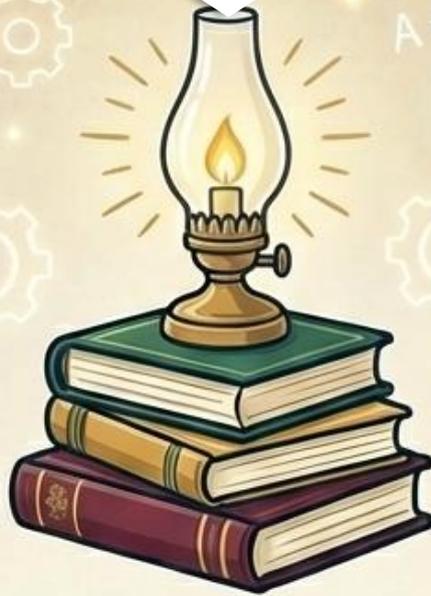




$$A = \frac{m}{(m^2 + c)^2}$$



NIOS PYQ's SOLUTIONS

$$\sqrt{a} = bc^2$$

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

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2024

Your Path to Success

SECTION - A



1. Process, cycle and hierarchy are the examples of -

(A) Autoshapes

(B) Smartart Graphics

(C) Flowchart

(D) Column Chart

Answer - (B) Smartart Graphics

2. Each Excel file is a workbook which can hold many

(A) Worksheets

(B) Cell Sheets

(C) Row Sheets

(D) Column Sheets

Answer - (A) Worksheets

3. Answer any one of the following :

(i) What will be the value of the following function when typed in a cell?

= MAX (15, 16, 2, 5, 18, 17)

(A) 18

(B) 15

(C) 17

(D) 16

Answer - (A) 18

(ii) Mark the correct value for the following function : = AVERAGE (2, 3, 4, 5, 6)

(A) 4

(B) 5

(C) 3

(D) 4.5

Answer - (A) 4



4. Which is the default text alignment found in word documents?

- (A) Center
- (B) Right
- (C) Left
- (D) Justified

Answer - (C) Left

5. Space bar key is used to put a

- (A) Gap Between Two Words
- (B) Hiphen Between Two Words
- (C) Comma Between Two Words
- (D) Line Between Two Words

Answer - (A) gap between two words

6. Answer any one of the following :

(i) Which chart is used to demonstrate the fluctuation with respect to the stock market prices?

- (A) Scatter chart
- (B) Stock chart
- (C) Bar chart
- (D) Surface chart

Answer - (B) Stock chart

(ii) Which chart is used to show comparison between individual items?

- (A) Bar chart
- (B) Pie chart
- (C) Radar chart
- (D) Doughnut chart

Answer - (A) Bar chart

7. Shortcut key for closing a file is

- (A) Ctrl + close
- (B) Ctrl + C
- (C) Ctrl + W
- (D) Ctrl + X

Answer - (C) Ctrl + W



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 (attempt any two) :

(i) Assertion (A) : Operating system is a system software.

Reason (R) : System softwares are those programs which are responsible for running the computer and controlling various operations

(A) A is true but R is false

(B) A is false but R is true

(C) Both A and R are false

(D) Both A and R are true but R is not the correct explanation of A

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

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

(ii) Assertion (A) : ORACLE is a generalized package user-friendly software used for database management purpose.

Reason (R) : Generalized and customized packages are two types of application software.

(A) Both A and R are true but R is not the correct explanation of A

(B) A is true but R is false

(C) A is false but R is true

(D) Both A and R are false

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

Answer - (A) Both A and R are true but R is not the correct explanation of A



(iii) Assertion (A) : Printed pages can have various types of margin settings.

Reason (R) : Page margin can be set in two ways; using ruler and using page setup dialog box.

Other than the default margin settings, you can set customized margins for your page.

(A) A is true but R is false

(B) A is false but R is true

(C) Both A and R are false

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

(E) Both A and R are true but R is not the correct explanation of A

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

(iv) Assertion (A) : Bulleted lists are created in word documents.

Reason (R) : In order to draw readers' attention to the main points of the document, bulleted lists are added.

(A) Both A and R are false

(B) A is false but R is true

(C) A is true but R is false

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

(E) Both A and R are true but R is not the correct explanation of A

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



9. State True or False (Any two) :

- (a) Ctrl + M keys are pressed together to move the text.
- (b) For making the text center aligned, press Ctrl + C keys.
- (c) Pressing tab key can move the cursor to the next cell.
- (d) For undoing the mistake, immediately press Ctrl + Z keys.

Answer -

- (a) Ctrl + M keys are pressed together to move the text. **(False)**
- (b) For making the text center aligned, press Ctrl + C keys. **(False)**
- (c) Pressing tab key can move the cursor to the next cell. **(True)**
- (d) For undoing the mistake, immediately press Ctrl + Z keys. **(True)**

10. Fill in the blanks (any two) :

- (a) Shortcut key for Find and Replace command is ____.
- (b) Shortcut key for opening a file is ____.
- (c) File can be saved by pressing ____ shortcut keys.
- (d) For right alignment of text, select the text and then just press ____ shortcut keys.

