# COMPUTER APPLICATION (Vocational) 2022-23

**(TO BE IMPLEMENTED FOR THE ACADEMIC YEAR 2022-23)**

# TOPIC WISE DISTRIBUTION OF MARKS

**(Theory + Practical)**

**SUBJECT:** COMPUTER APPLICATION **STD.:** XII

| Sr. No. | Topics | Overall Theory Marks | Board Theory Marks | Internal Test Marks | Practical Marks |
|---|---|---|---|---|---|
| | **I$^{st}$ Term** | | | | |
| 1. | MS -Excel 2013 | 16 | 12 | 20 (First Internal Test) | 25 |
| 2. | MS -PowerPoint 2013 | 09 | 08 | 20 (Second Internal Test) | 15 |
| | **Viva** | - | - | - | 05 |
| | **File** | - | - | - | 05 |
| | **Total** | **25** | **20** | **-** | **50** |
| | **II$^{nd}$ Term** | | | | |
| 3. | Tally.Erp 9 | 16 | 14 | 20 (Innovative Test) | 30 |
| 4. | E-Commerce | 09 | 06 | | 10 |
| | **Viva** | - | - | - | 05 |
| | **File** | - | - | - | 05 |
| | **Total** | **25** | **20** | | **50** |
| | **Yearly Total** | **50** | **40** | | **100** |

**SCHEME OF EXAMINATION FOR THEORY PAPER**

I TERM BOARD EXAM ***(All 20 MCQ Questions)***…….……...……..… 20Marks

II TERM BOARD EXAM ***(Subjective Paper) - No MCQ Questions to be asked***..…..20Marks

INTERNAL TEST MARKS (Average) ……...……. 10Marks

($1^{st}$ Internal test + $2^{nd}$ Internal Test + Innovative Test/6 = 20+20+20/6)

**TOTAL …… 50Marks**

**PRACTICAL'S ARE TO BE CONDUCTED AS PER CONTINUOUS AND COMPREHENSIVE EVALUATION (CCE)**

## SUB: COMPUTER APPLICATION

| FIRST TERM | |
|---|---|
| **Unit** | **Topics** |
| **I** | **MS- EXCEL 2013**<br>**INTRODUCTION**<br>➢ Importance of Ms-Excel-2013<br>➢ Steps to create a new workbook<br>➢ Steps to save a workbook<br>➢ Steps to open a workbook<br>➢ Steps to print a workbook<br><br>**EXCEL TERMINOLOGIES**<br>➢ Workbook, Worksheet, Chart Sheet, Column, Row, Cell, Active cell, Range, Formula, Functions<br><br>**EXCEL BASICS**<br>➢ Steps to insert row, delete row, insert Column, delete column, increase/decrease row height, increase/decrease column width, hide row, unhide row, hide column, unhide column, insert sheet, delete sheet, rename sheet<br>➢ Auto Fill, Steps to get incremented number, to get the months<br><br>**EXCEL FUNCTIONS**<br>➢ Functions –Sum, Average, Product, Min, Max, Now, Count, Counta, Countblank, If, Sumif, Countif<br><br>**HOME TAB** |

A) CLIPBOARD GROUP
- Cut, Copy, Paste, Format Painter, Steps to use format Painter

B) FONT GROUP
- Font, Font Size, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, Fill Color, Font Color, Borders, Steps to apply border

C) ALIGNMENT GROUP
- Alignment- Align Left, Center, Align Right, Top Align, Middle Align, Bottom Align
- Orientation
- Wrap Text
- Merge & Center, Merge Across,Merge Cells, Unmerge Cells

D) NUMBER GROUP

E) STYLES GROUP
- Conditional Formatting, Steps to apply conditional formatting

**INSERT TAB**

A) CHARTS GROUP
- Column Chart
- Steps to insert column chart
- Steps to set the chart title
- Steps to move the chart on a new sheet
- Steps to change the chart type

