

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

CLASS XII (SESSION 2021-2022) MARKING SCHEME FOR 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.
 - c) Questions numbers 19 to 22 are three marks questions. Attempt any two 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>Any two personal barriers to entrepreneurship:</p> <ol style="list-style-type: none">(a) Motivational Barrier: The entrepreneurs who lack toughness and perseverance often quit.(b) Perception Barrier: Lack of clear vision and misunderstanding can lead to disappointment.(c) Lack of Interpersonal skills <p>(Any two barriers and half mark for each barrier)</p>	1
Q.2	<p>We should have some knowledge about barriers to entrepreneurship because of the following reasons:</p> <ol style="list-style-type: none">(a) An understanding of the barriers will help prospective entrepreneurs to develop a strategy to overcome them.(b) A systematic study of the barriers will lead to a proper understanding of the fields or areas in which they occur.(c) Once the barriers are clearly identified, the society, government and other supporting agencies can develop effective programs to tackle the issues to create a conducive entrepreneurial climate.(d) An insight into the barriers will lead to insight into the entrepreneur's personality that is so essential in the process of entrepreneurship. <p>(any one point)</p>	1

Q.3	<p>Importance of green jobs in reducing the emission of greenhouse gases:</p> <p>They help to cut the consumption of energy, raw materials and water through high-efficiency strategies, decarbonize the economy and reduce greenhouse-gas emissions, minimize or avoid altogether all forms of waste and pollution, protect and restore ecosystems and biodiversity.</p> <p>(any one point)</p>	1
Q.4	<p>Green jobs in transportation sector are:</p> <p>(a) Use of energy-efficient vehicles and alternate fuels like Compressed Natural Gas (CNG) can help minimize greenhouse gas emissions.</p> <p>(b) The new biofuel Policy announced by the Government of India on 10 August 2018 focusses on initiatives for enhanced use of biomass so as to improve the availability of ethanol through starch and sugar-based feedstock, develop ethanol technologies and increase the production of biodiesel for blending.</p> <p>(c) Biofuels produced directly or indirectly from organic material, including Bio CNG, Bio-methanol, etc., can generate green jobs.</p> <p>(any two jobs. Half mark for each job)</p>	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	<p>Entrepreneurial competencies are the skills necessary for an entrepreneur to venture into an enterprise, organize and manage an enterprise ably and competently and realize the goal for which the enterprise is established.</p> <p>Any two of the following competencies:</p> <ul style="list-style-type: none"> (a) Systematic planning (b) Creativity and innovation (c) Risk taking and Risk Management (d) Problem solving (e) Persistence (f) Quality performance (g) Information management (h) Persuasion and influencing abilities <p>(one mark for each)</p>	2
Q.6	<p>Any two of the following ways by which we can reduce the amount of waste generated:</p> <p>(a) Reusing scrap material: For example, in paper mills, damaged rolls are sent back to the beginning of the production line, i.e., they are added as raw material. In the manufacture of plastic items, off-cuts and scrap are re-incorporated into new products.</p> <p>(b) Ensuring quality control: If the quality of products is maintained, there will be a decrease in rejected products, thus, reducing waste. Automated monitoring equipment is now being used, which can help identify production problems at an early stage.</p>	2

	<p>(c) Waste exchange: This is where the waste product of one process becomes the raw material for another. It represents the way of reducing waste disposal through re-use.</p> <p>(d) Managing e-waste: With advanced technology, we have also encountered problems in managing e-waste like old mobile phones, laptops and television sets. It is important to have sustainable development and plan judiciously for recycling e-waste.</p> <p>(e) Use of eco-friendly material: Scientists have discovered various materials, which are eco-friendly, for example, banana leaf and paper plates that are easily disposable, etc. These must be made easily available and their use needs to be encouraged.</p>	
(one mark for each point)		

