

Marks Distribution For Second Term (Term-2) Assessment**Syllabus for Second Term (Term-2)**

Name of Chapter	Syllabus	Marks Allotted
Chapter -3	Digital Documentation-Word Processing (Elementary) MS- Word: Introduction to word Processor, Creating, Saving, Opening, Closing of Documents. Editing and Formatting a Document Text Style - Cut, Copy, Paste, Redo, Undo, (Bold, Italic, Underline, Font Type, size, Color, Change). Alignment of Text (Left, Right, Center & Justified) Margins - Left, Right, Top and Bottom. Scroll Formatting Paragraphs, Adding Header and Footer, page Numbering.	27
	(30%)Deleted/Reduced topics:- (Read only, not included in exam) <ol style="list-style-type: none"> 1. Print & Print Preview 2. Line spacing (Paragraph spacing) 3. Using Grammar and Spell check. 	
Chapter-4	Digital Presentation- Power Point: MS-Power Point: Introduction to Power Point, Creating, Saving, Opening Presentation. Concept of Slide show, Basic Element of slide, Different Elements of Slide layout, Editing and Formatting of Slide, Adding Title and sub Titles, Text, Background, Water Marks, Inserting Pictures in Slide, Design Template, Animation, Sound and Transition Effects.	23
	(30%)Deleted/Reduced topics:- (Read only, not included in exam) <ol style="list-style-type: none"> 1. Different Types of view of a slide (Normal, Slide Sorter and slide show). 2. Editing and Formatting of Slide. 3. Header and Footer & Numbering of Slides. 	
	Total Marks	50

Paper Style and distribution of marks as per guidelines 40% objective 60% subjective

Sr. No.	Type of Questions	No. of Questions	Question Number	Marks per Question	Total Marks
1	<i>True/False</i>	10	Q1	1	10
2	<i>MCQ Type</i>	10	Q2	1	10
3	<i>Very Short Question</i>	1	Q5(a)	2	02
4	<i>Short Questions</i>	6	Q3(a)(b)(c), Q4 (a)(b), Q5(b)	3	18
5	<i>Long Answers Questions</i>	2	Q4(c), Q5(c)	5	10
	Total	29	5	-	50