QUESTION PAPER DESIGN

Subject: Data Entry Operations

Class: Secondary

Marks: 40

Duration: 2 hours

1.   Weightage by Objectives

Objectives	Marks	% of the total Marks
Knowledge	8	20
Understanding	24	60
Application	8	20
Total	**40**	**100**

2.   Weightage to Forms of Questions

Forms of Questions	No. of Question	Marks
Objective Type Questions1 Marks (MCQ) 1X 2=2 Marks (with two sub-points)	14[#] 3[##]	14 6
(fill in the blanks, match the column, paragraph or case-based Questions, one-word questions, true False, etc.)		
Very Short Answer (VSA) - 2	5	10
Short Answer (SA) - 3	2	6
Long Answer (LA) - 4	1	4
Total	**25**	**40**

Note:

[#]- 6 questions will have internal choices.

[##] - 2 questions will have internal choices.

3. Weightage to Content Areas

Unit/Sub Unit	Marks
1.L1-Basics of Computer	9
2.L 4- Formatting of Documents	12
3.L 5- Mail Merge	6
4.L 7- Formatting of Worksheets	1
5.L 8- Formulas, Functions and Chart	4
6.L 9- Creating Presentation	8
Total	**40**

4. Difficulty level of Question Paper

Level	Marks	% of marks given
Difficult	08	20
Average	20	50
Easy	12	30
Total	**40**	**100**