OFFICE ASSISTANT

MODEL EXAMINATION 2025

1)Which of the following pairs is incorrect?

(A) State that launched the Niriddare Tomorrow project for groundwater development: Odisha

(B) State that recently decided to abolish separate schools for boys and girls: Maharashtra

(C) The state has issued an order that those coming to the hospital for treatment should be addressed as medical beneficiaries and not as patients: Tamil Nadu

(D) State that has approved Period Leave Policy 2025: Karnataka

2)Which of the following statements is incorrect?

(A) The winner of the US Open 2025 women's singles is Aryana Sabalanka.

(B) The nationality of Aryana Sabalanka is Belarus.

(C) The host of the Shanghai Cooperation Organization Summit 2026 will be Kyrgyzstan.

(D) The winners of the 2025 Subroto Cup are Tamil Nadu.

3)Who started the first state transport service in Travancore?

(A) Colonel Munro   (B) Rajakesavadas

(C) Veluthampi Dalava   (D) C.P. Ramaswamy Iyer

4) Choose the correct pair related to the Revolt of 1857.

i. The Revolt of 1857 started in Meerut.

ii. The Revolt of 1857 is called the First War of Independence.

iii. Sepoys did not participate in the Revolt of 1857.

 (A) ii, iii   (B) i, ii

(C) i, ii, iii   (D) i, iii

5)Consider the following statements and choose the correct answer using the code given below :

(i) The Himalayas between Satluj and Kali rivers is known as Nepal Himalayas

(ii) The Greater Himalayas is otherwise known as Himadri

(iii) Himalayas is the youngest and the loftiest mountain chains in the world

(iv) Dhaulagiri Peak is located in Trans Himalayas

Codes:

(A) Statement (i) and (ii) are incorrect, and (iii) and (iv) are correct

(B) Statement (i), (ii) and (iv) are incorrect, and (iii) is correct

(C) Statement (i) and (iv) are incorrect and (ii) and (iii) are correct

(D) Statement (ii) is incorrect and (i), (iii) and (iv) is correct

6)When was the "Plan Holiday" period in India?

(A) 1961-1964

(B) 1966-1969

(C) 1970-1973

(D) 1978-1981

7) Who founded "Advaita Ashram" at Aluva?

(A) Ayyankali

(B) Chattampi Swamikal

(C) Thycaud Ayya

(D) Sri Narayana Guru

8)Where is Kuno National Park located?

(A) Maharashtra

(B) Madhya Pradesh

(C) Rajasthan

(D) Karnataka

9)The Kodungarapallam River, which joins the Bhavani River, flows through the following areas:

(A) Tholpetty   (B) Munnar

(C) Attappady   (D) Mudumalai

10)The National Waterway 3 (NW3) of India stretch between

(A) Sadia – Dhubri

(B) Kakinada - Puducherry

(C) Kottapuram - Kollam

(D) Allahabad – Haldia

11)Which memory is used to hold the 'Boot up' program in Computer?

(A) Read Only Memory (ROM)

(B) Random Access Memory (RAM)

(C) Cache Memory

(D) Secondary Memory

12) Name the system software that converts a high level language program into Machine language line by line.

(A) Assembler

(B) Compiler

(C) Interpreter

(D) Operating system

13) Who is the founder of 'Omegle'?

(A) Sam Altman

(B) David R. Woolley

(C) Doug Brown

(D) Leif K. Brooks

14) Which of the following is true about cache memory?

I)It is larger in size compared to Register

II) It is faster with Comparing RAM

III) It stores data in a volatile manner and it is very near to CPU

IV)It stores frequently accessed data for faster retrieval

(A) All Are True

(B) I,II, III are true

(C) I,II, and IV are true

(D) I, II are true

15) Which of the following is not a pointing device?

(A) Mouse

(B) Joystick

(C) Light pen

(D) Scanner

16)What does GUI stand for in operating systems?

(A) General User Interaction

(B) Graphical User Interface

(C) Global Utility Integration

(D) General Utility Interface

17)Which of the following statements about operating system functions is NOT correct?

(A) Process management in an operating system includes scheduling, execution and termination of processes.

(B) Memory management ensures optimal allocation and deallocation of RAM to running processes.

(C) The primary function of an operating system is to translate high-level programming code into machine code.

(D) An operating system provides an interface between the user and the hardware.

18) Which of the following is NOT an example of a search engine?

(A) Google

(B) Bing

(C) Mozilla Firefox

(D) Yahoo

19) Which of the following best explains the primary function of system software?

