

L D TYPIST/COMPUTER ASSISTANT GRADE II

12-08-2023

QUESTION PAPER

CODE

A

1. In which year all Travancore Grandashala Sangam formed?
 (A) September 1943
 (C) September 1945
 (B) September 1944
 (D) None of these
2. Which newspaper is known as bible of the socially depressed?
 (A) Vivekodayam
 (C) Yukthivadhi journal
 (B) Vidhyrangam
 (D) Mithavadhi
3. Who have the title "Rao Sahib"?
 (A) Pandit Karuppan
 (C) G.P. Pillai
 (B) Ayyathan Gopalan
 (D) C. Krishnan
4. Who wrote the historical novel Marthanda Varma in Malayalam?
 (A) C.V. Raman Pillai
 (C) S.K. Pottakadu
 (B) Appu Nedugadi
 (D) K.P. Kesava Menon
5. Climate of India is
 (A) Mediterranean type
 (C) Desert type
 (B) Equatorial type
 (D) Monsoon type
6. Which five year plan is also known as "Gadgil Yojana"?
 (A) Second
 (C) Fourth
 (B) Third
 (D) Fifth
7. Which metro station become the India's first metro to have its own FM radio station?
 (A) Delhi metro
 (C) Kolkata metro
 (B) Lucknow metro
 (D) Nagpur metro
8. The river Brahmaputra called in Tibet has :
 (A) Dehang
 (C) Jamuna
 (B) Siyang
 (D) Tsang po
9. In which year Mahatma Gandhi visited Sree Narayana Guru in Sivagiri at Varkala?
 (A) 1925
 (C) 1930
 (B) 1926
 (D) 1935

10. Who was the first Indian woman to win the Nobel Prize?
- (A) Indira Gandhi (B) Sarojini Naidu
(C) Mother Teresa (D) Lata Mangeshkar
11. 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
12. The _____ feature in MS word automatically corrects certain spelling errors.
- (A) Auto correct (B) Auto spell
(C) AutoFix (D) AutoFill
13. 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
14. Where does the minimised application resides in Windows?
- (A) My Computer (B) My Documents
(C) Recent Documents (D) Task Bar
15. Short cut key for Redo an action :
- (A) Ctrl + R (B) Ctrl + D
(C) Ctrl + Y (D) Ctrl + V
16. _____ option helps to break lines between syllables of words in MS word.
- (A) Hyperlink (B) Hyphenation
(C) Wrap text (D) Break lines
17. Which is not in MS Word?
- (A) Table (B) Charts
(C) Ctrl (D) Formula bar
18. 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
19. Which is not a data type in Excel?
- (A) Single (B) Character
(C) String (D) Double

20. If you want to increase/decrease line spacing by a percentage, which option helps :
(A) Atleast
(B) Exactly
(C) Multiple
(D) Double
21. Font size is measured in :
(A) Inches
(B) Points
(C) Millimeters
(D) Pixels
22. Find and Replace short cut key is :
(A) Ctrl+H
(B) Alt + R
(C) Ctrl + R
(D) Shift + R
23. Which tool allows us to send same letter to different addresses in MS Word?
(A) Reference
(B) Mailing
(C) Mail Merge
(D) Markup
24. 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
25. Ctrl+X is used to :
(A) Copy the selected text
(B) Cut the selected Text
(C) Paste the text
(D) Print the page
26. 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
27. To Select an entire column in Excel use :
(A) Ctrl+Space bar
(B) Ctrl+C
(C) Ctrl+arrow key
(D) Shift+S
28. Which of the following is a pointing device?
(A) Scanner
(B) Joystick
(C) Digitizer
(D) Optical mark reader
29. Cell B12 on sheet 2 can be referred from sheet1 like :
(A) Sheet2!B12
(B) Sheet1!B12
(C) Sheet2,B12
(D) B12 0

