

CBSE I DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

CLASS XII (SESSION 2021-2022)

BLUE PRINT SAMPLE QUESTION PAPER FOR TERM - II

Max. Time Allowed: 1 ½ Hours (90 min)

Max. Marks: 30

PART A - Employability Skills (5 marks):

Unit No.	Name Of The Unit	MCQ/Fill In the Blanks/ Direct Question	Very Short Answer Question	Short Answer Questions	Long Essay Type Question	Total Questions
		1 mark each	2 marks Each	3 marks Each	4 marks Each	
4	Entrepreneurial Skills-IV	2	1	-	-	3
5	Green Skills-IV	2	1	-	-	3
Total Questions		4	2	-	-	6
No. Of Questions To Be Answered		3	1	-	-	4
Total Marks		3 x 1 = 3 Marks	1 x 2 = 2 Marks	-	-	5 Marks

PART B – SUBJECT SPECIFIC SKILLS (25 MARKS)

Unit No.	Name Of The Unit	MCQ/Fill In the Blanks/ Direct Question	Very Short Answer Question	Short Answer Questions	Long Essay Type Question	Total Questions
		1 marks each	2 marks Each	3 marks Each	4 marks Each	
3	Excel	2	1	1	1	5
4	Power Point	1	2	1	1	5
5	Internet Search	1	-	2	-	3
6	E Mail	-	-	-	1	1
7	Computer Virus	3	2	-	-	5
Total Questions		7	5	4	3	19
No. Of Questions To Be Answered		5	3	2	2	12
Total Marks		5 x 1 = 5	3 x 2 = 6	2 x 3 = 6	2 x 4 = 8	25
Total		5 + 25 = 30 Marks				

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

CLASS XII (SESSION 2021-2022) SAMPLE QUESTION PAPER 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	Write any two personal barriers to entrepreneurship.	1
Q.2	Why should we have some knowledge about barriers to entrepreneurship? (any one point)	1
Q.3	Write the importance of green jobs in reducing the emission of greenhouse gases. (any one)	1
Q.4	Identify any two green jobs in the transportation sector.	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	What are entrepreneurial competencies? Name any two.	2
Q.6	List some ways by which we can reduce the amount of waste generated. (any two points)	2

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

Answer any 05 questions out of the given 07 questions		1 x 5 = 5
Q.7	Which cell address is valid – B12 or 12B? What will be the address of a Cell at Column Z and row number 35?	1
Q.8	Mention any one point which indicates the role of slides in a powerpoint presentation.	1
Q.9	Which virus infects the master boot record and is it a challenging and complex task to remove this virus?	1
Q.10	Write any two uses of the Internet.	1
Q.11	What do you understand about an Active Cell in a Spreadsheet?	1
Q.12	If you think your computer has a virus, what would be the first step in solving the problem?	1
Q.13	Name the virus which is a malicious and self-replicating program that can spread throughout a network without human assistance.	1
Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	Mention the use of Maximize and Minimize Buttons.	2
Q.15	What is a design template? What is its role for creating a presentation?	2
Q.16	Shalini works in a multinational organization and her job includes handling confidential data too. In order to keep her data secure and safe, mention any two techniques which she can apply?	2
Q.17	What is Trojan Horse and what damage can it do?	2
Q.18	Differentiate between Custom Animation and Slide Transition. (Write any two differences)	2
Answer any 02 questions out of the given 04 questions		3 x 2 = 6
Q.19	Write a note on "Types of E Commerce."	3
Q.20	Discuss the use of 'Autosum' function in MS Excel with an example.	3
Q.21	What does Slide Layout contain?	3
Q.22	Why are Search Engines used? Name any two Search Engines.	3

SECTION C**(2 x 4 = 8 marks)****(COMPETENCY BASED QUESTIONS)**

Answer any 02 questions out of the given 03 questions		
Q.23	Pratibha has prepared a powerpoint presentation. Before delivering, she wants to have different views of the presentation. Can you explain different views which are available in PowerPoint?	4
Q.24	Santosh wishes to create his E Mail Account. Discuss various steps which he needs to follow to create an Email Account.	4
Q.25	Virender has to present to his manager sales figures of the last four years with the help of a Chart. Discuss the various types of charts available in Excel, which can be used to prepare his presentation.	4