## PROVISIONAL ANSWER KEY

| Question Paper Code: | $11 / 2023 /$ OL |
| :--- | :--- |
| Category Code: | $009 / 2021$ |
| Exam: | Project Assistant/ Unit Manager |
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| Alphacode | A |

Question1:-In management, a set of interrelated and interdependent parts/units arranged in a manner that produces a unified whole is called $\qquad$
A:-Scientific management
B:-Leader ship
:-Systems approach
D:-Team
Correct Answer:- Option-C
Question2:-Who is popularly known as the 'Father of Scientific Management'?
A:-Frederick Taylor
B:-A H Maslow
C:-Douglas Mc-Gregor
D:-Mary Parker Follet
Correct Answer:- Option-A
Question3:-Performing activities in the organisation at the least time and at the least cost is called $\qquad$
A:-Efficiency
B:-Effectiveness
C:-Organizing
D:-Best use of available resources
Correct Answer:- Option-A
Question4:-The organization structure which follows dual chain of command and combines functional departmentation with product or project organosation is $\qquad$
A:-Horizontal structure
B:-Divisional structure
C:-Team Based structure
D:-Matrix structure
Correct Answer:- Option-D
Question5:-In this form of organisation, a supervisor exercises direct supervision over a subordinate, and the authority flows from the person at the top to the person at the lowe ring of the organisation

A:-Staff organization
B:-Functional organization
C:-Centralization
:-Line organization
Correct Answer:- Option-D
Question6:- $\qquad$ may be defined as the systematic and dispassionate examination, analysis and appraisal of management's overall performance

A:-Operations Brief
B:-Financial Forecasting
C:-Management audit
D:-Marketing Forecasting
Correct Answer:- Option-C
Question7:-The channel of communication which is mostly associated with gossip and rumours, is called
A:-Formal communication
B:-Grapevine
C:-Social gatherings
D:-Upward communication
Correct Answer:- Option-B

Question8:- $\qquad$ to communication may occur if the transmitter and receiver assign different meanings to the same word or use different words for the same meaning

A:-Semantic barriers
B:-Physical barriers
C:-Socio-Psychological barriers
D:-Cultural barriers
Correct Answer:- Option-A
Question9:-An $\qquad$ can used for disseminating information to a specified list of employees within the organisation

A:-Office circular
B:-Memo
C:-Office order
D:-None of the above
Correct Answer:- Option-A
Question10:-Through e-mail companies are offering $\qquad$ service to its employees that help them use tools like Google drive, Drop box etc

A:-Accounts
B:-Package
C:-Cloud Storage
D:-All of the above
Correct Answer:- Option-C
Question11:-Conversion of data into a code is called $\qquad$
A:-Hypermedia
B:-Encryption
C:-Intercepted
D:-Interface
Correct Answer:- Option-B
Question12:-In marketing communication, what does AIDA stand for?
A:-Awareness, Interest, Decision and Action
B:-Awareness, Impact, Desire and Action
C:-Actual, Interest, desire and Action
D:-Awareness, Interest, Desire and Action
Correct Answer:- Option-D
Question13:-Accounting system in which transactions are recorded on the basis of amounts having become due for payment or receipt is called
A:-Double entry system of accounting
B:-Single entry system of accounting
C:-Accrual system of accounting
D:-Modern system of accounting
Correct Answer:- Option-C
Question14:-Which accounting principle directs an accountant to record the gains only if their occurrence is certain, but to record all potential losses, even their chances of occurrence is remote:

A:-Principle of conservation
B:-Principle of conventionalism
C:-Principle of materiality
D:-Loss minimization principle
Correct Answer:- Option-A
Question15:-Mr. Jain started a business on 1st April 2021 with a capital of Rs. 50,000 . His banker also allowed a loan of Rs. 25,000 for his business. He recorded a profit of Rs. 40,000 during the year ended 31st March 2022, and also withdrew cash Rs. 4,000 for his private use. What is his capital as on 31st March 2022?

A:-Rs. 50,000
B:-Rs. 75,000
C:-Rs. 90,000
D:-Rs. 86,000
Correct Answer:- Option-D
Question16:-A company purchases a land for Rs. 1,00,000 by paying Rs. 80,000 in cash and the balance in notes payable. What is the effect of this transaction on the owner's equity?