30. 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
31. In Excel a valid cell address is like :
- (A) A10 (B) 10A
(C) &A (D) &A10
32. The feature of MS Excel quickly completes a series of data :
- (A) Auto complete (B) Auto Fill
(C) Fill handle (D) Sorting
33. Grid lines can be displayed with the _____ key combination in PowerPoint.
- (A) Shift+F9 (B) Ctrl+F9
(C) Shift+F8 (D) Ctrl+F9
34. Which is not a Unicode encoding form?
- (A) UTF-8 (B) UTF-16
(C) UTF-EBCDIC (D) UTF-64
35. 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
36. Excel displays the address of the active cell in :
- (A) Formula Bar (B) Status Bar
(C) Title Bar (D) Name Box
37. To specify margins in MS word 2007, page setup can be selected from which menu?
- (A) File (B) Format
(C) Insert (D) Edit
38. A valid range of cells in Excel is like :
- (A) A1-A10 (B) A1:A10
(C) A1 to A10 (D) A1!A10

39. Any component of the computer you can see and touch is :
(A) Software
(C) CPU
(B) Peripheral
(D) Hardware
40. Which of the following views is the best view to use when you need to reorganize your slides?
(A) normal
(C) slide sorter view
(B) outline view
(D) reading view
41. Which of the following cannot be part of an E-mail address?
(A) At sign (@)
(C) Space (
(B) Period (.)
(D) Underscore (_)
42. 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
43. Which is the short cut key to insert a new slide in a PowerPoint presentation?
(A) Ctrl+N
(C) Ctrl+M
(B) Ctrt+K
(D) Ctrl+O
44. Which menu allows us to change the slide size in PowerPoint?
(A) Home
(C) Design
(B) Edit
(D) View
45. Full form of MB is :
(A) Mega Bytes
(C) Micro Bytes
(B) Mini Bytes
(D) Milli Bytes
46. Which part of the computer is used for calculating and comparing?
(A) ALU
(C) Memory Unit
(B) CU
(D) RAM
47. The effect applied to display when slides changes in slide show view is :
(A) Slide Transition
(C) Custom Transition
(B) Slide Animation
(D) Custom Animation
48. Which key is used to start a slide show?
(A) F1
(C) F5
(B) f2
(D) F10
49. _____ refer to text that are positioned slightly higher than the text on the line.
(A) Subscript
(C) Superiorscript
(B) Superscript
(D) Extended script

alalya asok222@gmail.com

Apex way to success
ALM Y

50. Which function displays current date and time in MS Excel?
(A) Today() (B) Time()
(C) Now() (D) Date()
51. _____ and _____ are called guide keys.
(A) k and j (B) n and m
(C) a and s (D) a and ;
52. Due to over tension of main spring _____ happened.
(A) Jerky movement (B) Sluggish movement
(C) Stoppage (D) None of the above
53. Which brush is used to clean the type bar face?
(A) Medium brush (B) Long brush
(C) Short brush (D) Both (A) and (B)
54. Carriage tension can also be called :
(A) Main spring tension (B) Pinion wheel tension
(C) Escapement wheel tension (D) Ratchet wheel tension
55. 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
56. The shape of the type segment is :
(A) Circle (B) Semi-circle
(C) Triangle (D) Rectangle
57. _____ Wheel connect escapement wheel and the carriage rack.
(A) Pinion wheel (B) Thumb wheel
(C) Ratchet wheel (D) None of the above
58. _____ helps the carriage moves instantly to predetermined position.
(A) Shift key (B) Master key
(C) Home keys (D) Tabulator key
59. In official letter, complementary close generally used is :
(A) Yours sincerely (B) Yours truly
(C) Yours faithfully (D) Yours lovingly
60. PIN code stands for :
(A) Permanent Index Number (B) Postal Index Number
(C) Permanent Identification Number (D) None of the above

