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CONFIDENTIAL ASSISTANT GRADE II VARIOUS,WAYANAD STENOGRAPHER GRADE II,KLDC

EXAM DATE:19-09-2014

1.Which is the odd man out?

A.Internet*

B.Linux

C.Windows

D.Unix

Ans:A

2.WWW stands for-----

A.World Wide Word

B.World Wide Web*

C.World With Wide

D.None of these

Ans:B

3.Which of the following is not a computer Language?

A.COBOLE

B.FORTRAN

C.BASIC

D.LOTUS*

Ans:D

4.Which file starts MS word?

A.Word.exe

B.MSword.exe

C.Winword.exe*

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D.Word2003.exe

Ans:C

5.The name for the way that computers manipulates data into information is called-----

A.Processing*

B.Programming

C.Organizing

D.Sorting

Ans:A

6.To process data,computers use-----language

A.Kilobyte

B.Regional

C.Binary*

D.None of these

Ans:C

7.A-----is approximately one billion bytes

A.Kilo byte

B.Gigabyte*

C.Megabyte

D.Hexabyte

Ans:B

8.The ability to combine name & address with a standard document is called-----

A.Document formatting

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B.Form letters

C.Data base Management

D.Mail merge*

Ans:D

9.MICR stands for-----

A.Magnetic Ink Card Reader

B.Magnetic Ink Character Reader*

C.Memory Information Card Reader

D.Microphone Card Reader

Ans:B

10.What is the use of Book mark in Microsoft word?

A.To quickly jump to the end of the document

B.To create a link within the document

C.To quickly jump to a specific location in the document*

D.To easily correct the spelling errors

Ans:C

11.Which is not a basic type of Tab stops?

A.Left

B.Decimal

C.Bar

D.Justify*

Ans:D

12.Which of the following line spacing is invalid?

A.Triple*

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B.Double

C.Single

D.Multiple

Ans:A

13.What is the maximum font size that MS word can support

A.90

B.115

C.72*

D.145

Ans:C

14.The minimum number of rows and columns in a word table can have is-----

A.2 rows and 1 column

B.2 rows and 2 columns

C.1 row and 2 columns

D.1 row and 1 column*

Ans:D

15.Typeface refers to

A.The design and appearance of characters*

B.The height of the characters

C.The density of the characters

D.None of these

Ans:A

16.What is Gutter margin

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- A.Margin that is added to the left margin when printing
- B.Margin that is added to the binding side of the page when printing *
- C.Margin that is added to the outside of the page when printing
- D.Margin that is addd to the right margin when printing

Ans:B

17.How to use format painter multiple times?

- A.By double click on the format painter icon*
- B.Format painter cannot be used multiple times
- C.By click on Lock format painter icon
- D.None of these

Ans:A

18.A character that is raised and smaller above the baseline is known as

- A.Raised
- B.Subscript
- C.Superscript*
- D.Outlined

Ans:C

19.What is the smallest and largest font size available in font size tool on formatting toolbar?

- A.15 and 95
- B.7 and 70
- C.10 and 100
- D.8 and 72*

Ans:D

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20.Which is the Heart of a Typewriting machine?

- A.Bell
- B.Feed rolls
- C.Main Spring*
- D.Key board

Ans:C

21.Shree Narayana Guru Consecrated Siva Idol at:

- A.Chempazhanthi
- B.Varkala
- C.Kaladi
- D.Aruvipuram*

Ans:D

22.The planet nearest to the earth

- A.Venus*
- B.Jupiter
- C.Mercury
- D.Saturn

Ans:A

23.Human Right Day is observed on

- A.October 30
- B.November 30
- C.January 15
- D.December 10*

Ans:D

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24.Who published 'Prabhuddha Bharatham'?

