

93. All the following are examples of input devices except :
- (A) Key Board (B) Mouse
(C) Printer (D) Scanner
94. By default the new document in word 2003 will be saved as new document with an extension :
- (A) .Ext (B) .Doc
(C) .com (D) .Xts
95. When the text is printed or typed lengthwise Page orientation, it is called :
- (A) Navigation (B) Portrait
(C) Editing (D) Landscape
96. A list of instruction used by a computer is called :
- (A) Program (B) Data
(C) Text (D) Information
97. MS word is an example of :
- (A) Operating system (B) System software
(C) Application software (D) None
98. Which option is not available in Insert Table Auto fit behavior?
- (A) Fixed column width (B) Auto fit to contents
(C) Auto fit to window (D) Auto fit to column
99. How can you increase the font size of selected text by one point every time?
- (A) By pressing Ctrl +] (B) By pressing Ctrl + [
(C) By pressing Ctrl + { (D) By pressing Ctrl + }
100. Gutter position can be set in following positions :
- (A) Left and Right (B) Left and top
(C) Left and Bottom (D) Left only

85. The key F12 opens a :
- (A) Save as dialog box (B) Open dialog box
(C) Save dialog box (D) Close dialog box
86. What is the default font used in MS Word document?
- (A) Arial (B) Times New Roman
(C) Algerian (D) Preeti
87. Which of the following toolbar allows changing of fonts and their sizes?
- (A) Standard (B) Print preview
(C) Formatting (D) None of these
88. Which key should be pressed to start a new paragraph in MS Word?
- (A) Down cursor Key (B) Shift + enter
(C) Enter (D) Page Up
89. You can display the find and replace dialogue box by using :
- (A) Ctrl + H Key (B) F5 Key
(C) Ctrl + X Key (D) Shift + Z Key
90. The drag-and-drop feature allows you to :
- (A) Switch from insert to overtype mode
(B) Move and copy text using the mouse
(C) Move and copy text using the clipboard
(D) Drop cap
91. You can display the next page in Print preview by :
- (A) Clicking the page forward button (B) Clicking the previous page button
(C) Using the vertical scroll bar (D) Clicking the next page button
92. In MS word Ctrl + P is used for :
- (A) Open the print dialogue box (B) Update the current web page
(C) Close the current window (D) To open a new page

77. To preserve any changes to the document currently displayed on your screen you should :
- (A) Save the document frequently
 - (B) Open a new document
 - (C) Move the document in a new screen
 - (D) Close the application
78. When you want to view different parts of a document without moving the insertion point :
- (A) Use the previous page or next page buttons
 - (B) Use the Keyboard
 - (C) Use the vertical and horizontal scroll bar
 - (D) Use the Zoom button
79. Character spacing options are found in the :
- (A) Auto correct dialogue box
 - (B) Formatting dialogue box
 - (C) Auto text dialogue box
 - (D) None of these
80. Typeface refers to :
- (A) The height of the characters
 - (B) The density of the characters
 - (C) The Length of the character
 - (D) The design and appearance of the characters
81. How will MS word will respond in repeated word?
- (A) A Red wavy line under the repeated word
 - (B) A Green wavy line under the repeated word
 - (C) A Blue wavy line under the repeated word
 - (D) None of these
82. How many columns can you insert in a word document in maximum?
- (A) 35
 - (B) 45
 - (C) 55
 - (D) 65
83. Shimmer, Sparkle Text, Blinking Background etc. are known as :
- (A) Word art
 - (B) Font effects
 - (C) Font styles
 - (D) Text effects
84. If you need to hide some paragraph, how can you do it?
- (A) From paragraph dialogue box
 - (B) From option dialogue box
 - (C) From font dialogue box
 - (D) Indents and spacing

68. A character that is raised and smaller above the base line is known as :
- (A) Superscript (B) Raised
(C) Subscript (D) Outlined
69. Which of the following function key activates the speller?
- (A) F5 (B) F12
(C) F9 (D) F7
70. What is the function of Ctrl + B in MS word?
- (A) It adds a line brake to the document
(B) It makes the selected text bold
(C) It applies italic formatting the selected text
(D) It inserts a bracket
71. In MS Word Shortcut key Ctrl +W is used for :
- (A) Open the print dialogue box (B) Update the current web page
(C) Close the current window (D) Create a work book
72. Which of the following type of software is used for creating Letters and papers?
- (A) Database (B) Spreadsheet
(C) Tally (D) Word Processor
73. Which of the following is not a paragraph formatting?
- (A) Boldface (B) Indenting
(C) Margins (D) Alignment
74. Which of the following options is not an option in the Print dialogue box?
- (A) Print selected pages (B) Print selected text
(C) Set the paper orientation (D) Collate copies
75. The default paper size and Orientation is :
- (A) A4 (B) 8.5" × 11" portrait
(C) 9.5" × 12" portrait (D) 11" × 18" portrait
76. Which of the following is not a part of merge process?
- (A) Data source (B) Merge field
(C) Main document (D) Data field

