

2017-2018

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

ALTO BETIM – GOA 403 521

SUBJECT: WORD PROCESSING (Theory)

Syllabus

CLASS: IX

Max. Marks : 40

TIME allotted : 2 hrs

Unit	Topics	Marks	No of periods
	1 st Term		
1	Basic Concepts Introduction Objectives What is a computer Characteristic of Computer History of Computer Computer Generations Type of computers	10	8
2	Computer Organisation Introduction Objectives Basic computer operation Functional Units Memory System in a computer Secondary Storage Input output Device	10	8

Unit	Topics	Marks	No of periods
	2 nd Term		
3	An Introduction to Windows Introduction Objectives Improved Features of Windows 95 Start button and Task bar My computer Windows Explorer Network Neighborhood Recycle Bin Find Work with program Ms-DOS Windows Shut down the computer Change windows Settings	10	8
4	Introduction to MS – Word Introduction Objectives What is word processing Important features of MS - Word Components of Screen Main Menu Option	10	8

SUBJECT: WORD PROCESSING (Practical)

Syllabus

CLASS: IX

Max. Marks : 40

TIME allotted : 2 hrs

Unit	Topics	Marks	No of periods
	1 st Term		
1	Computer Keyboarding and use of mouse	12	15
2	Getting to know windows icons	13	15
	2nd Term		
3	Creation of files, folders and Work with programs	25	30

Internal Assessment Work

For 1st term – 10 marks

For 2nd term – 10 marks

2017-2018 ✓

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

ALTO BETIM – GOA 403 521

SUBJECT: WORD PROCESSING (Theory)

Syllabus

CLASS: X

Max. Marks : 40

TIME allotted : 2 hrs

Unit	Topics	Marks	No of periods
	1 st Term		
1	Basic Concepts – Revision		
2	Computer Organisation – Revision		
3	An Introduction to Windows – Revision		
4	Introduction to MS – Word – Revision		
5	Creating and Editing a document Creating a document Entering text in a document Moving around the document Editing operations Inserting, replacing and deleting character Undo repeat Find and replace text Save and exit Opening an existing document Quitting Word	20	16
	2 nd Term		
6	Formatting document Default and customized format Character formatting Line spacing Alignment Borders and shading Page borders Columns Changing case Adding and removing numbers and bullets.	20	16

SUBJECT: WORD PROCESSING (Practical)

Syllabus

CLASS: X

Max. Marks : 40

TIME allotted : 2 hrs

Unit	Topics	Marks	No of periods
	1 st Term		
1	Computer Keyboarding and use of mouse	25	15
2	Getting to know windows icons		
3	Creation of files, folders and Work with programs		
	2 nd Term		
4	Creating and editing documents	15	15
5	Formatting a document		

Internal Assessment Work

For 1st term – 10 marks

For 2nd term – 10 marks

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

ALTO BETIM – GOA 403 521

PROFORMA FOR ANALYSIS OF QUESTION PAPER

SUBJECT: WORD PROCESSING

Year of Examination 2017-18

CLASS: X

Max. Marks : 40

TIME allotted : 2 hrs

1. Section if any :- ---
2. Total No. of question and marks :-

No. of question set in the paper	No. of questions to be attempted	Total marks for all the questions set in the paper	Maximum marks for attempted question
05	05	40	40

3. Study of options :
 - (a) Over all options in the whole question paper :- -No-
 - (b) Over all options within the section :- -No-
 - (c) Over all options within a question :- -No-
 - (d) Internal option within the question :- -No-
 - (e) Comparability options :- -No-

4. Instructions for examiners ---

5. Directions in individual question :- ---

6. Allocation of marks question wise and part wise

1-10

2-04

3-10

4-10

5-6

7. General Format

(a) Arrangement of question, numbering and printing etc.

