

1. Which one of the following is not a word processor?
A) Windows B) MS Word
C) Page Maker D) Open Office.org Writer
2. In MS Word, the keys Ctrl+ Home moves the cursor
A) To the top of the document B) To the bottom of the document
C) To the left end of the line D) To the next line
3. In MS Word, the keys Ctrl+ End moves the cursor
A) To the top of the document B) To the bottom of the document
C) To the left end of the line D) To the next line
4. In MS Word, to undo a change
A) Press Ctrl+x B) Press Ctrl+z
C) Press Ctrl+a D) Press Ctrl+c
5. When a document is saved, it has written into the
A) Main memory
B) Secondary memory
C) Folder
D) Modify the current document and written into the main memory
6. In MS Word, which key is used to make a cancel a selection in a menu
A) Del B) Backspace
C) Esc D) Alt
7. The format painter operation can be done with
A) Ctrl+shift+Z B) Ctrl+shift+X
C) Ctrl+shift+C D) Ctrl+shift+V
8. Clipboard is used with the operation in
A) Insert picture B) Sort the selected items
C) AutoSum D) Cut and paste
9. Sending each copy of the letter drafted to different recipient, which facility can be used
A) Format documents B) Numbering
C) Mail merge D) References
10. Which one is not a Page setup process?
A) Setting margins B) Setting page size
C) Setting headers and footers D) Include bulleting and numbering
11. The size of A4 letter formatting is
A) Width 8.27'', height 11.69'' B) Width 8.5'', height 11''
C) Width 7.25'', height 10.5'' D) Width 5.8'', height 8.27''

12. The purpose of adding encryption in the document is
A) Restricting their ability to edit
B) Ensure the integrity of the document
C) Increase the security of the document
D) Making the document read only
13. When the width of the formatted document is greater than 8.5” and to print the document in an A4 size paper:
A) Portrait format is used
B) Landscape format is used
C) Modify the page layout settings
D) Book-folding method is used
14. In a frame based system of lay out, the frames are used for:
A) To place text and graphics in boxes and to move around the pages
B) To record certain properties of document like page size, margins etc.
C) To save a copy of portion of the document
D) To store an old copy of the document
15. To add graphics or spreadsheets into a document:
A) Insert file option is sued B) Import file option is sued
C) Template method is used D) Export file option is used
16. Which command is useful to make a copy of the current document?
A) Save B) Copy to
C) Send D) Save As
17. Which one of the following statement is not correct?
A) Multiple documents cannot be opened simultaneously in Word Pad
B) Multiple statement can be opened simultaneously in MSWord
C) Picture can be imported in WordPad
D) Picture can be imported in MSWord
18. Which command is useful to distribute the documents to other people?
A) Export B) Publish
C) Send D) Save As
19. Which software supports to create presentation documents?
A) MS Excel B) MS Office Outlook
C) Open office.org Impress D) Open office.org Calc
20. To select a single word, which mouse process helps?
A) Single click B) Double click
C) Right click D) Alt + Click
21. In MS Word, the short cut keys Ctrl + A is meant for:
A) Select a word B) Select entire document
C) Select text only D) Deselect text

22. What is the short cut key used instead of Find command?

A) Ctrl + A	B) Ctrl + H
C) Ctrl + D	D) Ctrl + F
23. Name the menu item used to control the view size of the document in MS Word

A) View	B) Show
C) Full Screen Reading	D) Zoom
24. For printing a document, the Portrait or Landscape options are used to set :

A) Print Page	B) Orientation
C) Margins	D) Page Numbering
25. The format of the date function which returns the number that represents the date in MS Office Excel date-time code

A) DATE (year, month, day)
B) DATE (year,day,month)
C) DATE (day,month,year)
D) DATE (day, year, month)
26. Which one of the following is correct to rounds a number down, towards zero, to the nearest multiple of significance?

A) FLOOR (number,significance)
B) FLOOR (number)
C) CEILING (number, significance)
D) CEILING (number)
27. Which one of the following is used to compute the average (arithmetic mean) for the cells specified by a given condition?

A) AVERAGE (average_range,condition,range)
B) AVERAGE (range, condition, average_range)
C) AVERAGE (condition,range)
D) AVERAGE (range,condition)
28. The function CLEAN (text) is used for:

A) Remove the text from the document
B) Check the spelling mistake in the text
C) Remove all nonprintable characters from the text
D) Remove all the special characters from the text
29. Which one of the following is used to find the starting position of one text string within another string?