50. Which function displays current date and time in MS Excel?
 (A) Today() (B) Time()
 (C) Now() (D) Date()
51. _____ and _____ are called guide keys.
 (A) k and j (B) n and m
 (C) a and s (D) a and ;
52. Due to over tension of main spring _____ happened.
 (A) Jerky movement (B) Sluggish movement
 (C) Stoppage (D) None of the above
53. Which brush is used to clean the type bar face?
 (A) Medium brush (B) Long brush
 (C) Short brush (D) Both (A) and (B)
54. Carriage tension can also be called :
 (A) Main spring tension (B) Pinion wheel tension
 (C) Escapement wheel tension (D) Ratchet wheel tension
55. 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
56. The shape of the type segment is :
 (A) Circle (B) Semi-circle
 (C) Triangle (D) Rectangle
57. _____ Wheel connect escapement wheel and the carriage rack.
 (A) Pinion wheel (B) Thumb wheel
 (C) Ratchet wheel (D) None of the above
58. _____ helps the carriage moves instantly to predetermined position.
 (A) Shift key (B) Master key
 (C) Home keys (D) Tabulator key
59. In official letter, complementary close generally used is :
 (A) Yours sincerely (B) Yours truly
 (C) Yours faithfully (D) Yours lovingly
60. PIN code stands for :
 (A) Permanent Index Number (B) Postal Index Number
 (C) Permanent Identification Number (D) None of the above

Qns 61 to 65 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).

61. 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
62. (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
63. 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
64. 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
65. Carotene, Chlorophyll and Xanthophyll are :
- (A) flowers
 - (B) pollinators
 - (C) reproductive parts
 - (D) pigments

66. One of the following words is misspelt. Identify the word :
(A) continuos (B) congenital
(C) contemporary (D) contaminate
67. 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
68. "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
69. 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
70. She promised me to return in _____ hour.
(A) an (B) a
(C) the (D) only
71. He _____ neither softly nor loudly.
(A) sings (B) sing
(C) sang (D) singing
72. "Did you forget what this project is designed _____?"
(A) of (B) for
(C) off (D) above

73. The pack of elephants _____ the lake late in the evening.
(A) made up (B) made in
(C) made for (D) made of

74. "She keeps on repeating the mistake, _____".
(A) doesn't she? (B) does she?
(C) isn't she? (D) is she?

75. I could give her the money, if she _____ me.
(A) contacted (B) contacting
(C) will contact (D) had contact

76. "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?

77. '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

78. 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

79. 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

80. Five kilometres _____ a short distance.
(A) were (B) is
(C) are (D) will

81. ശരിയായ പദമേത്?

(A) സർവതോമുഖം

~~(B)~~ സർവതോന്മുഖം

(C) സർവതോർമുഖം

(D) സർവതുമുഖം

82. താഴെ പറയുന്നവയിൽ ശരിയേത്?

1. അസ്തിവാദം

2. പരിണതഫലം

~~3. വ്യത്യസ്തം~~

4. ആധുത്തം

(A) 1 ഉം 4 ഉം

(C) 3 ഉം 4 ഉം

(B) 1 ഉം 2 ഉം

(D) 2 ഉം 3 ഉം

സർവതോമുഖം
അസ്തിവാദം
പരിണതഫലം
വ്യത്യസ്തം
ആധുത്തം

83. ഒറ്റപ്പദമാക്കുക - ള്ഷിയെ സംബന്ധിച്ചത് :

(A) ള്ഷ്യം

(B) ള്ഷിത്വം

(C) ആർഷികം

(D) ആർഷം

84. അർത്ഥം കണ്ടെത്തുക - ബിഭിത്ത് :

(A) ഭേദിക്കാനുള്ള ആഗ്രഹം

~~(B)~~ ഭയപ്പെടുന്നതിനുള്ള ആഗ്രഹം

(C) പറയാനുള്ള ആഗ്രഹം

(D) കൂടിക്കാണുള്ള ആഗ്രഹം

85. പൂങ്കുല എന്ന് അർത്ഥം വരുന്ന പദമേത്?

