

CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)

Sample Question Paper for Class XI (Session 2024-2025)

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

Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)

Q. No.	ANSWER	Source Material (NCERT/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
I.	(c) Oral communication	NCERT	UNIT-1	12	1
II.	Time Management	NCERT	UNIT-2	101	1
III.	(c) Find & Replace	NCERT	UNIT-3	121	1
IV.	Innovative	NCERT	UNIT-4	138	1
V.	DEEP Chulha or Bio-toilet or National Solar Mission or Write any other name of project implemented in India	NCERT	UNIT-5	186	1
VI.	True	NCERT	UNIT-2	97	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)				
I.	Christopher Lantham Sholes	CBSE	UNIT-1	15	1
II.	True	CBSE	UNIT-1	03	1
III.	QWERTY	CBSE	UNIT-2	12	1
IV.	Pressure printing	CBSE	UNIT-1	07	1
V.	The process of producing print like impressions on the typewriter or Computer or Laptop is known as Typography.	CBSE	UNIT-1	02	1
VI.	Shift key	CBSE	UNIT-1	03	1
VII	True	CBSE	UNIT-2	18	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)				
I.	True	CBSE	UNIT-2	14	1
II.	Ctrl + Z	CBSE	UNIT-2	17	1
III.	False	CBSE	UNIT-3	31	1
IV.	you must press the Num Lock key. There may be an indicator light at the top of the keyboard or on the "Num Lock" key itself to show that it's on.	CBSE	UNIT-2	21	1

V.	(c) Plotter	CBSE	UNIT-3	28	1
VI.	True	CBSE	UNIT-3	27	1
VII.	Left	CBSE	UNIT-3	25	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	Microphone	CBSE	UNIT-3	27	1
II.	(d) Shut Down	CBSE	UNIT-4	44	1
III.	(a) Folder	CBSE	UNIT-4	42	1
IV.	Pages	CBSE	UNIT-4	38	1
V.	True	CBSE	UNIT-4	35	1
VI.	Database	CBSE	UNIT-5	51	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	(a) PowerPoint	CBSE	UNIT-5	52	1
II.	Email	CBSE	UNIT-5	51	1
III.	True	CBSE	UNIT-5	51	1
IV.	False	CBSE	UNIT-5	46	1
V.	(c) data entry	CBSE	UNIT-5	51	1
VI.	(d) justified	CBSE	UNIT-6	132	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	Theme	CBSE	UNIT-6	103	1
II.	Template	CBSE	UNIT-6	95	1
III.	True	CBSE	UNIT-6	88	1
IV.	False	CBSE	UNIT-6	80	1
V.	(d) Insert	CBSE	UNIT-6	67	1
VI.	(c) Decimal	CBSE	UNIT-6	77	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. No.	Answer	Source Material (NCERT/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q.7	communication is the 'sharing' of information between two or more individuals or within the group to reach a common understanding. There are different methods of communication are: a) non-verbal b) verbal c) visual.	NCERT NCERT	UNIT-1 UNIT-1	Page 1 Page 4	2
Q.8	A team is a group of people working together towards achieving a common goal. Every team has a set of goals to achieve. The process of working together in a group is TEAM WORK.	NCERT	UNIT-2	Page 85	2
Q.9	Header is the top part of a page while the footer appears at the bottom of the page. They contain information that is available on every page at the same place, for example, if we want the title of the document at the top of each page and the page number at the bottom of each page, we can use a header (for title) or a footer (for page number).	NCERT	UNIT-3		2
Q.10	a) Creativity b) Innovation c) Critical thinking	NCERT	UNIT-4	Page 153	2
Q.11	A green economy is one which promotes development while making sure that the environment is protected. The term 'Green Economy' was first coined in a 1989	NCERT	UNIT-5	Page 171	2

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q. No.	Answer	Source Material (NCERT/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q.12	a) It is a desirable Skill b) It has replaced Pen c) It ensures Speed and Accuracy d) It saves time and energy e) It produces work which is impressive in look f) It helps Blind people (Write any 4 points)	CBSE	UNIT-1	Page 6	2
Q.13.	Backspace key is used to erase the word/letters which is/are typed by mistake. It erases the letters towards it's left side.	CBSE	UNIT-2	Page 17	2
Q.14	Touch system means mentally locating the position of the keys by sense of touch without looking at the keyboard.	CBSE	UNIT-2	Page 16	2
Q.15	Excel must be used for this purpose. As it is mainly designed to manage data in tabular form and allows to create charts based on data.	CBSE	UNIT-3	Page 46	2

Q.16	Copying is making a duplicating copy of text, while moving is relocating/transferring text from one place in a document to another. In copying, the original text is left intact, while in moving, all the selected text is transferred from its original location to a new location.	CBSE	UNIT-6	Page 67	2
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Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

Q. No.	Answer	Source Material (NCERT/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q.17	a) It has a variety of automatic electronically controlled features, including paper feed, margins, tabulator stops, bold printing, carriage return, underscoring, margin justification, decimal tabulation, and centering. b) It has a storage memory like Word Processor. But the memory is of a limited degree. c) There is a visual display screen of two-three lines.	CBSE	UNIT-1	Page 9	3
Q.18	The disadvantages of this system are that the typist has to memorize the keyboard, the location of keys, the different rows of the keyboard and besides this the typist has to concentrate his eyesight on the note book. Keys must be operated as per the universal method of typing.	CBSE	UNIT-2	Page 18	3
Q.19	Ports are used to connect external devices to the computer. These are the connecting points of various devices to the computer. There exist several types of ports like serial port, parallel port, USB port, AGP port etc.	CBSE	UNIT-3	Page 30	3

Answer any 3 out of the given 5 questions in 80-100 words each (4 x 3 = 12 marks)

Q. No.	Answer	Source Material (NCERT/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q.20	The main characteristics of computer are: Speed, high storage capacity, accuracy, reliability, and versatility. In current scenario the computer will be preferred as it has more features as compared to a typewriter. It has powerful Word processing software that can draw tables, insert pictures, various font styles, fill colors also.	CBSE	UNIT-1	Page 10	4
Q.21	1.It is very easy to learn without the help of a teacher. 2.There is no need to learn the keyboard 3.It is helpful to those people who do not want to appoint the secretary and want to do the confidential work themselves. 4.It is a very short process and there is no need of concentration.	CBSE	UNIT-2	Page 16	4
Q.22	Icons are small pictures that represent different programs, file, folders or saved items. Double-clicking on the icon accesses the information icons represent. Windows has following default icons	CBSE	UNIT-3	Page 36	4

	<p>a) Recycle Bin : It stores all deleted files.</p> <p>b) This PC : all programs or disk/files can be viewed from this icon.</p>				
Q. 23	<p>a) Email management: Create rules that automatically process e-mail; work with multiple e-mail accounts.</p> <p>b) Communicate efficiently. Take advantage of the integration of Outlook e-mail tools with other Microsoft Office programs:</p> <p>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.</p> <p>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.</p>	CBSE	UNIT-5	Page 48	4
Q. 24	<p>She must use Mail Merge feature of MS Word. The steps to perform mail merge are following.</p> <p>a) Select the Mailings on the Ribbon.</p> <p>b) Select the Start Mail Merge command.</p> <p>c) Select Step by Step Mail Merge Wizard.</p> <p>d) Choose the type of document you want to create or type the fee remainder in new document.</p> <p>e) Click on Select recipients and Click on Type a new list button.</p> <p>f) Create to create a data source. The New Address List dialog box will appear.</p> <p>g) Select Address block and insert into the main document.</p> <p>h) merge the document</p>	CBSE	UNIT-6	Page 128	4