

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY & COMPUTER APPLICATION (SUBJECT CODE-817)

CLASS XII (SESSION 2021-2022) MARKING SCHEME 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.	a) Borderline Personality Disorder	1
2.	b) gestures and body language	1
3.	c) Listen to the speaker	1
4.	d) feedback	1
5.	b) COUNT	1
6.	b) Slide Design	1

SECTION B

Answer any 20 questions out of the given 25 questions

(1 x 20 = 20 marks)

7.	b) D.O. letter	1
8.	c) Salutation	1
9.	b) Block Style	1
10.	b) Horizontal	1
11.	a) Memorandum	1
12.	d) D.O.letter	1

13.	b) Demi-Official Letter	1
14.	b) Two way process	1
15.	c) The process of looking for and correcting errors	1
16.	b) Should be read	1
17.	c) keep the word with the dotted line below	1
18.	c) Make a new paragraph	1
19.	b) Change the character to a small letter	1
20.	b) Type the whole word not abbreviation	1
21.	a) Insert a space	1
22.	d) delete space	1
23.	b) Cell	1
24.	a) A,B,C, etc	1
25.	b) AutoFill	1
26.	d) B1:E5	1
27.	a) Address	1
28.	c) Range	1
29.	b) Click the column heading letter	1
30.	d) Both 'a' and 'b'	1
31.	b) Referencing	1

**SECTION C
(COMPETENCY BASED QUESTIONS)**

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

32.	c) internal use	1
33.	d) Full-block style	1
34.	b) Eq#	1
35.	c) /^/	1
36.	b) Paste Special-> Transpose	1
37.	b) When many sheets are selected	1
38.	d) Deletes selected cells	1