CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION
(SUBJECT CODE 817)

Blue-print for Sample Question Paper for Class XII (Session 2020-2021)

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	1	1	2
2	Self-Management Skills-IV	2	1	3
3	Information and Communication Technology Skills-IV	1	1	2
4	Entrepreneurial Skills-IV	1	1	2
5	Green Skills-IV	1	1	2
	TOTAL QUESTIONS	**6**	**5**	**11**
	NO. OF QUESTIONS TO BE ANSWERED	**Any 4**	**Any 3**	
	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 2020-2021)

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.	Define pronoun with examples.	1
ii.	Soft Skills are also known as _____	1
iii.	Imagine your any experience through which you have tried to motivate your parents through gestures. And to which communication it relates:	1
iv.	Imagine a situation when you see a person has been treated as an antisocial personality. According to you what is this anti-social personality?	1
v.	_____ is the example of Green Tourism.	1
vi.	What is the short-cut key to open a presentation?	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 the letters.	1
vii.	What is the manuscript sign to Centralize the matter?	
viii.	SP sign is used in manuscript: (select one) (a) Special Case (b) Spell Error (c) Second Paragraph (d) Special pronunciation	

Q. 3	**Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)**	
i.	An Excel File is the combination of _____.	1
ii.	Formula in MS Excel begins with _____sign.	1
iii.	In Excel _____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.	Gmail is the product of: (select one) (a) A Yahoo Product (b) A Google Product (c) A Microsoft Product (d) Amazon Product	1
v.	The purpose of the mail is summarizing in _____text box.	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.	An independent program which is replicates so much and it 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	Define the meaning of Communication.	2
Q. 8	Differentiate between the noun phrase and verb phrase.	2
Q. 9	Write down the steps for entering a text box in the slide.	2
Q. 10	Differentiate between the Internal Motivation and External Motivation.	2
Q. 11	List any four green jobs in water conservation.	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	The difference between 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.	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	Define two popular Search Engines.	4
Q. 24	Explain at least five effects of computer virus after virus attack.	4