

090/2018

Maximum : 100 marks

Time : 1 hour and 15 minutes

1. Among the following which river is not a tributary of Indus?
(A) Gomti (B) Jhelum
(C) Chenab (D) Sutlej
2. Who was the first victim in the Revolt of 1857?
(A) Tandiya Tope (B) Rani Lakshmi Bai
(C) Mangal Pandey (D) Kunwar Singh
3. Who was known as 'Pulayan Mathai'?
(A) Blessed Kuriakose Elias Chavara (B) Poikayil Yohannan
(C) Vakkom Moulavi (D) Abraham Malpan
4. In which year Niti Aayog came into effect in India?
(A) 2014 (B) 2015
(C) 2016 (D) 2017
5. Who won Santhosh Trophy 2018?
(A) Kerala (B) West Bengal
(C) Karnataka (D) Mizoram
6. Which day is observed as 'World Health Day'?
(A) January 7 (B) February 7
(C) April 7 (D) December 7
7. Name the present Secretary General of the U.N.O. :
(A) Boutros Boutros Ghali (B) Kofi-Annan
(C) Ban Ki-Moon (D) Antonio Guterres

8. Who was announced the Best Actress in the National Film Awards 2018?
(A) Sreedevi (B) Divya Dutta
(C) Surabhi Lakshmi (D) Kangana Ranaut
9. Which river in Kerala is referred to as 'Choorni' in ancient texts?
(A) Bharathapuzha (B) Bhavani
(C) Periyar (D) Chaliyar
10. Which is the highest peak in the Western Ghats?
(A) Agastyakudam (B) Brahmagiri
(C) Nilgiri (D) Anamudi
11. Among the following which Indian state has a separate constitution?
(A) Punjab (B) Jammu and Kashmir
(C) Andhrapradesh (D) Haryana
12. Kim Jong-un is the president of which country?
(A) Japan (B) China
(C) South Korea (D) North Korea
13. Who was called the 'Lincoln of Kerala'?
(A) Thycaud Ayya (B) Ayya Vaikundar
(C) Ayyankali (D) Pandit Karuppan
14. Name the organization founded by Vaikunta Swami to fight against social evils :
(A) Sadhujanaparipalana Sangham (B) Atma Vidya Sangham
(C) Samatva Samajam (D) Brahma Samajam
15. Who wrote 'Atmopadesa Satakam'?
(A) Sree Narayana Guru (B) Kumaranasan
(C) Sahodaran Ayyappan (D) Brahmananda Sivayogi
16. Which Five Year Plan ended in 2017?
(A) Tenth (B) Eleventh
(C) Twelfth (D) Thirteenth

17. Between whom were fought Karanatic Wars in South India?
(A) Britain and Holland (B) Britain and France
(C) France and Holland (D) Portugal and Britain
18. Who passed the Vernacular Press Act in 1878?
(A) Lord Lytton (B) Lord Cornwallis
(C) Lord Wellesley (D) Lord Minto
19. Which Round Table Conference was attended by Gandhiji?
(A) First (B) Second
(C) Third (D) All of them
20. Which was the first discovered site of the Indus Valley Civilization?
(A) Mohenjodaro (B) Kalibangan
(C) Lothal (D) Harappa
21. Triple – Clicking the mouse selects a :
(A) Line (B) Paragraph
(C) Word (D) Sentence
22. The shortcut key used for Spell-check is :
(A) F1 (B) F2
(C) F7 (D) F12
23. MS Word is an :
(A) Antivirus (B) Virus
(C) Application Software (D) System Software
24. MS Word shows Red Line for showing :
(A) Spelling Mistake (B) Paragraph Mistake
(C) Grammar Mistake (D) Font Mistake
25. The Shortcut Key used to save a Document is :
(A) Ctrl + Z (B) Ctrl + F4
(C) Ctrl + S (D) Ctrl + X

26. The calculations in Excel are performed with the help of :
- (A) Fields (B) Tables
(C) Variables (D) Formulas
27. How data is organised in a Spreadsheet?
- (A) Layers and Planes (B) Lines and Spaces
(C) Rows and Columns (D) Height and Width
28. Methods which cannot be used to edit the content of cell :
- (A) Pressing the Alt Key (B) Pressing F2
(C) Clicking the Formula Bar (D) Double – Clicking the Cell
29. The maximum zoom percentage in Microsoft Powerpoint is :
- (A) 100% (B) 400%
(C) 200% (D) 500%
30. For inserting a New Slide in the current presentation, choose :
- (A) Ctrl + M (B) Ctrl + N
(C) Ctrl + O (D) Ctrl + F
31. A file with '.dot' extension is associated with :
- (A) Document (B) Template
(C) Index (D) Picture
32. The equipment which is used to connect in between Computer and Telephone is :
- (A) Modem (B) NIC
(C) Router (D) Bridge
33. The symbol appearing at the beginning of the items in a list is :
- (A) Star (B) Symbol of Fonts
(C) Bullet (D) Circle

