

PROVISIONAL ANSWER KEY

Question 155/2023/OL

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Question1:-What do you mean by Research Design?

- (A) Design of method of Research data collection
- (B) Design of synopsis of a Research
- (C) Design of Analysis and report Writing
- (D) Overall plan for the orderly conducting of a Research

A:-A and B

B:-Only B

C:-Only D

D:-Only C

Correct Answer:- Option-C

Question2:-Which method of Sampling is the most appropriate one to minimise error in data Collection

- (A) Sub-Sampling from total population
- (B) Stratified Sub-sampling from the population
- (C) Initial Sampling from the population
- (D) The most Representative Sampling

A:-Only B

B:-Only C

C:-Only D

D:-Only A

Correct Answer:- Option-C

Question3:-Descriptive Statistics are typically distinguished from inferential Statistics Why?

- (A) Use to Reach conclusions beyond the immediate data
- (B) Use to describe what is or what the data shows
- (C) Use to make inferences from our data
- (D) Use to make judgements of probability

A:-Only B

B:-Only C

C:-Only D

D:-Only A

Correct Answer:- Option-A

Question4:-The General Linear Model belongs to Inferential Statistics family that includes

- (A) Mean, Mode, Median, Percentile
- (B) Average, Simple Percentage, percentile
- (C) t-test, ANOVA, ANCOVA, Regression analysis
- (D) GPA, Reliability corrected analysis, SPS, Regression-Dicontinuity Design

A:-Only B

B:-Only C

C:-Only D

D:-Only A

Correct Answer:- Option-B

Question5:-What is the primary objective of citation in a Research Report?

- (A) Credibility to the Researcher alone
- (B) Credibility to the Original Author
- (C) Help to show literature citations
- (D) Help to show scientific formatting in research report

A:-Only B

B:-Only C

C:-Only D

D:-Only A

Correct Answer:- Option-A

Question6:-Read the following assessment methods and find out which groups belongs to Summative evaluation category?

- (A) Outcome evaluation, Impact evaluation, Cost-effectiveness, Meta-analysis
- (B) Need assessment, Evaluability assessment, Structured conceptualisation, Process evaluation
- (C) Feed-back, formative evaluation, monitoring, follow-up evaluation
- (D) Class-test, Field-test, Skill-test, performance-test

A:-Only B

B:-Only C

C:-Only D

D:-Only A

Correct Answer:- Option-D

Question7:-Which one of the following roles does not constitute management roles as proposed by Henry Mintzberg?

A:-Interpersonal role

B:-Informational Role

C:-Decisional role

D:-Training role

Correct Answer:- Option-D

Question8:-Scalar Chain is related to

A:-Communication

B:-Motivation

C:-Supervision

D:-Incentives

Correct Answer:- Option-A

Question9:-Management may be regarded as profession because

A:-Various management association have formulated ethical code of conduct to be observed by their member

B:-In management knowledge is acquired through study and experience

C:-There is personalised application of knowledge to achieve desired result

D:-Management practice may change over period of time

Correct Answer:- Option-A

Question10:-_____ theory of leadership suggest that leadership is an emergent phenomenon in the form of integrative leadership out of interaction of a leader and his followers within the contextual variable lying within an organisation and outside it

A:-Contingency Theory

B:-System Theory

C:-Trait Theory

D:-None of the above

Correct Answer:- Option-B

Question11:-_____ concept of Vroom's equation represents an individual's belief that a particular level of performance will be followed by a particular degree of effect

A:-Valence

B:-Instrumentality

C:-Equity

D:-Expectancy

Correct Answer:- Option-D

Question12:-Which among the following is the correct order of five stages of group development proposed by Tuckman

A:-Forming, Norming, Storming, Adjourning and Performing

B:-Forming, Storming, Performing, Norming and Adjourning

C:-Forming, Storming, Norming, Performing and Adjourning

D:-Forming, Adjourning, Storming, Performing and Norming

Correct Answer:- Option-C

Question13:-Deontology is proposed by the philosopher named

A:-Jeremy Bentham

B:-John Stuart Mill

C:-Immanuel Kant

D:-William H. Shaw

Correct Answer:- Option-C

Question14:-_____ is an ethical theory holds the view that an action or decision is right if it maximises utility or produce the greatest good for largest number of people

