

Marking Scheme
Strictly Confidential
(For Internal and Restricted use only)
Senior Secondary School Examination, 2026 (XIIth)
SUBJECT NAME: - Typography and Computer Application
(Q.P. CODE:- 817/341)

General Instructions: -

1	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
2	“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, evaluation done and several other aspects. Its leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in Newspaper/Website, etc. may invite action under various rules of the Board and IPC.”
3	Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one’s own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and due marks be awarded to them. In Class-XII, while evaluating two competency-based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, due marks should be awarded.
4	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
5	The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. If there is any variation, the same should be zero after deliberation and discussion. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
6	Evaluators will mark (✓) wherever answer is correct. For wrong answer CROSS ‘X’ be marked. Evaluators will not put right (✓) while evaluating which gives an impression that answer is correct and no marks are awarded. This is most common mistake which evaluators are committing.
7	If a question has parts, please award marks on the right-hand side for each part. Marks awarded for different parts of the question should then be totalled up and written in the left hand margin and encircled. This may be followed strictly.
8	If a question does not have any parts, marks must be awarded in the left-hand margin and encircled. This may also be followed strictly.

9	If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out with a note " Extra Question "
10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	Every examiner has to necessarily do evaluation work for full working hours i.e., 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines). This is in view of the reduced syllabus and number of questions in question paper.
13	Ensure that you do not make the following common types of errors committed by the Examiner in the past :- • Leaving answer or part thereof unassessed in an answer book. • Giving more marks for an answer than assigned to it. • Wrong totalling or marks awarded on an answer. • Wrong transfer of marks from the inside pages of the answer book to the title page. • Wrong question wise totalling on the title page. • Wrong totalling of marks of the two columns on the title page. • Wrong grand total. • Marks in words and figures not tallying/not same. • Wrong transfer of marks from the answer book to online award list. • Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.) • Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
14	While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0) Marks.
15	Any unassessed portion, non-carrying over of marks to the title page, or totalling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also as the Board. Hence, in order to upload the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.
16	The Examiners should acquaint themselves with the guidelines given in the " Guidelines for Spot Evaluation " before starting the actual evaluation.
17	Every examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totalled and written in figures and words.
18	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.

MARKING SCHEME
Typography and Computer Application (Subject Code - 817)
(PAPER CODE: 341) (P3410817)

Q.No.	EXPECTED OUTCOMES/VALUE POINTS			Marks
	SECTION – A			
1.	Answer any 4 out of the given 6 questions on Employability Skills			4x1=4
(i)	(B) A group of words that communicates a complete thought or meaning.			1
(ii)	Stress is a state of feeling upset, annoyed and hopeless.			1
(iii)	(A) Suspicious			1
(iv)	(B) Information and Communication Technology			1
(v)	(D) Workarea			1
(vi)	‘Startup India’			1
2.	Answer any 5 out of the given 7 questions			5x1=5
(i)	Indented style			1
(ii)	Correspondence			1
(iii)	D.O (Demi Official)			1
(iv)	Formal letters not friendly, nonpersonal touch these are called official letter which demand care special care of dignity and designation of the person or officer writing the letter.			1
(v)	New Paragraph			1
(vi)	d or D			1
(vii)	Manuscript			1
3.	Answer any 6 out of the given 7 questions			6x1=6
(i)	Cell			1
(ii)	Autofill			1
(iii)	False			1
(iv)	Logical			1
(v)	2 ; Landscape and Portrait			1
(vi)	True			1
(vii)	Merge			1
4.	Answer any 5 out of the given 6 questions			5x1=5
(i)	Thumbnails			1
(ii)	F5			1

(iii)	Template			1
(iv)	Power Point Presentation			1
(v)	Google			1
(vi)	4			1
5.	Answer any 5 out of the given 6 questions			5x1=5
(i)	Search engine			1
(ii)	E-commerce			1
(iii)	Spam, inbox, Send, Reply, Forward. Paper clip, etc. Components of email Inbox, Send, CC, BCC, Draft, Reply, Trash, etc.			1
(iv)	Mail ID			1
(v)	Save as draft			1
(vi)	Starred			1
6	Answer any 5 out of the given 6 questions			5x1=5
(i)	Boolean Search			1
(ii)	Secure			1
(iii)	Brain virus (or Pakistani Virus)			1
(iv)	Human Virus			1
(v)	Trojan horse			1
(vi)	Which spreads to other computers through. Software Programs macros infect the files created using some applications or program.			1
	Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20-30 words.			3x2=6
7.	Communication is a two-way process through which information or message is exchanged between individuals using language, symbols, signs or behaviour. Speaking, listening, reading and writing are the parts of communication.			2
8.	1. Openness – Individuals are creative, curious, active, flexible and adventurous 2. Consciousness – Self disciplined, work on time, take care of others 3. Extraversion – love to interact with people 4. Agreeableness – kind, sympathetic, cooperative, considerate and warm 5. Neuroticism – tendency towards anxiety, self doubt, depression, shyness Any four			(0.5x4)=2

