

CBSE Class 12 Typography and Computer Application 2022 - Set 341 - Compartment



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 1.5 Hours

Maximum Marks: 30

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper is divided into three sections: Section A, Section B and Section C.
- (iii) Section A carries 5 marks and has 6 questions on Employability Skills. Questions 1–4 carry 1 mark each; attempt any three. Questions 5 and 6 carry 2 marks each; attempt any one.
- (iv) Section B carries 17 marks and has 16 questions on Subject Specific Skills. Questions 7–13 carry 1 mark each; attempt any five. Questions 14–18 carry 2 marks each; attempt any three. Questions 19–22 carry 3 marks each; attempt any two.
- (v) Section C carries 8 marks and has 3 Competency-Based Questions. Questions 23–25 carry 4 marks each; attempt any two.
- (vi) Follow the instructions given in the respective sections.
- (vii) Marks allotted are mentioned against each section/question.

Section A

Answer any 3 questions out of the given 4 questions.
 $3 \times 1 = 3$

1. How would 'Goal Setting' help in achieving entrepreneurial competency ?

2. Name any two types of green jobs available for engineers.

3. Suggest any two ways which can be helpful for an entrepreneur to manage stress.

4. Name the organisations which are working to protect the wildlife, forests, endangered species and helping in restoring ecosystems.

Answer any 1 question out of the given 2 questions.
 $1 \times 2 = 2$

5. What is skill ?

6. What is the role of Solar Panel Engineers and Installer ?

Section B

Answer any 5 questions out of the given 7 questions.
 $5 \times 1 = 5$

7. What is Anti-virus Software ?

8. What keys will you press to move to the previous worksheet and to the next sheet ?

9. How can you add a new Excel worksheet ?

10. Name the shortcut keys used to Start and Exit from the Slideshow ?

11. Name any two popular Search Engines with the names of their websites.

12. In which year did the first commercial application of virus appear and what was its name ?

13. Which virus can illegally trace important login details of users online ?

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

14. What is E-mail Virus ?

15. What is the full name of XSS virus ? Give one example of XSS virus.

16. What do you understand by 'COUNTIF' in MS-Excel ?

17. Explain Computer Virus vs Biological Virus. (Any two)

18. What are the basic properties of a Formula ?

Answer any 2 questions out of the given 4 questions.
 $2 \times 3 = 6$

19. What is E-Commerce ? What are the different types of E-Commerce ?

20. How can you resize the column in MS-Excel ?

21. Write the steps to open an existing slide and print a presentation in PowerPoint.

22. Name and briefly explain three Boolean operators while using Search Engines.

Section C

Answer any 2 questions out of the given 3 questions.
 $2 \times 4 = 8$

23. Ganesh wants to add Shapes, Image and Clip Art in a PowerPoint Presentation. Discuss various steps for adding Header and Footer.

24. Computers are very important nowadays and everyone is using them. Explain the following terms in reference to the above :

- (a) Microsoft Excel
 - (b) Cell Address
 - (c) Wrap Text
 - (d) AutoCorrect
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25. Sudha has been told to prepare a reply of an e-mail received from another organization and print the document. Suggest the steps to be taken by Sudha for replying and printing of the e-mail.

- End of Question Paper -