



IBPS - CWE

Clerical Cadre

Model Paper

1

TEST-I : REASONING

- In a certain code KINETIC is written as TICDKIN. How is MACHINE written in that code ?
 (1) ENIGMAC (2) INEGMAC
 (3) INEGCAM (4) ENIGCAM
 (5) INEGMCA
 - If P means '×', Q means '÷', R means '-' and S means '+', then —
 46 R 12 P 3 S 18 Q 9 = ?
 (1) 13.3 (2) 14
 (3) 36.5 (4) 16
 (5) 12
 - If each vowel of the word DEFAULTS is changed to the next letter in the English alphabetical series and each consonant is changed to the previous letter in the English alphabetical series how many alphabets will appear twice in the new formation ?
 (1) None (2) One
 (3) Two (4) Three
 (5) Four
 - 'VT' is related to 'QO' in the same way as 'MK' is related to '.....'
 (1) HF (2) IG
 (3) RP (4) JG
 (5) QO
 - How many such pairs of letters are there in the word RATIONS, each of which has as many letters between them in the word (in both forward and backward directions) as the/have between them in the English alphabetical series ?
 (1) None (2) One
 (3) Two (4) Three
 (5) More than three
 - The positions of how many digits will remain the same if the digits in the number 35928164 are rearranged in the ascending order from left to right?
 (1) None (2) One
 (3) Two (4) Three
 (5) More than three
 - There are four bags T, S, V and W, each having different weight. Bag T is lighter only than S. V is lighter than W and W is lighter than T. Which of the four bags is the lightest ?
 (1) S (2) W
 (3) T (4) V
 (5) Cannot be determined
 - If it is possible to make only one meaningful word with the first, fifth, seventh and the eleventh letters of the word 'RECIPROCATE' which would be the second letter of the word from the left ? If more than one such word can be formed, give X as the answer. If no such word can be formed, give Z as your answer.
 (1) R (2) P
 (3) E (4) X
 (5) Z
 - How many meaningful English words can be made from the letters EAP, using each letter only once in each word ?
 (1) None (2) One
 (3) Two (4) Three
 (5) Four
 - Meghna drives 10 Km. towards South, takes a right turn and drives 6 Km. She then takes another right turn, drives 10 Km. and stops. How far is she from the starting point ?
 (1) 16 Km. (2) 6 Km
 (3) 4 Km. (4) 12 Km.
 (5) None of these
- Direction (11-15) :** In each question below are three statements followed by two conclusions numbered I and II. You have to take the three given statements to be true even if they seem to be at variance from commonly known facts and then decide which of the given conclusions logically follows from the three statements disregarding commonly known facts.
- Give answer (1) if only conclusion I follows
 Give answer (2) if only conclusion II follows
 Give answer (3) if either conclusion I or conclusion II follows
 Give answer (4) if neither conclusion I nor conclusion II follows

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Give answer (5) if both conclusions I and II follows

11. **Statements :** All jeeps are cars. All cars are buses. Some buses are trucks.
Conclusions : I. Some jeeps are trucks.
II. All jeeps are buses.
12. **Statements :** Some balls are rackets. Some rackets are bats. All bats are nets.
Conclusions : I. No net is a ball.
II. All rackets are nets.
13. **Statements :** All Computers are printers. All printers are staplers. All staplers are scanners.
Conclusions : I. All printers are scanners.
II. Some staplers are computers.
14. **Statements :** No drum is a guitar. All guitars are violins. Some violins are flutes.
Conclusions : I. Some violins are guitars.
II. Some drums are flutes.
15. **Statements :** All guns are cannons. All arrows are cannons. Some cannons are bows.
Conclusions : I. Some guns are arrows.
II. Some arrows are bows.

Direction (16-20) : In the following questions, the symbols @, ©, %, \$ and ★ are used with the following meaning as illustrated below :

- 'P © Q' means 'P is either equal to or greater than Q'
- 'P % Q' means 'P is smaller than Q'.
- 'P ★ Q' means 'P is either equal to or smaller than Q'.
- 'P @ Q' means 'P is greater than Q'.
- 'P \$ Q' means 'P is equal to Q'

Now in each of the following questions assuming the given statements to be true, find which of the two conclusions I and II given below them is/are **definitely true** ?

- Give answer (1) if only Conclusion I is true.
- Give answer (2) if only Conclusion II is true.
- Give answer (3) if either Conclusion I or II is true.
- Give answer (4) if neither Conclusion I nor II is true.
- Give answer (5) if both Conclusions I and II are true.

16. **Statements :** L ★ M, M \$ N, N % K
Conclusions : I. K @ L
II. L ★ N
17. **Statements :** A © B, B @ C, C ★ D
Conclusion : I. D © B
II. C % A
18. **Statements :** H % G, G © F, F ★ E
Conclusions : I. F % H
II. G © E
19. **Statements :** R @ S, S © T, T \$ V
Conclusions : I. R @ T
II. V ★ S
20. **Statements :** W ★ X, X @ Y, Y % Z
Conclusions : I. W % Y

II. Z @ W

Direction (21-25) : Study the following information carefully and answer the given questions :

Eight friends, L, M, P, Q, R, S, T and V are sitting around a circle facing the center. L sits third to the right of M and L sits second to the left of P. R and S sit next to each other and none of them is an immediate neighbour of L. Q sits second to the right of T. V sits second to the right of S.

21. Who sits third to the left of V ?
(1) Q (2) R
(3) P (4) L
(5) None of these
22. Which of the following pairs represents the immediate neighbours of P ?
(1) RS (2) QT
(3) MP (4) RQ
(5) None of these
23. In which of following groups of people is the third person sitting exactly in the middle of the first and the second persons ?
(1) PRS (2) MST
(3) LVT (4) MPR
(5) None of these
24. Four of the following five are alike in a certain way based on their positions in the above arrangement and so form a group. Which is the one that **does not** belong to that group ?
(1) SQ (2) PT
(3) VR (4) MP
(5) VP
25. Starting from L, if all the friends are made to sit in the alphabetical order of their names in the clockwise direction, the positions of how many (except L) will remain unchanged ?
(1) None (2) One
(3) Two (4) Three
(5) Four

Direction (26-30) : Following questions are based on the five three digit numbers given below :

761 548 392 645 249

26. If all numbers are arranged in descending order from left to right, which of the following will be sum of all the three digits of the number which is second from the right ?
(1) 15 (2) 18
(3) 14 (4) 17
(5) 21
27. What will be the resultant if second digit of the highest number is divided by first digit of the lowest number ?
(1) 1.5 (2) 2
(3) 4 (4) 9
(5) 3

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28. If '1' is added to the first digit of every odd number and '1' is subtracted from the first digit of every even number, what will be difference between the highest number and the lowest number thus formed ?

- (1) 569 (2) 413
(3) 453 (4) 512
(5) 469

29. If in each number all the digits are arranged in descending order from left to right within the number how many odd numbers will be formed ?

- (1) None (2) One
(3) Two (4) Three
(5) Four

30. The positions of the first and the third digits of each of the numbers are interchanged. What will be the difference between the first and the last digits of the second highest number thus formed ?

- (1) 9 (2) 2
(3) 4 (4) 6
(5) 3

Direction (31-35) : Study the following arrangement carefully and answer the questions given below :

A Q 2 K F & E 7 S 9 N M Z \$ 6 % @ V L 8 ★ W 4 β 3 5 © U # C

31. Which of the following is the ninth to the left of the eighteenth from the left of the above arrangement ?

- (1) W (2) N
(3) ★ (4) S
(5) None of these

32. How many such odd numbers are there in the above arrangement, each of which is immediately preceded by a consonant and also immediately followed by a consonant ?