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    A:-Owner's equity increases by Rs. 1,00,000/-
    B:-Owner's equity decreases by Rs. 1,00,000/-
    C:-Owner's equity increases by Rs. 80,000/-
    D:-No effect on owner's equity
    Correct Answer:- Option-D
Question17:-Accounting standards deal with issues on
    A:-Preparing accounting statements, Analysis of financial statements, Comparison of results and Discussions on firm's performance
    B:-Recognition of events and transactions, Measurement of transactions and events presentation of transactions and events and Disclosure requirements
    C:-Both 1 and 2
    D:-None of the above
    Correct Answer:- Option-B
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Question18:-A company receives loan from a bank. What is the effect on the accounting equation?
A:-Asset increases, liability increase and owner's equity remains unchanged
B:-Asset decrease, liability increase and owner's equity remains unchanged
C:-Asset increases, liability decrease and owner's equity remains unchanged
D:-Asset and liability decreases and owner's equity remains unchanged
Correct Answer:- Option-A
Question19:-Presently, current assets and current liabilities of a company are Rs. 20 lakh and Rs. 10 lakh respectively. On purchase of a machinery worth Rs. 5 lakh on cash, current
ratio of the company will become:
A:-2:1
B:-3:2
C:-5:2
D:-4:3
Correct Answer:- Option-B
Question20:-Based on DuPont system, what will be the company's rate of return on equity, if the (a) equity turnover is 4.2 times, (b) net profit margin is $5.5 \%$, (c) total assets
turnover ratio is 2.0 times and (d) dividend pay-out ratio is $30 \%$
A:-11\%
B:-23.1\%
C:-24\%
D:-22\%
Correct Answer:- Option-B

Question21:-A three months debtor collection period implies that the debtor turnover ratio is
A:-2 times
B:-60 times
C:-4 times
D:-6 times
Correct Answer:- Option-C
Question22:-A statement which indicates the relationship of different items of a financial statement with a common item by expressing each item as a percentage of that is called

A:-Common size statement
B:-Comparative statement
C:-Statement of accounts
D:-Cash flow statement
Correct Answer:- Option-A
Question23:-The financial statement in relation to a company includes:
A:-Balance sheet and a profit and loss account for the financial year only
B:-Trial balance, Balance sheet and a profit and loss account for the financial year
C:-(a) a balance sheet as at the end of the financial year
(b) a profit and loss account, or in the case of a company carrying on any activity not for profit, an income and expenditure account for the financial year; and (c) Cash flow statement for the financial year

D:-(a) a balance sheet as at the end of the financial year
(b) a profit and loss account, or in the case of a company carrying on any activity not for profit, an income and expenditure account for the financial year;
(c) cash flow statement for the financial year;
(d) a statement of changes in equity , if applicable; and
(e) any explanatory note annexed to, or forming part of, any document referred to in points (a) to (d) above
Correct Answer:- Option-D

Question24:-Read the table below containing different transactions matched to different types of cashflows

| Option <br> a. | Transactions | Type of cashflow |
| :---: | :---: | :---: |
|  | Cash received from sale of goods and services | Cash flow from operating Activities |
|  | Cash received from disposal | Cash flow from Investing |
|  | Cash repaid on borrowings | Cash flow from Financing Activities |
| b. | Cash received from sale of goods and services | Cash flow from Investing Activities |
|  | Cash received from disposal of fixed assets | Cash flow from Operating Activities |
|  | Cash repaid on borrowings | Cash flow from Financing Activities |
| c. | Cash received from sale of goods and services | Cash flow from Financing Activities |
|  | Cash received from disposal of fixed assets | Cash flow from Investing Activities |
|  | Cash repaid on borrowings | Cash flow from Operating Activities |
| d. | Cash received from sale of goods and services | Cash flow from Operating Activities |
|  | Cash received from disposal | Cash flow from Operating |
|  | of fixed assets <br> Cash repaid on borrowings | Activities |
|  | Cash repaid on borrowings | Activities |

A:-Option a and c
B:-Option a only
C:-Option b and c
D:-Option d only
Correct Answer:- Option-B
Question25:-The annual demand for product is 5000 units. The ordering cost is Rs. 200 per order. The unit cost of the product is Rs. 1000 . The inventory carrying cost is $20 \%$ per unit p.a.

Determine the economic order quantity
A:-5000 units
B:-300 units
C:-100 units
D:-200 units
Correct Answer:- Option-C
Question26:-This management philosophy which originated from Japan, teaches us that every day we should look to perform something better, to innovate, to eliminate unnecessary steps, to question the past and to assume everything can be improved. Which is this management philosophy?