B) TABLES GROUP
- PivotTable
- Steps to insert PivotTable

**PAGE LAYOUT TAB**

A) PAGESETUP GROUP
- Margins - Steps to change the margin of a page
- Orientation - Steps to change the orientation of a page
- Sizes - Steps to change the size of a page,
- Print Area - Steps to set/clear the Print Area
- Breaks - Steps to apply/remove page break
- Background - Steps to apply/remove background
- Print Titles, Steps to apply/remove print titles

**DATA TAB**

A) SORT & FILTER GROUP
- Sorting/Data Sort: Steps to sort a database

| | |
|---|---|
| | ➢ Filtering the Data- Filter/ Auto Filter - Steps to apply Filter/Auto Filter, Advance/Advance Filter - Steps to apply Advance/Advance Filter<br>B) DATA TOOLS GROUPS:<br>➢ Data Validation The steps to set/clear data validation<br>➢ What – if – Analysis – Goal seel - Steps for Goal seek<br><br>**REVIEW TAB**<br>A) CHANGES GROUP<br>➢ Protect Sheet - Steps to protect/unprotect a worksheet<br>➢ Protect Workbook - Steps to protect/unprotect a workbook<br>B) COMMENT GROUP<br>➢ New Comment - Steps to set/ edit/ delete/ show/ hide the comment<br><br>**VIEW TAB**<br>A) WINDOWS GROUP<br>➢ Freezing - Freeze First Column - Steps to Freeze First Column<br>➢ Freeze Top Row - Steps to Freeze Top Row<br>➢ Freeze Panes - Steps to Freeze Pane<br>➢ Unfreeze Panes -Steps to Unfreeze Panes<br>➢ Split A Worksheet - Steps to split/remove split a worksheet<br>➢ Hide - Steps to Hide/unhide the workbook<br>➢ Switch Windows - Steps to Switch Windows<br>➢ Arrange All, New Window<br>B) ZOOM GROUP<br>➢ Zoom to Selection- Steps to use zoom to selection<br>C) SHOW GROUP<br>➢ Gridlines - Steps to hide the gridlines<br>➢ Headings - Steps to hide the Headings<br>➢ Formula Bar -Steps to hide the Formula Bar<br>D) WORKBOOK VIEWS GROUP<br>➢ Normal View, Page Break Preview, Page Layout<br><br>**LAB EXERCISES (PRACTICAL)** |
| **II** | **MS – POWERPOINT 2013**<br>**INTRODUCTION**<br>Steps to start Ms-PowerPoint 2013<br>Steps to shut down/close Ms-PowerPoint 2013<br>Steps to save a presentation<br>Steps to open a presentation |

Steps to print a presentation
PowerPoint Basic
Understanding Slides and Slide Layouts
Different slide layouts

1) Title Slide
2) Title and Content
3) Two Content
4) Comparison
5) Title Only
6) Blank

**HOME TAB**

A) CLIPBOARD GROUP
- Cut, Copy, Paste, Format Painter, Steps to use format Painter

B) SLIDES GROUP:
- New Slide, Steps to add a new slide to the presentation
- Layout, Steps to change the layout of slide

C) FONT GROUP
- Font, Font Size, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, Text Shadow, Strikethrough, Character Spacing, Change Case, Font Color, Clear Formatting

D) PARAGRAPH GROUP
- Align Left, Center, Align Right, Justify
- Add or Remove Column, Steps to split text into columns
- Bulltets, Numbering, Decrease List Level, Increase List Level, Line Spacing, Text Direction, Align Text
- Convert to SmartArt, Steps to convert Text to SmartArt

E) DRAWING GROUP
- Shapes, Steps to draw a shape, Steps to fill a shape with a picture
- Arrange, Bring to Front, Send to Back, Bring Forward, Send Backward
- Group objects, Steps to group the objects, Steps to ungroup the objects

**INSERT TAB**

A) SLIDES GROUP
B) TABLES GROUP
- Steps to insert table

C) IMAGES GROUP
- Picture: Steps to insert picture
- Photo Album, Steps to create photo album

