NIOS PYQ's SOLUTIONS

PREVIOUS YEARS' QUESTIONS & ANSWERS

APRIL-2025

Your Path to Success

SECTION - A

1. Logic and comparison operations are performed in _____ unit of computer.

(A) ALU

(B) CU

(C) Memory

(D) Input

Answer - (A) ALU

2. Which of the following is NOT a way to indent text in

(A) Tab stops

(B) Hanging indent

(C) Decrease Indent button

(D) Space bar

Answer - (D) Space bar

3. Give the shortcut key to reach the end of the Document :

(A) CTRL+END

(B) CTRL+HOME

(C) HOME

(D) END

Answer - (A) Ctrl + End

4. How does AutoFit help improve Excel spreadsheets?

(A) It ensures data is fully visible and adjusted within the width of the column and height of the row.

(B) It automatically sorts data in alphabetical order.

(C) It removes duplicate data from the sheet.

(D) It merges cells to fit the

Answer - (A) It ensures data is fully visible and adjusted within the width of the column and height of the row.

5. _____ is used to indicate the scaling of the X-axis and Y-axis in a chart?

(A) Data labels   **(B) Tick marks**

(C) Legend   **(D) Chart title**

Answer - (B) Tick marks

6. Installed templates in PowerPoint are accessible through which menu option?

(A) Insert   **(B) View**

(C) Design   **(D) Format**

Answer - (C) Design

7. When would you use a surface chart?

(A) To compare individual categories

(B) To show changes over time

(C) To show relationships between two variables

(D) To analyze two sets of numeric data

Answer - (D) To analyze two sets of numeric data

8. In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Choose the correct option out of the choices given below in each question:

(i) Assertion (A) : In MS Word 2007, you can change the font size of the entire document at once.

Reason (R) : The "Select All" function in MS Word only applies to the current section or paragraph, not the entire document.

(a) Both A and R are true and R is the correct explanation of A.

(b) Both A and R are true but R is NOT the correct explanation of A.

(c) A is true but R is false.

(d) A is false but R is true.

(e) Both A and R are false.

Answer - (c) A is true but R is false.

(ii) Assertion (A): The Ctrl+Z keyboard shortcut in MS Word is used to undo the last action, including the insertion of bullets or numbering.

Reason (R): Ctrl+Z in MS Word is the undo command, allowing users to revert the document to its previous state, including the removal of recently added bullets or numbering.

(a) Both A and R are true and R is the correct explanation of A.

(b) Both A and R are true but R is NOT the correct explanation of A.

(c) A is true but R is false.

(d) A is false but R is true.

(e) Both A and R are fals

Answer - (a) Both A and R are true and R is the correct explanation of A.

9. State True or False:

(a) The Columns feature in MS Word 2007 allows you to create only two columns per page.

(b) When you are typing along and reach the bottom of a page in a Word document, a page break will be inserted automatically.

Answer -

(a) The Columns feature in MS Word 2007 allows you to create only two columns per page. **(False)**

(b) When you are typing along and reach the bottom of a page in a Word document, a page break will be inserted automatically. **(True)**

10. Answer the following :

(a) Name the key used to delete the text to the right of the cursor.

(b) Write name of Shortcut key for pasting the cut text in a Document.

Answer -

(a) Delete Key

(b) Ctrl + V

11. Font size is measured in points, where one point is equal to _____ of an inch.

Answer - 1/72 inch

12. _____ are devices connected to the computer externally.

(A) CPU   **(B) Peripheral**

(C) CU   **(D) RAM**

Answer - (B) Peripheral

13. Hold down the _____ key on the keyboard while using the arrow buttons to highlight the text in M word.

Answer - Shift

14. Which of the following views is most useful for adding notes to slides?

(A) Slide Sorter View   **(B) Normal View**

(C) Reading View   **(D) Slide Show View**

Answer - (B) Normal View

15. The _____ tab option is used to add page numbers in a word document.

Answer – Insert

16. Which function would you use to calculate the minimum of a range of numbers?

Answer - MIN()

17. Which of the following is an example of a font family?

(A) Bold   **(B) Italic**

(C) Underline   **(D) Times New Roman**

Answer - (D) Times New Roman

SECTION B

18. Give the difference between mouse and track ball.

Answer - A mouse is an input device that is moved on a flat surface to control the pointer on the screen. A trackball remains stationary, and the pointer is moved by rotating the ball with fingers.