- (1) None (2) One
(3) Two (4) Three
(5) More than three

33. If all the letters and symbols are dropped from the above arrangement, which of the following will be the sixth from the left end of the above arrangement ?

- (1) 7 (2) 8
(3) 3 (4) 6
(5) 4

34. How many such symbols are there in the above arrangement, each of which is immediately preceded by a number and also immediately followed by a letter ?

- (1) None (2) One
(3) Two (4) Three
(5) More than there

35. Four of the following five are alike in a certain way based on their positions in the above arrangement and so form a group. Which is the one that **does not** belong to that group ?

- (1) KE& (2) SN9

- (3) M6\$ (4) 453
(5) @8L

Direction (36-40) : In each question below is given a group of number/symbol followed by five combinations of letters numbered (1), (2), (3), (4) and (5). You have to find out which of the combinations correctly represents the group of number/symbol based on the following coding system and the conditions and mark the number of that combination as your answer.

NUMBER/SYMBOL :

2 © 8 % ★ 5 @ # \$ 6 9 4 β 7 3

LETTERS CODE :

W B F P M C I K A E T Q H R U

Conditions :

- (i) If the first element is an even number and the last a symbol both these are to be coded as 'f'.
(ii) If first element is a symbol and last a perfect square, the codes for both these are to be interchanged.
(iii) If both first and last elements are symbols the codes for both these are to be coded as the code for the last symbol.

36. #7%83\$

- (1) KRPFUA (2) ARUPFA
(3) ARPFUK (4) KRPFUK
(5) ARPFUA

37. 652★8β

- (1) ECWMFH (2) £CWMF£
(3) ECWMFE (4) £CWMF£
(5) £CMWF£

38. ©47\$29

- (1) TQRAWT (2) TQAWRB
(3) BQRAWT (4) TQRAWB
(5) BQRAWB

39. 5\$246#

- (1) £AWQE£ (2) CAWQEK
(3) KAWQEC (4) CAEWQK
(5) KAWQEK

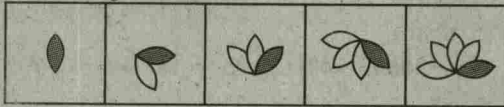
40. ★78%34

- (1) MRFPUQ (2) QRPUFM
(3) QRFPUQ (4) MRFPUM
(5) £RFPU£

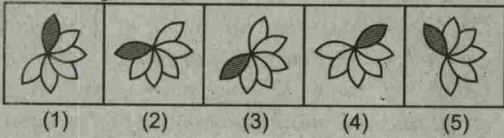
Directions (41-50) : In each of the questions given below which one of the five answer figures on the right should come after the problem figures on the left, if the sequence were continued ?

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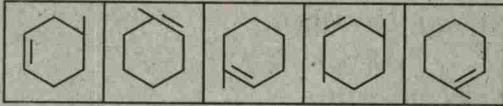
41. Problem Figures



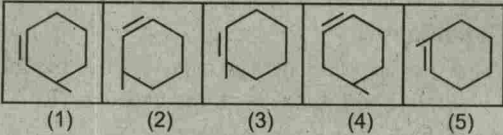
Answer Figures



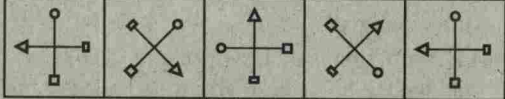
42. Problem Figures



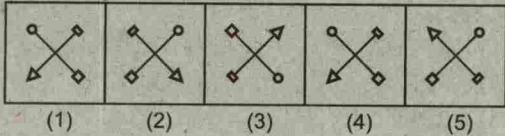
Answer Figures



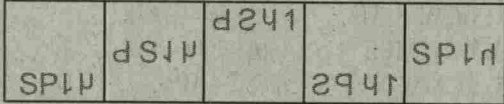
43. Problem Figures



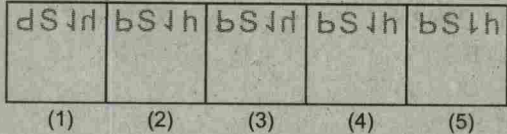
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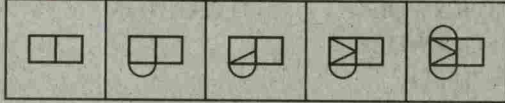
44. Problem Figures



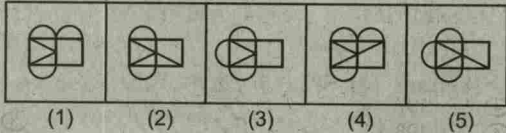
Answer Figures



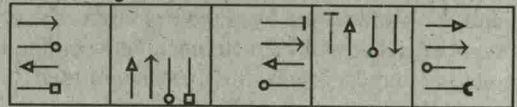
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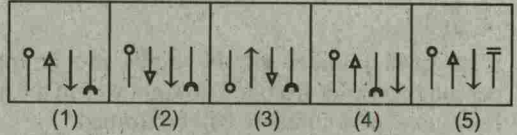
Answer Figures



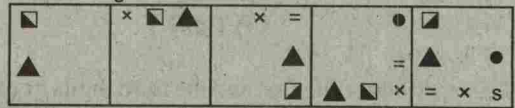
46. Problem Figures



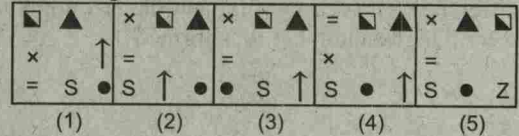
Answer Figures



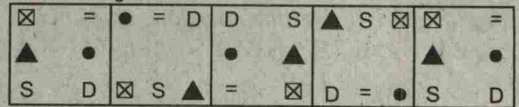
47. Problem Figures



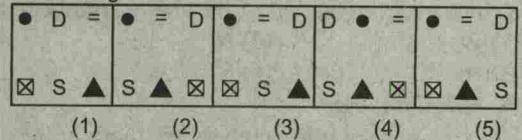
Answer Figures



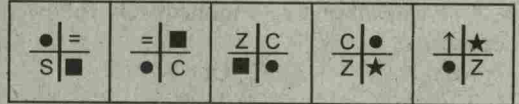
48. Problem Figures



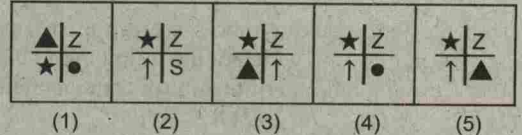
Answer Figures



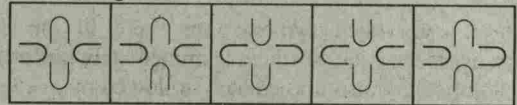
49. Problem Figures



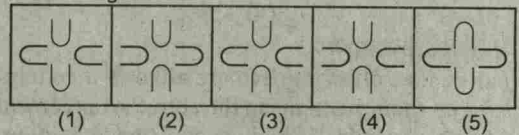
Answer Figures



50. Problem Figures



Answer Figures



TEST-II : ENGLISH LANGUAGE

Directions (51-58) : Read the following passage carefully and answer the questions given below it. Certain words are printed in bold to help you to locate them while answering some of the questions.

Once upon a time, there was a shrewd shopkeeper called Makarand. He had a friend called Mihir, who had saved a lot of money. Mihir was **keen** on going on a pilgrimage, but he did not know where to leave his precious savings. So he came to Makarand's shop and said, 'my friend, I trust you more than anyone. Could you please look after my wife's savings till I return from my pilgrimage?' Makarand pretended to be deep in thought, and then said, 'I would rather not. Money spoils relationships. What if something happens to your money while you are away? You will no longer be my friend.' As Mihir stood there by his shop thinking about what his friend had just said, an old woman entered the shop and bought some things. One of the boys helping Makarand, gave her less change than he should have. Makarand saw this and pretended to scold the boy, he then ordered him to return the remaining money to the woman. Mihir not knowing that this was an act put up by Makarand to make him believe that he was honest, was convinced about his decision and said to Makarand, 'I have decided. I will leave the money only with you.' Makarand smiled. Then let us do something. Let's take the bag of coins and bury it in a place that only you and I will know of. That way, even if something happens to me while you are away, you will know where your money is.'

