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DATA ENTRY OPERATOR,MINERALS AND METALS LIMITED

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1.Two colour letters are stamping while using two color ribbons.It is called:

A.Shading

B.Spreading

C.Bleeding

D.Saging

Ans:C

2.Default bottom page margin of word 2003 is:

A.1.25

B.1.5

C.1

D.0

Ans:C

3.The part of supplying paper to impression roller is known as:

A.Receiving tray

B.Operating lever

C.Regulator

D.Feed tray

Ans:D

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4.Shortcut key to cut the selected text:

A.Ctrl+C

B.Ctrl+V

C.Ctrl+1

D.Ctrl+X

Ans:D

5."Arial black" is considered as:

A.Character

B.Text

C.Font

D.Style

Ans:C

6.Spelling and grammar option can be taken from:

A.Tools

B.Format

C.Insert

D.Review

Ans:A

7.Quark Xpress is an example of software used in:

A.Photo editing

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B.DTP

C.Email

D.Database

Ans:B

8.Bat tab settings inserts a -----in your document at the tab stops.

A.Horizontal line

B.Vertical line

C.Decimal point

D.Cross line

Ans:B

9.Open Office is an example of:

A.Networking software

B.Graphic designing Software

C.Language word processor

D.Web design software

Ans:C

10.From the following,which is an example of free software:

A.MYSQL

B.Apache Server

C.GNU/Linux

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D.Adobe Frame Maker

Ans:C

11.Malayalam typewriter keyboard was designed by:

A.Arulappan

B.Pandala

C.Krishna Iyer

D.Ramakrishnan

Ans:B

12.Minimum number of copies available in the print dialog box:

A.4

B.3

C.1/2

D.1

Ans:D

13.How many spaces would be left after exclamatory mark(!)?

A.1

B.2

C.No Space

D.None of these

Ans:B

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14.How many shift systems are present in a typewriter?

A.1

B.2

C.3

D.4

Ans:B

15.From the below,which part of a typewriter requires oiling:

A.Nickel plate

B.Segment

C.Keyboard

D.None of these

Ans:D

16.What is “I”in iOS?

A.Internet

B.Intranet

C.Internal

D.Interconnect

Ans:A

17.The third generation computers mainly used:

A.Vacuum tubes

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B.Transistors

C.Integrated circuits

D.None of the above

Ans:C

18.The Planning Commission of India is replaced by:

A.Nithi Yug

B.Nithi Nirvachan

C.Nithi Aayog

D.Nithi Dharma

Ans:C

19.In word processing,red underline indicates:

A.Warning

B.Grammar mistake

C.Spelling mistakes

D.All of the above

Ans:C

20.Who was the first Viceroy of independent India?

A.Lord Irwin

B.Lord Mount batten

C.Lord Curzon

D.Lord Morley

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Ans:B

21.The Indian National Leader who participated in 3 Round Table Conferences:

A.Pattabhi Seetaramayya

B.Dr.B.R.Ambedkar

C.Maulana Abul Kalam Azad

D.Madanmohan Malavya

Ans:B

22.Chepauk Stadium is situated in:

A.Mumbai

B.Hyderabad

C.Kolkata

D.Chennai

Ans:D

23.Who among the following is appointed as the Goodwill Ambassador of UNICEF, South Asian Zone?

A.Sharukh Khan

B.Salman Khnan

C.Amir Khan

D.Sachin Tendulkar

Ans:C

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24.Which among the following diseases is also known as”Pink Eye”?

- A.Conjucivitis
- B.Myopia
- C.Astigmatism
- D.Presbyopia

Ans:A

25.Location of Ratchet wheel is:

- A.Right side of cylinder
- B.Left end of the cylinder
- C.Right side of carriage
- D.Inside the carriage

Ans:B

26.One of the tragic episode of Mappila Rebellion of 1921 is Wagon Tragedy,which happened in:

- A.1921 March
- B.1921 December
- C.1921 November
- D.1921 May

Ans:C

27.Nested table means:

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- A.A table within a table
- B.Nearest table
- C.Add spacing between table cells
- D.Previous table

Ans:A

28.The shortcut for redo the last action

- A.Ctrl+U
- B.Ctrl+Y
- C.Ctrl+R
- D.Shift+X

Ans:B

29.A concentric ring on a hard disk is referred to as a:

- A.Track
- B.Sector
- C.Table
- D.None of the above

Ans:A

30.From the following statement which is true about primary storage:

- A.Fast access
- B.Part of CPU

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C.Its expensive

D.All of the above

Ans:D

31.ISCII is a:

A.Keyboard layout

B.Software

C.Character encoding system

D.All of the above

Ans:C

32.Scanner is a -----type of device

A.Output

B.Input

C.Both (A)and (B)

D.None of the above

Ans:B

33.Which memory needs more refresh?

A.DRAM

B.SRAM

C.ROM

D.All of the above

Ans:A

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34.Which of the following is a computer software?