Answer -

- (a) Shortcut key for Find and Replace command is Ctrl + H .
- (b) Shortcut key for opening a file is Ctrl + O .
- (c) File can be saved by pressing Ctrl + S shortcut keys.
- (d) For right alignment of text, select the text and then just press Ctrl + R shortcut keys.



11. Fill in the blanks :

(a) If you want to post PowerPoint presentation on the _____ you can save them as webpage.

Answer - If you want to post PowerPoint presentation on the Internet you can save them as webpage.

Or

(b) When you select print what : slides option in the print dialog box, then you will find prints of full page _____ on each page.

Answer - When you select print what : slides option in the print dialog box, then you will find prints of full page Slides on each page.

12. The style of writing a function is called its _____. (Fill in the blank)

Answer - The style of writing a function is called its Syntax .

13. When you cut or copy text, the text stored in an area of memory is called _____. (Fill in the blank)

Answer - When you cut or copy text, the text stored in an area of memory is called Clipboard .

14. Answer any one of the following :

(a) Which function key is pressed to get any type of help?

(b) Which function key is pressed to explicitly run spelling and grammar check facility?

Answer - (a) F1

(b) F7

15. Which font size is best for paragraph text?

Answer - 12 font size is best for paragraph text.



16. Which feature is used to fill cells with calendar months in sequence starting from January and ending on December?

Answer - AutoFill

17. Visual representation of information and ideas is called ____ art graphics. (Fill in the blank)

Answer - Visual representation of information and ideas is called Smart art graphics.

SECTION B



18. Explain the importance of high-level language. Give two examples of high level language which are used these days for programming.

Answer - High-level languages are easy to learn and use because they are close to human language. They reduce programming errors and save time. Examples of high-level languages are Python and Java.

Or

What is meant by application software and what are its classification?

Answer - Application software is a set of programs designed to perform specific tasks for users, such as managing library or student information. It helps in handling data like records, calculations, and reports. Application software is broadly classified into two types: **Generalized packages** and **Customized packages**.

19. (a) Name the electromechanical hand-held device used as a pointer.

(b) Which device is designed to produce large drawings or images?

Answer -

(a) The electromechanical hand-held device used as a pointer is a mouse.

(b) The device designed to produce large drawings or images is a plotter.



20. Write the names of any two graphic tools and any one DBMS program

Answer - Two graphic tools are MS Paint and Adobe Photoshop.

1. **MS Paint** is a basic graphic tool used for simple drawing, coloring and image editing.
2. **Adobe Photoshop** is an advanced tool used for professional photo editing and graphic designing.

DBMS program : One DBMS program is MS Access, which is used to store, manage and organize large amounts of data in tables, forms, queries and reports, making data handling easy and systematic.

Or

Write the names of any three types of printer.

Answer - *Three types of printers* are **Dot Matrix Printer**, **Inkjet Printer** and **Laser Printer**.

- **Dot Matrix** printers are impact printers mainly used for continuous paper printing.
- **Inkjet printers** print high-quality images using liquid ink.
- **Laser printers** are fast and produce clear text using laser technology and toner, commonly used in offices.

21. Name three ways of creating data source in mail merge.

Answer - *Three ways of creating a data source in Mail Merge* are :

- (a) Creating a Data Source Using Mail Merge Helper
- (b) Editing Existing Data Records
- (c) Creating a Data Source Using Word Table

22. Explain the steps to create a data source using an 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.

23. Expand the following (any three) :

- (a) IP
- (b) KBPS
- (c) HTTP
- (d) CC

Answer -

- (a) IP – Internet Protocol
- (b) KBPS – Kilobits Per Second
- (c) HTTP – HyperText Transfer Protocol
- (d) CC – Carbon Copy

24. (a) Explain Telnet and FTP.

Answer - Telnet and FTP :

- **Telnet** : Telnet is a network protocol used on the Internet or local area networks. It allows a user to connect their computer to a remote server and work on it as if they are directly using the server's console. Through Telnet, users can enter commands that are executed on the server. To start a Telnet session, a valid username and password are required. It is commonly used to remotely control and manage web servers and communicate with other systems on a network.
- **FTP** : FTP (File Transfer Protocol) is used to exchange files over networks that support TCP/IP, such as the Internet or intranet. It involves an FTP server and a client. Using FTP client software, users can upload, download, rename and delete files on the server easily.



