**TYPIST GRADE 2 EXAM SOLVED PAPER  
TYPIST GRADE-II APEX SOCIETIES OF CO-OP.SECTOR IN KERALA**

Exam Date:27-09-2012

**1.Number of Rajya Sabha members from kerala is:**

A.7

**B.9**

C.10

D.140

Ans:B

**2.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

Ans:A

**3.First Five Year Plan launched in the year:**

A.1956

B.1949

**C.1951**

D.1947

Ans:C

**4.”Garba”,a Folk dance,is associated with:**

A.Tamil Nadu

**B.Gujarat**

C.Kerala

D.Punjab

Ans:B

**5.52nd Amendment of the Indian Constitution related with:**

A.Panchayath Raj

**B.Political Defections**

C.Emergency

D.Universal Adult Franchise

Ans:B

**6.The first scientist to receive Bharat Ratna:**

A.Vikram Sara Bhai

B.APJ Abdul Kalam

C.S.Chandra Sekher

**D.C.V.Raman**

Ans:D

**7.Dehradun is the Capital of:**

A.Jharkhand

B.Chhattisgarh

**C.Uttarakhand**

D.Uttar Pradesh

Ans:C

**8.’Kappirikalute Nattil’is a :**

A.Novel

B.Story

**C.Travelogue**

D.Poem

Ans:C

**9.Father of Political Science is:**

A.Kautiya

**B.Aristotle**

C.Hegal

D.Rousseau

Ans:B

**10.Java Sankar Prasad was a poet who wrote in:**

A.English

**B.Hindi**

C.Telugu

D.Sanskrit

Ans:B

**11.Development of Fisheries is known as:**

A.White revolution

B.Green revolution

**C.Blur revolution**

D.Operation Flood

Ans:C

**12.The First Communication Satellite launched by India in:**

**A.1981**

B.1985

C.1982

D.1980

Ans:A

**13.Merlin Award is associated with:**

A.Literature

B.Sports

**C.Magic**

D.Education

Ans:C

**14.Mrs.Mamatha Sharma is associated with:**

A.Electrical Commission

B.Human Rights Commission

**C.Women Commmission**

D.Minority Commission

Ans:C

**15.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

Ans:C

**16.The headquarters of FAO is in:**

A.New York

B.Geneva

**C.Rome**

D.Paris

Ans:C

**17.The President of International Olympic Committee:**

**A.Jacques Rogge**

B.Suresh Kalmadi

C.Haruhiko Kuroda

D.Wu Yi

Ans:A

**18.Voyager I is related to which country?**

A.China

B.India

C.Russia

**D.U.S.A**

Ans:D

**19.Electron was discovered by:**

**A.J.J.Thomson**

B.James Watt

C.Galileo

D.Rutherford

Ans:A

**20.The fat content of cow milk is reduced during :**

A.Rainy season

B.Winter

**C.Summer**

D.Pregnancy

Ans:C

**21.The oranges and lemons mostly contains vitamin:**

A.A

B.B

**C.C**

D.D

Ans:C

**22.Union minister For Social Justice and Empowerment is:**

**A.Mukul Wasnik**

B.Mr.Ajit Singh

C.Mr.S.Jaipal Reddy

D.Mr.Jairam Ramesh

Ans:A

**23.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

Ans:A

**24.We have borrowed the idea of Residual Powers from the:**

**A.Canadian Constitution**

B.U.S.Constitution

C.British Constitution

D.Irish Constitution

Ans:A

**25.The Smallest District in Kerala:**

**A.Kottayam**

B.Alappuzha

C.Thrissur

D.Ernakulam

Ans:A

**26.The Sarkaria Commission is associated with:**

A.Local self-governments

**B.Centre-state relations**

C.Foreign Relations

D.Fundamental Rights

Ans:B

**27.’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.Brahaputra**

Ans:D

**28.Chairman 13th Finance Commission:**

A.K.C.Paul

**B.Dr.Vijay L Kelkar**

C.DilipModi

D.N.Srinivasan

Ans:B

**29.The highest rank in the Indian Army is of:**

A.Major General

B.Captain

C.Brigadier

**D.General**

Ans:D

**30.’The Emile’is a famous book written by:**

**A.Rousseau**

B.Hobbes

C.Kari Marx

D.John Locke

Ans:A

**31.The folder to which an office application save file by default is:**

A.Desktop

**B.My Documents**

C.My Computer

D.None of these

Ans:B

**32.In MS Word styles are applied using which toolbar:**

A.View

**B.Format**

C.Insert

D.Style

Ans:B

**33.The keyboard shortcut to copy a selected text:**

A.Ctrl+V

**B.Ctrl+C**

C.Shift+Ctrl+C

D.None of these

Ans:B

