1. Sivasamudram Hydro Electric Project is situated in :
   (A) Kerala
   (B) Tamil Nadu
   (C) Karnataka
   (D) Orissa

2. Vitamins, that are soluble only in water are :
   (A) A and K   (B) A and E
   (C) E and K
   (D) B Complex and C

3. Power to amend Indian Constitution is in :
   (A) Prime Minister
   (B) President
   (C) Parliament
   (D) Supreme Court

4. Which of the following is known as 'Plastic Money'?
   (A) Cheque
   (B) Coin
   (C) Bond
   (D) Credit Card

5. 'Long Walk to Freedom' is written by :
   (A) Mahatma Gandhi
   (B) Jawaharlal Nehru
   (C) Nelson Mandela
   (D) Abraham Lincoln

6. The slogan 'Jai Jawan Jai Kisan' is related to :
   (A) Lal Bahadur Sastri
   (B) Dr. Rajendra Prasad
   (C) Dr. Zakkir Hussain
   (D) Morarji Desai

7. Doctrine of Lapse was introduced by :
   (A) Lord Delhousie
   (B) William Bentick
   (C) Lord Rippon
   (D) Lord Mount Batten

8. The 'Tennis Court Oath' is related to :
   (A) Industrial Revolution
   (B) American War of Independence
   (C) French Revolution
   (D) Russian Revolution

9. India Gate is situated in :
   (A) Chennai
   (B) Kolkata
   (C) Mumbai
   (D) Delhi

10. What colour will give a red litmus paper, in the presence of an acid?
    (A) Blue
    (B) Red
    (C) Green
    (D) Yellow

11. Who among the following was a famous Astronomer?
    (A) Nagarjuna
    (B) Aryabatta
    (C) Vishakha Dutta
    (D) Bhanabatta

12. The Declaration of American Independence was drafted by.
    (A) Thomas Jafferson
    (B) Abraham Lincoln
    (C) Thomas Alva Edison
    (D) George Washington

13. Orange Prize is reserved for :
    (A) Journalism
    (B) Female Authors
    (C) Agriculture
    (D) Music

14. Which one of the following is not an Input Device?
    (A) Monitor
    (B) Mouse
    (C) Keyboard
    (D) Floppy Disk

15. Former Indian Junior Diplomat who was charged under the official secrets action with spying for Pakistan:
    (A) Nirupama Roy
    (B) Arundhathi Roy
    (C) Madhuri Gupta
    (D) None of these

16. Stethoscope was invented by :
    (A) Marconi
    (B) Alexander Fleming
    (C) William Harvey
    (D) Rene Laennec

17. On 14th July 2009, Indian Prime Minister Manmohan Singh was the chief guest of National Day Parade of :
    (A) Egypt
    (B) USA
    (C) Philippines
    (D) France

18. Chemical name of Chalk is :
    (A) Sodium Nitrate
    (B) Sodium Peroxide
    (C) Potassium Nitrate
    (D) Calcium Carbonate

19. International date line passes through :
    (A) Baring Strait
    (B) Palk Strait
    (C) Hudson Strait
    (D) Gibralter Strait

20. Karl Marx belonged to :
    (A) Germany   (B) England
    (C) Russia   (D) France

21. Study of skin relates to :
    (A) Cytology
    (B) Ecology
    (C) Dermatology
    (D) Etiology

22. 'National Congress is the name of Parliament of :
    (A) Australia
    (B) Argentina
    (C) Nepal
    (D) South Africa

23. Which of the following is caused by Bacteria?
    (A) Malaria
    (B) Influenza
    (C) Cholera
    (D) Small Pox

24. Booker Prize winner of 2009 :
    (A) Rizwana Hussan
    (B) Hilary Mantel
    (C) Sheikh Hasina
    (D) Stefania

25. The word 'Mesopotamia means land between two rivers. These rivers are :
    (A) Volga and Nile
    (B) Euphrates and Nile
    (C) Euphrates and Tigris
    (D) Volga and Tigris