(b) Explain organizational domains and geographical domains.**Answer - Organizational Domains And Geographical Domains :**

- **Organizational Domains** : Organizational domains show the type of organization a website belongs to. They appear at the end of a domain name and indicate the purpose of the organization. **For example, .com** is used for commercial entities, **.edu** for educational institutions, **.gov** for government organizations, **.org** for non-profit organizations and **.net** for network services.
- **Geographical Domains** : Geographical domains indicate the country to which a website belongs. These domains consist of two letters based on international country codes. For example, **.in** represents India, **.us** represents the United States, **.uk** represents the United Kingdom and **.au** represents Australia.

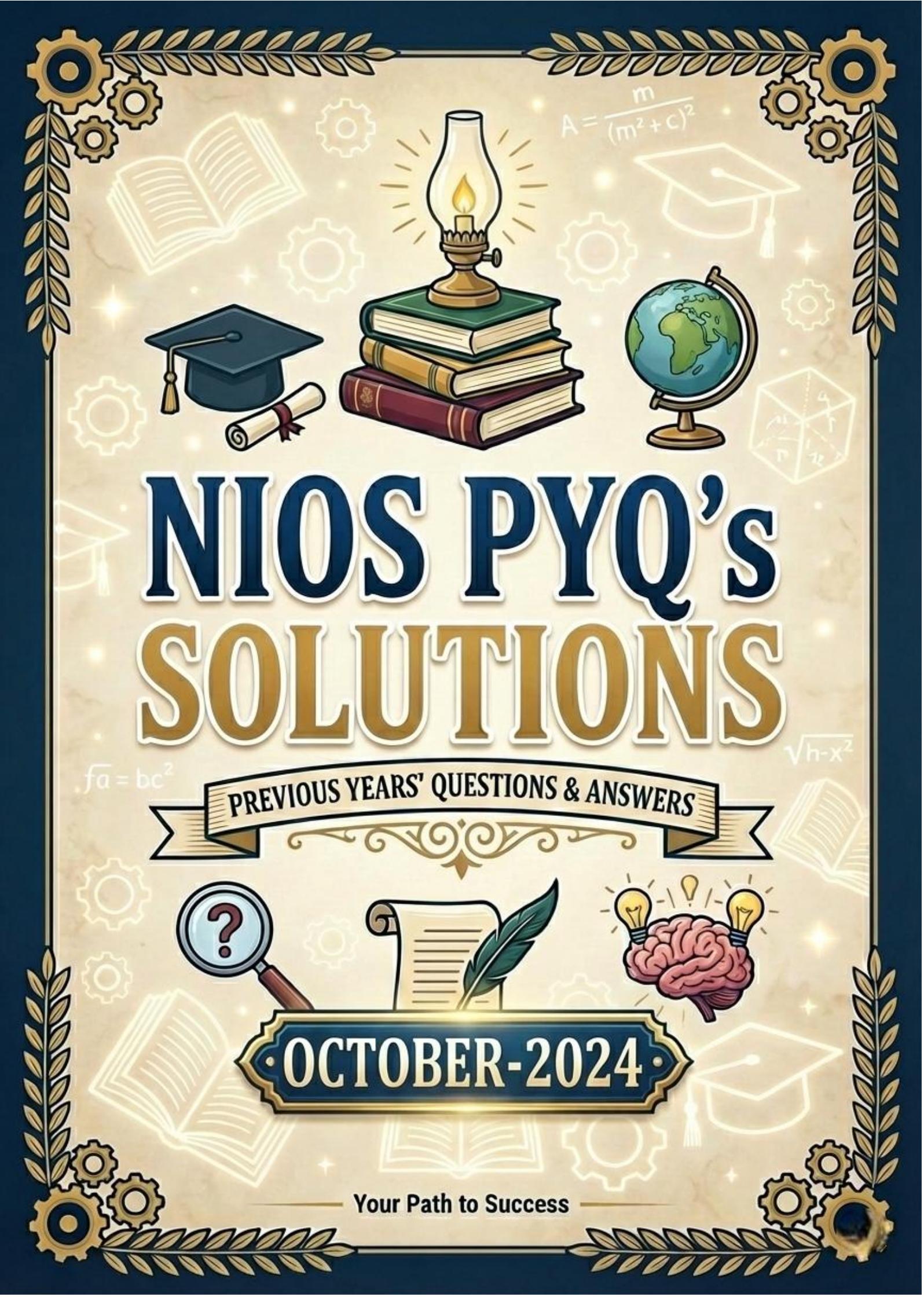
OR

What happens to a piece of data when it is transferred over the Internet? Explain.**Answer - When a piece of data is transferred over the Internet, the following things happen:**

