

L D TYPIST/COMPUTER ASSISTANT GRADE II

12-08-2023

QUESTION PAPER

CODE
C

148/2023-M

Maximum : 100 marks

Time : 1 hour and 30 minutes

1. Climate of India is
(A) Mediterranean type (B) Equatorial type
(C) Desert type (D) Monsoon type
2. Which five year plan is also known as "Gadgil Yojana"?
(A) Second (B) Third
(C) Fourth (D) Fifth
3. 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
4. The river Brahmaputra called in Tibet has :
(A) Dehang (B) Siyang
(C) Jamuna (D) Tsang po
5. In which year Mahatma Gandhi visited Sree Narayana Guru in Sivagiri at Varkala?
(A) 1925 (B) 1926
(C) 1930 (D) 1935
6. Who was the first Indian woman to win the Nobel Prize?
(A) Indira Gandhi (B) Sarojini Naidu
(C) Mother Teresa (D) Lata Mangeshkar
7. In which year all Travancore Grandashala Sangam formed?
(A) September 1943 (B) September 1944
(C) September 1945 (D) None of these
8. Which newspaper is known as bible of the socially depressed?
(A) Vivekodhaym (B) Vidhyrangam
(C) Yukthivadhi journal (D) Mithavadhi
9. Who have the title "Rao Sahib"?
(A) Pandit Karuppan (B) Ayyathan Gopalan
(C) G.P. Pillai (D) C. Krishnan

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[P.T.O.]

10. 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
11. Font size is measured in :
(A) Inches (B) Points
(C) Millimeters (D) Pixels
12. Find and Replace short cut key is :
(A) Ctrl+H (B) Alt + R
(C) Ctrl + R (D) Shift + R
13. Which tool allows us to send same letter to different addresses in MS Word?
(A) Reference (B) Mailing
(C) Mail Merge (D) Markup
14. 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
15. Ctrl+X is used to :
(A) Copy the selected text (B) Cut the selected Text
(C) Paste the text (D) Print the page
16. 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
17. To Select an entire column in Excel use :
(A) Ctrl+Space bar (B) Ctrl+C
(C) Ctrl+arrow key (D) Shift+S
18. Which of the following is a pointing device?
(A) Scanner (B) Joystick
(C) Digitizer (D) Optical mark reader
19. Cell B12 on sheet 2 can be referred from sheet1 like :
(A) Sheet2!B12 (B) Sheet1!B12
(C) Sheet2.B12 (D) B12 0

20. 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
21. In Excel a valid cell address is like :
(A) A10 (B) 10A
(C) &A (D) &A10
22. The feature of MS Excel quickly completes a series of data :
(A) Auto complete (B) Auto Fill
(C) Fill handle (D) Sorting
23. Grid lines can be displayed with the _____ key combination in PowerPoint.
(A) Shift+F9 (B) Ctrl+F9
(C) Shift+F8 (D) Ctrl+F9
24. Which is not a Unicode encoding form?
(A) UTF-8 (B) UTF-16
(C) UTF-EBCDIC (D) UTF-64
25. 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
26. Excel displays the address of the active cell in :
(A) Formula Bar (B) Status Bar
(C) Title Bar (D) Name Box
27. To specify margins in MS word 2007, page setup can be selected from which menu?
(A) File (B) Format
(C) Insert (D) Edit
28. A valid range of cells in Excel is like :
(A) A1-A10 (B) A1:A10
(C) A1 to A10 (D) A1!A10

29. Any component of the computer you can see and touch is :
 (A) Software (B) Peripheral
 (C) CPU (D) Hardware
30. 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
31. Which of the following cannot be part of an E-mail address?
 (A) At sign (@) (B) Period (.)
 (C) Space () (D) Underscore (_)
32. 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
33. 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
34. Which menu allows us to change the slide size in PowerPoint?
 (A) Home (B) Edit
 (C) Design (D) View
35. Full form of MB is :
 (A) Mega Bytes (B) Mini Bytes
 (C) Micro Bytes (D) Milli Bytes
36. Which part of the computer is used for calculating and comparing?
 (A) ALU (B) CU
 (C) Memory Unit (D) RAM
37. 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
38. Which key is used to start a slide show?
 (A) F1 (B) f2
 (C) F5 (D) F10
39. _____ refer to text that are positioned slightly higher than the text on the line.
 (A) Subscript (B) Superscript
 (C) Superiorscript (D) Extended script

