

CBSE Class 12 Typography and Computer Application 2026 - Set 341/7 - 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 a sentence ?

- | | |
|--|---|
| (A) A group of ideas that form a complete paragraph. | (B) A group of words that communicates a complete thought or meaning. |
| (C) A set of rules that we must follow to write correctly. | (D) A set of words that contains basic punctuation marks. |

1(ii). Define the term “stress”.

1(iii). Cluster 'A' personality disorders are associated with individuals who are _____ in nature.

- | | |
|----------------|---------------|
| (A) Suspicious | (B) Emotional |
| (C) Impulsive | (D) Anxious |

1(iv). ICT stands for :

- | | |
|--------------------------------------|--|
| (A) Innovation and Coordination Team | (B) Information and Communication Technology |
| (C) Integrated and Clear Technology | (D) Inspired and Creative Team |

1(v). Which of the following is not a component of a spreadsheet ?

- | | |
|--------------|---------------|
| (A) Cell | (B) Worksheet |
| (C) Workbook | (D) Workarea |

1(vi). Name the flagship initiative of the Government of India that is intended to build an ecosystem for the growth of start-up businesses.

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

2(i). The three styles of business correspondence are _____, blocked style and semi-blocked style.

2(ii). The way to communicate in written or digital forms between two or more people is known as _____.

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

2(iv). Define a formal letter.

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

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

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

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

3(i). The intersection of a row and a column is called a/an _____.

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

3(iii). Excel can only handle numeric data. (True/False)

3(iv). The 'greater than' sign (>) exemplifies a/an _____ operator.

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

3(v). Name the different types of page orientations.

3(vi). The Freeze Panes option is used to lock both rows and columns. (True / False)

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

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

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

4(ii). What is the keyboard shortcut to start a slide show from the beginning ?

- (A) Ctrl + S (B) Ctrl + N
(C) F5 (D) Shift + F5
-

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

- (A) Preformatting (B) Template
(C) Wizard (D) Autostyle
-

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

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

- (A) Yahoo (B) Google
(C) Rediff (D) Indiatimes
-

4(vi). E-commerce can be categorized into _____ ways.

- (A) 2 (B) 3
(C) 4 (D) 5
-

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

5(i). A/An _____ is a critical tool for finding information, products and businesses online.

5(ii). _____ is a part of the all-encompassing world of e-business.

5(iii). Write any two E-mail components.

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

- (A) Sender (B) Attachment
(C) Draft (D) E-mail ID
-

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 icon will appear next to the sender's name in the e-mail inbox and can be used to mark for later ?

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

6(i). Most search engines support _____ which includes operators like AND (+), OR, and NOT (-).

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

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

6(iii). The first known commercial virus is called the _____ virus.

- (A) Trojan horse (B) Worm
(C) Brain (D) Logic
-

6(iv). The other name of a biological virus is _____.

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

6(vi). What is a macro 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 do you understand by the term “communication” ?

8. Explain any four parameters of an individual's personality related to the Big Five Factor Model.

9. What is data sorting in ICT ?

10. State any two environmental barriers to entrepreneurship.

11. Define the term “green jobs” according to the UNEP

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

12. Explain a Fully blocked style letter.

13. Write the meaning of the following symbols : (i) Stet (ii) UC (iii) SP (iv) #

14. What do you understand by an active cell ?

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

16. What is the use of a phrase search ?

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

17. What is AutoSum and how does it differ from AutoFill ?

18. What is the difference between a presentation and a slide ?

19. Where do the following buttons appear in the Compose Mail window ? (i) Compose (ii) BCC (iii) Send

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

20. Define a demi-official letter and explain its features.

21. Write the steps to find information through a search engine.

22. Explain any four components of a chart used in Excel.

23. How can computer users safeguard their systems against viruses ? (Any four points)

24. What is a PowerPoint presentation ? Write the steps to open a PowerPoint Presentation.

- End of Question Paper -