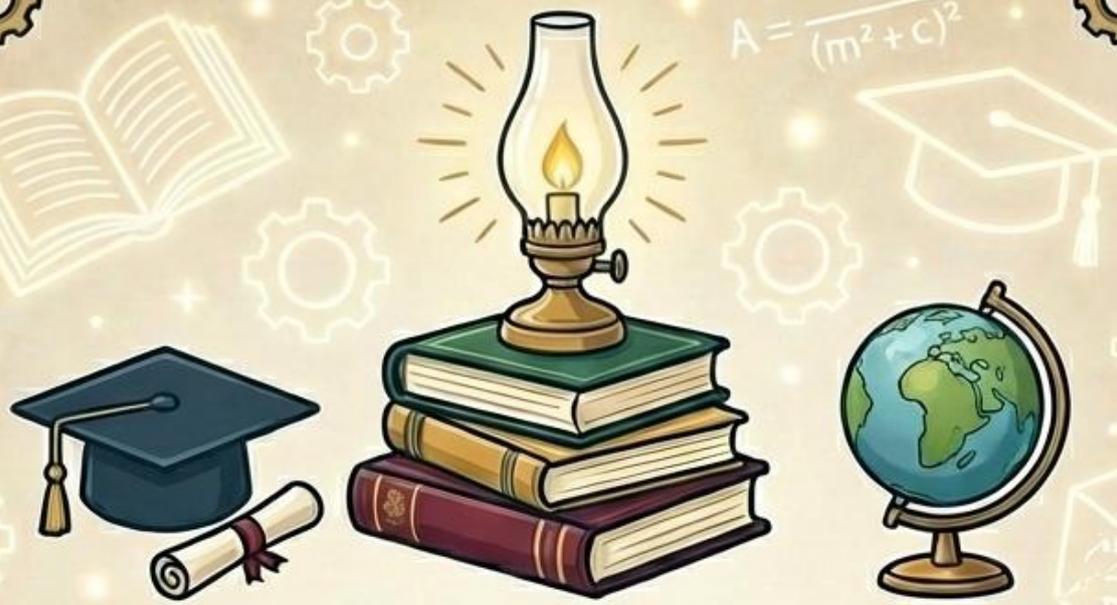
1. The data is broken into small packets.
2. Each packet contains the data along with its identification and destination address.
3. The packets travel to the destination through different routes on the Internet.
4. The packets are checked along the way, and if there is any error, the packet is resent.
5. At the destination, all packets are assembled in the correct order to recreate the original data.

In this way, the data is transferred safely and accurately.





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



NIOS PYQ's SOLUTIONS

$\sqrt{h-x^2}$

$f_a = bc^2$

PREVIOUS YEARS' QUESTIONS & ANSWERS



OCTOBER-2024

Your Path to Success

SECTION - A



SET-A

1. In Excel, the value of the formula : $F3=B3 C3 D3 E3$ will be _____ if the values for $B3=50$, $C3=93$, $D3=89$ and $E3=30$.

(A) 259

(B) 260

(C) 261

(D) 262

Ans - (D) 262

2. Which of the following is a logical operator ?

(A) +

(B) /

(C) >

(D) *

Ans - (C) >

3. Which of the following is a valid cell reference ?

(A) 25A

(B) X59Y

(C) A4

(D) 2001

Ans - (C) A4

4. Which of the following is not a text alignment option ?

(A) Left

(B) Right

(C) Center

(D) South

Ans - (D) South

5. What happens when we press a key combination as $Ctrl+A$ while working in a word document?

(A) Entire document is deleted



(B) Entire document is selected

(C) Entire document is copied

(D) Entire document is capitalised

Ans - (B) Entire document is selected

6. Which of the following syntax for a function is correctly written ?

(A) SUM (B3 : F3)

(B) SUM (F5/A5)

(C) SUM (=* P5)

(D) SUM (=* P3 : A3)

Ans - (A) SUM (B3 : F3)

7. Which of the following is not a PowerPoint view ?

(A) Normal

(B) Slide Sorter

(C) Slide Show

(D) Content

Ans - (D) Content

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) : Line spacing determines the height of text in the paragraph.

Reason (R) : The default option is single line spacing.

(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.

Ans - (D) (A) is false but (R) is true.



(ii) Assertion (A) : Bar Code Reader is an image scanner.

Reason (R) : An image scanner translates printed images in an electronic format which can be stored in a computer's memory.

(A) Both (A) and (R) are true and (R) is 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.

Ans - (A) Both (A) and (R) are true and (R) is correct explanation of (A).

9. State True or False for the following statements :

(i) Font size is measured in meters.

(ii) By default Tab stops are set 0.5 inch intervals.

Ans -

(i) Font size is measured in meters. (False)

(ii) By default Tab stops are set 0.5 inch intervals. (True)

10. Fill in the blanks :

(i) When you cut or copy text, the text is stored in an area of memory called _____.

(ii) _____ is the short-cut key for paste option.

Ans -

(i) When you cut or copy text, the text is stored in an area of memory called Clipboard.

(ii) Ctrl + V is the short-cut key for paste option.

Fill in the blank :

11. _____ colour wavy line appears under misspelt word.

