

CBSE Class 12 Typography and Computer Application 2025 - 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) : (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). _____ refers to judging the value, quantity, importance and amount of something or someone.

- (A) Evaluating (B) Responding
(C) Remembering (D) Receiving

1(ii). People who have difficulty in meeting others and worry too much about things, show signs of _____.

- (A) Openness (B) Consciousness
(C) Extraversion (D) Neuroticism

1(iii). In Excel Sheet, when a number of cells are selected, it is called _____.

1(iv). Write the shortcut key for adding a blank new slide in your presentation.

1(v). Define IT Entrepreneurs.

1(vi). _____ is the ability to take charge and act in a situation before others.

- (A) Decisiveness (B) Initiative
(C) Interpersonal skills (D) Self-doubt

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

2(i). Write the words used for salutation in a DO letter.

2(ii). Write down the other name of the fully blocked style of typewriting the letters.

2(iii). _____ is/are used by the competent authority for change of working hours, warning letter, promotions and transfers.

- (A) Memorandum (B) Office Orders
(C) Formal letter (D) Office Note

2(iv). Write the meaning of Ctr. in manuscript.

2(v). What symbolizes the meaning of "In Full" in manuscript ?

2(vi). Write the manuscript sign for 'Insert Hyphen'.

2(vii). Explain the meaning of Caps in manuscript.

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

3(i). How many types of data can be entered in a cell ?

3(ii). In which tab will you find AutoSum button in Microsoft Excel ?

- (A) Format Tab (B) Clipboard Tab
(C) Formula Tab (D) Standard Tab

3(iii). Which term is used to join the selected cells into one cell ?

- (A) Adjust (B) Add
(C) Merge cells (D) Combine

3(iv). _____ operators are used to compare one value to the other and the resultant answer in the cell is always either True or False.

3(v). Name the operators used for formulas.

3(vi). What is AutoFill ?

3(vii). Which method is used to move the cell contents only a short distance ?

- (A) Drag and drop (B) Copy cell
(C) Freeze panes (D) Edit
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4. Answer any 5 out of the given 6 questions.
 $5 \times 1 = 5$

4(i). Which of the following is not one of the PowerPoint views ?

- (A) Slide Sorter view (B) Presentation view
(C) Normal view (D) Slide Show view
-

4(ii). _____ displays a page layout of the notes and the slide contents.

4(iii). What is a thumbnail ?

4(iv). Write any two search engines.

4(v). Write any two categories of E-commerce.

4(vi). While performing a query, when more than one keyword is typed, which Boolean operator is used ?

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

5(i). _____ option helps to save an unfinished e-mail without sending it.

- (A) Save as draft (B) Inbox
(C) Sent items (D) Trash
-

5(ii). Name any two e-mail service providers.

5(iii). E-commerce is the subset of _____.

5(iv). The syntax for phrase searching is to put _____ around a specific phrase.

- (A) full stop (B) exclamation mark
(C) punctuation marks (D) quotation marks
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5(v). Explain the term 'starred' used in e-mail.

5(vi). All unwanted mails are automatically transferred directly to the _____ folder.

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

6(i). Which of the following icon is used to add an attachment to an e-mail ?

- (A) Stationery icon (B) Paper clip icon
(C) Emoji icon (D) GIF icon
-

6(ii). Name any two Antivirus software.

6(iii). What is the main reason of virus infection in computers ?

6(iv). _____ is a hidden malicious code that could alter or delete the information of client computer or perform any other unauthorized function.

6(v). What is a Boot Sector Virus ?

6(vi). The other name for computer virus is _____.

Section B

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

7. What is motivation ? Explain extrinsic motivation.

8. Briefly describe the effective communication skills that help us to communicate the message clearly, concisely and correctly.

9. What is a spreadsheet ? Write the steps to enter data.

10. Write any two characteristics of Entrepreneurship.

11. What are the various ways to reduce the amount of waste produced in plants and factories ?

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

12. What is a Semi-block style letter ? Write any two features of the same.

13. Explain the following signs : (i) Caps (ii) Stet (iii) ; (iv) /“ ”/

14. Differentiate between a Cell and an Active Cell.

15. How does one find information through a search engine ?

16. Define AutoSum. What are the functions of AutoSum ?

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

17. Write down the steps for opening an existing presentation.

18. Define e-mail and its advantages.

19. Differentiate between relative and absolute cell referencing.

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

20. What is Demi Official letter ? Explain with its features.

21. Differentiate between Biological Virus and Computer Virus.

22. Why is a search engine important ? Explain.

23. What are the different types of charts used in Excel ? Explain.

24. What are the harmful effects of Computer Virus ? Mention any four points.

- End of Question Paper -