- A.PCI
- B.ALU
- C.K7
- D.Dongle

Ans:C

35.An example of Operating System is:

- A.Visual Studio
- B.Visual Basic
- C.Vista
- D.All of the above

Ans:C

36.'CAD'stands for:

- A.Computer Analytical Design
- B.Computer Aided Drum
- C.Computer Analytical Drum
- D.Computer Aided Design

Ans:D

37.The headquarters of Intel Corporation is at:

- A.Arizona

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B.California

C.Washington

D.Virginia

Ans:B

38.The first Intel process introduced was:

A.4004

B.4007

C.8008

D.4008

Ans:A

39.The shortest access time memory is:

A.Virtual memory

B.Secondary Memory

C.Both A and B

D.Cache memory

Ans:D

40.The PROCESSOR is located in the:

A.External Drive

B.External Board

C.Mother Board

D.SMPS

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Ans:C

41.'Kaspersky'is a:

A.Web browser

B.Antivirus Program

C.Operating System

D.Application Manager

Ans:B

42.The default alignment for paragraph in MS-word is:

A.Left

B.Right

C.Justified

D.Centered

Ans:A

43.The place where windows keeps copies of deleted files:

A.Recovery bin

B.Recycle bin

C.Retrieveal bin

D.None of the above

Ans:B

44.When you point to the -----corner of a table in WORD,the table move handle appears.

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A.Upper Right

B.Upper Left

C.Lower right

D.Lower left

Ans:B

45.Internet came to force in India during the year:

A.1990

B.1997

C.1995

D.2000

Ans:C

46.Which key should be pressed to start a new paragraph in MS Word?

A.Shift

B.Enter

C.Ctrl+Enter

D.None of the above

Ans:B

47.How can you insert a sound file in your word document?

A.From insert-sound menu option

B.From insert-file menu option

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C.From insert –object menu option

D.None of the above

Ans:C

48.We can set gutter position in the side of a page in a document in Word at:

A.Centre

B.Top

C.Bottom

D.Right

Ans:B

49.Ribbon toolbar is used in Microsoft Word:

A.2003

B.2007

C.2000

D.Word XP

Ans:B

50.Which bar will show the current position of cursor?

A.Status bar

B.Task bar

C.Tool bar

D.Formula bar

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Ans:A

51.The capital letter D denotes which of the following number:

A.50

B.500

C.550

D.1000

Ans:B

52.Which is the position to type the words like REGISTERED,URGENT etc.on the face of a cover?

A.Left side top

B.Right side top

C.Centre top

D.Left side bottom

Ans:A

53.What is the reason for impressing one letter on the paper while we typing?

A.Cylindrical shape of the carriage

B.Up and down movement of keys

C.Up and down movement of the ribbon

D.None of these

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Ans:A

54.What is the reason for impressing one letter on the paper while we typing?

- A.Cylindrical shape of the carriage
- B.Up and down movement of keys
- C.Up and down movement of the ribbon
- D.None of these

Ans:A

55.Location of universal bar in Halda typewriter:

- A.At the back of vertical link
- B.In front of vertical link
- C.In front of segment
- D.At the back of segment

Ans:D

56.Which of the following parts does not need oil as lubricant?

- A.Carriage way rods
- B.Feed,rolls
- C.Carriage rack
- D.Loose Dog

Ans:B

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57.How many rubber feet are present a typewriter?

A.3

B.4

C.2

D.1

Ans:B

58.Alternate name for “tabulator stop”is:

A.Tabulator bits

B.Tabulator bars

C.Tabulator rack

D.None of these

Ans:A

59.Where is the task bar situated in MS WORD?

A.Top of the word window

B.Bottom of the word window

C.Above the status bar

D.Below the menu bar

Ans:B

60.Default bottom page margin of word 2003 is:

A.1.25

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B.1.5

C.1

D.0

Ans:C

61.File>New is used to open:

A.A new file

B.A save file

C.A copied file

D.None of the above

Ans:A

62.The worksheet of excel 2000 contains-----columns

A.800

B.400

C.1024

D.256

Ans:D

63.Master key in typewriter is:

A.N

B.B

C.T

D.O

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Ans:A

64.The keyboard shortcut to move one cell to the right is:

A.Shift

B.Tab

C.Ctrl

D.Space

Ans:B

65.-----bar contains document name

A.Quick access toolbar

B.Task bar

C.Ribbon

D.Toolbar

Ans:B

66.Integrated Circuit was invented by:

A.Bill gates

B.Semen

C.Hollerith

D.Jack Kilby

Ans:D

67.Function key used to select word help is:

A.F9

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B.P3

C.F1

D.F6

Ans:C

68.The icon in the standard tool bar having the shape of a Floppy disk is used for:

A.Save

B.Save as

C.Paste special

D.Cut

Ans:A

69.Zip programs are used for:

A.Converting files in to another language

B.Reduce the size of files by compressing

C.Creating database files

D.Creating a text file

Ans:B

70.Headers and footers can include texts and graphics,as well as the:

A.Current date

B.Page number

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C.Current time

D.All of the above

Ans:D

71.What is the shortcut key to 'Undo'the last action in a document

A.Ctrl+X

B.Ctrl+Y

C.Ctrl+U

D.Ctrl+Z

Ans:D

72.First Technopark established in India at:

A.Bangalore

B.Noida

C.Chennai

D.Thiruvananthapuram

Ans:D

73.The standard high level language using in internet is:

A.Java

B.HTML

C.Unix

D.Linux

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Ans:A

74.Super computer ANUPAM developed in India by:

A.IBM

B.BARC

C.C-DAC

D.ISRO

Ans:B

75.Which is the following line space used for typing a legal document?

