1 : What is a computer in simple term?
A : A calculating machine
B : An electronic digital device
C : An electronic typing machine
D : An electronic hardware

2 : Who invented the first computer?
A : Thomas Alva Edison
B : Bill Gate
C : Charles Babbage
D : Microsoft

3 : Who created first programmable computer?
A : Charles Babbage
B : German Konrad Zuse
C : Albert Einstein
D : Benjamin Franklin

4 : How a personal computer(PC) is designed?
A : Can use many people at a time
B : Can use only one person
C : Only Government offices
D : Only one person at a time

5 : What was the name given to the first computer?
A : Slide rule
B : Difference engine
C : ENIAC
D : Calculator

6 : Who is called father of modern computers?
A : John Napier
B : Edmund Gunter
C : Blaise Pascal
D : Charles Babbage

7 : How difference engine provided its output?
A : Through printer
B : Through scanner
C : Through photocopier
D : Through USB device

8 : Who introduced the personal computer (PC) for home and office use?
A : Microsoft
B : Apple
C : IBM
D : Dell

9 : Which type of computers used in banks to store and retrieve core banking transactions?
A : Mobile phones
B : Centralized server computers
C : Tablet computers
D : Micro-computers

10 : What are the physical components of a computer?
A : Monitor, Keyboard, MS word
B : Mouse, Printer, keyboard
C : Monitor, Motherboard, system software
D : Keyboard, Mouse, MS office

11 : What is the name given to the physical components of a computer collectively?
A : Software
B : Hardware
C : Malware
D : Junk ware

12 : Which component makes a computer to work through commands?
A : Software
B : Hardware
C : Malware
D : Junk ware

13 : What is the common name of a group of component physically available and can be seen in a computer?
A : Software
B : Malware
C : Hardware
D : Junk ware

14 : What category the Keyboard, mouse, scanner, stylus, light pen, etc are classified?
A : Input unit
B : Central processing unit
C : Output unit
D : Processing unit

15 : What is the name of the unit which stores data in computer?
A : Program
B : Software
C : Hardware
D : Memory

16 : Where the processing work of a computer takes place?
A : Input unit
B : Central Processing Unit (CPU)
C : Output unit
D : Inbuilt software

17 : Which one is the primary memory in computer?
A : Hard disk
B : Mother board
C : Ram
D : Rom

18 : What is called secondary memory or storage in computer system?
A : Central Processing Unit
B : Hard Disk
C : System software
D : Application software

19 : What is called a single user computer system having moderately powerful microprocessor?
A : Workstation
B : Personal Computer (PC)
C : Mini computer
D : Super computer

20 : What is the name of the monitor which can be used as an input device?
A : CRT Monitor
B : Touch screen monitor
C : LCD Monitor
D : LED monitor

21 : Which are some important output devices?
A : Keyboard and cables
B : Printer and Monitor
C : Speaker and Mic
D : Mouse and cables

22 : What is the name of the computer hardware device?

A : Laptop
B : Photo album
C : Scanner
D : Touch screen

23 : What is the primary unit to enter text to computer?
A : Keyboard
B : Mouse
C : Mic
D : Digital Camera

24 : What is the name of this input device?

A : A detachable Mic
B : A detachable webcam
C : A joy stick
D : Lighting device

25 : Which category the Monitor, printer, plotter, etc. classified?
A : Input category
B : Central processing category
C : Output category
D : Control category

26 : What is the name of a printer that work by banging a head or needle against an ink ribbon to make a mark on paper?
A : Laser printer
B : Inkjet printer
C : Colour printer
D : Impact Printer

27 : Which type of monitors has less negative environmental impact when disposed?
A : LCD Monitor
B : LED Monitor
C : CRT Monitor
D : Touch screen

28 : What is the name of the storage device?

A : Sim card
B : Data card
C : Memory card
D : USB flash drive

29 : What is the storage capacity of a Floppy drive shown?

A : 700 MB
B : 4.7 GB
C : 700 KB
D : 1.44MB

30 : What is the storage capacity of a DVD?
A : 700 KB
B : 700 MB
C : 4.7 GB
D : 2 - 512 GB

31 : What is the name of this storage device?

A : Memory card
B : Magnetic tape
C : Pen drive
D : Floppy drive

32 : What is called the brain of the computer?
A : System software
B : Application software
C : Hard disk
D : Central Processing Unit (CPU)

33 : Which component holds temporary storage for data and programs that are accessed by CPU?
A : RAM (Random Access Memory)
B : ROM (Read Only Memory)
C : Hard Disk
D : Mother board

34 : What is the solution for enhanced system performance?
A : Increase ROM
B : Increase storage capacity of Hard disk
C : Use more capacity RAM
D : Add additional Mother board

35 : How many bit make a Byte?
A : 1024 KB
B : 8 bit
C : 1024 MB
D : 1024 GB

36 : What is the name of the component contains slots for fixing/ connecting processor, main memory (RAM), hard disk, CD/DVD drive, etc.,?
A : Mother board
B : Bread board
C : Key board
D : Dash board

37 : Which software act as a middle layer between hardware and user applications?
A : Application software
B : Database software
C : System software
D : Common utility program

38 : What is the name of the wireless mouse?
A : Digital mouse
B : Optical mouse
C : Conventional mouse
D : Advanced mouse

39 : Which hardware component controls the cursor on screen?
A : Keyboard
B : Mouse
C : Speed
D : Function

40 : Hard disk is measured by its?
A : Weight
B : Capacity to store data
C : Cost
D : Size

41 : What are the different types of storage devices?
A : Floppy Disk Drive, Hard Disk Drive and CPU
B : D Memory Card, DVD/CD and Mother Board
C : USB Flash Drive, Hard Disk Drive and Memory Card
D : RAM, Video Tape and Floppy Disk Drive

42 : What are the output devices for audio signals?
A : Speaker and printer
B : Headphones and mic
C : Speaker and Monitor
D : Speaker and headphones

43 : Which category, the Dot matrix printer belongs?
A : Monitor
B : Scanner
C : Non-impact type printer
D : Impact type printer

44 : Which category, Laser printer, ink jet printer, thermal printer , plotter belongs?
A : Light copy
B : All in one printer
C : Non-impact type printer
D : Impact type printer

45 : What is the name of a Digital copy of a document stored in secondary storage device (like hard disk, floppy disk, CD, DVD, pen drive, SD card, etc.,?
A : Light copy
B : Hard copy
C : Soft copy
D : Hot copy

46 : What is the name this cables?

A : USB connector
B : PS/2 cables
C : Network cables
D : VGA cables

47 : What is the name this port?

A : Network cable port
B : PS/2 port
C : USB cable port
D : Interface cable port

48 : What is the name this cable?

A : Power cable
B : PS/2 cable
C : USB cable
D : Network cable

49 : What is the name of this cable?

A : Speaker cable
B : Printer cable

C : CPU cable
D : Ethernet cable
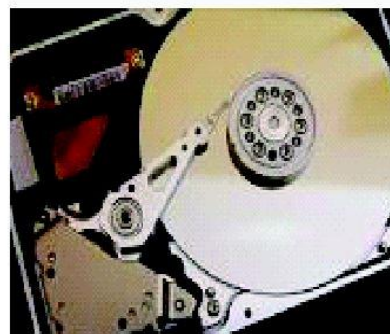
50 : Which pair of cables is shown in the picture?

A : Male and female interface cable
B : Male and female power cable
C : Male and female USB cable
D : PS/2 cables

51 : What is the name of this component?

A : Switched mode power supply
B : Systematic Modular Power Supply
C : Supply mode power supply
D : System made power supply

52 : What is the name of this device?

A : CD Drive
B : DVD Drive
C : Hard disc
D : Floppy drive

53 : What is the name of the component shown?

A : ROM Chip
B : Audio Chip
C : RAM chip
D : Storage chip

54 : Which part of the computer serves as a single platform to connect all the parts of the Computer together?
A : Mother Board
B : Central Processing Unit (CPU)
C : Cabinet
D : Cables

55 : What is the basis of Pitman's Shorthand?
A : Alphabets
B : Sounds
C : Spelling
D : Pronunciation

56 : What is the most popular system of shorthand writing?
A : Sloan Duployan System
B : Pitman's Shorthand
C : John Robert Gregg's System
D : Morse Code

57 : What are the skill requirements for clearing the Staff Selection Commission Examination?
A : A speed of 80-100 wpm in shorthand and 40 wpm in typing
B : A speed of 60 wpm in shorthand and 30 wpm in typing
C : A speed of 40 wpm in both shorthand and typing
D : A speed of 60 wpm in both shorthand and typing

58 : Which is the highest position a stenographer can climb to?
A : Private Secretary
B : Principal Private Secretary

C : Senior Private Secretary
D : Personal Assistant

59 : Which makes a stenographer very efficient?
A : Good spoken English and proficiency in a local language
B : Ability to write grammatically correct sentences
C : Accuracy and speed in shorthand and typing and proficiency in English
D : High speed in shorthand and typing

60 : What are Explodents?
A : Sounds produced when air escapes in a continuous stream
B : Sounds produced when air is forced out suddenly
C : Sounds produced when air escapes through nose
D : Sounds produced by blending with other consonants

61 : How is 'chay' written?
A : Thin downstroke at 30o angle from the perpendicular
B : Thick downstroke at 30o angle from the perpendicular
C : Thin upstroke at 30o angle from the horizontal
D : Thick upstroke at 30o angle from the horizontal

62 : What should be the length of a stroke?
A : Half of an inch
B : 1/3rd of an inch
C : 1/4th of an inch
D : 1/6th of an inch

63 : How many consonants (strokes) are there in Pitman's Shorthand?
A : 28
B : 26
C : 24
D : 12

64 : How many consonant sounds are there in Pitman's Shorthand?
A : 6
B : 12
C : 24
D : 26

65 : Which strokes are never written upward?
A : Light strokes
B : Thick strokes
C : CH
D : Ar

66 : What is an intervening vowel?
A : Vowel occurring before a stroke
B : Vowel occurring at the end of a stroke
C : Vowel occurring between any two strokes
D : Vowel occurring between two curved strokes

67 : How many are the vowels, according to Pitman's Shorthand?
A : 26
B : 24
C : 12
D : 6

68 : Where is a third-place intervening written?
A : Before the second stroke at the end
B : After the first stroke at the end
C : After the second stroke at the end
D : After the first stroke at the beginning

69 : Which is correct?
A : The vowel determines the position of an outline
B : The first position is on the line
C : The second position is above the line
D : The third position is through the line

70 : What is windows in computer terms?
A : An application software
B : A collection of programs known as an operating system (OS) that controls a PC (personal computer).
C : Hardware
D : Hardware and software

71 : What is MS DOS stands for?
A : MiniSoft Disk Operating System
B : MicroSoft Disk Operating Standard
C : MicroSoft Dirty Operating System
D : MicroSoft Disk Operating System

72 : Which operating system has the largest number of installations for desk- top computers?
A : Windows
B : Android
C : Mac OS X
D : UNIX

73 : Which is the most dominant operating system in mobile phones?
A : Windows mobile
B : iOS
C : Android
D : Blackberry OS

74 : What is the name of the shortcuts visible on the Desktop?
A : Clipboard
B : Desktop icons
C : Download icons
D : Document icons

75 : What is called the thin strip (usually placed at bottom) of Windows desktop, containing several important icons?
A : Menu bar
B : Title bar
C : Status bar
D : Task bar

76 : What is called the special button at the left edge of task bar, used to open many programs?
A : Stop menu
B : Popup menu
C : Start button
D : File menu

77 : Where can you find the list of running programs?
A : Start menu
B : Quick launch icons,
C : All programs
D : Task bar

78 : Where can you find the page number of the currently running programs?
A : Menu bar
B : Title bar
C : Status bar
D : Task bar

79 : Which one is the default folder for saving document files created by a user?
A : Desktop
B : My Documents/ Documents
C : Pictures
D : Music

80 : Which is the default folder for image and drawing files related to a user?
A : Desktop
B : My Documents/ Documents
C : Pictures
D : Music

81 : Which is the default folder to save content downloaded from the Internet?
A : Downloads
B : My Documents/ Documents
C : Pictures
D : Music

