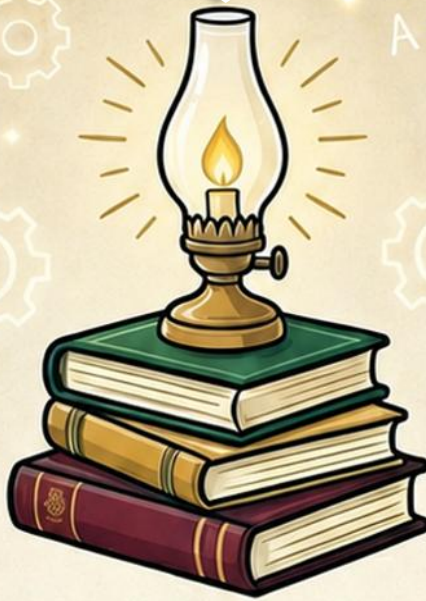




$$A = \frac{m}{(m^2 + c)^2}$$



NIOS PYQ's SOLUTIONS

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

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

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2026

Your Path to Success

SECTION – A



1. Which function returns the arithmetic mean of the given set of values ?

- (A) MAX () (B) MEAN ()
(C) AVERAGE () (D) MIN ()

Answer - (C) AVERAGE ()

2. Which of these is a single media file including sound, animation, art or movie?

- (A) Smart art (B) Graphic art
(C) Clip art (D) Word art

Answer - (C) Clip art

3. From which of the following tabs, you can select chart type option?

- (A) Formulas (B) Page Layout
(C) Insert (D) Review

Answer - (C) Insert

4. Which shortcut key is pressed to cut the text?

- (A) CTRL+X (B) CTRL+A
(C) CTRL+I (D) SHIFT+I

Answer - (A) CTRL+X

5. These lists are created using Indent buttons :

- (A) Nested lists (B) Format lists
(C) Alphabetic lists (D) Members lists

Answer - (A) Nested lists

6. Block arrows, stars and banners, two and three dimensional shapes, connectors, etc., are categories of which can be found under Insert tab:

- (A) Auto shapes (B) All shapes



(C) Shapes

(D) Designs

Answer - (A) Auto shapes

7. case capitalizes the first letter of the first word in each sentence:

(A) Lower

(B) Upper

(C) Sentence

(D) Title

Answer - (C) Sentence

8. In the questions given below two statements are marked as Assertion (A) and Reason (R). Choose the correct option in support of your answer from the options given below each question:

(i) Assertion (A) : The default is single line spacing and it depends on the size of the font characters.

Reason (R) : Line spacing determines the height of each line of text in the paragraph.

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

(ii) Assertion (A) : Arial and Times New Roman are examples of Font face families.

Reason (R) : Font is the basic type face in which your words are displayed and each font family has a specific way of formatting individual letters.

(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 / False for the following:

(a) To delete a large selection of text, highlight it and press SHIFT key.

(b) Bold, Italics are examples of Font style.

Answer - (a) False (b) True

10. Fill in the blanks:

(a) By pressing _____ keys, you can select entire document at a time.

(b) A font size is measured in _____ which is 1/72 of an inch.

Answer - (a) CTRL+A (b) points

11.  is the icon which represents the _____ tab stops.

Answer - Left-aligned

12. _____ allow you to present data entered into the worksheet in a visual format using a variety of graph types.

Answer - Charts

13. _____ and _____ colours are used to indicate words with spelling and grammar mistakes in word document.

Answer - Red and Green

14. Write any one of the unit of measurements used for before and after spacing given for each paragraph.

Answer - points (pt)

15. Name any two types of charts.

Answer - Column Charts, Line Charts

16. Which lists are often used to bring main points to a reader's attention ?

Answer - Bulleted and Numbered lists

17. When a data is entered in a cell whose column name is P and row number is 15, then the cell address will be _____.

Answer - P15





SECTION B



18. (i) What is the difference between a generalised package and a customised package?