Mihir, simple that he was, thought this was a good idea and the two went and hid the bag in a secret place. Mihir left the next day on his pilgrimage, happy his savings were in safe hands. Six months later, Mihir returned. He dumped his luggage at home and went to dig out his bag of savings. But even though he searched and searched for his valuables, there was no sign of the bag anywhere. In panic, he ran to Makarand, who was busy in his shop. When Mihir asked him about the bag, Makarand pretended to be surprised, 'But I did not go that way in all these months. Why don't you search for it again?' he said, putting on his most innocent look. Mihir had no **choice** but to believe him. **Sadly**, he went home.

On the way, as luck would have it, he met the old woman he had seen in Makarand's shop. Seeing him sad, she asked him what the matter was. Mihir told her the **whole** story. Then she smiled and whispered a plan to him. Not long after, the woman came to Makarand's shop, carrying a big box. 'Brother, I heard you are a good and honest man. My son went on a pilgrimage many months ago and has still not returned. I am worried and have decided to go and look for him. Will you look after my box of two hundred gold coins while I am away?'

Makarand could not believe his luck. He was about to launch into his idea about hiding the box, when an angry Mihir entered the shop, 'Where is.....' but before he could **complete** his sentence, Makarand, afraid of being accused in front of the old woman, said quickly. 'I **forgot**. I had seen some pigs digging around there and had removed the bag just to keep it safe. Here it is.' And he handed Mihir the bag he had stolen many months ago.

Now the old woman pretended she was seeing Mihir for the first time, 'Son, did you also go on a pilgrimage? Could you tell me if you met my son anywhere? His name is Jahangir.' Mihir, **clutching** onto his precious bag, said, 'Yes, Auntie, I met him on the road a few villages away. He was on his way home. He should be here in a week.'

The old woman leaned over and took her box away from Makarand. Thank you, brother, you have saved me an unnecessary trip. Now, I will need some money to prepare for my son's welcome,' she added and the two left the shop. Makarand could only stare at them open-mouthed.

51. What incident in the passage convinced Mihir that Makarand was indeed an honest man?
- The incident where he scolded his helper boy for returning less change to the old woman who was a customer in his shop.
 - The fact that Makarand refused to keep Mihir's money, in the event that it might destroy their friendship.
 - The incident where Makarand told Mihir that he had kept his bag with him as he saw pigs digging at the very spot where the treasure was buried.
- (1) Only (A) (2) Only (B)
 (3) Only (C) (4) Only (B) and (C)
 (5) Only (A) and (C)
52. What was Makarand's real intention for wanting to bury Mihir's bag of valuables?
- He wanted Mihir to know where the money would be in case something happened to him while Mihir was away
 - He did not feel safe keeping Mihir's bag -of valuables with him
 - He wanted to steal-the money while Mihir was away
 - He wanted the pigs to dig out the bag so he could steal it
 - He wanted to be a part of a far more adventurous plan.
53. Where did Makarand and Mihir bury the bag of coins?
- In a secret place in Mihir's garden
 - In the ground under Makarand's shop
 - In the old woman's backyard
 - In his shop
 - Not indicated in the passage

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54. Which of the following is **true** with regard to Mihir?
 (1) Mihir accused Makarand of stealing his valuables
 (2) Mihir helped the old woman find her son
 (3) Mihir left his life's savings with the old woman
 (4) Mihir trusted Makarand with his valuables
 (5) Mihir strongly believed that keeping others' money spoilt relationships.
55. Why did Mihir want to keep his life's savings with Makarand?
 (A) Makarand had a locker in his shop.
 (B) He trusted his friend Makarand more than anyone else.
 (C) He was scared that if he buried his savings, the pigs would dig it out.
 (1) Only (A) (2) Only (B)
 (3) Only (C) (4) Either (B) or (C)
 (5) None of these
56. Which of the following statement/s is **false** according to passage?
 (1) The old woman's son went on the same pilgrimage as Mihir
 (2) The old woman helped Mihir recover his savings from Makarand
 (3) Makarand was a very shrewd shopkeeper
 (4) Mihir had gone away on a pilgrimage
 (5) Makarand had stolen Mihir's money.
57. Why was Mihir sad after returning from the pilgrimage?
 (A) He lost all his valuables while returning from the pilgrimage.
 (B) The valuables that he had buried safely had all disappeared.
 (C) He had spent far too much of his savings on the pilgrimage.
 (1) Only (A) (2) Only (B)
 (3) Only (B) and (C) (4) Only (C)
 (5) None of these
58. In the end, why did Makarand return Mihir's money?
 (A) He realised that he had done the wrong thing by pretending to be Unaware of Mihir's misfortune.
 (B) The old woman offered to give him two hundred gold coins if he returned Mihir's money back.
 (C) He did not want to be accused of having stolen Mihir's money in front of the old woman.
 (1) Only (A) (2) Only (B)
 (3) Only (C) (4) Only (A) and (C)
 (5) All (A), (B) and (C)

Directions (59-62) : Choose the word which is most nearly the **SAME** in meaning as the word/s printed in **bold** as used in the passage.

59. **Clutching**

- (1) Releasing (2) Fixing
 (3) Holding (4) Sticking
 (5) Obtaining

60. **Keen**

- (1) Eager (2) hurried
 (3) Planning (4) Fortunate
 (5) Deserving

61. **Choice**

- (1) Understanding (2) Regard
 (3) Value (4) Pick
 (5) Option

62. **Whole**

- (1) Partial (2) Some (3) Entire
 (4) Total (5) Part

Directions (63-65) : Choose the word which is most **OPPOSITE** in meaning of the word printed in **bold** as used in the passage.

63. **Complete**

- (1) Partial (2) Start
 (3) Incomplete (4) End
 (5) Finish

64. **Sadly**

- (1) Quietly (2) Dejectedly
 (3) Happily (4) Disturbingly
 (5) Lonely

65. **Forgot**

- (1) Found (2) Memorised
 (3) Lost (4) Claimed
 (5) Remembered

Directions (66-70) : Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is (5) i.e. 'No Error'. (Ignore the errors of-punctuation, if any.)

66. The more enlightened /(1) factory owners /(2) build homes for their /(3) workers in Britain in the 19th century./(4) No Error/(5)
67. Most criminals /(1) realises that they may be-caught, /(2) but nevertheless /(3) they are prepared to take the risk./(4) No Error/(5)
68. Strictly speaking, /(1) spiders are not insects, /(2) although most people /(3) think them are./(4) No Error/(5)
69. The actress is also /(1) widely respected in /(2) the music world /(3) and deserving so./(4) No Error/(5)
70. The story was /(1) inspired by /(2) a chance meeting /(3) with an old Russian duke./(4) No Error/(5)

Directions (71-75) : Which of the phrases (1), (2), (3) and (4) given below each sentence should replace the phrase printed in **bold** in the sentence to make it grammatically correct? If the sentence is correct as it is given and no correction is required, mark (5) as the answer.

