

CBSE Class 12 Typography and Computer Application 2024 - Set 341/S - 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 whereas Section B contains Subjective type questions.
- (iv) 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.
- (v) All questions of a particular section must be attempted in the correct order.
- (vi) Section A : Objective Type Questions (30 marks) : (a) This section has 6 questions. (b) There is no negative marking. (c) Do as per the instructions given. (d) Marks allotted are mentioned against each question/part.
- (vii) Section B : Subjective Type Questions (30 marks) : (a) This section has 18 questions. (b) A candidate has to do 11 questions. (c) Do as per the instructions given. (d) Marks allotted are mentioned against each question/part.

Section A

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

1(i). What is active listening ?

1(ii). Explain Paranoid Personality disorder.

1(iii). What is Cell ?

1(iv). Write the shortcut key to underline text in a spreadsheet.

1(v). What is a Startup ?

1(vi). Seema's children have grown up. They have a lot of clothes that are too small for them now. What should Seema do with these old clothes ?

- | | |
|--|--|
| (A) Throw them in the trash can | (B) Burn them |
| (C) Keep using them even though they are too small | (D) Donate them or make bags out of them |

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

2(i). _____ complimentary close is used in D.O. letters.

2(ii). Name the paragraph where the beginning of the first line of each paragraph gives 5 to 7 spaces in the left side of the margin.

2(iii). What do you understand by Business Correspondence ?

2(iv). The words 'Dear Sir' in a letter are called _____.

2(v). Caps sign is used in manuscript for _____.

2(vi). Which manuscript sign is used for Lower Case ?

2(vii). Explain the sign 'SP'.

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

3(i). A _____ is a group of cells.

3(ii). _____ is provided in the right corner of the cell.

3(iii). Give another name for comparison operators.

3(iv). Formulas are to be entered in cell with an _____ sign.

3(v). The horizontal orientation of page is called _____.

3(vi). Which cell address is valid – B12 or 12B ?
What will be the address of a cell at column Z and row number 35 ?

3(vii). Explain Slide Sorter view.

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

4(i). How can you create a uniform appearance by adding a background image to all slides ?

4(ii). Which shortcut key is used for adding new slides ?

4(iii). Define Slide Transition.

4(iv). Write any two basic categories of Search Engine.

4(v). Write the full form of “Yahoo”.

4(vi). What is Search Engine ?

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

5(i). Expand the term ‘HTTP’.

5(ii). What is “BCC” option in E-mail ?

5(iii). All saved messages are available in the _____ folder.

5(iv). Paperclip icon at the bottom of the Compose window refers to _____.

5(v). All unwanted mails are automatically transferred directly to _____ folders.

5(vi). Write names of two E-mail service providers.

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

6(i). Computer virus is a/an _____ virus.

6(ii). Name any two Antiviruses.

6(iii). Name the virus which is a malicious and self-replicating program that can spread throughout a network without human assistance.

6(iv). If you think your computer has a virus, what would be the first step in solving the problem ?

6(v). The full form of VIRUS is _____.

6(vi). What do you understand by the term ‘Replicate’ in Virus ?

Section B

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

7. What are the elements of communication ?

8. Define stress. What are the ways to manage stress ?

9. How many types of Data can be entered in a spreadsheet ?

10. Write the qualities of a successful entrepreneur.

11. List some ways by which we can reduce the amount of waste generated.

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

12. Explain Semi-block style.

13. Define Manuscript with examples.

14. What is the difference between Cell and Active Cell ?

15. Explain the steps to create a PowerPoint Presentation.

16. What is the most common way to get a virus in your computer's hard disk ?

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

17. Explain the steps to freeze or unfreeze a specific row or column in your Excel sheet.

18. Write the steps for starting a PowerPoint Presentation ?

19. How is an E-mail composed ?

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

20. What is office memorandum ? Write the important features of an office memorandum.

21. How many types of charts are used in Excel ? Explain.

22. Write short notes on the following :

(a) E-Commerce

(b) E-Business

23. State the steps used for adding and moving a textbox in the presentation.

24. What is the difference between Computer virus versus Biological virus ?

- End of Question Paper -