

Quick Access Toolbar is located of Word Window

- A. Top Left Corner#
- B. Bottom Left Corner
- C. Top Right
- D. Top left



In which year Java was developed?

(a) 1989

(b) 1990

(c) 1991#

(d) 1992

Cylinder and feed rolls rotate in:

- A. Same Direction
- B. Opposite Direction#
- C. Clockwise Direction
- D. None

**In MS Word 2007, New, Open, Save, Print....
options are located in**

- A. Ribbon
- B. Office Button#
- C. Status Bar
- D. Tool bar

ISP stands for

- (a) Internet Service Provider#
- (b) Internet Safe Protocol
- (c) Idea Service Provider
- (d) None of these

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

- A. Type Basket
- B. Keyboard
- C. Paper Table#
- D. Cylinder

Among the following options which one is used for correcting spelling mistakes?

- A. Auto Format
- B. Auto Text
- C. Auto Correct#
- D. Auto Spell



A digital signal is a:

- (a) single level signal
- (b) continuous signal
- (c) multilevel signal
- (d) two level signal#

Ribbon carrier is situated in the back side of?.

- A. Ribbon spool
- B. Type basket
- C. Typebar
- D. Centre guide#

What will happen if we press 'Ctrl+D' in MS Word ?

- A. Document Writing
- B. Date Field
- C. Double Underline
- D. Open Font Dialog Box#



Where will be type 'On I.G.S' on a cover?

- A. Left Side of The Cover
- B. right Side of The Cover
- C. Top of The Cover#
- D. Bottom of The Cover

Monitor is also known as:

- (a) Visual Display Unit#
- (b) Memory Unit
- (c) Storage Device
- (d) Program

The number of functional keys in a key board:

- (a) 13
- (b) 9
- (c) 12#
- (d) 10

You can Auto fit the width of column by

- A. Double clicking on the column name on column header
- B. Double clicking on the cell pointer in worksheet
- C. Double clicking on the column right border on column header#
- D. Double clicking on the column left border on column header

What is the weight of main spring of a standard typewriter

- A. 10 Ounce
- B. 16 Ounce #
- C. 24 Ounce
- D. 42 Ounce

..... is a fixed disk in which the computer stores information.

- (a) Floppy Disk
- (b) Compact Disk
- (c) Hard Disk#
- (d) DVD Disk

Maximum 'Font' size can provide in MS Word 2007

- A. 1368
- B. 16038
- C. 1638#
- D. None of these

Long text can be broken down into many lines within a cell. We can do this through

- A. Format Cells >>Alignment >>Wrap text#
- B. Format Cells >>Number>>Shrink to fit
- C. Format Cells >>Protect >>Text direction
- D. None of these

DOS Stands for:

- (a) Duration of Operating System
- (b) Distance of Operating System
- (c) Disk Operating System#
- (d) Damage of Operating System

Maximum Zoom size in MS Word2007

- A. 100%
- B. 500%#
- C. 400%
- D. 800%

What type of chart is useful for comparing parts of a whole

- A. Pie Chart#
- B. Line
- C. Column Chart
- D. Dot Chart

In DOS, the DIR command is used to:

- (a) Delete files
- (b) Display list of files and sub-directories#
- (c) Copy file
- (d) Display contents of file

The shortcut key used to save a document:

- A. Ctrl + Z
- B. Ctrl + S#
- C. Ctrl + F
- D. Ctrl + X

**Carriage is connected with the mainspring by
using:**

- A. Loose dog
- B. Pinion Wheel
- C. Draw band#
- D. Carriage rack

Who started Free Software Foundation?

- (a) Linus Torvald
- (b) Richard Stallman#
- (c) GNU
- (d) Bill Gates

വാക്വാപ്പിന്റെ ആസ്ഥാനം?

- A. കാലിഫോർണിയ#
- B. വാഷിംഗ്ടൺ
- C. ന്യൂയോർക്ക്
- D. ജനീവ

The shortcut Ctrl+Z is used for :

- A. Undo#
- B. Cancel
- C. Redo
- D. Repeat

Which of the cell pointer indicates that you can make selection?

- A. Doctor's symbol (Big Plus) #
- B. Small thin plus icon
- C. Mouse pointer with anchor at the tip
- D. None of these

Each file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

- A. Worksheet
- B. Data sheet#
- C. Module sheet
- D. Chart sheet

**The PowerPoint Ribbon can be found at the
..... side of the workspace**

- A. Top#
- B. Left
- C. Bottom
- D. Right

ആപ്പിൾ നൽകിയത് വെബ്
ബ്രൗസർ സോഫ്റ്റ്‌വെയർ
എന്ത്?

- ആൻഡ്രോയ്ഡ് ബ്രൗസർ
- സഫാരി
- ബ്ലാക്ക്ബെറി ബ്രൗസർ
- ഡോൾഫിൻ ബ്രൗസർ

Presentation software helps us to create:

- A. Textual Presentation
- B. Voice, Textual and Visual Presentation#
- C. Textual & Voice Presentation
- D. Voice Presentation

Material consisting of text and numbers is best presented as

- A. A table slide#
- B. A bullet slide
- C. A title slide
- D. All of the above

The file manager is responsible for

- (A) Deleting files
- (B) Saving files
- (C) Naming files
- (D) All of these#

In the context of animations, what is a Trigger?

- A. An action button that advances to the next slide
- B. An item on the slide that performs an action when clicked#
- C. The name of a motion path
- D. All of above

On tab you can add a theme or colour scheme or format the slide background

- A. Design tab
- B. Home tab
- C. Animations tab
- D. Slide show tab

Compilers can identify:

- (a) syntax errors #
- (b) semantic errors
- (c) logical errors
- (d) mathematical errors

Which command will you use in power point if you need to change the color of different objects without changing content?

- A. Design Template
- B. Colour Scheme#
- C. Font Colour
- D. Object Colour

In Power point, options like line, curve, freeform are:

- A. Create effect
- B. Insert motion path
- C. Draw custom path#
- D. All of the above

Which HTML does not use an end tag?

(a) ``

(b) `<Center>`

(c) `<HR>#`

(d) `<U>`

Number of dead keys in a Hinditypewriter?

- A. 2
- B. 1
- C. 7#
- D. 6

The Inner parts of the typewriter cleaned by

- A. Wire Brush#
- B. Long handled brush
- C. Hard Brush
- D. Hat Pin

What does the acronym BCPL stands for?

- (a) Basic Combined Programming Language#
- (b) Basic Compiler Programming Language
- (c) Beginners Combined Programming Language
- (d) None of the above

Sluggish movement is caused in typewriter

by:

- A. Low Tension of the Mainspring#
- B. Applying fresh oil
- C. Over Tension of the Mainspring
- D. None

In Urdu typewriter, the mainspring is situated
at side:

- A. Right#
- B. Centre
- C. Left
- D. None

Which one of the following is not an operating system?

