

CBSE Class 12 Typography and Computer Application 2023 - Set 341 - Compartment



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours

Maximum Marks: 60

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper consists of 24 questions in two sections: Section A and Section B.
- (iii) Section A has Objective Type Questions and Section B has Subjective Type Questions.
- (iv) Answer 17 questions: all 6 questions in Section A and 11 of the 18 questions in Section B, following the choices within each question or group.
- (v) Attempt the questions of each section in the correct order.
- (vi) Section A carries 30 marks. There is no negative marking. Follow the instructions given; marks are indicated against each question or part.
- (vii) Section B carries 30 marks. Follow the instructions given; marks are indicated against each question or part.

Section A

1. Answer any 4 questions out of the given 6 questions on employability skills. $4 \times 1 = 4$

1(i). Write the full form of TEAM.

1(ii). One who loves interacting with people around and is, generally talkative. He can easily make friends and make any gathering lively, is confident. Identify the type of personality.

- (A) Extrovert (B) Nervous
(C) Agreeable

1(iii). The band at top of the Excel Window is _____.

- (A) Quick Access tool bar (B) Ribbon

1(iv). _____ displays the presentation from the beginning with animation.

1(v). If a person has a strong sense of perfectionism, order and neatness, the personality disorder is _____.

- (A) Obsessive-compulsive (B) Dependent

1(vi). Name two types of Entrepreneurs.

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

2(i). The exchange of information within the same organization, in written format is known as _____.

2(ii). In indented style, the typist types each line of the paragraph from the left set margin, except the _____ line.

2(iii). Name the letters which should be written with proper formatting techniques and demand special care of dignity and designation of the officer.

2(iv). _____ is the soul of today's business.

2(v). Give an example of Complimentary Close.

2(vi). Signs or symbols to make the correction are provided in the _____ of the document.

2(vii). It is Downward Communication and issued periodically.

3. Answer any 6 out of the given 7 questions. $6 \times 1 = 6$

3(i). Charts show the proportion of each value to the total value in a data series. Identify the chart name.

3(ii). Through AutoFit feature row _____ and column _____ can be adjusted.

3(iii). What will you do to prevent unwanted changes in a row or column without removing the data ?

3(iv). When an Excel Worksheet is open, cell _____ is already active.

3(v). Write the explanation of the following Comparison Operators.

- (a) $< =$
(b) $< >$

3(vi). After typing the formula in the cell, when the enter key is pressed, only _____ is displayed in the cell.

3(vii). One of the working areas of Normal View is Outline tab which displays small images called _____.

4. Answer any 5 out of the given 6 questions.
 $5 \times 1 = 5$

4(i). By _____ one can control the speed of transition slide and add sound in the slide.

4(ii). Write the shortcut key to close PowerPoint.

4(iii). Which of the following section does not exist in a slide layout ?

- (A) Animation (B) Chart
(C) Lists (D) Titles

4(iv). Which of the following is used to see all slides at once ?

- (A) Slide Sorter view (B) Slide view
(C) Normal view (D) Outline view

4(v). A memorandum (memo) is considered a brief form of written communication for :

- (A) Internal use (B) External use
(C) Formal use (D) Legal use

4(vi). The _____ is a unique address of a particular website.

5. Answer any 5 out of the given 6 questions.
 $5 \times 1 = 5$

5(i). Write the full form of ISP.

5(ii). Internet connects millions of _____ all over the world.

5(iii). Nikita wants to store the E-mail addresses of her friends in her computer. Which of the following features in Outlook should she use ?

- (A) Tasks (B) Appointments
(C) Contacts

5(iv). All E-mail addresses are recognized by _____ sign.

5(v). Gmail is a _____ product. (Select one)

- (A) Microsoft (B) Google
(C) Yahoo

5(vi). E-mail does not require _____ components like pen, paper or manpower.

- (A) Physical (B) Non-physical

6. Answer any 5 out of the given 6 questions.
 $5 \times 1 = 5$

6(i). All deleted mails are placed in the _____ folder.

- (A) Trash folder (B) Chat folder

6(ii). A computer virus will pass from one computer to another computer, like _____ virus passes from person-to-person.

- (A) Biological (B) Boot sector

6(iii). E-banking is the example of _____ virus.

6(iv). It is a computer software used to identify and remove computer virus :

- (A) Antivirus (B) Computer virus
(C) Worms

6(v). Virus spreads very fast through networks and infected _____.

- (A) Mind (B) Pen drive
(C) Keyboard (D) Mouse

6(vi). Name two Operating Systems available in the market.

Section B

Answer any 3 questions out of the given 5 questions on Employability Skills. Answer each question in 20 – 30 words. $3 \times 2 = 6$

7. Write any two ways to maintain Positive attitude.

8. Differentiate between Internal Motivation and External Motivation.

9. Explain Drag-and-Drop method and Freeze Panes in Excel.

10. Briefly describe Relative and Absolute Referencing.

11. Name different types of Entrepreneurs.

Answer any 3 out of the given 5 questions in 20 – 30 words each. $3 \times 2 = 6$

12. Write three styles of Office Correspondence.

13. Write the meaning of the following Manuscript signs.

//, Z, SP

14. Illustrate the difference between Workbook and Worksheet.

15. How is a Presentation prepared ?

16. What do you understand by Search Engine ?

Answer any 2 out of the given 3 questions in 30 – 50 words each. $2 \times 3 = 6$

17. Define the features of Autofill in Excel.

18. Write the difference between Presentation and Slide.

19. Mention any three importances of E-mail.

Answer any 3 out of the given 5 questions in 50 – 80 words each. $3 \times 4 = 12$

20. What is the difference between Business Letter and Official Letter ?

21. Explain the concept of Formula in Excel.

22. Write the steps to start a PowerPoint Presentation.

23. Write four ways in which E-commerce can be categorized.

24. How can you reduce the possibility of virus attack in a computer ?

- End of Question Paper -