1. Which is the odd man out?
   (a) Internet
   (b) Linux
   (c) Windows
   (d) Unix

2. WWW stands for ............?
   (a) World Wide Word
   (b) World Wide Web
   (c) Word With Wide
   (d) None of these

3. Which one of the following is not a computer language?
   (a) COBOL
   (b) FORTRAN
   (c) BASIC
   (d) LOTUS

4. Which file starts MS word?
   (a) Word.exe
   (b) MSWord.exe
   (c) Winword.exe
   (d) Word2003.exe

5. The name for the way that computers manipulate data into information is called ............?
   (a) Processing
   (b) Programming
   (c) Organizing
   (d) Sorting

6. To process data, computers use ............ language?
   (a) Kilobyte
   (b) Regional
   (c) Binary
   (d) None of these

7. A ............ is approximately one billion bytes.
   (a) Kilo byte
   (b) Giga byte
   (c) Mega byte
   (d) Hexa byte
8. The ability to combine name and address with a standard document is called ………………..
(a) Document formatting
(b) Form letters
(c) Database Management
(d) Mail merge

9. MICR stands for:
(a) Magnetic Ink Card Reader
(b) Magnetic Ink Character Reader
(c) Memory Information Card Reader
(d) Microphone Card Reader

10. What is the use of Bookmark in Microsoft Word?
(a) To quickly jump to the end of the document
(b) To create a link within the document
(c) To quickly jump to a specific location of the document
(d) To easily correct the spelling errors

11. Which is not a basic type of Tab stops?
(a) Left
(b) Decimal
(c) Bar
(d) Justify

12. Which of the following line spacing is invalid?
(a) Triple
(b) Double
(c) Single
(d) Multiple

13. What is the maximum font size that MS Word can support?
(a) 90
(b) 115
(c) 72
(d) 145

14. The minimum number of rows and columns in a Word table can have is ……………….
(a) 2 rows and 1 column
(b) 2 rows and 2 columns
(c) 1 row and 2 columns
(d) 1 row and 1 column

15. Typeface refers to:
(a) The design and appearance of characters
(b) The height of the characters
(c) The density of the characters
(d) None of these

16. What is gutter margin?
(a) Margin that is added to the left margin when printing
(b) Margin that is added to the binding side of the page when printing
(c) Margin that is added to the outside of the page when printing
(d) Margin that is added to the right margin when printing

17. How to use format painter multiple times?
(a) By double click on the format painter icon.
(b) Format painter cannot be used multiple times
(c) By click on Lock format painter icon
(d) None of these

18. A character that is raised and smaller above the baseline is known as:
(a) Raised
(b) Subscript
(c) Superscript
(d) Outlined

19. What is the smallest and largest font size available in font size tool on formatting toolbar?
(a) 15 and 95
(b) 7 and 70
(c) 10 and 100
(d) 8 and 72

20. Which is the heart of a Typewriting machine?
(a) Bell
(b) Feed rolls
(c) Main spring
(d) Key board

21. Shree Narayana Guru Consecrated Siva Idol at:
(a) Chempazhanthi
(b) Varkala
(c) Kaladi
(d) Aruvipuram

22. The planet nearest to the Earth:
(a) Venus
(b) Jupiter
(c) Mercury
(d) Saturn

23. Human Right Day is observed on:
(a) October 30
(b) November 30
(c) January 15
(d) December 10

24. Who published ‘Prabhuiddha Bharatham’?
(a) Swami Vivekananda
(b) Dayananda Saraswathy
(c) B.G Thilak
(d) Lala Lajpath Rai

25. The founder of Travancore Muslim Mahajana Sabha was:
(a) Muhammed Ali
(b) Vakkam Abdul Khader Moulavi
(c) Sayyed Ahammad Khan
(d) Chekanneur Moulavi

26. Wagon Tragedy is associated with which incident?
(a) Battle of Plassy
(b) Kundara Proclamation
27. International Nurses Day is celebrated on:
(a) January 10th
(b) May 12th
(c) April 22nd
(d) June 10th

28. The fast Railway line in Kerala had started between Tirur to Bepur in:
(a) 1900 AD
(b) 1881 AD
(c) 1911 AD
(d) 1861 AD

29. The playing time of the full version of the National Anthem is approximately:
(a) 32 seconds
(b) 43 seconds
(c) 52 seconds
(d) 56 seconds

30. The wife of Buddha was:
(a) Yashoda
(b) Yashodhara
(c) Gouthamy
(d) Mahamaya

31. Tagore received Nobel prize for literature in the year:
(a) 1909
(b) 1910
(c) 1913
(d) 1919

32. A light sensitive compound used in photography is:
(a) Silver oxide
(b) Silver Chloride
(c) Silver Sulphide
(d) Silver Bromide

33. The book ‘Five Past Midnight’ is on:
(a) Bhopal Gas Tragedy
(b) Bhuj Earthquake
(c) Orissa Floods
(d) Tsunami strikes India