- (a) Safari#
- (b) Android
- (c) Macintosh
- (d) Linux

Type guide is also called:

- A. Segment Guide
- B. Common Centre
- C. Printing Point
- D. All of the above#

..... helps the carriage to move quickly from one point to a predetermined point:

- A. Space Bar
- B. Character Key
- C. Tabulator#
- D. Operating Lever

**The process of loading Operating System
into the memory of computer is called**

- (a) Sorting
- (b) Debugging
- (c) Merging
- (d) Booting#

..... gives ink to the stencil sheet in duplicator

- A. Carriage
- B. Silk Carrier#
- C. Ribbon
- D. Feeding Tray

Main part in the step-by-step. movement of the carriage:

- A. Space bar
- B. Cylinder
- C. Dog Block #
- D. Carriage

Virtual memory is technique of Operating System

- (a) Process Management
- (b) Memory Management#
- (c) File Management
- (d) I/O Management

**Carriage Release Levers are fitted by the side
of:**

- A. Thumb Wheel
- B. Carriage#
- C. Type Guide
- D. keyboard

Bad alignment is due to:

- A. Bend in type bars#
- B. Not oiling
- C. Defect in Machine
- D. Sluggish Movement of Carriage

Which of the following terms is not associated with the cyber crime of attempting to acquire information by masquerading as a trustworthy entity?

- (a) Whaling
- (b) Clone phishing
- (c) Bait phishing #
- (d) Spear phishing

**When typing the Balance Sheet of
thecompany first page shows:**

- A. Receipts
- B. Liabilities#
- C. Assets
- D. Payments

**How many dead keys are there in an English
Typewriter:**

- A. 0#
- B. 2
- C. 1
- D. 3

A software which sends information to its creator about user's activities like Password credit card number and other information is

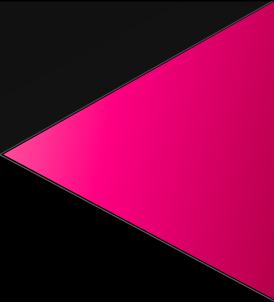
- (a) Firm ware
- (b) Mal ware
- (c) Spy ware #
- (d) Worm ware

Viruses, Trojan horses and worms are

- (a) Able to harm computer system#
- (b) Unable to harm computer system
- (c) User friendly applications
- (d) Harmless applications resident on computer

The communication mode that supports two-way traffic but only one direction at time is:

- (a) Simplex
- (b) Duplex
- (c) halfduplex #
- (d) multiplex



The Walkie Talkie is an example of which mode of communication?

- (a) Simplex
- (b) Half Duplex#
- (c) Duplex
- (d) None of the above

**This network is an autonomous Inter -
University Centre of the University Grants
Commission:**

- (a) NICENET
- (b) BRNET
- (c) INFLIBNET #
- (d) NICNET

The inventor of world wide web:

- (a) Tim Berner's Lee#
- (b) Marc Andreessen
- (c) James H.Clark
- (d) Robert Cailliau

commercial organization that provides its subscribers with access to the Internet:

- (a) USA
- (b) Government of India
- (C) ISP#
- (d) ISO



Who is known as the father of Internet?

(a) Charles Babbage

(b) Vinton Surf#

(c) Blaize Pascal

(d) Donald Knuth

Which of the following memory needs periodic refresh?

(a) SRAM

(b) DRAM#

(C) ROM

(d) All the above

Punched cards use:

- (a) Alpha numeric code
- (b) EBCDIC code
- (C) ASCII code
- (d) Hollerith code#

**Super computer 'ANUPAM' developed
in India by:**

- (a) NOKIA
- (b) BARC#
- (C) IBM
- (d) MICROSOFT

Codes consisting of light and dark lines which may be optically read is known as:

- (a) Bar code#
- (b) Decoder
- (c) Mnemonics
- (d) All the above

Example of output device:

- (a) Microphone
- (b) Plotter#
- (c) Joystick
- (d) Light pen

വാക് ആപ്ലിന്റെ സ്ഥാപകർ?

- A. ബിസ് സ്റ്റോൺ & ജാൻ കും
- B. ജാക്ക് ഡോർസെ & എവൻ വില്യംസ്
- C. എവൻ വില്യംസ് & ജാക്ക് ഡോർസെ
- D. ജാൻ കും & ബ്രയാൻ ആക്സൺ#

An assembler is :

- (a) data dependent
- (b) programming language dependent
- (c) machine dependent#
- (d) syntax dependent

In MS Powerpoint the 'Page Mal Setup' button can be found in the:

- A. Home Tab
- B. Animations Tab.
- C. Insert Tab
- D. Design Tab#

Which of the following will not advance the slides in a slide show view?

- A. Esc Key #
- B. The spacebar
- C. The Enter key
- D. The mouse button

How can you create a uniform appearance by adding a background image to all slides?.

- A. Edit the notes master
- B. Edit the slide master#
- C. Edit Handout master
- D. All of the above

The file extension of a powerpoint presentation:

- A. .xls
- B. .bmp
- C. .pptx #
- D. .doc

Default Heading font size in powerpoint 2007:

- A. 44#
- B. 55
- C. 42
- D. 48

Default Body font size:

- A. 19
- B. 20
- C. 18 #
- D. 15

As different from a Word processor, which of the following characteristic did you find in a Presentation software?

- A. Characters can be given colour
- B. Page can be given colour
- C. Picture can be inserted
- D. Animation can be given#

One of the border option is not available in the driven window of border Button:

- A. External Border #
- B. Top Border
- C. Outside Border
- D. Inside Border

**Minimum Font Size can be given by typing in the
Font Dialog Box or Tool Bar**

- A. 1#
- B. 8
- C. 12
- D. 11

What type of chart will you use to compare performance of two employees in the year 2022

- A. Pie Chart
- B. Line Chart #
- C. Column Chart
- D. Dot Chart

What is slide transition?

- A. Overheads
- B. Letters
- C. A special effect used to introduce a slide in a slideshow #
- D. The way one slide looks

Change Case option available in which menu of MS Word:

- A. Insert
- B. Tools
- C. Format#
- D. View

One of the following Chart Type' option is not available in MS Excel:

- A. Bubble
- B. Cylinder
- C. Pyramid
- D. Triangle #

How can you stop a slideshow:

- A. Press the right arrow
- B. Press Esc key #
- C. Press Ctrl key
- D. Press left arrow



Which one is horizontal alignment:

- A. Left
- B. Right
- C. Centre
- D. All of these#

The chart which illustrates comparisons among individual items

- A. Pie Chart
- B. Column Chart
- C. Line Chart
- D. Bar Chart#

What feature will you use to apply motions effects in between a slide exits and another enters?

- A. Slide Transition#
- B. Slide design
- C. Animation scheme
- D. None of these

Short cut key for Subscript is

- A. Ctri + = #
- B. Ctrl +Shift + =
- C. Alt + Shift + =
- D. None of these

What happens when you press Ctrl+X after selecting some cells in Excel?

- A. The content of the cells disappear and stored in clipboard
- B. The cells selected are marked for cutting #
- C. Cells are shifted left
- D. Cells are shifted up

Which of the following presentation elements can modify using Slide Master?

