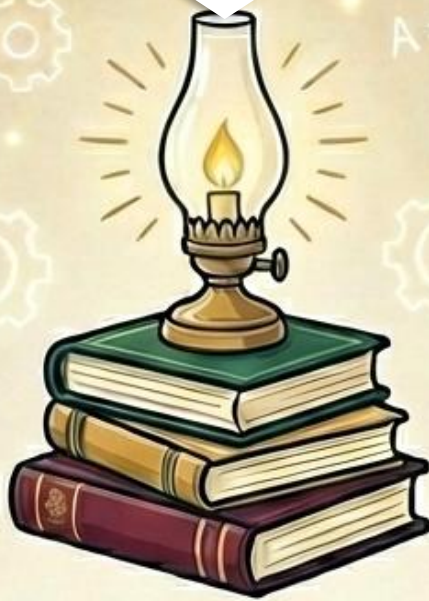




NIOS PYQ's SOLUTIONS

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.

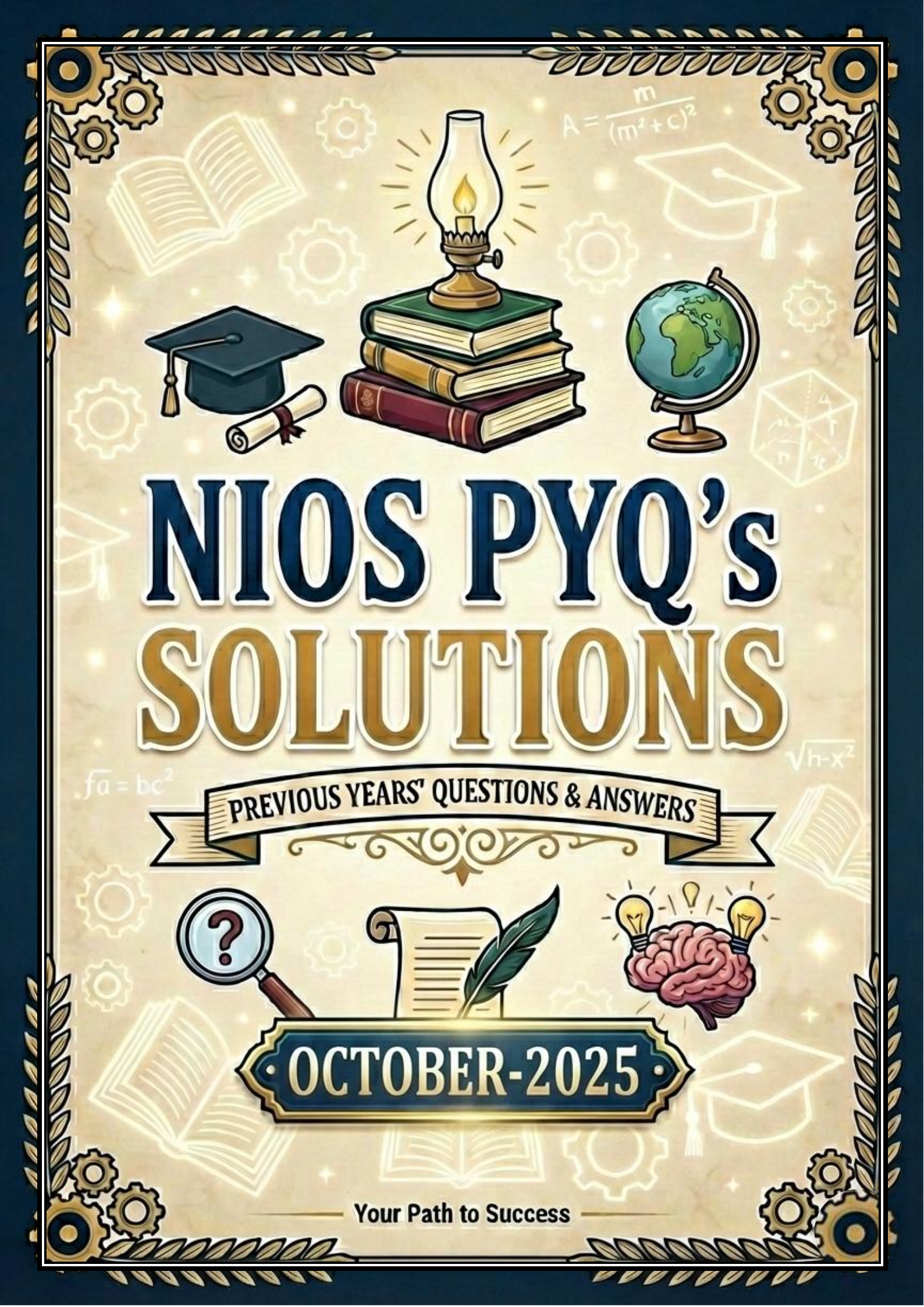
Two commonly used web server programs are **Apache** and **Microsoft IIS (Internet Information Services)**, which provide a reliable platform for hosting websites and web applications.