- A.Swami Vivekananda*
- B.Dayananda Saraswathy
- C.B.G.Thilak
- D.Lala Lajpath Rai

Ans:A

25.The founder of Travancore Muslim Mahajana Sabha was:

- A.Muhammed Ali
- B.Vakkam Abdul Khader Moulavi*
- C.Sayyed Ahammad Khan
- D.Chekanneur Moulavi

Ans:B

26.Wagon tragedy is associated with which incident?

- A.Battle of plassy
- B.Kundara Proclamation
- C.Malabar Rebellion*
- D.Kurichiya Revolt

Ans:C

27.International Nurses Day is celebrated on:

- A.January 10th
- B.May 12th*
- C.April 22nd
- D.June 10th

Ans:B

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28.The first railway line in Kerala had started between Tirur to Bepur in:

- A.1900 AD
- B.1881 AD
- C.1911 AD
- D.1861 AD*

Ans:D

29.The playing time of the full version of the National anthem is approximately:

- A.32 seconds
- B.43 seconds
- C.52 seconds*
- D.56 seconds

Ans:C

30.The wife of Buddha was:

- A.Yashoda*
- B.Yashodhara
- C.Gouthamy
- D.Mahamaya

Ans:A

31.Tagore received Nobel Prize for literature in the year:

- A.1909
- B.1910
- C.1913*
- D.1919

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Ans:C

32.A light sensitive compound used in photography is:

- A.Silver Oxide
- B.Silver Chloride
- C.Silver Sulphide
- D.Silver Bromide*

Ans:D

33.The book 'Five past midnight'is on:

- A.Bhopal gas tragedy*
- B.Bhuj earth Quake
- C.Orissa floods
- D.Tsunami strikes India

Ans:A

34.Which amendment in 2002 made free and compulsory education to childrens of 6 to 14 years of age?

- A.15th
- B.45th
- C.86th*
- D.93rd

Ans:C

35.First woman who won the Oscar for best director is:

- A.Katherine Bigalo*
- B.Sandra Bullocks
- C.Katherine Hephern

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D.Janet Jainer

Ans:A

36.First metal to be used by men:

A.Iron

B.Tin

C.Copper*

D.Silver

Ans:C

37.What is the biggest data base in the world?

A.Oracle

B.Google

C.Microsoft

D.Internet*

Ans:D

38.Incident associated with antiuntouchability movement during the days of National movement in Kerala is:

A.Nivarthana Agitation

B.Khilafat Movement

C.Vaikom Satyagraha*

D.Punnapra Vayalar Incident

Ans:C

40.The purpose of channar rebellion:

A.For temple entry

B.For Agrarian reforms

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C.To cover the chest of women*

D.Against forcible conversion

Ans:C

41.Which reformist community organization was established in the year 1907?

A.Sree Narayana Dharma Paripalana Yogam(SNDP)

B.Sadhu Jana Paripalana Yogam(SJP)*

C.Nair Service Society(NSS)

D.Yoga Kshema Sabha

Ans:B

42.2013 Booker Prize for literature is awarded to:

A.Sobha Day

B.Lidia Davis*

C.Kiran Desai

D.U.R.Anantha mourthi

Ans:B

43.Pakshi pathalam bird Sanctuary situated in which district?

A.Wayanad*

B.Kottayam

C.Ernakulam

D.Kozhikode

Ans:A

44.The Scientific study of ocean is known as:

A.Climatology

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B.Oceanography*

C.Geology

D.Geomorphology

Ans:B

45.Sanskrit village of India:

A.Mattoor*

B.Dharmasthala

C.Kudremukh

D.Gokarnam

Ans:A

46.First Ezhuthachan Award was given to:

A.Thakazhi Sivasankara Pillai

B.Vaikom Muhammed Bazheer

C.Surand Kunjan Pillai*

D.Ponkunnam Varkey

Ans:C

47.District of Kerala declared as mural painting city of India:

A.Thrissur

B.Kottayam*

C.Kozhikode

D.Kannur

Ans:B

48.Which of the following is a source of Methane?

