

212/2014

1. ISP means :
(A) Internet Service Path (B) Internet Service Provider
(C) Internet Standard Provider (D) Internet Source Provider
2. Which is the shortcut key to create a new word file ?
(A) Ctrl+X (B) Ctrl+C (C) Ctrl+N (D) Ctrl+V
3. The size of the A₄ printing paper recommended by the International Standard Organisation :
(A) 297 × 420 mm (B) 148 × 210 mm (C) 210 × 297 mm (D) 105 × 148 mm
4. The first word of the subsequent page which is typed on the right side of the bottom margin of preceding page is called :
(A) Post Script (B) Foot Note (C) Pagination (D) Catch Word
5. An office communication with a citizen by :
(A) Govt. Order (B) Circular (C) Official Letter (D) Business
6. An offer is made in response to an enquiry it is known as :
(A) Offer (B) Tender (C) Specific offer (D) Quotation
7. Which of the following command lets you set the vertical alignment ?
(A) Page setup command from file menu.
(B) Page setup command from format menu.
(C) Paragraph command from format menu.
(D) Font command from format menu.
8. Minimum zoom percentage supported by MS Word is :
(A) 10% (B) 15% (C) 25% (D) 4%

9. What will happen when the drawchord is cut ?
- (A) The carriage will run to and fro.
 (B) The carriage will jerk.
 (C) The carriage will stop.
 (D) Sluggish movement of the carriage.
10. In a D.O. Letter 'To' Address is typed on the :
- (A) Top left side (B) Top right side
 (C) Bottom left side (D) None of the above
11. The platen of a typewriter is made up of :
- (A) Metal (B) Hardened Steel
 (C) Hardened Indian Rubber (D) None of the above
12. 'asdf;lkj' keys in typewriter are called :
- (A) Home key (B) Guide key
 (C) Master key (D) None of the above
13. Demi - official letters are concluded by :
- (A) Yours faithfully (B) Yours obediently
 (C) Yours sincerely (D) None of the above
14. Requirements of good filing equipments are :
- (A) Adequacy (B) Simple to use (C) Good quality (D) All of the above
15. _____ are covers of cardboard or thick papers, fitted with metal hinges with which to fasten the papers together.
- (A) Flat files (B) Arch lever files (C) Cabin files (D) Board files
16. The default lines to drop for dropcap is :
- (A) 8 lines (B) 3 lines (C) 2 lines (D) 4 lines
17. The insertion point in a table can be moved by using :
- (A) Tab key (B) Shift+Tab key (C) Arrow keys (D) All of the above

18. The four types of mail merge main documents in MS Word are :
- (A) Basic letters, envelops labels and lists.
 (B) Form letters, envelops, mailing labels and directory.
 (C) Form letters, directories, catalogues and envelops.
 (D) None of the above.
19. The downward form of 'H' is used when the letter stands alone or is immediately followed by _____ or _____ .
- (A) 'K' or 'T' (B) 'G' or 'J' (C) 'K' or 'G' (D) 'T' or 'D'
20. Frequently occurring words are represented in shorthand by a single sign called :
- (A) Logogram (B) Phonetics (C) Vowel (D) Grammalogues
21. Which of the shortcut key is used to check spelling ?
- (A) F1 (B) F2 (C) F7 (D) F9
22. Graphics for word processor :
- (A) Peripheral (B) Clip Art (C) Highlight (D) Executive
23. Main spring is related to the carriage through :
- (A) Draw cord (B) Dog block (C) Pinion wheel (D) Way Rod
24. How many dogs are there in a typewriter ?
- (A) One (B) Two (C) Three (D) Four
25. To insert a track or audio clip, which menu is used ?
- (A) Word Art (B) Clip Art (C) Smart Art (D) Picture
26. The programmes which are as permanent as hardware and stored in ROM is known as :
- (A) Software (B) Hardware (C) Firm ware (D) ROM ware
27. Consonant _____ is provided with two different signs in order to facilitate the joining of strokes together and also for the purpose of indicating an initial or final vowel sound.
- (A) 'R' (B) 'T' (C) 'F' (D) 'K'

