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SUPREND-GOVERNMENT COMMERCIAL INSTITUTE,TECHNICAL EDUCATION

EXAM DATE:21-08-2014

1.Allowances from U.N.O is:

- A.Fully taxable income
- B.Fully exempted allowance*
- C.Allowances exempted upto a specified limit
- D.None of these

Ans:B

2.-----means buying and selling of shares simultaneously or within a short period of time with a view to rise the price of the shares.

- A.Kerb trading
- B.Insider trading
- C.Wash sales*
- D.None of these

Ans:C

3.Out of the following classes of goodwill,which class of goodwill is having high value?

- A.Dog goodwill
- B.Cat goodwill*
- C.Rat goodwill
- D.Rabbit goodwill

Ans:B

4.Which of the following is not a discounted cash flow method?

- A.Net present value method

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- B.Internal rate of return
- C.Profitability index method
- D.Average rate of return method*

Ans:D

5.Expansion and contraction of currency takes place through the..... of RBI

- A.Banking department*
- B.Currency department
- C.Credit department
- D.None of these

Ans:A

6.Income Tax is shared among centre and states based on the recommendations of:

- A.Finance ministry
- B.Finance commission*
- C.Planning commission
- D.None of these

Ans:B

7.-----was established in 1990 with an objective to provide an alternate market for the securities of smaller companies.

- A.OTCEI*
- B.NSE
- C.BOLT
- D.SHCIC

Ans:A

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8.Which system of note issue is followed by R.B.I?

- A.Minimum reserve system*
- B.Proportional reserve system
- C.Maximum fiduciary system
- D.None of these

Ans:A

9.-----consist of a put and call option on the same security for the same period at different exercise price

- A.Strip
- B.Straddle
- C.Spread*
- D.Strap

Ans:C

10.-----is defined as the improper performance of a lawful act or doing lawful act in an unlawful manner.

- A.Misfeasance*
- B.Misrepresentation
- C.Fraud
- D.None of these

Ans:A

11.Salary of M.P.and M.L.A are taxable under the head:

- A.Income from salaries
- B.Profit and gains of profession
- C.Income from other sources*

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D.None of these

Ans:C

12.-----are always issued in favour of Reserve Bank of India only.

A.Accomodation bill

B.Ad-hoc treasury bill*

C.Certificate of deposits

D.Inter-bank participation certificate

Ans:B

13.Buy back of shares is permitted on the basis of sections:

A.67A,67B

B.77A,77B*

C.87A,87B

D.None of these

Ans:B

14.The measures adopted to solve the problems of fluctuation in demand according to seasons is called:

A.Meta marketing

B.Synchro marketing*

C.Remarketing

D.None of these

Ans:B

15.The listing of the accessible population from which the sample is drawn is called the:

A.Sample design

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- B.Sample block
- C.Sampling frame*
- D.Sampling premises

Ans:C

16.Which of the following ratio is not used for determining the solvency of the concern?

- A.Debt-equity ratio
- B.Proprietary ratio
- C.Debt-service ratio
- D.Creditors turnover ratio*

Ans:D

17.At Break Even Point,contribution is:

- A.Above fixed cost
- B.Below fixed cost
- C.Equal to fixed cost*
- D.None of these

Ans:C

18.Who is the author of the book “The End of Economic Man”?

- A.F.W.Taylor
- B.Robert.F.Hoxie
- C.Henry Fayol
- D.Peter Drucker*

Ans:D

19.Convenience goods are also called as:

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A.Yellow goods

B.Orange goods

C.Red goods*

D.None of these

Ans:C

20.What is load charges?

A.Commission charged by OTCEI

B.Commission charged by mutual fund company*

C.Commission charged by BSE

D.None of these

Ans:B

21.Managerial Grid is developed by:

A.Mc Gregor

B.Porter-Lawler

C.Henry Fayol

D.Blake and Mouton*

Ans:D

22.A cheque is treated as stale cheque after the expiry of -----months from the date of cheque.

A.1

B.3*

C.6

D.None of these

Ans:B

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23.-----is the bailment of movable property to secure payment of debt or performance of contract.