**34.The slide that holds the formats for all slides in your presentation:**

**A.Master slide**

B.Summary slide

C.Slide sorter

D.New slide

Ans:A

**35.To publish a presentation on the web,Power Point saves files in which  format:**

A.ppt

B.txt

C.php

**D.html**

Ans:D

**36.The useful tools for proofing your slides in power point is:**

A.Slide show

B.Slide sorter

**C.Hand outs**

D.Slide title

Ans:C

**37.Which is not used for slide show:**

A.View-slide show

B.Slide show-view show

C.F5 key

**D.Custom show**

Ans:D

**38.If you want to go to a web pages from inside a presentation,you use**

A.A browser image

**B.Action buttons**

C.Can’t go

D.None of these

Ans:B

**39.The domain name for Government organizations:**

A..gov

**B..govnt**

C..com

D..org

Ans:B

**40.Which of the following is not an Internet browser:**

A.Mozilla

B.Internet Explorer

**C.Windows Explorer**

D.Netscape Navigator

Ans:C

**41.Which is an example for a data compression utility:**

A.Compress

B.Dip

**C.Zip**

D.All of these

Ans:C

**42.Small pictures on the Desktop**

**A.Icon**

B.Image

C.Pixel

D.All of the above

Ans:A

**43.Identify the one which is not a mouse operation:**

A.Clicking

**B.Drawing**

C.Dragging

D.None of these

Ans:B

**44.The expansion for Email is:**

A.Enforced mail

**B.Electronic mail.**

C.Extended mail

D.Mails from MS Word

Ans:B

**45.What is the use of the Internet?**

A.Resource Sharing

B.Communication

C.Entertainment

**D.All of these**

Ans:D

**46.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

Ans:C

**47.Whcih is a computer program dedicated to the task of downloading?**

A.Web browser

**B.Download manager**

C.Explorer

D.None of these

Ans:B

**48.You can create a user for your system by using:**

A.MS Word

B.Windows Explorer

**C.Control  panel**

D.Internet

Ans:C

**49.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

Ans:C

**50.Which of the following is not an element on the edit menu?**

**A.New**

B.Cut

C.Copy

D.Goto

Ans:A

**51.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

Ans:B

**52.The default number of worksheet in an Excel work book**

**A.3**

B.2

C.4

D.Can be any number

Ans:A

**53.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

Ans:A

**54.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

Ans:A

**55.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

Ans:C

**56.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

Ans:B

**57.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)

Ans:B

**58.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

Ans:B

**59.In Excel the columns are identified using**

**A.Letters**

B.Numbers

C.Letter followed by a number

D.Number followed by aletter

Ans:A

**60.Whcih of the following in Excel provides commands for modifying a chart?**

A.Create chart

B.Insert-chart

C.Chart-wizard

**D.Chart menu**

Ans:D

**61.The Word tool used to find synonym for a word is:**

A.Spell check

B.Format

**C.Thesaurus**

D.Grammar check

Ans:C

**62.Using which tool you can edit the header or footer in a document:**

A.Edit

B.View

C.Format

**D.Insert**

Ans:D

**63.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

Ans:B

**64.The advantages of office automation include:**

A.Increase productivity

B.Improve the working atmosphere

C.Increase overall efficiency

**D.All of these**

Ans:D

**65.The .rtf file extension is for:**

**A.Word file**

B.Excel file

C.Power point file

D.None of these

Ans:A

**66.Which key is used to type some more letters after locking action?**

A.Word file

B.Excel file

C.Power point file

**D.None of these**

Ans:D

**67.Which one is the temporary memory?**

A.GNU

B.DOS

C.UNIX

**D.RAM**

Ans:D

**68.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

Ans:A

