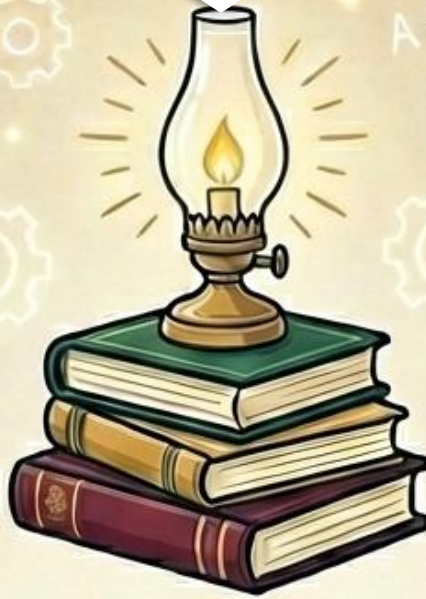




NIOS PYQ's SOLUTIONS

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.

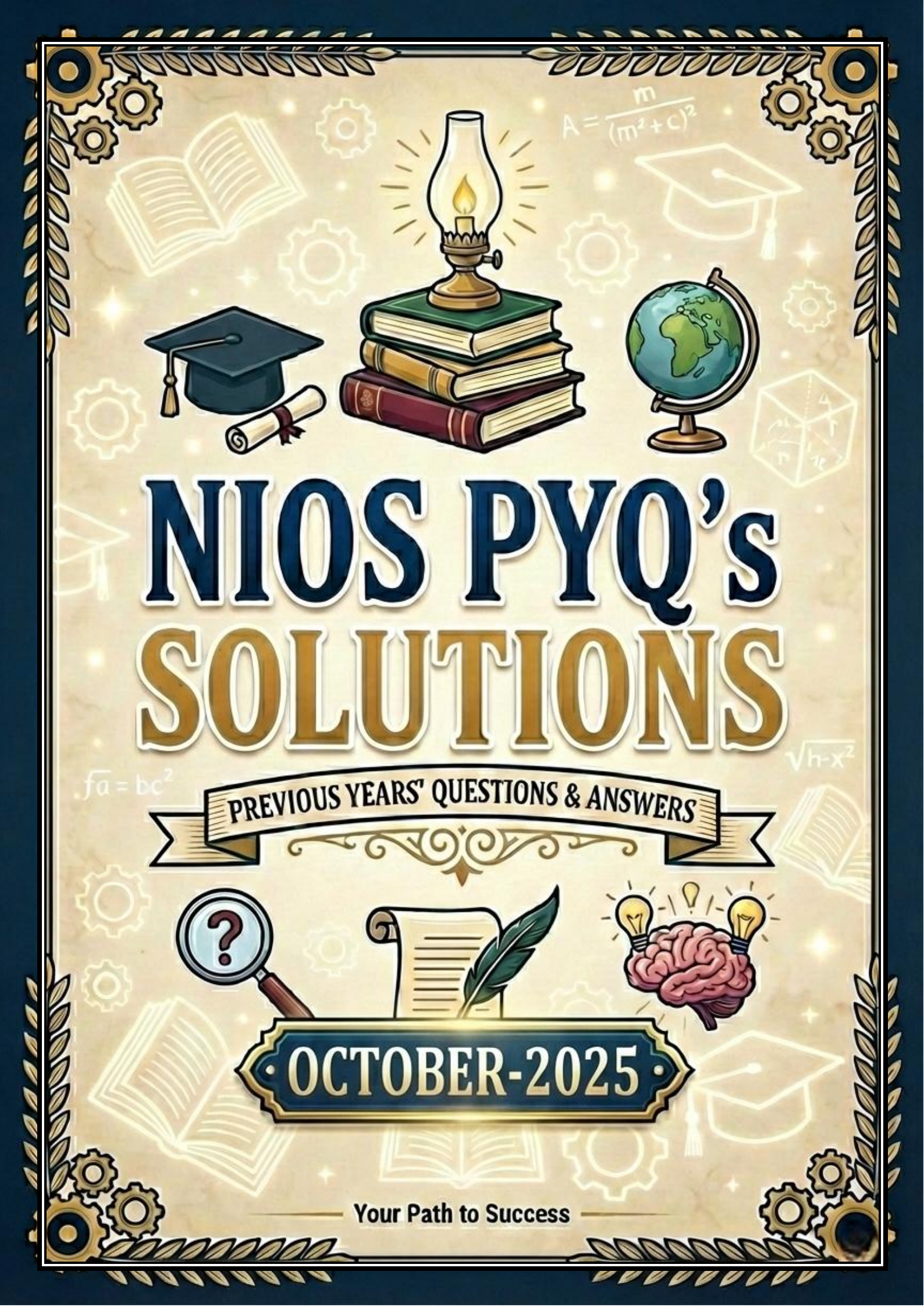
OR

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

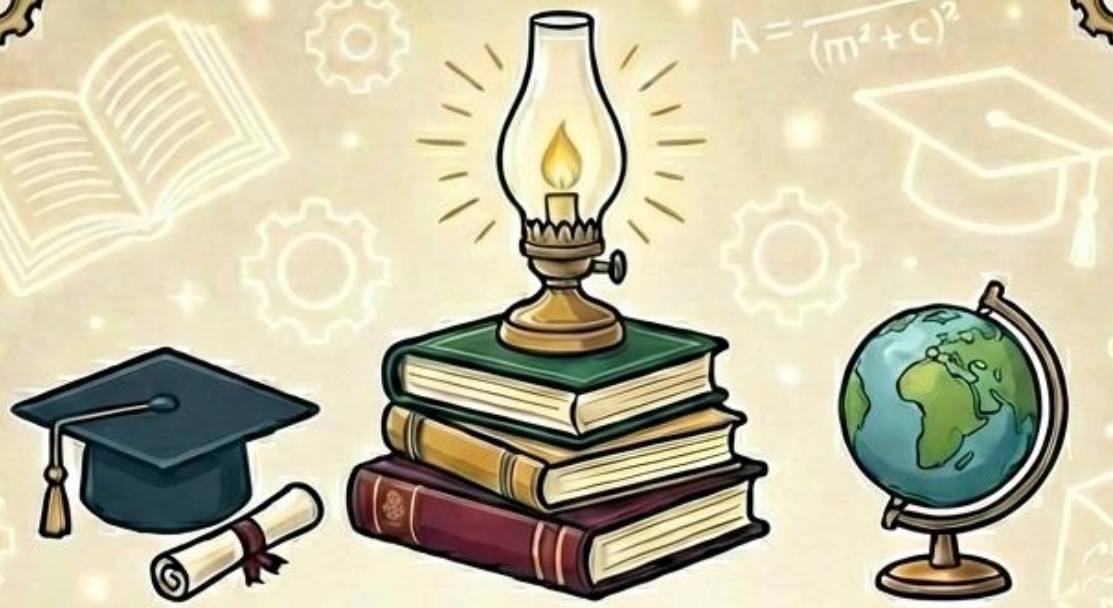
Answer - Steps to create a data source using an Excel worksheet :

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.





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



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

A. ☐
B. ☒
C. ☐



Q1. _____ help us to see and demonstrate the fluctuations with respect to the stock market prices.

- (A) Stock charts
- (B) Radar charts
- (C) Area charts
- (D) Line charts

Ans - (A) Stock charts

Q2. What is MS PowerPoint?

- (A) A video editing software
- (B) A spreadsheet software
- (C) A word processing software
- (D) A presentation software

Ans - (D) A presentation software

Q3. The shortcut key to copy the text is _____

- (A) Ctrl + V
- (B) Ctrl + S
- (C) Ctrl + E
- (D) Ctrl + C

Ans - (D) Ctrl + C

Q4. The size of the font is measured in _____

- (A) Dots
- (B) Length



(C) Inches

(D) Points

Ans - (D) Points

Q5. What types of function is used to add the cells with respect to a given criteria?

(A) SUM() function

(B) AUTOSUM() function

(C) SUMIF() function

(D) Criteria function

Ans - (C) SUMIF() function

Q6. Which of the following steps add borders and shading to ordinary text and to the paragraph?

(A) Home → Paragraphs → Border and Shading

(B) Border → Paragraphs

(C) Paragraph → Cells

(D) Home → Insert → Border

Ans - (A) Home → Paragraphs → Border and Shading

Q7. This function is used to count the number of numerical values in a range

(A) COUNT()

(B) COUNTBLANK()

(C) COUNTIF()

(D) COUNTA()

Ans - (A) COUNT()



In the following questions, two statements marked as Assertion (A) and Reason (R) are given. Choose the correct answer out of the options given below each question :

