True /False(Each Question Contain 1 Mark

1 Inkjet Printer is a type of Non-Impact Printer. (2017,2018,2020)

 2 DMP stands for Dot Matrix Printer. (2016,2018)

3 CRT is an old and almost outdated display screen. (2019)

4 Plasma displays consume more electrical power than LED. (2019)

5 Laser Printer is a type of Impact Printer. (2019)

6 Fax Machine is used to send e-mails. (2020)

7 Overhead projector uses transparency to project an image (2021)

8 Speaker receives audio input from the computer's sound card. (2021)

9 Fax Machine is used for sending e-mails. (2021)

10 Overhead Projector is used in class room. (2021)

11 In overhead projector transparencies are reusable. (2022)

12 Character printers are the printer's that can print one line at a time. (2022)

13 FAX Machine is used to send documents to another FAX Machine through the standard telephone line.(2022)

14 Speaker is used to listen sound from computer .(2022)
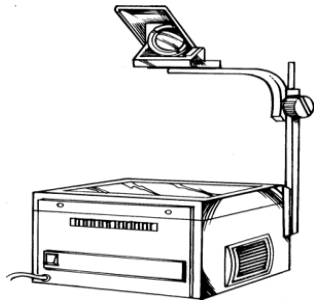
MCQ's (Each Question Contain 1 Mark)

1 Plasma technology is based on_____ (2021)

a) Fluorescent light bulb b) Light Emitting Diode c) Light Crystal Display d) None of these

2 Which of the following is not an output device? (2021)

a) LCD b) LED c) Plasma d) Keyboard

3 Which one of the following is fastest printer? (2022)

a) DMP Printer b) Character printer c) Inkjet printer d) Laser printer.

4) Which of the following consumes least power? (2022)

a)CRT b) LCD c) Plasma d)LED

5 Plastic sheet used with overhead projector is called___ (2022)

a) Lamp b) Transparency c)Reflector d) All of these

6 Full Form of LCD is____ (2022,2024)

a) Liquid Crystal Display b) Liquid Control Display c) Light Control Display

7 Which one of the following is not a non impact printer (2024)

a)Drum printer   b) Inkjet printer c) Laser printer d) None of the above

8 Speaker is an _____ device (2025)

a) Input   b) Output c) Processing   d) None of the above

9 Full form of LCD is (2025)

a)Liquid crystal diode   b) Light crystal display c) Liquid crystal display d) Liquid crystal disk

(Each Question Contain 2 Marks)

1 What is printer? Explain Laser printer. (2016,2018)

2 What do you mean by impact printers? Write a short note on any two Printers. (2019)

3 Differentiate Between LCD and CRT. (2020)

4 Explain Flatbed and Drum plotter. (2020)

5 Write working of Dot Matrix Printer. (2020)

6 What is Fax Machine ? Write steps to send Fax. (2020)

7 What do you mean by LED Display? Explain (2017,2021)

8 Identify the following device(picture) and write its uses.   (2021)

9 Describe the parts of overhead projector.   (2022)
10 What is the difference between Flatbed Plotter and Drum Plotter?   (2022)

(Each Question Contain 3 Mark)

1 What do you mean by LCD ?Explain   (2018)
2 What do you mean by Laser Printer?   (2018)
3 Differentiate between LCD and CRT?   (2019)
4 Write three advantages and three disadvantages of LED   (2019)
5 What are the advantages of LED ?Explain   (2020,2022)
 6 What do you mean by LCD ?Explain   (2021)
7 What are the application of LED? Explain.   (2024)
8 What are the advantages of LCD?Explain.   (2024)
9 What is Dot Matrix Printer? What are its disadvantages?   (2024)
10 What are the advantages of Inkjet Printer?   (2024)
11 What is overhead projector? What are the guidelines to handle overhead projector   (2025)
12 What is LED? What are the advantages of LED?   (2025)
13 What is Plasma? Write two advantages and disadvantages of plasma   (2025)
14 What is Printer? What are the types of printer?   (2025)

(Each Question Contain 5 Marks)

 1 What are the advantages of LED and LCD ?Explain   (2016,2021)
2 Explain the following :-   (2017,2022)
 a) Speaker   b)Fax Machine
3 Explain Plasma Displays.   (2023)

Chapter-2(Network and Internet Concepts)

True /False(Each Question Contain 1 Mark)

