

FINAL ANSWER KEY

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Question1:-First dictionary in Malayalam language is prepared by

A:-Sir William Jones

B:-Arnos Pathiri

C:-Herman Gundert

D:-Benjamin Baily

Correct Answer:- Option-D

Question2:-The constitutional amendment which reduced voting right in India from 21 to 18 is

A:-52nd

B:-86th

C:-61st

D:-73rd

Correct Answer:- Option-C

Question3:-Indian standard time line passes through which of the following cities?

A:-Bombay

B:-Allahabad

C:-Amritsar

D:-Jaipur

Correct Answer:- Option-B

Question4:-The first Indian State which passed GST Bill

A:-Chattisgar

B:-Assam

C:-Bihar

D:-West Bengal

Correct Answer:- Option-B

Question5:-The President of Indian National Congress on the eve of Indian Independence was

A:-Moulana Abdul Kalam Azad

B:-C. Rajagopalachari

C:-J.B. Kripalini

D:-Sardar Vallabhai Patel

Correct Answer:- Option-C

Question6:-'God's Decree' is the book written by which of the following cricketers of India?

A:-Kapil Dev

B:-M.S. Dhoni

C:-Sourav Ganguli

D:-Sunil Gavaskar

Correct Answer:- Option-A

Question7:-The political party organised by Subhash Chandra Bose is

A:-Swarajya party

B:-Hindustan Socialist Republican Association

C:-Forward Bloc

D:-Indian Independence League

Correct Answer:- Option-C

Question8:-Which among the following is the biggest Loksabha constituency in India?

A:-Ladakh

B:-Bellari

C:-Kanpur

D:-Kasargode

Correct Answer:- Option-A

Question9:-Ayodhya situates on the bank of which of the following rivers?

- A:-Ganga
- B:-Yamuna
- C:-Soan
- D:-Sarayu

Correct Answer:- Option-D

Question10:-The Renaissance Leader of Kerala who organised the cultural organisation 'Vidyaposhini'?

- A:-Kumaranasan
- B:-Ayyankali
- C:-Chattampi Swamikal
- D:-Sahodaran Ayyappan

Correct Answer:- Option-D

Question11:-The Haldikhat Pass is part of which mountain range?

- A:-Aravally range
- B:-Western Ghats
- C:-Eastern Ghats
- D:-Himalayan Ranges

Correct Answer:- Option-A

Question12:-Raghuveer Choudhari, winner of Jnanapit award for 2015 belongs to which of the following sates?

- A:-West Bengal
- B:-Gujarat
- C:-Maharashtra
- D:-Madhya Pradesh

Correct Answer:- Option-B

Question13:-The total number of postal zones in India is

- A:-6
- B:-8
- C:-9
- D:-12

Correct Answer:- Option-C

Question14:-The chairman of the 14th Finance Commission of India

- A:-Vijay Kelkar
- B:-Y.V. Reddy
- C:-C. Rangarajan
- D:-A.M. Khusro

Correct Answer:- Option-B

Question15:-Swadeshabhimani the famous News Paper in Travancore during the renaissance period was started by

- A:-K. Ramakrishna Pillai
- B:-Dr. Palpu
- C:-Mannath Padmanabhan
- D:-Vakkom Moulavi

Correct Answer:- Option-D

Question16:-Who among the following was awarded Nobel Prize for literature for 2016?

- A:-Bob Dylan
- B:-Alice Munro
- C:-Swetlana Alexievich
- D:-Mo Yan

Correct Answer:- Option-A

Question17:-The poem Jatikkummi which criticized the caste system in Kerala was written by which of the following renaissance leader?

- A:-Kumaranasan
- B:-Sreenarayana Guru
- C:-Pandit K.P. Karuppan
- D:-Poykayil Yohannan

Correct Answer:- Option-C

Question18:-Who among the following was given Rajiv Gandhi Khel Retna award in 2016?

- A:-Sania Mirza
- B:-Jithu Rai
- C:-Ranjan Sodhi

D:-Gagan Narang

Correct Answer:- Option-B

Question19:-The author of the play in Malayalam language 'Pattabacki' is

A:-K. Damodaran

B:-Kesavadev

C:-C.J. Thomas

D:-Thoppil Bhasi

Correct Answer:- Option-A

Question20:-The famous Ajanta caves related to Buddhist art situates in which of the following state of India?