A) FIND (startnum, within_text,find_text)
B) FIND (find_text,startnum,within_text)
C) FIND (find_text,within_text, startnum)
D) FIND (find_text, within_text)

30. The function ROUNDUP is used for
- A) Rounds a number to a specified number of digits
 - B) Rounds a number UP towards to the nearest whole number
 - C) Rounds a number towards zero
 - D) Rounds a number UP away from zero
31. Which one of the editing option is true when working with Power Point?
- A) Use smart cut and paste
 - B) Allow text to be dragged and dropped
 - C) Prompt to keep ink annotation when exiting
 - D) Show paste option buttons
32. Which one among the following is a slide show option for working with Power Point?
- A) Show vertical ruler
 - B) Show short cut keys in screen tips
 - C) End with black slide
 - D) Show copy paste option buttons
33. When correcting spelling in Power Point, the auto correction option is used to:
- A) Ignore words in Uppercase
 - B) Ignore words that contain numbers
 - C) Check spelling as you type
 - D) Flag repeated words
34. A text document that contains links to other documents is called.
- A) pdf
 - B) MS Word
 - C) Hyper text
 - D) HTML
35. A protocol that allows data to travel in packets in internet is
- A) IP
 - B) TCP
 - C) FTP
 - D) HTTP
36. A network which allows sharing of files and peripherals within a campus is called
- A) Internet
 - B) LAN
 - C) WAN
 - D) MAN
37. A computer interface based on graphical symbols rather than text is called
- A) Command
 - B) HTML
 - C) GUI
 - D) Hypertext
38. An example of free software is
- A) Solarisis
 - B) Windows
 - C) Unix
 - D) Linux
39. A fast access file organization is
- A) Random access files
 - B) Serial files
 - C) Direct files
 - D) Indexed sequential

40. To insert line break in a cell of Excel sheet, press
A) Shift+Enter B) Alt+Enter
C) Ctrl+Enter D) Enter
41. In Excel, to format the number as a percentage:
A) Shift+% B) Ctrl+%
C) Alt+% D) Tab+%
42. The normal convention of a hypertext link in a document is
A) Red in color and will be underlined
B) Green in color and will be underlined
C) Blue in color and will be underlined
D) Black in color and will be underlined
43. A protocol or set of rules which enables files to be transferred between computers is
A) HTML B) FTP
C) Telnet D) Search engine
44. A software which present the HTTL document to the user is
A) TCP/IP B) FTP
C) Internet Explorer D) HTTP
45. An internet service that enables users to send and receive message is
A) FTP B) E-mail
C) E-journal D) Web pages
46. A graphic file format is
A) ASCII B) doc
C) pdf D) GIF
47. To search information from the internet, one is used
A) HTML B) Search engine
C) Web server D) Browser
48. A unique number used to identify the computers connected to internet is called
A) ASCII B) TCP
C) IP address D) HTTP
49. In internet, the domain name is given by
A) The highest subdivision of the net
B) A complete address including the domain and the unique name of the organization
C) The name of the web server
D) The name allotted by the ISP

50. A modem is used for
 A) A device used to send Mail
 B) A device used to connect a computer to the Internet
 C) A device used to create Mail box
 D) Implementing Firewall
51. Who was the Organising Committee Chairman of the Commonwealth Games 2010 held in Delhi?
 A) Dr.Manmohan Singh B) Pranab Mukharjee
 C) Suresh Kalmadi D) K.M.Chandrasekharan
52. Who among the following is a civil rights activist and a medical practitioner sentenced to life imprisonment by Chhattisgarh Court for his alleged link with Maoist in Dec.2010?
 A) Narayan Sanyal B) Piyush Gupta
 C) Binayak Sen D) B.P.Verma
53. Which of the following portfolio was held by Shashi Tharoor in the Central Ministry?
 A) Minister of State for Industries
 B) Minister of State for Sports
 C) Minister of State for Airports
 D) Minister of State for External Affairs
54. Who among the following was instrumental for the setting up of Nedumbassery International Airport?
 A) K.Karunakaran B) A.K.Antony
 C) Vayalar Ravi D) P.K.Kunhalikutty
55. Who is the present Attorney General of India?
 A) Gopal Subramaniam B) G.E.Vahanavati
 C) Vinod Rai D) Soli Sorabjee
56. How '9/11' is known for?
 A) It denotes the Bombay terrorist attack
 B) It denotes the Godhra incident in Gujarat
 C) It denotes the terrorist attack of World Trade Centre in New York
 D) It denotes the terrorist attack of Indian Parliament
57. Which among the following is not included in the proposed amendments of the RTI Act 2010?
 A) RTI applications should relate to only one subject matter
 B) RTI application should be limited to 250 words
 C) RTI applicant will have to pay the postal charges in excess of Rs.10 in the supply of information
 D) RTI applicant will have to file the appeal within 15 days of original application not found satisfactorily answered

