

Confidential Assistant Grade 2 & Stenographer Exam Previous Question paper

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Solved Question paper of Kerala PSC Confidential Assistant Grade 2 – Various (NCA) & Stenographer, Plantation Corporation Examination held on 05-12-2013.

1. The First Indian Defence Minister from Kerala?

- (a) A.K Antony
- (b) Vayalar Ravi
- (c) V.K Krishna Menon
- (d) K. Karunakaran

2. The biggest Island in the world:

- (a) Iceland
- (b) Lakshadweep
- (c) Japan
- (d) Green Land

3. First Women president in India:

- (a) Sarojini Naidu
- (b) Indira Gandhi
- (c) Pratibha Devi Singh Patil
- (d) Sonia Gandhi

4. First Indian women who won Nobel Prize:

- (a) Krishna Huthe Singh
- (b) Kiran Bedi
- (c) Mother Teresa
- (d) Bimala Devi

5. The oldest English Daily in India:

- (a) The Hindu
- (b) Indian Express
- (c) National Herald
- (d) The Times of India

6. "Jai Jawan Jai Kissan" was the slogan of:

- (a) Jawaharlal Nehru
- (b) Lal Bahadur Shastri
- (c) Guljarilal Nandha
- (d) Indira Gandhi

7. The leader of Narmada Bachao Andolan is:

- (a) Anna Hazare
- (b) Fulan Devi
- (c) Medha Patkar
- (d) Jayalalitha

8. The famous book "The Story of My Life" is written by:

- (a) Jawaharlal Nehru
- (b) K.P Keshavamenon
- (c) Morarji Desai
- (d) Sarojini Naidu

9. Black soil is found in:

- (a) Alappuzha
- (b) Kannur
- (c) Palakkad
- (d) Malappuram

10. The shortest River in Kerala:

- (a) Periyar
- (b) Manjeshwaram River
- (c) Bharathappuzha
- (d) Chaliyar

11. NATPAC is associated with:

- (a) Irrigation
- (b) Electricity
- (c) Transport
- (d) Education

12. First Cinema in Kerala:

- (a) Chemmeen
- (b) Marthanda Varma
- (c) Odayil Ninnun
- (d) Vigadha Kumaran

13. Last King in Travancore:

- (a) Sakthan Thampuran
- (b) Sreemoolam Tirunal
- (c) Sree Chithira Thirunal Balaramavarma
- (d) Ayilliam Thirunal

14. Malabar Manual is prepared by:

- (a) Tipu Sultan
- (b) Pazhassi Raja
- (c) K. Kelappan
- (d) William Logan

15. Panchayati Raj bill came into existence in Kerala:

- (a) 1991
- (b) 1994
- (c) 1989
- (d) 1996

16. K.R Narayanan became the president of India in:

- (a) 1997
- (b) 1993
- (c) 1989
- (d) 1985

17. The drama "Pattabacki" is written by:

- (a) N. Krishna Pillai
- (b) K.T Muhammed
- (c) C.N Sreekandan Nair
- (d) K. Damodaran

18. Which is the richest district in Kerala?

- (a) Kannur
- (b) Thrissur
- (c) Ernakulam
- (d) Alappuzha

19. MILMA started in:

- (a) 1980
- (b) 1971
- (c) 1987
- (d) 1990

20. Amarnath is situated in:

- (a) Himachal Pradesh
- (b) Uttar Pradesh
- (c) Jammu and Kashmir
- (d) Punjab

21. The first Indian athlete who reached Olympic Athletics Final:

- (a) P.T Usha
- (b) K. Suresh Babu
- (c) Milkha Singh
- (d) Anju Bobby George

22. Common Wealth Games started in:

- (a) 1978
- (b) 1968
- (c) 1962
- (d) 1988

23. The main discovery of Chandrayan innovation:

- (a) Magnetic content
- (b) Water content
- (c) Iron content
- (d) Carbon content

24. The postal system in India was established by:

- (a) Lord Curzon
- (b) Mount Batton
- (c) Lord Clive
- (d) Lord Wellesly

25. The first women president of Indian National Congress:

- (a) Indira Gandhi
- (b) Sarojini Naidu
- (c) Annie Besant

(d) Krishna Huthe Singh

26. Netaji International Airport is at:

- (a) Mumbai
- (b) Kolkata
- (c) Lucknow
- (d) Chennai

27. The Prime Minister who initiate the Nationalization of 14 banks in India was:

- (a) Jawaharlal Nehru
- (b) Indira Gandhi
- (c) Narasimha Rao
- (d) Rajeev Gandhi