A:-Madhya Pradesh

B:-Bihar

C:-Uttar Pradesh

D:-Maharashtra

Correct Answer:- Option-D

Question21:-The QWERTY keyboard typewriter was invented by

A:-Henry Mill

B:-William Burt

C:-Christopher Latham Sholes

D:-Charles Thurber

Correct Answer:- Option-C

Question22:-The place or site at which an office is situated is its

A:-Office chart

B:-Office building

C:-Office layout

D:-Office location

Correct Answer:- Option-D

Question23:-DTP means

A:-Desk Top Publishing

B:-Data Transfer Protocol

C:-Desk Top Printing

D:-Document Transfer Process

Correct Answer:- Option-A

Question24:-The office in which an integrated suite of applications that are accessed via internet and available 24/7 is

A:-Automated office

B:-Virtual office

C:-Private office

D:-Open office

Correct Answer:- Option-B

Question25:-First commercial typewriter introduced in the year

A:-1870

B:-1880

C:-1736

D:-1748

Correct Answer:- Option-A

Question26:-Find the odd man in communication process

A:-Sender

B:-Encoding

C:-Message

D:-VPP

Correct Answer:- Option-D

Question27:-Identify the management function which means the guiding, motivating and supervising the employees

A:-Planning

B:-Directing

C:-Organising

D:-Staffing

Correct Answer:- Option-B

Question28:-A small room specially allotted to top executives of an organisation is

A:-Open office

B:-General office

C:-Private office

D:-Small office

Correct Answer:- Option-C

Question29:-There are _____ marginal stops in a typewriter.

A:-Two

B:-Three

C:-One

D:-Four

Correct Answer:- Option-A

Question30:-The programme that interrupts the usual operations of a computer system is

A:-Barriers

B:-Viruses

C:-Spamming

D:-Antivirus

Correct Answer:- Option-B

Question31:-The first fundamental function of management is

A:-Planning

B:-Co-ordinating

C:-Organising

D:-Directing

Correct Answer:- Option-A

Question32:-Name the confidential writer in an office

A:-Office Manager

B:-Managing Director

C:-Office Secretary

D:-General Manager

Correct Answer:- Option-C

Question33:-FTP means

A:-File Transfer Process

B:-File Transfer Protocol

C:-File Testing Process

D:-File Transfer Programme

Correct Answer:- Option-B

Question34:-The report which is prepared from time to time to record the present facts and figures

A:-Routine report

B:-Special report

C:-Formal report

D:-Informal report

Correct Answer:- Option-A

Question35:-The graphical representation of an organisational structure is

A:-office chart

B:-organisation manual

C:-office manual

D:-organisation chart

Correct Answer:- Option-D

Question36:-Name the link that connect the organisation with outsiders

A:-Management

B:-Office

C:-Administrator

D:-Office secretary

Correct Answer:- Option-B

Question37:-A matter added to letter after it is written and signed is called

A:-Post script

B:-Nota bene

C:-Copy to

D:-Enclosure

Correct Answer:- Option-A

Question38:-Linux is

A:-Output device

- B:-Hardware
- C:-Input device
- D:-Software

Correct Answer:- Option-D

Question39:-Communication between business firms and their customers is called

- A:-Official correspondence
- B:-Commercial correspondence
- C:-Direct correspondence
- D:-Personal correspondence

Correct Answer:- Option-B

Question40:-Select the telephone system not suitable for external communication

- A:-PBX
- B:-PABX
- C:-Intercom
- D:-Radio Telephone

Correct Answer:- Option-C

Question41:-Name the computer software suitable for presentation of a report

- A:-Power Point
- B:-Excel
- C:-Tally
- D:-Page maker

Correct Answer:- Option-A

Question42:-The management principle "each employee should have one superior only" means

- A:-Unity of Direction
- B:-Line of Authority
- C:-Unit of command
- D:-Equity of treatment

Correct Answer:- Option-C

Question43:-Paperless office integrates

- A:-Voice inputs
- B:-OMR
- C:-Text editing
- D:-All the above

Correct Answer:- Option-D

Question44:-"Management is the function of executive leadership any where". Definition given by

- A:-Henry Fayol
- B:-F.W. Taylor
- C:-Ralph C Davis
- D:-George R. Terry

Correct Answer:- Option-C

Question45:-In shorthand, thick strokes never written

- A:-Upward
- B:-Downward
- C:-Horizontal
- D:-Vertical

Correct Answer:- Option-A

Question46:-The back spacer in the typewriter enables the movement of the carriage _____ to _____.

- A:-Right to left
- B:-Left to right
- C:-Top to bottom
- D:-Bottom to top

Correct Answer:- Option-B

Question47:-CPU means

- A:-Central Processing Unit
- B:-Control Processing Unit
- C:-Computer Processing Unit
- D:-Computer Programme Unit

Correct Answer:- Option-A

Question48:-An open office means

- A:-An office without walls
 - B:-An office without any discipline
 - C:-An office open for all
 - D:-An office which includes all sections in one hall
- Correct Answer:- Option-D

Question49:-In Pitman shorthand, strokes are _____ in number.

