

CBSE Class 12 Typography and Computer Application 2025 - 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). 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). _____ refers to looking on the speaker while listening.

1(ii). What does 'A' stands for in the acronym SMART ?

- | | |
|--------------|---------------------|
| (A) Accident | (B) Act |
| (C) Ask | (D) Action-oriented |

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

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

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

1(v). This person not only thinks about one's work but also about the work of their employees and the work required for the growth of the company. This person is called _____.

- | | |
|------------------|-----------------|
| (A) Entrepreneur | (B) Analyst |
| (C) Manager | (D) Businessman |

1(vi). Who are Green Collar Workers ?

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

2(i). The three styles of business correspondence are _____, Block style and Semi-block style.

2(ii). What is correspondence ?

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

2(iv). Explain Formal Letter.

2(v). What do you understand by "NP" in typing a corrected draft or manuscript ?

2(vi). Which sign is used for deletion of a word in corrected drafts ?

2(vii). _____ is a typewritten or handwritten form.

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

3(i). Intersection of row and column is called _____.

3(ii). The feature of MS Excel that quickly completes a series of data is called _____.

3(iii). What is Drag and Drop method in MS Excel ?

3(iv). The "Greater Than" sign (>) exemplifies a/an _____ operator.

- | | |
|----------------|------------------|
| (A) Arithmetic | (B) Conditional |
| (C) Logical | (D) Mathematical |

3(v). How many page orientations are available for paper printing purposes ?

3(vi). The Freeze Panes option is used to lock specific rows or columns. (True or False)

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

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

4(i). In the outline tab, which displays small images is called _____.

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

4(iii). The file which consists of readymade styles and we can easily use for our presentation is known as _____.

- | | |
|-------------------|---------------|
| (A) Preformatting | (B) Template |
| (C) Wizard | (D) AutoStyle |
-

4(iv). A visual presentation of information, which allows viewers to interpret and expound what they are seeing is called _____.

4(v). It is a powerful tool based on logical 'AND' with 3D keyword search operation.

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

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

5(i). _____ is a part of the all encompassing world of E-business.

5(ii). A _____ is a critical tool in finding information, products and business on the web.

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

5(iv). Which of the following is mandatory for sending an e-mail ?

- | | |
|------------------------|-------------|
| (A) Attachment | (B) Subject |
| (C) Sender's e-mail ID | (D) Draft |
-

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

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

5(vi). Which sign appears to the left of the sender's name in the mail inbox and can be marked for later use ?

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

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

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

6(ii). The "S" in HTTPS stands for :

- | | |
|--------------|--------------|
| (A) Software | (B) Selected |
| (C) Secure | (D) System |
-

6(iii). What is a Macro Virus ?

6(iv). The Computer virus is also called as an _____ virus.

6(v). _____ is a hidden malicious code that could alter or delete the information of the client computer.

6(vi). Time bombs and _____ are small malicious programs to cause harm at a certain point of time, but they do not replicate.

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. How is phrase different from sentence ? Also write some supporting Parts of Speech which we need for connecting words, phrases, clauses or sentences.

8. What are the components of a spreadsheet ?

9. Write any two characteristics of entrepreneurship.

10. Mention the 'Five-Factor Model' which describes an individual's personality.

11. How can you take care of your environment ?

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

12. Explain semi-block style letter.

13. Write the meaning of the following signs : (i) / " " / (ii) Stet (iii) / ; / (iv) Caps

14. What do you understand by Active Cell ?

15. Write the steps of adding an image from a file to your presentation.

16. What is a Phrase Search in a Search Engine ?

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

17. What is AutoSum ? What are the functions of AutoSum ?

18. What steps will you follow while changing the background of your slide ?

19. Explain e-mail and its advantages.

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

20. Define Demi Official Letter alongwith their features.

21. Explain the different types of charts to be used in MS Excel.

22. Why is Search Engine needed ? Explain.

23. Define the difference between Biological Virus and Computer Virus.

24. What is PowerPoint presentation ? How can it be opened ?

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