58. Foreign Secretary Nirupama Rao was in Kerala during Dec.2010 -----
 A) To inaugurate dance festival in Kalamandalam
 B) To hold talk with Foreign Affairs Officers in Kerala
 C) To receive the KPS Menon Memorial Award
 D) To visit tourist places in Kerala
59. Which of the following States has promulgated an ordinance to regulate the Microfinance Institutions and made their registration compulsory?
 A) Kerala
 B) Tamil Nadu
 C) Andhra Pradesh
 D) Karnataka
60. A cancer affected mouth is the pictogram prescribed from Dec.2010 by Government of India for -----
 A) Panmasala packs
 B) Cigarette packs
 C) Liquor packs
 D) Mouth cancer medi-packs
61. Which of the following is released during photosynthesis?
 A) Carbon dioxide
 B) Carbon monoxide
 C) Sulphur dioxide
 D) Oxygen
62. Which of the following districts is the least populated in Kerala?
 A) Idukki
 B) Wayanad
 C) Kasaragod
 D) Pathanamthitta
63. 'Satyagraha' was a technique used by Mahatma Gandhi for the first time in
 A) Dandi
 B) England
 C) South Africa
 D) South America
64. The earth receives solar energy by -----
 A) Refraction
 B) Reflection
 C) Conduction
 D) Radiation
65. The right to freedom of speech and expression is generated by ----- of Constitutions
 A) Article 14
 B) Article 15
 C) Article 19
 D) Article 21
66. Who presides over the meetings of the Rajya Sabha?
 A) President
 B) Vice-President
 C) Speaker
 D) Prime Minister
67. The industry which employs the largest number of women in India is
 A) Textile
 B) Coal
 C) Rubber
 D) Tea
68. Which is the largest planet of our solar system?
 A) Mars
 B) Jupiter
 C) Uranus
 D) Venus

69. Which of the blood group is considered universal donor?
A) A B) B C) AB D) O
70. 'Kathak' dance belongs to which of the following States?
A) Uttar Pradesh B) Manipur C) Orissa D) Gujarat
71. I still believe that it is you who ----- responsible for this.
A) be B) are C) is D) should
72. He -----seen the movie, when his friend invited him to see it.
A) no auxiliary B) has C) was D) had
73. She has hung the portrait ----- the piano.
A) over B) above
C) upon D) overhanging
74. Of these two boys, the younger is -----
A) the naughty B) the naughtier
C) the naughtiest D) naughty
75. Choose the correct sentence.
A) Walking along the road, a purse was found lying thereon
B) While walking along the road, a purse was found lying thereon
C) Walking along the road, she found a purse lying thereon
D) She found a purse walking along the road, lying thereon
76. It is unfortunate that he got badly injured, when he tried to -----to stop the fight
A) intervene B) interfere
C) intrude D) intimidate
77. The word closest in meaning to 'inexorable' is -----
A) inexplicable B) infamous
C) reliant D) relentless
78. The word most nearly opposite in meaning to 'insensate' is -----
A) sensible B) sensory
C) sensitive D) insensitive
79. The correctly spelt word is -----
A) memmoriom B) memorial
C) embarrasment D) discription
80. The wrongly spelt word is -----
A) four B) forty
C) fourtieth D) fourteen

81. Neither Raju nor his friends ----- the secret
A) knows B) don't know C) knowing D) know
82. This district has ----- shopping malls than all other districts.
A) fewer B) lesser C) less D) few
83. He has been born ----- poor parents.
A) to B) of C) from D) for
84. Your performance was really ----- to you.
A) remarkable B) accomplished C) creditable D) credible
85. One word substitute for 'words on a tombstone commemorating a dead person' is -----
A) requiem B) tribute C) eulogy D) epitaph
86. He did not avail ----- the facilities provided.
A) of B) himself C) off D) himself of
87. Each and every one of the participants ----- to wear the badge.
A) are B) have C) has D) ought to
88. They have lived in this town ----- the past five years.
A) for B) since C) from D) till
89. If you ----- adequate precaution, this would definitely not happen.
A) had taken B) took C) will take D) take
90. Someone had misled him, -----?
A) hadn't they B) hadn't someone
C) isn't it D) hadn't he
91. The short cut keys < Ctrl+O > is used for:
A) For file open B) Edit file
C) Close file D) Save file
92. A collection of records relating to an object such as stores, user program etc. is called
A) Folder B) Drive
C) File D) Data
93. The computer based document processing, including text, data, pictures etc. is generally called
A) E-Com B) EDP
C) DTP D) TPS

94. In MS Word, to insert new row at the end of table:
A) Press Ctrl+Z B) Press Shift+C
C) Press Ctrl+A D) Press Tab
95. To select all the page from a document.
A) Shift+A B) Ctrl+A
C) Ctrl+Z D) Alt+E
96. To create a new document in MS Word
A) Ctrl+N B) Ctrl+Z
C) Ctrl+A D) Shift+Z
97. In MS Word, the use of function key F1 is
A) To Save file B) To execute a file
C) To print a file D) To obtain help menu
98. A document to be formatted for A3 size, then which one of the following is true:
A) Width 8.27" X height 1.69"
B) Width 5.83" X height 8.27"
C) Width 3.88" X height 7.50"
D) Width 11.69" X height 16.54"
99. For copying and pasting text, which one of the following is true?
A) First Ctrl+Z and then Ctrl+V
B) First Ctrl+X and then Ctrl+V
C) First Ctrl+Z and then Ctrl+C
D) First Ctrl+C and then Ctrl+V
100. To select a sentence as whole:
A) Hold Shift key and click anywhere in sentence
B) Hold on Ctrl key and then click anywhere in the sentence
C) Double click in the sentence
D) Hold Alt key and drag over the text