(A) Managing and coordinating computer hardware resources

(B) Performing specific tasks like word processing

(C) Providing access to multimedia content

(D) Enabling graphic design and video editing

20) Which company recently announced its latest AI model, Gemini 1.5, aimed at competing with OpenAI's ChatGPT-4?

(A)Microsoft

(B) Google DeepMind

(C) Meta

(D) Amazon

21) _____ is an application software.

(A) Word processor

(B) Windows

(C) Linux

(D) Unix

22)Application software that is used to browse the internet:

(i) Microsoft Outlook

(ii) Acrobat Reader

(iii) Mozilla Firefox

(A) (ii) and (iii)

(B) (i) and (iii)

(C) Only (iii)

(D) Only (ii)

23)Which type of network is used in Cable Television Network?

(A) LAN

(B) MAN

(C) WAN

(D) PAN

24) What is the main purpose of Gridlines in MS Word 2007?

(A) To navigate through a structural view of the document

(B) To automate frequently used tasks

(C) To align objects in a document

(D) To adjust the margins of the document

25) How do page breaks appear in the Draft view of MS Word 2007?

(A) As solid lines

(B) As dotted lines

(C) As dash lines

(D) They are not visible

26) In MS Word 2007, which view should you use when you need to organize and develop the content of your document?

(A) Web Layout View

(B) Outline View

(C) Print Layout View

(D) Full Screen Reading View

27)Which of the following statement is true?

(A) Header are text or images inserted in the bottom area of a document page

(B) If you insert a footer in one page, it will appear on all pages

(C) Headers are used to insert borders in a document

(D) U cannot insert date, time, page number, etc in a header or footer

28) In word document, shortcut key for subscript is

(A) Press Ctrl, Shift and the Plus sign (+)

(B) Press Ctrl + F2

(C) Press Ctrl and the Equal sign (=)

(D) Press Ctrl + F10

29)What is the blank space outside the printing area on a page?

(A) Clipart

(B) Margins

(C) Header

(D) Footer

30) What is the shortcut key to split a table?

(A) Ctrl + Alt + Enter

(B) Ctrl + Shift + Enter

(C) Alt + Shift + Enter

(D) Alt + Space + Enter

31)To move the cursor page to page of document

(A) Ctrl+ Page down

(B) Ctrl+ Page up

(C) Both of above

(D) None of above

32)"Comments provide an easy and effective way to make a note on something that needs additional attention or provide additional information." Choose from the following the right option to insert comment in a document.

(A) File tab

(B) References tab

(C) Review tab

(D)Mailings tab

33)One of the following is not available in the Ruler of MS Word screen:

(A) Left Indent

(B) Right Indent

(C) Tab stop box

(D) First line Indent

34)Following are the steps for resizing a picture in MS Word but the steps are not in the proper order.

1. Notice that the mouse cursor has changed.

2. Drag one of the corners with the pointer to reduce its size and eliminate it.

3. Select the inserted picture by clicking once on it.

4. Click the Cropping tool on the Picture toolbar.

Select the correct order for resizing a picture

(A) Order 1, 2, 3, 4 is correct

(B) Order 1, 3, 4, 2 is correct

(C) Order 3, 4, 2, 1 is correct

(D) Order 3, 4, 1, 2 is correct

35) The first line of a new paragraph appearing at the end of a page is called

(A) Tailpieces

(B) Orphan line

(C) Widow line

(D) Header

36) In Excel, an active cell can be represented by:

(A) A4

(B) A$4

(C) 4A

(D) $A4

37) What is the shortcut to enable filtering of selected cells in MS-Excel?

(A)Ctrl + shift + L

(B) Ctrl + F

(C) Alt + Click + L

(D) Shift + F

38) in Microsoft Excel always begins with an equal to sign(=).

(A) Numbers

(B) Formulae

(C) Text

(D) Tables

39)____ feature of Excel will dynamically produce new outputs when one or more inputs in the referenced cells are changed.

(A) Queries

(B) WordConnect

(C) Cell referencing

(D) Cell linking

40) Which of the following is not a validation criteria in Data validation dialog box

(A) Whole Number

(B) Text Length

(C) List

(D) Fraction

41) Column letters in the modern versions of MS Excel ranges from A to

(A) XFD

(B) IV

(C) ZZ

(D) ZZZ

42) In excel Maximum zoom (%) is _____and Minimum is _____

(A) 500,10

(B)400,10

(C)400,100

(D) 500,100

43) 27th Column in excel is termed as

(A) AA

(B) OZ

(C) XFD

(D) AB

44)If the content in a cell is large and not visible in a cell then which option we use to make all content visible within a cell by displaying it on multiple lines in MS-Excel

(A) Merge cell

(B) Insert cell

(C) Fit cell on one page

(D) Wrap Text

45) Which of the following actions is not performed through the Insert tab in PowerPoint?