28. The only South Asian Member country in G-20 is:

- (a) China
- (b) India
- (c) Japan
- (d) South Korea

29. First state in India which start lottery:

- (a) Sikkim
- (b) Assam
- (c) Kerala
- (d) Karnataka

30. In India colonial rule was first established in:

- (a) Punjab
- (b) Bengal
- (c) Travancore
- (d) Maharashtra

31. Where is Taskbar situated in the Microsoft Word Window?

- (a) Top of the Word Window
- (b) Bottom of the Word Window
- (c) Above the Status Bar
- (d) Below the Menu Bar

32. What is the help of 'End' key?

- (a) Helps to move the cursor towards the end of a page
- (b) Helps to move the cursor towards the end of a word
- (c) Helps to move the cursor towards the end of a paragraph
- (d) Helps to move the cursor towards the end of a line.

33. What is the default bottom page margin of a document in Word 2003?

- (a) 1.25"
- (b) 1.5"
- (c) 1"
- (d) 0"

34. Which is the following method to select a sentence?

- (a) Hold 'Ctrl' and 'Click' anywhere in the sentence

- (b) Hold 'Ctrl' and 'Double Click' anywhere in the sentence
- (c) Hold 'Ctrl' and 'Triple Click' anywhere in the sentence
- (d) Hold 'Ctrl' and press 'A'

35. What is the shortcut key to cut selected text?

- (a) 'Ctrl+C'
- (b) 'Ctrl+V'
- (c) 'Ctrl+I'
- (d) 'Ctrl+X'

36. 'File' ---->'Open' is used to open

- (a) A new file
- (b) A saved file
- (c) A copied file
- (d) None of these

37. 'Times New Roman' is the option of

- (a) Character
- (b) Text
- (c) Font
- (d) Style

38. 'Bar' Tab setting inserts a in your document at the Tab stop.

- (a) Horizontal line
- (b) Vertical line
- (c) Decimal point
- (d) Cross line

39. What is the correct step from the following to delete a cell?

- (a) Table----->Cell----->Delete
- (b) Table----->Delete-----> Cell
- (c) Table----->Delete ----->Column
- (d) Table -----> Column ----->Delete

40. What is the shortcut key for undo last action?

- (a) 'Ctrl+Y'
- (b) 'Shift+Y'
- (c) 'Shift+Z'
- (d) 'Ctrl+Z'

41. 'Ctrl+Alt+D' is pressed for insert

- (a) Footnote
- (b) Endnote
- (c) Document
- (d) Diagram

42. Which is the correct step to insert 'Auto Shapes'?

- (a) Insert----->Picture----->Auto shapes
- (b) Insert ----->Auto shapes
- (c) Auto shapes ----->Insert
- (d) Insert ----->Reference ----->Auto shapes

43. One of the following cannot be inserted by using 'Header and Footers':
(a) Page Number
(b) Date
(c) Time
(d) Picture
44. 'Spelling and Grammar' can be taken from Menu.
(a) Font
(b) Format
(c) Tools
(d) Table
45. Find out the word processing software from the following softwares:
(a) Open Office.org
(b) Access
(c) Calc
(d) Excel
46. 'Envelopes and Labels' can be created from the tool:
(a) Table
(b) Font
(c) Letters and Mailing
(d) Header and Footer
47. One of the following paper size is not available in the print properties:
(a) A3
(b) A4
(c) A5
(d) A6
48. What will happen if we press the keys 'Ctrl+----->'?
(a) Move one word to the right
(b) Move one letter to the right
(c) Move to the end of line
(d) Move to the end of page
49. One of the following is the correct option of page orientation:
(a) Vertical
(b) Horizontal
(c) Landscape
(d) None of these
50. 'Quark X press' is an example of software.
(a) Photo Editing
(b) DTP
(c) E-Mail
(d) Database
51. One of the following is not an advantage of word processing over typewriting:
(a) Different styles, Colours, Size is possible
(b) We can type in any language
(c) Typed sheets are more pleasing to the eye
(d) Save the typewritten matter for future use

