

CBSE Class 12 Typography and Computer Application 2022 - Set 341



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. What are the 4 R's which can contribute in creating a sustainable society ?

2. Suggest one best way to overcome the fear of failure by an entrepreneur.

3. What are entrepreneurial competencies ?

4. What is the role of an Environmental Education Teacher ?

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

5. What are the barriers which an entrepreneur faces to kickstart his venture ?

6. Do you think toxins are present in our homes ? Give two cases.

Section B

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

7. What type of chart is useful for comparing values over categories ?

8. Which function in Excel tells how many numeric entries are there ?

9. What extension is used to save the PowerPoint file ?

10. What is E-Commerce ?

11. What does 'VIRUS' stand for ?

12. What do you understand by 'Logic Bombs' ?

13. Name any two famous Antivirus Softwares.

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

14. What is the difference between Trojan Horse and Worms ?

15. What are the probable effects of Computer Virus on computers after a virus attack ?

16. What is a Slide Sorter view ?

17. Write the steps to add an Image from Clip Art.

18. Differentiate between Relative Referencing and Absolute Referencing.

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

19. What do you understand by 'Functions' in MS Excel ? Explain Average() Function and Sumif() Function.

20. Write the steps to modify animation effect.

21. What is the importance of Email ?

22. Briefly explain three email service providers.

Section C

Answer any 2 questions out of the given 3 questions.

23. Computers are very important nowadays and everyone is using them. In this context, explain the following terms :

- (a) Merge and Center
 - (b) Alignment Tab
 - (c) Drag and Drop
 - (d) Workbook
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24. Nowadays Presentation is used in all offices and educational institutes. In this context, give the definition of Presentation and its use.

25. Chart in MS Excel is used to represent data in graphical form. Explain the major components of a Chart in MS Excel.

- End of Question Paper -