1 Netscape Navigator is not a browser.   (2016,2018)
2 Internet is a private network with a central controller body.   (2019)
3 Internet is a Network of Networks.   (2020)
4 WWW stands for World Wide Web.   (2020,2021)
5 Email is used to send Instant messages.   (2020,2021)
6 We can send the text , images,audio,video message through E-mail.   (2021,2023)
7 Network is a group of two or more computers.   (2021)
8 PAN stands for Public Area Network .   (2021,2023)
9 Network is capable of sharing software and hardware resources between many users.   (2021)

MCQ's (Each Question Contain 1 Mark)

1 _____ is networks of networks.   (2021)
a) LAN b) MAN c) Internet d) None of these

2 E- mail stands for _____   (2021)
a) Electric mail   b) Electronic mail c) Engine Mail d) None of these

3 What can be attached to an email as an attachment?   (2021)
a) Images b) Videos c) Text Files d) All pf these

4 Which of the following are Search Engines?   (2021)
a) Google b) Yahoo c) Khoj d) All of these

5 Which one of the following is the correct format of E-mail address?   (2021)
a) name.website.com b) name@website.com c) name@website@com d) None of these

6_____ is not a web browser   (2023)
a) Google Chrome b) Excite c) Opera d) Netscape navigator

7 _____ is known as the father of Internet.   (2023)
a) Tim Berner Lee b) Charles c) Vint Cerf d) None of these

8 Gmail service provided by _____   (2023)
a) Internet Explorer b) Google c) Opera d) Yahoo

9 Router is a _____ device.   (2023)
a) Software b) Hardware c) Both (a) and (b) d) None of these.

10 _____ is a group of two or more computers.   (2023)
a) Switch b) Wireless c) Network d) Topology

11 Which computer has high speed ?   (2024)
a) LAN b) MAN c) WAN d) All of these

12 Which of the following is not a search engine.   (2025)
a)Google b) Yahoo c) Mozilla d) Bing

13 WAN stands for ___   (2025)
a Wide Area Network b) Work Area Network c) World Area Network d) Wide Area News

(Each Question Contain 2 Marks)

1 What is the purpose of Modem? .   (2016,2018)
2 What do you mean by Web Browser? Explain with the help of examples.   (2019)
3 What are the advantages of computer network? Explain.   (2020)
4 What is Web Browser? Describe the different types of Web Browser.   (2023,2024)
5 What is Network Interface Card?   (2023)
6 What is Wide area network?   (2024)
7 What is computer network? Write name of its classification.   (2024)
8 What is Lan and MAN? Explain   (2025)
9 What is web browser? Write the name of any two web browsers   (2025)
10 What is Search Engine? How can you find information through Search Engine?   (2025)
11 What is Internet? Write the advantages and disadvantages of Internet   (2025)

(Each Question Contain 3 Marks)

1 What is Windows Explorer? Explain its purpose.   (2017,2018)
 2 What do you mean by Internet? Write uses of Internet.   (2021,2023)
3 Differentiate between LAN and MAN   (2020,2021,2023)
4 Write advantages and disadvantages of Internet.   (2023)
4 What are the steps for sending an email.   (2024)

(Each Question Contain 5 Marks)

1 Describe Search Engine. How we can use Search Engine.   (2021)

2 What is Email? Write the steps to create an Email Account.   (2023)

3 Describe different types of components of Network.   (2023)

Chapter-3(Digital Documentation Word Processing)

True /False(Each Question Contain 1 Mark)

1 Notepad is used to create and edit pictures ,drawings and graphic images.   (2016,2017)

2 The text area in MS Word is the portion where you type your document.   (2016,2017)

3 Desktop on screen work area is where the window appears.   (2017)

4 The text area in MS Word is the portion where you type your document.   (2017)

5 Mail Merge is used to send a document to more than one person.   (2017)

6 Once you create a file or folder it cannot be renamed.   (2018)

7 The office Clipboard can be used to paste multiple items.   (2018)

8 Mail Merge involves a document file or a non document file.   (2019)

9 MS word is an application software.   (2019)

10 Header is a small text placed at the bottom of each side .   (2019)

11 Columns cannot be inserted in a table once it is created.   (2020)

12 Title and Header are exactly same.   (2020)

13 MS Word is a System Software.   (2020)

14 Ctrl +P is the shortcut key for print.   (2021)

15 Alt + F8 is the shortcut key for closing of document in MS-Word..   (2022)

16Wordpad and WordStar are examples of word processing software.   (2022)