40. Which function displays current date and time in MS Excel?
 (A) Today() (B) Time()
 (C) Now() (D) Date()
41. 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
42. The _____ feature in MS word automatically corrects certain spelling errors.
 (A) Auto correct (B) Auto spell
 (C) AutoFix (D) AutoFill
43. 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
44. Where does the minimised application resides in Windows?
 (A) My Computer (B) My Documents
 (C) Recent Documents (D) Task Bar
45. Short cut key for Redo an action :
 (A) Ctrl + R (B) Ctrl + D
 (C) Ctrl + Y (D) Ctrl + V
46. _____ option helps to break lines between syllables of words in MS word.
 (A) Hyperlink (B) Hyphenation
 (C) Wrap text (D) Break lines
47. Which is not in MS Word?
 (A) Table (B) Charts
 (C) Ctrl (D) Formula bar
48. 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
49. Which is not a data type in Excel?
 (A) Single (B) Character
 (C) String (D) Double

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

61. He _____ neither softly nor loudly.
 (A) sings (B) sing
 (C) sang (D) singing
62. "Did you forget what this project is designed _____?"
 (A) of (B) for
 (C) off (D) above
63. The pack of elephants _____ the lake late in the evening.
 (A) made up (B) made in
 (C) made for (D) made of
64. "She keeps on repeating the mistake, _____".
 (A) doesn't she? (B) does she?
 (C) isn't she? (D) is she?
65. I could give her the money, if she _____ me.
 (A) contacted (B) contacting
 (C) will contact (D) had contact
66. "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?
67. '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
68. 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
69. 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
70. Five kilometres _____ a short distance.
 (A) were (B) is
 (C) are (D) will

Qns 71 to 75 : 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 cells to produce pigments of various colours. When the flower is red, it means that the cells in the petals have produced a pigment that absorbs all colours but red. When you look at that 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 flowers. This helps the plant to reproduce. Some flowers change colour or fade over time. This 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).

71. 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
72. (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
73. 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
74. 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
75. Carotene, Chlorophyll and Xanthophyll are :
- (A) flowers
 - (B) pollinators
 - (C) reproductive parts
 - (D) pigments

76. One of the following words is misspelt. Identify the word :
- (A) continuos (B) congenital
(C) contemporary (D) contaminate
77. 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
78. "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
79. 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
80. She promised me to return in _____ hour.
- (A) an (B) a
(C) the (D) only

81. സ്വരസന്ധിക്ക് ഉദാഹരണമേത് ?
 (A) തണ്ടാർ (B) സോദ്രേശ്യം
 (C) പ്രത്യക്ഷരം (D) കവീന്ദ്രൻ
82. എതിർലിംഗമെഴുതുക - സാത്തികൻ :
 (A) സാത്തിക (B) സാത്തി
 (C) സാത്തിനി (D) സാത്തികി
83. എതിർലിംഗമെഴുതുക - വിധവ :
 (A) വിദൂരൻ (B) വിധൂരൻ
 (C) വിദമൻ (D) വിധൂതൻ
84. സലിംഗ ബഹുവചനത്തിന് ഉദാഹരണമേത് ?
 (A) സമരക്കാർ (B) ദേവതമാർ
 (C) മിടുക്കർ (D) ജനങ്ങൾ
85. വചനമേത് - ഗുരുക്കൾ :
 (A) ഏകവചനം (B) പൂജകബഹുവചനം
 (C) സലിംഗബഹുവചനം (D) അലിംഗബഹുവചനം
86. "Make hay while the sun shines" - എന്ന ചൊല്ലിന് സമാനമായതേത് ?
 (A) പച്ചെത്തിനാൽ പനയും തിന്നാം (B) കാറ്റുള്ളപ്പോൾ പാറ്റുക
 (C) മിന്നുന്നതെല്ലാം പൊന്നല്ല (D) വേണമെങ്കിൽ ചക്ക വേരിലും കാക്കും
87. പരിഭാഷപ്പെടുത്തുക - Adjourn :
 (A) നീട്ടിവയ്ക്കുക (B) ആരംഭിക്കുക
 (C) ഉപേക്ഷിക്കുക (D) അവസാനിപ്പിക്കുക
88. ശൈലി വ്യാഖ്യാനിക്കുക - ആലത്തൂർ ക്കാക്ക :
 (A) പുറമേ സ്നേഹം നടിക്കുന്ന ആൾ
 (B) അശ്രദ്ധയോടെ കാര്യം നിർവഹിക്കുന്ന ആൾ
 (C) ആശിച്ചു കാലം കളയുന്ന ആൾ
 (D) തളർന്നിരിക്കുന്ന ആൾ

