

Exam done on 27/9/12 time 8am to 9.15

Typist Grade II

147/2012

Apex societies of Co.op. sector in Kerala

1. A blank document can be available from :
(A) view menu (B) Start button (C) Close button (D) File menu
2. To move cursor to the next line the key is used :
(A) Shift key (B) shift lock (C) Back space key (D) ✓ Enter key
3. A document can be saved by using key :
(A) Ctrl + A (B) Ctrl + X (C) Ctrl + U (D) ✓ Ctrl + S
4. Name the long bar key in front of the typewriter :
(A) Shift key (B) Shift lock key
(C) Back space key (D) Space bar key ✓
5. No. of character keys on Halda typewriter keyboard :
(A) 24 (B) ✓ 44 (C) 84 (D) 54
6. No. of dogs in English Typewriter :
(A) 4 (B) 3 (C) 1 (D) 2
7. A strap on the main spring is :
(A) Cardholder (B) ✓ Main spring strap ✓
(C) Front strap (D) Middle strap
8. Typewriter ribbon pass through :
(A) dogs (B) ✓ Rocker (C) handle (D) Vibrator
9. To type capital letters continuously the key is used :
(A) Shift key (B) Character key (C) Shift lock (D) Tabulator key

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10. While typing carriage moved towards :
(A) left (B) right (C) up (D) down
11. Chief Information Commissioner in Kerala is :
(A) Palat Mohandas (B) Justice Benjamin Koshy
(C) Sibi Mathews (D) Dr. K.S. Radhakrishnan
12. Which one of the following Articles deals with the Right to Education ?
(A) Article 21A (B) Article 17
(C) Article 30 (D) Article 21
13. Which planet has the largest O₂ content ?
(A) Sun (B) Earth (C) Mars (D) Jupiter
14. The revolt of 1857 began at :
(A) Agra (B) Delhi (C) Meerut (D) Kalinga
15. Which atmospheric layer is most important for human beings ?
(A) Mesosphere (B) Troposphere (C) Thermosphere (D) Stratosphere
16. The first oil refinery in India was set up at :
(A) Mumbai (B) Kolkatta (C) Digboi (D) Hyderabad
17. Eravikulam National Park is in :
(A) Kannur district (B) Kottayam district
(C) Ernakulam district (D) Idukki district
18. The UN summit on climate change was held on 11th December, 2011 at :
(A) Moscow (B) Durban (C) Geneva (D) Paris

19. Which country won the 2011 FIFA Women's Football World Cup ?
(A) Japan (B) USA (C) Brazil (D) Argentina
20. 99th Indian Science Congress was held at :
(A) New Delhi (B) Bangalore (C) Calcutta (D) Bhubaneswar
21. Capital of South Sudan is :
(A) Juba (B) Khartoum (C) Cape Town (D) Berne
22. " National Voter's Day" is observed on :
(A) February 19 (B) January 25 (C) January 26 (D) February 8
23. " Freedom from Fear" is written by :
(A) Abdul Kalam Azad (B) Aung San Suu Kyi
(C) J.S. Mill (D) Nelson Mandela
24. Union Civil Aviation Minister, Mr. Ajit Singh belongs to which political party ?
(A) Bahujan Samaj Party (B) Janatha Dal
(C) Rashtriya Lok Dal (D) Indian National Congress
25. Who is the author of " Choice of Technique" ?
(A) Amartya Sen (B) Alfred Marshall
(C) J.M. Keynes (D) David Ricardo
26. Where will the 2012 Olympic Games be held ?
(A) Moscow (B) New York (C) London (D) Tokyo
27. The term '16 yards hit' is associated with :
(A) Polo (B) Baseball (C) Hockey (D) Badminton

28. Which country gives Magsaysay awards ?
(A) Indonesia (B) Australia (C) The Philippines (D) South Korea
29. Name Japanese Prime Minister who made a two day visit to India on December 27-28,2011 :
(A) Kim Jong-un (B) Yoshihiko Noda
(C) Susilo Bambang (D) Najib Tun Razak
30. Which Country won the 2011 SAFF Cup Football title in New Delhi on December 11, 2011 :
(A) Srilanka (B) Pakistan (C) India (D) Afghanistan
31. Number of Rajya Sabha members from Kerala is :
(A) 7 (B) 9 (C) 10 (D) 140
32. One and only major fresh water lake in Kerala is :
(A) The Sasthamkotta Lake (B) Kayamkulam Lake
(C) The Ashtamudi Lake (D) The Vembanattu Lake
33. First Five Year Plan launched in the year :
(A) 1956 (B) 1949 (C) 1951 (D) 1947
34. "Garba", a Folk dance, is associated with :
(A) Tamil Nadu (B) Gujarat (C) Kerala (D) Punjab
35. 52nd Amendment of the Indian Constitution related with :
(A) Panchayath Raj (B) Political Defections
(C) Emergency (D) Universal Adult Franchise
36. The first scientist to receive Bharat Ratna :
(A) Vikram Sara Bhai (B) APJ Abdul Kalam
(C) S.Chandra Sekher (D) C.V. Raman