17By using mail merge we cannot send the same letter to number of persons without typing the content of the same letter again and again..   (2022)

18 Clip Art can be used to add special text effects to our document.   (2022)

19 Ctrl+V shortcut key is used for cut operations   (2023)

MCQ's (Each Question Contain 1 Mark)

1 A letter that appears little below the normal text is called: (2021)

a) Supertext b) Superscript c) Top text d) Subscript

2 Most popular word processing package is _____   (2021)

a) MS WORD b) Paint c) MS Excel d) None of these

3 _____ is a shortcut key to open a Document in MS Word.   (2021)

a) Ctrl +O   b) Ctrl +E c) Alt+F4   d) Ctrl +C

4 _____ is used to format a text block exactly same as another text block.   (2022)

a) Clip art   b) Word art c) Format painter d) None of these

5 The table button is present on the _____tab.   (2022)

a) Home b) Layout c) Insert d) View

6 ____ consist of mailing list.   (2022)

a) Data Source b) Merged document c) File d) None of these

7_____ is a shortcut key to save a document in MS- Word.   (2022)

a) Ctrl+O b) Ctrl+C c) Ctrl+S d) Ctrl+P

8_____ is a collection of rows and columns generally used to store related information.   (2022)

a) Header b) Mail Merge c) Format painter d) Table

9 Which is the example of superscript?   (2024)

a) CO_2 b) CO^2 c) CO d) Both (a) and (b)

10 What is the shortcut key to align text in the center of the document in MS Word.   (2024)

a) Ctrl+ C b) Ctrl +E c) Alt+C d) Shift +C

11 _____ is a shortcut key to save a Document in MS Word.   (2025)
a) Ctrl +O   b) Ctrl +C c) Ctrl + S   d) Ctrl +P
12 The table button is present on the _____tab.   (2025)
a) Home   b) Layout c) Insert   d) View

(Each Question Contain 2 Marks)
1 Differentiate between File and Folder.   (2018)
2 What do you mean by Recycle bin ? Explain .   (2018)
3 What are margins in word processing and how many types of margins are there ?   (2018)

(Each Question Contain 3 Marks)
1 Explain the following : a) Spell Check   b) Bullets and Numbering c) Ribbon   (2016,20172018,2019,2020)
2 Explain Find and Replace text utility present in MS Word.   (2017,2018)
3 Write the various steps required for inserting table in a MS Word Document.   (2016,2017)
3 What is mail- merge? Explain.   (2018,2019)
4 How do you set margins in MS- Word Document? Explain in detail.   (2019)
5 How can you use the border in MS -Word Document? Write all the steps.   (2019)
6 How can you merge and split cells of a table? Explain.   (2017,2020)
7 In how many ways we can align text in MS Word document? Explain.   (2020)
8 What is difference between Paste and Paste Special.   (2020)
9 Explain components of MS Word.   (2020)
 10 What do you mean by Page Setup?   (2020,2021)
11 What are the uses of MS Word?   (2021)
12 What do you mean by word processor? Write names of any three commonly used word processing software.
                    (2022)
13 How can you close a document in MS Word ? Write its steps.   (2022)
14 What do you mean by Word Art? Explain.   (2022)
15 What is Superscript ? Explain it with an example.   (2022)
16 How you will insert columns in a Table?   (2023)
17 Write the steps to save a file in MS Word.   (2024)
18 What is subscript? Write the steps to apply subscript.   (2024)
19 Write the steps to insert a table in MS Word.   (2017,2024)
20 What is MS word? What are the uses of MS Word?   (2025)
21 Write the steps for inserting and deleting a row In Table?   (2025)
22 How can you open and save a document in MS Word? Write its steps   (2025)

(Each Question Contain 4 Marks)
1 Write the steps to Print a file in MS Word?   (2021)
2 What is Format painter? How can you apply format painter in MS Word?   (2022)
(Each Question Contain 5 Marks)
1 Write the steps to insert any new row in a table.   (2022)
2 Write the steps to Print and Print Preview a document in MS-Word.   (2022)
3 Explain the following : (a) Bullet and Numbering   (b) Merging Cell   (2022)

Chapter-4(Digital Data Tabulation- Spreadsheet)
True /False(Each Question Contain 1 Mark)
1 Group command is used to arrange objects.   (2017)
2 Formula should always starts with an add(+) sign.   (2017)
3 Formula should always start with equal(=).   (2018)

