
Q. 6	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	A document _____ is a set of formatting choices that includes font styles, sizes, and colours for different parts of the document.	**1**
Ii.	A predesigned document used to create new documents with the same formatting is known as _____.	**1**
iii.	Microsoft Word has a feature called Format Painter that allows a user to copy and paste formats much in the same way as text is copied and pasted. (T/F)	**1**
iv.	Paragraph spacing is chosen for spacing between the lines of a paragraphs. (T/F)	**1**
v.	The _____key works as a toggle key. If you press it once, the overtyping (OVR) mode gets turned ON, and pressing it again turns it OFF. a) Tab b) Delete c) Control d) Insert	**1**
vi.	_____Tab : Aligns decimal numbers using the decimal point. a) numeric b) left c) decimal d) right	**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	What is communication and what are different methods of communication?	2
Q. 8	What is teamwork?	2
Q. 9	What is the advantage of using a header or a footer in a word processor document?	2
Q. 10	What are different ways in which an entrepreneur can think to solve problems?	2
Q. 11	What is a Green Economy?	2

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

Q. 12	What are the advantages of a Typewriter/Computer? Write any 4 points.	2
Q. 13	Explain the use of backspace key.	2
Q. 14	Explain the touch method of typewriting.	2
Q. 15	Naitik wants to help his class teacher to manage class attendance records and to visualize data in form of charts/graphs. Can you suggest to Naitik which application is best suited for this work and why?	2
Q. 16	What is the difference between moving and copying the text?	2

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

Q. 17	Explain any three features of an electronic typewriter.	3
Q. 18	What are the disadvantages of touch method of typewriting?	3
Q. 19	What is a port? What are the different types of ports available on a computer?	3

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

Q. 20	What are the main characteristics of computer? In todays' scenario, why would you suggest a computer over a typewriter for doing any job of typography?	4
Q. 21	What are the advantages of sight method of typography? Explain any four points.	4
Q. 22	What is an icon in Windows? Explain any two desktop icons of Windows.	4
Q. 23	Explain any four tasks that can be effectively managed by using Outlook.	4
Q. 24	Suchitra, an office assistant wants to send a fee reminder to all defaulters by mentioning their customized details like Name & address at the top of the letter. Which feature of MS Word will be useful for her to accomplish this task? Write down the steps to perform the task by using that feature.	4

- - - - - - - - - - - - - - - - -