SECTION B
SUBJECT SPECIFIC SKILLS **(5 + 6 + 6 = 17 marks)**

Answer any 05 questions out of the given 07 questions		1 x 5 = 5
Q.7	<p>B12 is a valid cell address.</p> <p>Z35 will be the address of a Cell at Column Z and row number 35.</p> <p>(half mark for each answer)</p>	1
Q.8	<p>Role of slides in a powerpoint presentation:</p> <p>(a) Slides keep audience's attention during a presentation</p> <p>(b) Slides provide additional supporting information in textual or graphic format.</p> <p>(any one point)</p>	1
Q.9	<p>Boot Sector virus infects the master boot record and it is a challenging and complex task to remove this virus.</p>	1
Q.10	<p>Any two of the following uses of Internet:</p> <p>(a) to communicate</p> <p>(b) to gather information</p> <p>(c) to transact personal and professional business</p> <p>(d) to entertain etc.</p> <p>(half mark for each use of internet)</p>	1
Q.11	<p>An active cell helps to identify what cell is being worked with data and where the data will be entered.</p>	1
Q.12	<p>If you think your computer has been infected, start by running a full system scan using an antivirus software.</p>	1
Q.13	<p>Worm virus is a malicious and self-replicating program that can spread throughout a network without human assistance.</p>	1
Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	<p>Maximize Button allows one application to concentrate by making its window cover the entire screen.</p> <p>Minimize Button allows to keep an application running but removes it from the desktop area so that other applications can be accessed.</p> <p>(one mark for each)</p>	2

Q.15	<p>Design templates are pre-made designs and documents that can be customized.</p> <p>When we apply a design template to our presentation, the slide master and colour scheme of the new template replace the slide master and colour scheme of the original presentation.</p> <p>(one mark for each answer)</p>	2
Q.16	<p>In order to keep her data secure and safe, Shalini can use any of the following techniques:</p> <p>(a) Use passwords (b) She should know with whom she is disclosing information. (c) Use anti-virus software (d) She should clearly label all confidential information as “confidential” (e) She should not keep the paperwork and equipment unattended. (f) Work on secured internet connection.</p> <p>(any two and one mark for each)</p>	2
Q.17	<p>A Trojan horse is a type of malicious code or software that looks legitimate but can take control of your computer.</p> <p>It can cause damage by deleting data, blocking data, modifying data, copying data, and disrupting the performance of computers or computer networks.</p> <p>(one mark for each answer)</p>	2
Q.18	<p>The movement in either path of the slide of the elements of a presentation, including text, photographs, charts, and so on is called Custom Animation.</p> <p>A Slide Transition is the normal motion that happens as we move through one slide to the other in the slide show.</p> <p>(one mark for each)</p>	2
Answer any 02 questions out of the given 04 questions		3 x 2 = 6
Q.19	<p>Types of E-Commerce:</p> <p>(a) Business-to-Business (B2B) (b) Business-to-Consumer (B2C) (c) Consumer-to-Consumer (C2C) (d) Consumer-to-Business (C2B) etc.</p> <p>(any three types of e commerce and one mark for each)</p>	3
Q.20	<p>AutoSum is a Microsoft Excel and other spreadsheet program function that adds together a range of cells and displays the total in the cell below the selected range. For example, if you want to add the values of cells between A1 and A5, highlight cells A1 through A5 and click the AutoSum button.</p> <p>(one mark for definition and two marks for example)</p>	3
Q.21	<p>Slide layout contains formatting, positioning, and placeholder boxes for all of the content that appears on a slide. Slide layouts also contain the colors, fonts, effects, and the background (collectively known as the theme) of a slide.</p> <p>(any two points and 1.5 marks for each point)</p>	3

Q.22	<p>Search Engines allow users to search the internet for content using keywords to quickly and easily find information that is of genuine interest or value.</p> <p>Any two search engines: (a) Google (b) Bing (c) Yahoo etc.</p> <p>One mark for definition of search engine. One mark for the name of a search engine.</p>	3
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**SECTION C
(Competency Based Questions)**

(2 x 4 = 8 marks)

Answer any 02 questions out of the given 03 questions		
Q.23	<p>Different views which are available in PowerPoint are:</p> <p>(a) Normal View (b) Slide Sorter View (c) Slide Show View (d) Outline View etc. (one mark for each view)</p>	4
Q.24	<p>Various steps which he needs to follow to create an EMail Account:</p> <p>(a) Visit a website that offers an email service. Common ones are yahoo.com, google.com, and hotmail.com, all of which are free forever. (b) Find where to sign up. Usually, there is a small link image or text that says "register" or "sign up." (c) Follow all the instructions on the page, filling out all the needed details. (d) Read over the service agreement and click the box saying that you agree to abide by the email system's rules. (e) Once completed, click on the Submit or Enter button at the bottom of the screen. (one mark each for any four points)</p>	4
Q.25	<p>Various types of charts available in Excel, which can be used to prepare his presentation –</p> <p>(a) Bar Chart (b) Line Chart (c) Pie Chart (d) Area chart etc.</p> <p>((one mark for each chart description)</p>	4