Ans - Red colour wavy line appears under misspelt word.



12. _____ is a printer that produce images by pushing electrically heated pins against heat-sensitive paper.

Ans - Thermal printer is a printer that produce images by pushing electrically heated pins against heat-sensitive paper.

13. A _____ is text which is added to the top margin of every page.

Ans - A header is text which is added to the top margin of every page.

14. What is the key combination which is pressed to insert a page break ?

Ans - The key combination to insert a Page Break in most word processors (like MS Word) is: **Ctrl + Enter**

15. What is the shortest way of selecting a whole paragraph ?

Ans - The shortest way of selecting a whole is to **triple-click within** the paragraph.

16. Which function is used to calculate sum of a range of cells with respect to a given criteria ?

Ans - SUMIF function

17. _____ is a slide that is used as a starting point for all other slides of the presentation.

Ans - Master slide is a slide that is used as a starting point for all other slides of the presentation.

SECTION B



18. (i) What is the difference between a compiler and an assembler ?

Ans - Difference between a Compiler and an Assembler :

Compiler	Assembler
The compiler translates a high-level programming language (such as C, C++, Java) directly into machine code or object code.	Assembler converts assembly language (low-level language) into machine code.
For example, Turbo C++ and Keil are examples of compilers.	For example, MASM and NASM are examples of assemblers.



OR

(ii) What is a High level language ? Give at least two examples.

Ans - A High-Level Language (HLL) is a programming language that is designed to be easy for humans to read and write. It uses simple English-like syntax and abstracts complex machine-level operations, making programming more accessible.

Examples of High-Level Languages :

- COBOL (Common Business Oriented language)
- FORTRAN (Formula Translation)

19. Suneeta was teaching about printers and its types in a computer class. At the end she asked students following two questions. Please try to answer.

(a) Name the printer type which produces text by combination of dots on a paper.

(b) Name the types of printer which is extremely fast but works quietly with automatic paper loading feature.

Ans -

(a) Dot Matrix Printer

(b) Laser Printer

20. (i) Write names of any three generalized packages which are most commonly used.

Ans - Three commonly used generalized software packages are :

- Microsoft Office Suite
- Adobe Creative Cloud
- Google Workspace

OR

(ii) Write any three DataBase Management System (DBMS) Programs.

Ans - The names of Database Management System (DBMS) programs are :

1. MySQL
2. PostgreSQL



3. Microsoft SQL Server

21. Write the steps to print the addresses directly on the envelopes using Mail Merge.

Ans - Steps to print addresses directly onto envelopes using mail merge :

Step 1 : Prepare the main document

- Open Word → Mailings tab → Start Mail Merge → Envelopes.

Step 2 : Set envelope options

- Chose the correct size in Envelope Options (or enter a custom size).
- Adjust the address format and location → press OK.

Step 3 : Add the data source

- Select Recipients → Use an Existing List → choose your address list (Excel/CSV) → Open.

Step 4 : Complete the mail merge and print

- Finish & Merge → Print Documents → press OK.

22. What are the three options available under select starting document process in Mail Merge? Explain briefly.

Ans - Three options for "Select Starting Document" in Mail Merge :

1. Use the Current Document : If you have already opened a document (such as letter, envelope, label), it will be used as the basis for the mail merge.

2. Start from a Template : Start the mail merge by choosing from Microsoft Word's pre-designed templates (such as formal letters, invoices).

3. Start from Existing Document : Open a previously saved Word document (.docx) and add the mail merge to it.

23. Expand the following (Any three) :

(a) ISP

(b) PC

(c) ISDN



(d) TCP

(e) TLD

Ans -

(a) Internet Service Provider

(b) Personal Computer

(c) Integrated Services Digital Network

(d) Transmission Control Protocol

(e) Top-level Domain

24. (i) Define Organizational Domain. What are its types ?

Ans - An institutional domain is a domain name that represents the identity and online presence of an organization, institution, or business. It is typically used for the official website of a company, educational institution, government body, or non-profit organization.

Types of institutional domains :

1. General institutional domains

- com (commercial – business organizations)
- org (organization – non-profit organizations)
- net (networking – networking or tech companies)

2. Specific institutional domains

- edu (educational – educational institutions)
- gov (government – government institutions)

3. Industry-specific domains

- bank (banking institutions)
- hospital (healthcare organizations)
- ngo (non-governmental organizations)



(ii) Explain Domain Name System with example.

Ans - Every computer connected to the internet has a unique number called an IP address. But these numbers are difficult to remember. To make it easier, computers are given a unique name called a domain name. The process of converting domain names to IP addresses is called DNS (Domain Name System). It is mostly used to translate between domain names and IP addresses. Also, domain names are alphabetic so they are easy to remember.

