

# CBSE | DEPARTMENT OF SKILL EDUCATION

## TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

### CLASS XI (SESSION 2021-2022) MARKING SCHEME FOR SQP TERM - II

Max. Time Allowed: 1 ½ Hours (90 min)

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.
  - a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
  - b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.
4. Section B is of 17 marks and has 16 questions on Subject specific Skills.
  - a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
  - b) Questions numbers 14 to 18 are two marks questions. Attempt any three questions.
5. Section C is of 08 marks and has 03 competency-based questions.
  - a) Questions numbers 19 to 21 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

#### SECTION A - Employability Skills

(3 + 2 = 5 marks)

Answer any 03 questions out of the given 04 questions		1 x 3 = 3
Q.1	<p>(a) Right entrepreneurial attitude inculcates in a persona high degree of motivation, brings the energy and capacity to push ahead and develops the qualities of head and heart.</p> <p>(b) Positive entrepreneurial attitude helps in facing problems and decision-making.</p> <p>(c) It also helps to stay optimistic under tough conditions.</p> <p>(d) By imbibing optimistic behaviour in a person, the positive attitude helps to exhibit the drive and energy to progress towards the realization of goal.</p> <p>(any one point)</p>	1
Q.2	<p>Any of the following two entrepreneurial values:</p> <p>(a) Innovativeness and Creativity</p> <p>(b) Independence or ownership</p> <p>(c) Quest for Outstanding Performance or Achievement</p> <p>(d) Respect for Work</p> <p>(half mark for each entrepreneurial value)</p>	1

<p><b>Q.3</b></p>	<p>Any two of the following stakeholders in green economy:</p> <ul style="list-style-type: none"> <li>(a) Government</li> <li>(b) Non-Governmental Organisations (NGOs)</li> <li>(c) Business and Industry</li> <li>(d) Scientific and Technological Community</li> <li>(e) Workers and Trade Unions</li> <li>(f) Farmers</li> <li>(g) Women etc.</li> </ul> <p>(half mark for each stakeholder)</p>	<p><b>1</b></p>
<p><b>Q.4</b></p>	<p>Any of the following two green jobs in agricultural sector:</p> <ul style="list-style-type: none"> <li>(a) organic farming</li> <li>(b) integrated pest management</li> <li>(c) farm mechanisation</li> <li>(d) agriculture tourism etc.</li> </ul> <p>(half mark for each green job)</p>	<p><b>1</b></p>
<p><b>Answer any 01 question out of the given 02 questions</b></p>		<p><b>1 x 2 = 2</b></p>
<p><b>Q.5</b></p>	<p>Entrepreneurial values: They are a set of beliefs or ideas that provide standards which guide behavior of an entrepreneur. For Example:</p> <ul style="list-style-type: none"> <li>(a) Innovativeness and Creativity</li> <li>(b) Independence or ownership</li> <li>(c) Quest for Outstanding Performance or Achievement</li> <li>(d) Respect for Work</li> </ul> <p>Entrepreneurial Attitudes: They are attitudes which form the nucleus of the growth and development profile of an entrepreneur. For example:</p> <ul style="list-style-type: none"> <li>(a) Tendency to use imagination</li> <li>(b) Tendency to take risk</li> <li>(c) Tendency for freedom of expression and action</li> <li>(d) Tendency to look for economic opportunities</li> <li>(e) Tendency to find satisfaction on successful completion of task</li> <li>(f) Tendency to believe that they can change the Environment</li> <li>(g) Tendency to take initiative</li> <li>(h) Tendency to analyze the situation and plan action</li> <li>(i) Valuing the customer</li> </ul> <p>(one mark for explanation of definition and one mark for example of each)</p>	<p><b>2</b></p>

<b>Q.6</b>	<p>Following policy initiatives have been taken for green economy in India:</p> <p>(a) National Action Plan on Climate Change (NAPCC) : This is an action plan which includes different missions or plans within it which aim at sustainable development.</p> <p>(b) Green India Mission (GIM) The National Mission for a Green India or Green India Mission (GIM), is one of the eight missions under India's action plan for meeting the challenges of climate change.</p> <p>(c) Jawaharlal Nehru National Solar Mission also known as the National Solar Mission This mission aims to meet India's energy needs sustainably. It aims to make India a global leader in solar energy (a renewable source of energy— unlike coal, petroleum, etc.).</p> <p>(d) Swachh Bharat Abhiyan (SBA) or Swachh Bharat Mission (SBM) or Clean India Mission This mission aims to clean up Indian cities, towns, and villages.</p> <p>(e) Setting Up the National Green Tribunal (NGT) The National Green Tribunal is like a court for cases related to environmental protection, conservation of forests and other natural resources.</p> <p>(any two points)</p>	<b>2</b>
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**SECTION B - Subject Specific Skills**