71. He is **held regard** as the Chief's right-hand man.
 (1) regards as (2) to regard as
 (3) regarded as (4) being regarded for
 (5) No correction required

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72. The inquiry has to **bring to light** some startling facts.
 (1) bring light to
 (2) brought to the lights
 (3) brings to light
 (4) brought to light
 (5) No correction required
73. My friend went **his way out** to oblige me.
 (1) out on his way (2) out of his way
 (3) so out of the way (4) little way out
 (5) No correction required
74. They are determined to **stand up for** their rights.
 (1) be standing up (2) tor standing-up
 (3) so out of the way (4) stand en
 (5) No Correction required
75. Recently my expenses have **gone run up** considerably.
 (1) run up (2) to rise up
 (3) so out of the way (4) got upwards
 (5) No correction required
- Directions (76-80) :** Each question below has two blanks; each blank indicating that something has been omitted. Choose the set of words for each blank which best fits the meaning of the sentence as a whole.
76. Rachana saw me.....for a bus. she stopped and.....me a lift.
 (1) standing - took (2) stopped - gave
 (3) walking-sat (4) testing - signalled
 (5) waiting - offered
77. During winter, we can.....ourselves from the cold by wearing.....clothes.
 (1) protect-warm (2) establish - light
 (3) save - good (4) stop-thick
 (5) escape - cotton
78. The school refused to.....acts of.....behaviour.
 (1) overcome - spoilt (2) tolerate - violent
 (3) overlook - sudden (4) appreciate - bravery
 (5) comment - deserving
79. The actor was not media.....by public criticism and paid no.....even to the poor reviews in the media.
 (1) affected - attention
 (2) troubled - mind
 (3) effected - regard
 (4) bothered - justification
 (5) shocked - notices
80. The.....words of the teacher comforted the student.
 (1) harsh-sorrowful
 (2) encouraging - anxious
 (3) reality-nervous
 (4) wise-happy
 (5) distracter - confused

Directions (81-85) : In each question below, four words printed in **bold** are given. These are numbered (1), (2), (3) and (4). One of these words printed in **bold** may either be **wrongly spelt or inappropriate** in the context of the sentence. Find out the word that is **inappropriate or wrongly spelt**, if any. The number of

that word is your answer. If all the words printed in **bold** are correctly spelt and appropriate in the context of the sentence then mark (5) i.e. 'All Correct' as your answer.

81. An **overly**/(1) **obsessed**/(2) mother from Banaras **wrote**/(3) in to tell me of her **trajedy**/(4). All Correct (5)
82. The cat is sitting in **front**/(1) of the **television**/(2) with its tail, **stretched**/(3) out **strait**/(4). All Correct
83. It **would**/(1) be wrong to **infer**/(2) that people who are **overweight**/(3) are always **sickly**/(4). All Correct (5)
84. The **witness**/(1) **stated**/(2) that he had not **sean**/(3) the woman **before**/(4). All Correct (5)
85. Her **giggles**/(1) were **infecsious**/(2) and **soon**/(3) we were all **laughing**/(4). All Correct (5)
- Directions (86-90) :** Rearrange the following live sentences (A), (B), (C), (D) and (E) in the proper sequence to form, a meaningful paragraph; then answer the-questions given below them.
- (A) The owner of the house was furious.
 (B) After it had gone, a donkey who craved popularity climbed the roof and tried to perform the same tricks.
 (C) His servants went up, drove the donkey down, and beat him black and blue.
 (D) A monkey climbed the roof of a house and entertained the people who had gathered below to watch him at his antics.
 (E) In the process, the donkey dislodged and broke several tiles.
86. Which of the following should be the FIRST sentence after the rearrangement?
 (1) A (2) B
 (3) C (4) D (5) E
87. Which of the following should be the FIFTH (LAST) sentence after the rearrangement?
 (1) E (2) D
 (3) C (4) B (5) A
88. Which of the following should be the FOURTH sentence alter the rearrangement?
 (1) A (2) B
 (3) C (4) D (5) E
89. Which of the following should be the SECOND sentence after the rearrangement?
 (1) A (2) B
 (3) C (4) D (5) E
90. Which of the following should be the THIRD sentence after the rearrangement?
 (1) A (2) B
 (3) C (4) D (5) E

Directions (91-100) : In the following passage, there are blanks, each of which has been numbered. These numbers are printed below-the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case. (1)

The Emperor of China had (91) some peaches to the king of Tondmandalam with a note (92) that the fruit

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gives long life to anyone who eats them. As the fruits were being shown to the ruler, Rama, giving Hi-to temptation, (93) up one of the luscious peaches and (94) into it. The king was (95). "You've bitten into a fruit (96) for me!" he thundered. "For this you must die!" As Rama was being taken away by the royal guards he sighed dramatically and exclaimed: "What a deceitful man the Emperor of China is. He (97) the fruit gives long life took just one bite and I am about to die. Oh, what fate (98) the one who eats the entire fruit P The king was (99) amused by Rama's wit. He not only (100) him but gave him a dozen of the peaches he had risked his life for.

91. (1) parcel (2) grown (3) bought
 (4) sent (5) give
92. (1) stating (2) attach (3) stuck
 (4) telling (5) meaning
93. (1) reached (2) picked
 (3) take (4) secured
 (5) stole
94. (1) touched (2) smell

- (3) opened (4) bit
 (5) look
95. (1) enraged (2) harsh
 (3) teasing (4) eager
 (5) sober
96. (1) parcel (2) made
 (3) designed (4) send
 (5) meant
97. (1) promises (2) directed
 (3) said (4) told
 (5) meant
98. (1) has (2) holds
 (3) awaits (4) for
 (5) stores
99. (1) also (2) farther
 (3) being (4) little
 (5) greatly
100. (1) rejected (2) pardoned
 (3) praise (4) left
 (5) forgive

TEST-III : NUMERICAL ABILITY

Directions (101-125) : What will come in place -of the question mark (?) in the following questions?

101. $\frac{34}{19} \times \frac{38}{51} \div \frac{32}{18} = ?$
 (1) $1\frac{1}{8}$ (2) $\frac{8}{9}$ (3) $2\frac{1}{4}$
 (4) $\frac{3}{4}$ (5) None of these
102. $36 \times 12 \div 5 - 42.4 = ?$
 (1) 36 (2) 46 (3) 54
 (4) 44 (5) None of these
103. $8899 - 6644 - 3322 = ? - 1122$
 (1) 65 (2) 75 (3) 55
 (4) 85 (5) None of these
104. $26\% \text{ of } 450 - ? = 12\% \text{ of } 150$
 (1) 101 (2) 135 (3) 89
 (4) 99 (5) None of these
105. $64 \times 16 \div 256 = ()^{(2-3)}$
 (1) 1 (2) 4 (3) 5
 (4) 3 (5) None of these
106. $(16 \times 5) - (5 \times 4) - 52 = ? \div 4$
 (1) 4 (2) 45 (3) 32
 (4) 2 (5) None of these
107. $\frac{2}{7}$ of $4\frac{1}{5}$ of (?) = 336
 (1) 270 (2) 250 (3) 450
 (4) 420 (5) None of these
108. $(9)^3 \div (3)^2 \times 27 = (3)^?$
 (1) 6 (2) 7

- (3) 5 (4) 8
 (5) None of these
109. $56\% \text{ of } ? + 45 = 353$
 (1) 450 (2) 520 (3) 550
 (4) 660 (5) None of these
110. $73.96 - 18.19 + 17.47 = ? + 10.91$
 (1) 62.33 (2) 61.43 (3) 56.33
 (4) 54.53 (5) None of these
111. $(224 \times 6 \times 5) \div 12 - 65 = ?$
 (1) - 8 (2) 9 (3) 17
 (4) - 16 (5) None of these
112. $45 \times 2 \div 5 + 31 = (?)^2$
 (1) $\sqrt{7}$ (2) $(49)^2$ (3) - 17
 (4) $-\sqrt{7}$ (5) - 7
113. $631 + 417 - 324 = ? + (9)^2$
 (1) 653 (2) 643 (3) 563
 (4) 768 (5) None of these
114. $2\frac{1}{4} + 1\frac{1}{3} - 4\frac{1}{2} = ?$
 (1) $-1\frac{1}{12}$ (2) $\frac{11}{12}$ (3) $-\frac{11}{12}$
 (4) $1\frac{1}{12}$ (5) None of these
115. $\frac{4}{7} - \frac{3}{14} = \frac{2}{21} + ?$

