

# L D TYPIST/COMPUTER ASSISTANT GRADE II

**12-08-2023**

**QUESTION PAPER**

CODE

**B**

1. Who have the title "Rao Sahib"?
 

(A) Pandit Karuppan	(B) Ayyathan Gopalan
(C) G.P. Pillai	(D) C. Krishnan
2. Who wrote the historical novel Marthanda Varma in Malayalam?
 

(A) C.V. Raman Pillai	(B) Appu Nedugadi
(C) S.K. Pottakadu	(D) K.P. Kesava Menon
3. Climate of India is
 

(A) Mediterranean type	(B) Equatorial type
(C) Desert type	(D) Monsoon type
4. Which five year plan is also known as "Gadgil Yojana"?
 

(A) Second	(B) Third
(C) Fourth	(D) Fifth
5. Which metro station become the India's first metro to have its own FM radio station?
 

(A) Delhi metro	(B) Lucknow metro
(C) Kolkata metro	(D) Nagpur metro
6. The river Brahmaputra called in Tibet has :
 

(A) Dehang	(B) Siyang
(C) Jamuna	(D) Tsang po
7. In which year Mahatma Gandhi visited Sree Narayana Guru in Sivagiri at Varkala?
 

(A) 1925	(B) 1926
(C) 1930	(D) 1935
8. Who was the first Indian woman to win the Nobel Prize?
 

(A) Indira Gandhi	(B) Sarojini Naidu
(C) Mother Teresa	(D) Lata Mangeshkar
9. In which year all Travancore Grandashala Sangam formed?
 

(A) September 1943	(B) September 1944
(C) September 1945	(D) None of these

10. Which newspaper is known as bible of the socially depressed?  
(A) Vivekodhaym (B) Vidhyrangam  
(C) Yukthivadhi journal (D) Mithavadhi
11. \_\_\_\_\_ option helps to break lines between syllables of words in MS word.  
(A) Hyperlink (B) Hyphenation  
(C) Wrap text (D) Break lines
12. Which is not in MS Word?  
(A) Table (B) Charts  
(C) Ctrl (D) Formula bar
13. When you enter data in a cell in Excel, it also appears in the :  
(A) Status bar (B) Row heading  
(C) Name box (D) Formula bar
14. Which is not a data type in Excel?  
(A) Single (B) Character  
(C) String (D) Double
15. If you want to increase/decrease line spacing by a percentage, which option helps :  
(A) Atleast (B) Exactly  
(C) Multiple (D) Double
16. Font size is measured in :  
(A) Inches (B) Points  
(C) Millimeters (D) Pixels
17. Find and Replace short cut key is :  
(A) Ctrl+H (B) Alt + R  
(C) Ctrl + R (D) Shift + R
18. Which tool allows us to send same letter to different addresses in MS Word?  
(A) Reference (B) Mailing  
(C) Mail Merge (D) Markup
19. Short cut key to move cursor to the beginning of document :  
(A) Ctrl+Home (B) Ctrl+Start  
(C) Ctrl+up arrow (D) None of the Above

20. Ctrl+X is used to :
- (A) Copy the selected text (B) Cut the selected Text  
(C) Paste the text (D) Print the page
21. Which button in MS Word 2007 contains basic file management commands?
- (A) Start Button (B) Home Button  
(C) Basic Button (D) None of the above
22. To Select an entire column in Excel use :
- (A) Ctrl+Space bar (B) Ctrl+C  
(C) Ctrl+arrow key (D) Shift+S
23. Which of the following is a pointing device?
- (A) Scanner (B) Joystick  
(C) Digitizer (D) Optical mark reader
24. Cell B12 on sheet 2 can be referred from sheet1 like :
- (A) Sheet2!B12 (B) Sheet1!B12  
(C) Sheet2.B12 (D) B12 ()
25. Which short cut key opens Font Dialog Box in MS Word?
- (A) Ctrl+F (B) Ctrl+Shift+F  
(C) Alt+Ctrl+F (D) Alt+F
26. In Excel a valid cell address is like :
- (A) A10 (B) 10A  
(C) &A (D) &A10
27. The feature of MS Excel quickly completes a series of data :
- (A) Auto complete (B) Auto Fill  
(C) Fill handle (D) Sorting
28. Grid lines can be displayed with the \_\_\_\_\_ key combination in PowerPoint.
- (A) Shift+F9 (B) Ctrl+F9  
(C) Shift+F8 (D) Ctrl+F9
29. Which is not a Unicode encoding form?
- (A) UTF-8 (B) UTF-16  
(C) UTF-EBCDIC (D) UTF-64

