

## മുൻവർഷ PSC ചോദ്യങ്ങൾ

- Typewriter was invented in the year -1714
- Electric Typewriter was introduced in the year -1938
- Small Typewriter is Called -Portable
- There are two kinds of Typewriters known as ..... And..... -

Standard, Portable



- ❑ Malayalam typewriter invented in the year – 1935
- ❑ Malayalam Typewriter Keyboard was Introduced by - NS pandala
- ❑ Who developed the "Touch Typing System" - Frank Edward Mc

Gurrin

- ❑ Blind method in Typewriting is also known as - Touch method
- ❑

- ❑ Remington company Manufactured the first Typewriter in the year - 1873
- ❑ A Typewriter can be Identified by - Chasis Number and maker's Name
- ❑ First company in Asia of manufacturing Typewriter -Godrej (1955)
- ❑ Which was the first commercial typewriter -Hansens writing ball
- ❑

❑ First commercially manufactured typewriter introduced in the year - 1870

❑ Hansens writing ball invented in the year -1865

❑ Who invented Hansens writing ball Rasmus Malling Hansen

❑ size of typewriters are useful for camp purpose. - Portable

□ When character key of space bar is pressed, the carriage moves

to wards - **Left**

□ ..... helps to bring th carriage to the beginning of a line **Line**

**space liver**

□ Thumb wheels are also called ..... - **Platen knob**

□ What makes the carriage move towards left? - Force of the main spring

□ What is the size of Draft type carriage of typewriter -  $110^\circ$

□ Carriage is connected with the main spring by using..... - Draw band

❑ Cylinder is made with the rubber instead of metal, reason -

Damage of the type face

❑ What will happen to the carriage when we type one letter -

Move half space to left side

❑ ..... prevents the paper from the oily parts of the typewriter

PAPER TABLE

- ❑ Cylinders are generally used in typewriter - **Medium hard rubber**
- ❑ How many carriage release levers are in Typewriter - **Two**
- ❑ Feed rollers are made up of ..... **Rubber**



□ Which part is used for moving type writer carriage to right side -

Back space

□ Type guide is fixed at the of segment -Top centre

□ The bell rings in Typewriter - Five spaces before the right margin

stop

❑ What helps to rotate the cylinder of a typewriter while typing -

Thumb wheel

❑ Platen is the other name of ..... - Cylinder

❑ ..... helps to give uniform margin on all sheets while typing -

Paper guide

- ❑ Thumb wheels are also called - **Cylinder knobs**
- ❑ There are ..... scale in a typewriter - **4**
- ❑ Thumb wheel are also called - **Platen knobs**

- ❑ Cylinder Ratchet wheel is situated in Typewriter on the - **Left side** of Cylinder
- ❑ In Typewriter variable line space button is fixed at the centre of **Left thumb wheel**
- ❑ Feed Rollers are made up of . **Rubber**

- Uneven space occurred on every line while typing due to - The loss of a tooth of Carriage rack
- Bad alignment is due to ..... Defect in machine, Bend in type. bars, Sluggish movement of the carriage
- The metal used for making -Iron

□ When did the carriage move towards left - To press Character

Key

□ How many Type cylinders -3 types

□ Carriage rest on the ..... Pinion wheel

- ❑ The card holder is used for Holding the post cards firmly to the cylinder for typing extreme end
- ❑ Paper bail is used for - Pressing the paper
- ❑ Paper table is also called - Paper rest place

□ ..... are useful to type on post cards. - **Card holders**

□ While typing letter's are unevenly printed in known as - **Bad alignment**

□ How many types of scales are there in a typewriter - **Four**



- Another name of Drowcord is - Drawband
- Important tension of typewriter -Main spring tension
- What connects the main spring with the carriage - Draw band

□ The important tension in a typewriter is - **Main spring tension**

□ The motive power for movement of carriage towards left is - **Main spring**

□ The Carriage is related to main spring by means of:.....? - **Draw Cord**

□ What makes the Carriage move towards left **The Force of the**

**main spring**

□ Heart of the typewriter.....? **-Main Spring**

□ The Number of Mainspring used in a Typewriter? **-One**

- ❑ Main spring tension is; - **From right to left**
- ❑ The Main part of a typewriter is: - **Main spring**
- ❑ In a typewriter, main spring situated in - **Left Inside**

- ❑ Main spring in a type writer is used for - **Move the Carriage towards left**
- ❑ The force of the main spring is transmitted to the carriage by means of the - **Draw cord**
- ❑ In which direction the main spring screw should be turned to increase the tension? - **Clockwise**
- ❑ Sluggish movement is caused in typewriter by - **Low tension of the main spring**

