

Marking Scheme

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Senior Secondary School Examination, 2026 (XIIth)

SUBJECT NAME: -TYPOGRAPHY & COMPUTER APPLICATION

(Q.P. CODE 817/341)

General Instructions: -

1	The CBSE has decided to introduce On Screen Marking (OSM) for the evaluation of Class XII answer Book with the 2026 Examination.
2	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.
3	“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.”
4	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.
5	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.
6	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.
7	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.

8	If a question has parts, please award marks on the right-hand side for each part in the OSM Portal. Marks awarded for different parts of the question will be totaled up by the OSM System.
9	If a question does not have any parts, marks must be awarded in the left-hand margin in the OSM Portal. This may also be followed strictly.
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 :- <ul style="list-style-type: none"> • 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	The Examiners should acquaint themselves with the guidelines given in the “ Guidelines for Spot Evaluation ” before starting the actual evaluation.
16	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.
17	If a candidate attempts both alternatives/options in a question where only one option/ alternative is required to be attempted, the Evaluator shall award marks in both the options. The system will take the higher of two scores and disregard the other response.
18	In a question having two options/alternatives, if a candidate has attempted only one, then the evaluator shall mark “NA” (Not attempted) against the option that has not been attempted by the candidate.

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE -817)
Marking Scheme class XII session (2025-2026)

Max. Time 3 Hours

Max.Marks:60

General Instructions.

- a. The marking scheme carries only suggested value points for the answers.
- b. These are only Guidelines and do not constitute the complete answer.
- c. The students can have their own expression and if the expression is correct, the marks be awarded accordingly.
- d. The candidates would be permitted to obtain a photocopy of the Answer Book on request on payment of the prescribed processing fee. All Evaluators/Additional Head Examiners/ Head Examiners are once again reminded that they must ensure that evaluation is carried out as per value points for each answer as given in the Marking Scheme.
- e. All the Head Examiners/Additional Head Examiners/Evaluators are instructed that while evaluating the answer books if the answer is found to be totally incorrect, (X) Should be marked on the incorrect answer and awarded '0' Marks.

MARKING SCHEME
Senior Secondary School Certificate Examination, 2026
TYPOGRAPHY AND COMPUTER APPLICATION (817)
(Q.P. Code 817/341)

SECTION A

Objective (Type Question)

Marks :- 30

1. Answer any 4 out of the given 6 questions on Employability Skills. 4x1=4

- | | |
|---|---|
| (i) Communication is a two way process through which information or message is exchanged between individuals using language, symbols, signs or behaviour. | 1 |
| (ii) (B) Responsibility | 1 |
| (iii) Neuroticism is a trait, wherein, individuals show tendency towards anxiety self-doubt, depression, shyness and other similar negative feelings | 1 |
| (iv) Cell | 1 |
| (v) (B) Open-minded | 1 |
| (vi) (i) Grow organic fruits and vegetables for the purpose of food security.
(ii) No use of Chemicals in soil for sustainable development of environment. | 1 |

2. Answer any 5 out of the given 7 questions. 5x1=5

- | | |
|---|---|
| (i) American Style | 1 |
| (ii) Salutation | 1 |
| (iii) Correspondence is the most important channel through which business Communication and official communication take place in any written or digital form between two or more parties. | 1 |
| (iv) Yours sincerely/ sincerely yours | 1 |
| (v) L.c / s.c | 1 |
| (vi) Centralized the matter | 1 |
| (vii) Capital Letter | 1 |

3. Answer any 6 out of given 7 questions. 6x1=6

- | | |
|--|---|
| (i) workbook | 1 |
| (ii) (D) A1, B1, C1 | 1 |
| (iii) True | 1 |
| (iv) Comparison/Logical | 1 |
| (v) Landscape and Portrait | 1 |
| (vi) Automatically fill a series of numbers, numbers and text combinations, Dates or time periods based on the pattern established. Select cells and drag the fill handle. | 1 |
| (vii) (C) Ctrl+Z | 1 |

4. Answer any 5 out of given 6 questions. 5x1=5

- | | |
|---|---|
| (i) E-Commerce | 1 |
| (ii) Google, Bing, Yahoo, Rediff Baidu, AOL, Ask.com, Excite, Lycos, Indiatimes (Any Two) | 1 |
| (iii) Notes Page | 1 |
| (iv) Slide Transitions | 1 |
| (v) A presentation design template | 1 |

- (vi) To move the cell contents only a short distance, the drag and drop Method is used. Drag the highlighted border of the selected cell to the destination cell with the mouse. 1

