

Answer the following questions by marking the correct response from (a), (b), (c) and (d) in the OMR Sheet.

1. What is the base of hexadecimal number system?
(a) 2 (c) 16
(b) 8 (d) 10
2. Ctrl + Z in MS Word
(a) Undo the last action (c) Add the new page
(b) Redo the last action (d) Paste the contents from clipboard
3. Petabyte is a unit of
(a) Power of processor (c) Memory
(b) Current (d) None of the above
4. What is the largest and smallest font size available in font size tool on formatting toolbar?
(a) 80 and 6 (c) 68 and 6
(b) 68 and 8 (d) 72 and 8
5. Shortcut key to check spelling in MS Word is
(a) F1 (c) F7
(b) F2 (d) F9
6. In how many ways you can save a document ?
(a) 3 (c) 1
(b) 2 (d) 4
7. Which is a custom paper size?
(a) Statement (c) Tabloid
(b) A5 (d) All of the above
8. 0 and 31 limit of margin is related with
(a) Page setup margin
(b) Border and shading option margin
(c) Spacing
(d) Indent
9. Which of the following function key is used to edit the cell contents in MS Excel ?
(a) F2 (c) F8
(b) F4 (d) F9
10. To join the internet, the computer has to be connected to a
(a) Internet society (c) Internet architecture board
(b) Internet service provider (d) None of the above

11. What is a motion path?
- (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
12. Special effects used to introduce slides in a presentation are called
- (a) Effects
 - (b) Custom animations
 - (c) Transitions
 - (d) Present animations
13. The maximum zoom percentage in Microsoft PowerPoint is
- (a) 100%
 - (b) 200%
 - (c) 400%
 - (d) 500%
14. What is a web browser?
- (a) A program that can display a web page
 - (b) A program used to view html document
 - (c) It enables user to access the resources of internet
 - (d) All of the above
15. Web cookie is a small piece of data
- (a) sent from a website and stored in user's web browser while a user is browsing a website
 - (b) sent from user and stored in the server while a user is browsing a website
 - (c) sent from root server to all servers
 - (d) none of the mentioned
16. Windows 10 is a _____ software.
- (a) System software
 - (b) Application software
 - (c) Both (a) and (b)
 - (d) None of the above
17. How can you link MS Excel Worksheet data with a word document ?
- (a) With copy and paste button in the standard toolbar
 - (b) With a hyperlink
 - (c) With a right drag
 - (d) None of the above
18. Which is popular Antivirus ?
- (a) Norton Antivirus
 - (b) AVG Antivirus
 - (c) PC-Cilin
 - (d) All of the above
19. Which virus infects the boot record?
- (a) Spyware
 - (b) Worm
 - (c) Boot virus
 - (d) All of these

20. What is the extension in recorded sound files of MS PowerPoint?
(a) midi (c) .wav
(b) wma (d) None of these
21. In MS Excel, there are _____ types of cell references.
(a) Two (c) Four
(b) Three (d) Five
22. The header and footer in MS Excel is present on the _____ tab.
(a) Insert (c) Home
(b) Formula (d) Data
23. _____ shows the address of an active cell.
(a) Status Bar (c) Name Box
(b) Row Heading (d) None of these
24. The most widely used code that represents each character as a unique 8-bit code is:
(a) ASCII (c) Binary numbering system
(b) Unicode (d) EBCDIC
25. Which of the following is not an example of secondary storage device?
(a) Flash memory (c) HDD
(b) RAM (d) CD-RW
26. By default, an Excel workbook contains _____ worksheet.
(a) One (c) Three
(b) Two (d) Four
27. _____ are the connectors at the back of CPU to plug the external hardware device.
(a) Motherboard (c) Ports
(b) Modem (d) Expansion cards
28. Which of the following media provide more speed?
(a) Copper (c) Wireless
(b) Fibre (d) Same speed
29. What is the number one concern to keep office information in cloud computing?
(a) Too expensive (c) Too many platforms
(b) Security concerns (d) Accessibility
30. =sum(B1:B8) is an example of a
(a) Function (c) Cell address
(b) Formula (d) Value