- ❑ Ribbon Position Indicator is fixed on the - **Right and left side of the keyboard**
- ❑ Ribbon position indicator can be adjusted in ..... ways -**Three ways**
- ❑ Ink of the types are mixing the of ribbon or if the impression are cut on the top it is called - **Bleeding**

- Ink impression gets through - Ribbon
- Vertical movement is not closely related with - Ribbon coupler
- When there is ..... Movement of the ribbon, there will be correct impression on the paper - Up and down

- ❑ The movement of ribbon automatically from full spool to empty spool is known as - **Automatic reverse movement**
- ❑ How many bevel gears are there in the long gear shaft? -**2**
- ❑ The length of ribbon used in a standard typewriter -**10 m**



- When we type with two colored, ribbon sometimes both colors will appear in one letter is known as - **Bleeding**
- Slotted lever is closely connected with - **Ribbon**
- Type faces filled with dust and ribbon ink is known as - **Clogging**

- ❑ Ribbon carrier is situated on the back side of - **Center guide**
- ❑ When we type with two coloured ribbon sometimes both colours will appear in one letter is known as: - **bleeding**
- ❑ Basic Types of ribbon movement are - **3**

□ Type cleaning brush is also known as - **Hard Brush**

□ Which device is used for oiling the interior parts of the typewriter?

- **Touch**

□ Typewriter can be taken care of by cleaning - **Daily**

□ Type writer oil is used to oil - Frictional parts

□ Excess of oil in the way rode channel causes ..... Movement -

Sluggish

□ If the dust clogged into the type faces, can be removed by - Hat

pin

- ❑ Nickel parts should be cleaned with - **Chamois leather**
- ❑ Type cleaning brush is also known as - **Hard brush**
- ❑ Type cleaning brush is also known as: - **Hard Brush**
- ❑ Inner Parts of the Typewriter should be cleaned with - **Wire Brush**

□ If the dogs are worn out it causes - **Jerky movement**

□ Uneven space between the characters continuously we use -

**Bad alignment**

□ The Rocker of a typewriting machine gives - **Step by step**

**movement**

- ❑ Carriage rest on the - **Pinion Wheel**
- ❑ Most Important Tension of Typewriter? - **Main Spring Tension**
- ❑ In the Dog block of a Typewriter there are? - **2 Dogs**

□ Main Part in the Step by Step movement of the carriage **Dog**

**Block**

□ which is not rubber part of a typewriter? - **Dog block**

□ How many dogs are there in type writing machine? -**2**



- The escapement wheel is in the centre of the typewriter behind the - **Pinion wheel**
- When the machine is at rest, the following catches the teeth of escapement wheel - **Loose dog**
- A typewriter having one dog has: - **Two pinion wheels and two escapement wheel**

- ❑ Buffer spring is found in - Halda
- ❑ Rocker mechanism contains the working of - Escapement wheel and pinion wheel, Loose dog and rigid dog
- ❑ The loose dog helps in - Step by step movement

- ----- is the main part of the Dog block. - **Pinion wheel**
- If there is one dog in typewriter, how many escapement wheels are required to operate the typewriter? - **Two**
- What will happen to the carriage if we use two loose dogs in a typewriter? - **No step by step movement**

- ❑ What is true in the case of 'segment shift system' ? - Impress the upper character while pressing shift.
- ❑ The Space bar is directly connected to - Dog Block
- ❑ The Escapement wheel is in the center of the Typewriter behind the - Pinion wheel

- Carriage rest on the - Pinion Wheel
- The Carriage moves on Pinion Wheel
- ----- the main part of the Dog block. - Pinion Wheel

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□ How many types of scales are there in a typewriter - **Four**

□ All Type Bars rest in the - **Type Basket**

□ What will be the effect of too little carriage tension - **Letters may**

**Overlap**

□ The stroke of the keys and typing speed can be adapted to the

Personal requirements of the operator by adjusting - **Touch**

**Regulator**

□ Which Tabulator of a typewriter brings the carriage instantly to the exact writing point in each column where the writing is to begin - **Single key Tabulator**

□ What is the effect of using "Touch Method" - **Greater Speed**

□ What defect will be cause in type writing, the Capital letters not in a line with lower case letters? - **Defective typebar movement**