82 : What is the shortcut for opening for Windows Explorer?
A : Windows+E
B : Windows+R
C : Windows+F
D : Windows+L

83 : What is the shortcut to copy a file in Windows Explorer?
A : Ctrl+X
B : Ctrl+C
C : Ctrl+V
D : Ctrl+A

84 : What is the shortcut for cut a file in in Windows Explorer?
A : Ctrl+X
B : Ctrl+C
C : Ctrl+V
D : Ctrl+A

85 : Which is the shortcut In Windows Explorer, to paste a file which has already been cut or copied?
A : Ctrl+X
B : Ctrl+C
C : Ctrl+V
D : Ctrl+A

86 : What is the command to create Desktop shortcut for a file?
A : Send To >Desktop
B : Send To >Drive name
C : Send To >Compressed/Zipped archive
D : Send To >Bluetooth Device

87 : What is to be done to write a file in an empty CD or DVD?
A : Send To >Desktop
B : Send To >Drive name
C : Send To >Compressed/Zipped archive
D : Send To >Bluetooth Device

88 : What is GUI means?
A : Guided Unit Interface
B : Graphical User Interface
C : Guaranteed Ultimate Information
D : Good User Interference

89 : What appears when you click 'Start' menu in windows?
A : A popup menu appears
B : MS Word program starts
C : A blank note pad appears
D : Windows update starts

90 : When you type a wrong password, what message will appear on the screen?
A : Password is incorrect
B : Username is incorrect
C : User name or password is incorrect
D : Try again

91 : Where to find the 'Deleted' items?
A : In the Documents
B : In the recycled bin
C : In my computer
D : Not seen anywhere

92 : How to restore the deleted files?
A : Restore from programme files
B : Restore from Documents
C : Restore from Recycled bin
D : Restore from deleted files

93 : What you see when you click on the office button/file menu?
A : MS word programme appears
B : A dropdown menu appears
C : Whole programme appears
D : Task bar appears

94 : Where to find 'Save As' option in the computer?
A : In the start button
B : In the Task bar
C : In the File menu/office button on the ribbon
D : In the Insert menu

95 : Where to find add a printer option?
A : In start menu
B : In Device and Printers program
C : In Control Panel
D : In File tab of the menu bar

96 : Where to find current date and time?
A : Start menu
B : Title bar
C : Right side of the task bar
D : In the Control panel

97 : What happens when you press Ctrl+A in text typing?
A : Typed text disappears
B : Typed text becomes bold letters
C : Types text move to next page
D : Typed text get selected

98 : How to type special characters like @, #, &, (, ^, in the text?
A : Use caps lock and type the symbol
B : Use Ctrl key and type the symbol
C : Use Alt key and type the symbol
D : Press and hold shift key and type the symbol

99 : What is called, in paint program, the white drawing area?
A : White board
B : Drawing Board
C : Canvas
D : White screen

100 : How can we change date and time in windows?
A : From My computer
B : From Default program
C : Click open date and time icon from task bar
D : From the start menu

101 : Where is Screen saver option is available?
A : Programme files
B : Device and Printers
C : View menu of the standard menu bar
D : In the control panel

102 : Which one is the removable Disk from the list given?
A : Local Disc (C)
B : Software
C : Pen drive or Floppy disc
D : Local Disc (F)

103 : What is the option to change the desktop background (wallpaper)?
A : Control panel→Program option
B : Control panel→Display option
C : Control panel→Personalization option
D : Control panel →Ease of Access

104 : What is the shortcut key to move back to previous folder in Windows/File Explorer?
A : Alt+Enter
B : Alt+Left Arrow
C : Shift+Delete
D : Shift+F10

105 : What is the shortcut key for display start menu?
A : Ctrl+Tab
B : Ctrl+F4
C : Ctrl+Esc
D : Ctrl+Shift+Esc

106 : What is to be installed to run a peripheral unit like scanner, printer or webcam?
A : Connector
B : Driver
C : Conductor
D : Resistor

107 : What is called, Memory which can be written only once?
A : RAM
B : ROM
C : EPROM
D : EEPROM

108 : What message is displayed after inserting the Windows installation media (like CD, DVD or pen drive),
A : Press any key to boot from CD/ DVD
B : Press Ctrl+Alt+Delete
C : Press left button of mouse
D : Press centre button of mouse

109 : What action takes place on completion of installation of Windows? The Computer starts?
A : Rebooting
B : Keeps on processing
C : Keeps on beeping
D : Plays music

110 : Where the files deleted from the hard disk will be placed?
A : It will be deleted for ever
B : It will be placed in the system itself
C : It will be placed dust bin temporarily
D : It will be placed in the recycled bin temporarily

111 : What happens when you delete an icon from the desk top?
A : The icon along with the file associated with it disappears
B : The icon moves to the hard disk
C : The file associated with the icon get deleted
D : The icon get deleted, but the file associated with it remains

112 : Where to find Network and Internet?
A : Programs
B : System software
C : Control panel
D : Default programs

113 : Which option has to be selected from the programme menu to connect a printer?
A : My computer
B : Control panel
C : Device and printers
D : My documents

114 : Which software automatically corrects spelling and grammar?
A : System software
B : Word processing software
C : Antivirus software
D : Spell check

115 : Which feature repeats the content of the document?
A : Select all option
B : Save option
C : Save as option
D : Copy paste option

116 : What is Microsoft Office?
A : System software alone
B : Application and system software
C : Accounting software
D : Application software

117 : What are the steps to shut down the computer safely?
A : Disconnect power supply
B : Switch off the CPU
C : Close all programmes- click start – shutdown
D : Switch off the monitor

118 : Where to find user accounts?
A : In the programme files
B : In the control panel
C : In the office button
D : Windows explorer

119 : Which is the most common form of permanent data storage?
A : Hard Disc
B : Mother board
C : Compact disc
D : Magnetic disc

120 : Where is in desk top task bar notification area is found?
A : Left edge
B : Top edge
C : Right edge
D : Bottom edge

121 : Which mouse action is used to move an object from one location to another?
A : Left click
B : Right click
C : Double click
D : Drag and drop

122 : Which printer prints characters as combination of dots?
A : Laser printer
B : Ink-jet printer
C : Bubble printer
D : Dot matrix printer

123 : Which icon in control panel is used to change the appearance of the screen?
A : Ports
B : Devices
C : Display
D : Appearance and personalisation

124 : Which is the graphic development tool that comes with MS Windows operating system?
A : MS Paint
B : MS word
C : MS Excel
D : MS power point

125 : Which tool allows the user to create free hand lines in MS paint?
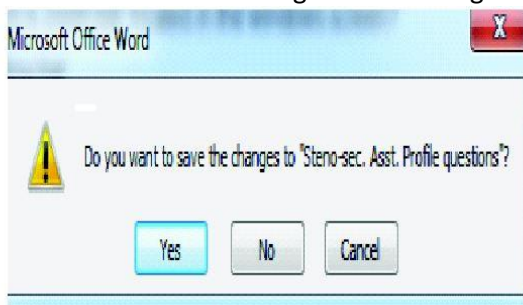**A** : Curve
B : Brush
C : Pencil
D : Eraser

126 : Where is zoom bar located in the windows screen?
A : Minu bar
B : Title bar
C : Scroll bar
D : Task bar

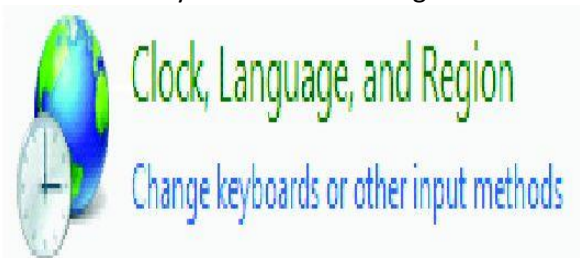**127** : Which icon helps you to create user name and password in your system?
A : User accounts and family safety
B : System and security
C : Hardware and sounds
D : Programs

128 : What is the meaning of this message?

A : The document is not saved
B : Changes in the document not saved
C : Rename the document
D : The document cannot be closed

129 : Where you can see the image shown?

A : Desk top
B : Task bar
C : Control panel
D : Programs

130 : Which is correct?
A : Grammalogues are also known as word-letters
B : Logograms are also known as Letter-words
C : Logograms are single signs to represent frequently occurring words
D : Logograms are represented only by strokes

131 : What are the positions in which logograms can be written?
A : First position
7B : Second position
C : Third position
D : In all positions

132 : Which 1/3rd of a stroke represents 'and'?
A : 1/3rd of Ray on the line
B : 1/3rd of chay on the line
C : 1/3rd of Ray above the line
D : 1/3rd of chay on the line

133 : What do you know of a contraction?
A : Frequently occurring word represented by a single sign
B : Frequently occurring word represented by more than one stroke
C : Contractions are formed by omission of initial stroke
D : Strokes cannot be joined to logograms to form contractions

134 : How is tick 'the' written?
A : As a light heavy upward tick joined to a preceding word
B : 'on' and but' should slope a little when tick 'the' is joined
C : As a heavy slanting downward tick joined to a preceding word
D : Tick 'the can be used initially

135 : What is a Triphone?
A : Union of two syllables in one syllable
B : Single Sign representing three vowels
C : Union of diphthong and vowel in two syllables
D : Union of three vowels in two syllables

136 : How is abbreviated 'W' represented?
A : By a left semi circle before K, G, M, R
B : By a left semi circle at the beginning of all strokes
C : By a right semi circle at the beginning of K, G, M, R
D : By a left semi circle at the end of some strokes

---

137 : Which are the strokes before which abbreviated 'W' is employed?
A : P, B, T, D, N
B : K, G, M, Ray, Ar
C : J, V, TH, S, Z
D : SH, ZH, F, L, CH

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138 : What is a Diphthong?
A : Union of two vowels in two syllables
B : Union of two vowels in one syllable
C : Two vowels occur side by side without uniting
D : Diphthongs signs are written thick

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139 : Which diphthong signs are written in the third place?
A : OI, OW
B : I, U
C : OW, U
D : I, OI

---

140 : Which stroke joins with 'I' diphthong finally?
A : J
B : M
C : N
D : L

---

141 : Which is correct with regard to employment of 'OW' diphthong?
A : OW' diphthong is joined initially to stroke 'L'
B : I' diphthong cannot be employed finally to stroke 'L'
C : U' diphthong should always be joined with the right motion
D : OI' diphthong cannot be joined to stroke 'L' initially

142 : Which is the longest key in the keyboard?
A : Shift key
B : Control key
C : Backspace key
D : Space bar

143 : Which button removes a character to the left of cursor position?
A : Space bar
B : Enter
C : Backspace
D : Tab

144 : What appears on the screen when we press Ctrl+P after entering a text?
A : Entire page get deleted
B : The text get selected
C : The entire text moves down
D : Print dialogue box appears

145 : What is the shortcut keys for save option?
A : Holding Ctrl + C
B : Holding Ctrl + S
C : Holding Ctrl + Alt + Shift key
D : Holding Ctrl + A

146 : What is Ctrl + end function?
A : The cursor moves to the end of the document
B : The cursor moves to the beginning of the typing line
C : The cursor moves to the next page
D : The cursor disappears

147 : What happens when you press page down key?
A : The cursor moves down to the next page
B : Go to the end page of the document
C : The cursor moves one line down
D : The entire document go down

148 : What is the name of the image you see?

