CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION

(SUBJECT CODE - 817)

MARKING SCHEME for Class XII (Session 2024-2025)

Max. Time: 3 Hours   **Max. Marks: 60**

General Instructions:

2. Please read the instructions carefully.

3. This Question Paper consists of **24 questions** in two sections – Section A & Section B.

4. Section A has Objective type questions whereas Section B contains Subjective type questions.

5. **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.**

6. All questions of a particular section must be attempted in the correct order.

7. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**

   • This section has 06 questions.

   • There is no negative marking.

   • Do as per the instructions given.

   • Marks allotted are mentioned against each question/part.

8. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**

   • This section contains 18 questions.

   • A candidate has to do 11 questions.

   • Do as per the instructions given.

   • Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q No.	QUESTION	Source Material (NCERT/ PASSCIVE/ CBSE Study Material)	Unit/Chapter Number	Page Number of Source Material	Marks
Q. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**				
i.	Positive thinking: to think that one can get things done and be happy.	Employability skills textbook Class XII	2 Self management Skills	Pg.23	1
ii.	A spreadsheet or electronic Spreadsheet is also a long sheet of rows and columns on the computer screen. This helps to manage and organize data in rows and columns. Spreadsheets can be used to do calculations on data, create data reports, manage accounting documents, do data analysis, etc. You can also create graphical representation of data.	Employability skills combined book/Study material Class XII	3 ICT Skills	Pg.14	1
iii.	Entrepreneurs identify an innovation to seize an opportunity, mobilise funds, raise capitals and take calculated risks to open market or new business for products, processes and services.	Employability skills textbook Class XII	4 Entrpreneurship Skills	Pg.78	1
iv.	A green collar worker is one who is employed in the environmental sectors of the economy.\n\nGreen collar workers include professionals, such as green building architects, environmental consultants, waste management or recycling managers, environmental or biological systems engineers, landscape architects, solar and wind energy engineers and installers, green vehicle engineers, organic farmers, environmental lawyers and business personnel dealing	Employability skills textbook Class XII	5 Green Skills	Pg.112	1

	with green services or products.				
v.	M I N T S Months I Names Titles Starting letter of sentences MINTS is a set of simple rules that help you to capitalise words correctly.	Employability skills textbook Class XII	1 Communication skills	Pg.9	1
vi.	The steps to open an already saved workbook are: 1. Select Open option from the File menu. Or Click Open icon on the Standard bar. Or Press Ctrl + O 2. The Open dialog box appears. 3. Select the drive and the folder from where you want to open the file. 4. Select the file and click Open button.	Employability skills combined book/Study material Class XII	3 ICT Skills	Pg.17	1
Q. 2	**Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)**				
i.	American Style	CBSE	Chapter - 1	3	1
ii.	Memorandum	CBSE	Chapter - 1	6	1
iii.	Office Order	CBSE	Chapter - 1	7	1
iv.	Inter-Organization	CBSE	Chapter - 1	1	1
v.	Equalize Spacing	CBSE	Chapter - 2	13	1
vi.		CBSE	Chapter - 2	14-15	1
vii.	Ctr.	CBSE	Chapter - 2	14	1
Q. 3	**Answer any 6 out of the given 7 questions**			**(1 x 6 = 6 marks)**	
i.	Worksheets	CBSE	Chapter - 3	25	1
ii.	= (an equal to)	CBSE	Chapter - 3	38	1
iii.	Auto sum	CBSE	Chapter - 3	38	1
iv.	(b)	CBSE	Chapter - 3	38	1
v.	Auto fill	CBSE	Chapter - 3	28	1
vi.	=MIN (Number1, number2…..)	CBSE	Chapter - 3	41	1
vii.	.ppt	CBSE	Chapter - 4	51	1
Q. 4	**Answer any 5 out of the given 6 questions**			**(1 x 5 = 5 marks)**	
i.	Normal view	CBSE	Chapter - 4	52	1
ii.	Slide Show	CBSE	Chapter - 4	53	1
iii.	PowerPoint	CBSE	Chapter - 4	50	1
iv.	Business to Consumer/Customer	CBSE	Chapter - 5	67	1
v.	Search Engine	CBSE	Chapter - 5	62	1
vi.	AND	CBSE	Chapter - 5	66	1
Q. 5	**Answer any 5 out of the given 6 questions**			**(1 x 5 = 5 Marks)**	
i.	Uniform Resource Locator	CBSE	Chapter - 5	64	1
ii.	Not Operator	CBSE	Chapter - 3	37	1

iii.	mail	CBSE	Chapter - 6	69	1
iv.	A Google Product	CBSE	Chapter - 6	70	1
v.	subject line	CBSE	Chapter - 6	73	1
vi.	Trash	CBSE	Chapter - 6	77	1
Q. 6	**Answer any 5 out of the given 6 questions**			**(1 x 5 = 5 marks)**	
i.	Spam	CBSE	Chapter - 6	75	1
ii.	Duplicate/repeat	CBSE	Chapter - 7	80	1
iii.	Boot Sector Virus	CBSE	Chapter - 7	81	1
iv.	Human Virus	CBSE	Chapter - 7	81	1
v.	Worm	CBSE	Chapter - 7	83	1
vi.	data	CBSE	Chapter - 7	83	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.	QUESTION	Source Material (NCERT/ PASSCIVE/ CBSE Study Material)	Unit/Chapter Number	Page Number of Source Material	Marks
Q. 7	Receiving, Understanding, Remembering, Evaluating, Responding	Book on Employability skills	Unit 1	Pg. 5	½+½+½+½= 2
Q. 8	(**Any 2 differences each**) intrinsic motivation- • It may come from within. • It includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them. • Incentives related to the motive or goal can satisfy one's needs. extrinsic motivation- • It is inspired by others or events. • It arises because of incentives or external rewards. Lack of motivation or incentives may lead to frustration,	Book on Employability skills	Unit 2	Pg. 24	½+½+½+½= 2