- ❑ The letters were attached to a device called -Type bar
- ❑ While pressing Backspace the Carriage move towards - Right
- ❑ Which is Called Master Key in Keyboard -N

- ❑ What is the Guide Keys - 'a and ;'
- ❑ Character Keys are arranged in Typewriter 4
- ❑ Forming of Letters in Irregular line with uneven space Called - Bad

Alignment

- ❑ The Guide row of Keyboard is arranged from the top as the - **Third** row
- ❑ Type bar is fitted with - **Two Character**
- ❑ Footnotes are typed in - **Single line spacing**

❑ To type upper case character continuously we use Shift lock (

❑ In Malayalam typewriter there are ..... Dead key - **One**

❑ In business letters 'To address' should be typed in ..... space -

**Single line**

❑ The arrangement of the Keyboard in all makes of English

Typewriters is called? - **Universal Keyboard**

❑ The number of keys in Numeric Key Pad is : -**17**

❑ Carriage can be moved to the right by pressing - **Backspace**



□ Upper case characters are produced when we press the : -Shift

key

□ Space bar is operated by -Right thumb

□ Bad alignment is due to -Bend in type bars

❑ On pressing the back space key the carriage moves towards

One space Right

❑ ..... causes bad alignment while typing on a typewriter - Lack  
of uniform touch, faulty de pression of shift keys

❑ On which side of the keyboard is the shift lock key located - Left

- ❑ Which finger is used to type the letter 'C' - Left Index finger
- ❑ Which prevents injury to the type bars - Type bar Cushion
- ❑ Keys are arranged in rows in a typewriter - Four

□ Uneven space between the characters continuously we use -

## Bad alignment

□ In Malayalam typewriter there are -One

□ ..... is used for leaving space between words -Space bar

- ❑ Letters overlapped, after locking the right margin is - **Piling**
- ❑ To fill up omitted letters ..... used - **Back spacer**
- ❑ Guide keys are situated in the ..... raw of a typewriter **Third**

- How many types of tension are in a typewriter - **Three**
- Which finger is used to type the letter M - **Right middle finger**
- Which is used to increase key board tension - **Touch regulator**

□ In method all lines will commence from the same point of degree

- Tab

□ How many shift lock key/s are there in typewriter – 1

□ ..... is used to type the letter 'i' in a typewriter - **Right middle finger**

□ Locking action in type writer avoids of letters - Piling

□ ..... letters can be typed in Elite type head - 12

□ For typing the symbol '&' (and) in a type writer, press shift key and

- 7



- ❑ The part, controls the pressure of key lever, situated at the bottom of type writer - **Touch regulator**
- ❑ The key which is not found in English typewriter - **Dead key**
- ❑ Over lapping of letters at the locked right margin is called - **Piling**

□ How many space adjustments can be done in a typewriter? -5

□ Which finger of the left hand is used to type the letter 'z' - Ring

finger is used for getting continuous uppercase characters - Shift

lock

❑ Which is known as dead-key in Ma layalam Typewriter –

Chandrakkala

❑ Forming of letters in irregular line with uneven space is called -

Bad alignment

❑ Which finger is used for pressing shift key - Little finger

- ❑ Home keys are provided on the of a typewriter - **Third**
- ❑ Which finger used for striking space bar - **Right thumb**
- ❑ ..... helps the carriage to move quickly from one point to a pre de termined point **Tabulator**

□ When we press the characters are produced - upper case Shift

key

□ For producing bell sound at the end of a line ..... is used - Right

marginal stop

□ ..... helps to avoid overlapping of letters at the end of a line -

Locking action

- ❑ Which key board is known as 'QWERTY' - **Universal keyboard**
- ❑ Which finger is used to type the letter 'V' - **Left index finger**
- ❑ The character keys are arranged in typewriter - **Four**

- ❑ When key is pressed, the segment is goes down **Shift key**
- ❑ How many types of keyboards are there - **Three**
- ❑ Looking at the keys, while typing is called - **Sight method**

- ❑ How many fingers of each hand are used in touch method of typewriter - **Four**
- ❑ How many tensions are in a type writer - **Three**
- ❑ Which prevents injury of type bar? - **Type bar cushion.**



□ the system of typing, without looking to the keyboard - Touch

system

□ The alphabet 'O' is used for 'Zero' in ..... - Ideal

□ Single space is used - Literary work, Professional work, Marginal

work

❑ After locking the right margin, the letters are overlapped is known

as - **Piling**

❑ What is the use of tab? - **Intend the first line of paragraph**

❑ Space bar is operated by - **Right thumb**

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