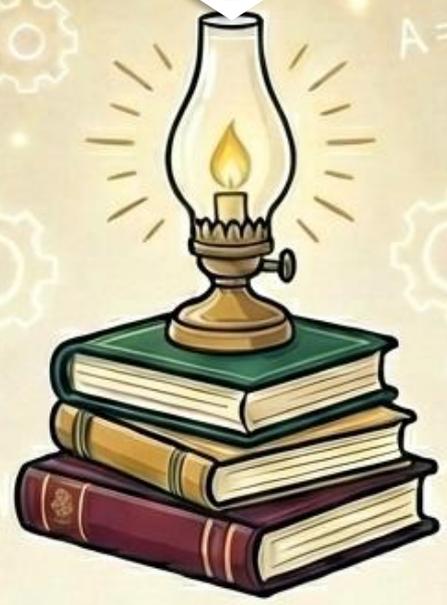




$$A = \frac{m}{(m^2 + c)^2}$$



# NIOS PYQ's SOLUTIONS

$$fa = bc^2$$

$$\sqrt{h-x^2}$$

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2025

Your Path to Success

# SECTION - A



1. Which of the following components of a chart specifies the values of the data series plotted?

- (A) Data labels (B) Tick mark  
(C) Legends (D) Chart title

**Answer -** (A) Data labels

2. Which of the following functions helps to calculate sum of values in a range based on certain given criteria?

- (A) COUNTIF (B) SUMIF  
(C) MAX (D) AVERAGE

**Answer -** (B) SUMIF

3. Which of the following is a valid mathematical operator?

- (A) ++\*4 (B) /@b  
(C) -\*5 (D) /

**Answer -** (D) /

4. Which of the following shortcut keys is used to select all the texts in a document?

- (A) Ctrl + F (B) Ctrl + T  
(C) Ctrl + A (D) Ctrl + D

**Answer -** (C) Ctrl + A

5. Which of the following tabs helps to change font type?

- (A) Insert (B) Layout  
(C) Design (D) Home



**Answer -** (D) Home

**6. What is the value of the formula  $=(A1/B1) + (C1/D1)$ , if the values of  $A1 = 15$ ,  $B1 = 5$ ,  $C1 = 10$  and  $D1 = 2$ ?**

- (A) 7 (B) 8  
(C) 9 (D) 6

**Answer -** (B) 8

**7. Which of the following is not a valid page size in Word?**

- (A) Letter (B) Legal  
(C) A4 (D) Postcard

**Answer -** (D) Postcard

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

(i) **Assertion (A) :** Using Bullet points for lists are preferred over long sentences.

**Reason (R) :** Bullet points bring the information directly to the reader's attention and separate the lists in the usual length of text.

- (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 -** (A) Both (A) and (R) are true and (R) is the correct explanation of (A)



(ii) Assertion (A) : Inserting page numbers is essential for lengthy documents.

Reason (R) : Page numbers allow easy and effective navigation and referencing within a 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 -** (A) Both (A) and (R) are true and (R) is the correct explanation of (A)

#### 9. State True or False :

(a) Delete key erases the text to the right of the cursor position.

(b) Paper margins cannot be changed using ruler.

**Answer -**

(a) Delete key erases the text to the right of the cursor position. **(True)**

(b) Paper margins cannot be changed using ruler. **(False)**

#### 10. Fill in the blanks :

(a) Font \_\_\_\_\_ determines the emphasis or weight that the letters have when they are displayed.

(b) \_\_\_\_\_ determines the height of each line in the paragraph.

**Answer -**

(a) Font Style determines the emphasis or weight that the letters have when they are displayed.



(b) **Line spacing** determines the height of each line in the paragraph.

11. \_\_\_\_\_ shortcut key is used in place of Paste Command.

**Answer - Ctrl + V** shortcut key is used in place of Paste Command.

12. \_\_\_\_\_ tab helps to insert a picture in an Excel worksheet.

**Answer - Insert** tab helps to insert a picture in an Excel worksheet.

13. In the Zoom dialog box, you can select \_\_\_\_\_ option to display multiple pages of your document on the screen.

**Answer -** In the Zoom dialog box, you can select **Many pages** option to display multiple pages of your document on the screen.