1	a	b	c	d	e	f	g	h	i	j
2	a	b	c	d						
3	a	b	c	d	e	f	g	h	i	j
4	i	ii	iii	iv	v	vi	vii	viii	ix	x
5	a	b	c							

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

ALTO BETIM – GOA 403 521

DESIGN OF QUESTION PAPER

CLASS: X (Children with Special Needs)

TIME: 2 hr

SUBJECT: WORD PROCESSING

Max. Marks: 40

The weightage or the distribution of marks over different dimensions of the question paper shall be as follows:

1. Weightage to Learning Outcomes

Sr. No.	Learning Outcomes	Marks	Percentage of Marks
1	Knowledge	13	32.5%
2	Understanding	23	57.5%
3	Application	04	10%
4	Skill	00	00%

2. Weightage to Content/Subject Units

Sr. No.	Units	Marks	Percentage
1	Basic Concept	04	10%
2	Computer Organisation	06	15%
3	An Introduction to Windows	05	12.5%
4	Introduction to MS- Word	03	7.5%
5	Creating and Editing document	07	17.5%
6	Formatting document	15	37.5%
	Total	40	100%

3. Weightage to form of questions

Sr. No.	Form of questions	Marks for each question	No. of questions	Total Marks	Percentage
1.	Short Answer Type (SA-II)	2	3	06	15%
2	Objectives	1	34	34	85%
	Total		37	40	100%

The expected time for different types of question would be as follows:

Sr. No.	Form of questions	Approx. Time for each question in mins(t)	No. of questions (n)	Approx. Time for each form of question in mins (n x t)
1	Short Answer Type (SA-II)	6	3	18
2	Objectives	3	34	102
	Total		37	120

As the total time is calculated on the basis of the number of questions required to be answered and the length of their anticipated answers, it would, therefore be advisable for the candidates to budget their time properly by cutting out the superfluous words and be within the expected time limits.

4. Scheme Of Options

There will be no overall choice. However, there is an internal choice in Nil sub questions of Nil marks category and Nil subquestion of Nil marks category Nil subquestion of Nil marks category

5. Weigh Difficulty level of questions:

Sr. No.	Level of difficulty	No. of question	Marks	Percentage
1.	Easy	20	20	50%
2.	Average	10	14	28%
3.	Difficult	3	06	12%

A question may vary in difficulty level from individual to individual. As such, the assessment in respect of each question will be made by the paper setter on the basis of general anticipation from the group as a whole taking the examination. This provision is only to make the paper balanced in its weightage, rather than to determine the pattern of marking at any stage.

6. Number of Main Questions:

There will be 5 main questions.

7. Blue print

Objective Form of questions marks() Content Units	Knowledge				Understanding				Application				Skill				Total
	O	VSA	SA-I	LA	O	VSA	SA-I	LA	O	VSA	SA-I	LA	O	VS A	SA-I	LA	
	(1)	(1)	(2)	(-)	(1)	(1)	(2)	(-)	(1)	(1)	(2)	(-)	(1)	(1)	(2)	(-)	
Basic Concept	2(1)				2(1)												4(4)
Computer Organisation	3(1)				3(1)												6(6)
An Introduction to Windows	2(1)				1(1)		1(2)										4(5)
Introduction to MS- Word	2(1)				1(1)												3(3)
Creating and Editing document	2(1)				3(1)		1(2)										6(7)
Formatting document	2(1)				7(1)		1(2)		4(1)								14(15)
	13(13)				20(23)				4(4)								37(40)

Note – Figures outside the bracket indicate the number of questions and figure within the brackets indicate marks

Question wise analysis

Serial No. No. Part	Objective	Content Area Major area of content topic	Form of the question	Language of questions	Definiteness of the answers	Difficulty level of the questions	Marks allotted	Time
1a	K	Basic Concept	O	English	Definite	Easy	1	2
B	K	Basic Concept	O	English	Definite	Easy	1	2
C	U	Computer Organisation	O	English	Definite	Easy	1	2
D	K	Computer Organisation	O	English	Definite	Easy	1	2
E	K	Computer Organisation	O	English	Definite	Easy	1	2
F	U	An Introduction to Windows	O	English	Definite	Easy	1	2
G	U	An Introduction to Windows	O	English	Definite	Easy	1	2
H	U	Creating and Editing document	O	English	Definite	Easy	1	2
I	U	Creating and Editing document	O	English	Definite	Easy	1	2
J	K	Formatting document	O	English	Definite	Easy	1	2
2i	K	Computer Organisation	O	English	Definite	Easy	1	2
ii	K	An Introduction to Windows	O	English	Definite	Easy	1	2
iii	U	Introduction to MS- Word	O	English	Definite	Easy	1	2
iv	U	Creating and Editing document	O	English	Definite	Easy	1	2
3 A	U	Basic Concept	O	English	Definite	Easy	1	2
B	U	Basic Concept	O	English	Definite	Easy	1	2
C	U	Computer Organisation	O	English	Definite	Easy	1	2
D	U	Computer Organisation	O	English	Definite	Easy	1	2
E	U	Introduction to MS- Word	O	English	Definite	Easy	1	2