- A. Slide Comments
- B. Slide Transition #
- C. Speaker Note and Font Color
- D. All of the above

One of the following line space options is not correct in the case of MS Word 2007

- A. Single
- B. Triple #
- C. Double
- D. Atleast

Ctrl+D shortcut key in Excel will:

- A. Open the font dialog box
- B. Apply double underline
- C. Fill down the selection #
- D. Delete the cell content:

'Blinds Vertical' is a:

- A. Custom Animation
- B. Animation Scheme
- C. Slide Transition #
- D. None of these

Which Ribbon in MS Word 2007 is used to change Font and Font Size ?

- A. MS Office Button
- B. Insert
- C. Home#
- D. Format

Which command will you choose to convert a column of data into row?

- A. Cut and Paste
- B. Edit >>Paste Special >>Transpose #
- C. Both of above
- D. None of above

Slide Transition in a presentation is :

- A. To show the inserted picture in a slide as the presenter likes.
- B. To give a background colour.
- C. To decide the order of appearance of slides. #
- D. To type the content.

Exit Word button is located in

- A. Status bar
- B. Office Button #
- C. Scrollbar
- D. Home Tab

How can you remove borders applied in cells?

- A. Choose none on Border tab of Format Cells
- B. Choose No Border option from Borders tool
- C. Both of above #
- D. None of the above



Which power point feature adds special effects to modify the appearance of the slides and timings between each slide?

- A. Custom Animation
- B. Transition to slide #
- C. Slide Show
- D. Design

At the end of Government Order should type:

- A. By Order of the Government
- B. By Order of the Secretary
- C. By Order of the Governor #
- D. By Order of the Minister

If the segment slots are filled with the dirt, rubber articles, etc. the ----- do not resume their original position and will result in jamming:

- A. Type Bars #
- B. Carriage
- C. Line Space Pawl
- D. Bevel Gear

How many spaces will leave after
exclamatory mark(!)?

- A. 1
- B. 3
- C. 2#
- D. No space

Input device used to read cheques in banks:

- (a) MICR#
- (b) OCR
- (C) OMR
- (d) barcode reader

Which ribbon is used for ordinary purpose:

- A. Record Ribbon
- B. Copying Ribbon#
- C. Bichrome Ribbon
- D. Bicolour Ribbon

Ribbon carrier is situated in the back side of?.

- A. Ribbon spool
- B. Type basket
- C. Typebar
- D. Centre guide#

While drafting the address of a letter, after 'From' and 'To' A. Comma which punctuation is to be written:

- A. Full stop
- B. No Mark
- C. Quotation
- D. Comma#

What type of chart is useful for comparing parts of a whole

- A. Pie Chart#
- B. Line
- C. Column Chart
- D. Dot Chart

First duplicating Machine invented by:

- A. James Watt#
- B. David Gestetner
- C. Francesco Rampazetto
- D. Agostino Fantoni

Which tab in Power point holds the copy, cut and paste features

- A. Insert tab
- B. Home tab#
- C. Design tab
- D. View Tab

Qualities of good office manager are?

- A. Personal qualities
- B. formal education and training
- C. experiences and professional interests.
- D. All of the above#

**MS-DOS makes use of a hardware ROM
containing device drivers called**

- (a) CP/M
- (b) BIOS#
- (c) DOS Shell
- (d) MONITOR

Number of Bevel Gears in a typewriter:

- A. 1
- B. 3
- C. 2#
- D. 4

**Pick out the correct temporary memory
from the following:**

- (a) ROM
- (b) Hard Disc
- (c) Pen Drive
- (d) RAM#

MS-Word is a type of :

- A. Operating System
- B. System Software
- C. Application Software #
- D. Utility Software

The full form of EMD:

- A. Earnest Money Deposit#
- B. Early Morning Decision
- C. Earned Money Deposit
- D. Early Mail Delivery

Input/output devices together are called:

- (a) Secondary devices
- (b) Desktop devices
- (c) Portable devices
- (d) Peripheral devices#

The inventor of world wide web:

(a) Tim Berner's Lee#

(b) Marc Andreessen

(c) James H.Clark

(d) Robert Cailliau

Which one of the following is not an Operating System?

- (a) DOS
- (b) LINUX
- (C) WINDOWS
- (d) ORACLE#

The Cyclostyle Machine was invented by:

- A. James Watt
- B. David Gestetner.#
- C. Henry Mill
- D. Agostino Fantoni

What is the weight of main spring of a standard typewriter

- A. 10 Ounce
- B. 16 Ounce #
- C. 24 Ounce
- D. 42 Ounce

Which tab is not available on left panel when you open a presentation?

- A. Slides
- B. Outline
- C. Notes #
- D. All of the above are available

In Excel we can undo the last actions:

- A. 100#
- B. 300
- C. 200
- D. 400

Which of the following is used as Word Processor in Linux Operating System?

- A. Base
- B. Calc
- C. Word
- D. Writer#

The IC chips in computers are made of:

- (a) Lead
- (b) Silicon#
- (c) Chromium
- (d) Copper

**The symbol used for input/output operations
in flow chart:**

- (a) Rectangle
- (b) Parallelogram#
- (c) Rhombus
- (d) Oval shape

The maximum width of a column in MS Excel is.

- A. 254
- B. 256
- C. 255#
- D. 257

----- helps you find characters, words, and phrases:

- A. Replace
- B. Goto option
- C. Find option#
- D. None of these

Which of the cell pointer indicates that you can make selection?

- A. Doctor's symbol (Big Plus) #
- B. Small thin plus icon
- C. Mouse pointer with anchor at the tip
- D. None of these



Typing mistakes are called:

- A. Typographical Error#
- B. Typing Error
- C. Common Mistakes
- D. None

The matter for typing can be placed on the --
----- of the typewriter:

- A. Right Side
- B. Centre
- C. Left Side #
- D. None

While addressing a Business Letter to a company, the salutation used

- A. Dear Sirs, #
- B. Madam,
- C. Sirs,
- D. Sir,

Which letter indicates the Marginal Release button:

- A. S
- B. M#
- C. A
- D. Z

The Ribbon Throw Movement is also known as

- A. Length Wise Movement
- B. Upward Movement
- C. Up and Down Movement #
- D. Automatic Reverse Movement

Reasons for improper stencil cutting

- A. The silk cloth is dirty.
- B. The ink is heavy or thick
- C. The rotation of the handle is increased
- D. All of the above #

The ‘/’ symbol in the manuscript indicates:

- A. Full stop
- B. Delete
- C. The #
- D. Next Paragraph

What is the effect of using "Touch Method"?

- A. Less Work
- B. Greater Speed#
- C. Commit Mistakes
- D. More Physical Strain

Reference is type written in a letter:

- A. Left Bottom
- B. After the Subject #
- C. Top
- D. Before the Subject

In a computer system is the device which acts as an encoder.

- (a) Keyboard#
- (b) Monitor
- (c) Processor
- (d) ALU

What is the use of REN command in MS-DOS?

- (a) Erase
- (b) Delete
- (c) Copy
- (d) Rename#

What was the first Scientific Computer Programming Language ?

- (a) COBOL
- (b) LISP
- (c) ADA
- (d) FORTRAN#

A system program that gets up a program in main memory ready for execution is :

- (a) Assembler
- (b) Linker
- (c) Editor
- (d) Loader#

Number of dead keys in a Hinditypewriter?