(A) Insert a table

(B) Insert an image from a file

(C) Insert a new slide layout

(D) Insert a hyperlink

46) To remove a transition, select

(A) Transitions > Disable

(B) Transitions > None

(C) Transitions > Turn off

(D) All of the above

47)In MS PowerPoint objects on the slide that hold text are called

(A) Place holders

(B) Object holders

(C) Auto layouts

(D) Text holders

48)If you want to create a new power point presentation, Which of the following option/ options you choose

(i) Pressing Ctrl + N

(ii) Pressing Ctrl + M

(iii) Click office button and select new

(iv) Click office button and select prepare

(A) (i) or (ii)

(B) (i) or (iv)

(C) (ii) and (iii)

(D) (i) or (iii)

49)Which view helps the user to create speaker note for the presentation?

(A) Slide view

(B) Outline view

(C) Slide sorter view

(D) Notes page view

50)What is the shortcut key to start a slideshow from the current slide?

(A) F5

(B) Ctrl + F5

(C) Shift + F5

(D) Alt + F5

51)The front portion of the typewriter where key buttons are arranged is called:

(A) Type basket

(B) Segment

(C) Key board

(D) None of these

52)Striking the keys at a uniform rate with a pleasing sound to the ear is called:

(A) Rhythm

(B) Light touch

(C) Hard touch

(D) Heavy sound

53)Excess oiling attracts dust particles fall into the typewriter may cause:

(A) squeezing

(B) spreading

(C) clogging

(D) overhauling

54)Master keys in a typewriter are

1. asdf

2.; lkj

3. N

4. QWERTY

(A) 1 and 2

(B) 4 Only

(C) 3 only

(D) All of the above

55) Which key is used to bring the blocked type bars back to their normal position?

(A) Back Space Key

(B) Key Release Key

(C) Shift Key

(D) Bichrome switch.

56) The up and down movement of the ribbon at the printing point is:

(A) Ribbon economy

(B) Ribbon Vibrator

(C) Ribbon Throw

(D) Ribbon mechanism

57)1Right Division of a word is known as:

(A) Abbreviation

(B) Pagination

(C) Syllabification

(D) Representation

58)___ is used to type on ruled papers.

(A) Tabulator

(B) Paper Release Lever

(C) Paper Guide

(D)Variable Line spacer

59)How many spaces should leave after Interrogation Mark?

(A) One

(B) Two

(C) No space

(D) None of these

60) The escapement wheel is in the centre of the typewriter behind the

(A) Universal bar

(B) Dog block

(C) Pinion Wheel

(D) Mainspring drum

61)Select the most appropriate synonym of the given word.

Condone

(A) Pardon

(B) Penalty

(C) Solace

(D) Solitude

62)Select the most appropriate ANTONYM for the underlined word in the given sentence. Despite his <u>annoyance</u>, Rahul knew that rushing the delicate process would only lead to mistakes.

(A) Absurdity

(B) Susceptibility

(C) Serenity

(D) Gnawer

63)Select the most appropriate meaning of the given group of words.

On cloud nine

(A) Being very delighted

(B) Flying in the sky

(C) Being angry with someone

(D) Being very high

64) Select the option that expresses the given sentence in passive voice.

Can you compose an inspiring poem?

(A) Can an inspiring poem by you composed?

(B) Can an inspiring poem be composed?

(C) An inspiring poem can be composed by you.

(D) Can an inspiring poem be composed by you?

65)The ___ of wolves howled at the moon.

(A) pack

(B) pride

(C) flock

(D) herd

66)Identify the correct spelling.

(A) Propreity

(B) Proprity

(C) Propreiti

(D) Propriety

67)Select the correct spelling to fill in the blank

When numerous ideas are presented in a historical context, more than mere ___can be seen.

(A) parollelism

(B) paralialism

(C) paralelism

(D) parallelism

68)Select the most appropriate meaning of the given group of words.

A bitter pill

(A) Talking nonsense

(B) Getting furious easily

(C) Facing a distressing situation

(D) Arguing unnecessarily

69)Change to indirect speech:

He says, "I am attending a training".