5. Answer any 5 out of given 6 questions. 5x1=5

- (i) Consumer to Consumer 1
- (ii) Web directory 1
- (iii) Formatting Text 1
- (iv) Gmail, Yahoo mail, Hot mail, Outlook (Any Two)
- (v) CC means Carbon Copy a feature in email that allows you to add additional recipients to an email chain. 1
- (vi) Starred' (*) star appears to the left of the sender names in the inbox and can be marked for later use. 1

6. Answer any 5 out of given 6 questions 5x1=5

- (i) (D) Paper Clip Icon 1
- (ii) Boot Sector Virus is automatically located by the hardware during the booting process and then it is loaded. This virus infects the computer's storage media such as hard drives, floppies, CDs and DVDs. 1
- (iii) DNA, RNA 1
- (iv) Worm 1
- (v) Electronic Virus 1
- (vi) Anti-virus software is a program which is designed to search, detect, prevent, and remove software viruses and other malicious software like Trojans, worms etc. some of the antivirus software are Norton, McAfee, Kaspersky, Quick Heal etc 1

Section:-B

(Subjective Type Questions)

30 Marks

Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20-30 words each. 3x2=6

- 7. Some reasons why active listening is important. 2**
- (i) Listen to obtain information.
 - (ii) Listen to obtain information
 - (iii) Listen to enjoy
 - (iv) Listen to learn
 - (v) Listen to build and maintain relationships.
 - (vi) Listen to resolve conflicts.
- 8. Use the acronym SMART to set goal. Each letter in SMART implies 1+1=2**
 S:-specific, M:-Measurable, A:- Action-oriented, R:- Realistic, T:-Timely
 Goal setting help us to understand what we want, how to achieve it and how do we measure our success.
- 9. With the help of following methods one can edit data in the cell of a spreadsheet. (Any Two) 2**
 Method 1
 (1) Double click in the cell you want to edit.
 Then type additional text in the cell or in the Formula Bar.

(2) Press Enter.

Method 2

- (1) Click on the cell you want to edit.
- (2) Correct the text in the Formula Bar
- (3) Press Enter

Method 3

If you want to completely change the text in the cell, then do the following.

- (1) Click on the cell.
- (2) Type the next text
- (3) Press Enter.

10. Following are some of the qualities that motivate an entrepreneur.

2

- (1) Standard of excellence
- (2) Uniqueness
- (3) Focus on long term goals
- (4) Need of influence
- (5) identifying opportunities and risk taking

11 Organic gardening and farming is the process by which we can grow plants and crops in an environment friendly way.

1+1=2

Some of the advantages of Organic gardening and Farming are as under:-

- (i) It prevents toxic runoff as no synthetic pesticides are used.
- (ii) It prevents water pollution and soil contamination as no chemical is added to the soil.
- (iii) Prevent death of insects, birds, critters and other beneficial soil organisms.
- (iv) Organic fruits and vegetables are free from chemical residues of synthetic fertilisers, and hence, are good for our health (Any two)

Answer any 3 out of the given 5 questions in 20-30 words each.

3x2=6

12. Semi block style is the combination of both, the indented style and block style.

2

There is no indentation in the first line of each paragraph in the body of the letters. All the text of the paragraph is aligned to the left set margin. All the other parts of the letters are typed in the same way as in the indented style. It gives a neat and balanced look to the letter. Paragraphs are separated by double or triple spacing.

13. (i) Insert Semi-colon.

2

(ii) Insert double inverted comma.

(iii) Let it stand as it, do not delete the matter, ignore the correction underline.

(iv) Delete the matter. Not required to print.

14. A cell is a rectangle shaped box, where the row and column meet.

2

Or the smallest unit of a worksheet which is seen at the intersection of row and a column is called Cell.

Active Cell- The cell that is selected to enter data appears highlighted with boundary and is known as Active cell.

15. Steps to opening an existing presentation.

2

(i) Open Microsoft power point

(ii) Click on the Office button/File Tab

(iii) Select open, Open dialogue box will appear the

- (iv) Select the file name which is already existing then
- (v) Click on open

- 16 E-business means Electronic business. E-business where in all aspects of business (knowledge of management, Design, manufacturing, R&D procurement, finance, project planning, human resources planning and related activities) technology is important. It is a wider concept and not only includes the selling but also a customer services and internal business Operations. 2

Answer any 2 out of the given 3 question in 30 to 50 words each

2x3=6

17. Steps to add Worksheet, Rows and Columns. 1+1+1=3

WORKSHEET:-

Add a worksheet to a workbook by Selecting Home Tab → Cells group click Insert → Insert worksheet.

ROWS:-

To add a row to a worksheet, select Home Tab → Cells group Click insert → Insert Sheet Rows.