31. You organize files by storing them in
- (a) Archives
 - (b) Lists
 - (c) Indexes
 - (d) Folders
32. Which of the following software applications would be most appropriate for performing numerical and statistical calculations?
- (a) Database
 - (b) Graphics package
 - (c) Spreadsheet
 - (d) PowerPoint
33. What is URL?
- (a) A computer software program
 - (b) A type of programming object
 - (c) The address of document or "page" on the www
 - (d) An acronym for unlimited resources for learning.
34. _____ allows you to access your email from anywhere.
- (a) Forum
 - (b) Webmail interface
 - (c) Message board
 - (d) Weblog
35. What tab in MS Word you will use to access Mail Merge options ?
- (a) Home tab
 - (b) Insert tab
 - References tab
 - Mailings tab
36. The ability to combine a document with a list of names and addresses to produce individualized documents :
- (a) Main document
 - (b) Data source
 - (c) Mail merge
 - (d) Merge field
37. Which of the following is a correct format of email address ?
- (a) name@website@info
 - (b) name.website.com
 - (c) www@nameof.com
 - (d) name@website.info
38. What should be the first step while OS upgrading ?
- (a) Delete old Operating System
 - (b) Backup old Operating system
 - (c) Backup critical data
 - (d) Format Hard Disks
39. A website main page is called its
- (a) home page
 - (b) Index page
 - (c) Browser page
 - (d) Search page
40. Secure Shell(SSH) network protocol is used for
- (a) Secure data communication
 - (b) Remote command line login
 - (c) Remote command execution
 - (d) All of these

41. The main occupation of the Paleolithic people was
 (a) fishing (c) hunting and gathering food
 (b) animal husbandry (d) none of the above
42. Which of the following Harappan sites are not in India?
 (a) Mohenjodaro and Harappa (c) Mohenjodaro and Banawali
 (b) Mohenjodaro and Kalibangan (d) Harappa and Lothal
43. In India, the places where copper, gold, iron and coal are found are in the order --
 (a) Kolar, Khetri, Kudremukh, Jharia (c) Kudremukh, Jharia, Kolar, Khetri
 (b) Kudremukh, Kolar, Khetri, Jharia (d) Khetri, Kolar, Kudremukh, Jharia
44. Buddha's preachings were mainly connected with
 (a) Belief in one God (c) Purity of thought and conduct
 (b) Practice of rituals (d) All of the above
45. Who among the following gave maximum resistance to the British?
 (a) Mughals (c) Rajputs
 (b) Sikhs (d) Marathas
46. The Indian Civil Service was introduced during the time of
 (a) Lord Cornwallis (c) Lord Dalhousie
 (b) Lord Canning (d) Lord William Bentinck
47. The British received permission to establish their Company in India from
 (a) Akbar (c) Jahangir
 (b) Shah Jahan (d) Aurangzeb
48. At the time of India's independence two-thirds of manufacturing and employment came from the following two industries :
 (a) Textiles and tea (c) Jute and tea
 (b) Tea and coffee (d) Jute and textiles
49. The Supreme Court tenders advice to the President on matters of law or fact
 (a) only when the President seeks such advice
 (b) only if the matter relates to the basic structure of the Constitution
 (c) only if the unity and integrity of the country is threatened
 (d) only during financial crisis.
50. Commercial banks finance rural credit directly and through
 (a) NABARD (c) Cooperative Societies
 (b) Rural Banks (d) State Government
51. The concept of joint sector implies cooperation between
 (a) State Government and Central Government enterprises
 (b) Small scale and large scale industries
 (c) Domestic and foreign industries
 (d) Public sector and private sector industries.