(A) He said that he was attending a training.

(B) He says that he was attending a training.

(C) He said that he is attending a training.

(D) He says that he is attending a training.

70)I saw ten _____ flower vases in the shop:

(A) Small antique Chinese porcelain

(B) Chinese small antique porcelain.

(C) Small porcelain Chinese antique

(D) Antique Chinese small porcelain

71) Looks like it _____ rain :

(A) be

(B) naught

(C) ought to

(D) might

72) Is Kochi _____ than Trivandrum?

(A) more busier

(B) most busier

(C) more busy

(D) most busy

73) He enjoys swimming and _____

(A) to run

(B) running

(C) to ran

(D) to running

74) Read the following sentence and begin with 'scarcely':

"He received the message from head quarters, soon he started".

(A) scarcely he had received the message from headquarters than he started

(B) scarcely he had received the message from headquarters when he started

(C) scarcely had he received the message from headquarters than he started

(D) scarcely had he received the message from headquarters when he started

75) Something bitter and __ tasting was coming up in my mouth.

(A) vile

(B) vale

(C) vail

(D) veil

76) Select the option that expresses the given sentence in active voice.

Geography is taught to us by Mr. Anand.

(A) Mr. Anand will teach us Geography.

(B) Mr. Anand teaches us Geography

(C) Mr. Anand shall teach us Geography.

(D) Mr. Anand will be teaching us Geography

77) Spot the error: "Neither of the candidates have submitted their documents."

(A)Neither of

(B) have

(C) their

(D) No error

78)Select the most appropriate option to fill in the blank.

Survival of mankind ____ is in danger due to pollution.

(A)himself

(B) itself

(C) herself

(D) yourself

79) Which of the sentence is wrong?

(A) Both Arya and Amritha like swimming.

(B) Neither Arya nor Amritha likes cycling.

(C) I would rather to have a cup of coffee.

(D) I would prefer to have a cup of coffee.

80)Which of the following is correct?

If I did not fall, I _____

i. will run

ii. would won

iii. would win

iv. will win

(A) i and iv

(B) ii and iii

(C) iii only

(D) iv only

81) സ്ത്രീലിംഗ പദമെഴുതുക - അങ്ങുന്ന്

(A) കുഞ്ഞമ്മ

(B) കൊച്ചമ്മ

(C) കെട്ടിലമ്മ

(D) കോവിലമ്മ

82)താഴെ തന്നിരിക്കുന്നവയിൽ ശരിയായ പദമേത്?

(A) കവയിത്രി

(B) യാദൃശ്ചികം

(C) ബാഷ്പാഞ്ജലി

(D) അഥിതി

83) ശൈലിയുടെ അർഥമെഴുതുക -ഏറാൻ മുളളുക

(A) എല്ലാം സമ്മതിക്കുക

(B) യോജിപ്പില്ലായ്മ

(C) ദേഷ്യപ്പെടുക

(D) കാരണമില്ലാതെ ഉപദ്രവിക്കുക

84)തന്നിരിക്കുന്ന പദത്തിൻ്റെ വിപരീതമെഴുതുക :

തിക്തം

(A) വ്യക്തം

(B) സുചിരം

(C) ശക്തം

(D) മധുരം

85) വാക്യം ചേർത്തെഴുതുക :

(i) ആശയ്ക്കു വിശക്കുന്നുണ്ടായിരുന്നു

(ii) വീട്ടിൽ ഭക്ഷണമുണ്ടാക്കാൻ യാതൊന്നുമില്ലായിരുന്നു

(A) ആശയ്ക്കു വിശക്കുന്നുണ്ടായിരുന്നെങ്കിലും വീട്ടിൽ ഭക്ഷണമുണ്ടാക്കാൻ യാതൊന്നു മില്ലായിരുന്നു

(B) വീട്ടിൽ ഭക്ഷണമുണ്ടാക്കാൻ യാതൊന്നുമില്ലായിരുന്നതിനാൽ ആശയ്ക്കു വിശക്കുന്നു ണ്ടായിരുന്നു

(C) ആശയ്ക്കു ഭക്ഷണമുണ്ടാക്കാൻ യാതൊന്നുമില്ലായിരുന്നുവെങ്കിലും ആശയ്ക്കു വിശക്കുന്നുണ്ടായിരുന്നില്ല