A : Calculator
B : Billing machine
C : Numeric key pad of keyboard
D : Numbers of key board

149 : Which key button stops or resumes the boot process?
A : Caps lock
B : Print screen
C : Scroll lock
D : Pause / Break

150 : Which key toggles number pad ON or OFF?
A : Num lock
B : Caps lock
C : Scroll lock
D : Esc

151 : Which keys that can move the cursor up, down, left or right?
A : Enter key
B : Shift key
C : Arrow keys
D : Function keys

152 : What is the name of the series of keys named F1 ... F12 are called?
A : Function keys
B : Scroll keys
C : Number keys
D : Navigation keys

153 : Which key button opens the start menu?
A : Windows key
B : Ctrl
C : Alt
D : F1

154 : Which key opens help function?
A : Windows key
B : Ctrl
C : Alt
D : F1

155 : Which button of a mouse opens a context menu normally?
A : Left
B : Right
C : Centre
D : Bottom

156 : Which button of a mouse act as a scroll button?
A : Left
B : Right
C : Centre
D : Bottom

157 : Which key button ends current line of input?
A : Space bar
B : Enter
C : Backspace
D : Tab

158 : Which button takes a screen shot and copies it to clipboard or saves it to a file?
A : Caps lock
B : Print screen
C : Scroll lock
D : Pause/break

159 : Which key helps to moves out of current screen or terminates current operation.?
A : Num lock
B : Arrow
C : Scroll lock
D : Esc key

160 : What happens if you press the delete key when your cursor is in the middle of a sentence?
A : Complete sentence is deleted
B : The text next to the cursor is get selected
C : Left side of the text deleted
D : The characters next right to the curser is deleted

161 : What happens when you press the back space key in the middle of a text?
A : Deletes one character or space to the left of the
B : Entire text is moved backwards
C : Blank space is created
D : Cursor moves to the next paragraph

162 : What happens when you press the enter key?
A : The cursor moves to the end of the typing line
B : The cursor moves to the next line of typing
C : The cursor moves to the top of the page
D : The cursor moves to the bottom of the page

163 : What is the name of this key button?

A : Central key
B : Character key
C : Function key
D : Control key

164 : What is the name of the row of keys shown in computer terms?
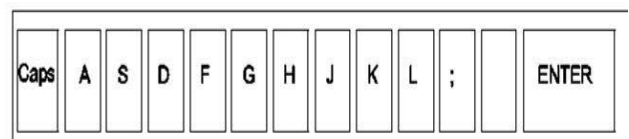
A : Central row of key board
B : Middle row
C : Home row
D : Fingering row

165 : When is tick 'H' employed?
A : Medially in words
B : Finally in phrases
C : Before M, L, Ar
D : Before K, G

166 : Which consonants have two forms?
A : L and SH
B : R and H
C : F and V
D : Th and TH

167 : When is downward 'R' written?
A : Initially when followed by a vowel
B : Initially when preceded by a vowel
C : Finally when followed by a vowel
D : Medially after a straight stroke

168 : When is upward 'R' written?
A : Initially when followed by a vowel
B : Initially when preceded by a vowel
C : Finally when R is not followed by a vowel
D : Initially before stroke M

169 : What are the uses of tick 'H'?
A : It can be employed in the middle of a word
B : It can be employed in phrases
C : It can be employed before stroke R (up)
D : It can be employed initially when followed by K/G

170 : Which option is correct?
A : Dot H is employed in phrases
B : Dot H is employed in words
C : Tick H is not employed in phrases
D : Tick H is employed in words

171 : What is Phraseography?
A : Writing two words together without lifting the pen
B : Writing two or more words together without lifting the pen
C : Writing two words together with vowels
D : Writing two or more words with vowels

172 : Which is true of a Phraseogram?
A : Position of all the words change
B : Position of the first word does not change
C : Word following 'I' cannot be written above the line
D : Word following 'with' cannot be written on the line

173 : How will you change the verb 'took' in the Passive Voice?
A : Is taken/are taken
B : Am taken/are taken
C : Are taken/were taken
D : Was taken/were taken

174 : Which sentence is in the present perfect continuous tense?
A : He has read the book
B : He has been reading the book
C : He had been reading the book
D : He will have been reading the book

175 : What is the passive voice for "He has paid the money"?
A : The money has been paid by him
B : The money had been paid by him
C : The money is being paid by him
D : They money was being paid by him

176 : Which tense in Passive Voice have 'being' before past participle?
A : Simple Present Continuous Tense
B : Simple Past Continuous Tense
C : Simple Future Continuous Tense
D : Continuous Tenses of present, past and future

177 : Where we can find rulers in MS Word?
A : All sides of the document
B : Top and bottom of the document
C : Top and left side of the document
D : Only left side of the document

178 : What is the shortcut key for Bold letters?
A : Shift + B
B : Alt + B
C : Tab + B
D : Ctrl + B

179 : What option has to be selected to save an existing document in a different name?
A : Save command
B : Save as option
C : Both Save and Save As option
D : Auto save

180 : What is the sequence to open a saved document to add heading?
1.On the file menu, click open
2. The open dialogue box displayed 3. Double click the name of the file 4.Select the drive and folder on which the file is saved
A : 1-2-3-4
B : 1-3-2-4
C : 1-3-4-2
D : 1-2-4-3

181 : What is the sequence to take a print out of the first paragraph of a document?
1. In the printer dialogue box , click selection
2. On the drop down file menu, click print
3. Select the first paragraph of the document
4. Click OK
A : 2-3-4-1
B : 3-1-4-2
C : 3-4-2-1
D : 3-2-1-4

182 : What could be the reason while inserting some text in the middle of a paragraph, the existing content is deleted?
A : The document is in the Insert mode
B : The document is in the Delete mode
C : The document is in the overtype mode
D : The document is in the backspace mode

183 : What is called for moving around the document?
A : Editing
B : Exploring
C : Navigation
D : Orientation

184 : What is called align text to both the left and right margins?
A : Align left and right
B : Alignment
C : Modify
D : Justify

185 : What is the full for WYSWYG In Graphical User Interface (GUI) based Programs?
A : Whatever You See, Wherever You Get
B : What You See, What You Get (a)
C : Whichever You See, What You Get
D : Wherever You See, What You Get

186 : How In MS Word, grammatical errors are highlighted?
A : Bold text
B : Green underline
C : Red underline
D : Italic text

187 : What is called the text or image which appears faintly in the background of a Page?
A : Water mark
B : Trade mark
C : Copy right
D : Embossing

188 : Which menu permits insertion of tables, images, drawing objects and hyperlinks, headers and footers in
MS Word?
A : Home
B : Insert
C : Page Layout
D : References

189 : What is the shortcut key to cut the selected content in MS Word?
A : Alt+H+FO
B : Ctrl+X
C : Ctrl+C
D : Ctrl+V

190 : What document it displays on opening MS Word (without clicking on a target document)?
A : Previous
B : Formatted
C : Completed
D : Blank / New

191 : What is called when the width of paper is smaller and height of paper is large in orientation?
A : Landscape
B : Portrait
**C** : Narrow
D : Wide

192 : Which option is available to print multiple copies of a document(divide by set) in print dialog?
A : Collate
B : Scale
C : Printer properties >Finishing->Print on both sides
D : Properties >Paper/Quality

193 : Which option may be used to print both sides of paper in print dialog?
A : Collate
B : Scale
C : Printer properties
D : Properties >Paper/Quality

194 : Name the dialogue box in the given picture?
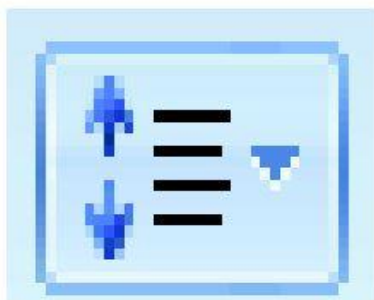
A : Font size
B : Top and bottom margin

C : Line spacing button
D : Left and right margin

195 : Which tab opens the text box in MS word program?
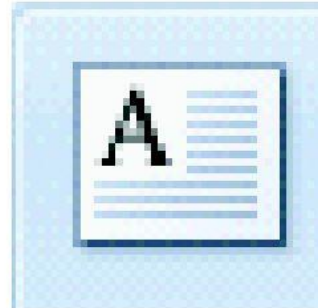
A : Page layout menu
B : Home menu
C : Review menu
D : Insert tab/menu

196 : What is to be done to get a letter continuously in the document?
A : Type the letter continuously
B : Press and hold the key
C : Type the letter and copy paste
D : Type the key and hold right arrow key

197 : What will be reason when you operate numerical pad no impression is visible on the monitor?
A : Key pad is not operational
B : Proper pressure not applied to the key button
C : Number lock button is in off position
D : Wrong fingering

198 : What is the name of a paper copy of the document?
A : Light copy
B : Soft copy
C : Hot copy
D : Hard copy

199 : Where do we paste the print screen objects to crop the desired picture?
A : MS Office tools
B : MS Word
C : MS Publisher
D : MS Paint

200 : Which tab in the menu bar open this tools in MS word program?
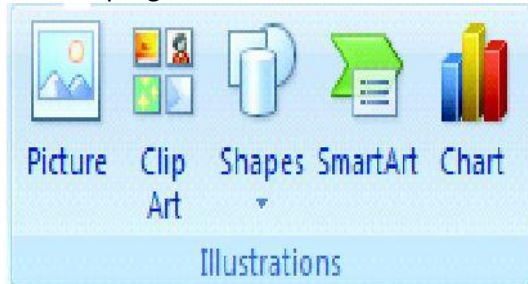

A : View
B : Home
C : Insert
D : Page layout

201 : What is the purpose of the tool shown in the picture?
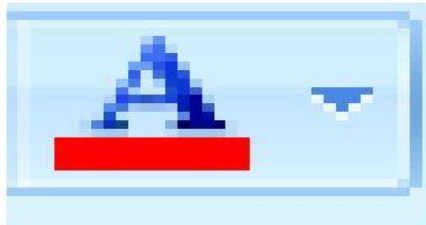
A : Change case (upper, Lower)
B : Change to uppercase
C : Change Font colour
D : Change page colour

202 : How is 'Z' represented?
A : Initial sound of Z is represented by circle S
B : Initial sound of Z is represented by stroke Z
C : Medial Z is represented by stroke
D : Final Z followed by vowel is represented by circle

203 : How do you represent the sound of S/Z?
A : By a small circle initially
B : By a small circle finally
C : By a small circle medially
D : By a small circle medially or finally

204 : Which is correct?
A : Circle S is written outside the curved strokes
B : Circle S is written outside the angle between two straight strokes
C : Circle S is written inside the angle between two straight strokes
D : Circle S is written with the right motion to straight strokes

205 : When is circle 'S' not employed initially?
A : When S is followed by another S/Z
B : When initial sound is Z
C : When initial S is preceded by a vowel
D : When a diphthong precedes S

206 : How is stroke 'L' written before/after circle 'S' attached to a curve?
A : Stroke L is written downward before circle S
B : Stroke L is written upward before circle S
C : Stroke L is written upward after circle S
D : Stroke L is always written in the same motion as the circle

207 : What do you know of SW circle?
A : It is a small circle written with the left motion
B : It is written with the right motion to straight strokes
C : It is a large circle employed initially
D : It can be employed initially and medially

208 : Which sounds are represented by a large circle?
A : A large medial circle represents S-S sound
B : A large medial circle represents S-Z sound
C : A large final circle represents S-S sound
D : A large medial/final circle represents S-S or S-Z sound

209 : When is ST loop employed in a word?
A : Initially and medially
B : Medially and finally
C : Initially, medially and finally
D : Initially and finally

210 : Which is correct?
A : ST loop represents ST sound only
B : ST loop is about 2/3rd the length of a stroke
C : STR loop cannot be employed finally
D : ST loop cannot be employed if a vowel occurs between S and T

Stenographer and Secretarial Assistant– Semester 1 Module 5 - Conversational English and Substitution of Consonants - II

Reviewed and updated on: 01st November 2019 Version 1.1

211 : How is R hook written to straight strokes?
A : As a large hook
B : With left motion
C : Initially
D : Finally

212 : How is L hook written to strokes?
A : As a large initial hook to straight strokes
B : Written initially to straight strokes with right motion
C : As a small initial hook to curved strokes
D : As a small initial hook to straight strokes

213 : When do you use the right curves of Fl/VL?
A : After straight down strokes
B : After straight upstrokes
C : After curved down strokes
D : After horizontal stroke M

214 : When do you use left forms of curved hooked strokes?
A : When standing alone, if a vowel follows
B : When standing alone, if a vowel precedes
C : With strokes written towards the right
D : With strokes written upward

215 : How is an intervening third-place dot vowel represented?
A : By a small disjointed circle after the stroke
B : By a small disjointed circle before the stroke
C : By a small disjointed circle before or after stroke
D : By a dot after or before stroke

216 : How will you represent intervening vowels between stroke and its initial hook?
A : First place dash vowel is represented by small circle
B : Third place dash vowel is represented by small circle
C : Diphthong is represented by striking the small circle through
D : Dot vowel is represented by striking the small circle through

217 : Which option is correct?
A : MP/MB is used when PR/BL immediately follows M
B : MP/MB is not used when PR/BL immediately follows M
C : Initial hook cannot be attached to MP/MB
D : Final hook cannot be attached to MP/MB

218 : Which word meaning 'staff' is spelt correctly?
A : Personal
B : Personel
C : Personnal
D : Personnel

219 : Which word is spelt correctly?
A : Physition
B : Physision
C : Phycisian
D : Physician

220 : Which of the following expresses congratulations?
A : Well done, keep it up!
B : See you, bye!
C : Hello, everybody
D : Good night!