52. It is alleged that industrial sickness is sometimes 'engineered' by owners/promoters for ulterior motives. Which of the following is not an internal factor for such sickness?
- (a) Mismanagement (c) Diversion of funds
(b) Technological obsolescence (d) Wrong dividend policy
53. Which of the following is not a planetary wind?
- (a) easterlies (c) trade winds
(b) westerlies (d) land and sea winds
54. Soil that owes its colour to oxides of iron is
- (a) regur (c) laterite
(b) bangar (d) alkaline
55. Assertion (A) : A juvenile delinquent is a child with aggressive and anti-social behaviour
Reason (R) : The delinquent has had a tough childhood, being disciplined by repeated punishment and beatings from his parents
- (a) R is sufficient to explain A completely
(b) R only explains A indirectly
(c) R and A are independent of each other
(d) Both A and R are false
56. At a service station for small vehicles, a machine is able to complete washing of 16 cars in 36 minutes. How many cars can the machine wash in 6 hours?
- (a) 96 (c) 216
(b) 160 (d) 360
57. It takes 20 days for a pond to get filled with rain water. If the level of water doubles each day, then how long would it take to fill half the pond?
- (a) 5 days (c) 15 days
(b) 10 days (d) None of the above
58. A man started walking from a point towards South-West. After 5 minutes he turns right at right angles. After 10 minutes he again turns left at right angles. In what direction is he finally walking?
- (a) N-E (c) S-E
(b) S-W (d) N-W
59. Marsh gas, formed from decaying organic matter and also found in coal mines, is
- (a) Carbon dioxide (c) Ethane
(b) Methane (d) Carbon monoxide
60. The drug reserpine is used to
- (a) cure arthritis (c) reduce high blood pressure
(b) alleviate pain (d) reduce high palpitation

Direction: Read the following passage and answer the questions given below:

At one time in the history of India, most women knew very well how to bring up their infants and they lived a perfectly healthy life, free from diseases. The overall standard of women and children in the country was much better than that of other civilizations of that period. But ever since India was exposed to frequent foreign invasions from foreign nations, the life was unsafe and property unprotected, the people were forced to congregate in towns in such a compact way that it leads to awful insanitation and diseases. The traditional knowledge of domestic and personal health and hygiene was ignored. Women were confined indoors for fear of insults and a train of social and unhealthy dangers followed all round. It is a problem now now we can restore the original conditions of healthy and happy life in India. This is a socio-economic problem which needs to be given priority to bring back the original culture and restore welfare of women and children in India.

61. What was the main cause of poor health conditions of women in India?
(a) Women were confined indoors
(b) Illiteracy among women
(c) Frequent foreign invasions
(d) Awful sanitation
62. What question has the writer raised before the readers?
(a) How to check foreign invasions?
(b) Why has the traditional knowledge been ignored?
(c) What should be done for infants and children?
(d) How to restore the original conditions of healthy and happy life in India?
63. Why were women confined indoors?
(a) To improve sanitation and restore healthy atmosphere
(b) To keep them away from diseases
(c) Because of foreign invasions
(d) None of these
64. Why did life become unsafe and property unprotected?
(a) Because of awful insanitation and diseases.
(b) Because the women were confined indoors.
(c) Exposure to frequent foreign invasions.
(d) People were forced to congregate in towns.
65. When were the women leading a perfectly healthy life?
(a) After being confined indoors
(b) Before foreign invasions
(c) After the original conditions of healthy and happy life were restored
(d) Cannot be determined from the passage
66. What does the word 'Congregate' mean in the passage?
(a) forced
(b) assemble
(c) live
(d) settle
67. How are foreign invasions responsible for poor health conditions?
(a) Foreigners maltreated the public.
(b) People were forced to congregate in towns in a compact way leading to insanitation.
(c) Foreigners brought unhealthy ways of life.
(d) People were made to serve as labourers.

68. Select from the following answer choices the word which is as nearly opposite in meaning to the word 'confined' used in the passage.