- A.Lien
- B.Mortgage
- C.Hypothecation
- D.Pledge*

Ans:D

24.-----tries to widen the horizons of marketing by covering non-business organisations like schools,hospitals,religious bodies etc.

- A.Mega marketing
- B.Remarketing
- C.Demarketing
- D.Meta marketing*

Ans:D

25.The Consumer Protection Act was passed by The Parliament in the year:

- A.1969
- B.1986*
- C.1999
- D.2002

Ans:B

26.Apportionment of overhead is called:

- A.Primary distribution
- B.Secondary distribution*

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C.Supplementary distribution

D.None of these

Ans:B

27.'Caveat emptor'means:

A.Let the buyer beware*

B.Let the seller beware

C.Let the buyer and seller beware

D.None of these

Ans:A

28.'Novation'means:

A.Cancellation of the existing contract

B.Change in one or more terms of the contract

C.Substitution of existing contract for a new one*

D.None of these

Ans:C

29.Income elasticity is negative for a:

A.Positive good

B.Normal good

C.Elastic good

D.Inferior good*

Ans:D

30.Who wrote the book "General and industrial Management"?

A.Peter Drucker

B.Elton Mayo

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C.Louis Allen

D.Henry Fayol*

Ans:D

31.Gutter position can be set in the following positions:

A.Left and right

B.Left and bottom

C.Left only

D.Left and top*

Ans:D

32.Which American compute company is called Big Blue:

A.Microsoft

B.Compaq Corp

C.IBM*

D.Tandy Svenson

Ans:C

33.VIRUS stands for:

A.Virtual Interchange Recurrence Unicode System

B.Vital Information Resource Under Seize*

C.Varying Information Research Utility Session

D.Visible Intense Research Unauthorized Software

Ans:B

34.Background colour and effects applied on a document is not visible in:

A.Web layout view

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B.Print layout view

C.Print preview*

D.Reading view

Ans:C

35.The first computer mouse was built by:

A.William English

B.Douglas Engelbart*

C.Oaniel Cougher

D.Robert Zawacki

Ans:B

36.What is the shortcut key to split a table?

A.Ctrl+Shift+Enter*

B.Ctrl+Alt+Enter

C.Alt+Shift+Enter

D.Alt+Space+Enter

Ans:A

37.Maximum number of lines you can set for a Drop Cap is:

A.3

B.10*

C.15

D.20

Ans:B

38.What is the file name extension for Microsoft Word Document Template?

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A..doc

B..docx

C..dot*

D..dotx

Ans:C

39.Who invented Integrated Circuit(IC)?

A.Herman Hollerith

B.Semen Korsakov

C.Bill Gates

D.Jack Kilby*

Ans:D

40.By default,on which page the Header and footer is printed?

A.On ever page*

B.On first page

C.On alternate page

D.None of the above

Ans:A

41.Auto text and Auto correct are-----tools.

A.Styling

B.Designing

C.Formating

D.Editing*

Ans:D

42.In word the mailing list is known as the:

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A.Data source*

B.Data sheet

C.Source

D.Sheet

Ans:A

43.What is the shortcut key for"Sub-script"the selected text?

A.Ctrl+Shift+=

B.Ctrl+Shift+-

C.Ctrl+=*

D.Ctrl+-

Ans:C

44.USB stands for:

A.Unique Sequential Bus

B.Universal Sequential Bus

C.Unique Serial Bus

D.Universal Serial Bus*

Ans:D

45.To convert a hyperlink E-mail address to regular text,right click the selected E-mail address and then click---on the shortcut menu.

A.Remove hyperlink*

B.Edit hyperlink

C.Select hyperlink

D.Open hyperlink

Ans:A

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46.A set of 4 bit is called:

- A.Terabit
- B.Yottabit
- C.Zettabit
- D.Nibble*

Ans:D

47.Microprocessor was introduced in which generation of computers?

- A.Second generation
- B.Third generation
- C.Fourth generation*
- D.Both(a)and(b)

Ans:C

48.What is the use of Bookmark in Microsoft Word?