30. Full Form for EBCDIC :
- (A) Extended Binary Coded Device Interchange Code
  - (B) Extended Binary Control Device Interchange Code
  - (C) Extended Binary Coded Decimal Interchange Code
  - (D) None of the above
31. Excel displays the address of the active cell in :
- (A) Formula Bar
  - (B) Status Bar
  - (C) Title Bar
  - (D) Name Box
32. To specify margins in MS word 2007, page setup can be selected from which menu?
- (A) File
  - (B) Format
  - (C) Insert
  - (D) Edit
33. A valid range of cells in Excel is like :
- (A) A1-A10
  - (B) A1:A10
  - (C) A1 to A10
  - (D) A1!A10
34. Any component of the computer you can see and touch is :
- (A) Software
  - (B) Peripheral
  - (C) CPU
  - (D) Hardware
35. Which of the following views is the best view to use when you need to reorganize your slides?
- (A) normal
  - (B) outline view
  - (C) slide sorter view
  - (D) reading view
36. Which of the following cannot be part of an E-mail address?
- (A) At sign (@)
  - (B) Period (.)
  - (C) Space ( )
  - (D) Underscore ( \_ )
37. URL is :
- (A) Some Software
  - (B) The address of a page on the World Wide Web
  - (C) Unlimited Recourses for Learning
  - (D) A hardware piece
38. Which is the short cut key to insert a new slide in a PowerPoint presentation?
- (A) Ctrl+N
  - (B) Ctrt+K
  - (C) Ctrl+M
  - (D) Ctrl+O

39. Which menu allows us to change the slide size in PowerPoint?  
(A) Home (B) Edit  
(C) Design (D) View
40. Full form of MB is :  
(A) Mega Bytes (B) Mini Bytes  
(C) Micro Bytes (D) Milli Bytes
41. Which part of the computer is used for calculating and comparing?  
(A) ALU (B) CU  
(C) Memory Unit (D) RAM
42. The effect applied to display when slides changes in slide show view is :  
(A) Slide Transition (B) Slide Animation  
(C) Custom Transition (D) Custom Animation
43. Which key is used to start a slide show?  
(A) F1 (B) f2  
(C) F5 (D) F10
44. \_\_\_\_\_ refer to text that are positioned slightly higher than the text on the line.  
(A) Subscript (B) Superscript  
(C) Superiorscript (D) Extended script
45. Which function displays current date and time in MS Excel?  
(A) Today() (B) Time()  
(C) Now() (D) Date()
46. To place something in the same position on every slide of presentation automatically, insert into :  
(A) Slide Master (B) Notes Master  
(C) Handout Master (D) None of the above
47. The \_\_\_\_\_ feature in MS word automatically corrects certain spelling errors.  
(A) Auto correct (B) Auto spell  
(C) AutoFix (D) AutoFill
48. From which panel you can insert header and footer in MS Word 2007?  
(A) Format Panel (B) Review Panel  
(C) Home Panel (D) Insert Panel
49. Where does the minimised application resides in Windows?  
(A) My Computer (B) My Documents  
(C) Recent Documents (D) Task Bar