(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.

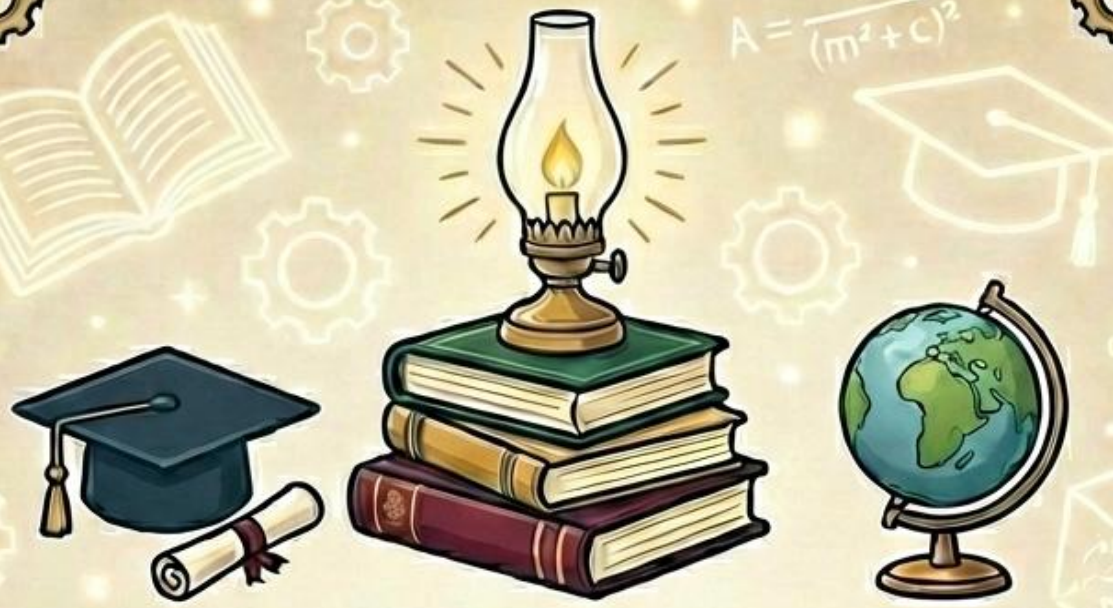
A web page can contain :

- **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.





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



NIOS PYQ's SOLUTIONS

$\sqrt{h-x^2}$

$\bar{f}a = bc^2$

PREVIOUS YEARS' QUESTIONS & ANSWERS



OCTOBER-2025

Your Path to Success

SECTION A



1. Which function is used to add a range of numbers in Excel?

- (A) ADD()
- (B) TOTAL()
- (C) SUM()
- (D) PLUS()

Ans - (C) SUM()

2. Why would you use the 'justify' alignment in a word document?

- (A) To align text evenly between left and right margin
- (B) To center the text
- (C) To align text to the right
- (D) to indent the first line of a paragraph

Ans - (A) To align text evenly between left and right margin

3. Which formula is used to find the highest value in a range in Excel?

- (A) Largest (A1: A10)
- (B) = MAX (A1:A10)
- (C) HIGHEST (A1: A10)
- (D) = BIGGEST (A1: A10)

Ans - (B) = MAX (A1:A10)

4. Why is it beneficial to use Bullets and Numbering in a document?

- (A) To delete unnecessary text
- (B) To present information in an organised way and to bring main points to a reader's attention.
- (C) To convert paragraphs in to tables.