- (1) $\frac{1}{7}$ (2) $\frac{5}{21}$ (3) $\frac{2}{7}$
 (4) $\frac{4}{21}$ (5) None of these
116. $84 \times 9 \div 12 - 36 + 101 = ?$
 (1) 124 (2) 128 (3) 148
 (4) 144 (5) None of these
117. $\sqrt{529} + (3)^2 - (6)^2 = (?)^2$
 (1) $\sqrt{14}$ (2) 196 (3) 14
 (4) 28 (5) 56
118. $13 \times 6 + 152 + 75 = 158 + ?$
 (1) 147 (2) 156 (3) 157
 (4) 136 (5) None of these
119. $\frac{2}{17}$ of 34% of 360 = ?
 (1) 14.4 (2) 28 (3) 15.2
 (4) 24 (5) None of these
120. $\frac{3}{16}$ of $\frac{4}{9}$ of 672 = ?
 (1) 45 (2) 54 (3) 36
 (4) 58 (5) None of these
121. $0.6 \times 14 \div 0.5 \times 15 = ?$
 (1) 28.2 (2) 18.2 (3) 24.5
 (4) 16.5 (5) None of these
122. $11573 + 27.492 - 19.674 = ?$
 (1) 19.491 (2) 21.581 (3) 18.671
 (4) 19.391 (5) None of these
123. $43168 - 110.78 = ? + 120.56$
 (1) 200.43 (2) 180.34 (3) 201.43
 (4) 190.34 (5) None of these
124. $? \% \text{ of } 780 - 335 = 250$
 (1) 65 (2) 50 (3) 75
 (4) 60 (5) None of these
125. $(92 - 101) \div 3 = ? \div (-5)$
 (1) -15 (2) -0.6 (3) 15
 (4) 0.6 (5) None of these
126. Terry consumes 1600 ml of milk every day. How many liters of milk will she consume in 4 weeks?
 (1) 42.6 (2) 43.4 (3) 44.8
 (4) 41.6 (5) None of these
127. The ratio between the present ages of Jyoti and Amit is 8 : 9 respectively. After four years Jyoti's age will be 28 years. What was Amit's age 8 years ago?
 (1) 18 years (2) 21 years (3) 20 years
 (4) 19 years (5) None of these
128. Three-seventh of a number is equal to 120. What is three-fifth of the number?
 (1) 148 (2) 154 (3) 168
 (4) 164 (5) None of these
129. PPw many boxes are required for filling 15 kgs of sweet if each box is filled with 250 grams of sweet?
 (1) 10 (2) 80 (3) 120
 (4) 30 (5) None of these
130. One of the angles of a parallelogram is 26° . What is the difference between the adjacent angles of the parallelogram?
 (1) 138° (2) 144° (3) 172°
 (4) 154° (5) None of these
131. Jasmine scored 52 marks in Science, 36 marks in Hindi, 47 marks in English and 73 marks in Sanskrit. The total marks of all the subjects together is 400. What is the overall percentage of marks she got?
 (1) 56 (2) 48 (3) 45
 (4) 52 (5) None of these
132. The area of a square is equal to the area of a rectangle. The difference between the length and the breadth of the rectangle is 48 cms. and the breadth of the rectangle is one-fourth of its length. What is the side of the square?
 (1) 32 cms. (2) 16 cms.
 (3) 64 cms. (4) Can not be determined
 (5) None of these
133. The sum of seven consecutive numbers is 175. What is the difference between twice the largest number and thrice the smallest number?
 (1) 8 (2) 7 (3) 10
 (4) 12 (5) None of these
134. The average speed of a bus is one-third the speed of a train. The train covers 1125 kms. in 15 hours. How much distance will the bus cover in 36 minutes?
 (1) 18 kms. (2) 75 kms. (3) 21 kms.
 (4) 12 kms. (5) None of these
135. The body weight of six boys is recorded as 42 kgs., 72 kgs., 85 kgs., 64 kgs., 54 kgs. and 73 kgs. What is the average body weight of all the six boys?
 (1) 64 kgs. (2) 67 kgs. (3) 62 kgs.
 (4) 65 kgs. (5) None of these
136. Out of the fractions $\frac{3}{7}$, $\frac{4}{11}$, $\frac{5}{9}$, $\frac{6}{13}$ and $\frac{7}{12}$ which is the second largest?
 (1) $\frac{3}{7}$ (2) $\frac{4}{11}$ (3) $\frac{5}{9}$
 (4) $\frac{6}{13}$ (5) $\frac{7}{12}$
137. Raju's monthly income is two-third Sonu's monthly income. Sonu's annual income is Rs. 1,72,800/-. What is Raja's annual income? (In some cases monthly income and in some cases annual income is used).
 (1) Rs. 11,520/- (2) Rs. 1,51,000/-
 (3) Rs. 1,15,000/- (4) Rs. 1,15,200/-
 (5) None of these

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138. The circumference of a circle is equal to the perimeter of a square. The side of the square is 33 cms. What is double the diameter of the circle ?
 (1) 42 cms. (2) 21 cms
 (3) 10.5 cms. (4) 94 cms.
 (5) None of these
139. Five men can complete a piece of work in 24 days. In how many days will 12 men complete the same piece of work ?
 (1) 8 (2) 6 (3) 12
 (4) 10 (5) None of these
140. Rita purchased an item for Rs. 6,500/- and sold it at the loss of 20%. From that amount she purchased another item and sold it at the profit of 25%. What is her overall gain/loss ?
 (1) Loss of Rs. 500/- (2) Gain of Rs. 500/
 (3) Gain of Rs. 250/- (4) Neither gain nor loss
 (5) None of these
141. The simple interest accrued in four years on a principal of Rs. 8,000/- is one-fifteenth the principal. What is the rate of simple interest p.c.p.a? (Rounded off to two digits decimal after).
 (1) 1.67 (2) 3.57 (3) 2.71
 (4) 4.11 (5) None of these
142. What will come in place of both the question marks (?) in the following number series ?
 (1) 384 (2) 484 (3) 22
 (4) 18 (5) None of these

Directions (143-145) : What will come in place of question mark (?) in the following number series ?

143. 7 11 20 36 61 (?)
 (1) 97 (2) 86 (3) 99

- (4) 85 (5) None of these
144. 6 13 22 33 46 (?)
 (1) 62 (2) 61 (3) 65
 (4) 60 (5) None of these
145. 620 428 332 284 260 (?)
 (1) 246 (2) 258 (3) 262
 (4) 240 (5) None of these

Directions (146-150) : In one of these questions an equation is given with a question mark (?) in place of a correct symbol. Given the values on the right hand side and the left hand side of the question mark, you have to decide which of the following symbols will come in place of the question mark.

