



49. Arrange text in justified in which manner?

- (A) Tools (B) Format
- (C) Table (D) Insert

50. One of the following is not an example of applications software

- (A) MSN (B) MS Word
- (C) Tally (D) Adobe Photoshop

51. Which is the default paper size in the page setup window?

- (A) A4 (B) Letter
- (C) A3 (D) Legal

52. Print preview in Word 2003 is taken by clicking File → Print preview. But in word 2007 it is taken by clicking :

- (A) Home → Print preview
- (B) Page Layout → Print preview
- (C) Office Button → Print → Print preview
- (D) Insert → Print → Print preview

53. Which is the correct step to take text shapes?

- (A) Insert → Auto shapes
- (B) Insert → Symbols
- (C) Insert → Object → Auto shapes
- (D) Insert → Pictures → Auto shapes

54. One of the following tab stops is not available in Word 2007

- (A) Left (B) Bar
- (C) Point (D) Endward

55. Which is the default column number in columns window of MS Word 2007?

- (A) One (B) Two
- (C) Three (D) Four

56. We can select Text Box command from which menu?

- (A) Insert (B) Table
- (C) Format (D) None of the above

57. Text shape is changed in the following example by using one command, which is that command?

- (A) Font (B) Font size
- (C) Font Effects (D) Drop Cap

58. A set of statements or instructions arranged in an order to perform a specified task or process is called

- (A) Software (B) Hardware
- (C) Peripheral (D) None of these

59. Insert → cells option in Word 2003 can be taken from which menu?

- (A) Insert (B) Tools
- (C) Table (D) Format

60. How many alignment options are available in Paragraph dialog box window?

- (A) 4 (B) 5 (C) 6 (D) 7

61. One of the following methods is used to insert a new page in the current document

- (A) Insert → Page
- (B) File → Page setup
- (C) Insert → Break → Page
- (D) Insert → Break → Pagebreak

62. Which is the master key in the English Typewriter?

- (A) 4 (B) 11 (C) 12 (D) 6

63. What is correct both the following in the case of right method typing?

- (A) Less time (B) Less effort
- (C) Less stress (D) Less work

64. What are the guide keys in the Malaysian Typewriter?

- (A) Keys to the main row
- (B) Rowed keys from the right and left end of main row
- (C) First keys in the right and left end of main row
- (D) None of the above

65. One of the following is not

parts in a typewriter

- (A) Main spring (B) Carriage
- (C) Spaceline (D) Type Bar and Type Basket

66. What would be happened if the underlining strap broken at the time of typing?

- (A) We can't type
- (B) No stop by stop movement
- (C) Nothing will happen
- (D) None of the above

67. What is the usage of back spacer key?

- (A) For moving carriage to right hand side
- (B) For moving carriage to left hand side
- (C) For moving carriage half space to left hand side
- (D) None of the above

68. Why we are using backing sheets while typing?

- (A) Avoid sound
- (B) Avoid damage to the collector
- (C) Easy movement of paper
- (D) No any advantage

69. There are two characters in a typewriter, but one will impact in the paper at the time of typing. Why?

- (A) Cylindrical shape of the type bar
- (B) Cylindrical shape of the carriage
- (C) Shape of the typewriter
- (D) None of the above

70. What will happen to the carriage when we type one letter?

- (A) Move carriage 1/2 space to left
- (B) Move carriage 1 space to left
- (C) Move carriage 1 space to right
- (D) Move carriage 1/2 space to right

71. How many steps in a typewriter?

- (A) 1 (B) 2 (C) 3 (D) 4

72. Another mechanism is provided with

- (A) Duplexer
- (B) Optotype machine
- (C) Typewriter
- (D) None of the above

73. What is the shape of Universal Bar in typewriter?

- (A) Plain in Balle and Remington
- (B) Semi-circle in Balle and Remington
- (C) Plain in Remington and semi circle in Balle
- (D) Semi-circle in Remington and plain in Balle

74. One of the following functions of the typewriter is not correct

- (A) Ribbon tension
- (B) Carriage tension
- (C) Back tension
- (D) Key tension

75. Which type of ribbon is used in type-over matter and down bands which are kept for long time?

- (A) Copying ribbon
- (B) Impact ribbon
- (C) Nylon ribbon
- (D) Cotton ribbon

76. One of the following movements is not correct in the case of ribbon movement

- (A) Lengthwise movement
- (B) Up and down movement
- (C) Automatic Reverse movement
- (D) None of the above

77. What is the usage of paper side Guide?

- (A) To get paper in a machine
- (B) To get equal margin in all sheets
- (C) To be straight
- (D) To work easily

78. Photo unit one of the following scales is not in the typewriter

- (A) Line ruler scale
- (B) Marginal stop adjustment scale

170. Paper: Indian studies  
171. Paper: Indian studies  
172. Answer: correct answer for the first question is 1700

173. Paper: Indian studies  
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