D) ILLUSTRATIONS GROUP

- Shapes
- SmartArt, Steps to insert SmartArt graphics
- Chart, Steps to insert Chart

D) LINKS GROUP

- Hyperlink, Steps to create a link
- Action, Steps to set the action for the object

E) TEXT GROUP

- Text Box, WordArt, Header & Footer, Date & Time, Slide Number
- To insert Header & Footer/ Date & Time/ Slide Number

F) SYMBOLS GROUP

- Equation
- Symbol, Steps to insert symbol

G) MEDIA GROUP

- Video, Steps to insert a video file
- Audio, Steps to insert a audio file

**DESIGN TAB**

A) THEMES GROUP

- Steps to apply Design to your presentation

**TRANSITIONS TAB**

A) TRANSITION TO THIS SLIDE GROUP

- Transition, Steps to apply transition to your presentation

**ANIMATIONS TAB**

A) ANIMATION GROUP

- Animation, Steps to apply animation to your presentation
- Animation Painter, Steps to use Animation Painter

**SLIDE SHOW TAB**

A) START SLIDE SHOW GROUP

- From Beginning, From Current Slide

B) SET UP GROUP

- Hide Slide

**VIEW TAB**

A) PRESENTATION VIEWS GROUP

- Normal, Outline View, Slide Sorter View, Notes Page, Reading View, Slide Show View

| SECOND TERM | |
|---|---|
| **Unit** | **Topics** |
| **III** | **TALLY.ERP 9**<br>➢ Steps to start Tally.erp9<br>➢ Steps to create company in Tally.erp9<br>➢ Steps to select a company in Tally.erp9<br>➢ Steps to alter a company in Tally.erp9<br>➢ Steps to close a company in Tally.erp9<br>➢ Steps to delete a company in Tally.erp9<br>➢ List of Different groups and subgroups available in Tally.erp9<br>➢ Steps to create ledgers in Tally.erp9<br>➢ Steps to display ledgers in Tally.erp9<br>➢ Steps to alter ledgers in Tally.erp9<br>➢ Steps to delete ledgers in Tally.erp9<br>➢ Steps to create multiple ledgers in Tally.erp9<br>➢ What are stock groups?<br>➢ Steps to create stock groups<br>➢ Steps to display/alter/delete stock groups<br>➢ What is units of measure?<br>➢ Steps to create units of measure<br>➢ Steps to display/alter/delete units of measure<br>➢ What are stock items?<br>➢ Steps to create stock items<br>➢ Steps to display/alter/delete stock items<br>➢ Different types of Accounting Vouchers in Tally.erp9<br>o F4 – Contra Voucher, F5 – Payment Voucher, F6 – Receipt Voucher, F7 – Journal Voucher, F8 – Sales Voucher, F9 – Purchase Voucher<br>➢ Steps to create Voucher Entry in Tally.erp9<br>➢ What is Day Book?<br>➢ Steps to display Day Book<br>➢ Steps to display Vouchers Entry<br>➢ Steps to alter Vouchers Entry<br>➢ Steps to delete Vouchers Entry<br>➢ Steps to cancel Vouchers Entry<br>➢ Different reports in Tally.erp9<br>➢ Display Menu<br>o Day Book<br>o Trial Balance<br>o Accounts Book<br>▪ Cash/Bank Book<br>▪ Ledger |

| | |
|---|---|
| | ▪ Sales Register<br>▪ Purchase Register<br>▪ General Register<br>➢ Steps in Viewing and Printing Reports<br>o Profit & Loss<br>o Balance Sheet<br>➢ What is Backup?<br>➢ Steps to Backup a company<br>➢ What is Restore?<br>➢ Steps to Restore a company<br>LAB EXERCISES (PRACTICAL) |
| **IV** | **E-COMMERCE**<br>What is E-Commerce, B2B, B2C, C2C, E-banking, E-ticketing, E-shopping, Advantages of E-commerce, Disadvantages of E-commerce |

## Goa Board of Secondary & Higher Secondary Education

## Alto, Betim – Goa

**MODEL QUESTION PAPER FOR THE FIRST TERM FOR THE YEAR 2022-23**

Subject: Computer Application Subject Code: 4233

Std: XII Max. Marks: 20 Time: 60 minutes (1 hour)

***Instructions:***

i) All questions are compulsory.

ii) There are total 20 Multiple Choice Questions.