(A) മഞ്ജുള

(B) മഞ്ജുഷ

(C) മഞ്ജരി

(D) മഞ്ജീരം

86. വിപരീതപദമെഴുതുക - ഖണ്ഡനം :

(A) അപഖണ്ഡനം

~~(B)~~ മണ്ഡനം

(C) നിർഖണ്ഡനം

(D) വിഖണ്ഡനം

87. സമാനാർത്ഥമുള്ള പദം കണ്ടെത്തുക - കല്പന :

- (A) വിഷം
(C) പാപം

- (B) രാജി
(D) കണ്ണാടി

88. വിപരീതപദമെഴുതുക - പരദേശം :

- (A) വിദേശം
(C) പ്രദേശം

- (B) സ്വദേശം
(D) അന്യദേശം

89. 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

90. പിരിച്ചെഴുതുക - നന്നൂൽ :

- (A) നല്ല + നൂൽ
(C) നന്ന് + നൂൽ

- (B) നല് + നൂൽ
(D) നന് + നൂൽ

91. സുരസന്ധിയ്ക്ക് ഉദാഹരണമേത് ?

- (A) തണ്ടാർ
(C) പ്രത്യക്ഷരം

- (B) സോദേശ്യം
(D) കവീന്ദ്രൻ

92. എതിർലിംഗമെഴുതുക - സാത്തികൻ :

- (A) സാത്തിക
(C) സാത്തിനി

- (B) സാത്തി
(D) സാത്തികി

93. എതിർലിംഗമെഴുതുക - വിധവ :

- (A) വിദ്യുരൻ
(C) വിദഥൻ

- (B) വിധുരൻ
(D) വിധുതൻ

94. സലിംഗ ബഹുവചനത്തിന് ഉദാഹരണമേത് ?
 (A) സമരക്കാർ
 (B) ദേവതമാർ
 (C) മിടുക്കർ
 (D) ജനങ്ങൾ
95. വചനമേത് - ഗുരുക്കൾ :
 (A) ഏകവചനം
 (B) പൂജകബഹുവചനം
 (C) സലിംഗബഹുവചനം
 (D) അലിംഗബഹുവചനം
96. "Make hay while the sun shines" - എന്ന ചൊല്ലിന് സമാനമായതേത് ?
 (A) പശ്യത്തിനാൽ പനയും തിന്നാം
 (B) കാറ്റുള്ളപ്പോൾ പാറ്റുക
 (C) മിന്നുന്നതെല്ലാം പൊന്നല്ല
 (D) വേണമെങ്കിൽ ചക്ക വേരിലും കാഴ്ച
97. പരിഭാഷപ്പെടുത്തുക - Adjourn :
 (A) നീട്ടിവയ്ക്കുക
 (B) ആരംഭിക്കുക
 (C) ഉപേക്ഷിക്കുക
 (D) അവസാനിപ്പിക്കുക
98. ശൈലി വ്യാഖ്യാനിക്കുക - ആലത്തൂർ കാക്ക :
 (A) പുറമേ സ്നേഹം നടിക്കുന്ന ആൾ
 (B) അശ്രദ്ധയോടെ കാര്യം നിർവഹിക്കുന്ന ആൾ
 (C) ആശിച്ചു കാലം കളയുന്ന ആൾ
 (D) തളർന്നിരിക്കുന്ന ആൾ
99. ശരിയായ വാക്യം ഏത് ?
 (A) മനസ്സിൽ ഒന്നു വിചാരിച്ചുകൊണ്ട് മറ്റൊന്ന് പറയരുത്
 (B) ഉച്ചയ്ക്ക് ഞാൻ ചോറ് ഉണ്ടു
 (C) അവൻ എല്ലാ ദിവസവും വരും
 (D) ഏകാധിപത്യത്തെ എതിർക്കുക തന്നെ വേണം
100. 'കൃപമണ്ഡുകം' എന്ന പ്രയോഗത്തിന്റെ അർത്ഥം എന്ത് ?
 (A) ബന്ധനത്തിൽ അകപ്പെട്ട മഹാവീരൻ
 (B) വലിയ മടിയൻ
 (C) പ്രമാണിത്തം നടിക്കുന്നവൻ
 (D) ലോകപരിജ്ഞാനമില്ലാത്തവൻ