A.Wet lands*

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B.Foam Industry

C.Thermal Power Plants

D.Cement Industry

Ans:A

49.Computer Virus is:

A.Hardware

B.Bacteria

C.Software*

D.None of these

Ans:C

50.Nagoya protocol is related to:

A.Climate change

B.Ozone depletion

C.Hazardous waste

D.Bio diversity*

Ans:D

51.The only vein in human body which carries pure blood is:

A.Renal vein

B.Pulmonary vein*

C.Aorta

D.Cephalic vein

Ans:B

52.How many types of emergencies are provided in the Indian Constitution?

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A.Two

B.Three*

C.Five

D.Four

Ans:B

53.Who wrote a book describing the theory of economic drain of India during British rule?

A.Dadabhai Naoroji*

B.Lala Lajpat Rai

C.Mahatma Gandhi

D.Jawaharlal Nehru

Ans:A

54.What is common in Indian National Flag and National emblem of India

A.Both are important symbols of the country

B.Both are symbols of freedom and democracy

C.Dharma chakra*

D.The main colours

Ans:C

55.Who gave the English translation of our National song?

A.Subhash Chandra Bose

B.Ravindranath Tagore

C.Aurobindo Ghose*

D.Mahatma Gandhi

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Ans:C

56.The book which influenced Gandhi a lot:

A.Civil disobedience

B.War and Peace

C.Unto the last*

D.Bible

Ans:C

57.The Oldest text which refers about Kerala is:

A.Varthikam

B.Arthasastra*

C.Mooshaker Vamsa

D.Raja Tharangini

Ans:B

58.First regional language which received 'classical status'is:

A.Tamil*

B.Telugu

C.Hindi

D.Malayalam

Ans:A

59.Gateway of India is situated at:

A.Madras

B.Calcutta

C.Delhi

D.Mumbai*

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Ans:D

60.Father of Indian Renaissance:

A.Raja Rammohan Roy*

B.Swami Vivekananda

C.Mahatma Gandhi

D.Dadabai Naoroji

Ans:A

61.Colour of the UN Flag is:

A.Yellow

B.Red

C.Green

D.Blue*

Ans:D

62.National Flower of Mouritious:

A.Tulips

B.Anthurium*

C.Lilly

D.Rose

Ans:B

63.The first Indian president to vote in the General Election

A.Dr.Radhakrishnan

B.Shankar Dayal Sharma

C.A.P.J.Abdul Kalam

D.K.R.Narayanan*

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Ans:D

64.Father of Modern Indian Painting is:

A.Nandan Lal Bose

B.M.F.Husain

C.Raja Ravi Varma*

D.Illa Ayyar

Ans:C

65.First education Minister of Independent India is:

A.Lal Bahadur Shastri

B.Acharya Kripalani

C.Sardar Patel

D.Moulana Abdul Kalam Azad*

Ans:D

66.Who established 'Kerala Kalamandalam':

A.Vallathol*

B.Kumaran Asan

C.Vailopilli

D.Changanpuzh

Ans:A

67.Ajantha caves are situated at:

A.Madhya Pradesh

B.Maharashtra*

C.Andhra Pradesh

D.Karnataka

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Ans:B

68.'Pravasi Bharathiya din'is celebrated on:

A.January 4

B.January 6

C.January 9*

D.January 26

Ans:C

69.National Game of Japan:

A.Kung Fu

B.Thaikundo

C.Karate

D.Judo

Ans:-----

70.The only Municipal Corporation of kerala without sea shore

A.Kottayam

B.Trissur*

C.Kochi

D.Kozhikode

Ans:B

71.In word,the mailing list is known as the -----

A.SHEET

B.DATA SOURCE*

C.SOURCE

D.DATASHEET

Ans:B

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72.Which of the following is a graphic solution for word processors?

- A.Word Art
- B.Drop Cap
- C.Clip Art*
- D.None of these

Ans:C

73.To get"Symbol"dialog box,click on the -----menu and choose symbol

- A.Insert*
- B.Format
- C.View
- D.Page layout

Ans:A

74.The number of main spring used in a typewriter?