4 The Excel splitting cell mean combining two or more cells to a single cell.   (2019)

5 The Intersection of row and column is called cell.   (2017,2020)

6 Graphical representation of numeric data is called as graph.   (2020)

7 Dividing a cell into multiple cells is called Merging.   (2022)

8 Title bar is located at the top of the Excel Window.   (2023)

9 In Excel relative reference is used by Default.   (2023)

10 A Macro is a series of command saved with a name that excel can execute.   (2023)

11 A table is a collection of rows and columns.   (2023)

12 You can't change the chart type after you create a chart.   (2023)

13 Status bar is located at the top of the Excel Window   (2023)

MCQ's (Each Question Contain 1 Mark)

1 Excel is a spreadsheet application that can be used to _____   (2023)
a) Analyze b) Manage your data c) Calculate d) All of these

2 Correct formula is: (2023)
a)=Sum(A1:A2) b) SUmMA1:A2) c)= SUB(A1:A2) d) None of these

3_____ is the shortcut key to Print in MS Excel.   (2023)
a) Ctrl+F b) Ctrl+P c) Alt+P d) Alt+F

4 Which of the shortcut key is used to copy the selected cells in Microsoft Excel?   (2023)
a) Ctrl+A b) Ctrl+B c) Ctrl+C d) Ctrl + D

5 Which statistical function is used to get the smallest value.   (2024)
a)MAX() b) MIN() c) AVG () d) SUM()

6 In MS Excel in which tab Macro option is present?   (2024)
a) Page Layout b) Data c) Review d) View

7 How many sheets are there in a workbook by default in Excel?   (2025)
a) One b) Two c) Three d) Four

8 In Excel rows are labelled as ____   (2025)
a) A,B,C b) 1,2,3 c) A1,A2,A3 d) None of these

(Each Question Contain 2 Marks)

1 What do you mean by chart ? How can you create chart in MS- Excel?   (2016,2017,2018)

2 What do you mean by Range ? How can you name a range ? Explain.   (2018)

3 What is function? Explain various types of Function.   (2018)

4 Write a brief note on Spread Sheet software and its uses.   (2019)

5 Write the procedure to record and run the macro.   (2019)

6 Write short note on MS-Excel.   (2022)

7 Explain the following function:-(i) SUM() (ii) Average()   (2022)

(Each Question Contain 3 Marks)

1 What do you mean by spreadsheet/Worksheet ? What are the use of it? Explain.   (2017,2018)

2 What do you mean by Cell Reference ? What are the various types of Cell Reference?   (2018)

3 What do you mean by Grouping of object? Explain.   (2017,2018)

4 Describe the three types of cell referencing used in MS Excel.   (2019)

5 What are Embedded charts? Explain the different types of Embedded Charts.   (2019)

6Explain the following functions:-MIN(), SUM(), AVG(),MAX( )   (2019)

7 What is the purpose of Auto fill option in MS Excel? Explain.   (2020)

8 Describe the parts of MS Excel Window.   (2023)

9 How you will change the Cell background?   (2023)

10 What do you mean by Excel? Explain its features.   (2023)

(Each Question Contain 4Marks)

1 Explain the components of Charts in Spread Sheet .   (2020)

2 Explain the following :- a) Title Bar b) Formula Bar c) Status Bar d) Worksheet Area   (2020)

3 Explain the following functions:-MIN(), IF(), AVG(),MAX( )   (2017,2023)

(Each Question Contain 5 Marks)

1 Explain the Following:- (i) Bullets and Numbering   (ii) Splitting cells   (2022)

2 How will you delete cells, rows and columns in M.S-Excel?   (2022)

3 What is Chart? What are different kind of Charts?   (2023)

4 Explain the difference between Relative Referencing and Mixed Referencing   (2017,2023)

5 What are the different parts of MS Excel Window? Explain with diagram.   (2024)

6 Write the steps for opening and saving a file in MS Excel.   (2024)

7 What is Bar Chart ? Write the steps to use Bar chart in MS Excel.   (2024)

8 Explain the function with diagram and example MAX() and AVG().   (2024)

9 Explain the parts of MS Excel Window   (2025)

10 What is Absolute and Relative cell referencing? Explain   (2025)

11 Explain the following function of Excel   (2025)

SUM(), MAX(), AVG(), MIN(), IF()

12 What is Chart? What are different types of Charts?   (2025)