221 : Which option expresses appreciation?
A : My goodness!
B : My god!
C : Ouch!
D : Wow!

222 : What is the maximum percentage of errors allowed for speed calculation and awarding marks?
A : 10%
B : 5%
C : 2%
D : 0%

223 : What is the percentage of error admissible?
A : 10%
B : 2%
C : 5%
D : 1%

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224 : What is the net speed of a passage of 300 words, error committed is 15 for a 10 minutes passage?(error admissible 5%)?
A : 28 wpm
B : 27 wpm
C : 30 wpm
D : 29 wpm

225 : Which currency represents this symbol (£)?
A : American dollar
B : Pound sterling
C : Singapore dollar
D : Chinese currency

226 : What is the roman letter for 50?
A : XXXXX
B : XXXXL
C : CX
D : L

227 : Which key buttons are not included in counting of gross speed?
A : Enter key
B : Arrow keys
C : Number keys
D : Shift and backspace keys

228 : How is N hook written to straight strokes?
A : As a small final hook written with the right motion
B : As a large final hook written with the left motion
C : As a small final hook written with the left motion
D : As a large final hook written with the right motion

229 : When are final hooks employed?
A : F/V hook is not written to stroke F/V
B : F/V hook is employed when a vowel follows F/V
C : N hook is not employed to strokes F/V
D : N hook is employed when a vowel follows N

230 : How is circle NS written to strokes?
A : As a small initial circle to curved strokes
B : As a small circle written inside N hook of curves
C : As a small final circle written with the right motion to straight strokes
D : As a small final circle written inside N hook of straight strokes

231 : Which is incorrect?
A : Shun hook is a small final hook
B : Circle S can be added to shun hook
C : Shun hook is a large final hook
D : Shun hook is written inside all curves

232 : Which words is Halving Principle not employed?
A : Right, write, rot, wrote, writ
B : Rabbit, rapid, credit, debit
C : Paved, proved, greed, bread
D : Plate, thought, brayed , grade

233 : When is halving principle not employed?
A : When diphthong immediately precedes T/D
B : When a diphone immediately precedes T/D
C : When a triphone immediately precedes T/D
D : When T/D is not followed by a final vowel

234 : Which sentence is correct?
A : He went to a stationary shop to buy paper

B : The auto hit a stationery lorry
C : The sun is stationary unlike the planets
D : How can you purchase grocery items from a stationary shop?

235 : Which sentence is correct?
A : I compliment your wife for the excellent meal
B : I complement you on your handling of this difficult situation
C : The music compliments her voice perfectly
D : The newspaper uses photos to compliment the news story

236 : Which sentence uses the word 'principal'/'principle' correctly?
A : The country is run on socialist principals
B : It is difficult to put our principals into practice
C : The Government is upholding the principles of democracy
D : He is the principle of this great institution

237 : Which sentence is correct?
A : Members are elected to Tiruverkadu town counsel every three years
B : Dr.Radha was elected to the State Legislative Council
C : His council on domestic relations is sound
D : Do not give council unless asked for

238 : Which sentence is correct?
A : I sent a gift to my friend on the occasion of his marriage
B : The atmosphere is filled with the cent of roses
C : He obtained sent per sent marks in Mathematics
D : I received a box full of sent bottles

239 : When can a straight stroke be doubled?
A : When it follows a stroke consonant
B : When it precedes a stroke consonant
C : When it has a final disjoined diphthong
D : When it has no final hook

240 : Which word cannot be written using doubling principle?
A : Doubter
B : Wonder
C : Daughter
D : Scooter

241 : When do you double the stroke MP/MB?
A : When it is hooked initially
B : When it is hooked finally
C : When it is not hooked
D : It cannot be doubled at all

242 : When is doubling principle not employed?
A : When circle S occurs after -tr, -dr, etc.
B : To represent the heavy sound of 'thr'
C : When a vowel follows final –tr, -dr, etc.
D : When a vowel does not follow final –tr, -dr, etc.

243 : When is hooked form of MPR/MBR used?
A : After a straight upstroke
B : After a curved upstroke
C : After any upstroke and K
D : After stroke K

244 : When is double-length form of NG-KR/NG-GR not used?
A : After a downstroke
B : Initially
C : After initial circle S
D : After an upstroke

245 : Which word substitutes the group of words " One who loves his country"?
A : Aristocrat
B : Patriot
C : Martyr
D : Traitor

246 : Which word substitutes the group of words " One who looks at the cheerful side of things"?
A : Pessimist

B : Philanthropist
C : Misogynist
D : Optimist

247 : Which word substitutes the group of words "A Government by the people"?
A : Aristocracy
B : Autocracy
C : Consortium
D : Democracy

248 : Which word cannot be written using con-/com- dot?
A : Committee
B : Consul
C : Compel
D : Congratulate

249 : How is prefix 'self-' represented?
A : By a circle in the first place before a stroke
B : By a circle in the first place after a stroke
C : By a circle in the second place after a stroke
D : By a circle in the second place before a stroke

250 : Which word fully expresses the termination - arity?
A : Popularity
B : Barbarity
C : Regularity
D : Disparity

251 : Which is correct with regard to suffix –ment?
A : -nt is disjoined and written
B : The contracted form of –mnt is –nt
C : In the word 'refinement', -mnt is used
D : -ment is written if –nt is inconvenient to write

252 : Which word meaning is 'staff' if spelt correctly?
A : Personal
B : Personel
C : Personnal
D : Personnel

253 : Which is the word with correct spelling?
A : Suspicious
B : Suspecious
C : Suspitious
D : Suspishus

254 : Which word is spelt correctly?
A : Physition
B : Physician
C : Phycisian
D : Physision

255 : Which of the following expresses congratulations?
A : Hello, everybody

B : Good night
C : Very good
D : Well done, keep it up

256 : Which expression should not be used for elders?
A : Hello
B : Hi
C : Good morning
D : Good night

257 : Which expressions are used to make requests?
A : I'd like to have…
B : I'am crazy
C : Would you mind…
D : I'had rather have

258 : Which option expresses appreciation?
A : My goodness!
B : My God
C : Ouch!
D : Wow!

259 : What will be your negative response to "hello, may I help you"?
A : Don't worry
B : That is really very kind of you
C : It'll be a pleasure if you help me
D : Mm…I won't say no to it.

260 : When asked for opinion, what would be your positive response?
A : No comments please
B : It's puzzling
C : Yes, it is terrific
D : I don't know what to say

261 : When asked for permission, how would you respond positively?
A : I'am afraid, you can't
B : Of course, you can
C : Not at all
D : Sorry, I'am going to need it.

262 : Which figures are represented in shorthand?
A : Figures 1 to 7 and 9
B : Figure 8
C : Figure 23
D : 75

263 : When is medial 't' omitted?
A : When medial 't' immediately follows circle S
B : When medial 't' immediately precedes circle S
C : When medial 't' immediately follows large circle
D : When medial 't' immediately precedes large circle

264 : How are general contractions formed?
A : By medial omission of consonant
B : By final omission of consonant
C : By final omission of syllable
D : By medial or final omission of consonant or syllable

265 : How are vowels and position of contractions indicated?
A : Contractions are generally written on the line
B : Contractions are never written on the line
C : Contractions are written through the line
D : Contractions are written above the line

266 : Why we should use essential vowels?
A : Identity the word
B : Identify stroke
C : Identity the correct word
D : To know the meaning of the word

267 : Which is the most appropriate answer on how a letter should be typed?
A : With accuracy and in proper format
B : Leaving 10 degrees right margin
C : Leaving equal top and bottom margins
D : Without punctuation marks and capitalization

268 : Which is correct with regard to personal letters?
A : Salutation begins with 'Dear..'
B : Complimentary close is 'Yours sincerely'/'Yours truly'

C : Date is written at the bottom of the letter
D : Contents of the letter should be to the point

269 : Which subscription is correctly punctuated and capitalized?
A : Your's faithfully,
B : Yours Faithfully
C : Yours Faithfully,
D : Yours faithfully,

270 : Which option is true of Demi-official letters?
A : Salutation is 'Dear Mr.....'
B : Salutation is 'Dear Sir/Dear Madam'
C : Complimentary close is 'Yours truly'
D : Receiver's address is above salutation

271 : What is the advantage of unvocalized outlines?
A : They help to write fast
B : They always help to read correctly
C : They need not be written in position
D : They do not save time

272 : Which is the correct method of practising Shorthand outlines?
A : Practising at irregular intervals
B : Practising three hours a day every week
C : Practising two hours every alternate day
D : Practising an hour a day

273 : Which is correct?
A : The pen should be held with light pressure
B : The whole hand should be held tight on the little finger
C : Sprawling outlines improve speed
D : A few omissions are better than risking legibility of outlines

274 : What is to be done if a wrong outline is written during speed writing?
A : Erase the outline and rewrite it
B : Leave the outline as it is
C : Circle the outline and rewrite it
D : Make a mark in the margin

275 : Which are the three elements to be trained for speed writing?
A : Note book, pencil and eraser
B : Shorthand pen, lined paper and eraser
C : Sitting posture, eyesight and hand
D : Brain, hand and eyesight

276 : Which is NOT required for transcription?
A : Knowledge of local language
B : Concentration
C : Good typing speed
D : Alertness

277 : Which one is the great hindrance in speed writing?
A : Silent atmosphere
B : Proper ventilation
C : Use of vowels
D : Shorthand pencil

278 : What is the first step to be done after transcription?
A : Take a break
B : Read it loudly
C : Keep it in the concerned file
D : Compare with notes to detect omissions

279 : How should notes be taken?
A : Notes are taken on both sides of the book
B : Notes are not written till the end of the page
C : Notes are written on one side of the book
D : Notes are written on alternate lines

280 : How and when should the leaf be turned over?
A : It should be shifted by degrees and turned over at a convenient moment
B : It should be shifted rapidly and turned over at a convenient moment
C : It should be turned over after writing on the upper half
D : It should be turned over after writing on the lower half

281 : Which slows down your speed of note-taking?
A : Using phraseograms
B : Employing vocalized outlines
C : Using contractions
D : Employing unvocalized outlines

282 : What should be done to gain speed in note-taking?
A : All vowels should be inserted
B : Unnecessary vowels should be omitted
C : Strokes should be exaggerated in size
D : Wrong outlines should be corrected at once

283 : Which will come to your aid in note-taking?
A : Spelling of words
B : Grammar of language
C : Vocabulary of words
D : Spelling, grammar and meaning of words

ANSWERS :

