

# CBSE | DEPARTMENT OF SKILL EDUCATION

## TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)

### Blueprint for Sample Question Paper for Class XII (Session 2024-2025)

Max. Time: 3 Hours

Max. Marks: 60

#### PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills – III	1	1	2
2	Self-Management Skills – III	2	1	3
3	Information and Communication Technology Skills – III	1	1	2
4	Entrepreneurial Skills – III	1	1	2
5	Green Skills – III	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
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	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1	Correspondence	5	2	-	1	08
2	Manuscript	6	2	-	-	08
3	Excel	6	-	2	1	09
4	PowerPoint	6	1	1	-	08
5	Internet Search	3	-	-	1	04
6	Email	3	-	-	1	04
7	Computer Virus	3	-	-	1	04
TOTAL QUESTIONS		32	5	3	5	45
NUMBER 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 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

<b>Q.1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>	
i.	What are the characteristics of an ideal message? (a) Clear (b) Concise (c) Accurate (d) All of the above	<b>1</b>
ii.	Which one of the following is a source of renewable energy? (a) Coal (b) Diesel (c) Solar (d) CNG	<b>1</b>
iii.	A _____ is an electronic document used to store data in a systematic way and perform calculations just like an expense sheet. (a) spreadsheet (b) table in word document (c) presentation (d) name box	<b>1</b>
iv.	Self-management, which is also referred to as- (a) Wealth management (b) Self-control (c) Education (d) Doing a job	<b>1</b>
v.	Varsha knows what business she wants to do but does not know what steps she has to take to get it running. The barrier stopping him is _____. (a) building the right team (b) lack of plan (c) risk taking (d) lack of finance	<b>1</b>
vi.	An ideal employee needs to be proactive and _____. (a) Result driven (b) Educated (c) Good looking (d) Less focused	<b>1</b>
<b>Q.2</b>	<b>Answer any 5 out of 7 questions (1 x 5 = 5 marks)</b>	
i.	Write down the manuscript sign for New Paragraph.	<b>1</b>
ii.	What is the manuscript sign to centralize the matter?	<b>1</b>
iii.	_____ are rough scripts-hand written or printed.	<b>1</b>
iv.	A letter from one company to another or such organization and their customers called_____.	<b>1</b>
v.	What is the abbreviation of D.O. letter?	<b>1</b>
vi.	A message in writing sent by one person or department to another 'within the same organization' is known as _____.	<b>1</b>
vii.	What word is used in the Salutation of a Personal letter?	<b>1</b>
<b>Q.3</b>	<b>Answer any 6 out of 7 questions (1 x 6 = 6 marks)</b>	
i.	What does 'BCC' stands for in an e-mail?	<b>1</b>
ii.	Electronic spreadsheet is a software which allows us to visualize data. (T/F)	<b>1</b>
iii.	Which of the following is/are features of Excel? (a) Goal Seek (b) Sort (c) Filter (d) All of the above	<b>1</b>

<b>iv.</b>	Excel formula can be written by using which types of referencing (a) Absolute (b) Relative (c) Both (a) and (b) (d) Formal	<b>1</b>
<b>v.</b>	A cell with a highlighted boundary is called _____.	<b>1</b>
<b>vi.</b>	_____ is an operating system by Microsoft.	<b>1</b>
<b>vii.</b>	The default extension of a PowerPoint presentation is _____.	<b>1</b>
<b>Q. 4</b>	<b>Answer any 5 out of 6 questions (1 x 5 = 5 marks)</b>	
<b>i.</b>	Search engines are now AI (Artificial Intelligence) based. (T/F)	<b>1</b>
<b>ii.</b>	State the function of slideshow 'view' in MS PowerPoint.	<b>1</b>
<b>iii.</b>	Undo button is used to _____.	<b>1</b>
<b>iv.</b>	Which device/memory is used to backup data of a computer?	<b>1</b>
<b>v.</b>	_____ software is a program that deletes, prevents and removes from a computer.	<b>1</b>
<b>vi.</b>	What is E-Business.	<b>1</b>
<b>Q. 5</b>	<b>Answer any 5 out of 6 questions (1 x 5 = 5 marks)</b>	
<b>i.</b>	In Excel a formula begins with _____ sign.	<b>1</b>
<b>ii.</b>	Write down the full form of WWW.	<b>1</b>
<b>iii.</b>	The _____ view is the default view in power point	<b>1</b>
<b>iv.</b>	This view is used to rearrange/ reorder slides in power point.	<b>1</b>
<b>v.</b>	In MS Excel, Which button/feature is used to calculate sum automatically.	<b>1</b>
<b>vi.</b>	What is the default extension of a Word file?	<b>1</b>
<b>Q. 6</b>	<b>Answer any 5 out of 6 questions (1 x 5 = 5 marks)</b>	
<b>i.</b>	E-mail stands for _____.	<b>1</b>
<b>ii.</b>	Google is a famous search engine. (T/F)	<b>1</b>
<b>iii.</b>	We cannot attach a video file of 6 MB in an email as an attachment. (T/F)	<b>1</b>
<b>iv.</b>	Boot Virus is a type of computer virus. (T/F)	<b>1</b>
<b>v.</b>	What is Trojan Horse?	<b>1</b>
<b>vi.</b>	The keyboard shortcut _____ is used to apply justify alignment in MS Word.	<b>1</b>

## **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	What is Hypertext?	<b>2</b>
Q.8	What is the meaning of Soft Skills?	<b>2</b>
Q.9	What is green economy?	<b>2</b>
Q.10	Write any two Characteristics of entrepreneurship?	<b>2</b>
Q.11	Difference between Internal Motivation and External Motivation.	<b>2</b>

**Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)**

Q.12	What is the difference between Formal and Informal Letters?	<b>2</b>
Q.13	Define the use and purpose of Office Note.	<b>2</b>
Q.14	How will you open and start PowerPoint?	<b>2</b>
Q.15	Write names of any four e-mail service providers.	<b>2</b>
Q.16	What is Modem?	<b>2</b>

**Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)**

Q.17	What is a slide layout and how it can be changed or formatted?	<b>3</b>
Q.18	What are functions in Excel? Write names of any 2 functions with their use.	<b>3</b>
Q.19	Define Block Style/Fully Blocked Style letters.	<b>3</b>

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

Q.20	State 4 points of writing an Office Memorandum.	<b>4</b>
Q.21	Explain the sorting and filtering commands in Excel with example.	<b>4</b>
Q.22	What is Power point presentation? In how many ways a presentation is created?	<b>4</b>
Q.23	What are the advantages and disadvantages of E-Mail?	<b>4</b>
Q.24	What is Scanning and what are good practices to use an “Anti-Virus”.	<b>4</b>