A:-Utilitarianism

B:-Deontology

C:-Ethical Absolutism

D:-None of the above

Correct Answer:- Option-A

Question15:-Sarbanes - Oxley Act was enacted in the year

A:-2007

B:-1992

C:-2002

D:-1997

Correct Answer:- Option-C

Question16:-Which one of the following does Not fall in the category of SEBI's Three pillars of corporate Governance?

A:-Self-Discipline

B:-Financial Discipline

C:-Market Discipline

D:-Regulatory Discipline

Correct Answer:- Option-B

Question17:-At which level of Lawrence Kohlberg's moral reasoning morality is centered around what society regards as right?

A:-Pre conventional

B:-Post conventional

C:-Conventional

D:-Pre conscious level

Correct Answer:- Option-C

Question18:-The Companies act 2013, requires the board of every listed company and certain other public company to constitute audit committee consisting of minimum _____ director

A:-2

B:-1

C:-5

D:-3

Correct Answer:- Option-D

Question19:-Which of the following is an assumption of Miller-Modigliani Dividend Irrelevance hypothesis?

- (i) Investors are irrational
- (ii) No taxes
- (iii) Flotation Cost
- (iv) Investors are able to forecast future prices and dividend with certainty

A:-Statements i and ii are correct

B:-Statements i and iii are correct

C:-Statements ii and iv are correct

D:-Statements ii and iii are correct

Correct Answer:- Option-C

Question20:-What should be the cost of Retained earnings?

A:-Cost of equity capital

B:-Tax

C:-Brokerage Cost

D:-All the above

Correct Answer:- Option-D

Question21:-Which of the following statements are correct?

- (i) Operating Leverage provides the relationship between EBIT and EPS
- (ii) operating Leverage is used to enhance the profitability of the company
- (iii) Leverage arises due to the presence of Fixed cost options

A:-Statements i and ii are correct

B:-Statements i and iii are correct

C:-Statements ii and iii are correct

D:-All the statements are correct

Correct Answer:- Option-C

Question22:-Y Ltd issues Rs. 50,000 8% debentures at a premium of 10%. The tax rate applicable to the company is 60%. Compute the cost of debt capital?

A:-2.91%

B:-29.1%

C:-3.01%

D:-1.02%

Correct Answer:- Option-A

Question23:-Which of the following statements are correct?

- (i) The Net Income Approach States that the increase in proportion of debt maximises the value of the firm
- (ii) Net Income Approach and Net operating Income Approach are both contributed by Durand
- (iii) Net income approach and Net operating income approach both give preference to debt for increasing the value of the firm

- A:-Statements i and ii are correct
- B:-Statements i and ii are correct
- C:-Statements ii and iii are correct
- D:-All the Statements are correct

Correct Answer:- Option-A

Question24:-Which of the following statements are correct with regard to Average Rate of return of Capital budgeting?

- (i) The ARR method considers all the cashflows throughout the economic life of the project
- (ii) ARR methods considers the time value of money
- (iii) Its information can be identified from the financial statement of the firm

- A:-Statements i and ii are correct
- B:-Statements i and iii are correct
- C:-Statements ii and iii are correct
- D:-All the statements are correct

Correct Answer:- Option-B

Question25:-Which of the following statements are correct regarding the Indian Call Money market?

- (i) It operates for short term borrowing and lending
- (ii) Transactions in the call money market are typically for a fixed term of 3 months
- (iii) The RBI is not involved in regulating the Call money market

- A:-Statements i and ii are correct
- B:-Statements i and iii are correct
- C:-Statements ii and iii are correct
- D:-All the statements are correct

Correct Answer:- Option-A

Question26:-Which of the following is a benefit of using a depository system for holding securities?