14. Which shortcut key is pressed to insert a page break?

**Answer -** Ctrl + Enter

15. Which function key is pressed if you want to check the spelling and grammar of the text in a document?

**Answer -** F7

16. Which area of the memory is used to hold the cut or copied items of text?

**Answer -** Clipboard

17. Basic shapes button is found on the \_\_\_\_\_ toolbar.

**Answer -** Insert → Shapes Toolbar



## SECTION B



**18. (a) What is a computer? Name two input devices.**

**Answer -** A computer is an electronic device that receives data, processes it according to instructions, stores information, and provides output. It performs tasks quickly and accurately. Two common input devices are **Keyboard** and **Mouse**, which allow users to enter data and commands into the computer system efficiently.

Or

**(b) Define operating system. Give two examples of operating system.**

**Answer -** An operating system (OS) is system software that manages computer hardware and software resources, controls input and output devices, and provides a platform for running application programs. It ensures efficient and secure operation of the computer. Examples of operating systems include **Windows** and **Linux**.

**19. Ravi prepared the topic 'Output Devices' for his class test. He got the following 2 marks question in the test. Help him to answer this :**

**What is a plotter and how does it work? Name two types of plotter.**

**Answer -** A plotter is an output device used to produce high-quality, large-size graphics, drawings, and charts. It works by moving a pen or printing tool over paper to create precise images. Two types of plotters are pen plotter and electrostatic plotter.

**20. Name the following :**

**(a) A software that reads high-level language program and translates it into machine language program**

**(b) A low-level language which uses mnemonics**

**(c) A high-level language which is a popular object-oriented programming language**

**Answer -**



- (a) Compiler
- (b) Assembly Language
- (c) Java

Or

**Name the following :**

- (a) Rules by which every computer language is bound**
- (b) Program generated by the compiler**
- (c) A language which is directly understood by the computer**

**Answer -**

- (a) Syntax
- (b) Object Program / Machine Code
- (c) Machine Language

**21. Write three advantages of Mail Merge feature in Word.**

**Answer - Advantages of Mail Merge in Word :**

- Quickly create multiple personalized documents.
- Save time by sending the same letter to many recipients at once.
- Automatically print address labels and envelopes. Ensure accuracy and uniformity by reducing manual errors.

**22. What is Data Source? Write any two methods by which you can prepare data source.**

**Answer -** A Data Source is a file or database that contains variable information, such as names, addresses, or other details, which can be used in Mail Merge.

**Methods to prepare data source :**



1. Using MS Word forms.
2. Using MS Excel spreadsheets.

**23. Answer/Name the following (any three) :**

**(a) Is this a valid e-mail ID?**

**workmail@gmail.com**

**(b) This protocol is used for sending Internet e-mail**

**(c) This is the address of a computer which is linked to the Internet**

**(d) It is an electronic document written in HTML computer language**

**(e) It is a protocol which is also known as the 'glue' of the Internet**

**Answer -**

- (a) Yes, workmail@gmail.com is a valid e-mail ID as it follows the standard format username@domain).
- (b) **SMTP (Simple Mail Transfer Protocol)** – It is used for sending Internet e-mails.
- (c) **IP Address** – It is the unique address of a computer connected to the Internet.
- (d) **Web Page** – An electronic document written in HTML language, viewable through a browser.
- (e) **TCP/IP (Transmission Control Protocol/Internet Protocol)** – This protocol is known as the "glue" of the Internet, enabling data communication.

**24. (a) What is a web server? What it is responsible for? Name any two web server programs.**

**(b) Define web page. What can a web page contain?**

**Answer -**

- (a) A web server is a computer system or software that stores, processes, and delivers web pages to users over the Internet.



### Responsibilities of a Web Server :

- Handles client requests from web browsers.
- Serves web content (web pages, images, videos, etc.) to users
- Manages communication between the browser and the website.
- Ensures web pages are always accessible when requested.
- Manages security for hosted websites and data.

Two commonly used web server programs are **Apache** and **Microsoft IIS (Internet Information Services)**, which provide a reliable platform for hosting websites and web applications.

**(b)** A web page is a document on the World Wide Web that can be accessed using a web browser. It serves as a basic unit of a website and allows users to view and interact with information online.

### A web page can contain :

- **Text** – Paragraphs, headings, lists, and articles.
- **Images** – Photographs, graphics, and illustrations.
- **Videos** – Embedded or linked video content.
- **Audio** – Music, podcasts, or sound effects.
- **Hyperlinks** – Links to other web pages or websites.
- **Tables** – To organize data in rows and columns.
- **Forms** – For user input like registration or feedback.
- **Multimedia elements** – Animations, interactive content, and scripts for dynamic features.