- A. 2
- B. 1
- C. 7#
- D. 6

Punched cards use:

- (a) Alpha numeric code
- (b) EBCDIC code
- (C) ASCII code
- (d) Hollerith code#

Codes consisting of light and dark lines which may be optically read is known as:

- (a) Bar code#
- (b) Decoder
- (c) Mnemonics
- (d) All the above

An assembler is :

- (a) data dependent
- (b) programming language dependent
- (c) machine dependent#
- (d) syntax dependent

PREVIOUS CLASS EXAM

Pick out an application software from the following:

- A. MS Word #
- B. Windows
- C. DOS
- D. Linux

A range may contain:

- A. A Group of adjacent cells
- B. Many cells
- C. A single cell
- D. All of the above#

Which of the following word processor come first:

- A. Word Processing
- B. DOS
- C. Word Star#
- D. COBOL

Microsoft Excel file is also:

- A. Worksheet
- B. Work space
- C. Work Book#
- D. File

What is the usage of back spacer key?

- A. for moving carriage to right hand side #
- B. for moving carriage to left hand side
- C. for moving carriage half space to left hand side
- D. None of the above

The UNIX operating system was first installed in:

- (a) IBM-360
- (b) PDP/11
- (c) PDP/7#
- (d) CRAY

What is the degree size of a policy type carriage typewriter?

- A. 100
- B. 140#
- C. 180
- D. 240

Which of the following registers is used to keep track of address of the memory location where the next instruction is located?

- (a) Memory Address Register
- (b) Memory Data Register
- (C) Instruction Register
- (d) Program Counter#

**In Excel, the intersection of row and column is
known as**

- A. Cell#
- B. Symbol
- C. Workbook
- D. Shapes

what will happen to the carriage when we
type one letter?

- A. move carriage half space to left
- B. move carriage one space to left #
- C. move carriage half space to right
- D. move carriage one space to right

What is the step to send a word document as an E-mail from the word document?

- A. Home>Send> Email
- B. Office Button >Send >Email #
- C. Office Button> Email >Send
- D. Home >Email >Send

Insert a duplicate slide in the current presentation:

- A. Ctrl+M
- B. Ctrl+D #
- C. Ctrl+0
- D. Ctrl+9

You can set Page Border in Excel from

- A. Border Tab in the Format Cells dialog box
- B. Border Tool in Formatting Toolbar
- C. Line style tool in Drawing toolbar
- D. You cannot set page border in Excel#

The command used to save an existing document in a different folder:

- A. Save
- B. Send
- C. Save as #
- D. Delete

Codes consisting of light and dark lines which may be optically read is known as:

- (a) Bar code#
- (b) Decoder
- (c) Mnemonics
- (d) All the above

MS Excel 2007 Pivot Table option is located in Tab:

- A. Home Tab
- B. Page Layout Tab
- C. Reference Tab
- D. Insert Tab#

A new presentation can be created from

- A. Blank Presentation
- B. From Existing Presentation
- C. From Design Template
- D. All of above#

What is the default number of lines to drop in Drop Cap?

- A. 10
- B. 3 #
- C. 1
- D. 4

A number of letters that appears little below the normal text is called

- A. Superscript
- B. Subscript #
- C. Super Text
- D. Top Text

Function key used to repeat last action in

Excel:

- A. F5
- B. F7
- C. F4 #
- D. F8

SORT command is used for:

- A. Filtering data
- B. Arranging data #
- C. Displaying data
- D. Hiding data

What is the name of India's first social media app named launched by Vice President Venkiah Naidu?

- A) Milap
- B) Chatmat
- C) Connect
- D) Elyments#

MS Powerpoint shortcut key to Redo the last action

- A. Ctrl+ Z
- B. Alt + R
- C. Ctrl+Y#
- D. Ctrl+R

Which education board has launched the mobile application "Dost for Life"?

- A) ICSE Board
- B) CBSE Board#
- C) Open Board
- D) All of above

Ans b (The Central Board of Secondary Education has launched a counselling app "Dost for Life" for class 9 to class 12 students.)

In MS Word ----- is a typographical presentation of words with a horizontal line through their center

- A. Underline
- B. Italics
- C. Bold
- D. Strikethrough#

ശരിയായ പ്രസ്താവന

- A. Linux operating system പുറത്തിറക്കിയ വർഷം - 1991
- B. Linux operating system പുറത്തിറക്കിയ വർഷം -1990
- C. മൈക്രോസോഫ്റ്റ് വിൻഡോസ് ഓപ്പറേറ്റിംഗ് സിസ്റ്റം പുറത്തിറക്കിയ വർഷം - 1985
- D. മൈക്രോസോഫ്റ്റ് വിൻഡോസ് ഓപ്പറേറ്റിംഗ് സിസ്റ്റം പുറത്തിറക്കിയ വർഷം - 1995

- A. 1 & 2
- B. 1 & 3#
- C. 3 &2
- D. 1 , 2 & 3

MS Word 2007 Ribbon contains tabs

- A. 5
- B. 8
- C. 7#
- D. 9

Which company has partnered with the Indian government to roll out a vaccine finder tool on its mobile app in India to get vaccinated?

- A) Google
- B) Microsoft
- C) Amazon
- D) Facebook#

Applications are often referred to as

- a) data file
- b) executable files#
- c) system software
- d) the operating system

ചുവടെപ്പറയുന്ന പ്രസ്താവനകളിൽ ശരിയല്ലാത്തത് ഏതാണ്?

- A. ഇൻറർനെറ്റ് വഴിയുള്ള സുരക്ഷിതമായ ഡേറ്റാ കമ്മ്യൂണിക്കേഷൻ സഹായിക്കുന്ന പ്രോട്ടോക്കോൾ **HTTPS**
- B. ഒരു നെറ്റ്വർക്കിൽ കമ്മ്യൂണിക്കേഷൻ ഉപയോഗിക്കുന്ന പ്രോട്ടോക്കോൾ **TCP/IP**
- C. ഫോണുകൾ പോലുള്ള മൊബൈൽ വയർലെസ് ഉപകരണങ്ങളിൽ ഇൻറർനെറ്റ് എത്തിക്കുന്നതിനുള്ള പ്രോട്ടോക്കോൾ **Wifi -#wapWireless Application Protoco**
- D. ഒരു നെറ്റ് വർക്കിൽ ഫയൽ ട്രാൻസ്ഫർ ചെയ്യാൻ ഉപയോഗിക്കുന്ന പ്രോട്ടോക്കോൾ - **FTP**

Times New Roman is the option of

- A. Text
- B. Font #
- C. Character
- D. Style

The number of options available in the change case dialog window are

- A. 3
- B. 4
- C. 5#
- D. 6

The horizontal representation of data in a Table:

- A. Row #
- B. Column
- C. Cell
- D. Tab

What is the name given to those applications that combine text, sound, graphics, motion video, and/or animation ?

- a) motionware
- b) anigraphics
- c) multimedia#
- d)maxomedia

ചുവടെപ്പറയുന്നവയിൽ ശരിയായ പ്രസ്താവനകൾ ഏതെല്ലാം?