26. Which of the following is a Leap Year?
    (A) 1600   (B) 1700
    (C) 1800   (D) 1900

27. The largest neighbouring country of India is :
    (A) Pakistan
    (B) China
    (C) Myanmar
    (D) Bangladesh

28. Pericardium is the covering of :
    (A) Brain   (B) Heart
    (C) Lungs   (D) Kidney

29. Vayalar Award winner in 2009 is :
    (A) Sethu
    (B) Kavalam
    (C) Kovilan
    (D) Thomas Mathew

30. Green Revolution was started in :
    (A) Mexico   (B) India
    (C) Philippines   (D) USA

31. Fastest Internet connection speed is :
    (A) 56 Kbps   (B) 100 Mbps
    (C) 12 Kbps   (D) 600 Kbps

32. In client-server model, the browser is called :
    (A) Web client
    (B) Client
    (C) Master client
    (D) Server client

33. Browsers are used for seeing :
    (A) Website
    (B) Blogspot
    (C) Twitter
    (D) All of the above

34. The traditional method of creation of information in an office :
    (A) Cyclo styling
    (B) Photo copying
    (C) Print using computer
    (D) Electronic typewriter

35. In word, the following document type is not used
    (A) Text document
    (B) Web page
    (C) Email message
    (D) XML document

36. To save an existing document in the same file name which menu item is used :
    (A) Save
    (B) Save as
    (C) Both (A) and (B)
    (D) None of the above

37. To find a string of characters, in a document and replace with another string of characters, the following menu item is used :
    (A) Find
    (B) Find then replace
    (C) Replace
    (D) Cut and Paste

38. Sub menu of format menu in word is :
    (A) Normal
    (B) Font
    (C) Paragraph
    (D) Theme

39. Office automation means :
    (i) Use of integrated computer and communication systems to support administrative procedures in an office environment
    (ii) An attempt to perform the function of the ordinary office by means of a computer system
    (A) Both (i) and (ii) are true
    (B) (i) only
    (C) (ii) only
    (D) None of these

40. In a word document page number is inserted into :
    (A) Line spacing
    (B) Mail Merge
    (C) Spell check
    (D) Header and Footer

41. In a word document, table row can be draw by using :
    (A) Table menu
    (B) Draw table menu
    (C) Table draw menu
    (D) Draw menu

42. The margins of the word document can be set by :
    (A) Print preview
    (B) Print
    (C) Page setup
    (D) Save

43. Word count in word is used for counting :
    (A) Words
    (B) Paragraphs
    (C) Lines
    (D) All of the above

44. _____ menu contains commands to check spelling in MS Excel.
    (A) Tools   (B) Edit
    (C) Format   (D) File

45. Identify a spreadsheet software :
    (A) MS Excel
    (B) MS Word
    (C) Internet Explorer
    (D) MS Office

46. Spread sheet contains information in :
    (A) Statement Form
    (B) Text Form
    (C) Rows and Columns Form
    (D) File Form

47. Which spreadsheet software is most suitable for preparing balance sheet :
    (A) Tally
    (B) MS Office
    (C) MS Excel
    (D) Note Pad

48. A work book contains multiple :
    (A) Cells
    (B) Sheets
    (C) Columns
    (D) Files

49. In a spreadsheet we can apply and use :

(A) Formula   (B) Font
(C) Sort   (D) All of the above

0. Formula used with spreadsheet to find 6% of the amount stored in cell A1 and display the result in cell B1:
(A) = A1×B1 × 6%
(B) =B1× 6%
(C) =B1× 6/100
(D) = A1×6%

