CBSE | DEPARTMENT OF SKILL EDUCATION

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)

Blueprint for Sample Question Paper for Class XII (Session 2026-2027)

Max. Time: 3 Hours **Max. Marks: 60**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills – III	1	1	2
2	Self-Management Skills – III	2	1	3
3	Information and Communication Technology Skills – III	1	1	2
4	Entrepreneurial Skills – III	1	1	2
5	Green Skills – III	1	1	2
TOTAL QUESTIONS		**6**	**5**	**11**
NO. OF QUESTIONS TO BE ANSWERED		**Any 4**	**Any 3**	**07**
TOTAL MARKS		**1 x 4 = 4**	**2 x 3 = 6**	**10 MARKS**

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1	Correspondence	5	2	-	1	08
2	Manuscript	6	2	-	-	08
3	Excel	6	-	2	1	09
4	PowerPoint	6	1	1	-	08
5	Internet Search	3	-	-	1	04
6	Email	3	-	-	1	04
7	Computer Virus	3	-	-	1	04
TOTAL QUESTIONS		**32**	**5**	**3**	**5**	**45**
NUMBER OF QUESTIONS TO BE ANSWERED		**26**	**Any 3**	**Any 2**	**Any 3**	**34**
TOTAL MARKS		**1 x 26= 26**	**2 x 3 = 6**	**3 x 2 = 6**	**4 x 3 = 12**	**50 MARKS**

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Marking Scheme for Class XII (Session 2026-2027)

Max. Time: 3 Hours **Max. Marks: 60**

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions inthe allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
    i. This section has 06 questions.
    ii. There is no negative marking.
    iii. Do as per the instructions given.
    iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
    i. This section contains 18 questions.
    ii. A candidate has to do 11 questions.
    iii. Do as per the instructions given.
    iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q.1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	(d) All of the above	**1**
ii.	(C) Solar	**1**
iii.	(a) spreadsheet	**1**
iv.	(b) Self-control	**1**
v.	(b) lack of plan	**1**
vi.	(a) Result driven	**1**
Q.2	**Answer any 5 out of 7 questions (1 x 5 = 5 marks)**	
i.	NP or //	**1**
ii.	Caps	**1**
iii.	manuscript	**1**
iv.	Business Correspondence	**1**
v.	Demi-Official letters	**1**
vi.	a memo or memorandum	**1**
vii.	Dear [first name] or Hi or Hey	**1**
Q. 3	**Answer any 6 out of 7 questions (1 x 6 = 6 marks)**	
i.	Blind Carbon Copy	**1**
ii.	True (in forms of charts)	**1**
iii.	(d) all of the above	**1**
iv.	(C) Both (a) and (b)	**1**
v.	Active cell	**1**
vi.	Windows (any version)	**1**
vii.	.ppt or .pptx	**1**
Q. 4	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	True	**1**
ii.	**Slideshow View** in Microsoft PowerPoint is used to present your slides in a full-screen mode, simulating the actual experience of a live presentation.	**1**
iii.	To undone the last option. Or to reverse/cancel the last changes.	**1**
iv.	SSD/ USB drive/ Pen Drive/ External Hard Disk / Memory stick or card (any one)	**1**
v.	Antivirus	**1**
vi.	E-business is the use of electronic technology to conduct business activities. Eg. Buying and selling goods and services online, Online marketing	**1**
Q. 5	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	= (equal to sign)	**1**
ii.	World wide Web	**1**
iii.	Normal view	**1**
iv.	Slide sorter view	**1**
v.	AutoSum or sigma or Σ on toolbar	**1**
vi.	.doc or .docx	**1**
Q. 6	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	electronic mail	**1**
ii.	True	**1**
iii.	False	**1**
iv.	True	**1**
v.	Trojan Horse is a type of malicious software or malware disguised as legitimate software.	**1**
vi.	Ctrl +J	**1**

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks) **Answer each question in 20 – 30 words.**		
Q.7	**Hypertext** is a text that contains links to other text. These links, often called "hyperlinks," can be clicked on to access the linked information immediately. OR A text which is linked/hyperlinked on WWW is known as hypertext.	**2**
Q.8	Soft skills are personal qualities that enable effective communication, collaboration, and interaction with others Some examples of soft skills include: Communication, Problem-solving, Teamwork, Time management, Leadership, Empathy	**2**
Q.9	**A green economy** is an economic system that aims to protect the environment while promoting economic growth. It emphasizes sustainable practices and resource conservation, reducing the negative impact of human activities on the planet..	**2**
Q.10	i. **Innovation:** Entrepreneurs are often driven to develop new products, services, or business models that address unmet needs or improve existing solutions. ii. **Risk-taking:** Entrepreneurship involves taking calculated risks, which can include investing time, money, and resources in uncertain ventures. iii. **Perseverance:** Entrepreneurs often face setbacks and challenges along the way, but they possess the determination and resilience to overcome obstacles and continue pursuing their goals. iv. **Leadership:** Entrepreneurs typically take on leadership roles, inspiring and motivating others to work towards a common vision. v. **Passion:** Entrepreneurs are often deeply passionate about their businesses and the work they do, which can drive them to succeed even in the face of adversity.	**2**
Q.11	**Internal motivation** is a self-directed force that comes from within. It is often more sustainable and fulfilling. **External motivation** is driven by external factors and can be a temporary motivator. It may be less sustainable and less satisfying in the long run. **OR** i) Internal motivation stems from within, while external motivation is driven by external factors. ii) Internal motivation tends to be more sustainable over time, as it is rooted in personal values and goals. External motivation can be fleeting, as it relies on external rewards or pressures. **OR** Internal motivation is often associated with intrinsic rewards (like personal satisfaction), while external motivation is associated with extrinsic rewards (like money or praise).	**2**
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)		
Q.12	formal letters are more structured and professional, while informal letters are more casual and personal. Formal letters are used for official purpose while informal letters are used for personal purpose.	**2**
Q.13	It is also known as Inter-departmental Note or Un-official Note. Office Note is used for a horizontal communication. They are exchanged between departments, or between officers of almost equal rank. These notes are circulated asking for suggestions, advice, views and comments of other departments on a proposal. No salutation or complimentary closes are required.	**2**
Q.14	a) **Using Start Menu**: 1. Click on the **Start** button 2. In the search bar, type **PowerPoint**. 3. When **Microsoft PowerPoint** appears in the search results, click on it.	**2**