1. കമ്പ്യൂട്ടറിന്റെ കൃത്യമായ ലൊക്കേഷൻ അറിയാൻ സഹായിക്കുന്ന അഡ്രസ്സ് **URL ##ഐ.പി. അഡ്രസ്സ്**.
2. 64 ബിറ്റ് ഐ.പി. അഡ്രസ്സിംഗ് അറിയപ്പെടുന്നത് IPv4
3. വിവിധ വെബ് പേജുകളെ സൂചിപ്പിക്കുന്ന പ്രത്യേക വെബ് അഡ്രസ്സുകൾ **URL**

- A. 1, 2 എന്നിവ മാത്രം
- B. 2 മാത്രം
- C. 3 മാത്രം #
- D. 1, 2, 3, എന്നിവ

Which of the following describes the characteristic features of SRAM?

- A. More consumption of power and much costly#
- B. Based on transistor-capacitor combination
- C. Low consumption of power
- D. Cheap but slow

The first-ever 3D printed house of India has recently been inaugurated by Union Finance Minister Nirmala Sitharaman at which place?

- A) IIT Delhi
- B) IIT Bengaluru
- C) IIT-Madras#
- D) IIT Kanpur

To shrink a window to an icon _____.

- a) open a group window
- b) minimise a window#
- c) maximise a window
- d) restore a windo

ആകാശക്കാഴ്ചകൾ കമ്പ്യൂട്ടറിൽ ചിത്രീകരിക്കുന്നതിനുപയോഗിക്കുന്ന കമ്പ്യൂട്ടർ അപ്ലിക്കേഷനാണ്?

- A. Stellarium
- B. Geogebra
- C. Tux paint
- D. Libre office Writer

Which of the following do you help to change margins of a word document?

- A. Standard Tool Bar
- B. Paragraph Dialog Box
- C. Page setup Dialog box#.
- D. Tab Dialog Box

തന്നിരിക്കുന്നവയിൽ ഇംപാക്ട് പ്രിന്ററുകൾക്ക് ഉദാഹരണം അല്ലാത്തത്?

1. ചെയിൻ പ്രിന്റർ
2. ഡ്രം പ്രിന്റർ
3. ക്യാരക്ടർ പ്രിന്റർ
4. ഇൻക് ജെറ്റ് പ്രിന്റർ

A. 1 & 3

B. 1

C. 4#

D. 1&4

**Outline, Emboss, Subscript, Engrave,
Superscript are known as**

- A. Word art
- B. Font Effects #
- C. Font Styles
- D. Text Effects

Which of the following is not a font name ?

- A. Algerian
- B. Toggle #
- C. Verdana
- D. Calibri

Getting data from a cell located in a different sheet is called

- A. Formatting
- B. Editing
- C. Referencing #
- D. None of the above

----- is the readymade formats which are provided in the word processor

- A. Templates#
- B. Symbol
- C. Webdings
- D. Equation

..... is an interactive worksheet that summarises large amount of data:

- A. Scenarios
- B. Protect workbook
- C. Index and tables
- D. Pivot tables#

Which of the following statements is false concerning file names?

- a) Files may share the same name or the same extension but not both.
- b) Every file in the same folder must have a unique name.
- c) File extension is another name for file type.
- d) The file extension comes before the dot (.) followed by the file name.#

Paste as Hyperlink option is available in

- A. Home tab-Font Group
- B. Home Tab- Editing Group
- C. Home Tab-Clipboard Group #
- D. Home Tab - Paragraph Group

Spreadsheet recognises a variety of date and time formats. The date elements can be separated using a

- A. Slash (/) or Hyphen (-) #
- B. Column (:)
- C. Dollar Sign (\$)
- D. All of these

What is Unicode?

- A. Represents symbol or characters used in any language
- B. Only few languages are supported
- C. Supports only few characters
- D. Characters from A to Z

Under which tab and in which function group will you find the option to insert a Pivot Table?

- A. Under the Insert tab in the Tables group #
- B. Under the Formulas tab in the Data group
- C. In the Data group in the Pivot tables group
- D. Data option in the Tables group

Default Font size in MS Word 2007

- A. 10
- B. 11#
- C. 12
- D. 14

How to use the Format Painter tool more than once?

- A. Click on Lock Format Painter icon
- B. Double Click on Format Painter Icon#
- C. Selecting Edit - Format Painter - multiple use
- D. Cannot use the Format Painter tool more than once

Powerpoint presentation are widely used as:

- A. Note outlines for teachers
- B. Project presentations by students
- C. Communication of planning
- D. All of above#

ശരിയായ പ്രസ്താവന

- A. Linux operating system പുറത്തിറക്കിയ വർഷം - 1991
- B. Linux operating system പുറത്തിറക്കിയ വർഷം -1990
- C. മൈക്രോസോഫ്റ്റ് വിൻഡോസ് ഓപ്പറേറ്റിംഗ് സിസ്റ്റം പുറത്തിറക്കിയ വർഷം - 1985
- D. മൈക്രോസോഫ്റ്റ് വിൻഡോസ് ഓപ്പറേറ്റിംഗ് സിസ്റ്റം പുറത്തിറക്കിയ വർഷം - 1995

- A. 1 & 2
- B. 1 & 3#
- C. 3 & 2
- D. 1 , 2 & 3

Minimum number of rows and columns can be provided in MS Word document ----- & -----

- A. 2 and 5
- B. 2 and 1
- C. 5 and 2
- D. 1 and 1#

ശരിയായ പ്രസ്താവന

1. വിവിധ ആവശ്യങ്ങൾക്ക് വേണ്ടി വികസിപ്പിച്ചെടുത്ത സോഫ്റ്റ്‌വെയറുകൾ - ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയറുകൾ
 2. ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയർ അറിയപ്പെടുന്ന End user programme
 3. ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയറുകൾക്ക് ഉദാഹരണം - എം. എസ്. ഓഫീസ്
-
- A. 1 & 2
 - B. 1 & 3
 - C. 2 & 3
 - D. 1 , 2 & 3#

Bookmark option is available in which ribbon?

- A. Home
- B. Page Layout
- C. Insert #
- D. View

തന്നിരിക്കുന്നവയിൽ ഔട്ട്പുട്ട് യൂണിറ്റ് കണ്ടെത്തി എഴുതുക?

1. പ്രിൻറർ
2. സ്കീൻ
3. ഹെഡ് ഫോൺ

- A. 2&3
- B. 1&2
- C. 1&3
- D. 1,2&3#

The user interface element Ribbon is located

- A. Below Title bar
- B. Below the Ruler
- C. Below the Quick Access Toolbar and the Title Bar#
- D. Below the Status bar

What is a motion path in Power point?

- A. A type of animation entrance effect
- B. A method of advancing slides
- C. A method of moving items on a slide#
- D. All of the above

Which power point view displays each slide of the presentation as a thumbnail display?

- A. Slide master
- B. Slide show
- C. Slide sorter #
- D. Notes page

Which of these keys is not on the number keypad?

- a) Ctrl#
- b) Del
- c) Enter
- d) Num Lock

The ----- replaces the menus and toolbars in previous versions of Power Point

- A. Ribbon#
- B. Slide Sorter View
- C. Master Slide
- D. Task bar

One of the following is a presentation software:

- A. MS Word
- B. MS Excel
- C. Outlook
- D. PowerPoint#

In which change case option is used for capitalise the first letter of each word in the selection ?