1. Excel File is termed as _____ (1)
   A) Worksheet
   B) Workbook
   C) Pages
   D) Document
2. Total number of columns in Ms-Excel worksheet are _____ (1)
   A) 16384
   B) 16438
   C) 16834
   D) 16483
3. Horizontal block of cells on excel worksheet is termed as _____ (1)
   A) Cell
   B) Column
   C) Row
   D) Active cell
4. In Ms-Excel, Graphical representation of numeric data is termed as _____ (1)
   A) Legend

B) Vertical Axis
C) Horizontal Axis
D) Chart

5. In Ms- Excel, Feature that is used to format the data based on condition is ____ (1)
   A) Common formatting
   B) Conditional formatting
   C) Clear formatting
   D) Class formatting
6. The address of 8th column in excel worksheet is _____ (1)
   A) B
   B) A
   C) H
   D) K
7. The feature that can be used to protect the data from a worksheet is _____ (1)
   A) Protect workbook
   B) Protect worksheet
   C) Protect cell
   D) Protect range

8. Arranging data in alp (1)
   habetical order of A to Z is or Z to A is termed as _____
   A) Freezing
   B) Sorting
   C) Filtering
   D) Scanning
9. The address of the cell which falls in M column and 18th row is _____ (1)
   A) M18
   B) 18M
   C) M
   D) 18
10. Key combination used to print data in Ms-Excel is _____ (1)
    A) Alt + P
    B) Ctrl + P
    C) Alt + Ctrl+ P
    D) Delete + P
11. In Ms-Excel. Feature that converts group of cells to single cell is _____ (1)
    A) Split
    B) Divide
    C) Wrap text
    D) Merge & Center
12. In Ms-Excel, Content of the cell is displayed in _____ (1)
    A) Name box
    B) Formula bar
    C) Title bar
    D) Standard bar
13. In Ms-PowerPoint, the default slide layout is _____ (1)
    A) Title and Content slide

B) Title Slide
C) Comparison Slide
D) Title Only

14. Ms-PowerPoint is used to make effective _____ (1)
A) Accounting
B) calculation
C) Presentation
D) Data handling

15. Effect given to the content of slide is _____ (1)
A) Animation effect
B) Formatting effect
C) Paragraph effect
D) Font effect

16. In Ms- PowerPoint, view that shows the slides in a miniature form is _____ (1)
A) Slide show
B) Notes page view
C) Normal View
D) Slide sorter view

17. In Ms PowerPoint. Function Key F5 is used to _____ (1)
A) Start Presentation
B) Close Presentation
C) Continue Presentation
D) Pause presentation

18. In Ms-PowerPoint, Blank slide consist of _____ (1)
A) One placeholder
B) Zero placeholder
C) Two placeholder
D) Three placeholder

19. In Ms-PowerPoint, the group that is available under Insert tab is _____ (1)
A) Clipboard
B) Font
C) Paragraph
D) Media Clips

20. In Ms-PowerPoint, Default slide orientation is _____ (1)
A) Landscape
B) Portrait
C) diagonal
D) straight

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## Goa Board of Secondary & Higher Secondary Education, Alto, Betim – Goa