37. Dehradun is the Capital of :
(A) Jharkhand (B) Chhattisgarh
(C) Uttarakhand (D) Uttar Pradesh
38. ' Kappirikalute Nattil' is a :
(A) Novel (B) Story (C) Travelogue (D) Poem
39. Father of Political Science is :
(A) Kautilya (B) Aristotle (C) Hegal (D) Rousseau
40. Jaya Sankar Prasad was a poet who wrote in :
(A) English (B) Hindi (C) Telugu (D) Sanskrit
41. Development of Fisheries is known as :
(A) White revolution (B) Green revolution
(C) Blue revolution (D) Operation Flood
42. The First Communication Satellite launched by India in :
(A) 1981 (B) 1985 (C) 1982 (D) 1980
43. Merlin Award is associated with :
(A) Literature (B) Sports (C) Magic (D) Education
44. Mrs. Mamatha Sharma is associated with :
(A) Election Commission (B) Human Rights Commission
(C) Women Commission (D) Minority Commission
45. Which of the Article of the constitution accords special status to the state of Jammu and Kashmir ?
(A) Article 238 (B) Article 368
(C) Article 370 (D) Article 280

46. The headquarters of FAO is in :
(A) New York (B) Geneva (C) Rome (D) Paris
47. The President of International Olympic Committee :
(A) Jacques Rogge (B) Suresh Kalmadi
(C) Haruhiko Kuroda (D) Wu Yi
48. Voyager I is related to which country ?
(A) China (B) India (C) Russia (D) U.S.A
49. Electron was discovered by :
(A) J.J. Thomson (B) James Watt (C) Galileo (D) Rutherford
50. The fat content of cow milk is reduced during :
(A) rainy season (B) winter (C) summer (D) pregnancy
51. The oranges and lemons mostly contains vitamin :
(A) A (B) B (C) C (D) D
52. Union minister For social justice and Empowerment is :
(A) Mukul Wasnik (B) Mr. Ajit Singh
(C) Mr. S.Jaipal Reddy (D) Mr. Jairam Ramesh
53. Chairman, National Commission for Backward classes :
(A) Justice. M.N. Rao (B) Mr. Vinod Rai
(C) Mr. V.S. Sampath (D) Justice K.G. Balakrishnan
54. We have borrowed the idea of Residual Powers from the :
(A) Canadian Constitution (B) U.S. Constitution
(C) British Constitution (D) Irish Constitution

55. The smallest district in Kerala :
- (A) Kottayam (B) Alappuzha (C) Trissur (D) Ernakulam
56. The Sarkaria Commission is associated with :
- (A) Local self- governments (B) Centre -state relations
(C) Foreign Relations (D) Fundamental Rights
57. 'Tsangpo' is the name of an Indian river which for some length flows outside India and it is :
- (A) Kaveri (B) Ganga (C) Indus (D) Brahmaputra
58. Chairman, 13th Finance Commission :
- (A) K.C. Pant (B) Dr. Vijay.L Kelkar
(C) Dilip Modi (D) N. Srinivasan
59. The highest rank in the Indian Army is of :
- (A) Major General (B) Captain (C) Brigadier (D) General
60. 'The Emile' is a famous book written by :
- (A) Rousseau (B) Hobbes (C) Karl Marx (D) John Locke
61. The folder to which an office application save file by default is :
- (A) Desktop (B) My Documents (C) My Computer (D) None of these
62. In MS Word styles are applied using which toolbar :
- (A) View (B) format (C) insert (D) style
63. The keyboard shortcut to copy a selected text :
- (A) Ctrl + V (B) Ctrl + C (C) Shift + Ctrl + C (D) None of these