- (i) Reduced risk of physical certificates being lost or damaged
- (ii) Faster and more efficient settlement of securities transaction
- (iii) Higher returns on investment compared to traditional paper-based system
- (iv) Greater transparency in shareholding pattern

- A:-Statements i and ii are correct
- B:-Statements ii and iv are correct
- C:-Statements iii and iv are correct

D:-Statements i and iii are correct

Correct Answer:- Option-A

Question27:-In 2014, India implemented a major change in its stock exchange by introducing a Unified Exchange platform, What is this platform called?

A:-Nifty 50

B:-BOLT

C:-NSE NOW

D:-NSE Co-location

Correct Answer:- Option-B

Question28:-The BSE introduced its iconic stock index, the SENSEX in the year

A:-1975

B:-1980

C:-1986

D:-1990

Correct Answer:- Option-C

Question29:-Which of the following statements about Overconfidence bias is correct?

A:-Overconfidence bias leads individuals to underestimate their abilities

B:-Overconfidence bias can result in excessive trade and risk taking

C:-Overconfidence bias is rational and beneficial trait in financial decision making

D:-Overconfidence bias is only observed in inexperienced investors

Correct Answer:- Option-B

Question30:-What is the main concept behind the "Prospect theory" in behavioural finance?

A:-Investors always maximise their profits

B:-Investors are risk-neutral when making decisions

C:-Investors tend to be loss averse and make choices based on perceived gains and losses

D:-Investors follow the random walk theory

Correct Answer:- Option-C

Question31:-The term used to denote the price changes of securities represents probable departures from previous prices

A:-Undervalued stock

B:-Random Walk

C:-Comparable Risk

D:-Fundamental Analysis

Correct Answer:- Option-B

Question32:-Which statements about Harry Markowitz's portfolio optimization model are correct?

- (i) From the portfolios that have the same return, the investor will prefer the portfolio with lower risk
- (ii) From the portfolios that have the same return, an investor will prefer the portfolio with higher risk
- (iii) From the portfolios that have the same risk level, an investor will prefer the portfolio with a higher rate of return

A:-Only (i) and (ii)

B:-Only (i) and (iii)

C:-Only (ii) and (iii)

D:-All the above (i, ii and iii)

Correct Answer:- Option-B

Question33:-Which is the term used to describe an investment position intended to offset potential losses or gains that may be incurred by a companion investment?

A:-Hedge

B:-Swap

C:-Forward

D:-Futures

Correct Answer:- Option-A

Question34:-Which is the measurement of the returns earned in excess of that which could have been earned on an investment that has no diversifiable risk?

A:-Risk-free rate

B:-Beta value

C:-Reward-to-volatility ratio

D:-Total risk

Correct Answer:- Option-C

Question35:-Which opportunities arise, when the current buying price of an asset falls below the price specified in a futures contract to sell the asset?

A:-Arbitrage

B:-Hedging

C:-Speculation

D:-Tax Avoidance

Correct Answer:- Option-A

Question36:-The measure of uncertainty about the returns provided by the stock

A:-Expected return

B:-Volatility

C:-Rate of return

D:-Capitalisation

Correct Answer:- Option-B

Question37:- _____ represents an increase in the total cost due to changes in the quality of products

A:-Marginal cost

B:-Direct cost

C:-Incremental cost

D:-Differential cost

Correct Answer:- Option-C

Question38:-Which of the following statements are correct about variance analysis?

(i) If the actual result is better than the standard result, variance is unfavourable

(ii) If the actual result is lower than the standard result, the variance is adverse

(iii) Favourable and unfavourable variances are also called credit variances and debit variances

A:-Only (i) and (ii)

B:-Only (ii) and (iii)

C:-Only (i) and (iii)

D:-All the above (i), (ii) and (iii)

Correct Answer:- Option-B

Question39:-Section of the organization of an undertaking defined for the purpose of budgetary control

A:-Budget centre

B:-Budget Committee

C:-Budget Manual

D:-Budget Period

Correct Answer:- Option-A

Question40:-Which of the following statements are correct about Job Analysis?