50. Short cut key for Redo an action :  
 (A)  Ctrl + R  
 (C) Ctrl + Y  
 (B) Ctrl + D  
 (D) Ctrl + V
51. Which brush is used to clean the type bar face?  
 (A) Medium brush  
 (C) Short brush  
 (B) Long brush  
 (D) Both (A) and (B)
52. Carriage tension can also be called :  
 (A) Main spring tension  
 (C) Escapement wheel tension  
 (B) Pinion wheel tension  
 (D) Ratchet wheel tension
53. The carriage rack is moves towards left when the \_\_\_\_\_ is operated.  
 (A) Non-character key  
 (C) Back space key  
 (B) Dead key  
 (D) Character key
54. The shape of the type segment is :  
 (A) Circle  
 (C) Triangle  
 (B) Semi-circle  
 (D) Rectangle
55. \_\_\_\_\_ Wheel connect escapement wheel and the carriage rack.  
 (A) Pinion wheel  
 (C) Ratchet wheel  
 (B) Thumb wheel  
 (D) None of the above
56. \_\_\_\_\_ helps the carriage moves instantly to predetermined position.  
 (A) Shift key  
 (C) Home keys  
 (B) Master key  
 (D) Tabulator key
57. In official letter, complementary close generally used is :  
 (A) Yours sincerely  
 (C) Yours faithfully  
 (B) Yours truly  
 (D) Yours lovingly
58. PIN code stands for :  
 (A) Permanent Index Number  
 (C) Permanent Identification Number  
 (B) Postal Index Number  
 (D) None of the above
59. \_\_\_\_\_ and \_\_\_\_\_ are called guide keys.  
 (A) k and j  
 (C)  a and s  
 (B) n and m  
 (D) a and ;
60. Due to over tension of main spring \_\_\_\_\_ happened.  
 (A) Jerky movement  
 (C) Stoppage  
 (B) Sluggish movement  
 (D) None of the above

61. One of the following words is misspelt. Identify the word :
- (A) continuoos (B) congenital  
(C) contemporary (D) contaminate
62. The music band played a beautiful melody on the occasion'. Change the voice :
- (A) On the occasion played the music band a beautiful melody  
(B) The music band was played a beautiful melody on the occasion  
(C) A beautiful melody was been played by the music band  
(D) A beautiful melody was played by the music band on the occasion
63. "Did the cricket team come for practice yesterday?" asked the principal. Change to Reported Speech :
- (A) The principal asked that whether the cricket team came for practice the previous day  
(B) The principal asked whether the cricket team had come for practice the previous day  
(C) The principal asked whether the cricket team had been come for practice the previous day  
(D) The principal asked whether the cricket team have come for practice the previous day
64. Choose the correct sentence :
- (A) She came to pick me when i reached mumbai railway station  
(B) She came to pick me when I reached mumbai railway station  
(C) She came to pick me when I reached Mumbai railway station  
(D) she came to pick me when i reached Mumbai railway station
65. She promised me to return in \_\_\_\_\_ hour.
- (A) an (B) a  
(C) the (D) only
66. He \_\_\_\_\_ neither softly nor loudly.
- (A) sings (B) sing  
(C) sang (D) singing
67. "Did you forget what this project is designed \_\_\_\_\_?"
- (A) of (B) for  
(C) off (D) above

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68. The pack of elephants \_\_\_\_\_ the lake late in the evening.  
(A) made up (B) made in  
(C) made for (D) made of
69. "She keeps on repeating the mistake, \_\_\_\_\_".  
(A) doesn't she? (B) does she?  
(C) isn't she? (D) is she?
70. I could give her the money, if she \_\_\_\_\_ me.  
(A) contacted (B) contacting  
(C) will contact (D) had contact
71. "Shall we call it a day?" means :  
(A) Shall we declare a holiday?  
(B) Shall we invite a special guest for the day?  
(C) Shall we stop working?  
(D) Shall we fix a day for the celebrations?
72. 'I would rather, you went there to make the enquiry' means :  
(A) My suggestion is that you should go there and make the enquiry  
(B) My suggestion is that you should not go there and make the enquiry  
(C) I know that you are not willing to go there and make the enquiry  
(D) I know that you went there to make the enquiry
73. The sentence that is correct is :  
(A) I thought you will ring her up  
(B) I think you would ring her up  
(C) I thought you would ring her up  
(D) I think you would have ring her up
74. This is his signature style means :  
(A) His signature is stylish  
(B) His style is to put his signature everywhere  
(C) His style is like his signature  
(D) He has a unique style
75. Five kilometres \_\_\_\_\_ a short distance.  
(A) were (B) is  
(C) are (D) will

Qns 76 to 80 : Read the passage given and answer the questions that follow.