34. The shortcut Ctrl + Z is used for :
- (A) Undo (B) Redo
(C) Cancel (D) Repeat
35. Which of the following is a Page Orientation?
- (A) A3 (B) A4
(C) Portrait (D) Tabloid
36. In which Menu "Drop lap" is seen?
- (A) Edit (B) Insert
(C) Table (D) Format
37. The number of options available in the change case dialog window are :
- (A) 3 (B) 4
(C) 5 (D) 6
38. Default number of Rows in a Table are :
- (A) 5 (B) 2
(C) 3 (D) 4
39. The places in our document where one page ends and a new page begins :
- (A) Auto Text (B) Foot Note
(C) End Note (D) Page Breaks
40. Format Painter command is in :
- (A) Standard Tool Bar (B) Formatting Tool Bar
(C) Menu Bar (D) Title Bar
41. The primary input device of a Computer System is :
- (A) Mouse (B) Scanner
(C) Touch Pad (D) Keyboard
42. The MS Word Tool used to find synonyms for words :
- (A) Format (B) Spell Check
(C) Thesaurus (D) Grammar Check

43. Pressing F8 Key for three times selects :
- (A) A Word (B) A Sentence
(C) A Paragraph (D) Entire Document
44. Background Color or effects applied on a document is not visible in :
- (A) Web Layout View (B) Print Layout View
(C) Reading View (D) Print Preview
45. Which of the following is not a type of Page Margin?
- (A) Left (B) Right
(C) Center (D) Top
46. Which is the expansion of Email?
- (A) Enforced Mail (B) Electronic Mail
(C) Extended Mail (D) Mails from MS Word
47. Macros are “run” or executed from the _____ menu.
- (A) Insert (B) Format
(C) Tools (D) Data
48. Which utility in MS Word is used to record every change made to the current document?
- (A) Auto Correct (B) Edit Changes
(C) Spelling Changes (D) Track Changes
49. The Keyboard Shortcut which centers the selected text is :
- (A) Ctrl + C (B) Ctrl + D
(C) Ctrl + E (D) Ctrl + P
50. Which of the following is not in Table Menu?
- (A) Insert (B) Delete
(C) Ruler (D) Select
51. ‘Times New Roman’ is the option of :
- (A) Text (B) Character
(C) Font (D) Style

52. We can Insert 'Borders and Shading' from :
- (A) Format (B) Font
(C) Table (D) Tools
53. Which is the Brain of Computer?
- (A) Memory (B) ALU
(C) RAM (D) CPU
54. The function which is used to find the highest value in MS Excel is :
- (A) Large (B) High
(C) MAX (D) MIN
55. What function displays row data in a column or column data in a row?
- (A) Hyperlink (B) Index
(C) Transpose (D) Rows
56. The menu used to insert a track or audio clip is :
- (A) Word Art (B) Smart Art
(C) Picture (D) Clip Art
57. The command used to save an existing document in a different folder :
- (A) Save (B) Save as
(C) Send to (D) Delete
58. The horizontal representation of data in a Table :
- (A) Row (B) Cell
(C) Column (D) Tab
59. Change or set Page Margins :
- (A) White Space (B) Gutter
(C) Ruler (D) Page Set-up
60. Ctrl + Enter Key is the shortcut key to Insert :
- (A) Table (B) Picture
(C) Clip Art (D) Page Break

61. The year in which Internet Explorer came into market?
(A) 1994 (B) 1995
(C) 1996 (D) 1997
62. PHOTOSHOP is product of :
(A) ADOBE (B) MICROSOFT
(C) APPLE (D) MAC
63. How many color Modes are there in Photoshop?
(A) Five (B) One
(C) Three (D) None
64. Which is the shortcut key of Default Foreground and Background Color in Photoshop?
(A) D (B) A
(C) X (D) Z
65. Which is not an option in the Pagemaker?
(A) Tool Box (B) Style and Color Palette
(C) Control Palette (D) Slide Palette
66. The menu contains 'Insert Pages' option in Pagemaker is :
(A) File (B) Layout
(C) Element (D) Utilities
67. In 'Corel Draw', the tool used for cropping is :
(A) Pick Tool (B) Shape Tool
(C) Zoom Tool (D) Knife Tool
68. _____ Tool is used for selecting and deselecting objects.
(A) Freehand tool (B) Bezier tool
(C) Pick tool (D) Shape tool