(D) To add animation to the document.

Ans - (B) To present information in an organised way and to bring main points to a reader's attention.

5. In MS Word, how do you apply a border to text?

(A) Page layout Border and shading

(B) Insert Border and shading

(C) Home Paragraph Border and shading

(D) View Border and shading

Ans - (C) Home Paragraph Border and shading

6. This type of chart in a spreadsheet is used to compare values across categories.

(A) Pie chart

(B) Line chart

(C) Bar chart

(D) Scatter chart

Ans - (C) Bar chart

7. PowerPoint consists of different views to help you in the creation and presentation of slides. Identify the incorrect one.

(A) Normal view

(B) Slide sorter view

(C) Grid view

(D) Slide show view

Ans - (C) Grid view

8. (i) Assertion (A): Page Break is used to move content to the next page in MS Word.

Reason (R): Pressing "Enter" key multiple times is the best way to start a new page in MS Word.

(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 - (C) (A) is true but (R) is false.

(ii) Assertion (A): zip/unzip, anti-virus softwares are Utility programs. **Reason (R):** Utility programs bridge the gap between the functionality of an OS and the needs of users.

(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/False for the following:

(a) The 'Line and Paragraph Spacing' option is found under the Insert Tab.

Ans - False

(b) The 'Header and Footer', can contain text, page numbers, dates and images.

Ans - True

10. (a) The default page orientation in MS-Word is ____.

Ans - Portrait

(b) To add a Header in a document, ____ tab is used.

Ans - Insert

11. ____ store the format of each paragraph and if it is deleted, the text in the paragraph becomes part of the next paragraph.



Ans - Paragraph marks

12. _____ represents the values of the data series plotted in the chart/graph.

Ans - Data Labels

13. The default alignment of text in MS Word is _____.

Ans - Left-aligned

14. When text needs to be pasted in a document, we use the short cut key _____.

Ans - Ctrl+V

15. To change the page orientation, the _____ tab is used and select orientation.

Ans - Page Layout

16. Instead of using a formula to add cell values, which feature can also be used to automatically add numbers in the spread sheet cells.

Ans - AutoSum

17. The part of CPU which performs the Mathematical operations is called as _____.

Ans - Arithmetic Logic Unit (ALU)



SECTION B



18. Identify the following:

- (a) An electromechanical hand held device used for point, click, drag and drop actions.
- (b) It translates printed images into an electronic format that can be stored in a computer's memory and edited later.
- (c) It is used by banks to convert the scanned image of a typed or printed page into text that can be edited on the computer.
- (d) It produces high quality print, extremely fast and quiet while printing, can print up to 200 pages per minute.

Ans -

- (a) Mouse
- (b) Optical Scanner
- (c) Optical Character Recognition (OCR)
- (d) Laser Printer

19. Explain the two types of application software each with an example.

Ans - Two types of application software :

- **Generalized Packages** : Word processing software like MS-Word.
- **Customized Packages** : Payroll packages or Student information systems.

20. Explain the role of the documents involved in Mail Merge in MS Word.

Ans - Role of the documents involved in Mail Merge in MS Word :

- **Main Document**: Contains the standard text and graphics.
- **Data Source**: Contains the variable information like names and addresses.
- **Merge Document**: The final document produced after merging the two.



21. Explain system software with its types.

Ans - System Software is the foundational software that acts as an interface between computer hardware and the user. It manages the hardware resources and provides a stable platform for application software to run. Without it, the computer cannot function.