89. ശരിയായ വാക്യം ഏത് ?
- (A) മനസ്സിൽ ഒന്നു വിചാരിച്ചുകൊണ്ട് മറ്റൊന്ന് പറയരുത്
 (B) ഉച്ചയ്ക്ക് ഞാൻ ചോറ് ഉണ്ടു
 (C) അവൻ എല്ലാ ദിവസവും വരും
 (D) ഏകാധിപത്യത്തെ എതിർക്കുക തന്നെ വേണം
90. 'കുപമണ്ഡുകം' എന്ന പ്രയോഗത്തിന്റെ അർത്ഥം എന്ത് ?
- (A) ബന്ധനത്തിൽ അകപ്പെട്ട മഹാവീരൻ (B) വലിയ മടിയൻ
 (C) പ്രമാണിത്തം നടിക്കുന്നവൻ (D) ലോകപരിജ്ഞാനമില്ലാത്തവൻ
91. ശരിയായ പദമേത്?
- (A) സർവതോമുഖം (B) സർവതോന്മുഖം
 (C) സർവതോർമുഖം (D) സർവതുമുഖം
92. താഴെ പറയുന്നവയിൽ ശരിയേത്?
1. അസ്തിവാദം
 2. പരിണതഫലം
 3. വ്യത്യസ്ഥം
 4. ആവ്യക്തം
- (A) 1 ഉം 4 ഉം (B) 1 ഉം 2 ഉം
 (C) 3 ഉം 4 ഉം (D) 2 ഉം 3 ഉം
93. ഒറ്റപ്പദമാക്കുക - ള്ഷിയെ സംബന്ധിച്ചത് :
- (A) ള്ഷ്യം (B) ള്ഷിത്വം
 (C) ആർഷികം (D) ആർഷം
94. അർത്ഥം കണ്ടെത്തുക - ബിഭിത്സ :
- (A) ഭേദിക്കാനുള്ള ആഗ്രഹം
 (B) ഭയപ്പെടുത്താനുള്ള ആഗ്രഹം
 (C) പറയാനുള്ള ആഗ്രഹം
 (D) കൂടിക്കാനുള്ള ആഗ്രഹം

95. പൂങ്കുല എന്ന് അർത്ഥം വരുന്ന പദമേത്?

(A) മഞ്ജുള

(C) മഞ്ജരി

(B) മഞ്ജുഷ

(D) മഞ്ജീരം

96. വിപരീതപദമെഴുതുക - ഖണ്ഡനം :

(A) അപഖണ്ഡനം

(C) നിർഖണ്ഡനം

(B) മണ്ഡനം

(D) വിഖണ്ഡനം

97. സമാനാർത്ഥമുള്ള പദം കണ്ടെത്തുക - കല്പിഷം :

(A) വിഷം

(C) പാപം

(B) മഷി

(D) കണ്ണാടി

98. വിപരീതപദമെഴുതുക - പരദേശം :

(A) വിദേശം

(C) പ്രദേശം

(B) സ്വദേശം

(D) അന്യദേശം

99. പവിഴം എന്ന് അർത്ഥമുള്ള പദങ്ങൾ ഏവ?

1. പ്രവാളം

2. സുഭദ്രകം

3. ഹിരണ്യം

4. വിദ്യുമം

(A) 1 ഉം 4 ഉം

(C) 3 ഉം 4 ഉം

(B) 1 ഉം 2 ഉം

(D) 2 ഉം 3 ഉം

100. പിരിച്ചെഴുതുക - നന്നൂൽ :

(A) നല്ല + നൂൽ

(C) നന്ന് + നൂൽ

(B) നല് + നൂൽ

(D) നന് + നൂൽ