A.Single line

B.Triple line

C.Double line

D.None of the above

Ans:B

76.What is the degree size of policy type carriage typewriter?

A.100

B.140

C.180

D.240

Ans:C

77.Which one of the following type rubber is not used for

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creating cylinder of type writer?

- A.Hard
- B.Medium
- C.Soft
- D.Elastic

Ans:A

78.The word”Honorable”should be placed before:

- A.The name of a Minister
- B.The Designation of a minister
- C.A Business man
- D.An Officer

Ans:B

79.How much space should be left after typing “colon”?

- A.No space
- B.Two space
- C.One space
- D.Half space

Ans:B

80.The Home keys in English typewriter are:

- A.Asdf;lkj

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B.MN

C.NP

D.A;

Ans:A

81.Beti Bachao Beti Padhao Programme was launched at Panipat on:

A.22 January 2013

B.22 January 2014

C.22 January 2015

D.22 January 2016

Ans:C

82.The 'Bharat Nirman'was launched by which Prime Minister?

A.Narendra Modi

B.Dr.Man Mohan Singh

C.Rajeev Gandhi

D.Deva Gowda

Ans:B

83.Who was the captain of the volunteer corps related with Guruvayur Satyagraha?

A.A.K.Gopalan

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B.K.Kelappan

C.K.P.Kesavamenon

D.T.K.Madhavan

Ans:A

84.Author of the famous book ‘Jathikummi’:

A.K.P.Vallon

B.P.K.Chathen Master

C.T.K.Madhavan

D.K.P.Karuppan

Ans:D

85.The first women who was the recipient of ‘Bharata Ratna’?

A.Mother Theresa

B.Indira Gandhi

C.M.S.Subhalakshmi

D.Kalpana Chawla

Ans:B

86.Mokshapradipam was written by:

A.Brahmananda Swami Sivayogi

C.Chattampi Swamikal

C.Sree Narayana Guru

D.Ayyathan Gopalan

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Ans:A

87.The famous personality who was known as the Licoln of Kerala:

A.K.Kelappan

B.T.K.Madhavan

C.Pandit Karuppan

D.V.T.Bhattathiripad

Ans:C

88.Kodungaloor Kunjikuttan Thampuran was known as:

A.Kerala Kalidasa

B.Sarasakavi

C.Mahakavi

D.Kerala Vyasa

Ans:D

89.The social organization of Kerala Samathva Samajam was established in the year:

A.1851

B.1836

C.1855

D.1898

Ans:B

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90.The author of ‘A community in Peril Christian Women’s Struggle for equal inheritance rights in Kerala’:

A.Kuttimalu Amma

B.Anna Chandi

C.Accama Cheriyan

D.Mary Ponnen Lukose

Ans:B

91.The person who had compiled Kesari Balakrishnan Pillai’s works:

A.M.N.Vijayan

B.M.N.Govindan

C.M.P.Appan

D.M.P.Gopalan

Ans:A

92.The Kerala Sangeetha Nataka Akademi was established in the year:

A.1956

B.1957

C.1958

D.1959

Ans:C

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93.The British governor general who had permitted the channar women to wear Kuppayams:

A.Lord Dufferin

B.Lord William Bentick

C.Lord Curzon

D.Col.Munroe

Ans:D

94.The social reformer who led the Kallumala Agitation:

A.Sree Narayana Guru

B.K.Kelappan

C.Ayyankali

D.Chattampi Swamikal

Ans:C

95.The slogan"Travancore for Travancoreans" was associated with which event:

A.Malayali Memorial

B.Ezhava Memorial

C.Temple Entry Movement

D.Nivarthana Agitation

Ans:A

96.The directive principle of state policy is contained in which

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part of the constitution:

A.Part III

B.Part IV

C.Part II

D.Part VI

Ans:B

97.Who made the famous statement of “the difference between journalism and literature is that journalism is unreadable and literature is not read?”

A.Shakespeare

B.Robert Frost

C.P.B.Shelly

D.Oscar Wilde

Ans:D

98.The 2018 Women’s Hockey World Cup will be held in which country?

A.Sri Lanka

B.New Zealand

C.India

D.England

Ans:D

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99. Who has been selected for the Prestigious 2016 Jnanpith Award?

- A.Chandrashekhara
- B.Kedemath Singh
- C.Shankha Ghosh
- D.Ravuri Bhadhwaha

Ans:C

100. Who was the Regent to Travancore who issued orders to start vernacular schools in Travancore?

- A.Gouri Parvati Bai
- B.Gouri Lakshmi Bai
- C.Gouri Sethu Lakshmi
- D.Gouri Sethu bai

Ans:A