Give answer If in place of question mark (?) following will come

- (1) > (greater than)
 (2) = (equal to)
 (3) < (less than)
 (4) ≥ (either greater or equal to)
 (5) ≤ (either smaller or equal to)

146. $[28\% \text{ of } 550 - 35] ? [32\% \text{ of } 650 - 89]$
147. $[841 \div 29 + 71] ? [407 - 193 - 105]$
148. $\left[\frac{2}{3} + \frac{4}{7} - \frac{5}{6}\right] ? \left[\frac{4}{5} - \frac{3}{4} + \frac{1}{6}\right]$
149. $[100 - (\sqrt{196} + 6^2)] ? \sqrt{2500}$
150. $[\{42 \times (343)^{1/3}\} \div (49)] ? \pm \sqrt{36}$

TEST-IV : GENERAL AWARENESS

151. A high level committee of Bankers submitted its report on Rural Housing recently. Which of the following statements regarding its recommendations is/are correct?
 I. A group based lending approach for Rural Housing should be encouraged
 II. Rural Habitat Development Fund should be set up for the planned development of rural housing
 III. Rural Risk Fund should be set up to reduce the cost of housing finance
 (1) II only (2) I and II only
 (3) II and III only (4) I, II and III
 (5) None of these
152. Which of the following statements is/are correct about Indian Depository Receipts (IDRs)?
 (1) They are issued by Indian companies to raise funds from overseas stock markets
 (2) They are issued by foreign companies to raise funds from Indian stock markets
 (3) They are denominated in foreign currency
 (4) Funds raised by issuing IDRs are to be deployed inside India
 (5) None of these

153. Which is the first state in the country to sign an agreement with the World Bank for securing carbon credits for its 'Clean Development Mechanism' (CDM) recently?
 (1) Sikkim (2) Uttarakhand
 (3) Arunachal Pradesh (4) Himachal Pradesh
 (5) None of these
154. Who is the Chairperson of the high-level committee on allocation of natural resources?
 (1) Bimal Jalan (2) Ashok Chawla
 (3) Chandrajit Banerjee (4) Govind Mohan
 (5) None of these
155. 'Broken Republic' is a recent book by which Booker Prize winning Indian writer?
 (1) Arundhati Roy (2) Kiran Desai
 (3) Aravind Adiga (4) Salman Rushdie
 (5) None of these
156. Which of the following mobile handset companies are Indian?
 I. Micromax II. Karbonn III. Spice

- (1) I only (2) I and II only
(3) II only (4) I, II and III
(5) None of these
157. Which of the following were imposed a penalty by the Competition Commission of India (CCI) for anti-competitive practices in film business recently?
(1) Actors' association (2) Film producers
(3) Film distributors (4) Multiplex owners
(5) None of these
158. Dominique Strauss-Kahn, who resigned as Managing Director of the International Monetary Fund recently, is a former Finance Minister of:
(1) Israel (2) Germany
(3) Spain (4) France
(5) None of these
159. From which state was the National Rural Livelihood Mission launched recently?
(1) Kerala (2) Maharashtra
(3) Haryana (4) Rajasthan
(5) None of these
160. Which of the following statements about the eleventh Conference of the Parties (CoP-11) to the Convention on Biological Diversity (CBD) to be hosted by India is/are correct?
I. It will be organised in second half of 2012
II. The logo for CoP-11 has been developed by Mudra Institute of Communications, Ahmedabad
III. 'Nature protects if she is protected' is the slogan for CoP-11
(1) II only (2) I and II only
(3) II and III only (4) III and I only
(5) None of these
161. The National Rural Livelihoods Mission (NRLM) was launched recently. Which of the following statements is/are correct?
I. NRLM seeks to bring the rural poor under the Self Help Group (SHG) network.
II. Services of Business Correspondents (BCs) will be utilised to spread the concept of NRLM.
III. NRLM will facilitate access of bank credit to those covered under the Mission.
(1) I only (2) I and II only
(3) II and III only (4) I and III only
(5) None of these
162. From which state was the Janani-Shishu Suraksha Karyakram (JSSK) of the Ministry of Health and Family Welfare launched recently?
(1) Kerala (2) Maharashtra
(3) Haryana (4) Rajasthan
(5) None of these
163. The Janani-Shishu Suraksha Karyakram (JSSK) was launched recently. Which of the following statements is/are correct?
I. It will cover both rural and urban areas
II. It will provide cash assistance to pregnant women for deliveries in government as well as private hospitals
III. It includes provision for care of new born up to 30 days after birth
(1) I only (2) I and II only
(3) II and III only (4) I, II and III
(5) None of these
164. The Janani-Shishu Suraksha Karyakram (JSSK) for providing better facilities for women and child health services was launched recently. The number of institutional deliveries (deliveries in hospitals and healthcare centres), a key determinant of maternal mortality, has increased from seven lakhs in 2005-06 to nearly _____ in 2010-11.
(1) 15 lakh (2) 25 lakh
(3) 50 lakh (4) 100 lakh
(5) None of these
165. The Reserve Bank of India (RBI) recently relaxed the eligibility norms for using credit default swaps (CDS) on corporate bonds. What are CDS?
(1) A form of loan that can be taken by pledging shares of a company
(2) A form of credit rating that compares companies on their cash flow
(3) A form of insurance that protects the lender in case of loan default
(4) A form of loan that can be converted into equity
(5) None of these
166. Which of the following Union Ministries plans to establish Centres of National Security Studies to promote research in the field of national security?
(1) Defence Ministry (2) Home Ministry
(3) HRD Ministry (4) Law Ministry
(5) None of these
167. RBI has decided to release a Rs. 5 coin to mark 1000 years of which temple recently?
(1) Sabarimala Temple
(2) Kashi Vishwanath Temple, Varanasi
(3) Brihadeeswara Temple, Thanjavur
(4) Vaishno Devi Temple
(5) None of these
168. Which of the following approved \$ 1 billion loan for the National Ganga River Basin Project recently?
(1) United Nations Environment Programme
(2) Asian Development Bank
(3) United States Agency for International Development
(4) World Bank
(5) None of these
169. The revised estimates of national income for the financial year 2010-11 were released by the Central Statistical Organisation (CSO) on May 31, 2011. Which of the following statements is/are correct?
I. Gross Domestic Product (GDP) at factor cost at 2004-05 prices is Rs. 4877842 crore
II. Per Capita GDP at factor cost at 2004-05 prices is Rs. 38,247
III. Per Capita Net National Income (NNI) at factor cost at 2004-05 prices is Rs. 35,917