Answer – Difference Between A Generalised Package And A Customised Package :

Basis	Generalised Package	Customised Package
Meaning	It is designed to perform common tasks for many users.	It is specially designed according to the needs of a particular user or organization.
Users	It can be used by different users and organizations.	It is generally used by the user or organization for whom it is developed.
Examples	MS Word, Excel and PowerPoint	Railway Reservation System, School Management System and Payroll System

OR

(ii) Define memory system in a computer and give one example of each memory type.

Answer - The memory system is the part of a computer that stores data, instructions and results.

It is mainly of two types : Primary Memory, such as RAM, and Secondary Memory, such as a hard disk.

19. Rajesh Sir was teaching computer subject to 6th class students and one day the topic was Input devices. At the end of the class he asked the students following two questions. Please answer.

(a) Name an input device that takes voice as input.

Answer - Microphone

(b) Name an input device which accepts input through touch electronic buttons displayed on the screen.

Answer - Touch Screen

20. Name the following:

(i) (a) This is a low level language in which programs are written in the form of 0's and 1's.

(b) These programs are system software and bridge the gap between the functionality of operating system and the users' needs.

(c) It is an electromechanical hand held input device used as a pointer.



Answer -

- (a) Machine Language
- (b) Utility Programs
- (c) Mouse

OR

(ii) (a) It is a process of entering data and programs into the computer system.

(b) This high level language was previously developed for solving mathematical and scientific problems.

(c) This is an output device which can produce hard copy.

Answer -

- (a) Input
- (b) FORTRAN (Formula Translation)
- (c) Printer

21. Write the steps for creating data source using mail merge helper.

Answer - Steps for creating data source using mail merge helper :

- Open a new blank document or an existing main document.
- Select "Type a new list" from the "Select Recipients" dialog box in step 3 of the Mail Merge Wizard and select "Create".
- Enter your data directly into the displayed "New Address List" dialog box.
- Click on the "Customize Columns" button if you need to add, delete, or rename any fields.
- Click "OK" when finished, locate your target folder in the "Save As" dialog box, type a file name, and click Save to store it as a .mdb file.

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

Answer - Three Options Available Under Select Starting Document Process In Mail Merge :

1. **Use the current document:** This option is used to utilize the current document shown and apply mail merge features to add recipient addresses or information. This is suitable when you already have a drafted letter for the purpose and just want to add the addresses of the recipients to the letter.



2. **Start from a template** : If you do not have a drafted letter for use, you can choose a ready-to-use mail merge template already available with Word 2007. These templates can be customized as per your requirement.
3. **Start from existing document** : If you already have a document available, you can select the existing mail merge document and make necessary changes to the content of the letter and/or recipients.

23. Name these :

- (a) It is a free E-mail service available on the Internet and a product of google company.
- (b) It is a network protocol used on the Internet or LAN connections to remotely access and control a computer or network device.
- (c) It's first page is called as Home page.

Answer -

- (a) Gmail (b) Telnet (c) Website

24. (i) Define the following terms:

- (a) TCP/IP
- (b) HTML

Answer -

(a) TCP/IP : Each computer connected to the Internet has a software called TCP/IP (Transmission Control Protocol/Internet Protocol), which is responsible for receiving, sending, and checking packets. TCP/IP is considered the 'glue' of the Internet.

(b) HTML : HTML (Hypertext Markup Language) is a language that consists of certain keywords called 'Tags', which are used for writing documents on the web.

(ii) Explain how data is transferred over the Internet.

Answer - Data Is Transferred Over The Internet :

- Data is broken into a lot of same-sized pieces (called packets).
- A header is added to each packet that explains where it came from, where it should end up, and how it fits in with the rest of the packets.



- Each packet is sent from computer to computer until it finds its way to its destination. Each computer along the way decides where to send the packet next, which could depend on how busy the other computers are when the packet is received, meaning packets may not all take the same route.
- At the destination, the packets are examined. If there is any packet missing or damaged, a message is sent asking for that packet to be resent. This continues until all the packets have been received intact.
- Finally, the packets are reassembled into their original form.





Thank you!



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



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