(i) Merrick's Differential Piece rate System Suggests three-piece rates

(ii) Time Study and Motion study are the important features of Taylor's Differential Piece Rate System

(iii) Under the Bedaux Point Premium System, the time allowed for a job is expressed in terms of points

A:-Only (i) and (ii)

B:-Only (ii) and (iii)

C:-Only (i) and (iii)

D:-All the Above (i), (ii) and (iii)

Correct Answer:- Option-D

Question41:-PARETO Analysis is also known as

A:-FNSD Analysis

B:-VED Analysis

C:-ABC Analysis

D:-The 80:20 Rule

Correct Answer:- Option-D

Question42:-When the selling price equals the cost, Contribution = _____

A:-Semi - Variable Cost

B:-Variable cost

C:-Fixed Cost

D:-Marginal cost

Correct Answer:- Option-C

Question43:-As 9 relates to

A:-Depreciation

B:-Revenue Recognition

C:-Cash Flow Statement

D:-Fund Flow Statement

Correct Answer:- Option-B

Question44:-Fire damaged the premises of the trader resulting a loss of stock of Rs. 1,20,000. The goods salvaged from fire was Rs. 20,000. The policy was for Rs. 60,000 eligible for average clause. Amount of Claim to be lodged is

A:-60,000

B:-55,000

C:-50,000

D:-40,000

Correct Answer:- Option-C

Question45:-When the subsidiary company issues bonus shares out of pre-acquisition profit, the amount of resulting goodwill account will be

A:-Increases

B:-Decreases

C:-Remains the same

D:-Doubled

Correct Answer:- Option-C

Question46:-Statement (a) For Considering amalgamation in the nature of merger, all the assets and liabilities of the transferor company become the assets and liabilities of the transferee company

Statement (b) For considering amalgamation in the nature of merger, less than 90% of the selling company's shareholders may become the shareholders of the purchasing company

A:-Statement (a) correct, Statement (b) False

B:-Statement (b) correct, Statement (a) False

C:-Both Statements are correct

D:-Both Statements are False

Correct Answer:- Option-B

Question47:-Which of the following list deals with preferential creditors on liquidation of company?

A:-List A

B:-List B

C:-List C

D:-List D

Correct Answer:- Option-C

Question48:-Clear profit of an Electricity company is Rs. 23,000 and reasonable return is Rs. 20,000. The amount transferred to Transfer and dividend Control reserve is

A:-Rs. 3,000

B:-Rs. 2,000

C:-Rs. 1,000

D:-Rs. 500

Correct Answer:- Option-C

Question49:-_____ project is a contract under which a firm agrees to fully design, construct and equip a manufacturing/business/service facility and hand over the project over to the purchaser when it is ready for operation for a remuneration

A:-Licensing

B:-Franchise

C:-Turnkey

D:-Joint venture

Correct Answer:- Option-C

Question50:-Which of the following country is not a member of SAARC?

A:-Afghanistan

B:-Bangladesh

C:-China

D:-Nepal

Correct Answer:- Option-C

Question51:-Which of the following is not belong to World Bank Group?

A:-International Bank for Reconstruction and development (IBRD)

B:-International Finance Corporation (IFC)

C:-Multilateral Investment Guarantee Agency (MIGA)

D:-International Bank for Rural Empowerment and Development (IBRED)

Correct Answer:- Option-D

Question52:-A balance of payment surplus leads to _____ of foreign currency but an _____ of the currency of the home country

A:-Depreciation, Appreciation

B:-Appreciation, Depreciation

C:-Depreciation, Devaluation

D:-Appreciation, Devaluation

Correct Answer:- Option-A

Question53:-Purchasing Power parity theory of Foreign Exchange Reate determination based on the assumption of

A:-Law of premium price

B:-Law of one price

C:-Law of Least price

D:-Law of favorable price

Correct Answer:- Option-B

Question54:-_____ is an agreement between two parties to exchange cash flows in future and the cash flows are based on underlying instruments