The colours you see in flowers come from the DNA of a plant. Genes in a plant's DNA direct the petals to produce pigments of various colours. When the flower is red, it means that the cells in the flower, it reflects red light. So, the flower appears to be red. Flowers are the reproductive parts of plants. They attract insects to pick up pollen and transfer it to other plants and is an indication to the pollinators that pollination is no longer needed. Many of the actual chemicals in the petals of a flower are called anthocyanins. These are water soluble compounds that belong to a bigger class of chemicals called flavonoids. Anthocyanins are responsible for creating blue, red, pink, pink and purple colours in flowers. Other pigments that produce floral colours include carotene (for red and yellow), chlorophyll (for green in petals and leaves) and xanthophyll (a pigment that produces yellow colours).

76. Which among the following statements is FALSE?
- (A) The colours of flowers come from genes in the DNA
  - (B) Pigments in the genes of colours produce DNA
  - (C) Genes in the DNA of a plant produce colours
  - (D) Pigments of various colours are produced by cells of a plant
77. (i) Flowers are meant for reproduction.  
(ii) Flowers make insects stay away from them.
- (A) Only (i) is true
  - (B) Only (ii) is true
  - (C) Both (i) and (ii) are true
  - (D) Both (i) and (ii) are false
78. When the colour of some flowers fade in time, it :
- (A) hints that the flowers are going to wither
  - (B) hints that the cells in the flowers are drying up
  - (C) hints that pollination is not required
  - (D) hints that pollinators are going to crowd around it
79. Anthocyanins :
- (A) are chemicals in the petals of a flower
  - (B) belong to a bigger class of chemicals called flavonoids
  - (C) are compounds that are soluble in water
  - (D) all the above
80. Carotene, Chlorophyll and Xanthophyll are :
- (A) flowers
  - (B) pollinators
  - (C) reproductive parts
  - (D) pigments

81. വിപരീതപദമെഴുതുക - ഖണ്ഡനം :

- (A) അപഖണ്ഡനം
- (C) നിർഖണ്ഡനം

- (B) മണ്ഡനം
- (D) വിഖണ്ഡനം

82. സമാനാർത്ഥമുള്ള പദം കണ്ടെത്തുക - കല്പമഷം :

- (A) വിഷം
- (C) പാപം

- (B) മഷി
- (D) കണ്ണാടി

83. വിപരീതപദമെഴുതുക - പരദേശം :

- (A) വിദേശം
- (C) പ്രദേശം

- (B) സ്വദേശം
- (D) അന്യദേശം

84. പവിഴം എന്ന് അർത്ഥമുള്ള പദങ്ങൾ ഏവ?

1. പ്രവാളം
2. സുഭദ്രകം
3. ഹിരണ്യം
4. വിദ്രുമം

- (A) 1 ഉം 4 ഉം
- (C) 3 ഉം 4 ഉം

- (B) 1 ഉം 2 ഉം
- (D) 2 ഉം 3 ഉം

85. പിരിച്ചെഴുതുക - നന്നൂൽ :

- (A) നല്ല + നൂൽ
- (C) നന്ന് + നൂൽ

- (B) നല് + നൂൽ
- (D) നന് + നൂൽ

86. സ്വരസന്ധിക്ക് ഉദാഹരണമേത് ?