## BLUE PRINT H.S.S.C. Examination (First Term 2022-23)

**Duration:** 1 Hr. **Maximum Marks:** 20 **Subject:** Computer Application

| **Objective** | **Knowledge** | | | | | **Understanding** | | | | | **Application** | | | | | **Grand Total** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Content Area** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | |
| Ms-Excel | 5(1) | - | - | - | **5 mks** | 5(1) | - | - | - | | 2(1) | - | - | - | **2 mks** | **12 mks** |
| Ms-PowerPoint | 4(1) | - | - | - | **4 mks** | 4(1) | - | - | - | | - | - | - | - | **-** | **08 mks** |
| **Total** | **9(1)** | - | - | - | **9 mks** | **9(1)** | - | - | - | | **2(1)** | - | - | - | **2 mks** | **20 mks** |

**Note:** i) Figure outside the bracket indicates Questions.

ii) Figure within the bracket indicates Marks.

| **Weightage over different dimension of question paper** | | |
|---|---|---|
| **Topic** | **Theory Marks** | **Percentage** |
| Knowledge | 09 marks | 45% |
| Understanding | 09 marks | 45% |
| Application | 02 marks | 10% |
| **Total** | **20 marks** | **100%** |

# Goa Board of Secondary & Higher Secondary Education, Alto, Betim – Goa

## MODEL QUESTION PAPER FOR THE SECOND TERM FOR THE YEAR 2022-23

Subject: Computer Application Subject Code: 4233

Std: XII Max. Marks: 20 Time: 60 minutes (1 hour)

***Instructions:***

i) There are three sections in this question paper (A, B & C)
ii) In Section A there are four questions of which question no. 1 & 2 are to be answered in a word, phrase or figure and question no. 3 & 4 are to be answered in one sentence each.
iii) Figures to the right indicate marks allotted to each question.
iv) Write the number of each question clearly on the answer book.
v) Answer all question from Section A and Section B
vi) Answer any two questions from Section C.

### SECTION A

1. Name the term used for online trading of goods and services. (1)
2. Name the function key used to enter contra voucher in Tally. (1)
3. What is E-Ticketing? (1)
4. What is Restore of data in Tally? (1)

### SECTION B

5. Write any four advantages of online shopping. (2)
6. Mention any four popular services covered under E-banking. (2)
7. Write the steps to display day book in Tally. (2)
8. Name any four ledger groups available in Tally. (2)
9. Write any two advantages of Tally. (2)

### SECTION C (Answer any two questions)

10. Write the steps to create company “M. G. Traders” in Tally. (3)
11. State the procedure to delete ledger account in Tally. (3)
12. Write the steps to alter voucher in Tally (3)

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# Goa Board of Secondary & Higher Secondary Education, Alto, Betim – Goa
# BLUE PRINT H.S.S.C. Examination (Second Term 2022-23)

**Duration:** 1 Hr. **Maximum Marks:** 20 **Subject:** Computer Application

| **Objective** | **Knowledge** | | | | | **Understanding** | | | | | **Application** | | | | | **Grand Total** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Content Area** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | **MCQ (1m)** | **VSA (1m)** | **SA-I (2m)** | **SA-2 (3m)** | **Total Mks.** | |
| Tally Erp 9 | - | - | 2(2) | - | **4 mks** | - | 2(1) | 1(2) | 1(3) | **7 mks** | - | - | - | 1(3) | **3 mks** | **14 mks** |
| E-Commerce | - | 1(1) | 2(2) | - | **5 mks** | - | - | - | - | **-** | - | 1(1) | - | - | **1 mk** | **6 mks** |
| **Total** | **-** | **1(1)** | **4(2)** | **-** | **9 mks** | **-** | **-** | **-** | **-** | **7 mks** | **-** | **-** | **-** | **-** | **4 mks** | **20 mks** |

**Note:** i) Figure outside the bracket indicates Questions.

ii) Figure within the bracket indicates Marks.

| **Weightage over different dimension of question paper** | | |
|---|---|---|
| **Topic** | **Theory Marks** | **Percentage** |
| Knowledge | 09 marks | 45% |
| Understanding | 07 marks | 35% |
| Application | 04 marks | 20% |
| **Total** | **20 marks** | **100%** |