Its main types are :

- **Operating System (OS)** : Controls hardware and runs applications (e.g., Windows, Android).
- **Device Drivers** : Help the OS communicate with specific hardware like printers.
- **Utility Software** : Used for maintenance, like Antivirus or file cleaning tools.
- **Language Translators** : Convert human-written code into machine language.

(OR)

22. What are low level languages? Explain its types.

Ans - Low-level languages are programming languages that are very close to computer hardware. They provide direct control over the CPU and memory, making them extremely fast and efficient. However, they are very difficult for humans to read, write, and debug.

There are two main types :

- **Machine Language** : The only language a computer directly understands, written in binary (0s and 1s).
- **Assembly Language** : Uses short codes called mnemonics (like ADD or MOV) instead of binary, making it slightly easier for programmers to use.

23. Explain the role of the following in Internet:

(a) ISP

(b) URL

(c) ISDN

Ans -



(a) ISP (Internet Service Provider): An ISP is a company (like Jio, Airtel, or BSNL) that provides you with access to the internet. Think of them as your gateway; without an ISP, your device cannot connect to the global network. They provide the infrastructure and technical support needed to go online.

(b) URL (Uniform Resource Locator): A URL is the specific web address used to find a page on the internet (e.g., <https://www.google.com>). It tells your browser exactly where to look for a resource. Just like a house has a home address, every website has a unique URL to identify its location.

(c) ISDN (Integrated Services Digital Network) : ISDN is a digital communication technology that allows data, voice, and video to be transmitted over traditional telephone lines simultaneously. While it was more popular in the past for providing faster, more reliable internet access compared to old dial-up connections, it is now largely replaced by modern high-speed broadband and fiber technologies.

24. ABC School is organizing its annual day celebration and wants to send invitation letters to parents. The school has a list of parent's names and addresses stored in an Excel File. Instead of typing each letter manually, they decide to use Mail Merge in MS Word. Explain the steps involved in merging the Excel File with the Word Document for this case.

Ans - To merge an Excel file with a Word document for sending invitation letters using Mail Merge, follow these steps :

- 1. Open Main Document:** Open your Word document and go to the 'Mailings' tab.
- 2. Start Mail Merge:** Select 'Start Mail Merge' and choose 'Letters'.
- 3. Select Recipients:** Click 'Select Recipients', choose 'Use an Existing List', and browse to select your Excel file containing parent details
- 4. Insert Fields:** Click 'Insert Merge Field' at the desired locations in your letter to add placeholders for names and addresses.
- 5. Preview and Merge:** Click 'Preview Results' to check the information. Finally, click 'Finish & Merge' to either print the letters directly or edit individual documents before printing.

24. (a) Differentiate between a web server and web browser with an example of each.

Ans - Differentiate between a web server and web browser :



Web Server	Web Browser
It is a powerful computer or program that stores all website files and delivers them over the internet.	It is a software program that the user employs to request and view web pages from the internet.
It accepts requests from users and serves them with the requested web pages.	It sends the user's request to the server and displays the web page sent back by the server.
It is located on a remote and powerful server computer.	It is installed directly on the user's personal computer or mobile device.
A prominent example of a web server is Apache .	A prominent example of a web browser is Internet Explorer .

(b) Explain the role of the "cc" and "bcc" while composing email.

Ans - The role of the "cc" and "bcc" while composing email :

Role of "cc" (Carbon Copy) :

- The "cc" field is used to send a copy of your email to additional people who need to be kept informed about the message, even if they are not the primary recipient.
- When you use "cc," all recipients in the "To" and "cc" fields can see the email addresses of everyone else who received that message.

Role of "bcc" (Blind Carbon Copy):

- The "bcc" field is used to send a copy of your email to recipients secretly, ensuring the main recipients do not know who else received a copy.
- The email addresses placed in the "bcc" field remain invisible to all other recipients, which helps protect their privacy.