- (a) forced (c) to keep out
(b) directed (d) reject

69. Select from the given answer choices the word which is nearly as same in meaning to the word 'train' used in the passage.

- (a) series (c) to teach skills
(b) a railway engine (d) none of these

70. Which socio-economic problem needs to be given priority?

- (a) traditional knowledge
(b) confinement of women within the four walls of the house
(c) restoring the original conditions of healthy and happy life
(d) bringing back the original culture

Direction: In each of the following sentences certain parts have been underlined and are marked a, b, c and d. One of these underlined parts has an error. Mark that part as your answer.

71. The iron does not work and I would like to know what you intend to do for it.

a b c d

72. More leisure as well as abundance of consumer goods are now easily attainable
because of technology.

a b c
d

73. The standard of living in Assam is lower than most of the developed states of India.

a b c d

74. He is always late for his class because he goes to college by foot everyday.

a b c d

75. He has the habit of telling the same story in great details.

a b c d

76. The accident occurred because the driver fell asleep or was drunken.

a b c d

77. The jury is arguing among themselves before coming to a decision.

a b c d

78. Only a handful people managed to complete the job.

a b c d

79. I could not help to notice that there was a hole in his trousers.

a b c d

80. After leaving college one discovers how difficult is it to find a job.

a b c d

Direction: In each of the following sentences a word/phrase is underlined. Which of the following word/phrases (a), (b), (c) and (d) should replace the underlined word/phrases to make the sentence most effective and meaningful.

81. The bag is too heavy to be carried.
 (a) for carrying (c) that cannot be carried
 (b) to carry (d) no replacement needed
82. Is the tea so cool for you to drink?
 (a) too cool that you can drink it (c) cool enough to be drunk
 (b) enough cool to drink (d) no improvement needed
83. But for the extra income we would be surely hard out.
 (a) hard on (c) hard for
 (b) hard up (d) helped up
84. He enjoys to tell stories to children.
 (a) telling stories (c) to narrate stories
 (b) how to tell stories (d) None of these
85. At last we realised what was truth.
 (a) what was the truth (c) what is the truth
 (b) what the truth was (d) the truth was

Direction: Pick out the most effective word from the given words to fill in the blank in the following sentences.

86. The soldiers guarding the border were instructed to ____ restraint and handle the situation carefully.
 (a) remain (b) exercise (c) control (d) prevent
87. I do not like to sit ____ him.
 (a) along (b) besides (c) beside (d) at
88. My mother asked me to ____ the light.
 (a) put off (b) put out (c) put on (d) none
89. It is almost a decade since I ____ him.
 (a) have seen (b) had seen (c) saw (d) am seeing
90. You will have to catch the morning flight, so you ____ better get ready.
 (a) may (b) should (c) would (d) had

Direction: Select from the given answer choices a word which is nearly opposite in meaning to the word given in capital letters.

91. PUGNACIOUS
 (a) peaceful (b) relevant (c) irrelevant (d) puzzling
92. SOLICITOUS
 (a) anxious (b) careful (c) careless (d) endorsing

93. FRUGAL
(a) dishonest (b) ~~e~~xtravagant (c) miser (d) liberal
94. IMMUTABLE
(a) ~~t~~hanging (b) unfading (c) unyielding (d) none of these
95. ROBUST
(a) feeble (b) smart (c) stout (d) dishonest

Direction: Select the given answer choices a word which is nearly same in meaning to the word given in capital letters.

96. ACCEDE
(a) passage (b) easy (c) ~~c~~onsent (d) refuse
97. SOMBRE
(a) drab (b) melancholy (c) agile (d) none of these
98. CONDONE
(a) regret (b) forgive (c) punish (d) reward
99. SOLACE
(a) sleep (b) consolation (c) ~~r~~elaxation (d) joy
100. COMPLACENT
(a) self-satisfied (b) polite (c) unsatisfied (d) undependable