A:-Future

B:-Forward

C:-Swap

D:-Index

Correct Answer:- Option-C

Question55:-Section 56-59 of the Income tax Act deals, with the computation of

A:-Income from House property

B:-Income from Capital Gains

C:-Income from other sources

D:-Profit and Gains from Business or profession

Correct Answer:- Option-C

Question56:-Mr A an Indian citizen purchased 1000, zero coupon Bonds, on January 2022 for Rs. 2,00,000. On February 2023 he sold it for Rs. 3,00,000. the correct answer is

A:-The gain effected Rs. 1,00,000 is a short term capital gain

B:-The gain effected Rs. 3,00,000 is a Long term capital gain

C:-The gain effected Rs. 1,00,000 is a Long term capital gain

D:-The gain effected Rs. 3,00,000 is a Short term capital gain

Correct Answer:- Option-C

Question57:-As per the finance Bill 2023 the basic exemption limit under the new regime is

A:-Rs. 2,50,000

B:-Rs. 3,00,000

C:-Rs. 5,00,000

D:-Rs. 4,00,000

Correct Answer:- Option-B

Question58:-As per Income tax Act, Income under Section 2(24) include

- (i) Profit of any business caused on by a person
- (ii) Any advance money forfeited in the course of negotiations for transfer of capital Asset

Choose the correct option

A:-Both (i) and (ii) included

B:-Only (i) included

C:-Only (ii) included

D:-Neither (i) not (ii) included

Correct Answer:- Option-A

Question59:-Which of the following would be included in the description of "Goods" under section 2(52) of the GST Act 2017

- (i) Equity Shares
- (ii) Growing crops
- (iii) Auctionable Claim
- (iv) Money

A:-(i) only

B:-(ii) and (iv) only

C:-(iv) only

D:-(ii) and (iii) only

Correct Answer:- Option-D

Question60:-GST is levied on supply of all goods and services except

A:-Tobacco

B:-Health Care services

C:-Alcoholic liquor for human consumption

D:-All of the above

Correct Answer:- Option-C

Question61:-Which group of consonants flow into union with other consonants and make double consonants?

A:-Aspirate

B:-Coalescents

C:-Liquids

D:-Nasals

Correct Answer:- Option-C

Question62:-How we insert third place intervening vowel in a word?

A:-After the first stroke at the first

B:-Before the second stroke at the end

C:-After the last stroke at the end

D:-Before the second stroke at the first

Correct Answer:- Option-B

Question63:-Which strokes are never written through the line?

(i) Halved

(ii) Horizontal

(iii) Intervening

(iv) Doubled

A:-Only (i), (ii) and (iv)

B:-Only (ii) and (iii)

C:-Only (i) and (ii)

D:-Only (i) and (iv)

Correct Answer:- Option-C

Question64:-Consider the following statement which option is correct?

(i) The downward form of 'r' is always written after 'm'

(ii) 'L' hook is written left motion to upward 'R'

A:-Statement (i) is correct and Statement (ii) is incorrect

B:-Statement (ii) is correct and Statement (i) is incorrect

C:-Statement (i) and (ii) are incorrect

D:-Statement (i) and (ii) are correct

Correct Answer:- Option-C

Question65:-The sign for 'i' is abbreviated when prefixed to

A:-Stroke S

B:-Stroke R

C:-Stroke H

D:-Stroke L

Correct Answer:- Option-D

Question66:-Which of the following statement is/are correct about Circle 'S'?

(i) The circle 's' is written inside curves

(ii) The circle 's' is written outside angles formed by two curved strokes

(iii) When standing alone, it is written left motion

(iv) The circle 's' is written Right motion, when joined to straight strokes not forming an angle

A:-Only (i) and (iii)

B:-Only (ii) and (iv)

C:-Only (i), (ii), (iii), (iv)

D:-Only (i), (ii) and (iii)

Correct Answer:- Option-A

Question67:-There is a large initial circle, written with the same motion as the circle 's', represents

A:-SS

B:-SHUN

C:-SZ

D:-SW

Correct Answer:- Option-D

Question68:-Consider the statement given below, which statement is/are incorrect?