A:-Theory of demand
B:-Kaizen Theory
C:-Maslow's need hierarchy theory
D:-Just-in-time approach
Correct Answer:- Option-B
Question27:-Which is the National standard body of India, responsible for the harmonious development of the activities of standardization, marking and quality certification of goods
A:-BIS
B:-ISO
C:-RBI
D:-FSSAI
Correct Answer:- Option-A
Question28:-Read the table below showing different ISO standards and the corresponding descriptions

| Option <br> a. | ISO standard <br> ISO 9000 | Description improve the quality of products and services <br> and consistently meet customers' expectations |
| :--- | :--- | :--- |
| b. | ISO 22000 | Practical tools to manage their environmental <br> responsibilities |
|  | ISO 9000 | To improve the quality of products and services <br> and consistently meet customers' expectations |


| c. | ISO 9000 | To improve the quality of products and services <br> and consistently meet customers' expectations |
| :--- | :--- | :--- |
| ISO 14000 | Practical tools to manage their environmental <br> responsibilities |  |
| d. | ISO 50001 | To improve the quality of products and services <br> and consistently meet customers' expectations |
| Which option is the correct match between the standard and the description. |  |  |

A:-Option a
B:-Option b
C:-Option c
D:-Option d
Correct Answer:- Option-C
Question29:-In project management, the longest sequence of tasks (path) that must be completed to finish a project is called
A:-Project completion path
B:-Project path
C:-Critical path
D:-Danger path
Correct Answer:- Option-C
Question30:-Which are the eight dimensions of quality?
A:-Performance, Cost, Reliability, Conformance, Durability, Serviceability, Warranty and Perceived quality
B:-Performance, Features, Reliability, Conformance, Durability, Serviceability, aesthetics and Perceived quality
C:-Performance, Features, economy, Conformance, Durability, Serviceability, Customer service and Perceived quality
D:-Performance, Price Reliability, Conformance, Durability, Serviceability, ease of use and Perceived quality
Correct Answer:- Option-B
Question31:-Among the details required for material Requirement planning which one is relatively static?
A:-Master production schedule
B:-Bill of materials
C:-Inventory Records file
D:-None of the above
Correct Answer:- Option-B
Question32:-Which among the following require much closer association between the manufacturer and supplier?
A:-Vendor development
B:-Vendor selection
C:-Vendor rating
D:-All the above
Correct Answer:- Option-A
Question33:-Which of the following statements is/are correct about inventory system?
a. In a continuous review system ( Q ) the timing of purchase is decided based on the reorder point
b. In a periodic review system ( P ) the inventory level is reviewed at fixed time intervals

A:-Only a is correct
B:-Only $b$ is correct
C:-Both $a$ and $b$ are correct
D:-Both $a$ and $b$ are incorrect
Correct Answer:- Option-C
Question34:-Which among the following information is not required for calculating critical ratio?

> A:-Production quantity

B:-Due date

C:-Current date
D:-Remaining processing time
Correct Answer:- Option-A
Question35:-Which one is a cross functional driver of supply chain performance
A:-Facility
B:-Sourcing
C:-Inventory
D:-Transportation
Correct Answer:- Option-B
Question36:-Which among the following statement is/are correct about ABC analysis?
a. ABC analysis is inventory application of the 'critical few and trivial many' principle
b. ABC analysis is inventory application of pareto principle
c. Annual rupee value of item is one among the criteria used in ABC analysis

A:-Only a and c are correct
B:-Only $a$ and $b$ are correct
C:-Only b and c are correct
D:-All a, b and c are correct
Correct Answer:- Option-D
Question37:-Which among the following is not a component of time series analysis in forecasting
A:-Trend
B:-Random variations
C:-Seasonality
D:-Price
Correct Answer:- Option-D
Question38:-The material planning technique most suitable for process industry is
A:-Material Requirement planning
B:-Past Consumption Analysis
C:-Manufacturing Resource planning
D:-Enterprise Resource planning
Correct Answer:- Option-B
Question39:- $\qquad$ is preferred in order to generate profit out of any anticipated price hike

A:-Forward buying
B:-Hedging
C:-Speculative buying
D:-Hand-to-mouth buying
Correct Answer:- Option-C
Question40:-Which among the following is not an indicator used in vendor rating
A:-Utility of the item
$\overline{\text { cost of the item }}$
B:-Number of deliveries made in time
$\times$ Weightage
Total number of deliveries scheduled
C:-Minimum price offered
endor series
D:-Quantity supplied
$\overline{\text { Scheduled delivery }} \times$ Weightage
Correct Answer:- Option-A
Question41:-Which among the following statement is/are correct
a. The probability of rejective a good lot is consumer's risk
b. Cycle counting is a perceptual inventory audit system