34. Which amendment in 2002 made free and compulsory education to children of 6 to 14 years of age?
(a) 15th
(b) 45th
(c) 86th
(d) 93rd

35. First woman who won the Oscar for best director is:
(a) Katherine Bigalo
(b) Sandra Bullocks
(c) Katherine Hephern
(d) Janet Jainer
36. First metal to be used by men:
(a) Iron
(b) Tin
(c) Copper
(d) Silver

37. What is the biggest database in the World?
(a) Oracle
(b) Google
(c) Microsoft
(d) Internet

38. The year of Temple Entry Proclamation?
(a) 1924
(b) 1931
(c) 1936
(d) 1938

39. Incident associated with anti-untouchability movement during the days of National Movement in Kerala is:
(a) Nivarthana Agitation
(b) Khilafat Movement
(c) Vaikom Satyagraha
(d) Punnapra Vayalar Incident

40. The purpose of channar rebellion:
(a) For temple entry
(b) For Agrarian reforms
(c) To cover the chest of women
(d) Against forcible conversion

41. Which reformist community organization was established in the year 1907?
(a) Sree Narayana Dharma Paripalana Yogam (SNDP)
(b) Sadhu Jana Paripalana Yogam (SJP)
(c) Nair Service Society (NSS)
(d) Yoga Kshema Sabha

42. 2013 Booker prize for literature is awarded to:
(a) Sobha Day
(b) Lidia Davis
(c) Kiran Desai
(d) U.R Ananthamoorthy

43. Pakshi pathalam bird Sanctuary situated in which district?
(a) Wayanad
(b) Kottayam
(c) Ernakulam
(d) Kozhikode

44. The scientific study of ocean is known as:
(a) Climatology
(b) Oceanography
(c) Geology
(d) Geomorphology

45. Sanskrit village of India:
46. First Ezhuthachan Award was given to:
(a) Thakazhi Sivasankara Pillai
(b) Vaikom Muhammed Basheer
(c) Suranad Kunjan Pillai
(d) Ponkunnam Varkey

47. District of Kerala declared as mural painting city of India?
(a) Thrissur
(b) Kottayam
(c) Kozhikode
(d) Cannore

48. Which of the following is a source of Methane?
(a) Wet lands
(b) Foam Industry
(c) Thermal Power Plants
(d) Cement Industry

49. Computer Virus is a:
(a) Hardware
(b) Bacteria
(c) Software
(d) None of these

50. Nagoya protocol is related to:
(a) Climate change
(b) Ozone depletion
(c) Hazardous waste
(d) Bio diversity

51. The only vein in human body which carries pure blood is:
(a) Renal vein
(b) Pulmonary vein
(c) Aorta
(d) Cephalic vein

52. How many types of emergencies are provided in the Indian constitution?
(a) Two
(b) Three
(c) Five
(d) Four

53. Who wrote a book describing the theory of economic drain of India during British rule?
(a) Dadabhai Naoroji
(b) Lala Lajpat Rai
(c) Mahatma Gandhi
(d) Jawaharlal Nehru

54. What is common in Indian National Flag and National emblem of India?
(a) Both are important symbols of the country
(b) Both are symbols of freedom and democracy
55. Who gave the English translation of our National song?
(a) Subhash Chandra Bose
(b) Rabindranath Tagore
(c) Aurobindo Ghosh
(d) Mahatma Gandhi

56. The book which influenced Gandhi a lot:
(a) Civil disobedience
(b) War and Peace
(c) Unto the last
(d) Bible

57. The oldest text which refers about Kerala is:
(a) Varthikam
(b) Arthasastra
(c) Mooshaker Vamsa
(d) Raja Tharangini

58. First regional language which received ‘classical status’ is:
(a) Tamil
(b) Telugu
(c) Hindi
(d) Malayalam

59. Gateway of India is situated at:
(a) Madras
(b) Calcutta
(c) Delhi
(d) Mumbai

60. Father of Indian Renaissance:
(a) Raja Ram Mohan Roy
(b) Swami Vivekananda
(c) Mahatma Gandhi
(d) Dadabai Naoroji

61. Color of the UN flag is:
(a) Yellow
(b) Red
(c) Green
(d) Blue

62. National Flower of Mauritius:
(a) Tulips
(b) Anthurium
(c) Lilly
(d) Rose

63. The first Indian president to vote in the General Election:
(a) Dr. Radhakrishnan
(b) Shankar Dayal Sharma
(c) A.P.J Abdul Kalam
(d) K.R Narayanan
64. Father of Modern Indian Painting is:
(a) Nandan Lal Bose  
(b) M.F Husain  
(c) Raja Ravi Varma  
(d) Illa Ayyar

65. First education Minister of independent India is:
(a) Lal Bahadur Shastri  
(b) Acharya Kripalani  
(c) Sardar Patel  
(d) Moulana Abul Kalam Azad