1. Pick a standard chart type available in chart wizard of MS Excel:
(A) Cone
(B) B and W area
(C) Floating bars
(D) Pie

2. Pick one function that not belongs to date functions in spread sheet:
(A) Date   (B) Year
(C) AND   (D) Now

3. The vertical alignment can be done in spreadsheet by using:
(A) Left   (B) Fill
(C) Top   (D) Right

4. Presentation software helps us to create:
(A) Textual representation
(B) Voice, textual and visual representation
(C) Textual and voice representation
(D) Voice representation

5. Automatic slide show speed can be set by using:
(A) Slide show
(B) Setup show
(C) Animation schemes
(D) Rehearse timing

6. Page Layout can be :
(I) Portrait
(II) Landscape
(A) I only
(B) II and I
(C) II only
(D) None of these

7. Function key used for slide show is :
(A) F5   (B) F4
(C) F6   (D) F12

8. URL means :
(A) Universal Resource Locator (B) Uniform Resource Locator
(C) Uninormal Report Label
(D) Unified Report Language

9. In windows, control panel is used for setting the following property of the mouse :
(A) Button configurate
(B) Double click speed
(C) Mouse pointer motion speed
(D) All of the above

0. In paint software 'View Bitmap' is selected from which menu :
(A) File
(B) View
(C) Image
(D) Colours

1. Icons in the desktop cannot be arranged in the order of:
(A) Name   (B) Size
(C) Type   (D) Attribute

2. Windows is an operating system and it is a _____
(A) Free software
(B) Copyright software
(C) Cash less software
(D) Copyleft software

3. In the Wordpad, the undo operation can be done by using :
(A) Ctrl+Z   (B) Ctrl + U
(C) Alt + Z   (D) Alt + U

4. Email stands for:
(A) Electrical mail
(B) Elegant mail
(C) Electronic mail
(D) All of the above

5. Find one out that not belongs to browser software :
(A) Internet Explorer
(B) Mozilla Fire Fox
(C) Google   (D) Opera

6. The type bars are connected in segment slots by:

67. The card holder is used for :
(A) The typing work
(B) Holding the post cards firmly to the cylinder for typing extreme end
(C) Typing envelop address
(D) Typing statements

68. The following part helps in taking Cyclostyled copies :
(A) Feed tray
(B) Ink feeder
(C) Regulating meter
(D) Impression roller

69. The escapement wheel is in the centre of the typewriter behind the :
(A) Dog block
(B) Universal bar
(C) Pinion wheel
(D) Mainspring drum

70. Ink is applied in Duplicator
(A) At the releasing position
(B) In the ink gap
(C) On ink rollers
(D) None of the above

71. Master keys in the typewriters are :
(A) a & ;   (B) z & p
(C) h or n   (D) m or n

72. The stencil sheet" is placed on the:
(A) Impression roller
(B) Silk carrier
(C) Print screw
(D) Roller

73. The following part should not be oiled :
(A) Escapement wheel
(B) Pinion wheel
(C) Type segment
(D) Ribbon gear

74. One of the ends of the draw cord is attached to the :
(A) Pinion wheel
(B) Segment
(C) Main spring drum
(D) Bowel gear

75. Space bar is operated by :
(A) Right forefinger
(B) Left thumb
(C) Right thumb
(D) Left little finger

76. Paper bail is used for:
(A) Pressing the paper
(B) Contact the cylinder
(C) Feeding the paper to and fro
(D) None of the above

77. In which direction the main spring screw should be turned to increase the tension :
(A) Downward
(B) Upward
(C) Anticlockwise
(D) Clockwise

78. When the machine is at rest, the following catches the teeth of escapement wheel?
(A) Rigid dog
(B) Loose dog
(C) Pinion wheel
(D) Loose dog and rigid dog

79. Typewriter oil is used to oil:
(A) Type bars
(B) Cylinder
(C) Frictional parts
(D) Segment

80. Bad alignment is due to :
(A) Defect in machine
(B) Bend in type bars
(C) Non oiling
(D) Sluggish movement of carriage