Examples of domain names :

- www.nios.ac.in
- youtube.com
- facebook.com
- amazon.in



SECTION - A



SET-B

1. Which of the following is correct cell address if the column name is F and row number is 15 ?

- (A) 15F (B) F/15
(C) F15 (D) F@15

Ans - (C) F15

2. Which of the following feature helps to add cell values ?

- (A) Auto add (B) Auto Sum
(C) Add all (D) ASUM

Ans - (B) Auto Sum

3. Which of these is not a type of chart ?

- (A) Column (B) Bar
(C) Laser (D) Pie

Ans - (C) Laser

4. Ctrl J keys are pressed to do which of the following action ?

- (A) To go to the end of the document
(B) To Replace a text
(C) To make the text aligned as justified
(D) To Print a text

Ans - (C) To make the text aligned as justified

5. Ctrl L and Ctrl R activate which type of operations on text ?

- (A) Selection (B) Alignment



(C) Deletion

(D) Replacement

Ans - (B) Alignment

6. Which of the following syntax for a function is correctly written ?

(A) SUM (B3 : F3)

(B) SUM (F5/A5)

(C) SUM (= *P5)

(D) SUM (= *P3 : A3)

Ans - (A) SUM (B3 : F3)

7. Which of the following is not a type of slide layout ?

(A) Comparison

(B) Title only

(C) Chart

(D) Section Header

Ans - (C) Chart

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) :** Line spacing determines the height of text in the paragraph.

Reason (R) : The default option is single line spacing.

(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.

Ans - (D) (A) is false but (R) is true.

(ii) **Assertion (A) :** Bar Code Reader is an image scanner.

Reason (R) : An image scanner translates printed images in an electronic format which can be stored in a computer's memory.



- (A) Both (A) and (R) are true and (R) is 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.

Ans - (A) Both (A) and (R) are true and (R) is correct explanation of (A).

9. State True or False for the following statements :

- (i) Font size is measured in meters.
- (ii) By default Tab stops are set 0.5 inch intervals.

Ans -

- (i) Font size is measured in meters. (False)
- (ii) By default Tab stops are set 0.5 inch intervals. (True)

10. Fill in the blanks :

- (i) When you cut or copy text, the text is stored in an area of memory called _____.
- (ii) _____ is the short-cut key for paste option.

Ans -

- (i) When you cut or copy text, the text is stored in an area of memory called Clipboard.
- (ii) Ctrl + V is the short-cut key for paste option.

Fill in the blank :

11. _____ colour wavy line appears under misspelt word.

Ans - Red colour wavy line appears under misspelt word.

12. _____ is a single media file which includes sound, animation, art or movie.

Ans - Clip is a single media file which includes sound, animation, art or movie.



13. All line spacing options are found under _____ dialog box.

Ans - All line spacing options are found under **Paragraph** dialog box.

14. Name the tool bar on which lie the bulleted list button.

Ans - The bulleted list button is located on the Home tab, within the Paragraph group of the toolbar in Microsoft Word.

15. Name the text that is added to the bottom margin of every page.

Ans - The text added to the bottom margin of every page is called the footer.

16. _____ is a slide that is used as a starting point for all other slides of the presentation.

Ans - **Master slide** is a slide that is used as a starting point for all other slides of the presentation.

17. Which function is used to calculate sum of a range of cells with respect to a given criteria ?

Ans - SUMIF function

SECTION B



18. Suneeta was teaching about printers and its types in a computer class. At the end she asked students following two questions. Please try to answer.

(a) Name the printer type which produces text by combination of dots on a paper.

(b) Name the types of printer which is extremely fast but works quietly with automatic paper loading feature.

Ans -

(a) Dot Matrix Printer

(b) Laser Printer



19. (i) What is the difference between a compiler and an assembler ?

Ans - Difference between a Compiler and an Assembler :

Compiler	Assembler
The compiler translates a high-level programming language (such as C, C++, Java) directly into machine code or object code.	Assembler converts assembly language (low-level language) into machine code.
For example, Turbo C++ and Keil are examples of compilers.	For example, MASM and NASM are examples of assemblers.

OR

(ii) What is a High level language ? Give at least two examples.

Ans - A High-Level Language (HLL) is a programming language that is designed to be easy for humans to read and write. It uses simple English-like syntax and abstracts complex machine-level operations, making programming more accessible.

Examples of High-Level Languages :

- COBOL (Common Business Oriented language)
- FORTRAN (Formula Translation)

20. (i) Write names of any three generalized packages which are most commonly used.

Ans - Three commonly used generalized software packages are :

- Microsoft Office Suite
- Adobe Creative Cloud
- Google Workspace

OR

(ii) Write any three DataBase Management System (DBMS) Programs.