69. Corel Draw is a _____ based drawing Application Package.
- (A) Bitmap (B) Photo Paint
(C) Vector (D) Scalar
70. The extension of file created in Pagemaker is :
- (A) PSD (B) PMD
(C) TIFF (D) TXt
71. Which one of these is not size of paper?
- (A) A1 (B) A3
(C) A5 (D) A6
72. The shortcut key for accessing 'Find' option in EXCEL is :
- (A) Ctrl + N (B) Ctrl + C
(C) Ctrl + F (D) Alt + F
73. Expansion of VDU is :
- (A) Visual Direct Unit (B) Visual Display Unit
(C) Video Display Unit (D) None of these
74. The template provided by Word to create letters and address lists :
- (A) Letters and Faxes (B) Legal Pleadings
(C) Mail Merge (D) General
75. The menu which contains the 'Frame' option in Pagemaker is :
- (A) File (B) Utilities
(C) Element (D) Layout
76. The option used to change the order of pages in Pagemaker :
- (A) Page Orientation (B) View Pages
(C) Sort Pages (D) Range Pages

77. Which shortcut is used for calculator in Tally?
(A) CTRL + P (B) CTRL + C
(C) CTRL + N (D) CTRL + A
78. What is a motion path in Power Point?
(A) A type of animation entrance effect
(B) A method of advancing slides
(C) A method of moving items on a slide
(D) All of the above
79. Which of these must be avoided in Business Letters?
(A) Polite words (B) Formal words
(C) Abbreviations (D) Clear details
80. An office which communicates with a citizen by :
(A) Circular (B) Business letter
(C) Official letter (D) Govt. order
81. Salutation used while sending letters to Chief Justice is :
(A) Sir, (B) Dear Sir,
(C) Respected Sir, (D) Honourable
82. Before the name of a Company _____ is used.
(A) Messrs. (B) Mr.
(C) Mrs. (D) Kum.
83. The complimentary close of an official letter is :
(A) Yours sincerely, (B) Yours truly,
(C) Yours faithfully, (D) Yours lovingly,
84. Reference is typewritten _____ in a letter.
(A) Top of the letter (B) After the subject
(C) Left bottom of the letter (D) Before the subject

85. Salutation used before the Governor is :
- (A) Hon'ble (B) His Holiness
(C) His Excellency (D) Messrs.
86. Taking copies of typewritten matter by means of carbon paper is called :
- (A) Copying (B) Printing
(C) Mainfolding (D) Impression
87. Blind method in Typewriting is also known as :
- (A) Sight Method (B) Visual Method
(C) Touch Method (D) Rhythm
88. How many clogs are there in a Typewriter?
- (A) Four (B) Six
(C) One (D) Two
89. The cylinder of Typewriter is ————— in shape.
- (A) Uniform (B) Square
(C) Rectangular (D) Round
90. Which part of Typewriter is used to move the carriage to the right side?
- (A) Keyboard (B) Back Space Key
(C) Tabulator Bar (D) Space Bar
91. The number of Carriage Release Levers in Typewriter are :
- (A) 4 (B) 3
(C) 2 (D) 1
92. The key which is pressed to get upper case characters continuously is :
- (A) Master Key (B) Shift Lock Key
(C) Shift Key (D) Tab Key

93. Chemical Formulas and Fractions are typed by using :
- (A) Rotating Lever (B) Variable Line Spacer
(C) Variable Knob (D) Back Space Key
94. Main part in the step-by-step movement of the carriage is :
- (A) Space bar (B) Cylinder
(C) Dogblock (D) Tabulator bar
95. Main spring is related to the carriage through :
- (A) Draw Cord (B) Dogblock
(C) Pinion Wheel (D) Way Rod
96. Leave _____after a question mark.
- (A) One Space (B) Two Space
(C) No Space (D) Any Space
97. The number of Dead Keys provided in Malayalam Typewriter :
- (A) One (B) Two
(C) Three (D) Four
98. Cylinder is also known as :
- (A) Platen (B) Carriage
(C) Draw band (D) Draw cord
99. The part which should not be oiled in a Typewriter is :
- (A) Escapement wheel (B) Pinion wheel
(C) Type segment (D) Ribbon gear
100. Heart of the Typewriter :
- (A) Touch Regulator (B) Main Spring
(C) Escapement Wheel (D) Carriage

SPACE FOR ROUGH WORK

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