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- (1) I only (2) I and II only
(3) II and III only (4) I and III only
(5) None of these
170. Consumer Affairs Secretary Rajiv Aggarwal, consumer columnist Pushpa Girimaji, consumer activist Rajan Gandhi and Suresh Mishra of Centre for Consumer Studies, IIPA, have been included in a 15-member committee set up to look into which of the following issues recently?
- (1) Quality and quantity of food supplied for mid-day meals programme
(2) Leakage of foodgrains in public distribution system (PDS)
(3) Wastage of food in public functions and social gatherings
(4) Use of banned chemicals in ripening of fruits and vegetables
(5) None of these
171. The government has set up '_____ Vidyut Vyapar Nigam' as the Central Agency to purchase solar power from the developers and sell it to distribution companies such as state electricity boards.
- (1) BHEL (2) NHPC
(3) REC (4) NTPC
(5) None of these
172. The 'Global Talent Index Report: The Outlook to 2015', which has ranked India 35th in a list of 60 countries on their capacity to develop, attract and retain talent in 2011, is an initiative of:
- (1) Wall Street Journal (2) World Economic Forum
(3) The Economist (4) Financial Times
(5) None of these
173. Which of the following statements about the recent growth estimates by Centre for Monitoring Indian Economy (CMIE) for 2011-12 is/are correct?
- I. Agricultural and allied sector will have a lower growth rate than in 2010-11
II. Industrial sector, including construction, is projected to have a faster growth rate than in 2010-11
III. Services sector will have a lower growth rate than in 2010-11
- (1) II only (2) I and II only
(3) II and III only (4) I, II and III
(5) None of these
174. 'Last Man in Tower' is a recent book by which Booker Prize winning Indian writer?
- (1) Arundhati Roy (2) Kiran Desai
(3) Aravind Adiga (4) Salman Rushdie
(5) None of these
175. Which of the following launched its global 'GROW' campaign for a hunger-free world in India recently?
- (1) Oxfam
(2) Food and Agriculture Organisation
(3) International Food Policy Research Institute
(4) Coalition Against Hunger
(5) None of these
176. Which public sector bank is associated with the launch of India's first Gramin Bank (Rural Bank) ATM Card in association with Varanasi-based Kashi Gonti Samyut Gramin Bank and National Payments Corporation of India (NPCI) recently?
- (1) Allahabad Bank (2) State Bank of India
(3) Canara Bank (4) Union Bank of India
(5) None of these
177. The revised estimates of 'GDP at Factor Cost by Economic Activity' for the financial year 2010-11 were released by the Central Statistical Organisation (CSO) on May 31, 2011. Out of the eight economic activities (Agriculture, forestry & fishing; Mining & quarrying; Manufacturing Electricity, gas & water supply; Construction; Trade, hotels, transport and communication; Financing, insurance, real estate & business services; Community, social & personal services) which showed the slowest growth over 2009-10?
- (1) Agriculture, forestry & fishing
(2) Mining & quarrying
(3) Construction
(4) Trade, hotels, transport and communication
(5) None of these
178. World's first call on a GSM mobile phone service was made 20 years ago in _____.
- (1) USA (2) Sweden
(3) France (4) Finland
(5) None of these
179. The revised estimates of 'GDP at Factor Cost by Economic Activity' for the financial year 2010-11 were released by the Central Statistical Organisation (CSO) on May 31, 2011. Out of the eight economic activities (Agriculture, forestry & fishing; Mining & quarrying; Manufacturing Electricity, gas & water supply; Construction; Trade, hotels, transport and communication; Financing, insurance, real estate & business services; Community, social & personal services) which showed the fastest growth over 2009-10?
- (1) Agriculture, forestry & fishing
(2) Mining & quarrying
(3) Construction
(4) Trade, hotels, transport and communication
(5) None of these
180. Which of the following is not among the five-fold strategy adopted by the government to tackle the menace of illicit funds?
- (1) Joining global crusade against 'black money'
(2) Creating an appropriate legislative framework
(3) Setting up institutions for dealing with Illicit Funds
(4) Offering amnesty schemes to bring back black money
(5) None of these
181. According to a recent circular of the Railway Board, the Prime Minister's Office (PMO) would handle all projects worth _____ and above.
- (1) Rs 100 crore (2) Rs 200 crore
(3) Rs 300 crore (4) Rs 400 crore
(5) None of these

182. The National Food Security Mission (NFSM) does not cover:
 (1) Rice (2) Coarse Cereals
 (3) Pulses (4) All of these
 (5) None of these
183. Which of the following statements about rules governing the New Pension Scheme (NPS) is/are correct?
 I. Fund managers under NPS can be from public sector as well as private sector
 II. NPS funds cannot be invested in equity markets
 III. Both government and private sector employees can invest in NPS
 (1) I only (2) I and II only
 (3) II and III only (4) I and III only
 (5) None of these
184. Which MNC manufactures automobiles in India in a joint venture with Kirloskar Group?
 (1) Ford (2) Hyundai
 (3) Volkswagen (4) Toyota
 (5) None of these
185. Who heads the committee set up to suggest changes to the New Pension Scheme (NPS)?
 (1) M. Damodaran (2) Shyamala Gopinath
 (3) Bimal Jalan (4) G. N. Bajpai
 (5) None of these
186. India's first Nano-Manufacturing Technology Centre (NMTC) is coming up at which of the following institutions?
 (1) IIT, Delhi
 (2) Tata Institute of Fundamental Research (TIFR), Mumbai
 (3) Central Manufacturing Technology Institute (CMTI), Bangalore
 (4) National Aerospace Laboratories (NAL), Bangalore
 (5) None of these
187. The government is setting up the 'Centre for Telecom testing and Security Certification' for testing and certification of telecom equipment at which of the following institutions?
 (1) TIFR, Mumbai (2) CMTI, Bangalore
 (3) NPL, Delhi (4) IISc Bangalore
 (5) None of these
188. The 'National Legal E-Library' project of the government will cover:
 (1) Law Schools (2) Bar Associations
 (3) Government legal departments
 (4) All of these
 (5) None of these
189. Which of the following statements about foreign direct investment (FDI) in India's services sector in 2010-11 is/are correct?
 I. FDI in services was 3.4 billion in 2010-11.
 II. FDI in services declined by 22.5 percent in 2010-11.
 III. FDI in services exceeded 3 billion for the first time in 2010-11.
 (1) I only (2) I and II only
 (3) II and III only (4) I and III only
 (5) None of these
190. A recent report by which of the following says that the Indian government suffered revenue losses of USD 866 million (Rs 3,900 crore) in 2009 on account of the high rate of software piracy in the country?
 (1) International Data Corporation
 (2) Gartner, Inc.
 (3) Zinov
 (4) World Intellectual Property Organisation
 (5) None of these
191. SCORES is a complaints redressal system launched by:
 (1) SEBI (2) IBA
 (3) CBDT (4) CCI
 (5) None of these
192. Which of the following has estimated the number of millionaire households in India in 2010 at 190,000 in a study released recently?
 (1) Boston Consulting Group
 (2) Goldman Sachs
 (3) PricewaterhouseCoopers
 (4) McKinsey
 (5) None of these
193. Khazanah Nasional Berhad, in news in recently for a joint venture with Infrastructure Development Finance Company to fund road projects in India, is the investment fund run by which ASEAN country's government?
 (1) Malaysia (2) Singapore
 (3) Indonesia (4) Thailand
 (5) None of these
194. Direct tax collections account for what share of GDP in India?
 (1) 9.26 per cent (2) 7.62 per cent
 (3) 5.66 per cent (4) 4.72 per cent
 (5) None of these
195. The government has increased the duty-free import quota for garments from which neighbouring country by two million pieces to 10 million recently?
 (1) Nepal (2) Bangladesh
 (3) Myanmar (4) Bhutan
 (5) None of these
196. The National Advisory Council unveiled its draft of the National Food Security Act, 2011 in June 2011. Which of the following statements about its recommendations is/are correct?
 I. "Not less than 90% of all rural households" and "not less than 50% of all urban households" should be legally entitled to subsidized foodgrains.
 II. The government should set up Fair Price Shops (FPS) for delivery of subsidized food grains "within 3 km" of a habitation.
 III. The state governments should "give preference to community institutions or public bodies" while issuing licences for FPS.
 (1) I only (2) I and II only
 (3) II only (4) I, II and III
 (5) None of these
197. The Committee set up to review the functioning of the National Small Savings Fund (NSSF) submitted its

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report to the Finance Ministry recently. Which of the following statements is/are correct?

- I. It has recommended an increase in the ceiling on annual subscriptions in Public Provident Fund (PPF).
 II. It has recommended an upward revision of the rate of interest in Post Office Saving Account from 3.5% to 4%.
 III. It has recommended an increase in the compulsory investment of net small savings collections in State Government Securities
- (1) I only (2) I and II only
 (3) II and III only (4) I and III only
 (5) None of these
198. Speak Asia, a company in news recently for alleged irregularities in multi-level marketing company in India, is based in _____.