Q8. (i) Assertion (A): A computer follows the Input - Process - Output (IPO) cycle.

Reason (R): A computer receives data, processes it and then produces information as output.

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

(B) Both (A) and (R) are true but (R) is not the correct explanation for (A).

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

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

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

(ii) Assertion (A): Printer is an output device.

Reason (R): Printer prints the hard copy or printout of the document created in the computer.

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

(B) Both (A) and (R) are true but (R) is not the correct explanation for (A).

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

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

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

Q9. State true or false for the following :

(a) System software manages the hardware and basic system operations.

Ans - True

(b) An antivirus program is considered as system software.

Ans - True

Q10. Fill in the blanks for the following:

(a) To select all content in a document, press Ctrl + _____.

Ans - Ctrl + A



(b) The key for deleting text towards left of the cursor is called _____.

Ans - BACKSPACE

Q11. The space between the edge of the page and the text is called a _____.

Ans - Margin

Q12. The feature used to create a list and for bringing main points to a reader's attention is called _____.

Ans - Bulleted and Numbered Lists

Q13. The orientation of a document can be Portrait or _____.

Ans - Landscape

Q14. A _____ is used to perform calculations in a spreadsheet.

Ans - Formula / Function

Q15. To find the highest value in a range, use the _____ function.

Ans - MAX

Q16. A _____ chart is useful for comparing data across categories.

Ans - Column / Bar

Q17. A _____ is a visual representation of data.