(D) വീട്ടിൽ ഭക്ഷണമുണ്ടാക്കാൻ യാതൊന്നുമില്ലാതിരുന്നതിനാലാണ് ആശയ്ക്കു വിശന്നത്

86)ഘടക പദങ്ങളെഴുതുക - വഴിയോരക്കാഴ്ചകൾ

(A) വഴിയോരത്തുള്ള കാഴ്ചകൾ

(B) വഴിയോരമാകുന്ന കാഴ്ചകൾ

(C) വഴിയോരത്തെ കാഴ്ചകൾ

(D) വഴിയോരത്ത് കാണുന്ന കാഴ്ചകൾ

87) ഒറ്റപ്പദമെഴുതുക :

പൊക്കമുള്ളവൻ

(A) അംശു

(B) പ്രാംശു

(C) അംശുപതി

(D) (ബ്രഭു

88)"ഗുരുക്കൾ" എന്ന പദത്തിലെ വചനം ഏതാണ്?

(A) സലിംഗബഹുവചനം

(B) അലിംഗബഹുവചനം

(C) പൂജകബഹുവചനം

(D) ഇതൊന്നുമല്ല

89) ശരിയായ പദമേത്?

(A)ആദരാജ്ഞലികൾ

(B) ആദരാഞ്ജലികൾ

(C) ആധരാജ്ഞലികൾ

(D) ആതരാഞ്ജലികൾ

90) ശരിയായ വാക്യം/ വാക്യങ്ങൾ തിരഞ്ഞെടുക്കുക :

(i) സത്യം പറയുക എന്നത് ആവശ്യമാണ്.

(ii) സ്വഭാഷയെ ദുഷിപ്പിക്കാതിരിക്കേണ്ടത് നമ്മുടെ കടമയാണ്.

(iii) നിത്യവും വ്യായാമം ചെയ്യണമെന്നുള്ളത് അത്യാവശ്യമാണ്.

(A) (i), (ii), (iii)ശരി

(B) (i), (ii), (iii) തെറ്റ്

(C) (i), (ii) മാത്രം ശരി

(D) (ii), (iii) മാത്രം ശരി

91)ശരിയായ ആശയം തിരഞ്ഞെടുക്കു

Uneasy lies on the head that wears the crown

A. മുള്ളില്ലാതെ റോസയില്ല

B. അധികമായാൽ അമൃതും വിഷം

C. അധികാരം മുൾക്കിരീടമാണ്

D. അഹങ്കാരം ആപത്ത്

92) എരി + തീ ചേർത്തെഴുതിയാൽ :

(A) എരിത്തീ

(B) എരിതി

(C) എരിതീ

(D) എരുതീ

93) നെന്മണി എന്ന പദം പിരിച്ചെഴുതുക :

(A) നെൻ + മണി

(B) നെല് + മണി

(C) നെൻമ + മണി

(D) നെൽ + മണി

94)Every potter praises his own pot - ശരിയായ പരിഭാഷ ഏത്?

(A) കുടം കമഴ്ത്തിവച്ച് വെള്ളമൊഴിക്കരുത്

(B) കാക്കയ്ക്കും തൻ കുഞ്ഞ് പൊൻകുഞ്ഞ്

(C) ഉപ്പോളം വരുമോ ഉപ്പിലിട്ടത്

(D) കുന്തം പോയാൽ കുടത്തിലും തപ്പണം

95)ചേർത്തെഴുതുക - ദു: + ജനം =

(A) ദു: ജനം

(B) ദുജനം

(C) ദുർജനം

(D) ദുഃർജനം

96)വിപരീതപദം എഴുതുക - വിയോഗം :

(A) സംയോഗം

(B) യോഗം

(C) നിയോഗം

(D) അവിയോഗം

97)ആസ്തികൻ വിപരീതം

(A) നാസ്തികൃൻ

(B) അവരജൻ

(C) അതിജാതൻ

(D) നാസ്തികൻ

98) വന്നില്ല സന്ധി ഏത്?

(A) ലോപസന്ധി

(B) ആഗമസന്ധി

(C) ദ്വിത്വ സന്ധി

(D) ആദേശസന്ധി

99) വായു ഏതിൽപ്പെടുന്നു

(A) മേയനാമം

(B) സാമാന്യനാമം

(C) സംജ്ഞാനാമം

(D) ഗുണനാമം

100) വളരെക്കാലമായി നിലനില്ക്കുന്ന ബന്ധു

(A) ചിരന്തബന്ധു

(B) ചിരന്ധബന്ധു

(C) ചിരന്തനബന്ധു

(D) ചിരന്ധനബന്ധു