- (1) Hong Kong (2) Singapore
 (3) Malaysia (4) Taiwan
 (5) None of these

199. Which of the following IT companies has won the recovery management contract for the Unique Identification (UID) project – 'Aadhaar' recently?
 (1) Impetus (2) Polaris
 (3) Ideavet (4) Sanovi
 (5) None of these
200. The OECD has projected a global GDP growth rate of _____ for 2011 in its semi-annual economic outlook released recently.
 (1) 1.8% (2) 2.6%
 (3) 3.2% (4) 4.2%
 (5) None of these

TEST-V : COMPUTER KNOWLEDGE

201. Which type of memory holds only the program and data that the CPU is presently processing?
 (1) CMOS (2) ROM
 (3) RAM (4) ASCII
 (5) None of these
202. A button that makes character either upper or lower case and numbers to symbol.
 (1) monitor (2) shift key
 (3) icon (4) mouse
 (5) None of these
203. Pick the odd one
 (1) Mouse (2) Scanner
 (3) Printer (4) Keyboard
 (5) None of these
204. Programs designed specifically to address general-purpose applications and special-purpose applications are called ____
 (1) operating system
 (2) system software
 (3) application software
 (4) management information system
 (5) None of these
205. A series of instruction that tells a computer what to do and how to do it called a ____
 (1) program (2) command
 (3) user response (4) processor
 (5) None of these
206. The communications device that allow the computer to access a network is called a ____ card.
 (1) modem (2) video
 (3) sound (4) network
 (5) None of these
207. A screen list of options in a program that tells you what is in that program ____
 (1) screen (2) icon
 (3) menu (4) backup
 (5) None of these
208. ____ is a data that has been organized or presented in a meaningful fashion.
 (1) A process (2) Storage
 (3) Software (4) information
 (5) None of these
209. A ____ contains buttons and menus that provide quick access to commonly used commands.
 (1) menu bar (2) toolbar
 (3) window (4) find
 (5) None of these
210. Letters, numbers and symbols found on a keyboards are ____
 (1) Icon (2) Screen
 (3) Keys (4) Menu
 (5) None of these
211. What menu is selected to print?
 (1) File (2) Tools
 (3) Special (4) Edit
 (5) None of these
212. Programs or a set of electronic instructions that tell a computer what to do ____
 (1) Menu (2) Monitor
 (3) Hardware (4) Software
 (5) None of these
213. A(n) ____ contains commands that can be selected.
 (1) pointer (2) menu
 (3) icon (4) button
 (5) None of these
214. Microcomputer hardware consists of three basic categories of physical equipments ____
 (1) keyboards, monitor, hard drive
 (2) system unit, input/output, memory
 (3) system unit, input/output, secondary storage

- (4) system unit, primary storage, secondary storage
(5) None of these
215. A piece of hardware that is used to enter information into the computer by using keys ____
(1) keyboard (2) monitor
(3) hard disk (4) icon
(5) None of these
216. Example of non-numeric data is ____
(1) Employee address (2) Examination score
(3) Bank balance (4) All of these
(5) None of these
217. Data and Time are available on the desktop at ____
(1) Keyboard (2) Recycle Bin
(3) My Computer (4) Task Bar
(5) None of these
218. Periodically adding, changing and deleting file records is called file ____
(1) updating (2) upgrading
(3) restructuring (4) renewing
(5) None of these
219. Capital letters on a keyboard are referred to as ____
(1) caps lock key (2) grownups
(3) big guys (4) upper case letters
(5) None of these
220. Devices that make up a computer system that you can see or touch ____
(1) menu (2) print
(3) software (4) hardware
(5) None of these
221. An output device that lets you see what the computer is doing ____
(1) a disk drive (2) monitor-screen
(3) shift key (4) printer
(5) None of these
222. Bits is short for ____
(1) binary system (2) digital byte
(3) binary digit (4) binary unit
(5) None of these
223. A symbol on the screen that represents a disk, document or programs that you can select ____
(1) keys (2) caps
(3) icon (4) monitor
(5) None of these
224. A ____ is an example of an input device.
(1) keyboard (2) monitor
(3) Mouse (4) central processing unit
(5) None of these
225. A computer cannot 'boot' if it does not have the ____
(1) Compiler (2) Loader
(3) Operating System (4) Assembler
(5) None of these
226. A command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper ____
(1) print (2) return
(3) jump (4) attention
(5) None of these
227. A CPU contains ____
(1) a card reader and a printing device
(2) an analytical engine and a control unit
(3) a control unit and an arithmetic logic unit
(4) an arithmetic logic unit and a card reader
(5) None of these
228. Powerful key that lets you exit a program when pushed ____
(1) arrow keys (2) space bar
(3) escape key (4) return key
(5) None of these
229. The ability of an OS to run more than one application at a time is called ____
(1) multitasking
(2) object-oriented programming
(3) multi-user computing
(4) time-sharing
(5) None of these

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230. Which of the following statements best describes the batch method of input?
 (1) Data is processed as soon as it is input
 (2) Data is input at the time it is collected
 (3) Data is collected in the form of source documents, placed into groups, and then input to the computer
 (4) Source documents are not used
 (5) None of these
231. The term used to define all input and output devices in a computer system is ____
 (1) Monitor (2) Software
 (3) Shared resources (4) Hardware
 (5) None of these
232. Coded entries which are used to gain access to a computer system are called ____
 (1) Entry codes (2) Passwords
 (3) Security commands (4) codewords
 (5) None of these
233. The part of a computer that coordinates all its functions is called its ____
 (1) ROM program (2) system board
 (3) arithmetic logic unit (4) control unit
 (5) None of these
234. ____ represents raw facts, whereas ____ is data made meaningful.
 (1) Information, reporting (2) Data, information
 (3) Information, bits (4) Records, bytes
 (5) None of these
235. What is the name for the process that is used to convert a series of instructions, a program, written in a high-level language into instructions (or a program) that can be run on a computer?
 (1) Assembling (2) Compiling
 (3) Translating (4) Uploading
 (5) None of these
236. The benefits of using computers is that ____
 (1) Computers are very fast and can store huge amounts of data
 (2) Computers provide accurate output even when input is incorrect
 (3) Computers are designed to be inflexible
 (4) All of the above
 (5) None of these
237. The function of CPU is ____
 (1) to provide external storage of text
 (2) to communicate with the operator
 (3) to read, interpret and process the information and instruction
 (4) to provide a hard copy
 (5) None of these
238. What characteristic of read only memory (ROM) makes it useful?
 (1) ROM information can be easily updated
 (2) Data in ROM is nonvolatile, that is, it remains there even without electrical power
 (3) ROM provides very large amounts of inexpensive data storage
 (4) ROM chips are easily swapped between different brands of computers
 (5) None of these
239. ____ is the process of carrying out commands.
 (1) Fetching (2) Storing
 (3) Decoding (4) Executing
 (5) None of these
240. Which of the following peripheral devices displays information to a user?
 (1) Monitor
 (2) Keyboard
 (3) Secondary storage device
 (4) Secondary storage media
 (5) None of these
241. The 'desktop' of a computer refers to ____
 (1) the visible screen
 (2) the area around the monitor
 (3) the top of the mouse pad
 (4) the inside of a folder
 (5) None of these
242. What type of resource is most likely to be a shared common resource in a computer network?
 (1) keyboards (2) speakers
 (3) floppy disk drives (4) printers
 (5) None of these
243. To 'maximize' a window means to ____
 (1) fill it to capacity
 (2) expand it to fit the desktop
 (3) put only like files inside
 (4) drag it to the Recycle bin
 (5) None of these
244. The 'home page' of a web site is ____
 (1) the largest page (2) the last page
 (3) the first page (4) the most colorful page
 (5) None of these
245. A personal computer ____
 (1) MC (2) SC
 (3) YC (4) PC
 (5) None of these
246. To put information in a file on a magnetic disk, or in a computer's memory, so it can be used later ____
 (1) store (2) ship
 (3) shift (4) center
 (5) None of these
247. Saving is the process of
 (1) copying a document from memory to a storage medium
 (2) making changes to a document's existing content
 (3) changing the appearance or overall look, of a document