F	U	Introduction to MS- Word	O	English	Definite	Easy	1	2
G	U	Creating and Editing document	O	English	Definite	Easy	1	2
H	U	Creating and Editing document	O	English	Definite	Easy	1	2
I	U	Formatting document	O	English	Definite	Easy	1	2
J	U	Formatting document	O	English	Definite	Easy	1	2
4i	K	Formatting document	O	English	Definite	Easy	1	2
ii	K	Formatting document	O	English	Definite	Easy	1	2
iii	K	Formatting document	O	English	Definite	Easy	1	2
Iv	K	Formatting document	O	English	Definite	Easy	1	2
V	K	Formatting document	O	English	Definite	Easy	1	2
Vi	K	Formatting document	O	English	Definite	Easy	1	2
Vii	K	Formatting document	O	English	Definite	Easy	1	2
Viii	K	Formatting document	O	English	Definite	Easy	1	2
Ix	K	Formatting document	O	English	Definite	Easy	1	2
X	K	Formatting document	O	English	Definite	Easy	1	2
5a	K	An Introduction to Windows	SA	English	Definite	Average	2	10
B	U	Creating and Editing document	SA	English	Definite	Average	2	10
C	U	Formatting document	SA	English	Partly Definite	Average	2	10

Summary of table :

A. Weightage to Objectives

Sr. No.	Learning Outcomes	Marks	Percentage of Marks
1	Knowledge	13	32.5%
2	Understanding	23	57.5%
3	Application	8	20
4	Skill	--	--

B. Weightage to Content

Sr. No.	Major area of content	No of Questions	Marks
1	Basic Concept	4	05
2	Computer Organisation	6	09
3	An Introduction to Windows	4	05
4	Introduction to MS- Word	3	03
5	Creating and Editing document	6	07
6	Formatting document	14	15
	Total	37	40

C. Coverage of Topic

No. Of topics in syllabus	Topics covered	Percentage
06	06	100%

D. Weight age to form of questions

Sr. No.	Form of questions	No. of questions	Total Marks	Percentage
1	Long Answer Type(LA)	--	--	--
2	Short Answer Type (SA-I)	--	--	--
3	Short Answer Type (SA-II)	03	06	15%
4	Very Short Answer Type (VSA)	--	--	--
5	Objectives(O)	34	34	85%
	Total	37	40	100%

E. Definiteness of the Question

Sr. No.	Definiteness	No. of question	Marks	Percentage
1.	Definite	35	40	100%
2.	Partly Definite	--	--	--
3.	Not Definite	--	--	--

F. Difficulty level :

Sr. No.	Level of difficulty	No. of question	Marks	Percentage
1.	Easy	30	30	75%
2.	Average	05	10	25%
3.	Difficult	--	--	--

MODEL PAPER

WORD PROCESSING (For Children with Special Needs)

Time: 2 Hours

Maximum Marks: 40

INSTRUCTIONS: All questions are compulsory and carry marks as indicated against each question.

1. Select the correct answer and write the same in the answer - book provided:

- A) The word "compute" means to _____
(divide, subtract, calculate)
- B) A computer is an _____ device.
(mechanical, electronic, automatic)
- C) The CPU takes data and instructions from the _____ unit.
(control, arithmetic logic, storage)
- D) The process of producing results from the data for getting useful information is known as _____.
(storage, output, process)
- E) Output is also stored inside the computer for further _____.
(storing, processing, calculating)
- F) Windows support long files names, maximum of _____ characters.
(200, 255, 260)
- G) With the help of _____ folder you get a second chance to recover the deleted file from the hard disk.
(Recycle bin, my computer, my documents)
- H) The word Program automatically takes care of the _____ margin of the text.
(left, right, center)
- I) For selection of text on the screen , we can use the mouse as well as the _____.
(keyboard, monitor, printer)
- J) By default Ms. Word aligns all the text as _____ aligned.
(left , center right)

2. Match the pairs:

1 x 5 = 5

Group 'A'