(i) The STR loop is never written at the beginning of an Outline

(ii) There is no 'f' or 'v' hooks to curved strokes

(iii) SHR is always written upward and SHL is always written downward

(iv) The consonant 'z' is also represented initially by a small circle

A:-Only (iii)

B:-Only (iii) and (iv)

C:-Only (i) and (ii)

D:-Only (i), (ii) and (iv)

Correct Answer:- Option-B

Question69:-In shorthand, when a word begins or ends with a consonant, that consonant is to be written with

A:-Full stroke

B:-Half sized

C:-Briefest

D:-Intersection

Correct Answer:- Option-C

Question70:-A small final hook struck by the Right motion to all straight strokes is

A:-SHUN hook

B:-'v' hook

C:-'n' hook

D:-'f' hook

Correct Answer:- Option-C

Question71:-The hooked form of "L N and SH N " when joined to another stroke is written in which direction?

A:-Upward or Downward

B:-Upward only

C:-Downward only

D:-None of these

Correct Answer:- Option-A

Question72:-From the statements given below, which statement is/are incorrect about SHUN hook?

- (i) It is written with the right motion to t, d and j
- (ii) It is written inside curves
- (iii) It is written on the side opposite to the initial attachment
- (iv) It is written with the left motion after the form FK

A:-Only (i) and (iv)

B:-Only (iv)

C:-Only (iii) and (iv)

D:-Only (ii) and (iii)

Correct Answer:- Option-A

Question73:-Which form of 'h' is used when 'h' is followed by 'k' or 'g'?

A:-Upward

B:-Downward

C:-Tick 'h'

D:-Dot 'h'

Correct Answer:- Option-B

Question74:-After a single straight upstroke, the Suffix '-er' must be written to which direction?

A:-Upward

B:-Downward

C:-Horizontal

D:-Intersection

Correct Answer:- Option-B

Question75:-Which statement is/are correct about stroke 'sh'?

- (i) The curve 'sh' is written downward after the curve 'n'
- (ii) When joined to a straight stroke, 'sh' is generally written downward
- (iii) 'Sh' is written upward after the stroke 'd'
- (iv) After a straight down stroke with an initial attachment 'sh' is written on the opposite side to such attachment

A:-Only (i) (iii) and (iv)

B:-Only (iii) and (iv)

C:-Only (i), (ii) and (iii)

D:-Only (i), (ii), (iii) and (iv)

Correct Answer:- Option-D

Question76:-Fill in the blanks with suitable answers

A small initial hook to 'L' represents _____ and a large initial hook to 'L' represents _____

A:-WH, W

B:-R, L

C:-W, WH

D:-T, D

Correct Answer:- Option-C

Question77:-In words of one syllable, heavy strokes, without a final hook or a joined diphthong, halved for

A:-T only

B:-D only

C:-Either T or D

D:-Can't be halved

Correct Answer:- Option-B

Question78:-In many words two vowels occur consecutively, each being separately pronounced is called?

A:-Diphthong

B:-Diphone

C:-Triphone

D:-Consonants

Correct Answer:- Option-B

Question79:-Select the correct option based on the statement given below

(i) The "dot ing" cannot be used medially

(ii) When standing alone, the right curve for 'THL' is used if a vowel follows, and the left curve if a vowel precedes

A:-Statement (i) is correct and Statement (ii) is incorrect

B:-Statement (i) is correct and Statement (ii) is incorrect

C:-Statement (i) and (ii) are incorrect

D:-Statement (i) and (ii) are correct

Correct Answer:- Option-A

Question80:-Match the following from the data given below

Which strokes are used while intersecting words

(a) Chancery

(i) Stroke 'KR'

(b) Colonel

(ii) Stroke 'R' (Down)

(c) Arrange

(iii) Stroke 'K'

(d) Capital

(iv) Stroke 'J'

(v) Stroke 'R' (Up)

(vi) Stroke 'CH'

A:-(a)-(vi), (b)-(i), (c)-(v), (d)-(iii)

B:-(a)-(iv), (b)-(iii), (c)-(ii), (d)-(i)

C:-(a)-(vi), (b)-(i), (c)-(ii), (d)-(iii)

D:-(a)-(iv), (b)-(iii), (c)-(v), (d)-(i)

Correct Answer:- Option-C

Question81:-Which one of the following is example of search engine?