Ans - Chart / Graphic



SECTION B



Q18. What is the use of animations in a presentation ?

Ans - Animations add visual dynamics to separate graphic components on a slide. They control how individual pieces of text, clip art, images, shapes, or media clips arrive, move, or leave the active view window during presentation operations.

OR

What is a Transition Effect?

Ans - A Transition Effect controls the structural layout movement that takes place explicitly when the presentation screen shifts sequentially from one complete slide to another during a live slide show run.

Q19. What are hardware and software?

Ans -

- **Hardware :** Hardware refers to the physical components of a computer that can be seen and touched. Examples: Keyboard, Mouse, Monitor, CPU, Printer, Hard Disk.
- **Software :** Software refers to a set of programs and instructions that tell the computer what to do. Software cannot be touched physically. **Examples:** Microsoft Word, Excel, Windows, Google Chrome, Paint.

OR

What is the function of a Mouse ?

Ans - A mouse is an input device used to control the pointer (cursor) on a computer screen. It helps users interact with programs and files easily.

Functions of a Mouse :

- Pointing to items on the screen.
- Selecting files, folders, and text.
- Clicking to open programs and documents.



- Dragging and dropping objects from one place to another.
- Scrolling through web pages and documents.

Q20. What is the role of Main Document in Mail Merge ?

Ans - The Main Document is the core template in a mail merge. It contains the static text, graphics, and layout that remain identical for everyone. Crucially, it hosts merge fields (placeholders). These fields pull variable data from an external source to generate unique, personalized copies for each recipient.

Q21. Name any two views available in PowerPoint and explain briefly.

Ans - Two common views available in Microsoft PowerPoint are :

1. Normal View : Normal View in Microsoft PowerPoint is the default view for creating and editing presentations. It shows the current slide in the center, slide thumbnails on the left, and notes at the bottom for easy editing.

2. Slide Sorter View : Slide Sorter View in Microsoft PowerPoint displays all slides as thumbnails on one screen. It helps users easily rearrange, organize, copy, delete, and manage presentation slides quickly.

Q22. What is the importance of a slide in a presentation?

Ans - Importance of a slide in a presentation :

1. Slides present information clearly and systematically.
2. They make the presentation attractive and easy to understand.
3. Slides help explain ideas using text, images, charts, and animations.
4. They keep the audience interested and engaged.
5. Slides help the presenter present topics step by step.

Q23. What is the difference between a system software and an application software?

Ans - Difference Between A System Software And An Application Software :



System Software	Application Software
It manages, operates, and controls the computer's hardware and handles background system operations.	It is specifically designed to help users perform distinct and productive tasks.
It runs independently and provides the essential foundational platform for the computer to function.	It is entirely dependent on system software; it cannot run on the computer without it.
Users generally do not interact with it directly, as it works behind the scenes.	Users interact directly with it to perform tasks according to their specific needs.
Examples : Windows, Linux, UNIX, and Antivirus programs.	Examples : MS Word, MS Excel, MS PowerPoint, and Library Information Systems.

Q24. Write the steps for changing layout of a slide in PowerPoint.

Ans - Steps for changing layout of a slide in PowerPoint :

1. To change the layout template of the slide select Home→ Layout command on the menu bar.
2. The Slide Layout dialog box appears with nine layouts.
3. Click on one of the layout thumbnail images to apply.

OR

What is Blank presentation in MS PowerPoint? Explain its features.

Ans - A Blank Presentation opens a clean environment with no pre-assigned templates or background graphics, letting you build a presentation from scratch.

Key Features :

- **Design Flexibility :** Gives you total freedom over the visual formatting without locked color schemes.
- **Layout Selection :** Allows you to instantly pick from nine built-in layout designs for your placeholders.



- **Multimedia Support** : Makes it easy to manually insert custom text boxes, charts, pictures, and graphics.

Q25. What types of documents are required for Mail Merge ?

Ans - Mail Merge requires three types of documents :

(a) Main Document: In a Mail Merge operation, the personalized document (such as a standard letter, envelope, or mailing label) is known as the main document. It contains the text and graphics that stay the same for each version of the merged document - for example, the return address and body of a form letter.

(b) Data Source: Data source is a file that contains the names, addresses, or any other information that vary with each version of a mail-merge document. For example, a list of names and addresses for a form letter you want to send to a list of clients or other people.

(c) Merge Document: When you merge the main document with the data source, a third document called the merge document will be produced. The merge document can be merged to the screen to view letters along with addresses, or directly to the printer to print.

OR

Write the steps for creating a Data Source in MS Word for Mail Merge.

Ans - Steps for creating a Data Source in MS Word for Mail Merge :

- Open a blank Word document layout.
- Insert a new table layout by navigating to the top menu bar, selecting the Insert tab, and then clicking on the Table command.
- Type your required data field names (such as Name, City, or PIN Code) exclusively across the very top row of the created table.
- Start typing your specific individual recipient information and data records directly into the cells starting sequentially from the second row onwards.
- When you finish entering all your data records into the rows, save the file as a regular Word document. Your data source document is now ready for use.





Thank you!



We hope you found this material helpful. We wish you the very best for your examination.



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