

CBSE Class 12 Typography and Computer Application 2020 - Set 341



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours

Maximum Marks: 60

General Instructions

- (i) This question paper contains 42 questions, out of which 30 are to be answered.
- (ii) The paper has two sections: Section A — Employability Skills (10 marks), and Section B — Subject Skills (50 marks).
- (iii) Section A: Answer any 4 of 6 one-mark questions and any 3 of 5 two-mark questions.
- (iv) Section B: Answer any 10 of 12 one-mark questions, any 5 of 7 two-mark questions, any 5 of 7 three-mark questions, and any 3 of 5 five-mark questions.
- (v) Attempt questions of a particular part or section in the correct order.
- (vi) The maximum time allowed is 3 hours.

Section A

Answer any 4 questions out of the given 6 questions of 1 mark each. $1 \times 4 = 4$

1. In the communication process, a receiver is the person who _____ a message.

- (A) encodes (B) decodes
(C) writes (D) records

2. Shyness is a _____ illness.

- (A) mental (B) physical
(C) seasonal (D) terminal

3. Manners involve general _____ guidelines.

- (A) behavioural (B) fighting
(C) creating (D) diplomatic

4. The term Bit stands for _____ digit.

5. _____ skills are required for the post of Stenographer.

- (A) Shorthand and Typewriting (B) Counting and Calculating
(C) Singing and Dancing (D) Guiding and Teaching

6. Business is a/an _____ activity.

- (A) religious (B) political
(C) social (D) economic

Answer any 3 questions out of the given 5 questions of 2 marks each. $2 \times 3 = 6$

7. 'Chronic stress is the stress that wears at people day after day.' Explain.

8. Explain any four advantages of oral communication.

9. How can you build self-confidence for a presentation ?

10. What is Internet ?

11. What may be the problems in Entrepreneurship ?

Section B

Answer any 10 questions out of the given 12 questions of 1 mark each. $1 \times 10 = 10$

12. There are _____ styles of Business Letters.

13. N.P sign is used in manuscript for _____.

14. A _____ is a graphical representation of worksheet data.

15. E-business is the conduct of business on the _____.

16. Oral presentations have the _____ basic purposes.

17. Scatter chart is also known as _____ chart.

18. Which menu provides a command to change the layout of your slide ?

19. Name the word to be used in typewriting for a complimentary close in a D.O. letters.

20. _____ command helps in substituting the searched text with some other text.

21. Define Manuscript.

22. A new presentation can be saved by pressing _____ keys.

23. The full form of SMTP is _____.

Answer any 5 questions from the given 7 questions of 2 marks each. $2 \times 5 = 10$

24. Give the names of any four types of business letters.

25. What do the following manuscript signs indicate ?

(A) trs.

(B) 

(C) 

(D) ctr.

26. What is the difference between Worksheet and Workbook ?

27. What is Drop Cap ?

28. What are the standard layouts available in MS PowerPoint ?

29. Write the names of the most popular search engines.

30. What is an e-mail ?

Answer any 5 questions from the given 7 questions of 3 marks each. $3 \times 5 = 15$

31. Differentiate between Semi-Blocked and Fully-Blocked styles of letters.

32. Define e-business.

33. What is the difference between Line chart and Pie-chart ?

34. Write down the names of the PowerPoint Window and explain any one.

35. What is e-commerce ? Explain.

36. What are the advantages of e-mail ?

37. Write a short note on Word Processing concepts.

Answer any 3 questions from the given 5 questions of 5 marks each. $5 \times 3 = 15$

38. What is a memorandum ? What are the advantages of this form of official correspondence ?

39. Explain the points to be kept in mind at the time of typewriting a fair copy from manuscripts.

40. What is the significance of electronic spreadsheets ?

41. Why is formatting necessary ? What is the default alignment of number, text and formula in a spreadsheet ?

42. How can you create a presentation in PowerPoint ? Explain.

- End of Question Paper -