- A.To easily correct the spelling errors
- B.To quickly jump to a specific location in the document*
- C.To quickly jump to the ending of the document
- D.To create a link within the document

Ans:B

49.What is the shortcut key for creating a Copyright symbol©?

- A.Alt+Ctrl+C*
- B.Alt+C
- C.Ctrl+C
- D.Ctrl+Shift+C

Ans:A

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50.Which word processing utility could you use to find the synonym of a word?

- A.Spell check
- B.Thesaurus*
- C.Outliner
- D.Grammar check

Ans:B

51.The nearest of 'M' affixed in a computer keyboard is:

- A.O
- B.L
- C.N*
- D.None of these

Ans:C

52.Number of columns in a worksheet are:

- A.250
- B.252
- C.254
- D.256*

Ans:D

53.Pick out the odd one from the following:

- A.Wrap text
- B.Fill*
- C.Merge
- D.Shrink to fit

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Ans:B

54.In drop cap option maximum lines can be set up are:

A.10*

B.8

C.15

D.3

Ans:A

55.The key used to move the cursor by a fixed number of space is:

A.Alt key

B.Ctrl key

C.Shift key

D.Tab key*

Ans:D

56.Date and times is in----tool bar.

A.Menu bar

B.Tool bar

C.Task bar*

D.Status bar

Ans:C

57.To auto fit the width of coloumn:

A.Double click the left border

B.Double click the right border*

C.Double click the top border

D.Double click the bottom border

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Ans:B

58.What is the default font size when opening a new word document?

A.12*

B.14

C.10

D.8

Ans:A

59.Changing the appearance of a document is:

A.Format*ing*

B.Editing

C.Proofing

D.Checking

Ans:A

60.You can close MS Word application by:

A.Alt+F4*

B.Alt+F5

C.Alt+F6

D.Alt+F7

Ans:A

61.Which finger is used to type the letter'E'?

A.Left middle finger*

B.Left index finger

C.Right middle finger

D.Right index finger

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Ans:A

62.To find an alternative word in a document,which tool can be opted?

A.Find and replace

B.Thesaurus*

C.Search

D.None of the above

Ans:B

63.Default tab shows-----inch space.

A.1

B.5

C.0.5*

D.0.1

Ans:C

64.Before a question mark-----space should be left.

A.1

B.2

C.No*

D.None of these

Ans:C

65.By using -----option,one can easily reach to a specific text.

A.Text alignment

B.Text direction

C.Auto Text

D.Book Mark*

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Ans:D

66.You can take any word styles from:

- A.Clip art gallery
- B.Style gallery
- C.Auto text
- D.Word Art gallery*

Ans:D

67.What will happen while pressing tab in the last cell of a table?

- A.Add a column at the beginning
- B.Add a column at the end
- C.Add a row at the beginning
- D.Add a row at the end*

Ans:D

68.The default page set up that prints the document vertically is:

- A.Landscape
- B.Orientation
- C.Portrait*
- D.None of these

Ans:C

69.'Rotate'command also the graphic to:

- A.Resize
- B.Turn right or left*
- C.Turn top or bottom
- D.All of the above

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Ans:B

70.To access the paragraph indent features use:

- A.The formatting tool bar
- B.The paragraph dialog box
- C.The ruler
- D.All of the above*

Ans:D

71.There are-----options for adjusting line spacing.

- A.6*
- B.7
- C.8
- D.9

Ans:A

72.The -----margin helps to format margins back to back in printing.

- A.Mirror margin*
- B.Top margin
- C.Gutter margin
- D.None of these

Ans:A

73.To insert a non breaking space,hold-----when you press the space bar.

- A.Ctrl and Alt
- B.Shift and Alt
- C.Ctrl and Shift*

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D.None of these

Ans:C

74.When pressing Shift key and 7 what sign will appear in the monitor?

A.@

B.%

C.&*

D.*

Ans:C

75.In the -----method of envelope addressing,all lines will commence from the same point.

