

CBSE Class 12 Typography and Computer Application 2026 - 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). What is Communication ?

1(ii). "Raju completed a project very well. Now he is collecting feedback and insights into his work." This action of Raju indicates :

- (A) Self-awareness (B) Responsibility
(C) Time Management (D) Adaptability

1(iii). What do you understand by the term "Neuroticism" ?

1(iv). A _____ is a rectangle-shaped box, where the rows and columns meet.

- (A) Box (B) Cell
(C) Name box (D) Line

1(v). It is important to stay _____ in a feedback conversation.

- (A) away (B) open-minded
(C) closed (D) quiet

1(vi). Write two roles of Urban growers.

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

2(i). Write down the other name of the fully blocked style of typewriting the letter.

2(ii). 'Dear Sir', in a letter is considered as _____.

2(iii). Define correspondence.

2(iv). Which complimentary close is used at the end and before the signature, in a D.O. letter ?

2(v). Which manuscript sign is used for small case ?

2(vi). What is the meaning of Ctr. in a manuscript ?

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

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

3(i). A collection of worksheets is called _____.

3(ii). In Excel, cells are labelled as _____.

- (A) 1, 2, 3 ... (B) I, II, III ...
(C) A, B, C ... (D) A1, B1, C1 ...

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

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

3(v). How many types of page orientations are available in Excel ? Write down the names also.

3(vi). Explain Autofill in Excel.

3(vii). To get back the previous entry in Excel, which keyboard shortcut key is used ?

- (A) Ctrl + X (B) Ctrl + Y
(C) Ctrl + Z (D) Ctrl + S

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

4(i). The trading of goods and services in which the final order is placed over the Internet is called _____.

4(ii). Write the names of any two Search Engines.

4(iii). _____ displays a page layout of the notes and the slides.

4(iv). _____ are the animation effects that occur between slides.

4(v). Reena wants the same look in all slides of her presentation. Which of the following options will be used ?

- (A) A presentation design template (B) Slide layout
(C) Add a slide (D) Outline view

4(vi). What is Drag and Drop method ?

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

5(i). Write the full form of C2C.

5(ii). _____ organize information into categories and sub-categories and also differ from search engines in which they organize information.

5(iii). Which option is used to modify the text appearance of an E-mail ?

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

5(v). What is "CC" in E-mail ?

5(vi). Explain the term "Starred" to be used in E-mail.

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) GIF icon
(C) Emoji icon (D) Paper Clip icon

6(ii). What is Boot Sector Virus ?

6(iii). Biological viruses contain genetic material in the form of _____.

6(iv). _____ is very similar to a virus and has the ability to self-replicate itself and infect the computer also.

6(v). Another name for a computer virus is _____.

6(vi). What is Anti-Virus software ? Write down the name of any one Anti-Virus software.

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. State any four reasons why listening attentively is important.

8. How should one set their goals ? Why is goal-setting important for an individual ?

9. Briefly explain any two methods to edit data in a cell of a spreadsheet.

10. What are the four qualities that motivate an entrepreneur ?

11. Define organic farming. List two advantages of organic farming.

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

12. Explain the features of Semi-block style of a letter.

13. Explain the following Manuscript signs : (i) /; / (ii) / “ ” / (iii) Stet (iv) d or D

14. Differentiate between Cell and Active Cell.

15. Write down the steps to open an existing presentation.

16. Define E-business.

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

17. How do you add Worksheets, Rows and Columns in an Excel sheet ? Write the steps.

18. What steps do you follow while changing the background of a slide ?

19. What is E-mail ? Write down the advantages of E-mail.

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

20. Explain Office Memorandum and its important features.

21. What are the different types of charts to be used in Excel ? Explain any four.

22. Write three basic categories of Search Engines with examples.

23. Explain the difference between Animation and Transition in PowerPoint presentation.

24. What are the harmful effects of computer virus ? Mention any four points.

- End of Question Paper -