28. The initial sound of 'W' before 'K', 'G', 'M', 'R' is represented by a _____ .
(A) Left semi - circle (B) Circle
(C) Right semi - circle (D) None of the above
29. A spread-sheet can have maximum of _____ number or rows.
(A) 256 (B) 1024 (C) 65536 (D) 32000
30. In a Word document grammatical errors are made with :
(A) Green line (B) Yellow line
(C) Red line (D) None of the above
31. What is the Thesaurus used for ?
(A) Spelling options (B) Grammer options
(C) Opposite words (D) Synonyms and Antonyms
32. To select equal width for columns we select :
(A) Equal column width from Table menu.
(B) Equal width from Table menu.
(C) Columns from format menu.
(D) Distribute columns evenly.
33. IP address is currently :
(A) 6 bytes long (B) Available in plenty
(C) 4 bytes long (D) Not assigned as it all used up
34. The following is used to type on ruled paper :
(A) Variable Push Button (B) Paper release lever
(C) Thumb wheels (D) Shift key
35. The scale between the type guide and the cylinder is known as :
(A) Paper bail scale (B) Line finder scale
(C) Marginal scale (D) Eraser Table

36. _____ is a plastic or metal device with certain areas cutout to indicate the size and shape of various types of desks, chairs, cabinets, files and other office equipment.
- (A) Cutouts (B) Plastic Models
(C) Template (D) None of the above
37. Office space should be sufficient from the point of view of the _____ of the organisation.
- (A) Present needs only (B) Present and future needs
(C) Future needs (D) None of the above
38. On an Excel sheet the active cell is indicated by :
- (A) A dark wide border (B) A dotted border
(C) A blinking border (D) None of the above
39. You can create hyperlinks from the Excel work book to :
- (A) A webpage on company internet
(B) A webpage on the internet
(C) Other office 97 applications documents
(D) All of the above
40. A file with 'dot' extension is associated with :
- (A) Document (B) Template (C) Picture (D) Index
41. Type bar is fitted with :
- (A) Two characters (B) Two capital letters
(C) Two small letters (D) One capital letter and one small letter
42. Cylinder and feed rolls rotate in :
- (A) Same direction (B) Opposite direction
(C) Clockwise direction (D) Anti clockwise direction
43. The _____ also called the brains of the computer, is responsible for processing data.
- (A) Mother board (B) Memory
(C) RAM (D) Central Processing Unit (CPU)

44. What is the name of the software that allows us to browse through web pages ?
(A) Mail client (B) FTP client (C) Browser (D) Messenger
45. The circle 'S' is added to the hook 'F' or 'V' by writing the circle _____ the hook.
(A) Outside (B) Inside
(C) Same direction (D) Opposite direction
46. When 'Shun' follows the circle 'S' or circle 'NS', it is expressed by a small _____ written on the opposite side to the circle and with same direction.
(A) Tick (B) Circle (C) Hook (D) Dot
47. The curve 'M' is thickened for the addition of _____ or _____.
(A) P or J (B) P or B (C) P or F (D) P or D
48. Ctrl + E is used for :
(A) Align selected text to the centre
(B) Align selected text to the right
(C) Align selected text to the left
(D) None of the above
49. All formula in Excel start with the sign :
(A) + (B) % (C) - (D) =
50. Type bars are connected to segment by means of :
(A) Draw cord (B) Fulcum wire (C) Icey lever (D) Buffer spring
51. Forming of letters in irregular line with uneven space called :
(A) Bad alignment (B) Sluggish movement
(C) Step by step movement (D) Jerking
52. Ribbon carrier is situated on the back side of :
(A) Ribbon Spool (B) Type Basket (C) Type Bar (D) Centre Guide

53. Assignment of duties, Granting of Authority and Creation of an obligations are :
- (A) Principles of delegation (B) The delegation process
(C) Theory of delegation (D) Factors affecting the degree of delegation
54. _____ is an obligation of the individual to perform assigned duties to the best of his ability under the direction of his executive leader.
- (A) Responsibility (B) Personality (C) Intention (D) Duties
55. GUI stands for :
- (A) Greatest User Information (B) Greatest Utility Interface
(C) Graphical User Interface (D) Greater Utility Interactive
56. To repeat the table heading in every page :
- (A) From Table menu choose Row Height and Column Width.
(B) From Table menu choose properties.
(C) From Table menu choose the sort.
(D) From Table menu choose Heading Rows Repeat.
57. Mistakes on the stencil paper can be corrected by :
- (A) Ink (B) Stylus Pen (C) Correcting Fluid (D) Eraser
58. Qualities of good office manager are :
- (A) Personal qualities
(B) Formal Education and Training
(C) Experience and Professional Interests
(D) All of the above
59. _____ means balancing and keeping the team together by ensuring a suitable allocation of tasks to the various members, and by seeing to it that these tasks are performed with due harmony among the members themselves.
- (A) Controlling (B) Measuring (C) Co-ordination (D) Motivation
60. One of the following is a presentation software :
- (A) MS Word (B) MS Excel (C) Outlook (D) Power Point

