

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 Type of Questions

Type of Questions	No. of Ques	Marks
Objective Type 1 (1 marks) (MCQ)	7	7
Objective Type 2 (2 marks)	3	6
Objective Type 2 (1 marks)	7	7
<small>(fill in the blanks, match the column, paragraph or case-based Questions, one-word questions, true False, etc.)</small>		
Very Short Answer (VSA) - 2	5 [#]	10
Short Answer (SA) - 3	2 ^{##}	6
Long Answer (LA) - 4	1 ^{###}	4
Total	25	40

Note:

[#] - 2 questions will have internal choices.

^{##} - 1 questions will have internal choices.

^{###} - 1 questions will have internal choices.

3. Weightage to Content Areas

Unit/Sub Unit	Marks
L1-Basics of Computer	9
L 4- Formatting of Documents	12
L 5- Mail Merge	6
L 7- Formatting of Worksheets	1
L 8- Formulas, Functions and Chart	4
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