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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Sample Question Paper 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 in the 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.	What are the characteristics of an ideal message? (a) Clear (b) Concise (c) Accurate (d) All of the above	1
ii.	Which one of the following is a source of renewable energy? (a) Coal (b) Diesel (c) Solar (d) CNG	1
iii.	A _____is an electronic document used to store data in a systematic way and perform calculations just like an expense sheet. (a) spreadsheet (b) table in word document (c) presentation (d) name box	1
iv.	Self-management, which is also referred to as- (a) Wealth management (b) Self-control (c) Education (d) Doing a job	1
v.	Varsha knows what business she wants to do but does not know what steps she has to take to get it running. The barrier stopping him is _____. (a) building the right team (b) lack of plan (c) risk taking (d) lack of finance	1
vi.	An ideal employee needs to be proactive and _____. (a) Result driven (b) Educated (c) Good looking (d) Less focused	1
Q.2	**Answer any 5 out of 7 questions (1 x 5 = 5 marks)**	
i.	Write down the manuscript sign for New Paragraph.	1
ii.	What is the manuscript sign to centralize the matter?	1
iii.	_____are rough scripts-hand written or printed.	1
iv.	A letter from one company to another or such organization and their customers called_____.	1
v.	What is the abbreviation of D.O. letter?	1
vi.	A message in writing sent by one person or department to another 'within the same organization' is known as _____.	1
vii.	What word is used in the Salutation of a Personal letter?	1
Q. 3	**Answer any 6 out of 7 questions (1 x 6 = 6 marks)**	
i.	What does 'BCC' stands for in an e-mail?	1
ii.	Electronic spreadsheet is a software which allows us to visualize data. (T/F)	1
iii.	Which of the following is/are features of Excel? (a) Goal Seek (b) Sort (c) Filter (d) All of the above	1

iv.	Excel formula can be written by using which types of referencing (a) Absolute (b) Relative (c) Both (a) and (b) (d) Formal	**1**
v.	A cell with a highlighted boundary is called_____.	**1**
vi.	_____is an operating system by Microsoft.	**1**
vii.	The default extension of a PowerPoint presentation is _____.	**1**
Q. 4	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	Search engines are now AI (Artificial Intelligence) based. (T/F)	**1**
ii.	State the function of slideshow 'view' in MS PowerPoint.	**1**
iii.	Undo button is used to_____.	**1**
iv.	Which device/memory is used to backup data of a computer?	**1**
v.	_____software is a program that deletes, prevents and removes from a computer.	**1**
vi.	What is E-Business.	**1**
Q. 5	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	In Excel a formula begins with _____sign.	**1**
ii.	Write down the full form of WWW.	**1**
iii.	The _____view is the default view in power point	**1**
iv.	This view is used to rearrange/ reorder slides in power point.	**1**
v.	In MS Excel, Which button/feature is used to calculate sum automatically.	**1**
vi.	What is the default extension of a Word file?	**1**
Q. 6	**Answer any 5 out of 6 questions (1 x 5 = 5 marks)**	
i.	E-mail stands for_____.	**1**
ii.	Google is a famous search engine. (T/F)	**1**
iii.	We cannot attach a video file of 6 MB in an email as an attachment. (T/F)	**1**
iv.	Boot Virus is a type of computer virus. (T/F)	**1**
v.	What is Trojan Horse?	**1**
vi.	The keyboard shortcut _____is used to apply justify alignment in MS Word.	**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	What is Hypertext?	**2**
Q.8	What is the meaning of Soft Skills?	**2**
Q.9	What is green economy?	**2**
Q.10	Write any two Characteristics of entrepreneurship?	**2**
Q.11	Difference between Internal Motivation and External Motivation.	**2**

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)		
Q.12	What is the difference between Formal and Informal Letters?	**2**
Q.13	Define the use and purpose of Office Note.	**2**
Q.14	How will you open and start PowerPoint?	**2**
Q.15	Write names of any four e-mail service providers.	**2**
Q.16	What is Modem?	**2**

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)		
Q.17	What is a slide layout and how it can be changed or formatted?	**3**
Q.18	What are functions in Excel? Write names of any 2 functions with their use.	**3**
Q.19	Define Block Style/Fully Blocked Style letters.	**3**

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)		
Q.20	State 4 points of writing an Office Memorandum.	**4**
Q.21	Explain the sorting and filtering commands in Excel with example.	**4**
Q.22	What is Power point presentation? In how many ways a presentation is created?	**4**
Q.23	What are the advantages and disadvantages of E-Mail?	**4**
Q.24	What is Scanning and what are good practices to use an “Anti-Virus”.	**4**