

CBSE Class 12 Typography and Computer Application 2024 - Set 341



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). This section has 6 questions. There is no negative marking. Follow the instructions given; marks are mentioned against each question/part.
- (vii) Section B: Subjective Type Questions (30 marks). This section has 18 questions; answer 11. Follow the instructions given; marks 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). _____ skills contribute to productive and harmonious relations between employees and customers.

1(ii). What do you understand by PPT ?

1(iii). Define first generation entrepreneur.

1(iv). Write any two green jobs in water conservation.

1(v). Give the full form of 'NEP, 2020'.

1(vi). A startup is a company which is in the _____ stage of its operations.

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

2(i). Mention any two kinds of business letters.

2(ii). 3Cs in official letters refer to correctness, _____ and clearness.

2(iii). _____ letters are written by one official to another for various reasons like maintenance of secrecy, drawing personal attention, expecting quick decision on the matter, etc.

2(iv). Name the letter drafted by senior officers for grant of annual increments, salary and leave adjustments to the subordinates.

2(v). 'Stet' is used in manuscripts for _____.

2(vi). Which signs or words are used to indicate a fresh paragraph in a manuscript ?

2(vii). The sign shown below is used in manuscripts for _____.



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

3(i). _____ button is used to Open, Save and Print the document.

3(ii). By default which cell is active while opening an Excel ?

3(iii). How does one specify cell range from A10 to A23 in Excel ?

3(iv). Which of the following is not a valid function in MS Excel ?

- | | |
|----------------|--------------|
| (A) Sum() | (B) Count() |
| (C) Subtract() | (D) COUNTA() |

3(v). Name the feature of Excel that combines multiple cells and centers the contents of the first cell.

3(vi). Rashi wants to print a document in horizontal format. Which orientation of the page can she use ?

3(vii). Another name of Comparison operators is _____.

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

4(i). Times New Roman, Cambria, Arial are examples of _____.

4(ii). Slide Sorter view displays the _____ of all the slides in the presentation.

4(iii). To use the exact same font type, size and colour in the titles of all the slides in a PowerPoint presentation, you will :

- (A) Use slide sorter (B) Use file master
(C) Use animation (D) Use slide master
-

4(iv). What are the three basic categories of Search Engine ?

4(v). Write any two major Search Engines for the Internet.

4(vi). Name any two different types of E-Commerce.

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

5(i). _____ is the default operator in Search Engines.

5(ii). Write down the full form of 'HTTP'.

5(iii). Which folder contains junk e-mails ?

5(iv). What does BCC stand for in e-mail ?

5(v). An e-mail account includes a storage area, which is often called a _____.

5(vi). Summarizing the purpose of the mail in the text box is _____.

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

6(i). All saved messages are available in the _____ folder.

6(ii). A computer _____ is a malicious code which self-replicates by copying itself to other programs.

- (A) Worm (B) Program
(C) Virus (D) Replicate
-

6(iii). Antivirus software is an example of a/an _____.

- (A) Security utility (B) Business software
(C) Operating system (D) Malicious software
-

6(iv). _____ are small malicious programs which cause harm at a certain point of time but they do not replicate.

6(v). Which operating system is less affected by the virus ?

- (A) Linux and Mac (B) MS Excel
(C) E-mail Virus (D) DOS
-

6(vi). Write the full form of '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 factors that affect active listening ?

8. What traits should one follow to manage themselves well in life ?

9. How would you add row and column to a worksheet ?

10. Mention the ways to cope with stress.

11. What are the benefits of Green Jobs ?

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

12. Explain Block style of letters.

13. What do the following signs represent for correcting a draft ?

(i) Ctr

(ii) lc

(iii) :

(iv) !

14. Differentiate between Row and Column.

15. What is a Presentation ? What are its uses ?

16. What is E-Commerce ?

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

17. What is a workbook ? How is it saved and printed ?

18. What are the different view options available in PowerPoint ? Explain.

19. How can a file be sent with an E-mail message ?

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

20. What is official correspondence ? Name the different types of official correspondence.

21. What are operators ? Explain mathematical operators.

22. Name the different types of Slide layout. Explain the steps for selecting the layout you want.

23. What precautions will you consider in order to keep your computer safe from virus ?

24. Define Search Engine. What are the steps of finding information through a Search Engine ?

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