61. What is seen as soon as Gimp is opened ?
(A) File menu (B) The window containing tools
(C) Layer dialogue box (D) The file containing pictures
62. The index page of a website is :
(A) Home page (B) Web page
(C) Web address (D) None of the above
63. Which of the following is not an operating system ?
(A) DOS (B) Windows (C) Unix (D) Opera
64. What key stroke combinations can you use for inserting end note in your document ?
(A) Alt + Ctrl + C (B) Alt + Ctrl + E (C) Alt + Ctrl + D (D) Alt + Ctrl + F
65. A large medial or final circle written with the same motion as circle 'S' represents 'SS' having a light or heavy sound with the intervening vowel _____ .
(A) 'e' (B) 'a' (C) 'i' (D) 'o'
66. The key making impression on the paper are called :
(A) Character keys (B) Non-character keys
(C) Tab keys (D) Shift keys
67. The capital letter 'L' is used for :
(A) 500 (B) 50 (C) 200 (D) 100
68. The scientific method of operating the typewriter is known as :
(A) Touch systems (B) Shift systems (C) Sight systems (D) Lock systems
69. The shortcut key for 'undo' command is :
(A) Ctrl + X (B) Ctrl + V (C) Ctrl + C (D) Ctrl + Z
70. _____ is the shortcut key used in windows to close an open window.
(A) Alt + F2 (B) Alt + F4 (C) Alt + F9 (D) Alt + F7

71. Internet came into force in India in the year :
 (A) 1995 (B) 2001 (C) 1997 (D) 1993
72. Which input device is not suitable to work with MS Word ?
 (A) Key board (B) Mouse (C) Light pen (D) Joystick
73. _____ machines are used to affix stamps on outward letters and envelops.
 (A) Mailing machine (B) Punched card machine
 (C) Franking machine (D) Accounting machine
74. In planning the general office, one of the major decisions to be made is in regard to the provision of separate rooms for the different departments or sections or for bringing them together into one large room. This office called :
 (A) Private Office (B) Open Office
 (C) Centralised Office (D) None of the above
75. Advantages of good Layout are :
 (A) Increase in efficiency (B) Reduction in cost
 (C) Better morale (D) All of the above
76. The Guide Row in the typewriter is :
 (A) First Row (B) Second Row (C) Third Row (D) Fourth Row
77. Phraseography is the writing of two or more words together without lifting the pen, the resulting outline being called a _____.
 (A) logogram (B) phonetics (C) phraseogram (D) grammalogue
78. The common keyboard adopted for all typewriters are called :
 (A) Universal Standard Keyboard (B) Ideal Keyboard
 (C) Scientific Keyboard (D) Standard Keyboard
79. HTML stands for :
 (A) Hyper Text Marking Links (B) Hyper Text Markup Language
 (C) Higher Textual Marking of Links (D) Hyper Text Mixer of Links

80. A Search engine is a program to search :
- (A) For information
 (B) Web pages
 (C) Web pages for specified index terms
 (D) Web pages for information using specified search terms
81. Who is considered as father of Indian Social Reforms ?
- (A) Raja Ram Mohan Roy (B) Swami Dayanand Saraswati
 (C) Sri Narayana Guru (D) E.V. Ramaswami Nayikar
82. When did Annie besant joined in Indian National Congress ?
- (A) 1917 (B) 1916 (C) 1914 (D) 1915
83. Name of the Woman's wing of Ramakrishna Mission :
- (A) Brhmakumaris (B) Sisters of Charity
 (C) Saratha Matt (D) Mahila Morcha
84. 'Mirathul Akbar' is the newspaper started by whom ?
- (A) Sir Arabindo (B) Raja Ram Mohan Roy
 (C) Moulana Abdul Kalam Azad (D) Sir Sayyad Ahammed Khan
85. Darsana Mela is written by :
- (A) Raja Ram Mohan Roy (B) Swami Dayanand Saraswati
 (C) Sri Narayana Guru (D) Chattambi Swamikal
86. Who was the founder of Prarthana Samaj ?
- (A) Athmaram Pandurang (B) Acharya Vinoba bhave
 (C) M.G. Ranade (D) R.G. Bhandarkar
87. Whose idology influanced Sir Sayyad Ahammed Khan ?
- (A) Shawiliyyulla Delhi (B) Therdore Bycle
 (C) Mr. Morision (D) Raja Ram Mohan Roy
88. When did Justice Party renamed as Dravida Kazhikam ?
- (A) 1950 (B) 1952 (C) 1945 (D) 1944