

# QUESTION PAPER DESIGN

**Subject:** Data Entry Operations

**Class:** Senior 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
<b>Total</b>	<b>40</b>	<b>100</b>

## 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	2 <sup>#</sup>	4
Short Answer (SA) - 3	4 <sup>##</sup>	12
Long Answer (LA) - 4	1 <sup>###</sup>	4
<b>Total</b>	<b>24</b>	<b>40</b>

**Note:**

# - 1 question will have internal choices.

## - 2 questions will have internal choices.

### - 1 question 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 8- Formulas, Functions and Chart	5
L 9- Creating Presentation	1
L 10 - Internet	7
<b>Total</b>	<b>40</b>

**4. Difficulty level of Question Paper**

Level	Marks	% of marks given
Difficult	08	20
Average	20	50
Easy	12	30
<b>Total</b>	<b>40</b>	<b>100</b>