1:B; 2:C; 3:B; 4:D; 5:B; 6:D; 7:A; 8:C; 9:B; 10:B; 11:B; 12:A; 13:C; 14:A; 15:D; 16:B; 17:C; 18:B; 19:B; 20:B; 21:B; 22:C; 23:A; 24:B; 25:C; 26:D; 27:B; 28:C; 29:D; 30:C; 31:C; 32:D; 33:A; 34:C; 35:B; 36:A; 37:C; 38:B; 39:B; 40:B; 41:C; 42:D; 43:D; 44:C; 45:C; 46:D; 47:B; 48:C; 49:D; 50:B; 51:A; 52:C; 53:C; 54:A; 55:B; 56:B; 57:A; 58:C; 59:C; 60:B; 61:A; 62:D; 63:B; 64:C; 65:B; 66:C; 67:C; 68:A; 69:A; 70:B; 71:D; 72:A; 73:C; 74:B; 75:D; 76:C; 77:D; 78:D; 79:B; 80:C; 81:A; 82:A; 83:B; 84:A; 85:C; 86:A; 87:B; 88:B; 89:A; 90:C; 91:B; 92:C; 93:B; 94:C; 95:B; 96:C; 97:D; 98:D; 99:C; 100:C; 101:D; 102:C; 103:C; 104:B; 105:C; 106:B; 107:B; 108:A; 109:A; 110:D; 111:D; 112:C; 113:C; 114:B; 115:D; 116:D; 117:C; 118:B; 119:A; 120:C; 121:D; 122:D; 123:C; 124:A; 125:C; 126:D; 127:A; 128:B; 129:C; 130:C; 131:D; 132:C; 133:B; 134:B; 135:B; 136:C; 137:B; 138:B; 139:C; 140:C; 141:A; 142:D; 143:C; 144:D; 145:B; 146:A; 147:A; 148:C; 149:D; 150:A; 151:C; 152:A; 153:A; 154:D; 155:B; 156:C; 157:B; 158:B; 159:D; 160:D; 161:A; 162:B; 163:D; 164:C; 165:C; 166:B; 167:B; 168:A; 169:B; 170:B; 171:B; 172:B; 173:D; 174:B; 175:A; 176:D; 177:C; 178:D; 179:B; 180:D; 181:D; 182:C; 183:C; 184:D; 185:B; 186:B; 187:A; 188:B; 189:B; 190:D; 191:B; 192:A; 193:C; 194:C; 195:D; 196:B; 197:C; 198:D; 199:D; 200:C; 201:C; 202:B; 203:D; 204:B; 205:A; 206:D; 207:C; 208:D; 209:C; 210:D; 211:C; 212:D; 213:B; 214:B; 215:C; 216:C; 217:B; 218:D; 219:D; 220:A; 221:D; 222:B; 223:C; 224:C; 225:B; 226:D; 227:D; 228:A; 229:A; 230:C; 231:A; 232:A; 233:C; 234:C; 235:A; 236:C; 237:B; 238:A; 239:A; 240:C; 241:C; 242:C; 243:C; 244:A; 245:B; 246:D; 247:D; 248:B; 249:D; 250:D; 251:B; 252:D; 253:A; 254:B; 255:D; 256:B; 257:C; 258:D; 259:A; 260:C; 261:B; 262:A; 263:A; 264:D; 265:A; 266:C; 267:A; 268:A; 269:D; 270:A; 271:A; 272:D; 273:D; 274:C; 275:D; 276:A; 277:C; 278:D; 279:C; 280:A; 281:B; 282:B; 283:D;

1 : What is MS Excel?
A : An electronic spreadsheet program
B : An electronic calculating program only
C : An electronic data program only
D : An electronic Chart creating program only

2 : How columns in MS Excel are named?
A : b) numbers (1,2,3,4,...)
B : alphabets (A, B, C, D,...)
C : Roman numerals (I,II, III, IV,...)
D : Number and alphabets

3 : How rows in MS Excel are named?
A : alphabets (A, B, C, D,...)
B : (c) roman numerals (I,II, III, IV,...)
C : numbers (1,2,3,4,...)
D : Alphabets and roman numerals

4 : What is called intersection of a row and column in MS Excel?
A : Spreadsheet
B : Workbook
C : Document
D : Cell

5 : How to name a cell in column number 3 and row number 6?
A : F3
B : C6
C : C3
D : F6

6 : What is the default setting of print in MS Excel?
A : Landscape
B : Automatic
C : Fit to size
D : Portrait

7 : How many columns are there in the latest version of MS Excel?
A : 10,48,576
B : 16384
C : 1024
D : 512

8 : How many rows are there in the latest version of MS Excel?
A : 10,48,576
B : 16384

C : 1024
D : 512

9 : What is the basic unit for storing data?
A : Column
B : Rows
C : Worksheet
D : Cell

10 : How many character can hold in a cell?
A : Only one
B : 32767
C : Two only
D : Three only

11 : What will be known as the number of column increased to 16,384 In Excel 2010?
A : XLD
B : XFD
C : XMD
D : XVD

12 : What is the maximum characters can be used to rename a worksheet?
A : 21
B : 23
C : 31
D : 32

13 : What is the name of files created by a spreadsheet package?
A : Work book
B : Worksheet
C : MS Excel
D : Excel sheet

14 : What is the formula used in United States to enter a date?
A : Day/month/year
B : Year/day/month
C : Month/day/year
D : Day/month/year

15 : Where you can find the active cell in MS Excel?
A : In the formula bar
B : In the task bar
C : In the spreadsheet
D : In the workbook

16 : What is the shortcut key to get A1 active cell in In MS Excel?
A : Ctrl + A
B : Ctrl + C
C : Ctrl + Home
D : Ctrl + F

18 : How worksheets are named by default?
A : book1, book2, book3,...
B : sheet1, sheet2, sheet3,…
C : page1, page2, page3, …
D : note1, note2, note3, …

19 : How many build in calculations are almost included in MS Excel?
A : 500
B : 300
C : 400
D : 403

20 : What is the name of common type of data applicable to any cell In MS Excel?
A : General
B : Number
C : Currency
D : Text

21 : Which data type takes between 0 and 1 and displays them in percentage format?
A : Date
B : Time
C : Percentage
D : Fraction

22 : What is called when copying and pasting an excel formula, to progressively update cell references?
A : Static
B : Semi-relative
C : Relative
D : Absolute

23 : Which functions in MS Excel help access interest calculation, accounting and currency related calculations?
A : Cube/ Database
B : Date/ Time
C : Engineering
D : Financial

24 : Which category In MS Excel, statistical functions like average, standard deviation, median, mode, etc. included?
A : Lookup and reference
B : Math and Trigonometric
C : Statistical
D : Logical

25 : Which function returns the lower case version of given string in MS Excel?
A : Upper
B : Lower
C : Proper
D : Len

26 : Which function In MS Excel, returns the first letter capitalized version
of given string?
A : Upper
B : Lower
C : Proper
D : Len

27 : What is to be selected to sort data in MS Excel?
A : All the cells
B : Just the column
C : Just one row
D : Only one cell

28 : Which chart is used to compare the percentage of the sum that several numbers represents?
A : Bar Chart
B : Line chart
C : Pie chart
D : Column chart

29 : Which is the graphical representation of data entered in the worksheet?
A : Tables
B : Tool bars
C : Title bar
D : Chart

30 : Which chart consists series of vertical bars in MS Excel?
A : Pie chart
B : Bar chart
C : Column chart
D : Line chart

31 : Which chart shows the trends over time in MS Excel?
A : Pie chart
B : Line chart
C : Bar chart
D : Column chart

32 : What is called a paper with rows and columns in which one can enter data
which may be text or number in MS Excel?
A : Data sheet
B : Balance sheet
C : Spread sheet
D : Program sheet

33 : Which bar contains the name box at the left end which will display the active cell address in MS Excel?
A : Title bar
B : Status bar
C : Formula bar
D : Menu bar

34 : What contains the messages and prompts in MS Excel?
A : Status bar
B : Title bar
C : Formula bar
D : Menu bar

35 : What is the extension given by MS Excel when a workbook is saved?
A : .txt
B : .ppt
C : .xls
D : .doc

36 : What is the backbone of advanced calculations in MS excel?
A : Cell
B : Columns
C : Formulas
D : Rows

37 : What excel understands when you enter =(equal) sign?
A : A text is being given
B : A formula is given to calculate
C : A chart is being given
D : Enter the text in Formula bar

38 : What is the meaning of this sign in mathematical term in MS Excel
(*)?
A : Multiplication
B : Division
C : Adding
D : Subtract

39 : What is the cell reference that adjusts and changes when copied?
A : Absolute
B : Relative
C : Radians
D : Tangent

40 : Where you can find custom tab option?
A : Drop down dialog box of margin in page set up
B : Home tab
C : Insert tab
D : References tab

41 : What is the chief function of an office?
A : Storing information
B : Preparing and paying salaries
C : Providing internal communication
D : Making, using and preserving information

42 : Which department takes care of the welfare of the employees?
A : Finance Department
B : Accounts Department
C : Excise Department
D : Personnel Department

43 : Which department deals with taxes imposed on manufacture or sale of goods?
A : Production Department
B : Excise Department
C : Export or Import Department
D : Sales Department

44   :   Which is true of an office?
A   :   To prepare records for planning
B   :   To prepare records for the purpose of control
C   :   To prepare and preserve records for efficient management
D   :   To prepare records for communication

45   :   Why is an office called 'Data Bank'?
A   :   It provides information and figures of the past
B   :   It provides information and figures of the present
C   :   It provides figures of the past and the present
D   :   It provides information and figures of past and present

46   :   How do communications move in an office?
A   :   Written communications move from top to bottom
B   :   Written and oral communications move from top to bottom and vice versa
C   :   Oral communications move from bottom to top
D   :   Written communications move from bottom to top

47   :   Why are managerial controls important to an office?
A   :   They serve to get rid of non-performing personnel
B   :   They motivate the subordinates
C   :   They measure and correct the performance of subordinates
D   :   They infuse a sense of fear in the subordinates

48   :   Why should an office manager exercise control over his staff?
A   :   To get performance according to standards fixed
B   :   To detect drawbacks in the staff
C   :   To weed out substandard staff
D   :   To discourage under-performers

49   :   Which quality do you think will help a manager to succeed more than the others?
A   :   Proficiency in English
B   :   Ability to take decisions promptly and boldly
C   :   Kind-hearted and friendly nature
D   :   Knowledge about office machines

50   :   Which quality makes one a bad manager?
A   :   Honesty
B   :   Mental alertness
C   :   Rigidity
D   :   Self-control

51   :   What is called the process that initiates, guides, and maintains goal-oriented behaviour?
A   :   Goal
B   :   Achievement
C   :   Motivation
D   :   Result

52   :   What is called the process of stimulating people to actions to achieve goals?
A   :   Promotion
B   :   Achievement
C   :   Motivation
D   :   Goal

53   :   What improves the team spirit of the employees?
A   :   Sports activities
B   :   Better canteen facilities
C   :   Better transport facilities
D   :   Motivation

54   :   What helps to reduce labour grievances and disputes?
A   :   Labour laws
B   :   Government agencies
C   :   Cordial relations
D   :   Lockouts

55   :   How the process of motivation starts in an individual?
A   :   Greed of an individual
B   :   Need of an individual
C   :   Fear of an individual
D   :   Failure of an individual

56   :   What basis the goals are selected in the process of motivation?
A   :   Identifying needs
B   :   Verifying needs
C   :   Immediate needs
D   :   Future needs

57 : What motivates an employee to perform improved level of performance?