A:-AWS

B:-DuckDuckgo

C:-IIS

D:-Appache

Correct Answer:- Option-B

Question82:-_____ is not an Input Device

A:-MICR

B:-OCR

C:-Light pen

D:-COM

Correct Answer:- Option-D

Question83:-Which Shortcut in MS-Word is used to close a document

A:-Ctrl+w

B:-Ctrl+c

C:-Alt+w+c

D:-Ctrl+f

Correct Answer:- Option-A

Question84:-Which features in MS-Word enables to repeat the frequently used tasks

A:-Mail merge

B:-Format painter

C:-Macro

D:-Function

Correct Answer:- Option-C

Question85:-_____ is used to add additional space to the margin while print a document

A:-Gutter

B:-Footer

C:-Header

D:-Both 2 and 3

Correct Answer:- Option-A

Question86:-_____ in excel is used to change or highlight inserting data points for investigating and scrutiny

A:-Format cell

B:-Conditional formatting

C:-Data series

D:-Data format

Correct Answer:- Option-B

Question87:-_____ shortcut in Excel is used to delete a row

A:-Ctrl+(minus sign)

B:-Ctrl+D+(minus sign)

C:-Ctrl+Alt+(minus sign)

D:-Alt+(minus sign)

Correct Answer:- Option-A

Question88:-_____ is used in excel to copy the cell format to another cell

A:-Cell format

B:-Copy Paste

C:-Cell Painter

D:-Format painter

Correct Answer:- Option-D

Question89:-Which software is used to create presentation

A:-Presentation

B:-Power point

C:-Slide show

D:-Slide Draw

Correct Answer:- Option-B

Question90:-_____ shortcut in power point is used view the print preview

A:-Ctrl+F2

B:-Ctrl+F1

C:-Ctrl+P

D:-Ctrl+V

Correct Answer:- Option-A

Question91:-_____ package is used to create, edit and manipulate graphical digital and pictorial works

A:-Dream viewer

B:-Print Master

C:-Photoshop

D:-Eclipse

Correct Answer:- Option-C

Question92:-The extension of normal photo shop files

A:-PCD

B:-PDS

C:-PSD

D:-PMD

Correct Answer:- Option-C

Question93:-_____ tool in photo shop is used to select a layer is different shape

A:-Marquee

B:-Dodge

C:-Magic wand

D:-Lasso

Correct Answer:- Option-A

Question94:-_____ shortcut in corel draw is used to select ellipse tool

A:-F7+R

B:-F7

C:-F7+C

D:-F7+E

Correct Answer:- Option-B

Question95:-Transition of object in coreldraw is done by _____ tool

A:-Contour tool

B:-Blend tool

C:-Shape tool

D:-Transition tool

Correct Answer:- Option-B

Question96:-Communication means exchange of ideas, opinion, facts, emotions etc. between 2 or more persons with continuously

A:-Sharing information

B:-Participating actively

C:-Understanding and responding to the message

D:-Sending and receiving of message

Correct Answer:- Option-C

Question97:-Which part of the letter indicates the end of the letter?

A:-Subscription

B:-Signature

C:-identification initials

D:-Post script

Correct Answer:- Option-A

Question98:-What is the use of CC in E-mail?

A:-Recipients of the message is invisible to all the other recipients of the message

B:-Recipients of the message are visible to only one recipients of the message

C:-Recipients of the message are visible to all other recipients of the message

D:-None of the above

Correct Answer:- Option-C

Question99:-Letters written to a creditor reminding him to settle an overdue account are known as

A:-Circular letters

B:-Complaint letters

C:-Co-ercion letters

D:-Dunning letters

Correct Answer:- Option-D

Question100:-A D.O letter is written for which of the following reasons?

A:-The matter is of confidential nature

B:-The matter requires personal attention

C:-The matter is urgent and requires immediate disposal

D:-All of the above

Correct Answer:- Option-D