

**COMPUTER APPLICATIONS (Theory)****Total Marks: 50**

Sr. No.	Topic	Sub Topic	Periods	Marks	Remarks
1	Spreadsheet	Spreadsheet: Electronic spreadsheet Software packages – MS Excel, Open office calc Terminologies: Workbook, Worksheet, Row, Column, Cell, Range Addressing – Relative and Absolute Creating, editing the workbook: Formula, Function (Standard functions and user defined) Data types – Numeric, dates, text. Find, replace Cut, Copy, Paste & Paste special Renaming, moving, copying the current worksheet, Auto fill Insertion and removal: Page breaks, Clip art Linking and embedding other documents Worksheet, Comments Formatting: Header, footer Conditional formatting, Auto formatting, Cell merging Cell content alignment & formatting (such as date-time, percentage, numeric, etc) Data menu Utilities: Goal seek, what-if analysis Pivot table Window split and pane freezing Hide and unhide Macros (Creation and execution only, no editing of the macro) Charts: Types and their area of application Legend, data source Printing: Setting margins Setting printing area Print preview and Printing Exporting and Importing to/from	20	20	

2	Presentation	<p>Presentations:                      Importance of the presentation, Effective presentation                      Software packages – MS PowerPoint, Open office presentation                      Presentation aids:                      Overhead projector, Slide projector, Video screen projector, LCD Panel, Digital projection                      Creating &amp; editing presentation:                      Inserting slides                      Slide layout                      Linking and embedding other documents                      Saving and opening existing presentation                      Insertion:                      Hyperlinks, bookmarks, objects                      Slide                      Multimedia objects                      Formatting:                      Animation effects                      Custom animation, Slide transition                      Slide design, colour schemes, animation schemes                      Utilities:                      Slide show                      Setting the slide show                      Viewing the presentation                      Printing the presentation</p>	20	15	Helps to prepare presentations
3	Database	<p>Database System:                      What is DBMS?                      Software packages – MS Access, MySQL                      Terminologies:                      Field, Record, Table, Key, Index, User, Rights, Query, Report                      Data definition:                      What is it?                      Database structure                      Data manipulation:                      What is it?                      Query language (Simple queries involving at most two tables)                      Forms:                      Screen format, need of a form                      Report:                      Need of the report</p>	16	6	

		Report format Printing			
4	Trends in Information Technology	Trends in Information Technology: E-Commerce: Concept & definition Terminologies – B2B, B2C, C2C In practice : E-Commerce ( E-shopping, Ebanking, E-ticketing etc) Security issues.		4	

**Computer Applications (Practicals)**

**Total Marks: 100Mrks**

Topics	Practicals	Marks per practical
<p>Spreadsheet: This can be done using MS Excel, Open office Calc, or any other software package available</p>	<p>Create, save, open and close the Workbook                      Cut, copy, paste, paste special, Find, replace, navigate in the document using “go to”                      Reference the manuals and online help,                      Formatting: Text, Paragraph, Margin setting, Formula, Insertion and removal of rows, columns &amp; cells, Rename, move or copy the current worksheet, Auto fill                      Insert: page break, clip art,                      Linking and embedding other documents                      Formatting: Header, Footer, Cell merging, text orientation, text alignment, Auto formatting and conditional formatting                      Cell content formatting (Date, comma, Amount, numeric, text, etc.)                      Data menu, Functions – Standard and user defined                      Utilities: Goal seek, Pivot table, What-if analysis, Window split and freeze panes, Hide and unhide, Charts – Line, Bar and Pie chart demo, Printing: Page setup, Printable area selection                      Preview and Printing                      Macros: Create and execute the macro. (Do not edit the macro).</p>	<p>40 mks</p>
<p>Presentation: This can be done using MS PowerPoint, Open office Presentation, or any other software Package available.</p>	<p>Create, open, save and close the presentation                      Insert slides, decide the layout, design, animation and transition                      Link and embed other documents, insert hyper links, bookmarks                      Insert multimedia objects                      Apply the custom animation to the slide                      Setup the slide show, insert the narrations (Subject to availability of microphone)                      Print the presentation</p>	<p>30 mks</p>
<p>Database:                      This can be done using MS Access, Open office</p>	<p>Create, open, save and close a database                      Create and modify tables, indexes                      Create, modify and execute Query                      Create, modify and Execute forms</p>	