60. Which of the following is used to create newspaper style columns?
- (A) Insert text box (B) Format tabs
(C) Insert table (D) Format columns
61. Why drop caps are used in documents?
- (A) To drop all the capital letters
(B) To automatically begin each paragraph with capital letter
(C) To begin a paragraph with a large dropped initial capital letter
(D) None of these
62. Auto correct was originally designed to replace _____ words as you type.
- (A) misspelled (B) grammatically incorrect
(C) foreign (D) selected
63. What is the purpose of inserting Header and footer in a document?
- (A) To enhance the overall appearance of the document
(B) To mark the starting and ending of the page
(C) To make large document more readable
(D) To allow page headers and footers appear on document when printed
64. What is the maximum font size you can apply for any character in Word 2007?
- (A) 163 (B) 1638
(C) 1444 (D) 16038
65. Thesaurus tool in MS word is used for :
- (A) spelling suggestions (B) grammar options
(C) synonyms and antonyms words (D) inserting pictures
66. Which of the following is not a type of page margins?
- (A) Left (B) Right
(C) Centre (D) Top
67. What happens when you click on Insert> Picture>Clip Art?
- (A) It inserts a clipart picture into document
(B) It opens clipart taskbar
(C) It deletes all contents
(D) None

51. What is the short key to split a table?
(A) Alt + Space + Enter (B) Alt + Shift + Enter
(C) Ctrl + Alt + Enter (D) Ctrl + Shift + Enter
52. Which of the following is true regarding Page Orientation of a document?
(A) Page Orientation of a document cannot be changed
(B) Page Orientation must be set before start typing
(C) Page Orientation can be change at any time
(D) Page Orientation of document determines by Printer
53. Which of the following helps to reduce spelling error in the document?
(A) Auto correct (B) Auto format
(C) Auto text (D) Auto sum
54. What is the Short key to "Undo" the last action in a document?
(A) Ctrl + A (B) Ctrl + Z
(C) Ctrl + X (D) Ctrl + U
55. Which bar is usually located below that title bar that provides categorized options?
(A) Status Bar (B) Scroll Bar
(C) Tool Bar (D) Menu Bar
56. Which key deletes the character to the left of the Cursor?
(A) End (B) Back space
(C) Delete (D) Home
57. Changing the appearance of a document is called :
(A) Editing (B) Proofing
(C) Formatting (D) None of these
58. Bold, Italic, regular are known as :
(A) Font styles (B) Font effects
(C) Text effects (D) Themes
59. Ctrl + S key is used for :
(A) Select all (B) Save a document
(C) Close a document (D) Open a document

44. अधोदत्तेषु नाटकं किम्?

(A) अभिज्ञानशाकुन्तलं

(B) रघुवंशं

(C) कादम्बरी

(D) मेघदूतम्

45. द्वितीया बहुवचनप्रत्ययः कः?

(A) औट्

(B) औ

(C) जस्

(D) शस्

46. विहस्य – कस्मिन् विभागे पदमेतद्?

(A) सुबन्धम्

(B) तिङन्तम्

(C) अव्ययम्

(D) प्रातिपदिकम्

47. केरलपाणिनिः कः?

(A) ए.आर. राजराजवर्मा

(B) केरलवर्मा वलियकोयितम्पुरान्

(C) पाणिनिः

(D) पतञ्जलीः

48. 'श्रीरामः, नन्दगोपः, उपगुप्तः, शकुन्तला' – एतेषु भिन्नं पदं किम्?

(A) श्रीरामः

(B) नन्दगोपः

(C) उपगुप्तः

(D) शकुन्तला

49. कुमारसंभवस्य कर्ता कः?

(A) कालिदासः

(B) भारविः

(C) माघः

(D) श्रीहर्षः

50. पीडितोऽस्मि – पदच्छेदः कः?

(A) पीडितः+अस्मि

(B) पीडिता+अस्मि

(C) पीडितो+अस्मि

(D) पीडित+अस्मि

37. साधु शब्दं किम्.
- (A) मनस्सुखम् (B) मनोसुखम्
(C) मनासुखम् (D) मन सुखम्
38. कति वेदाः सन्ति?
- (A) एकं (B) द्वे
(C) त्रीणि (D) चत्वारि
39. रामाय कृष्णाय गोविन्दाय विहाय – एषु भिन्नं पदं किम्?
- (A) रामाय (B) कृष्णाय
(C) गोविन्दाय (D) विहाय
40. महाभारते कति पर्वाणि सन्ति?
- (A) अष्टादश (B) पञ्चदश
(C) चतुर्दश (D) षोडश
41. पाण्डवानां मध्ये भीमसेनः कस्य पुत्रः?
- (A) वायुः (B) अग्निः
(C) यमः (D) सूर्यः
42. वाल्मीकेः पूर्वनामं किम्?
- (A) रत्नाकरः (B) रामकृष्णः
(C) रत्नमाली (D) भार्गवः
43. भारवेरर्थगौरवम् कं ग्रन्थमवलम्ब्य इमां प्रशस्तिः प्राप्तम्?
- (A) कुमारसंभवं (B) किरातार्जुनीयं
(C) नैषधीयचरितम् (D) माघम्