- A. Upper Case
- B. Sentence Case
- C. Title Case #
- D. Toggle Case

Free-of-cost repair of software bug available at Internet is called?

- A. Version
- B. Add-on
- C. Tutorial
- D. Patch#

How can we draw a shape in MS Word 2007 ?

- A. Insert Picture gShapesg Click and Drag
- B. Insert gSmart Art gShapesg Click and Drag
- C. Insert gClip Art gShapes gClick and Drag
- D. Insert gShapes g Click and Drag#

The creation of cryptocurrency 'Dogecoin' was inspired by which of these creatures?

A. Dog#

B. Monkey

C. Parrot

D. Squirrel

കമ്പ്യൂട്ടറിന്റെ സഹായത്തോടെ ഒരു രൂപത്തെ മാറ്റുവാൻ ഉപയോഗിക്കാൻ സാങ്കേതികവിദ്യ പൊതുവേ അറിയപ്പെടുന്നത് ?

A ബഗ്

B ക്ലോണിങ്

C മോർഫിങ്#

D പേസ്റ്റിംഗ്

If we create a hyperlink in a word, the word will change in colour

- A. Red
- B. Blue #
- C. Green
- D. None of these

Which company has unveiled a breakthrough in semiconductor design and process with the development of the world's first chip announced with 2 nanometer nanosheet technology?

- A. TCS
- B. Wipro
- C. IBM#
- D. HCL

Default tab stops at Word:

- A. 0.25"
- B. 0.1"
- C. 0.5" #
- D. 0.75"

----- option is used for inserting decorative text in a document

- A. Symbol
- B. Word Art #
- C. Clip Art
- D. Change Case

Create a large capital letter at the beginning of a paragraph is named as :

- A. Hyperlink
- B. Watermark
- C. Bookmark
- D. Drop Cap #

Violation of privacy ഉൾപ്പെടുന്ന സെക്ഷൻ ഏത്?

- A. സെക്ഷൻ 65
- B. സെക്ഷൻ 67
- C. സെക്ഷൻ 66E #
- D. സെക്ഷൻ 78

What is the name of the Worlds 1st Artificial Intelligence Ship?

- A) Sunflower 40
- B) Earth 2030
- C) Mayflower 400#
- D) Seafarer 66

Change or set Page Margins :

- A. White Space
- B. Gutter
- C. Ruler
- D. Page Set-up#

Default number of Rows in a Table are :

- A. 5
- B. 3
- C. 2#
- D. 4

Line access and avoidance of collision are the main functions of:

- A.** wide area networks
- B.** network protocols#
- C.** the monitor
- D.** the CPU

Which among the following is not a Ribbon Tab in MS Word 2007

- A. Home
- B. View
- C. Insert
- D. Layout #

Communications bandwidth that has the highest capacity and is used by microwave, cable and fibre optics lines is known as:

- A.**bus width
- B.**hyper-link
- C.**broadband#
- D.**carrier wave

One of the following page size options cannot be select from the drop-down menu of size button in the Page Layout Ribbon

- A. Statement
- B. Legal
- C. Stafloid #
- D. Letter Small

is a Windows utility program that locates and eliminates unnecessary fragments and rearranges files and unused disk space to optimize operations.?

- A) Disk Defragmenter#
- (B) Restore
- (C) Disk Cleanup
- (D) Backup

തന്നിരിക്കുന്നവയിൽ ഇംപാക്ട് പ്രിന്ററുകൾക്ക് ഉദാഹരണം?

- A. എക്സ് ലൈൻ പ്രിന്റർ
- B. ഡോട്ട് മെട്രിക് പ്രിന്റർ
- C. ഡെസ്ക് റീൽ പ്രിന്റർ

- A. 1 & 2
- B. 1 & 3
- C. 1 , 2 & 3#
- D. 2 & 3

Margin that is added to the binding side of page when printing is named as:

- A. Mirror Margin
- B. Normal Margin
- C. Gutter Margin #
- D. Narrow Margin

_ are graphical objects used to represent commonly used application.

- (A) Windows
- (B) Icons
- (C) Drivers
- (D) GUI#

Change the ---- to create a document in wide or tall format

- A. Book Mark
- B. Page Orientation#
- C. Page Break
- D. Pae Column

രാജ്യത്തിന്റെ ഏകത, പരമാധികാരം,
സുരക്ഷ എന്നിവയ്ക്കെതിരെ സൈബർ
സാങ്കേതികവിദ്യകളിലൂടെ നടത്തുന്ന
പ്രവർത്തനം

- A. വെബ് ഹൈജാക്കിങ്
- B. സൈബർ ഡീഫമേഷൻ
- C. സൈബർ ഡീഫമേഷൻ
- D. സൈബർ ടെററിസം#

A symbol or question on the screen that prompts you to take action and tells the computer what to do next _____.

- a) scanner
- b) questionnaire
- c) prompts and dialog box#
- d) information seeker

**How many maximum number of text columns
can you insert in a word document?**

- A. 15
- B. 35
- C. 25
- D. 45#

It is a visual aspect that indicates that a control is ready to receive input from you in Windows operating system

- a) Control's Focus
- b) Dialog Boxes
- c) Command Buttons
- d) Text Boxes

The _____ settings are automatic and standard.

- a) default#
- b) CPU
- c) peripheral
- d) defaulter

In Window ME, what does ME stand for?

- a) Millennium#
- b) Micro-Expert
- c) Macro-Expert
- d) Multi-Expert

The process of Copying data from a memory location is called?

- A) Writing
- B) Controlling
- C) Booting
- D) Reading #

Tabloid, Legal, Letter are included options in MS Word in the

MS Word in the

- A. Paper Size#
- B. Margins
- C. Page Borders
- D. Shapes

The symbol appearing at the beginning of the items in a list is:

- A. Star
- B. Symbol of Fonts
- C. Bullet#
- D. Circle

W.W.W stands for

- (a) Word Wide Web
- (b) World Wied Web
- (c) World Wide Web #
- (d) World Wyed Web

ctrl, shift and alt are called _____ keys.?

(A) Adjustment

(B) function

(C) modifier #

(D) Alphanumeric

Which of the following formula in Excel is correct to find sum of cell

- A. `Sum(B1>B3)`
- B. `Sum(B1:B3)#`
- C. `Sum(B1,B3)`
- D. `Sum(B1 B3)`

Which of the following is not a type of Page Margin:

- A. Left
- B. Centre#
- C. Right
- D. Top

The upper portion of the typewriter which moves while typing is called:

- A. Segment
- B. Carriage #
- C. Cylinder
- D. None

What are the guide keys?

1. s

2. a

3. ;

4. g

A. 1 & 2

B. 2 & 3#

C. 2 & 4

D. 1 & 4

Which of the following is a Page Orientation.

- A. A3
- B. Portrait #
- C. A4
- D. Tabloid

LEN' function in MS Excel is used to

- A. Return the number of characters in a file
- B. Return the number of characters in a text string #
- C. Return the length of a document
- D. Return the length of a document

Choose the Logical Function in Excel:

- A. ISODD
- B. IF #
- C. ISTEXT
- D. MAX

Choose the Comparison Operator in Excel:

A. %

B. +

C. *

D. < #

We can define new Bullet Character as

- A. Symbol
- B. Picture
- C. Font
- D. All of these#

Which of the following helps to reduce spelling error in the word document?