Database, MySQL or any other software package available.	Create, modify and Execute report Print the database files	
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**Practical marks distribution:**

- 20 Marks internal (Files, Journals)
  - 80 Marks practicals

**DESIGN OF QUESTION PAPER****Final Exam****CLASS: XII Computer Technique****SUBJECT: Computer Applications**

Time: 2 hrs

Max. Marks: 50

The weightage or the distribution of marks over different dimensions of the question paper shall be as follows:

**1. Weightage to Learning Outcomes**

Sr. No.	Learning Outcomes	Marks	Percentage of Marks
1.	Knowledge	8	16 %
2.	Understanding	12	24 %
3.	Application	13	26 %
4.	Skill	17	34 %

**2. Weightage to Content/Subject Units**

Sr. No.	Units	Marks	Percentage
1	Spreadsheet	20	40 %
2	Presentation	20	40 %
3	Database System	06	12 %
4	Trends in Information Technology	04	08 %

**3. Weightage to form of questions**

Sr. No.	Form of questions	Marks for each questions	No. of questions	Total Marks	Percentage
1	Very Short Answer Type(VSA)	1 mark	30	30	60 %
2	Short Answer Type(SA-I)	2 mark	10	20	40 %
	Short Answer Type(SA-II)				
3	Long				

	Answer Type(LA)				
	<b>Total</b>		<b>40</b>	<b>50</b>	<b>100 %</b>

The expected time for different types of question would be as follows:

Sr. No.	Form of questions	Approx. Time for each question in mins(t)	No. of questions(n)	Approx. Time for each form of question in mins(n * t)
1	Long Answer Type(LA)			
2	Short Answer Type(SA-I)	5 mins	10	50
3	Short Answer Type(SA-II)			
4	Very Short Answer Type(VSA)	2 mins	30	60
	<b>Total</b>		<b>36</b>	<b>111</b>

As the total time is calculated on the basis of the number of questions required and the length of their anticipated answers, it would, therefore, be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

#### 4. Scheme of Options

There will be no overall choice. However, there is an internal choice in 14 questions of 2 marks category.

#### 5. Weight age to Difficulty level of questions:

Sr. No.	Level of difficulty	No. of quest	Marks	Percentage
1	Easy	<b>30</b>	<b>30</b>	<b>60 %</b>
2	Average	<b>10</b>	<b>20</b>	<b>40 %</b>
3	Difficult			

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by the paper setter on the basis of general anticipation from the group as a whole taking the examination. This provision is only to make the paper balanced in weightage, rather than to determine the pattern of marking at any stage.

→ Objectives ↓ Units	Knowledge				Understanding				Application				Skill		
	O	VS	SA	LA	O	VS	SA	LA	O	VS	SA	LA	O	VS	SA
Spreadsheet	1(1)	1(2)	2(1)		1(1)	1(2)	2(1)		1(2)	1(1)	2(1)		1(2)	1(1)	2(2)
Presentations	1(1)	1(2)	2(1)		1(1)	1(2)	2(1)		1(2)	1(1)	2(1)		1(2)	1(1)	2(2)
Database Systems	1(1)				1(1)	1(1)			1(1)	1(1)			1(1)		
Trends in Information Technology	1(1)				1(1)				1(1)				1(1)		
Total	1(4)	1(4)	2(2)		1(4)	1(5)	2(2)		1(6)	1(3)	2(2)		1(6)	1(2)	2(4)

**BLUE –PRINT OF QUESTION PAPER**



Note: Figures within brackets indicate the number of question and figures outside the brackets indicate marks. For example 4(2).

\*Indicates option