66. Who established 'Kerala Kala Mandalam':
(a) Vallathol  
(b) Kumaran Asan  
(c) Vailopilli  
(d) Changanpuzha

67. Ajantha caves are situated at:
(a) Madhya Pradesh  
(b) Maharashtra  
(c) Andhra Pradesh  
(d) Karnataka

68. 'Pravasi Bharathiya Din’ is celebrated on:
(a) January 4  
(b) January 6  
(c) January 9  
(d) January 26

69. National Game of Japan:
(a) Kung Fu  
(b) Thaikundo  
(c) Karate  
(d) Judo

70. The only Municipal Corporation of Kerala without sea shore:
(a) Kottayam  
(b) Thrissur  
(c) Kochi  
(d) Kozhikode

71. In Word, the mailing list is known as the:
(a) SHEET  
(b) DATA SOURCE  
(c) SOURCE  
(d) DATASHEET

72. Which of the following is a graphic solution for word processors?
(a) Word Art  
(b) Drop Cap  
(c) Clip Art  
(d) None of these

73. To get “Symbol” dialog box, click on the ....... menu and choose symbol.
(a) Insert  
(b) Format
74. The number of main spring used in a Typewriter?
(a) Three
(b) Two
(c) One
(d) Five

75. The Key F12 opens for:
(a) Save dialogue box
(b) Open dialogue box
(c) Close dialogue box
(d) Save as dialogue box

76. How many ways you can save a document?
(a) 5
(b) 3
(c) 4
(d) 2

77. Bold, Italics, Regular are known as:
(a) Text effects
(b) Word Art
(c) Font Styles
(d) Drop Cap

78. What is the default left margin in Word 2003 document?
(a) 1.25”
(b) 1.5”
(c) 1”
(d) 2”

79. The short cut Key Ctrl+I is used to:
(a) Insert line break
(b) Applies Italic to selected text
(c) Increase font size
(d) None of these

80. Why Drop Cap are used in document?
(a) To drop all the text in lower case
(b) To drop all the capital letters
(c) To automatically begin each paragraph with capital letter
(d) To begin a paragraph with a large dropped initial capital letter

81. Carriage rests on the .........
(a) Pinion wheel
(b) Ratchet wheel
(c) Type basket
(d) Segment

82. From which menu you can insert Header & Footer in Word 2003?
(a) Insert Menu
(b) Edit Menu
(c) Format Menu
(d) View Menu
83. Autocorrect was originally designed to replace ........... words as you type.
(a) Misspelled
(b) Grammatically incorrect
(c) Numerical Mistake
(d) None of these

84. The file type ........... indicates the file is a Word document:
(a) .TXT
(b) .XLT
(c) .DOC
(d) .WRD

85. In the dog block of a typewriter, there are ........... dogs.
(a) Four
(b) Three
(c) Six
(d) Two

86. A word processor would most likely be used to:
(a) Type a biography
(b) Maintain an Inventory
(c) Play games
(d) Keep an account of money spent

87. Which of the following is used to create newspaper column?
(a) Format Cells
(b) Format Columns
(c) Insert Symbol
(d) Format Tab

88. ............... helps to format a document automatically.
(a) Autocorrect
(b) Auto complete
(c) Auto sum
(d) Auto format

89. Ctrl+Z stands for:
(a) Increase font size
(b) Decrease font size
(c) Undo the last action
(d) Open a document

90. Minimum Zoom percentage supported by MS Word is:
(a) 20%
(b) 15%
(c) 5%
(d) 10%

91. The task of changing appearance of a document is:
(a) Formatting
(b) Editing
(c) Proofing
(d) Numbering

92. If you wish to print in wide format, Which page orientation you will select?
(a) Horizontal
(b) Portrait
93. Which input device is not suitable to work with MS Word?
(a) Keyboard
(b) Mouse
(c) Light Pen
(d) Joystick

94. What do you mean by vertical separation between columns?
(a) Gutter
(b) Orientation
(c) Margin
(d) Index

95. .......... are areas in the top and bottom margins of each page in a document.
(a) Footnote & Endnote
(b) Header & Footer
(c) Spacing & Numbering
(d) None of these

96. Keys are arranged in ............. rows in a Typewriter.
(a) Five
(b) Two
(c) Three
(d) Four

97. To change selected text to all capital letters, click change case button and then click ..........
(a) Large size
(b) Caps lock
(c) Uppercase
(d) Lowercase

98. Ctrl+A can be used to select .............
(a) A paragraph
(b) A sentence
(c) A word
(d) Entire document

99. Which is called the permanent memory built into a computer?
(a) RAM
(b) ROM
(c) CPU
(d) None of these

100. The computer abbreviation KB usually stands for:
(a) Key Bite
(b) Key Binary
(c) Key Block
(d) Kilo Byte
Answer Key

31. C  32. D  33. A  34. C  35. A  
41. B  42. B  43. A  44. B  45. A  
56. C  57. B  58. A  59. D  60. A  
70. B  
71. B  72. C  73. A  74. C  75. D  
81. A  82. D  83. A  84. C  85. D  
86. A  87. B  88. D  89. C  90. D  