Ans - The names of Database Management System (DBMS) programs are :

4. MySQL
5. PostgreSQL



6. Microsoft SQL Server

21. Expand the following (Any three) :

(a) ISP

(b) PC

(c) ISDN

(d) TCP

(e) TLD

Ans -

(a) Internet Service Provider

(b) Personal Computer

(c) Integrated Services Digital Network

(d) Transmission Control Protocol

(e) Top-level Domain

22. What are the three options available under select starting document process in Mail Merge?

Explain briefly.

Ans - Three options for "Select Starting Document" in Mail Merge :

1. Use the Current Document : If you have already opened a document (such as letter, envelope, label), it will be used as the basis for the mail merge.

2. Start from a Template : Start the mail merge by choosing from Microsoft Word's pre-designed templates (such as formal letters, invoices).

3. Start from Existing Document : Open a previously saved Word document (.docx) and add the mail merge to it.

23. Write the steps to print the addresses directly on the envelopes using Mail Merge.

Ans - Steps to print addresses directly onto envelopes using mail merge :



Step 1 : Prepare the main document

- Open Word → Mailings tab → Start Mail Merge → Envelopes.

Step 2 : Set envelope options

- Chose the correct size in Envelope Options (or enter a custom size).
- Adjust the address format and location → press OK.

Step 3 : Add the data source

- Select Recipients → Use an Existing List → choose your address list (Excel/CSV) → Open.

Step 4 : Complete the mail merge and print

- Finish & Merge → Print Documents → press OK.

24. (i) Define Organizational Domain. What are its types ?

Ans - An institutional domain is a domain name that represents the identity and online presence of an organization, institution, or business. It is typically used for the official website of a company, educational institution, government body, or non-profit organization.

Types of institutional domains :**1. General institutional domains**

- com (commercial – business organizations)
- org (organization – non-profit organizations)
- net (networking – networking or tech companies)

2. Specific institutional domains

- edu (educational – educational institutions)
- gov (government – government institutions)

3. Industry-specific domains

- bank (banking institutions)
- hospital (healthcare organizations)
- ngo (non-governmental organizations)



(ii) Explain Domain Name System with example.

Ans - Every computer connected to the internet has a unique number called an IP address. But these numbers are difficult to remember. To make it easier, computers are given a unique name called a domain name. The process of converting domain names to IP addresses is called DNS (Domain Name System). It is mostly used to translate between domain names and IP addresses. Also, domain names are alphabetic so they are easy to remember.

Examples of domain names :

- www.nios.ac.in
- youtube.com
- facebook.com
- amazon.in



SECTION - A

A.
B.
C.



SET-C

1. Which of the following is not a component of chart ?

- (A) Grid lines (B) Legends
(C) Flow charts (D) Tick marks

Ans - (C) Flow charts

2. Identify the feature of Excel which allows you to draw geometrical shapes :

- (A) Shapes (B) Geometry
(C) Auto Shapes (D) Graphics

Ans - (C) Auto Shapes

3. Different effects can be applied on smart art graphics with the help of which tab ?

- (A) Developer (B) Design
(C) Format (D) Data

Ans - (C) Format

4. Which of the following shortcut key is used to select entire document ?

- (A) Ctrl All (B) Ctrl A
(C) Ctrl Ent (D) Ctrl Whole

Ans - (B) Ctrl A

5. Which of the following key combination is pressed to make the line of text bold after its selection ?

- (A) Ctrl Bold (B) Ctrl + I
(C) Ctrl + B (D) Ctrl + O

Ans - (C) Ctrl + B



6. Which of the following syntax for a function is correctly written ?

(A) SUM (B3 : F3)

(B) SUM (F5/A5)

(C) SUM (= *P5)

(D) SUM (= *P3 : A3)

Ans - (A) SUM (B3 : F3)

7. Identify the type of element which can not be shown inside a text box :

(A) Table

(B) Paper sheet

(C) Clip art

(D) Smart art

Ans - (B) Paper sheet

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) : Line spacing determines the height of text in the paragraph.

Reason (R) : The default option is single line spacing.

(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.

Ans - (D) (A) is false but (R) is true.

(ii) Assertion (A) : Bar Code Reader is an image scanner.

Reason (R) : An image scanner translates printed images in an electronic format which can be stored in a computer's memory.

(A) Both (A) and (R) are true and (R) is 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.

Ans - (A) Both (A) and (R) are true and (R) is correct explanation of (A).

9. State True or False for the following statements :

(i) Font size is measured in meters.

(ii) By default Tab stops are set 0.5 inch intervals.

Ans -

(i) Font size is measured in meters. (False)

(ii) By default Tab stops are set 0.5 inch intervals. (True)

10. Fill in the blanks :

(i) When you cut or copy text, the text is stored in an area of memory called _____.

(ii) _____ is the short-cut key for paste option.

Ans -

(i) When you cut or copy text, the text is stored in an area of memory called Clipboard.

(ii) Ctrl + V is the short-cut key for paste option.

Fill in the blank :

11. _____ colour wavy line appears under misspelt word.