COLUMNS:-

Add a column by selecting Home Tab → Cells group Click insert → Insert Sheet Columns.

18. Steps for changing the background of a Slide are as under:- 3

- (i) Select Design tab → Background group → Background Styles.
- (ii) Click on Format Background.
- (iii) The dialog box will appear.
- (iv) Then set the colour, solid or gradient, transparency or choose picture/texture fill.
- (v) To apply to current slide, choose close. To apply to all slides, choose Apply to All.

19. E-mail = Electronic Mail, is an electronic exchange of message. It is a quick and Inexpensive way to stay in touch with the near and dear ones. An email recipient does not even have to be available when email is sent to her/him. It is stored in the mail server and the recipient can log in and download it at a convenient time. 3

Advantages of E-mail are as follows: -

- (i) E-mail is free: - E-mail is a free of cost service and does not involve physical parameters.
- (ii) E-mail is fast: - E-mail provides fastest mode of messaging when compare to other modes.
- (iii) Mass mailing: - You can target multiple audiences in one go using E-mailing by selecting multiple recipients.
- (iv) E-mail for record keeping: - use E-mail as a record keeper for all your conversation/ discussion.
- (v) Environment Friendly: - In postal mail we use large no of papers but by electronic mail we can save the paper and large number of trees. It also saves the fuel needed for transportation.

Answer any 3 out of the given 5 questions in 50 to 80 words each.

3x4 =12

20. Office Memorandum is known as 'Memo' and is commonly used for interoffice Correspondence in different offices for routine matters like (granting of annual increments, confirmation in services, making announcements, requests, policy statements, notices, reminders, suggestions, acknowledgements, congratulation, informal invitations, salary and leave adjustments etc). It is sent by one person or department to another 'within the same organization'. 4

The important feature of the Memorandum are : -

- (i) Written in third person.
- (ii) It is written in direct style
- (iii) No Salutation or Subscription is used
- (iv) Address of the addressee is written in the left and bottom corner after the signature
- (v) It contains either the name or the designation of the officer signing the letter.

21 Different types of Charts used in Excel are as follows:

4

COLUMN CHART: - They compare distinct items. In this chart category axis is horizontal (X-axis) and value axis is vertical (Y-axis). It is important to keep the number of series in a column chart to a minimum. Too many series cause the column to become too narrow and difficult to analyse. Column charts are used to compare the result.

BAR CHART: - Compare distinct items or show single items at distinct intervals.

It is similar to column chart except that in this chart value axis is horizontal (X-axis) and category axis is vertical (Y-axis).

AREA CHART: - They show the relative contribution of each value to a total over time.

LINE CHART: - These charts are useful to compare the trends over time. Data points connected with straight lines.

PIE CHART: - The charts show the proportion of each value to the total value in a data series. They are used to show proportional sales figures, or representation of different categories of population like workers, male/female, adults/children etc.

22. There are three basic categories of Search Engines: -

4

1. **PRIMARY SEARCH ENGINES :-** Such search engines use Web Crawlers or Spider. Google and Alta Vista are example of the same.
2. **WEB DIRECTORY:-** Web Directories organize information into categories and subcategories. Directories differ from Search Engine in the way they organize information. Yahoo is an example of Web-Directory.
3. **META SEARCH ENGINES:-** Such search engines pass your queries to many search engines and Web directories and present summarized results to the users. Dogpile, Infind, Metacrawler, Metafind and Metasearch are some example of Meta Search Engine.

23 Difference between Animation and Transitions.

4

Animation refers to special effects applied on the objects within a slide like text, images, shapes, charts, icons, etc.

it controls object movement.

It works while the slide is being shown. Example of animation effects blinds, Fly in

Transition is the effects that occurs when moving from one slide to another.

It is applied to the entire slide.

It works during slide change. Fade, Push, Wipe are some examples of some effects.

Speed of transition slide can also be controlled and sound can also be added.

24. A Computer Virus is software programs attached to a legitimate program that is destructive in nature and infects other program in the system by replicating and attaching itself to another healthy program.

4

Harmful effects of Computer Virus: - (Any four)

- (i) Computer Virus can slow down the Computer Performance and become inefficient or run slowly.
- (ii) Virus can corrupt the data or system files.
- (iii) Effect the functionality of software applications.
- (iv) Effect the Hard Disk by erasing everything
- (v) It tends to fill up the computer with useless data.
- (vi) The Processing of the computer is also affected i.e. degraded the performance of the system.
- (vii) It might reset or reboot a computer by sending the required codes.
- (viii) The virus deleted the entire keyboard definitions so the computer would not be able to respond to any keyboard inputs.