52. One of the following is not included in the view buttons of the document window:
- (a) Page layout view
 - (b) Print layout view
 - (c) Web layout view
 - (d) Normal view
53. Insert key helps to
- (a) Insert a space
 - (b) Insert a picture
 - (c) Insert a word
 - (d) Overwrite a character(s)
54. 'Borders and Shading' can be inserted from which menu.
- (a) Formatting
 - (b) Font
 - (c) Table
 - (d) Tools
55. 'iLeap' is an example of
- (a) Networking software
 - (b) Graphic Designing software
 - (c) Indian Language Word Processor
 - (d) Web Designing Software
56. One of the following is not an example of free software:
- (a) MYSQL
 - (b) Apache Server
 - (c) GNU/Linux
 - (d) Adobe Frame Maker
57. Press 'Ctrl+W' to
- (a) Close Document
 - (b) Close Frame
 - (c) Close Webpage
 - (d) Close Frame Window
58. How many paragraph alignments in Word 2003?
- (a) 2
 - (b) 3
 - (c) 4
 - (d) 5
59. One of the following is not in the line spacing of Word 2003:
- (a) Double
 - (b) Triple
 - (c) At least
 - (d) Exactly
60. What is the default minimum number of copies available in the print dialogue box?
- (a) 4
 - (b) 3
 - (c) 2

(d) 1

61. How many space will leave after exclamatory mark(!)?

- (a) One Space
- (b) Two Space
- (c) No Space
- (d) None of these

62. There are type of typewriters.

- (a) 4
- (b) 3
- (c) 2
- (d) 1

63. What is the degree size of 'Manifest' type of typewriter?

- (a) 100
- (b) 140
- (c) 180
- (d) 240

64. One of the following is not the example of typeface which are pasted on the type bar:

- (a) Mica
- (b) Script
- (c) Roman
- (d) Premier

65. How much left side margin will leave for a business letter?

- (a) 5
- (b) 10
- (c) 15
- (d) None of these

66. What are the home keys?

- (a) asdf;lkj
- (b) asdf;lgj
- (c) asdf;lhj
- (d) asdf;lkj

67. What will happen if we press the keys 'Ctrl +>'?

- (a) Move half space to the left side
- (b) Move one space to the left side
- (c) No movement to the carriage
- (d) None of these

68. What is true in the case of 'Dead Offset Key'?

- (a) Impressing the letter one space left
- (b) Impressing the letter on the same space
- (c) Impressing the letter on space right
- (d) Not impressing the letter

69. How many shift systems in typewriters?

- (a) 1
- (b) 2

- (c) 3
- (d) 4

70. What is used to connect carriage with the mainspring?

- (a) Ribbon band
- (b) Straw Band
- (c) Draw Band
- (d) Rubber Band

71. What is the complimentary clause used in the personal letter?

- (a) Yours Sincerely
- (b) Yours Faithfully
- (c) My Dear Friend
- (d) Thanking You

72. The name of the company in the address will type as title in the heading of the business letter.

- (a) To Address
- (b) From Address
- (c) Any Address
- (d) No such Address

73. What is the name of the 'Style' while typing the address in a cover in the following manner?

The Indian Tobacco Co. Ltd
Temple Road,
Madurai

- (a) Vertical style
- (b) Indent style
- (c) Block style
- (d) None of these

74. Universal key board is called 'QWERTY' key board. Why?

- (a) Name of the inventor
- (b) Name of the company
- (c) Letters of the keyboard
- (d) Starting order of first line of keys

75. One of the following is not the part of a typewriter.

- (a) Cylindrical drum
- (b) Platen
- (c) Cylinder Ratchet
- (d) Carriage

76. The capital letter 'L' denotes which number?

- (a) 50
- (b) 100
- (c) 500
- (d) 1000

77. What is the method for correcting mistakes while typing in stencil paper?

- (a) Use Whitener

- (b) Use Eraser
- (c) Use correcting fluid
- (d) Cannot correct

78. Which word from the following will type before a designation in the address?

- (a) Shri.
- (b) Smt.
- (c) Mrs.
- (d) The

79. What is the line space we ordinarily follows if we type a matter in the 'literary work'?

- (a) Single line space
- (b) Double line space
- (c) Triple line space
- (d) None of these

80. Which one of the following part of a typewriter is required oiling?

- (a) Nickel plate
- (b) Segment
- (c) Keyboard
- (d) None of these

81. Which Chief Minister of Kerala who ruled long span of time in Kerala?

- (a) E.M.S Namboodirippad
- (b) C. Achuthamenon
- (c) K. Karunakaran
- (d) E.K Nayanar

