

Solved Question Paper

KPSC Confidential Assistant Grade 2 & Stenographer Grade 2 Exam

Question Paper Code:B

Exam held on 19-09-2014

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 hump 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) Mutiple

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 'Prabhuddha 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) Chekaneur Moulavi

26. Wagon Tragedy is associated with which incident?

- (a) Battle of Plassy
- (b) Kundara Proclamation

- (c) Malabar Rebellion
- (d) Kurichiya Revolt

27. International Nurses Day is celebrated on:

- (a) January 10th
- (b) May 12th
- (c) April 22nd
- (d) June 10th

28. The first Railway line in Kerala had started between Tirur to Beypur 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 Anantha moorthy

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:

- (a) Mattoor
- (b) Dharmasthala
- (c) Kudremukh
- (d) Gokarnam

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

- (c) Dharma chakra
- (d) The main colors

55. Who gave the English translation of our National song?

- (a) Subhash Chandra Bose
- (b) Ravindranath 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) Taikundo
- (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

- (c) View
- (d) Page Layout

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 news paper 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

- (c) Landscape
- (d) Vertical

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

1. A 2. B 3. D 4. C 5. A
6. C 7. B 8. D 9. B 10. C
11. D 12. A 13. C 14. D 15. A
16. B 17. A 18. C 19. D 20. C
21. D 22. A 23. D 24. A 25. B
26. C 27. B 28. D 29. C 30. A
31. C 32. D 33. A 34. C 35. A
36. C 37. D 38. C 39. C 40. C
41. B 42. B 43. A 44. B 45. A
46. C 47. B 48. A 49. C 50. D
51. B 52. B 53. A 54. C 55. C
56. C 57. B 58. A 59. D 60. A
61. D 62. B 63. D 64. C 65. D
66. A 67. B 68. C 69. No correct choice, Answer is Sumo Wrestling 70. B
71. B 72. C 73. A 74. C 75. D
76. B 77. C 78. A 79. B 80. D
81. A 82. D 83. A 84. C 85. D
86. A 87. B 88. D 89. C 90. D
91. A 92. C 93. D 94. ? 95. B
96. D 97. C 98. D 99. B 100. D

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