	b) **Using Desktop Shortcut**: • If you have a PowerPoint shortcut on your desktop, simply double-click the icon to open it. c) **Using Run Command**: 1. Press **Windows key + R** to open the **Run** dialog. 2. Type **powerpoint** and press **Enter**	
Q.15	Gmail, yahoo, outlook, proton, zoho (write any two names)	**2**
Q.16	**A modem** is a device that converts digital data into a format suitable for transmission over a physical medium, such as telephone lines or cable TV networks, and vice versa.	**2**
Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)		
Q.17	A slide layout in PowerPoint refers to the arrangement of elements such as text boxes, images, charts, and other content on a slide. PowerPoint provides different layouts that help structure the content in a visually appealing and organized way. For changing layout: i) Go to the Ribbon: Click on the Home tab. ii) Layout Button: In the Slides group, click the Layout drop-down menu. iii) Choose a Layout: Select the desired layout from the available options. The slide's content will adjust to the new layout format.	**3**
Q.18	Functions in Excel are pre-built formulas that perform specific calculations on data They help automate tasks, simplify complex calculations, and save time. Eg SUM () to calculate sum AVERAGE () to calculate average OR any other function	**3**
Q.19	This type of letter style is now the most commonly used method of display for all business correspondence. This layout simply means that every line is aligned flush with the left margin. No paragraphs are indented, no headings are cantered everything starts at the left set margin. Paragraphs are separated by leaving two lines blank between the two paragraphs.	**3**
Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)		
Q.20	The main 4 points of a proper Office Memorandum are: i) Header: Includes To, From, Date, and Subject lines. The To line lists the recipient (s). From is your name and title. Date is the current date. ... ii) Opening Paragraph: A single introductory paragraph clearly stating the memo's purpose and context. iii) Body: Contains the details or description of the content. iv) Conclusion: Close with a short concluding paragraph recapping the major points and any action items or next steps.	**4**
Q.21	i) Sorting rearranges the order of data, while filtering hides data based on criteria ii) Sorting changes the original order of the data, while filtering maintains the original order. OR Sorting: Sorting allows you to arrange data in ascending or descending order. Eg. If you have a large dataset of sales records and want to see the highest to lowest sales figures, using the sort function would be the best approach. Filtering: Filtering allows you to display only the data that meets specified criteria. Eg. If you have a large dataset of sales records and want to see only sales made by a specific salesperson or within a certain time frame.	**4**
Q.22	A **PowerPoint presentation** is a software used to design and deliver information through a series of slides. These slides can include text, images, charts, animations, videos, and other multimedia to support a speech or explain ideas, making presentations more engaging and easier to understand. **Ways to Create a PowerPoint Presentation:**	**4**

	1. **From Scratch**: o You start with a blank slide and manually add content as per your needs. 2. **Using Built-in Templates**: o PowerPoint provides a variety of pre-designed templates which can be customized with your own content. 3. **Importing Data or Content**: o Content can be imported from Word documents, Excel spreadsheets, or external sources to build slides automatically. 4. **Using a Slide Master**: o The Slide Master feature allows you to design one master slide, and it applies the formatting to the rest of the slides. 5. **Online Templates and Themes**: o Templates can be downloaded from online sources, which offer a wide variety of themes, backgrounds, and designs to choose from, beyond the built-in options.	
Q.23	1. **Fast Communication**: Emails allow for the quick exchange of information across the globe, making it an efficient way to communicate in both personal and professional contexts. 2. **Record Keeping**: Emails automatically keep a written record of conversations, which can be useful for tracking information, referencing previous discussions, or for legal and business purposes. **Disadvantages of Email:** 1. **Information Overload**: With the large volume of emails many people receive daily, important messages can get lost or overlooked, leading to inefficiencies. 2. **Security Risks**: Emails can be vulnerable to hacking, phishing attacks, or being intercepted, making sensitive information potentially accessible to unauthorized parties.	**4**
Q.24	**Virus scanning** is the process of checking a computer for viruses, worms, trojans, and malware. This is done using **anti-virus software**. Good practices to use antivirus software are : i) Once installed, perform a full system scan to identify and remove any existing malware. ii) Always enable real-time protection to continuously monitor your system for new threats. iii) Keep your anti-virus software up-to-date with the latest virus definitions. iv) Scan all email attachments or downloading files from the internet.	**4**