A : Punishment

B : Agreement

C : Rewards

D : Promises

58 : Which safety measure should be given topmost priority?
A : Avoiding polishing of floors as to make them slippery
B : Providing First-Aid Box, fire extinguishers
C : Providing ladders to reach high shelves
D : Checking telephone wires from trailing

59 : What is a good office layout?
A : Keeping costs to a minimum
B : Maximum utilisation of space
C : Minimum utilisation of space
D : Maximum utilisation of furniture

60 : What is the advantage of good office environment to the business concern?
A : Increase in production
B : Ease in work
C : Improvement in mental health
D : Increase in employees' absenteeism

61 : Why is interior decoration of office space important?
A : Employees work at a slow pace
B : Employees develop the capacity to work very fast
C : Employees enjoy working hard for long hours
D : Employees work by fits and starts

62 : Which type of furniture is most desirable for an office?
A : Furniture which is comfortable to work with
B : Furniture which is comfortable as well as eye-catching
C : Furniture which is artistically designed
D : Furniture with good looks

63 : Which is correct about interior colouring?
A : Walls of the office should be in dark colour
B : Walls of the office should be in light colour
C : There should be sharp contrast in colours
D : Orange, yellow and brown colours bring indifferent feelings

64 : Which is correct with regard to security arrangements for office?
A : First-Aid Box should be installed for every 1,000 workers
B : Fire Alarm should be tested from time to time

C : Fire extinguisher should be in charge of one person
D : Untrained staff can render first aid in case of emergency

65 : What is your understanding of office layout?
A : Arrangement of different departments in the space available
B : Arrangement of different equipment in the space available
C : Arrangement of personnel in the space available
D : Arrangement of personnel and equipment for maximum effectiveness and co-ordination

66 : Which symbol is to be entered first for a function in MS excel?
A : @
B : $
C : #
D : =

67 : How to get format cell option?
A : Click formula bar in Excel sheet
B : Click insert tab in Excel sheet
C : Click Page Layout tab in Excel sheet
D : Right click cell in Excel sheet

68 : What is the shortcut key for changing Font size in Excel sheet?
A : Ctrl + F
B : Ctrl + 1
C : Alt + 1
D : Shift + Alt + 1

69 : What is the option to get double underline the text in a cell?
A : Select text and underline two times
B : Draw manually using = sign
C : Select text → select double line from Home tab
D : Select text → Home tab→Font→Click near U

70 : What are the steps for rotating a cell?
A : Right click the cell and use options
B : Format cells>alignment
C : Right click cell>Format >Alignment>set degree for rotation
D : Insert tab> text>Alignment>set degree

71 : What is the step to get the background colour option in MS excel?
A : Home>Style group
B : Insert> Font group>background colour
C : Page Layout> Font group
D : Home>Font group > background colour

72 : Where will align the text in a cell in MS Excel by default?
A : Right of the cell
B : Top of the cell
C : Bottom of the cell
D : Left of the cell

73 : Where will align the numbers in a cell in Excel by default?
A : Left of the cell
B : Top of the cell
C : Right of the cell
D : Bottom of the cell

74 : What are the vertical alignments options in MS excel?
A : Top, Bottom, Centre, Horizontal
B : Top, Centre, Vertical, Justify
C : Bottom, Top, Centre, Justify
D : Justify, Top, Bottom and Fill

75 : What is the space occupied by merged cells?
A : Double the merged cells
B : Three times of the merged cells
C : Half of the merged cells
D : Same space of the merged cells

76 : What is the command for multiple merged cells?
A : Merge all
B : Merge multiple
C : Merge Across
D : Cell Merge

77 : What is the option available to fit the text in the same column?
A : Wrap text option
B : Fit to text option
C : Wrap Column option
D : Wrap and fit option

78 : What you mean by shrink to fit option in MS Excel ?
A : The text entered is in the same row
B : The font of the text is automatically changes
C : The column width is increased
D : The text remains in the same column

79 : What was the standard amount of column up to Excel 2003?
A : 65536
B : 625
C : 256
D : 526

80 : What is code for the 256th column in Excel 2003?
A : BA
B : BB
C : DC
D : IV

81 : What function is used to calculate change in interest rate etc in Excel?
A : Function Arguments
B : Count if
C : Sum if
D : What if

82 : What is called In excel sorting data in ascending or descending order?
A : Count data
B : Rearrange data
C : Organise data
D : Analysing data

83 : What is called creating charts based on worksheet data?
A : Summarize data
B : Represent graphic designs
C : Represent values graphically
D : Display charts

84 : What is called In MS Excel adding list of students appeared for examination and finding final results?

A : Formula functions

B : Performance calculation

C : Data manipulation

D : Auto filters

85 : How to make a cell active in MS Excel?

A : Click worksheet column

B : Click worksheet row

C : Click a cell

D : Click formula bar

86 : When is recording of received letters done and In which order?
A : After opening, sorting, scrutiny and stamping
B : After sorting, opening, scrutiny and stamping
C : After opening, scrutiny, sorting and stamping
D : After opening, sorting, scrutiny and stamping

87 : What details does stamping display?
A : Receipt number
B : Date and time of receipt
C : Date and signature of receiver
D : Number, date, time and signature

88 : What is a franking machine?
A : It imprints postage stamps on all types of letters
B : It stamps the date and time of the letter received
C : It automatically folds letters
D : It opens letters accurately and speedily

89 : Which option lists office supplies?
A : Toner cartridges, markers, pens
B : TVs, Air-conditioning units
C : Label markers, modems
D : Wi-fi routers, ports

90 : Which is the most important use of office manuals?
A : To get the work done in quick time
B : To eliminate repetition of instructions and for standardization
C : To fix responsibility for wrong implementation of rules
D : To provide training to employees, old and new

91 : How is mail received by big business houses safely?
A : By hiring a post office bag
B : By hiring post box and Post office bag
C : From the postman of the area
D : By hiring a post box

92 : What is a mail?
A : A handwritten communication sent
B : A handwritten communication received
C : A printed or written communication sent or received
D : A printed communication received

93 : What is true of office forms?
A : It is a printed piece of paper
B : User of office form cannot fill it
C : No blank spaces are left in the forms
D : It is a written piece of paper

94 : Which is correct?
A : Thin sheets of paper are used for typing reports
B : Paper is the centre of action in an office
C : Office manuals increase cost of operations
D : Invoices do not come under office forms

95 : What does scrutiny of letters calls for?
A : Examination of contents
B : Examination of enclosures
C : Examination of contents and enclosures
D : Examination of contents, enclosures and reporting of irregularities

96 : What is computer virus?
A : A system software
B : A program
C : A malicious software
D : An inbuilt program

97 : What is the term used when virus entered in a document?
A : Affected
B : Infected
C : Effected
D : Accepted

98 : How viruses enter your computer?
A : By opening program files
B : By opening word file
C : By opening unknown attachment in your email
D : By opening the programme wrongly

99 : What is called when a malicious server posing as an authentic server?
A : Spoofing
B : Phishing
C : Bitnet
D : Distributed Denial of Service

100 : What is called a malicious email or SMS communication inviting the user to click a link and take the user to a malicious web site?
A : Spoofing
B : Phishing
C : Bitnet
D : Distributed Denial of Service

101 : What is called an intrusive login to a protected system from a remote system to carry out malicious acts?
A : Hacking
B : Malware
C : Pharming
D : Ransomeware

102 : What is called a piece of software designed for ill intentions (virus), to steal user id/ password (trojan), erase data on computer (virus),etc?
A : Hacking
B : Malware
C : Pharming
D : Ransomeware

103 : What is the term used when a piece of malware which spreads through attachments to emails?.
A : Worm
B : Spam
C : Spyware
D : Trojan

104 : What piece of malware which keeps sending junk message advertising?
A : Worm
B : Spam
C : Spyware
D : Trojan

105 : What is called that simply records computer activities and transmits them to a malicious site?
A : Worm
B : Spam
C : Spyware
D : Trojan

106 : Which process allows you to identify viruses in a computing device?

A : Editing
B : Formatting
C : Scanning
D : Security

107 : What type of motivation is the drive to pursue and attain goals?
A : Competence motivation
B : Achievement motivation
C : Affiliation motivation
D : Attitude motivation

108 : What type of motivation drives to relate to people on a social basis?
A : Affiliation motivation
B : Incentive motivation
C : Achievement motivation
D : Competence motivation

109 : Which type of motivation allows the individual to perform high quality work?
A : Incentive motivation
B : Power motivation
C : Competence motivation
D : Attitude motivation

110 : What type of motivation drives to influence people and change situation?
A : Fear motivation
B : Incentive motivation
C : Achievement motivation
D : Power motivation

111 : What type of motivation drives people think and feel their attitude to life?
A : Fear motivation
B : Incentive motivation
C : Attitude motivation
D : Competence motivation

112 : Which type of motivation "you do this and you get that" slogan applies?
A : Incentive motivation
B : Achievement motivation
C : Attitude motivation
D : Affiliation motivation

113 : What kind of motivation is very popular in Indian Army?
A : Power motivation
B : Competence motivation
C : Fear motivation
D : Affiliation motivation

114 : Which motivation is self applied?
A : Extrinsic motivation
B : Attitude motivation
C : Intrinsic motivation
D : Achievement motivation

115 : Which type of motivation that refers to behaviour driven by external rewards?
A : Extrinsic
B : Intrinsic
C : Self
D : Compulsion

116 : Which tool in MS Office is used for preparation of presentations?
A : MS Word
B : MS Excel
C : MS Access
D : MS PowerPoint

117 : What is the default extension for a presentation prepared in PowerPoint in MS Office version 2007 or later?
A : .accdb
B : .pptx
C : .xlsx
D : .docx

118 : Which tab allows you to get new slides in Power Point?
A : Design >Themes
B : Home >Font
C : Home >New slides
D : Home >Paragraph

119 : Which combination of menus are to be used to get different shapes in Power Point presentation?
A : Home >Drawing
B : Home >Font
C : Home >Slides
D : Home >Paragraph

120 : Which menu group align text option available?
A : View > paragraph
B : Home > paragraph
C : Home > Fonts
D : Home > editing

121 : Which option is to be used to get images like picture from file, clipart and photo albums in Power Point?

A : Insert >Tables
B : Insert >Illustrations
C : Insert >Links
D : Insert >Images

122 : Which menu opens this drop down window?

A : Home
B : Insert
C : Format
D : View

123 : Which menu opens up this in the Ribbon in PPT?
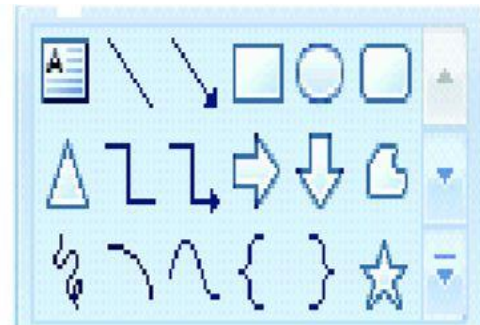
A : View
B : Format
C : Home
D : Insert

124 : Which menu open up this in the menu bar in PPT?

A : Review
B : View
C : Insert
D : Home

125 : Which tab is to be click opened to get this menu in the menu bar in PPT?

A : Insert
B : Home
C : Design
D : Format

126 : Which tab open this option in the menu bar in PPT?
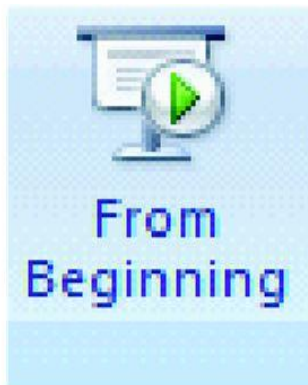
A : Slide Show
B : Slide sorter
C : Animations
D : File menu

127 : How to get this option in the menu bar in PPT?

A : Click open insert menu
B : Click open format menu
C : Click open view menu
D : Click open review menu

128 : Which menu opens this option in the menu bar in PPT?
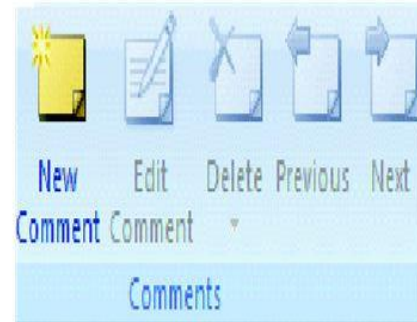
A : (a) Click open home tab
B : (b) Click open Insert tab
C : (c) Click open view tab
D : (d) Click open Review tab

129 : Where you can find current slide number in Power Point windows?
A : Title bar at the top
B : Status bar at the bottom
C : Menu bar
D : Tool bar

130 : Where is zoom slider located?
A : In the menu bar
B : In the title bar
C : In the status bar
D : View menu

131 : How to view the document at different percentage in PPT?
A : View menu
B : Home menu
C : Review menu
D : Use zoom slider

132 : What divides the window in three working areas in Power Point program?
A : Normal view
B : Outline view
C : Review
D : Slide view

133 : Which menu option, In PowerPoint, slide transition effects may be controlled?
A : Design >Themes
B : Design >Effects
C : Insert >Colours
D : Insert >Fonts

134 : Which option, in PowerPoint, slide theme can be controlled?
A : Design > Background
B : Insert >Colours
C : Insert >Fonts
D : Design >Themes

135 : What is the option to get background fill colour, can be achieved?
A : Design >Background
B : Design >Themes
C : Insert >Colours
D : Insert >Fonts

136 : What is filing?
A : Safe keeping of documents received
B : Storing of original documents
C : Preservation of documents sent/received for ready reference
D : Storing of copies of original documents sent

137 : What is the disadvantage of geographical classification?
A : Geographical knowledge a must
B : Speedy location of files
C : It is simple to adopt
D : Direct filing is possible

138 : Which is correct?
A : Without filing, modern business can be run effectively
B : Without filing, sales can be promoted
C : Without filing, planning for future is possible
D : Without filing, letters requiring immediate attention cannot be disposed of

139 : Why is filing necessary?
A : For locating original documents/records
B : For systematic preservation of documents for future use
C : For locating original records or copies of records
D : For locating copies of letters sent

140 : What is the essential characteristic of a good filing system?
A : It should be easily located when needed for reference
B : It should store miscellaneous files
C : It can neither be expanded nor contracted
D : It can occupy as much space as it requires

141 : What do you mean by chronological filing?
A : In this system, files are kept in numerical order
B : In this system, files are grouped on the basis of state
C : In this system, files are maintained in order of time
D : In this system, files are arranged on the basis of subjects

142 : Which is true of alphabetical filing?
A : Surname is written last in the case of individual
B : Separate indexing is necessary
C : It cannot be expanded when needed
D : Records are kept in alphabetical order

143 : What is the disadvantage of alphabetical classification?
A : Locating papers in a large organization
B : Re-arranging of guide cards with increase in records
C : Sorting out misspelling of names
D : Allotting space to each alphabet

144 : Why is 'compactness' an essential characteristic of a good filing system?
A : Because modern office space is costly
B : Because modern office space is cheap
C : Because in its absence, filing looks messy/untidy
D : Because in its absence, filing looks neat

145 : Which is correct with regard to filing?