64. The slide that holds the formats for all slides in your presentation :
(A) Master slide (B) summary slide (C) slide sorter (D) new slide
65. To publish a presentation on the web, Power Point saves files in which format :
(A) ppt (B) txt (C) php (D) html
66. The useful tools for proofing your slides in power point is :
(A) Slide show (B) slide sorter (C) hand outs (D) slide title
67. Which is not used for slide show :
(A) View-slide show (B) slide show - view show
(C) F5 key (D) custom show
68. If you want to go to a web page from inside a presentation, you use :
(A) A browser image (B) action buttons
(C) can't go (D) none of these
69. The domain name for Government organizations :
(A) .gov (B) .govnt (C) .com (D) .org
70. Which of the following is not an Internet browser :
(A) Mozilla (B) Internet Explorer
(C) Windows Explorer (D) Netscape Navigator
71. Which is an example for a data compression utility :
(A) Compress (B) Dip (C) Zip (D) all of these
72. Small pictures on the Desktop :
(A) Icon (B) image (C) pixel (D) all of the above

73. Identify the one which is not a mouse operation :
(A) Clicking (B) drawing (C) dragging (D) none of these
74. The expansion for Email is :
(A) Enforced mail (B) electronic mail ✓
(C) Extended mail (D) mails from MS Word
75. What is the use of the Internet ?
(A) Resource Sharing (B) communication
(C) entertainment (D) all of these ✓
76. The software that is used for creating letters and other documents in an office is :
(A) Mail merge tool (B) Excel
(C) word processor ✓ (D) power point
77. Which is a computer program dedicated to the task of downloading ?
(A) web browser ✓ (B) download manager
(C) explorer (D) none of these
78. You can create a user for your system by using :
(A) MS Word (B) Windows Explorer ✓
(C) Control panel (D) Internet ✓
79. How can you move from one cell to the next cell in a table in MS Word ?
(A) Home (B) Shift +Tab (C) Tab (D) Ctrl +Tab ✓
80. Which of the following is not an element on the edit menu ?
(A) New (B) Cut (C) Copy (D) Goto
81. The tool in MS Word that let you arrange text in multiple columns :
(A) Table ✓ (B) news paper columns
(C) columns (D) all of these

82. The default number of worksheet in an Excel workbook :
- (A) 3 (B) 2
(C) 4 (D) can be any number
83. You can make a number to be treated like a text in Excel by doing :
- (A) Precede the entry with a single quote
(B) Cant' do this
(C) Precede the entry with a letter T
(D) None of the above
84. When you enter the time as 10:30 in Excel it is treated as :
- (A) 10:30 PM (B) 10:30 AM
(C) Both (A) and (B) (D) will not treat it as time
85. If you want to do the same task repeatedly on different cells, or worksheets, the best way in Excel is to use which facility ?
- (A) Copy & paste (B) Paste special (C) macro (D) import
86. The function to find the sum of a set of values depending on some condition in Excel :
- (A) IFSum (B) sumif (C) both sum and if (D) none of these
87. In Excel you can set hyperlink in a cell by using :
- (A) Hyperlink (B) insert-hyperlink (C) can't do (D) both (A) and (B)
88. How you will print only a particular area of an Excel sheet ?
- (A) Selecting a portion (B) setting print area
(C) Cut the portion & print (D) all of these
89. In Excel the columns are identified using :
- (A) Letters (B) numbers
(C) Letter followed by a number (D) number followed by a letter

90. Which of the following in Excel provides commands for modifying a chart ?
(A) create chart (B) insert-chart (C) chart wizard (D) chart menu
91. The Word tool used to find synonym for a word is :
(A) spell check (B) format (C) thesaurus (D) grammar check
92. Using which tool you can edit the header or footer in a document :
(A) Edit (B) view (C) format (D) insert
93. What is the use of bookmark in a document ?
(A) To add bullets in a document
(B) to go to a specific location in a document quickly
(C) To identify some important lines
(D) none of these
94. The advantages of office automation include :
(A) increase productivity (B) improve the working atmosphere
(C) increase overall efficiency (D) all of these
95. The .rtf file extension is for :
(A) Word file (B) Excel file
(C) power point file (D) none of these
96. Which key is used to type some more letters after locking action ?
(A) Back space key (B) Space bar key
(C) Tabulator key (D) Margin release key
97. Which one is the temporary memory ?
(A) GNU (B) DOS (C) UNIX (D) RAM

98. The position of title bar in a window is :

- (A) At the top
- (B) At the bottom
- (C) At the right hand side
- (D) At the left hand side

99. Change of fonts can be possible by using :

- (A) Title bar
- (B) Menu bar
- (C) Formating tool bar
- (D) standard tool bar

100. The position of the Menu bar in a window is :

- (A) Just below the title bar
- (B) Top right hand corner
- (C) Just left to the close button
- (D) None of the above

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