A.Indented

B.Block*

C.Both(a)and(b)

D.None of these

Ans:B

76.Ctrl+Home results in a word document:

A.Beginning of a line

B.UP one paragraph

C.Beginning of a document*

D.UP one screen

Ans:C

77.To hide or show gridlines in a cell -----menu helps

A.Tools

B.Table*

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C.Format

D.None of these

Ans:B

78.Concordance file is related with:

A.Troubleshooting

B.Thesaurus

C.Pivot table

D.Index*

Ans:D

79.Usually-----have only one series of data

A.Pie charts*

B.Bubble charts

C.Scatter charts

D.Bar charts

Ans:A

80.The expanded form of GIF is:

A.Graphic image File

B.Graphic interchange File

C.Graphic image Format

D.Graphic interchange Format*

Ans:D

81.Which of the following is not a tax free perquisites under income Tax Act?

A.Laptop and computers provided to the employee by the employer

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B.Family planning expenses

C.Health club facility

D.Sweat equity shares allotted by the employer*

Ans:D

82.Which is the first rating agency established in India to rate credit worthiness of individual and non- corporate borrowers?

A.CRISIL

B.ONICRA*

C.KRA

D.None of these

Ans:B

83.Prospectus is:

A.An offer

B.An invitation to an offer*

C.Neither an offer nor an invitation to an offer

D.None of these

Ans:B

84.-----is a speculator who applies for new issue with an intention of selling his allotted shares at a premium.

A.Stag*

B.Lame duck

C.Wolf

D.None of these

Ans:A

85.The threat to commit suicide is:

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A.Coercion*

B.Under influence

C.Fraud

D.Misrepresentation

Ans:A

86.Which scheme is more beneficial to the workers at lower levels of efficiency?

A.Rowan*

B.Halsey

C.Halsey-Weir

D.None of these

Ans:A

87.Margin of safety at Break Even Point is:

A.Higher

B.Lower

C.Nil*

D.None of these

Ans:C

88.The concept of Total Quality Management was originated in:

A.USA

B.Japan*

C.England

D.None of these

Ans:B

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89.Which of the following is not a feature of forward contract?

- A.No down payment
- B.Settlement at maturity
- C.No secondary market
- D.None of these*

Ans:D

90.-----published the first social audit report in India?

- A.SAIL
- B.ONGC
- C.TISCO*
- D.None of these

Ans:C

91.The first Income Tax Act was passed in India in the year:

- A.1961
- B.1932
- C.1886*
- D.None of these

Ans:C

92.Shares of giant companies that are faster than slow growers,but are able to surpass the growth rate of Gross National Product of a country are known as:

- A.Stalwarts*
- B.Defensive shares
- C.Turn around

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D.None of these

Ans:A

93.Which mode of dissolution of firm is described in section 44 of Partnership Act?

A.Dissolution by agreement

B.Compulsory dissolution

C.Dissolution by court*

D.None of these

Ans:C

94.'Kolkhoz'was associated with which country?

A.USSR*

B.China

C.Japan

D.None of these

Ans:A

95.-----is a statement of the minimum acceptable human qualities necessary to perform a job properly.

A.Job specification*

B.Job description

C.Job classification

D.Job enrichment

Ans:A

96.Which of the following method is used in control of spare parts?

A.ABC analysis

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B.HML analysis

C.JIT analysis

D.VED analysis*

Ans:D

97.-----price method could be used for a product which is new in all aspects.

A.Skimming*

B.Penetrating

C.Dual

D.Customary pricing

Ans:A

98."Management is what management does"Whose definition is this?

A.Henry Fayol

B.Peter Drucker

C.Louis Allen*

D.None of these

Ans:C

99.Which is the first growth fund launched in India?

A.Master grow

B.Master gain

C.Master shares*

D.None of these

Ans:C

100.Section 80 GGC of the Income Tax Act refers to:

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A.Deduction in respect of contribution given by any person to political parties*

B.Deduction in respect of rent paid

C.Deduction in respect of donation to certain fund,charitable institution etc

D.None of these

Ans:A