Q. 9	1. Click on Tools and select Protect Spreadsheet 2. A Protect Document dialog box appears. 3. Type in a password. 4. Type the same password in the Confirm textbox. 5. Click on OK	Book on Employability skills	Unit 3	Pg.60	2
Q. 10	(Any two points) • Decisiveness is the most important attribute while setting up a business venture. • It is about identifying an opportunity and acting on it. An opportunity is a chance to do something, generally, the right time or moment to do something.	Book on Employability skills	Unit 4	Pg.99	1+1=2
Q. 11	(Any 4 benefits) • increase the efficiency of energy and raw material. • reduce greenhouse gas emissions. • control waste and pollution. • protect and restore ecosystems. • support adaptation to the effects of climate change.	Book on Employability skills	Unit 5	Pg.114	½+½+½+½= 2

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

Q. 12	1. The oldest Style of Typed writing the letter. 2. The beginning of first line of each paragraph by indenting in the left side of the margin	CBSE	Chapter - 1	2	2
Q. 13	Manuscripts are rough scripts – hand-written or printed, in any form, having the features of corrections, additions, deletions, alterations or modifications.	CBSE	Chapter - 2	12	2
Q. 14	An Excel file is made of worksheets. The worksheet contains horizontal rows and vertical columns and these are the pages within the workbook. Worksheet can work independently of each other or can be linked together to form a workbook.	CBSE	Chapter - 3	27	2

Q. 15	Start the Computer. Select Office Button New New presentation dialog box opens Select Blank Presentation. Click Create	CBSE	Chapter - 4	51	2
Q. 16	A software application to be used to locate files on an intranet or web is called the web-browser. Example: Google Chrome.	CBSE	Chapter - 5	62	2

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

Q. 17	The two methods to resize rows and columns are : 1. Resize a row by dragging the line below the label of the row to be resized. Resize a column in a similar manner by dragging the line to the right of the label corresponding to the column to be resized. 2. Click the row or column label and select Home tab☐ Cells group Click Format☐Row Height or select Home tab☐Cells group Click Format Column Width	CBSE	Chapter - 3	30	3
Q. 18	1. Select Insert tab Illustrations group Clip Art 2In the Clip Art task pane, in search for text box, type a word or phrase that describes the Clip Art. 2. Click Go. 3. In the list of results, click the Clip Art to insert the same.	CBSE	Chapter - 4	55	3
Q. 19	1. Just click in the box below the message and type away. 2. Click the arrow icon in the top right corner of the message you received. 3. Select the "Reply" option to open the reply dialogue box. 4. When replying, the previous text from the rest of the conversation can be seen.	CBSE	Chapter - 6	76	3

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

Q. 20	Office orders are used by a competent authority for issuing instructions for internal administration like change of working hours, warning letter show cause notice, grant of leave, distribution of work, promotions and transfers etc. They are the means of downward communication. The Office Orders are issued periodically. The sequence of information is pre-decided. The copy of the Office Order is also forwarded to the other effected Departments/Officers. Office Order is written in third person.	CBSE	Chapter - 1	7	4
Q. 21	1. A formula may consist of operators, cell references, range names, values and functions. 2. A formula always start with an equal to (=) sign. 3. When a formula is entered in the cell, and then the ENTER key is pressed, only the calculated result is displayed in the cell and not the formula. 4. If a cell containing formula is made an active cell, though it still shows the value, but in the formula bar, the formula is displayed.	CBSE	Chapter - 3	38	4

Q. 22	The Slide show tab of the ribbon contains many options for the slide show. These options include: ☐ Preview the slide show -from the beginning. -from current slide. Set up the Slide show: This option allows to set the preferences for how the slide show will be presented. The options include: Whether the show will run automatically or will be presented by a speaker: ● The looping options ● Narration options ● Monitor resolutions ● Record Narration	CBSE	Chapter - 4	58	4
Q. 23	**Google:** The full form of Google is "Global Organization of Oriented Group Language of Earth". It is a powerful tool. It would be practically impossible to find out the information without Google. It is based on Logical „AND" with 3D keyword search operation. **Yahoo:** It is an acronym for "Yet Another Hierarchically Organized Oracle. It is a web search engine owned by Yahoo. It is actually a directory – a subject index. It searches on a subject or topic and is based on Logical „And" and wildcard after each search word. It is a filtered search site. A search agent, category based approach and recently switched to 3-D search Google technology.	CBSE	Chapter - 5	66-67	4

| Q. 24 | 1. Computer Virus can slow down your computer performance and become inefficient or run slowly.
2. It tends to fill up the computer with useless date.
3. Virus can corrupt the system files.
4. Virus can also wipe out the Boot Sector creating problems when you boot into the windows, which contain system information.
5. It can make the changes in the data of the programs or files and cause erratic results.
6. It might steal important information from your computer and send the same to some other person. | CBSE | Chapter - 7 | 84 | 4 |