OR

Differentiate between plotter and printer.

Answer - A plotter is an output device used to print large-sized drawings such as maps, charts, and engineering designs. A printer is used to print text and images on paper, commonly used in homes and offices.

19. Explain the difference between Save as file and Save as webpage in PowerPoint.

Answer - Save As File stores the presentation in PowerPoint format such as .pptx for future editing. Save As Webpage converts the slides into HTML format so that the presentation can be viewed through a web browser.

20. Explain the purpose of creating envelopes using Mail Merge.

Answer - The purpose of creating envelopes using Mail Merge is to automatically print different addresses on multiple envelopes. It saves time and effort when the same document has to be sent to many recipients.

21. What are the programs stored in ROM known as? When are they executed?

Answer - Programs stored in ROM are known as Firmware. These programs are executed at the time of booting the computer and help in starting the system and loading the operating system.

22. Why do you need to hide a slide? Write steps to hide a slide in MS PowerPoint.

Answer - A slide is hidden to skip unnecessary information during a presentation.

Steps to hide a slide in MS PowerPoint :

1. Open your PowerPoint presentation.

2. In the Slides pane, select the slide you want to hide.

3. Right-click on the selected slide.

4. Click on **Hide Slide**.

The slide will not appear during the slide show.

OR

Give two methods to reorder slides in MS PowerPoint.

Answer - Two ways to reorder slides in PowerPoint:

1. **Normal View :** Click and drag the slide thumbnail in the left pane to its new position.

2. **Slide Sorter View :** Go to **View** > **Slide Sorter**, then drag and drop slides to rearrange them.

23. What are optical scanners? Briefly describe the use of bar code reader and optical character recognition (OCR) devices.

Answer - Optical scanners are input devices that use light to capture physical images or text and convert them into digital data for computers.

Uses of bar code reader and optical character recognition (OCR) devices :

- A **bar code reader** scans black and white barcodes to identify product details and prices, commonly used in retail stores.

- Optical Character Recognition **(OCR)** converts scanned printed text into editable digital text.

24. Explain the purpose of the following options in the "Print What" section of 3 the Print Dialog Box in MS PowerPoint :

- **Slides**

- **Handouts**

- **Notes Page**

Answer - The various options available in the **'Print What'** section of the Print Dialog Box in **MS PowerPoint** have different purposes.

- The **purpose of Slides** option is to print only the slides.

- The **Handouts** option allows printing multiple slides on a single page.

- The **Notes Page** option is used to print each slide along with its notes for reference during presentations.

OR

Write down steps to create a numbered list from a text box starting with number 10.

Answer - Steps to create a numbered list from a text box starting with number 10 in MS PowerPoint.

1. First, type your list in the text box and then select the list.

2. Click on the Numbering icon, then right-click on the first number of the list and select Set Numbering Value (or Restart Numbering).

3. Enter 10 in the given box.

4. Click on OK, and the numbered list will start from 10.

25. What is mail merge? Explain its uses.

Answer - Mail Merge is a feature of MS Word used to create multiple documents such as letters, envelopes, labels, or emails by combining a main document with a data source. The main document contains common text, while the data source stores variable information like names and addresses.

Uses of Mail Merge :

*   To send the same letter to many recipients at the same time.
*   To print address labels and envelopes automatically.
*   To prepare bulk emails or notices.
*   To save time, reduce manual work, and maintain accuracy and uniformity.

OR

Write down steps to create a data source using Excel worksheet.

Answer - Steps to create a data source using an Excel worksheet :

1. Start Excel program. Open Worksheet.

2. Type the data field names on the top row of the worksheet. Start typing the data records from the second row.

3. When you finish entering all the data records, save the worksheet.

4. Select all data in the worksheet and click **Copy**, then close Excel.

5. Open Word, paste the data as a table, and save the document.