- A.Three
- B.Two
- C.One *
- D.Five

Ans:C

75.The Key F12 opens for-----

- A.Save dialogue box
- B.Open dialogue box
- C.Close dialogue box
- D.Save as dialogue box*

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Ans:D

76.How many ways you can save a document?

A.5

B.3*

C.4

D.2

Ans:B

77.Bold,Italic,regular are known as:

A.Text effects

B.Word Art

C.Font Styles*

D.Drop Cap

Ans:C

78.What is the default left margin in Word 2003 document?

A.1.25"*

B.1.5"

C.1"

D.2"

Ans:A

79.The short cut Key Ctrl+I is used to:

A.Insert line brake

B.Applies Italic to selected text*

C.Increase font size

D.None of these

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Ans:B

80.Why Drop caps are used in document?

A.To drop all the text in lowercase

B.To drop all the capital letters

C.To automatically begin each paragraph with capital letter

D.To begin a paragraph with a large dropped initial Capital Letter*

Ans:D

81.Carriage rests on the -----

A.Pinion wheel*

B.Ratchet wheel

C.Type basket

D.Segment

Ans:A

82.From which menu you can insert Header & Footer in Word 2003?

A.Insert Menu

B.Edit Menu

C.Format Menu

D.View Menu*

Ans:D

83.Autocorrect was originally designed to replace-----words as you type.

A.Misspelled*

B.Grammatically incorrect

C.Numerical mistake

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D.None of these

Ans:A

84.The file type-----indicates the file is a Word document:

A..TXT

B..XLT

C..DOC*

D..WRD

Ans:C

85.In the dog block of a typewriter,there are-----dogs.

A.Four

B.Three

C.Six

D.Two*

Ans:D

86.A word processor would most likely be used to do:

A.Type a biography*

B.Maintain an inventory

C.Play games

D.Keep an account of money spent

Ans:A

87.Which of the following is used to create news paper column?

A.Format Cells

B.Format Columns*

C.Insert Symbol

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D.Format Tab

Ans:B

88.-----helps to format a document automatically

A.Autocorrect

B.Auto complete

C.Auto sum

D.Auto format*

Ans:D

89.CTRL+Z stands for:

A.Increase font size

B.Decrease font size

C.Undo the last action*

D.Open a document

Ans:C

90.Minimum Zoom percentage supported by MS Word is:

A.20%

B.15%

C.5%

D.10%*

Ans:D

91.The task of changing appearance of a document is-----

A.Formatting*

B.Editing

C.Proofing

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D.Numbering

Ans:A

92.If you wish to print in wide format which page orientation you will select?

A.Horizontal

B.Portrait

C.Landscape*

D.Vertical

Ans:C

93.Which input device is not suitable to work with MS Word?

A.Keyboard

B.Mouse

C.Light Pen

D.Joystick*

Ans:D

94.What do you mean by vertical separation between columns?

A.Gutter

B.Orientation

C.Margin

D.Index

Ans:-----

95.-----are areas in the top and bottom margins of each page in a document

A.Footnote & Endnote

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B.Header& Footer*

C.Spacing & Numbering

D.None of these

Ans:B

96.Keys are arranged in-----rows in a typewriter

A.Five

B.Two

C.Three

D.Four*

Ans:D

97.To change selected text to all capital letters,click change case button and then click-----

A.Large size

B.Caps lock

C.Upper case*

D.Lower case

Ans:C

98.CTRL+A can be used to select -----

A.A Paragraph

B.A sentence

C.A word

D.Entire document*

Ans:D

99.Which is called the permanent memory built into a computer?

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A.RAM

B.ROM*

C.CPU

D.None of these

Ans:B

100.The computer abbreviations KB usually stands for-----

A.Key Bite

B.Key Binary

C.Key Block

D.Kilo Bite*

Ans:D