**69.Change of fonts can be possible by using:**

A.Title bar

B.Menu bar

**C.Formatting tool bar**

D.Standard tool bar

Ans:C

**70.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

Ans:A

**71.A blank document can be available from:**

A.View menu

B.Start button

C.Close button

**D.File menu**

Ans:D

**72.To move cursor to the next line the key is used:**

A.Shift key

B.Shift lock

C.Back space key

**D.Enter key**

Ans:D

**73.A document can be saved by using key.**

A.Ctrl+A

B.Ctrl+X

C.Ctrl+U

**D.Ctrl+S**

Ans:D

**74.Name the long bar key infront of the typewriter:**

A.Shift key

B.Shift lock key

C.Back space key

**D.Space bar key**

Ans:D

**75.No.of character keys on Haida typewriter keyboard:**

A.24

**B.44**

C.84

D.54

Ans:B

**76.No.of dogs  in English Typewriter:**

A.4

B.3

C.1

**D.2**

Ans:D

**77.A strap on the main spring is:**

A.Cardholder

**B.Main spring strap**

C.Front strap

D.Middle strap

Ans:B

**78.Typewritter ribbon passess through:**

A.dogs

B.Rocker

C.Handle

**D.Vibrator**

Ans:D

**79.To type capital letters continuously the key is used:**

A.Shift key

B.Character key

**C.Shift lock**

D.Tabulator key

Ans:C

**80.While typing carriage moved towards:**

**A.Left**

B.Right

C.Up

D.Down

Ans:A

**81.Chief Information Commissioner in kerala is:**

A.Palat Mohandas

B.Justice Benjamin Koshy

**C.Sibi Mathews**

D.Dr.K.S.Radhakrishnan

Ans:C

**82.Which one of the following Articles deals with the Right to Education?**

**A.Article 21 A**

B.Article 17

C.Article 30

D.Article 21

Ans:A

**83.Which planet has the largest O2(Oxygen 2)content?**

A.Sun

**B.Earth**

C.Mars

D.Jupiter

Ans:B

**84.The revolt of 1857 began at:**

A.Agra

B.Delhi

**C.Meerut**

D.Kalinga

Ans:C

**85.Which atmospheric layer is most important for human beings?**

A.Mesosphere

**B.Troposphere**

C.Thermosphere

D.Stratosphere

Ans:B

**86.The first oil refinery in India was set up at:**

A.Mumbai

B.Kolkatta

**C.Digboi**

D.Hyderabad

Ans:C

**87.Eravikulam national Park is in:**

A.Kannur district

B.Kottayam district

C.Ernakulam district

**D.Idukki district**

Ans:D

**88.The UN summit on climate change was held on 11 th December,2011 at:**

A.Moscow

**B.Durban**

C.Geneva

D.Paris

Ans:B

**89.Which country won the 2011 FIFA Women ‘s Football World Cup?**

**A.Japan**

B.USA

C.Brazil

D.Argentina

Ans:A

**90.99th Indian Science Congress was held at:**

A.New Delhi

B.Bangalore

C.Calcutta

**D.Bhubaneswar**

Ans:D

**91.Capital of South Sudan is:**

**A.Juba**

B.Khartoum

C.Cape Town

D.Borne

Ans:A

**92.”National Voter’s Day”is observed on:**

A.February 19

**B.January 25**

C.January 26

D.February 8

Ans:B

**93.”Freedom from Fear”is written by:**

A.Abdul Kalam Azad

**B.Aung San Suu Kyi**

C.J.S.Mill

D.Nelson Mandela

Ans:B

**94.Union Civil Aviation Minister,Mr.Ajit Singh belongs to which political party?**

A.Bahujan Samaj Party

B.Janatha Dai

**C.Rashtriya Lok Dal**

D.Indian National Congress

Ans:C

**95.Who is the author of”Choice of Technique”?**

**A.Amartya Sen**

B.Alfred Marshall

C.J.M.Keynes

D.David Ricardo

Ans:A

**96.Where will the 2012 Olympic Games be held?**

A.Moscow

B.New York

**C.London**

D.Tokyo

Ans:C

**97.The term’16 yards hit’is associated with:**

A.Polo

B.Baseball

**C.Hockey**

D.Badminton

Ans:C

**98.Which country gives Magsaysay awards?**

A.Indonesia

B.Australia

**C.The Philippines**

D.South Korea

Ans:C

**99.Name Japanese Prime Minister Who made a two day visit to Indian on December 27-28,2011**

A.Kim Jong-un

**B.Yoshihiko Noda**

C.Susilo Bambang

D.Najib Tun Razak

Ans:B

**100.Which Country won the 2011 SAFF Cup Football title in New Delhi on December 11,20.**

A.Srilanka

B.Pakistan

**C.India**

D.Afghanistan

Ans:C