- A. Auto Forms
- B. Smart Text
- C. Auto Word
- D. Auto Correct#

Which of the following is not seen in Rocker Mechanism?

- A. Loose Dog
- B. Way Rod #
- C. Escapement Wheel
- D. Pinion wheel

**Automatic slide show speed can be set by
using:**

- A. Slide show
- B. Setup show
- C. Animation schemes
- D. Rehearse timing#

The number of keys in numeric key pad is

- A. 19
- B. 10
- C. 15
- D. 17#

When character key of space bar is pressed,
the carriage moves to wards -

- A. Left#
- B. Right
- C. Up
- D. Down

Computer which stores the different web pages is called:

- (a) Service Provider
- (b) Web Browser
- (c) Web Server #
- (d) Terminal

Which utility in MS Word is used to record every change made to the current document:

- A. Auto Correct
- B. Edit Changes
- C. Spelling Changes
- D. Track Changes#

Which among the following is not a valid Line spacing option in MS Word 2007

- A. Single
- B. Atleast
- C. Exactly
- D. Body Text#

An area on the Ribbon that contains buttons organized in groups.

- A. Office Button
- B. Quick Access Toolbar
- C. Tabs #
- D. Groups

A horizontal bar at the bottom left of the PowerPoint window that gives details about the active presentation.

- A. Notes Pane
- B. Status Bar #
- C. Dialog Box Launcher
- D. None of these



Which function key is used to spell check ?

- A. F5
- B. F7 #
- C. F6
- D. Alt + F7

'Cylinder is made with the rubber instead of metal'.

One of the following reasons is not suitable with it

- A. High sound while typing
- B. Damage of the type face
- C. No clear impression of the letters
- D. Considering the cost of metal#

Carriage rests on the :

- A. Pinion Wheel#
- B. Ratchet Wheel
- C. Escapement wheel
- D. Carriage Rack

If the dogs are worn out it causes :

- A. Sluggish movement
- B. Jerky movement #
- C. Defective feeding
- D. Bad alignment

Uneven space between the characters is :

- A. Sluggish movement
- B. Jerky movement
- C. Alignment
- D. Bad alignment#

The MS Word Tool used to find synonyms for words:

- A. Format
- B. Spell Check
- C. Thesaurus #
- D. Grammar Check

Predefined formulas that perform calculations by using specific values are:

- A. Legend
- B. Function#
- C. List
- D. Worksheet

Gutter position can be set in which of the following

- A. Right & Top
- B. Left & Top#
- C. Left only
- D. Right only

Which among the following causes bad alignment while typing on a typewriter ?

- A. Lack of uniform touch
- B. Faulty depression of Shift keys
- C. Both 1 and 2 #
- D. None of the above

The carriage and the mainspring are connected by the

- A. Feed roll release lever
- B. Draw Cord #
- C. Ratchet wheel
- D. Base board

The ability to combine name and addresses with a standard document is called:

- A. Post Script
- B. Cross Reference
- C. Mail Merge #
- D. Addressing

Hyphenation option is located in:

- A. Home Tab
- B. Insert Tab
- C. Page Layout Tab #
- D. Mailings Tab

MS Word shows Red Line for showing

- A. Spelling Mistake#
- B. Paragraph Mistake
- C. Grammar Mistake
- D. Font Mistake

How many carriage release levers are in
Typewriter -

- A. 2#
- B. 3
- C. 4
- D. 6

Which function is used to divide two numbers evenly without remainder:

- A. =DIV()
- B. =MOD()
- C. =DIVIDE()
- D. =QUOTIENT()#

Which one is not a component of a slide?

- A. Title
- B. Subtitle
- C. Drawing objects
- D. Handouts#

Most of the metal letters are made with:

- A. Iron
- B. Lead #
- C. Copper
- D. None

How can we select a paragraph by using one of the following method?

- A. Double click left button of the mouse
- B. Press 'Ctrl' key and double click left button of the mouse
- C. Triple click left button of the mouse #
- D. Press 'Ctrl' and Triple click on the left button of the mouse

തന്നിരിക്കുന്നവയിൽ ഇംപാക്ട് പ്രിന്ററുകൾക്ക് ഉദാഹരണം?

- A. എക്സ് ലൈൻ പ്രിന്റർ
- B. ഡോട്ട് മെട്രിക് പ്രിന്റർ
- C. ഡെസ്ക് റീൽ പ്രിന്റർ

- A. 1 & 2
- B. 1 & 3
- C. 1 , 2 & 3#
- D. 2 & 3

Shift + F7 :

- A. Displays the GoTo dialog box
- B. Displays the Thesaurus dialog box #
- C. Displays the Spelling dialog box.
- D. Displays the Print dialog box.

Which is the Master key in typewriter ?

1. N
2. B
3. Z
4. Y

A. 1#

B. 2

C. 1 & 3

D. 2 & 4

A Typewriter can be identified by:

- A. Chasis Number and Maker's Name#
- B. Chasis Number and Colour
- C. Maker's Name and Colour
- D. Chasis Number and Speed

Shortcut key to hide ribbon in MS Word 2007

- A. Ctrl+F1
- B. Shift + F1 #
- C. Ctrl + F2
- D. Shift + F2

Just note it

കമ്പ്യൂട്ടറിൽ ടൈപ്പ് ചെയ്യുമ്പോൾ ഒരു വരിയിൽ നിന്നും അടുത്ത വരിയിലേക്ക് അക്ഷരങ്ങൾ തന്നിയേ പോകുന്നതിന് കാരണം Word wrap

Carriage rack is running over which wheel?

- A. Escapement
- B. Type basket
- C. Pinion #
- D. Marginal stops

**The QWERTY keyboard Typewriter was
invented by:**

- A. Henry Mill
- B. William Burt
- C. Christopher Latham Sholes#
- D. Charles Thurber

The inventor of Carbon Paper

- A. Henry Mill
- B. James Watt
- C. Pellegrino Turri #
- D. Sir Isaac Pitman

കോമ്പാക്ട് ഡിസ്കുകൾക്ക് ഉദാഹരണം?

- A. സി.ഡി
- B. ഡി.വി.ഡി
- C. Blue ray

- A. 1 & 2
- B. 1 & 3
- C. 2 & 3
- D. 1 , 2 & 3#

Background colour or effects applied on a document is not visible in:

- A. Web layout view
- B. Print Layout view
- C. Print Preview #
- D. None of these

കോമ്പാക്ട് ഡിസ്കുമായി ബന്ധപ്പെട്ട ശരിയായ പ്രസ്താവന?

- A. ഘോഷി ഡിസ്കിനേക്കാൾ മെമ്മറി കൂടുതൽ
 - B. ഹാർഡ് ഡിസ്കിനേക്കാൾ മെമ്മറി കുറവ്
 - C. സി.ഡി യുടെ സംഭരണശേഷി 1.4 GB – 5.0 GB
-
- A. 1 & 2#
 - B. 1 & 3
 - C. 2 & 3
 - D. 1 , 2 & 3

RAM -നെ സംബന്ധിച്ച് ശരിയായ വിവരം ഏത്?