- A:-26
- B:-24
- C:-23
- D:-21

Correct Answer:- Option-A

Question50:-Generally, in offices and institutions _____ cylinders are used in typewriter.

- A:-large
- B:-small
- C:-medium
- D:-hard

Correct Answer:- Option-C

Question51:-Future office may be

- A:-More paper work
- B:-More machine work
- C:-Reducing office cost
- D:-Paperless

Correct Answer:- Option-D

Question52:-The management function which is considered as a forward looking activity

- A:-Planning
- B:-Controlling
- C:-Staffing
- D:-Motivating

Correct Answer:- Option-C

Question53:-The statement of business to be discussed and transacted at a meeting is called

- A:-Report
- B:-Agenda
- C:-Minutes
- D:-Summary

Correct Answer:- Option-B

Question54:-The study conducted to improve the efficiency of office operations and reduce wasteful expenditure is

- A:-Public Relation
- B:-Flow of work
- C:-Organisation and Methods
- D:-Work simplification

Correct Answer:- Option-C

Question55:-The process of converting machine language to human language in the communication process is called

- A:-Encoding
- B:-Decoding
- C:-Feedback
- D:-Motivation

Correct Answer:- Option-B

Question56:-A printed announcement or letter sent to a number of people

- A:-Follow-up letter
- B:-Trade letter
- C:-Enquiry letter
- D:-Circular letter

Correct Answer:- Option-D

Question57:-Short cut method used for copying a text in a word document

- A:-Ctrl+Shift+A
- B:-Ctrl+S
- C:-Ctrl+V
- D:-Ctrl+C

Correct Answer:- Option-D

Question58:-An office secretary is

- A:-Confidential writer
- B:-Top official
- C:-Time keeper
- D:-Chief Executive

Correct Answer:- Option-A

Question59:-Processed data is called

- A:-Word Processing
- B:-Input
- C:-Electronic Data Processing
- D:-Information

Correct Answer:- Option-D

Question60:-Odd one out

- A:-Page maker
- B:-Corel Draw
- C:-Tally
- D:-Photoshop

Correct Answer:- Option-C

Question61:-The communication take place between managers of same level is called _____ communication.

- A:-Oral
- B:-Upward
- C:-Downward
- D:-Horizontal

Correct Answer:- Option-D

Question62:-In an organisation, every outgoing letter is recorded in _____ register.

- A:-Peon register
- B:-Stamp register
- C:-Cash register
- D:-Despatch register

Correct Answer:- Option-D

Question63:-Telephone Directory is an example of _____ classification.

- A:-Numerical
- B:-Alphabetical
- C:-Subject wise
- D:-Geographical

Correct Answer:- Option-B

Question64:-Suggestion is an example of which type of communication

- A:-Upward
- B:-Downward
- C:-Horizontal
- D:-Diagonal

Correct Answer:- Option-A

Question65:-Which method of communication enables direct face to face communication at any distance?

- A:-Tele printer
- B:-Fax
- C:-Video calling
- D:-Interactive Voice Response System

Correct Answer:- Option-C

Question66:-Informal communication is also called

- A:-Direct communication
- B:-Grapewine communication
- C:-Official communication
- D:-Face to face communication

Correct Answer:- Option-B

Question67:-Extension of Pagemaker file is

- A:-pmd
- B:-jpeg
- C:-TIFF
- D:-Pdf

Correct Answer:- Option-A

Question68:-Koontz and O' Donnel defines "designing a distinct area, division or branch of an enterprise over which a manager has authority for the performance of a specified activity is

- A:-Section
- B:-Division
- C:-Office
- D:-Department

Correct Answer:- Option-D

Question69:-DVD means

- A:-Digital Versatile Disk
- B:-Direct Visual Disk
- C:-Digital Visual Disk
- D:-Direct Video Disk

Correct Answer:- Option-A

Question70:-The most common computer input device is

- A:-Printer
- B:-Monitor
- C:-keyboard
- D:-Speaker

Correct Answer:- Option-C

Question71:-The 'mouse' was invented by

- A:-George E Gerphelde
- B:-Douglas Engelbart
- C:-Charles Babbage
- D:-Gordon Moore

Correct Answer:- Option-B

Question72:-_____ size typewriters are useful for camp purpose.

- A:-Standard
- B:-Noiseless
- C:-Portable
- D:-Electrical

Correct Answer:- Option-C

Question73:-By using _____ we can rotate the cylinder in the typewriter in either direction.

- A:-Impression roller
- B:-Thump wheel
- C:-Carriage
- D:-Space bar

Correct Answer:- Option-B

Question74:-The name of first generation computer is

- A:-ENIAC
- B:-IBM-360
- C:-APPLE
- D:-IBM-PC

Correct Answer:- Option-A

Question75:-_____ is the brain of computer.