**(5 + 6 + 6 = 17 marks)**

<b>Answer any 05 questions out of the given 07 questions</b>		<b>1 x 5 = 5</b>
<b>Q.7</b>	Desktop	<b>1</b>
<b>Q.8</b>	Recycle Bin	<b>1</b>
<b>Q.9</b>	Displays a list of utility to configure the computer system and install software and hardware	<b>1</b>
<b>Q.10</b>	Spreadsheet or Excel	<b>1</b>
<b>Q.11</b>	Power Point	<b>1</b>
<b>Q.12</b>	To use spell check for your entire document.	<b>1</b>
<b>Q.13</b>	The Web toolbar in most Office XP programs works much like the basic Microsoft Internet Explorer toolbar.	<b>1</b>
<b>Answer any 03 questions out of the given 05 questions</b>		<b>2 x 3 = 6</b>
<b>Q.14</b>	A thesaurus is a reference work that lists the synonyms and sometimes antonyms of words.	<b>2</b>
<b>Q.15</b>	Find and Replace is a feature that allows to quickly and efficiently find certain words or terms in the document and replace them with another word(s).	<b>2</b>
<b>Q.16</b>	<p>A template is a sample document that is used for the basis for a new document. A template determines the basic structure for a document and contains document specific settings such as fonts, styles, page layout, macros etc.</p> <p>When we create a document, the file that is created initially is just a copy of its template.</p>	<b>2</b>

<b>Q.17</b>	Page Orientation is used to find out the direction in which a document is displayed. It is of two types; portrait (vertical) and landscape (horizontal).	<b>2</b>
<b>Q.18</b>	Microsoft Access is used in developing database management solutions with easy to use customization tools.	<b>2</b>
<b>Answer any 02 questions out of the given 04 questions</b>		<b>3 x 2 = 6</b>
<b>Q.19</b>	<p>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.</p> <p>Headers and footers are used to contain information such as page number, date, document name etc.</p> <p>(1.5 marks for definition and 1.5 marks for its use)</p>	<b>3</b>
<b>Q.20</b>	<p>Cut Paste removes the original content from the document and places it in a new location while Copy Paste inserts the content to a new location without removing the original content.</p> <p>(1.5 marks for description of Cut Paste and 1.5 marks for description of Copy Paste)</p>	<b>3</b>
<b>Q.21</b>	<p>(a) Click the start button which is located on the left-hand bottom corner on your Desktop or Laptop.</p> <p>(b) Click the All Programs button just above the Start button.</p> <p>(c) Find the group Microsoft Office.</p> <p>(d) In the sub-group, one of the icons will be Microsoft Office Word.</p> <p>i.e. Start → All Programs → MS Office → MS Word</p> <p>(one mark for each point)</p>	<b>3</b>
<b>Q.22</b>	<p>The Undo feature is used to undo the previous action and the Redo feature is used to repeat the previous action.</p> <p>For example, if you mistakenly delete text, you can use the Undo feature to recover it.</p> <p>(1.5 marks for description of Undo Feature and 1.5 marks for description of Redo feature)</p>	<b>3</b>

**SECTION - C**  
**(COMPETENCY BASED QUESTIONS)**

**(2 x 4 = 8 marks)**

<b>Answer any 02 questions out of the given 03 questions</b>		
<b>Q.23</b>	<p>Microsoft Outlook is a comprehensive tool that enables to manage our email, calendar, contacts, tasks and more all in one place. Dhruv can use Outlook effectively for:</p> <ul style="list-style-type: none"> <li>(a) Email management: Create rules that automatically process e-mail; work with multiple e-mail accounts; create categories to keep track of messages, appointment, contacts, and other items; and search for a specific e-mail message, contact, or calendar item.</li> <li>(b) Communicate efficiently: Take advantage of the integration of Outlook e-mail tools with other Microsoft Office programs, send a document from Microsoft word, with an introduction; edit your e-mail by using the tools in Word; and use Smart Tags. Use instant messaging to communicate in real time.</li> <li>(c) Managing contacts: Save information about contacts, such as addresses and phone and fax numbers, and file that information in the way that works best for you; Microsoft Share Point Server is used for multiple users in an organization such as shared mailboxes and calendars.</li> <li>(d) Manage Tasks To-Do Lists. See the outlook calendar to organize meetings and appointments; schedule or propose meetings and conferences for times when most people are free.</li> </ul> <p>(four points)</p>	4
<b>Q.24</b>	<p>Word features include a built-in spell checker, a thesaurus, a dictionary, ability for users to create their own formatting templates and utilities for manipulating, editing text etc.</p> <p>(any four features)</p>	4
<b>Q.25</b>	<p>Astha should use Mail Merge to complete her task.</p> <p>Different steps of using the Mail Merge include:</p> <ul style="list-style-type: none"> <li>(a) Creating a Main Document and the Template.</li> <li>(b) Creating a Data Source.</li> <li>(c) Defining the Merge Fields in the main document.</li> <li>(d) Merging the Data with the main document.</li> <li>(e) Saving/Exporting.</li> </ul> <p>(one mark for mentioning the tool and three marks for steps)</p>	4