Ans - Red colour wavy line appears under misspelt word.

12. XY charts are also known as _____ charts.

Ans - XY charts are also known as Scatter charts.

13. You can add _____ to any side of a paragraph along with background shading.

Ans - You can add Borders to any side of a paragraph along with background shading.



14. If you press function key F7, which feature will get activated ?

Ans - Pressing the F7 function key activates the Spelling and Grammar Check feature in Microsoft Word, Excel, and other Office applications.

15. Name the two orientation options, for any page of a document.

Ans - The two orientation options for any page of a document are :

1. Portrait Orientation
2. Landscape Orientation

16. Which function is used to calculate sum of a range of cells with respect to a given criteria ?

Ans - SUMIF function

17. _____ is a slide that is used as a starting point for all other slides of the Presentation.

Ans - Master slide is a slide that is used as a starting point for all other slides of the presentation.

SECTION B



18. (i) What is the difference between a compiler and an assembler ?

Ans - Difference between a Compiler and an Assembler :

Compiler	Assembler
The compiler translates a high-level programming language (such as C, C++, Java) directly into machine code or object code.	Assembler converts assembly language (low-level language) into machine code.
For example, Turbo C++ and Keil are examples of compilers.	For example, MASM and NASM are examples of assemblers.

OR

(ii) What is a High level language ? Give at least two examples.



Ans - A High-Level Language (HLL) is a programming language that is designed to be easy for humans to read and write. It uses simple English-like syntax and abstracts complex machine-level operations, making programming more accessible.

Examples of High-Level Languages :

- COBOL (Common Business Oriented language)
- FORTRAN (Formula Translation)

19. Suneeta was teaching about printers and its types in a computer class. At the end she asked students following two questions. Please try to answer.

(a) Name the printer type which produces text by combination of dots on a paper.

(b) Name the types of printer which is extremely fast but works quietly with automatic paper loading feature.

Ans -

(a) Dot Matrix Printer

(b) Laser Printer

20. (i) Write names of any three generalized packages which are most commonly used.

Ans - Three commonly used generalized software packages are :

- Microsoft Office Suite
- Adobe Creative Cloud
- Google Workspace

OR

(ii) Write any three DataBase Management System (DBMS) Programs.

Ans - The names of Database Management System (DBMS) programs are :

7. MySQL
8. PostgreSQL
9. Microsoft SQL Server

These are widely used for managing structured data efficiently.



21. What are the three options available under select starting document process in Mail Merge ? Explain briefly.

Ans - Three options for "Select Starting Document" in Mail Merge :

1. Use the Current Document : If you have already opened a document (such as letter, envelope, label), it will be used as the basis for the mail merge.

2. Start from a Template : Start the mail merge by choosing from Microsoft Word's pre-designed templates (such as formal letters, invoices).

3. Start from Existing Document : Open a previously saved Word document (.docx) and add the mail merge to it.

22. Expand the following (Any three) :

(a) ISP

(b) PC

(c) ISDN

(d) TCP

(e) TLD

Ans -

(a) Internet Service Provider

(b) Personal Computer

(c) Integrated Services Digital Network

(d) Transmission Control Protocol

(e) Top-level Domain

23. Write the steps to print the addresses directly on the envelopes using Mail Merge.

Ans - Steps to print addresses directly onto envelopes using mail merge :

Step 1 : Prepare the main document

- Open Word → Mailings tab → Start Mail Merge → Envelopes.



Step 2 : Set envelope options

- Chose the correct size in Envelope Options (or enter a custom size).
- Adjust the address format and location → press OK.

Step 3 : Add the data source

- Select Recipients → Use an Existing List → choose your address list (Excel/CSV) → Open.

Step 4 : Complete the mail merge and print

- Finish & Merge → Print Documents → press OK.

24. (i) Define Organizational Domain. What are its types ?

Ans - An institutional domain is a domain name that represents the identity and online presence of an organization, institution, or business. It is typically used for the official website of a company, educational institution, government body, or non-profit organization.

Types of institutional domains :**1. General institutional domains**

- com (commercial – business organizations)
- org (organization – non-profit organizations)
- net (networking – networking or tech companies)

2. Specific institutional domains

- edu (educational – educational institutions)
- gov (government – government institutions)

3. Industry-specific domains

- bank (banking institutions)
- hospital (healthcare organizations)
- ngo (non-governmental organizations)



(ii) Explain Domain Name System with example.

Ans - Every computer connected to the internet has a unique number called an IP address. But these numbers are difficult to remember. To make it easier, computers are given a unique name called a domain name. The process of converting domain names to IP addresses is called DNS (Domain Name System). It is mostly used to translate between domain names and IP addresses. Also, domain names are alphabetic so they are easy to remember.

Examples of Domain Names :

- www.nios.ac.in
- youtube.com
- facebook.com
- amazon.in