- A:-Monitor
- B:-BUS
- C:-UPS
- D:-CPU

Correct Answer:- Option-D

Question76:-Programming language 1s and 0s is known as

- A:-machine language
- B:-assembly language
- C:-high level language
- D:-lower level language

Correct Answer:- Option-A

Question77:-ATM means

- A:-All Time Money
- B:-Automatic Teller Machine

C:-Amount Teller Machine

D:-Any Time Money

Correct Answer:- Option-B

Question78:-The service of E-governance to public is

A:-AKSHAYA

B:-SWEET

C:-KISSAN

D:-All the above

Correct Answer:- Option-D

Question79:-According to IT Act 2000, the offence given to cyber Terrorism under section 66 F is

A:-Imprisonment upto 3 years

B:-Imprisonment upto 5 years

C:-Imprisonment extend to imprisonment for life

D:-Imprisonment upto 7 years

Correct Answer:- Option-C

Question80:-You can insert a picture in PageMaker/Scribes using

A:-Control Pallete

B:-Sample pictures

C:-Picture Gallery

D:-Picture Pallete

Correct Answer:- Option-D

Question81:-The most suitable complimentary clause used for an official letter is

A:-Yours faithfully

B:-Yours truly

C:-Yours lovingly

D:-Yours sincerely

Correct Answer:- Option-A

Question82:-In HTML, a set of possible data value is called

A:-Attributes

B:-Product

C:-Tuple

D:-Domain

Correct Answer:- Option-D

Question83:-The hardware required for DTP work

A:-Adobe PageMaker

B:-Tally

C:-Adobe Photoshop

D:-Keyboard

Correct Answer:- Option-D

Question84:-The long bar in front of the keyboard in a Typewriter is called

A:-Universal bar

B:-Space bar

C:-Paper table

D:-Cylinder

Correct Answer:- Option-B

Question85:-Gas refill booking is an example of _____ system.

A:-IVRS

B:-VOIP

C:-FTP

D:-EPABX

Correct Answer:- Option-A

Question86:- _____ are the basic tools of an office.

A:-Data

B:-Information

C:-Forms

D:-Computer

Correct Answer:- Option-C

Question87:-The IFSC code of bank is

A:-Alphabetical classification

- B:-Numerical classification
 - C:-Alpha numerical classification
 - D:-Subject wise classification
- Correct Answer:- Option-C

Question88:-Retention of record in an organisation is _____ function of office.

- A:-Secondary
- B:-Primary
- C:-Main
- D:-Personal

Correct Answer:- Option-A

Question89:-Digital signaturing is the service provided by _____ office.

- A:-Modern office
- B:-Electronic office
- C:-Traditional office
- D:-Scientific office

Correct Answer:- Option-B

Question90:-Kaspersky software is an example of

- A:-Hardware
- B:-Language
- C:-Virus
- D:-Antivirus

Correct Answer:- Option-D

Question91:-The authoritative guide to office organisation is

- A:-office chart
- B:-organisation manual
- C:-office manual
- D:-organisation chart

Correct Answer:- Option-C

Question92:-Recruitment of staff in an organisation is the function of

- A:-office secretary
- B:-office manager
- C:-general manager
- D:-personal manager

Correct Answer:- Option-B

Question93:-In an organisation, the first place where guests/customer arrive and come in touch with the staff is

- A:-Personal department
- B:-Marketing section
- C:-Front office
- D:-Cash counter

Correct Answer:- Option-C

Question94:-In an office environment, natural ventilation may be obtained by

- A:-Air cooler
- B:-Doors
- C:-Air condition
- D:-Exhaust fans

Correct Answer:- Option-B

Question95:-_____ is the application of computer and communication technology for information processing activity in an office.

- A:-Office automation
- B:-Administration
- C:-Public relation
- D:-Computer section

Correct Answer:- Option-A

Question96:-Under Right to Information Act, 2005, the time limit for replying the request of any persons to Public Information Officer is

- A:-31 days
- B:-32 days
- C:-30 days
- D:-35 days

Correct Answer:- Option-C

Question97:-Modern method of filing commonly used in office is

A:-Pigeon-hole method

B:-Digital filing

C:-Microfilming

D:-Open-shelf filing

Correct Answer:- Option-B

Question98:-Random Access Memory is _____ type of computer memory.

A:-storage

B:-secondary

C:-primary

D:-read only

Correct Answer:- Option-C

Question99:-In order to collect the feedback of products, business firms usually use _____ method of post service.

A:-Postage Prepaid

B:-Value Payable Parcel

C:-Insured cover

D:-Reply Paid Service

Correct Answer:- Option-D

Question100:-The feature 'blue tick' is usually related to

A:-Face book

B:-Whatsapp Messenger

C:-Twitter

D:-You Tube

Correct Answer:- Option-B