81. I had just finished lunch when the phone_____
(A) Rang   (B) Had rung
(C) Is ringing   (D) Will ring

82. If my mother had not grabbed my arm I_____
(A) Might have slipped
(B) May have slipped
(C) Will have slipped
(D) Shall have slipped

83. We _____ a trip to Delhi last summer.
(A) Have had
(B) Had
(C) Was
(D) Were

84. I_____home since last Christmas.
(A) Haven't gone
(B) Hadn't gone
(C) Wouldn't go
(D) Shouldn't go

85. We usually ____early and go for a walk
(A) Get up
(B) Got up
(C) Had got up
(D) Getting up

86. Last Saturday we_____ to visit our ancestral home.
(A) Went
(B) Will go
(C) Have gone
(D) Go

87. Even though it was hard at first, I came_____the work in the factory.
(A) To enjoy
(B) Enjoyed
(C) Enjoying
(D) Enjoys

88. _____one of us should tell them the sad news?
(A) Which   (B) What
(C) Who   (D) Where

89. The novel on_____the film is based was written by an Indian.
(A) Which   (B) Whom
(C) What   (D) Who

90. Agriculture has _____ most prominent place in Indian economy.
(A) a   (B) an
(C) the   (D) no article

91. Complement means _____
(A) What completes
(B) Good wishes
(C) Complaint
(D) Request

92. Ingenious means_____
(A) Foolish
(B) Mismanaged
(C) Clever
(D) Cowardly

93. Diffident is the antonym of_____
(A) Defeat
(B) Clever
(C) Confident
(D) Disastrous

94. Exotic is the antonym of_____
(A) Indigenous
(B) Chaotic
(C) Neurotic
(D) Myopic

95. The synonym of avaricious is _____
(A) Greedy
(B) Ready
(C) Capricious
(D) Audacious

96. Which of the following words is spelt correctly?
(A) Embarrassment
(B) Embarassment
(C) Embarasment
(D) Embarrasment

97. If it_____was shall not go out.
(A) Rains   (B) Rained
(C) Raining   (D) Rain

98. We thought _____ the matter.
(A) In   (B) About
(C) Upon   (D) On

99. The train is always_____
(A) Punctually
(B) Punctuality
(C) Punctual
(D) Be punctual

100. We have lunch break at one O'clock,_____?
(A) Have we
(B) Haven't we
(C) Don't we
(D) Isn't it

1.(C), 2.(D), 3.(C), 4.(D), 5.(C), 6.(A), 7.(A), 8.(C), 9.(D), 10.(B), 11.(B), 12.(A), 13.(B), 14.(A), 15.(C), 16.(D), 17.(C), 18.(D), 19.(A), 20.(A), 21.(C), 22.(B), 23.(C), 24.(B), 25.(C), 26.(A), 27.(B), 28.(B), 29.(D), 30.(A), 31.(B), 32.(B), 33.(D), 34.(A), 35.(D), 36.(B)(in another location), 37.(C), 38.(A) (Question error. 'Not' should be prefixed to the question), 39.(A), 40.(D), 41.(A), 42.(C), 43.(D), 44.(A), 45.(A), 46.(C), 47.(C) (tally is not a spread sheet software), 48.(B), 49.(D), 50.(D), 51.(D), 52.(C), 53.(C), 54.(B), 55.(D), 56.(B), 57.(A), 58.(B), 59.(D), 60.(B), 61.(D), 62.(B), 63.(A), 64.(C), 65.(C), 66.(D), 67.(B), 68.(D), 69.(C), 70.(A), 71.(C), 72.(B), 73.(C), 74.(C), 75.(C), 76.(A), 77.(D), 78.(B), 79.(C), 80.(B), 81.(A), 82.(C), 83.(B), 84.(A), 85.(A), 86.(A), 87.(A), 88.(A), 89.(A), 90.(C), 91.(A), 92.(C), 93.(C), 94.(A), 95.(A), 96.(A), 97.(A), 98.(B), 99.(C), 100.(B)