A : The authorised staff alone should access the files

B : The employees should be trained to file documents

C : The filing equipment should not be cheap

D : All the files should retained and never discarded

146 : What comes to your mind when you think of a decentralized filing system?
A : Confusion as to where information can be found
B : There will be no uniformity in filing
C : Can result in fragmented documentation
D : Does not require full-time staffing

147 : What are the requirements of a good secretary?
A : A speed of 100/40 words per minute in shorthand and typewriting
B : A speed of 80/30 words per minute in shorthand and typewriting
C : A postgraduate degree in science
D : A tendency to take every little problem to the boss

148 : Which skill is required for one to make a good secretary?
A : Good written communication
B : Good written and verbal communication
C : Good verbal communication
D : Ability to operate duplicator

149 : Which quality should a secretary possess?
A : Giving in to emotions on provocation
B : Being courteous to superiors only
C : Passing embarrassing comments
D : Remaining cool under all circumstances

150 : How can maintaining good personal relationships help a private secretary?
A : He can extract little work from the employees
B : He can get more work done from the employees
C : He can get good support from his employer
D : He can get many admirers from his employees

151 : What are the duties of a secretary in organizing meetings?
A : Preparing agenda of the meeting
B : Preparing minutes of the meeting
C : Expressing vote of thanks to members
D : Preparing agenda and minutes and expressing vote of thanks

152 : What are the duties of secretary general?
A : To conduct business of the state legislatures
B : To discharge duties to a cabinet secretary
C : To conduct business in the Lok Sabha/Rajya Sabha
D : To conduct business in the house and Parliamentary committees

153 : Which option is correct for a private secretary?
A : He performs the work of a Stenographer
B : He performs the work of an Assistant
C : He performs the work of Stenographer and Assistant
D : His relationship with officer is of master and servant

154 : Which secretary is elected?
A : Private secretary
B : Secretary of co-operative Society
C : Company secretary
D : Secretary of embassy

155 : Which of the secretaries acts as a pivot between shareholders and the management?
A : Secretary of a Club or Association
B : Secretary of a Local Body
C : Company secretary
D : Secretary of co-operative society

156 : Which skill is not a pre-requisite for a secretary?
A : Good organisational skills
B : Good communication skill, written and verbal
C : Good time management
D : Knowledge of stencilling and duplicating

157 : How can a secretary get more work done from the employees?
A : By employing tactfulness
B : By good personal relationship
C : By not adopting to the nature of his employees
D : By maintaining discipline

158 : What is the advantage of a centralized filing system?
A : Records too distant from staff for adequate service
B : Effective use of equipment, supplies and space
C : Required full-time staffing
D : Can result in increased filing systems

159 : What is the disadvantage of a centralized filing system?
A : All related data kept together
B : Responsibility easily fixed
C : Requires full-time staffing
D : Uniform service provided to one and all

160 : What is the advantage of a decentralized system of filing?
A : Does not require full-time staffing
B : Lack of uniformity or consistency
C : Confusion as to where information can be found
D : Can result in fragmented documentation

161 : What is the option, In Power Point, presentation preview can be started?
A : Transition >Transition to this slide
B : Transition >Preview
C : Timing
D : Slide show

162 : What is animation In Power Point?
A : The movement of slides
B : The movement of text and objects on the slide
C : The appearance of the slide
D : Time taken for movement of objects

163 : What is transition in Power point presentation?
A : The movement of objects in the slide
B : The time taken by the objects to move
C : The movement of the slide one by one
D : Time taken by the slide to change

164 : What menu helps to effect sound effects for slide transition, automatic-transition time, etc.,?
A : Transition >Preview
B : Transition >Transition to this slide

C : Transition Rehearsal
D : Transition >Timing

165 : What is the option to display only selected slides?
A : Slide show> start slide show
B : Slide show> custom slide show
C : Slide show > from current slide
D : Slide show > from beginning

166 : Which menu is to be used to set up slide show?
A : Slide show >Start slide show
B : Slide show >Set up
C : Slide show > effects
D : Slide show > custom slide show

167 : Which menu in the ribbon you get arrange all option?
A : Home
B : Handout Master
C : View
D : Review

168 : What should be done to get theme, zoom fit, zoom slider etc. in power point presentation?
A : Click Home tab
B : Right click status bar
C : Click page layout
D : Click insert menu

169 : What will not be visible In graphic mode?
A : Text
B : Picture
C : Title
D : Cursor

170 : How all elements are considered In power point ?
A : Text
B : Picture
C : Graphic objects
D : Figures

171 : What will be effected, place holder in text mode, by formatting changes?
A : The border
B : The cursor
C : The selected text
D : Entire place holder

172 : When the cursor is moved over the graphic what happens to the cursor?
A : The cursor disappears
B : The shape of the cursor change to move mode
C : The shape of the cursor becomes small
D : The cursor stops moving

173 : At the end of the slide show what appears on the computer screen?
A : End show message appears
B : Slid show automatically restarts from the first slide
C : Black screen appears
D : Computer goes off

174 : Which part in the slide will not be displayed during presentation in power point?
A : Slide number
B : Slide title
C : Headings
D : Speakers notes

175 : Which key in the keyboard will end the slide show at any time?
A : Ctrl key
B : Alt key
C : Shift key
D : Escape (Esc) key?

176 : What is material management?
A : Complete cycle of material flow for production
B : Procurement of one item
C : Supply to production chain
D : Disposal of scrap items

177 : Which one is not an activity of Materials Management?
A : Planning
B : Purchasing
C : Storing
D : Cash handling

178 : What is the primary objective of material management?
A : Maintain continued supply of material
B : Maintain cash book
C : Recruitment drive
D : Frame rules and regulations

179 : Who is in-charge of sale of finished goods?
A : General Manager
B : Materials manager
C : Sales Manager
D : Personnel Manager

180 : Which one is the domain name extensions for general public?
A : .com
B : .gov
C : .mil
D : nic

181 : What does E-mail stand for?
A : Economic mail
B : Electric mail
C : Electronic mail
D : Express mail

182 : Which one is E-mail default?
A : Inbox
B : Account holders photo
C : Account holders phone number
D : Account holders address

183 : What is required to send an E-mail in addition to internet connected PC?
A : MS Excel program
B : Fax machine
C : Landline phone
D : E-mail Account

184 : What is WWW stands for?
A : World With Web
B : World Wide Web
C : Word With Web
D : Whole World Web

185 : What are the reserved domain name extensions for Government?
A : .gov
B : .mil
C : .edu
D : .in

186 : What are the sequence to send an email?
A : Log on email account
B : Enter text
C : Click compose
D : Click send

187 : Which search engine holds first place from among the list?
A : Yahoo
B : Mozilla Firefox

C : Google
D : Internet explorer

188 : How to make payment for online ticket booking?
A : Pay by cash
B : Pay by cheque
C : Pay by demand draft
D : Make electronic payment

189 : What is the process called that aims to review and identify threatening viruses and programs?
A : Formatting
B : Scanning
C : Programming
D : Surfing

190 : Which icon/ arrow mark is used to forward an email from your inbox?
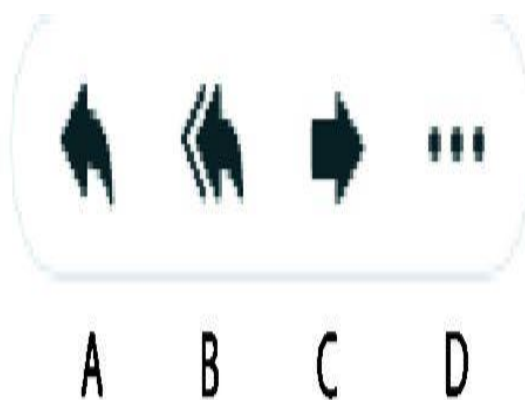
A : Left arrow mark - A
B : Dotted line-D
C : Right Arrow mark – C
D : Middle arrow mark - B

191 : What is called the medium of sending and receiving messages using Internet?
A : News
B : Media
C : Search Engine
D : E-mail

192 : What is called connecting several computers and devices using wired or wireless technology?
A : Hard disk
B : RAM
C : Pen drive
D : Networking

193 : How Internet is constituted?
A : Network of networks
B : Hard disk
C : Search engines
D : Mother board

194 : What is called the computer which separates a local network from external Internet?
A : Topology
B : Protocol
C : Firewall
D : Antivirus

195 : What is the name of a piece of software which prevents malicious software from entering a computer?
A : Topology
B : Protocol
C : Firewall
D : Antivirus

196 : What uses most of the wired network connections?
A : Optical Fibre Cable (OFC)
B : USB cable
C : Pen drive
D : Hard drive

197 : What technology is used for wireless network connections?
A : Gateway
B : Repeater
C : Wireless Fidelity (WiFi)
D : SMTP

198 : What is MODEM stands for?.
A : Modulation Deformation
B : Modulation Demodulation
C : Modern Demodulation
D : Moderate Demodulation

199 : What requires to connect important components each other?
A : IP address
B : Phone number
C : Fax machine
D : Printer

200 : What is LAN stands for?
A : Local Area Number
B : Lead Area Network
C : Lead Assignment Network
D : Local Area Network

201 : What is WAN stands for? .
A : Wide Area Number
B : Wide Assignment Network
C : Wise Area Network
D : Wide Area Network

202 : What is the name of a computer that provides resources to other computers on a network?
A : LAN
B : WAN
C : Server
D : File sharing

203 : Which type of network is advisable for the interprocessor distance of more than 1000 Km?
A : Wide Area Network (WAN)
B : Metropolitan Area Network (MAN)
C : Local Area Network (LAN)
D : Internet

204 : What is HTTP stands for?
A : Home page Text Transform Protocol
B : Home page Text Transfer Protocol
C : Hyper Text Transfer Protocol
D : Hyper Text Transform Protocol

205 : Which of the following office machines is most useful in an office?
A : Copier that takes infinite copies
B : Printer that prints many copies at a time
C : Machine that combines the functions of printer, scanner, copier
D : Scanner that converts matter into digital form

206 : What is the function of a scanner?
A : Does not relay on computer to carry out its function
B : Converts printed document into digital form
C : Takes many copies at a time
D : Prints large posters

207 : How do you maintain office equipment?
A : By changing the position of the equipment frequently
B : By attending to paper jams belatedly
C : By cleaning the machines regularly
D : By cleaning he machines occasionally

208 : What is the use of FAX machine?
A : Sends documents electronically
B : Receives documents electronically
C : Sends and receives documents electronically
D : Sends and receives documents without using telephone network

209 : Which is correct for selecting the right machine?
A : Should be cheap but long-lasting
B : Should be substandard but not outdated
C : Cost of operation should be minimum
D : Cost of operation and maintenance should be minimum

210 : Which is correct?
A : Intercom cannot be used within a building
B : Intercom functions independently of the public telephone network
C : Duplicators have been replaced by more advanced printers
D : Calculating and Billing machine is not a portable device

211 : How do employment of office machines help an office?
A : They save labour costs
B : They ensure accuracy
C : They promote speed
D : They ensure speed, accuracy and uniformity

212 : What factor should be borne in mind while selecting an office machine?