- (A) തണ്ടാർ
- (C) പ്രത്യക്ഷരം

- (B) സോദേശ്യം
- (D) കവീന്ദ്രൻ

87. എതിർലിംഗമെഴുതുക - സാന്ത്രികൻ :

- (A) സാന്ത്രിക
- (C) സാന്ത്രിനി

- (B) സാന്ത്രി
- (D) സാന്ത്രികി

88. എതിർലിംഗമെഴുതുക - വിധവ :
- (A) വിദൂരൻ (B) വിധൂരൻ  
(C) വിദഥൻ (D) വിധൂതൻ
89. സലിംഗ ബഹുവചനത്തിന് ഉദാഹരണമേത് ?
- (A) സമരക്കാർ (B) ദേവതമാർ  
(C) മിടുക്കർ (D) ജനങ്ങൾ
90. വചനമേത് - ഗുരുക്കൾ :
- (A) ഏകവചനം (B) പൂജകബഹുവചനം  
(C) സലിംഗബഹുവചനം (D) അലിംഗബഹുവചനം
91. "Make hay while the sun shines" - എന്ന ചൊല്ലിന് സമാനമായതേത് ?
- (A) പച്ചെത്തിനാൽ പനയും തിന്നാം (B) കാറ്റുള്ളപ്പോൾ പാറ്റുക  
(C) മിന്നുന്നതെല്ലാം പൊന്നല്ല (D) വേണമെങ്കിൽ ചക്ക വേരിലും കാഴ്ച
92. പരിഭാഷപ്പെടുത്തുക - Adjourn :
- (A) നീട്ടിവയ്ക്കുക (B) ആരംഭിക്കുക  
(C) ഉപേക്ഷിക്കുക (D) അവസാനിപ്പിക്കുക
93. ശൈലി വ്യാഖ്യാനിക്കുക - ആലത്തൂർ കാക്ക :
- (A) പുറമേ സ്നേഹം നടിക്കുന്ന ആൾ  
(B) അശ്രദ്ധയോടെ കാര്യം നിർവഹിക്കുന്ന ആൾ  
(C) ആശിച്ചു കാലം കളയുന്ന ആൾ  
(D) തളർന്നിരിക്കുന്ന ആൾ
94. ശരിയായ വാക്യം ഏത് ?
- (A) മനസ്സിൽ ഒന്നു വിചാരിച്ചുകൊണ്ട് മറ്റൊന്ന് പറയരുത്  
(B) ഉച്ചയ്ക്ക് ഞാൻ ചോറ് ഉണ്ടു  
(C) അവൻ എല്ലാ ദിവസവും വരും  
(D) ഏകാധിപത്യത്തെ എതിർക്കുക തന്നെ വേണം

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95. 'കൃപമണ്ഡൂകം' എന്ന പ്രയോഗത്തിന്റെ അർത്ഥം എന്ത്?
- (A) ബന്ധനത്തിൽ അകപ്പെട്ട മഹാവിരൻ (B) വലിയ മടിയൻ  
(C) പ്രമാണിത്തം നടിക്കുന്നവൻ (D) ലോകപരിജ്ഞാനമില്ലാത്തവൻ
96. ശരിയായ പദമേത്?
- (A) സർവതോമുഖം (B) സർവതോന്മുഖം  
(C) സർവതോർമുഖം (D) സർവതുമുഖം
97. താഴെ പറയുന്നവയിൽ ശരിയേത്?
1. അസ്തിവാദം
  2. പരിണതഫലം
  3. വ്യത്യസ്ഥം
  4. ആഖ്യത്തം
- (A) 1 ഉം 4 ഉം (B) 1 ഉം 2 ഉം  
(C) 3 ഉം 4 ഉം (D) 2 ഉം 3 ഉം
98. ഒറ്റപ്പദമാക്കുക - ഋഷിയെ സംബന്ധിച്ചത് :
- (A) ഋഷ്യം (B) ഋഷിത്വം  
(C) ആർഷികം (D) ആർഷം
99. അർത്ഥം കണ്ടെത്തുക - ബിഭിത്സ :
- (A) ഭേദിക്കാനുള്ള ആഗ്രഹം  
(B) ഭയപ്പെടുത്താനുള്ള ആഗ്രഹം  
(C) പറയാനുള്ള ആഗ്രഹം  
(D) കൂടിക്കാനുള്ള ആഗ്രഹം
100. പുകുല എന്ന് അർത്ഥം വരുന്ന പദമേത്?
- (A) മഞ്ജുള (B) മഞ്ജുഷ  
(C) മഞ്ജരി (D) മഞ്ജീരം