82. Where was the famous mamangam celebrated?

- (a) Wayalar
- (b) Palakkad
- (c) Kozhikkode
- (d) Thirunavaya

83. Bolgatti palace is built by:

- (a) English
- (b) Portuguese
- (c) Dutch
- (d) Sakthan Thampuran

84. A National Bank for Agriculture and Rural Development:

- (a) Canara Bank
- (b) State Bank of India
- (c) HDFC
- (d) NABARD

85. Which country has the maximum number of Sanskrit Universities existed?

- (a) India
- (b) Britain
- (c) China
- (d) Germany

86. Gurkhaland is situated in:

- (a) Nagaland
- (b) Manipur
- (c) West Bengal
- (d) Arunachal Pradesh

87. The birth place of Kuchipudi:

- (a) Kerala
- (b) Karnataka
- (c) Orissa
- (d) Andhra Pradesh

88. Who is the author of Five Dollar Smile?

- (a) Kamala Das
- (b) Shashi Tharoor
- (c) Salman Rushdie
- (d) Arundhati Roy

89. Which is the state where the highest percentage of scheduled 'Tribe population live'?

- (a) Kerala
- (b) Tamil Nadu
- (c) Karnataka
- (d) Madhya Pradesh

90. The Prime Minister who received Nobel Prize:

- (a) Jawaharlal Nehru
- (b) Brushnev
- (c) Benazir Bhutto
- (d) Winston Churchill

91. The Indian women who lived long in space:

- (a) Kalpana Chawla
- (b) Sania Mirza
- (c) P.T Usha
- (d) Sunitha Williams

92. Which city is known as The City of Seven Islands?

- (a) Kolkata
- (b) Cochin
- (c) Chennai
- (d) Mumbai

93. The first Metro Rail is introduced in:

- (a) Delhi
- (b) Mumbai
- (c) Chennai
- (d) Kolkata

94. Pituitary is connected with:

- (a) Kidney
- (b) Neck
- (c) Chest
- (d) Brain

95. God's own hand goal of Maradona was happened at:

- (a) Mexico
- (b) Montreal
- (c) Beijing
- (d) Berlin

96. Who is the famous Motor sports man in India?

- (a) Sourav Ganguly
- (b) Sachin Tendulkar
- (c) Deepika
- (d) Naren karthikeyan

97. The inventor of Television is:

- (a) Marconi
- (b) Alfred Nobel
- (c) William Shockly
- (d) John Loggy Bayard

98. The inventor of Computer is:

- (a) Hentry Ogly
- (b) Emily Berlin
- (c) Thomas Alva Edison
- (d) Charles Babej

99. The UN Secretary General from Latin America:

- (a) Koffi Annan
- (b) Dr. Kurt Waldhim
- (c) Ban Ki Moon
- (d) Javeer Peres Diquar

100. The biggest country in Africa is:

- (a) Egypt
- (b) Ethyopia
- (c) Sudan
- (d) South Africa

ANSWER KEY

- | | | | | |
|-------|-------|-------|-------|----------------------|
| 1. C | 2. D | 3. C | 4. C | 5. D |
| 6. B | 7. C | 8. C | 9. C | 10. B |
| 11. C | 12. D | 13. C | 14. D | 15. B |
| 16. A | 17. D | 18. C | 19. A | 20. C |
| 21. C | 22. A | 23. B | 24. C | 25. C |
| 26. B | 27. B | 28. B | 29. C | 30. B |
| 31. B | 32. D | 33. C | 34. A | 35. D |
| 36. B | 37. C | 38. B | 39. B | 40. D |
| 41. D | 42. A | 43. D | 44. C | 45. A |
| 46. C | 47. D | 48. A | 49. C | 50. B |
| 51. C | 52. A | 53. C | 54. A | 55. C |
| 56. D | 57. C | 58. C | 59. B | 60. D |
| 61. A | 62. C | 63. D | 64. A | 65. B |
| 66. D | 67. C | 68. C | 69. B | 70. C |
| 71. A | 72. B | 73. C | 74. D | 75. A |
| 76. A | 77. C | 78. D | 79. B | 80. D |
| 81. D | 82. D | 83. C | 84. D | 85. A |
| 86. C | 87. D | 88. B | 89. D | 90. D |
| 91. D | 92. D | 93. D | 94. D | 95. A |
| 96. D | 97. D | 98. D | 99. D | 100. Answer: Algeria |

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