Group 'B'

- | | |
|--------------------------------------|--------------|
| a) Secondary Memory Rows and Columns | Local Drives |
| b) My Computer Find and Replace | Ctrl + S |
| c) Save | Tools |
| d) Protect Document | Floppy Disk |

3. State whether the following statements are True (T) or False (F) :

1 x 10 = 10

- i. The computer gets tired very fast.
- ii. The errors in a computer are due to human and inaccurate data.
- iii. The task of performing operations like arithmetic and logical operations is called calculation.
- iv. The process of producing result from the data for getting useful information is called Output.
- v. WordStar is a popular Word processor.
- vi. Word has the facility of macros.
- vii. To open a file you can type ALT + F.
- viii. Instead of clicking File and New, you can directly open a new document by clicking the New icon on standard tool bar.
- ix. Borders cannot be drawn the entire page or around paragraphs.
- x. Page breaks are called automatic or soft page breaks.

4. Identify the effects from the following text.

- | | |
|-----------|-----------------|
| i. Before | After |
| Document | <u>Document</u> |

Ans: Underline

- | | |
|------------------|------------------|
| ii. Before | After |
| H ₂ O | H ₂ O |

Ans: Subscript

- iii. Before After
MS PowerPoint ~~MS PowerPoint~~

Ans: **Strikethrough**

- iv. Before: Children are playing with toys
After: CHILDREN ARE pLAYING WITH tOYS

Ans: **Togglecase**

- v. Before: Computer is a very useful machine. It works with data in the form of numbers. We can play games, watch videos and browse the internet.
After: Computer is a very useful machine. It works with data in the form of numbers. We can play games, watch videos and browse the internet.

Ans: **Line Spacing**

- vi. Before:

Pencil
Rubber
After:

- Pencil
- Rubber

Ans: **Bullets**

- vii. Before:

Computer is an electronic device which takes input, it stores data, it processes data and it process output.

After:

Computer is an electronic device which takes input, it stores data, it processes data and it process output

Ans: **Dropcap**

- viii. Before: Select Number of columns as 3 and number of rows as 3.

After:

Student Name	Roll. No	Address
A	12	Candolim
B	13	Parra

Ans: **Table**

- ix. before pes hss
 After pes hss
 Answer Border

x. Before

You can format specific characters in artistic text in the Edit Text dialog box (select the text with the Pick tool and press Ctrl + Shift + T). When you view your text in the Edit Text dialog box, you can drag to select characters and assign font attributes from the Edit Text dialog box toolbar. You can also format individual character in the drawing area. To do that, use the text tool to select a text object, select text with the insertion point cursor, and assign font attributes from the property bar.

After

You can format specific characters in artistic text in the Edit Text dialog box (select the text with the Pick tool and press Ctrl + Shift + T). When you view your text in the Edit Text dialog box, you can drag to select characters and assign font attributes from the Edit Text dialog box toolbar. You can also format individual character in the drawing area. To do that, use the text tool to select a text object, select text with the insertion point cursor, and assign font attributes from the property bar.

Ans Justify

5. Answer the following questions briefly:

-2 x 5 = 10

- a) Rearrange the order for the following
1. Open the folder or disk drive where you want to copy
 2. Again go to Edit Menu and Select Paste option
 3. Go to Edit Menu and Select Copy Option
 4. Go to my Computer
 5. Select the file you want to copy by clicking on it.

Ans

1. Go to Edit Menu and Select Copy Option
2. Select the file you want to copy by clicking on it.
3. Go to Edit Menu and Select Copy Option
4. Open the folder or disk drive where you want to copy
5. Again go to Edit Menu and Select Paste option

b. Rearrange the order for the following

1. Select the file which you want to open
2. Click on the Open option
3. Open dialog box will be displayed
4. Click on File from the menu bar and Choose Open option

Ans

1. Click on File from the menu bar and Choose Open option
2. Open dialog box will be displayed
3. Select the file which you want to open
4. Click on Open option

c. Rearrange the order for the following

1. Select double line Spacing
2. Click on ok
3. Dialog box will appear
4. Click on Format and select paragraph option from the main menu bar

Ans

1. Click on Format and select paragraph option from the main menu bar
2. Dialog box will appear
3. Select double line Spacing
4. Click on ok