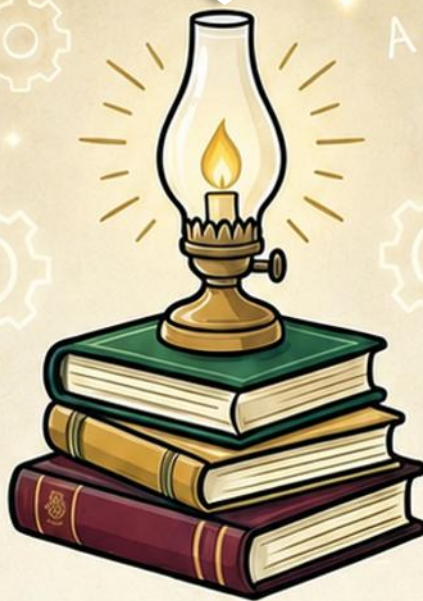




$$A = \frac{m}{(m^2 + c)^2}$$



NIOS PYQ's SOLUTIONS

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

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

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2026

Your Path to Success



SECTION A

A. ☐
B. ☒
C. ☐



1. Copying formulas in Excel helps to?

- (A) Increase file size
- (B) Save time and reduce errors
- (C) Delete data
- (D) Change formatting

Answer - (B) Save time and reduce errors

2. Which symbol is used to make a cell reference absolute in Excel?

- (A) @
- (B) #
- (C) \$
- (D) &

Answer - (C) \$

3. Which key is used to delete text to the left of the cursor?

- (A) Delete
- (B) Backspace
- (C) Enter
- (D) Shift

Answer - (B) Backspace

4. Which option removes text from its original position?

- (A) Copy
- (B) Paste
- (C) Cut
- (D) Undo

Answer - (C) Cut

5. Which option is used to find a word in a document?

- (A) Replace
- (B) Find
- (C) Go To
- (D) Select

Answer - (B) Find



6. Worksheet formatting is used to:

- (A) Delete data
- (B) Improve the appearance of data
- (C) Change formulas
- (D) Print worksheets only

Answer - (B) Improve the appearance of data

7. Which tab used to add a new slide in PowerPoint?

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

Answer - (C) Home

8. In the following questions two statement marked as Assertion (A) and Reason (R) are given Choose the correct out of the options given below in each question.

(i) Assertion (A) : Input devices are used to enter data into the computer.

Reason (R) : Keyboard and mouse are input devices.

- (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

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

(ii) Assertion (A) : A keyboard is an input device.

Reason (R) : It is used to type letters, numbers and symbols.

- (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

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

9. Fill in the blanks:

a) The alignment that makes text even on both left and right margins is called_____.

Answer - Justified alignment

b) The space between lines of a paragraph is known as _____.

Answer - Line spacing

10. State true and false :

a) Speakers are used to hear sound from the computer.

Answer - True

b) Monitor displays text, pictures and videos.

Answer - True

11. Fill in the blanks :

The shortcut key to underline text is _____.

Answer - Ctrl + U

12. The alignment that places text in the center of the page is ____alignment.

Answer - Center

13. The function used to add values in a range of cells is_____.

Answer - SUM

14. A function in Excel always begins with the ____sign.

Answer - Equal to (=)



15. The shortcut key used to center a paragraph is ____.

Answer - Ctrl + E

16. The first line of a paragraph can be moved inward using ____ indent.

Answer - First-line

17. Formulas are used to perform ____ on data.

Answer - Calculations



SECTION B



18. Write the definition of Presentation. Name any two presentation software?

Answer - A presentation is a series of slides used to explain information or ideas to an audience. It may include text, pictures, charts, sound and animation. Two examples of presentation software are Microsoft PowerPoint and LibreOffice Impress.

OR

Explain any two features of normal view?

Answer - Features Of Normal View :

- **Slide pane** : It displays the current slide and allows users to add or edit text, pictures and other content.
- **Notes pane** : It allows users to write speaker notes below the slide to help explain the presentation.

19. What is Memory Unit? What are type of Memory unit?

Answer - The memory unit stores data, instructions and processing results in a computer. Memory is broadly classified into two types : primary memory, such as RAM and ROM, and secondary memory, such as hard disks and CDs.



20. What is Computer Organization?

Answer - Computer organization refers to the arrangement and working of a computer's main units: input unit, memory unit, control unit, arithmetic logic unit and output unit. These units work together to accept, store and process data and produce useful information.

21. What is Normal View in PowerPoint?

Answer - Normal View is the main working view used to create and edit slides in PowerPoint. It displays the current slide in the main pane, an outline pane on the left and a notes pane at the bottom.

22. What is Merge cells in Excel?

Answer - Merge Cells is an Excel feature that combines two or more adjacent cells into one larger cell. It is commonly used to place a heading across several columns. For example, cells A1 to D1 can be merged for a worksheet title.

OR

Why do we use Merge Cells?

Answer - We use Merge Cells to create a larger cell for a heading or title across several columns. It helps organize the worksheet and improves its appearance. For example, "Student Marks" can be displayed as one heading above several subject columns.

23. What is a keyboard, Describe it's various types of keys on a keyboard?

Answer - A keyboard is an input device used to enter text, numbers and instructions into a computer. Its main types of keys are:

- **Alphabet keys** : Type letters A–Z.
- **Number keys** : Enter digits 0–9.
- **Function keys** : F1–F12 perform assigned tasks.
- **Navigation keys** : Arrow, Home and End keys move the cursor.
- **Special and control keys** : Enter, Spacebar, Backspace, Shift, Ctrl and Alt help with typing and commands.



24. What is installed template in Presentation? Describe its various features.

Answer - An installed template is a ready-made presentation model included with PowerPoint. It helps users create a presentation without starting from a blank slide. Its features include:

- Ready-made layouts and formatting.
- Templates for different presentation purposes.
- Sample content that can be replaced with the user's information.
- A consistent appearance across slides.
- It saves time and makes presentation creation easier.

OR

Write the steps to apply a design template. What are the benefits of using design template?

Answer - To apply a design template to an existing presentation:

- Open the presentation in PowerPoint.
- Click the Design tab on the Ribbon.
- View the available themes.
- Click the required theme to apply it.

A design template provides coordinated backgrounds, colours and text formatting. It saves time, maintains consistency across slides and makes the presentation look organized and attractive.

25. What is Mail Merge in word processing? What are the types of documents that can be generated in Mail Merge?

Answer - Mail Merge is a word-processing feature that combines a common document with a list of recipient details to create personalized copies. The main content remains the same, while names, addresses and other details change for each recipient.

Mail Merge can generate:

- Personalized letters.
- Mailing labels.
- Envelopes with names and addresses.



- Directory and address lists.
- Invoices for different customers.

For example, a school can prepare one notice and use Mail Merge to create a separate copy for each parent. This saves time and avoids typing the same content repeatedly.

OR

What is mail merge? Discuss the various components of mail merge.

Answer - Mail Merge combines a common document with a data source to produce personalized documents for different recipients. It involves three main components:

- **Main Document :** Contains the common text, graphics and merge fields. For example, a notice with a field for the student's name.
- **Data Source :** Stores details that change for each recipient, such as names, classes and addresses.
- **Merged Document :** The final personalized document created by combining the main document with the data source.

For example, a school can combine one notice with a student list to produce individually addressed notices.





Thank you!



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



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