9.	1. Sorting Data in IT refers to the process of arranging data elements in a specific order such as ascending or descending based on pre-defined criterion. 2. It helps in data organization, making it easier to search, analyze and process information efficiently.			1x2=2
10.	Environmental barriers – 1. Lack of adequate resources or raw material 2. Non-availability of skilled labour 3. Lack of requisite machinery and infrastructure 4. Unavailability of monetary resources on time.			2
11.	According to UNEP – United Nations Environment Program, green jobs or green collar jobs are works in agricultural, administrative, research and development, manufacturing and service activities that contribute substantially to preserving or restoring environment quality.			2
	Answer any 3 out of the given 5 questions in 20-30 words each.			3x2=6
12.	There are following features in fully block style letter (1) All the parts of the fully block style letter from top to bottom written on left side margin. (2) No indentation in the body of letter. (3) Salutation and complimentary close is also written from left margin.			2
13.	(i) Do not delete the matter (ii) Upper Case (iii) Spell correct the spelling error (iv) Insert space			2
14.	Active cell have a darker border and the cursor will have on that cell.			2
15.	(1) Select insert tab → illustration group → picture (2) Select the picture from the picture window			2
16.	Search syntax involve using Quotation marks (") search results to pages that contain the exact, specific string of characters written as a phase.			2
	Answer any 2 out of the given 3 questions in 30-50 words each.			2x3=6
17.	Autosum : allows for quick addition of values in a selected range (1) Select the cell range (2) Click on the cell where the sum will be displayed (3) Click the formula tab → Function library group → Autosum (4) The sum will be displayed in cell Autofill : allows you to automatically fill the series of numbers, text combination dates or time periods based on an established pattern. (1) Select the cell that contain the initial values or patterns. (2) Drag the fill handle across the range where you want to apply the fill.			3

18.	A presentation is the complete set of slides used to convey a message, while a slide is an individual page within that presentation. Each slide can contain text, images animation and other multimedia elements.			3
19.	Compose : On the left side of your Gmail page BCC : On the right side of your Gmail page Send : at the bottom of the left side of your Gmail page			3
	Answer any 3 out of the given 5 questions in 50-80 words each.			3x4=12
20.	Generally written or typed in the form of personal or private communication on the printed personal letter head Features : 1. Written in first person using “I” instead of “we” in a friendly manner. 2. Addressed personally to an officer by his/her name. 3. Subject is not require. 4. Name and address of the addresses written at the end on left hand side bottom corner of letter after the signature line.			4
21.	1. Connect to the internet 2. Open your browser 3. Type the address (URL) of the search engine in the browser 4. Type home page of the search engine will open 5. Type your query in the search box and press enter			4
22.	A chart consist of several components that contribute to its overall presentation 1. Chart Title : The title given to the entire chart, describing what the data represents. 2. X-Axis Title : A title assigned to the X-axis, indicating the data range represented along this axis. 3. Y-Axis Title : A title given to the Y-axis, represented the data range for this vertical axis. 4. X-Axis Category 5. Y-Axis Value 6. Data Labels 7. Legends 8. Tick Marks 9. Grid Lines			4
23.	You can protect your computer from viruses by following these precautions 1. Install antivirus software 2. Keep your operating system and application updated 3. Avoid opening suspicious email attachments or link 4. Download software only from trusted sources 5. Use a firewall 6. Scan external devices 7. Avoid visiting unsafe websites			4

	8. Use strong passwords 9. Backup important data regularly			
24.	Power Point Presentation Program that helps to develop dynamic, easy to create, professional presentation. Steps to open Power Point Presentation 1. Click on start button on the Window 7 Taskbar. 2. Highlight the All programs item. The menu will open. 3. Select Microsoft office from the list of programs. 4. Click on Microsoft Power Point 2007.			4
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