A : Cost of operation should be minimum
B : Cost of maintenance should be minimum
C : Costs of operation and maintenance should be minimum
D : Mode of operation should be simple

213 : What is true of EPABX?
A : It is a public Telephone Exchange
B : It serves a particular business or office
C : It serves many businesses
D : It serves the general public

214 : What is the expansion of EPABX?
A : Electric Private Automatic Branch Exchange
B : Electronic Private Automatic Branch Exchange
C : Electronic Public Automatic Branch Exchange
D : Electronic Principal Automatic Branch Exchange

215 : A website that collects and organise content from all over the world is called………
A : Search engine
B : Web
C : Email
D : Domain name

216 : Which is correct?
A : India post transmits literature packets for blind for a fee
B : Blind literature packets upto 10 kilograms are transmitted
C : India post transmits free literature packets for blind
D : Literature packets for blind should consist only periodicals

217 : Which is true of courier services?
A : Secure and speedy delivery
B : No facility for tracking mail
C : Managed by Government
D : Charges on par with postal services

218 : Which postal scheme can a child less than 10 years of age invest in?
A : Post Office Monthly Income Scheme
B : Kisan Vikas Patra
C : Sukanya Samriddhi Yojana
D : Post Office Savings Account

219 : Which post office scheme disallow deposits of more than Rs.15 lakh?
A : NSC (National Savings Certificate)
B : PPF (Public Provident Fund)
C : SCSS (Senior Citizen Savings Scheme) and PPF
D : SCSS (Senior Citizen Savings Scheme)

220 : Which post office scheme caters to the welfare of the girl child?
A : Post Office Monthly Income Scheme
B : Sukanya Samriddhi Yojana
C : Post Office Savings Account
D : National Savings Certificate

221 : Who can avail the Senior citizen savings scheme offered at post offices?
A : Senior citizens of India above 60 years are eligible
B : Any VRS (Voluntary Retirement Scheme) retiree is eligible
C : Senior citizens of India above 58 years are eligible
D : VRS retirees in the age group of 50-55 are eligible

222 : What do you know of 'Sukanya Samriddhi Yojana'?
A : It is meant for handicapped children
B : It is meant to secure the future of the boy child
C : It meets girl child's education and marriage expenses
D : Initial amount required for opening account is Rs.100/-

223 : What do you know of National Savings Certificate?
A : It cannot be bought jointly
B : It cannot be bought in the name of a minor
C : Income Tax exemption up to 1.5 lakh available
D : Maturity amount is not taxable

224 : Which is true of Kisan Vikas Patra?
A : It is meant for farmers only
B : Income from KVP is not taxable
C : Income doubles in 118 months
D : Maximum limit of investment is ten lakh rupees

225 : Which states and union territories are covered under postal number 6?
A : Rajasthan, Gujarat, Daman and Diu
B : Tamil Nadu, Kerala, Puducherry
C : Andhra Pradesh, Karnataka, Telangana
D : Goa, Maharashtra, Madhya Pradesh

226 : When was the Postal Index Number (PIN) introduced?
A : 15.08.1972
B : 26.01.1972
C : 02.10.1972
D : 02.10.1975

227 : Which is correct?
A : Anything can be sent in a parcel
B : If the parcel is rejected, it will not be returned to sender
C : If the parcel is rejected, it will be returned to sender
D : For registered newspapers, no concessional rates of postage are allowed

228 : Which is correct with regard to postal insurance?

A : Insured value should exceed the value of the articles insured

B : Insurance covers the risks during the course of transmission

C : Gold and currency notes should not be insured for the actual

D : Registered letters and registered parcels cannot be registered

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229 : What are the retail services offered by the post offices?

A : Pays consumer bills of government organizations

B : Pays bills of private organizations

C : Pays bills of private and government organizations

D : Reserves railway tickets in all its offices, big or small

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230 : Which is correct with regard to the facilities of Post box and Post bag offered by post offices?

A : Facilities are free

B : Letters may be lost

C : Secrecy cannot be ensured

D : Mail collected in time

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231 : Which state comes under postal zone 5?

A : Gujarat, Rajasthan

B : Goa, Maharashtra

C : Andhra Pradesh, Karnataka

D : Bihar, Jharkhand

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232 : What are the duties expected of the security guards?

A : To deter theft and vandalism

B : To detect theft and vandalism

C : To observe theft and vandalism

D : To deter, detect, observe and report theft and vandalism

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233 : Which option does not come under corporate sabotage?

A : False data entry for illegal purposes

B : Overcharging a friend

C : Preparing 'Ghost Payroll'

D : Forgery of cheques

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234 : Which is correct with regard to VPP (Value Payable Post)?

A : The amount for remittance to the sender should not exceed Rs.10,000/-

B : Articles sent by VPP can be either registered or unregistered

C : Value of articles is paid at the time of receipt of articles

D : Any unregistered article can be sent by VPP

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235 : What does an office need to do to keep it secure?

A : Should set right machinery as soon as they break down

B : Should allow visitors free access to employees

C : Should put cash in cash boxes for safe keeping

D : Should involve employees in safety planning

236 : Which should be borne in mind while writing a formal letter?
A : Language should be grand and elaborate
B : Language should be simple and clear
C : Use 'Yours sincerely' if you do not know the person
D : Use 'Yours sincerely' if you know the person

237 : What do you know of 'P.S' found in some letters?
A : It is written at the top left of the letter
B : It is written at the right bottom of the letter
C : It means 'Post Subscription'
D : It means 'Post Script'

238 : Which is a formal letter?
A : Application
B : Invitation letter
C : Thanks giving letter
D : Condolence letter

239 : Which is correct with regard to formal letters?
A : Signature below formal closing
B : Reference line above subject line
C : Subject line above salutation
D : Name of addressee without title

240 : Which option will demerit a complaint?
A : If it is addressed to the right person
B : If contact number and address are furnished
C : If action to be taken is stated
D : If written with all details added clumsily

241 : Which is correct for a social letter?
A : Salutation begins with 'Dear............'
B : Complimentary close is 'Yours sincerely'/ 'Yours truly'
C : Date is written at the bottom of the letter
D : Contents of the letter are to the point

242 : What is the main issue that the agenda should focus on?
A : Mapping out how much time each item will take
B : Giving importance to issues that affect a large number of people
C : Listing of items to be discussed
D : Including names of participants

243 : What is not relevant to a 'Memo'?
A : Memo is the abbreviation of the word 'memorandum'
B : It is a document recording terms of contract
C : It is an informal letter without signature
D : It does not convey messages across a large organization

244 : Which is true of an agenda?
A : Not all the points in the Agenda will be discussed
B : Agenda and notice are not sent together
C : The aim of agenda is to prepare participants for discussion
D : A decision may not be arrived at the end of discussion

245 : What are the features of banking correspondence?
A : Banks protect their interest at the clients' cost
B : Banks call a client a bad debtor hastily
C : Banks judge a situation from the client's point of view
D : Banking correspondence need not be confidential in nature

246 : How will you choose to end a condolence letter?
A : Sincerely
B : You are in my thoughts
C : Love
D : Fondly

247 : Which guideline should be followed for writing a condolence letter?
A : It should be in poetic form
B : It should be sent promptly
C : It should be typed on computer
D : It should never be hand-written

248 : Which is an formal letter?
A : Condolence letter
B : Thanks-giving letter
C : Invitation letter
D : Application

249 : What is true of a quotation?
A : It mentions the buyer's terms of agreement
B : It is not time bound
C : It mentions the seller's terms of agreement
D : It is issued before enquiry is made

250 : What is true of an 'enquiry'?
A : It is written by the seller to the buyer
B : It is a letter in response to the quotation
C : It is a letter by the prospective buyer to the seller
D : It does not specify the products

251 : Which is very essential in a quotation?
A : Warranty of product
B : Quantity of product
C : Discount offered for the product
D : Name and details of product

252 : What should a letter of congratulation satisfy?
A : It should be written in a high-flown language
B : It should never be hand-delivered
C : It can be hand-written in a simple language
D : It should not be rushed through

253 : What do you know of a savings account in a bank?
A : Money cannot be transferred online
B : Cash cannot be withdrawn any time
C : Cash cannot be deposited any time
D : Interest offered is low

254 : What do you know of current account in a bank?
A : Cheque books are not issued
B : Credit limit cannot be availed if there is no balance
C : No interest is paid by the bank
D : Business transactions are carried out sluggishly

255 : Which is apt for a overdraft account?
A : Interest rates are very low
B : Overdraft limit cannot be changed any time
C : Money can be withdrawn if the account balance is zero
D : Bank cannot demand pay back of overdraft at any time

ANSWERS :

1:A; 2:B; 3:C; 4:D; 5:B; 6:D; 7:A; 8:B; 9:D; 10:B; 11:B; 12:C; 13:B; 14:C; 15:A; 16:C; 18:B; 19:C; 20:A; 21:C; 22:C; 23:D; 24:C; 25:B; 26:C; 27:A; 28:C; 29:D; 30:C; 31:B; 32:C; 33:C; 34:A; 35:C; 36:C; 37:B; 38:A; 39:B; 40:A; 41:D; 42:D; 43:B; 44:C; 45:D; 46:B; 47:C; 48:A; 49:B; 50:C; 51:C; 52:C; 53:D; 54:C; 55:B; 56:A; 57:C;

58:B; 59:B; 60:A; 61:C; 62:B; 63:B; 64:B; 65:D; 66:D; 67:D; 68:B; 69:D; 70:C; 71:D; 72:D; 73:C; 74:C; 75:D; 76:C; 77:A; 78:D; 79:C; 80:D; 81:D; 82:C; 83:C; 84:B; 85:C; 86:B; 87:D; 88:A; 89:A; 90:B; 91:B; 92:C; 93:A; 94:B; 95:D; 96:C; 97:B; 98:C; 99:A; 100:B; 101:A; 102:B; 103:A; 104:B; 105:C; 106:C; 107:B; 108:A; 109:C; 110:D; 111:C; 112:A; 113:C; 114:C; 115:A; 116:D; 117:B; 118:C; 119:A; 120:B; 121:D; 122:D; 123:C; 124:D; 125:C; 126:A; 127:C; 128:D; 129:B; 130:C; 131:D; 132:A; 133:B; 134:D; 135:A; 136:C; 137:A; 138:D; 139:B; 140:A; 141:C; 142:D; 143:B; 144:A; 145:A; 146:D; 147:A; 148:B; 149:D; 150:B; 151:D; 152:D; 153:C; 154:B; 155:C; 156:D; 157:B; 158:B; 159:C; 160:A; 161:B; 162:B; 163:C; 164:D; 165:B; 166:B; 167:C; 168:B; 169:D; 170:C; 171:C; 172:B; 173:B; 174:D; 175:D; 176:A; 177:D; 178:A; 179:C; 180:A; 181:C; 182:A; 183:D; 184:B; 185:A; 186:C; 187:C; 188:D; 189:C; 190:C; 191:D; 192:D; 193:A; 194:C; 195:D; 196:A; 197:C; 198:B; 199:A; 200:D; 201:D; 202:C; 203:D; 204:C; 205:C; 206:B; 207:C; 208:C; 209:D; 210:B; 211:D; 212:C; 213:B; 214:B; 215:A; 216:C; 217:A; 218:C; 219:C; 220:B; 221:A; 222:C; 223:C; 224:C; 225:B; 226:A; 227:C; 228:B; 229:C; 230:D; 231:C; 232:D; 233:A; 234:C; 235:D; 236:B; 237:D; 238:A; 239:A; 240:D; 241:A; 242:B; 243:D; 244:C; 245:C; 246:B; 247:B; 248:D; 249:C; 250:C; 251:D; 252:C; 253:D; 254:C; 255:C;