1. സ്റ്റാറ്റിക് & ഡൈനാമിക് റാം എന്നിങ്ങനെ തിരിച്ചിരിക്കുന്നു
2. ഒരു വൊളറ്റിൽ മെമ്മറിയാണ്
3. റീഡ് ആൻഡ് റൈറ്റ് മെമ്മറി എന്നറിയപ്പെടുന്നു

4.

- A. 1
- B. 2 & 3
- C. 1 & 3
- D. 1 , 2 & 3#

If the line space lever is broken while typing the paper can be taken to the next line by the use of:

- A. Space bar
- B. Thumb wheel #
- C. Escapement wheel
- D. None of these

In MS Word, which among the following is the shortcut key to display the Shortcut menu for the selected item

- A. Shift + F10 #
- B. Shift + F9
- C. Shift + F5
- D. Shift + F3

MS-Excel is a/an software:

- A. System
- B. Operating
- C. Data Processing
- D. Application#

In MS-Office mail merge is used to

- A. Mailings Labels
- B. Print Letters
- C. Print Envelops
- D. All of the above #

The number of keys in numeric key pad is

- A. 19
- B. 10
- C. 15
- D. 17#

Key or key combination will move the insertion point to the bottom of your document

- A. Ctrl + End #
- B. Page Down
- C. Ctrl + Page Down
- D. None of these

High level പ്രോഗ്രാമിംഗ് ലാംഗ്വേജിൽ
എഴുതുന്ന പ്രോഗ്രാമുകളെ ഡയറക്റ്റ്
മെഷീൻ ലാംഗ്വേജിലേക്ക് മാറ്റുന്ന സിസ്റ്റം
സോഫ്റ്റ്‌വെയർ ഏത്?

- A. compiler
- B. Interpreter
- C. Assembler
- D. OS

**To apply Centre Alignment to a paragraph
we can press:**

- A. Ctrl + C
- B. Ctrl + D
- C. Ctrl + E #
- D. Ctrl + S

What will happen when we press Home Key?

- A. Moves the cursor beginning of the document
- B. Moves the cursor beginning of the paragraph
- C. Moves the cursor beginning of the page
- D. Moves the cursor beginning of the line#

The designer of Malayalam Typewriter keyboard is:

- A. T K Ramakrishnan
- B. R Raman Pillai
- C. N S Pandala #
- D. T R Krishnayer

What is the usage of back spacer key?

- A. for moving carriage to right hand side #
- B. for moving carriage to left hand side
- C. for moving carriage half space to left hand side
- D. None of the above

SEXUAL PICTURES / VIDEO'S ഇലക്ട്രോണിക് മീഡിയയിലൂടെ പ്രചരിപ്പിക്കുന്ന CYBER CRIME അറിയപ്പെടുന്നത്?

- A. Cyber Terrorism
- B. Cyber Defamation
- C. Cyber Pornography #
- D. Cyber Forgery

ഫോൺകോൾ, ഇന്റർനെറ്റ്, ഇ-മെയിൽ,
വെബ്സൈറ്റ് എന്നിവയിലൂടെയുള്ള
ഭീഷണിയാണ്

- A. സൈബർ സ്കവാട്ടിങ്
- B. ഫിഷിങ്
- C. ക്രാക്കിങ്
- D. സൈബർ സ്റ്റാൽക്കിങ്#

..... your document, so you don't lose all your work.

- A. Open
- B. Print
- C. Close
- D. Save#

key/s will be pressed to erase a word to the right of the insertion point

- A. Delete
- B. Alt + Delete
- C. Ctrl + Delete #
- D. Back Space

The Keyboard Shortcut which centres the selected text is:

- A. Ctrl + C
- B. Ctrl + E #
- C. Ctrl + D
- D. Ctrl + P

Maximum Zoom size can be provided in MS

Office is:

- A. 500 #
- B. 750
- C. 1000
- D. None of these

What will happen if we press Function key F12?

- A. Open Dialog Box
- B. Close Dialog Box
- C. Exit Dialog Box
- D. Save As Dialog Box#

പ്രോഗ്രാം ചെയ്യാത്ത സിം കാർഡുകൾ
ഉപയോഗിച്ച് നിലവിലുള്ള സിം
കാർഡിന്റെ പകർപ്പുണ്ടാക്കുന്ന
വിദ്യയാണ് ?

- A. ഹാക്കിങ്ങ്
- B. സിം ക്ലോണിങ്ങ്#
- C. ഫിഷിങ്ങ്
- D. സൂഫിങ്ങ്

By pressing F12, which of the following will happen:

- A. Save as dialogue box will appear #
- B. Open dialogue box will appear
- C. Save dialogue box will appear
- D. Close dialogue box will appear

ARPANET stands for:

- (a) American Research Project Agency Network
- (b) Asian Research Project Agency Network
- (c) Ad-hoc Research Project Agency Network
- (d) Advanced Research Project Agency Network#

ശരിയായ പ്രസ്താവന

1. വിവിധ ആവശ്യങ്ങൾക്ക് വേണ്ടി വികസിപ്പിച്ചെടുത്ത സോഫ്റ്റ്‌വെയറുകൾ - ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയറുകൾ
 2. ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയർ അറിയപ്പെടുന്ന End user programme
 3. ആപ്ലിക്കേഷൻ സോഫ്റ്റ്‌വെയറുകൾക്ക് ഉദാഹരണം - എം. എസ്. ഓഫീസ്
-
- A. 1 & 2
 - B. 1 & 3
 - C. 2 & 3
 - D. 1 , 2 & 3#

തന്നിരിക്കുന്നവയിൽ ഔട്ട്പുട്ട് യൂണിറ്റ് കണ്ടെത്തി എഴുതുക?

1. പ്രിൻറർ
2. സ്കീൻ
3. ഹെഡ് ഫോൺ

- A. 2&3
- B. 1&2
- C. 1&3
- D. 1,2&3#

മൈക്രോസോഫ്റ്റ് വിൻഡോസ് ഏതുതരം സോഫ്റ്റ് വെയർ ഉദാഹരണമാണ്

- A. ആപ്ലിക്കേഷൻ സോഫ്റ്റ്വെയർ
- B. സിസ്റ്റം സോഫ്റ്റ് വെയർ #
- C. Firmware
- D. പ്രോഗ്രാം ഇൻ സോഫ്റ്റ്വെയർ

Ctrl+Enter key is the shortcut key to Insert:

- A. Table
- B. Clip Art
- C. Picture
- D. Page Break #

What will appear on the screen, if press Shift +
5 number key below function key?

- A. \$
- B. &
- C. %#
- D. #

**The QWERTY keyboard Typewriter was
invented by:**

- A. Henry Mill
- B. William Burt
- C. Christopher Latham Sholes#
- D. Charles Thurber

Which one is correct

1. 4 types of scales are there in a typewriter
 2. 4 types of cylinders (3)
 3. Single Mainspring used in a Typewriter
-
- A. 1 & 2
 - B. 1 & 3#
 - C. 1
 - D. 2 & 3