A:-Both a and b are correct
B:-Only a is correct
C:-a is incorrect, b is correct

D:-Both $a$ and $b$ are incorrect
Correct Answer:- Option-C
Question42:-A materials budget
A:-Contains quantity and cost of each type of materials required for production
B:-Helps the financial management of materials
C:-Facilitates the estimation of actual price escalations
D:-All the above
Correct Answer:- Option-D
Question43:- $\qquad$ is used when number of sources are known and few

A:-Limited tender
B:-Open tender
C:-Single tender
D:-Term tender
Correct Answer:- Option-A
Question44:-Which of the following is/are used in value analysis?
A:-Comparative analysis
B:-Cost of each property
C:-Buyer - seller seminars
D:-All the above
Correct Answer:- Option-D
Question45:-In six sigma MAIC stands for
A:-Measure, Analyse, Improve and control
B:-Measure, Assess, Improve and Control
C:-Modify, Analyze, Interpret and Compare
D:-Measure, Adjust, Improve and Coordinate
Correct Answer:- Option-A
Question46:-Among the below given documents of international trade which one is provided by the importer
A:-Commercial invoice
B:-Insurance certificate for CIF consignment
C:-Freight certificate for FOB purchase
D:-Packing list
Correct Answer:- Option-C
Question47:-Which among the following statements related to lead time is/are correct?
a. Requested order lead time is the time between the order and time for delivery wanted by the customer
a. Requested order Time is the time between the date of quotation and delivery date, as it is mentioned in the contract
b. Quote order Lead Time

A:-Both a and b are correct
B:-Only a is correct
C:-Only $b$ is correct
D:-Both $a$ and $b$ are incorrect
Correct Answer:- Option-B
Question48:-For a company that prefer to purchase a particular product from a vendor in long term basis can go for $\qquad$
A:-Contract purchase order
B:-Blanket purchase order
C:-Planned purchase order
D:-Standard purchase order
Correct Answer:- Option-B
Question49:-Which among the following comes at the lowest level of work Breakdown structure?
A:-Work package
B:-Sub task
C:-Schedule
D:-Critical activity

Correct Answer:- Option-A
Question50:-Among the following which one is not an option in the power/interest Grid for stakeholder prioritisation in project planning
A:-Keep satisfied
B:-Keep informed
C:-Advice
D:-Monitor
Correct Answer:- Option-C
Question51:-A project organisation may be highly useful when
A:-The job is unique
B:-These are specific goals and deadlines
C:-The project act across organisational lines
D:-All the above
Correct Answer:- Option-D
Question52:-Among the statements given below which one is/are correct
a. Product scope is a subset of project scope
b. Project scope statement can be changed during the course of project

A:-Both a and b are correct
B:-Only a is correct
C:-Only $b$ is correct
D:-Both $a$ and $b$ are incorrec
Correct Answer:- Option-B
Question53:-Milestone list is a components of

A:-Project plan document
B:-Schedule base line
C:-Resource calender
D:-Project charter
Correct Answer:- Option-A
Question54:-The application of cost benefit Analysis includes
A:-Assertaining whether the benefits of an investment outweighs its cost
B:-Providing a basis for comparing investments
C:-Both 1 and 2
D:-None of the above
Correct Answer:- Option-C
Question55:-In an organisation, the project manager act as a coordinator of project related tasks and the authority is assigned to the functional manager. This is an example of $\qquad$
A:-Strong matrix structure
B:-Weak matrix structure
C:-Functional matrix structure
D:-Balanced Matrix Structure
Correct Answer:- Option-B
Question56:-Among the following statements related to project scheduling, which is/are correct
a. There is no slack for critical activities
b. In crashing, there is inverse relationship between time and cost

A:-Only a is correct
B:-Only $b$ is correct
C :-Both a and b are incorrect
D:-Both a and b are correct
Correct Answer:- Option-D

Question57:-Which of the following statement is/are correct about Graphical Evaluation and Review Technique
a. Branching from mode is probabilistic
b. Arcs may represent time, cost and reliability
c. Looping back to earlier event is acceptable

A:-Only a and c are correct

B:-Only b and c are correct
$\mathrm{C}:-\mathrm{a}, \mathrm{b}$ and c are correct
D:-Only a and b are correct
Correct Answer:- Option-C
Question58:-Bringing the project activities into the organisation and distributing them among existing functions is known as
A:-Termination by integration
B:-Termination by murder
C:-Termination by starvation
D:-Termination by extinction
Correct Answer:- Option-A
Question59:- $\qquad$ explains the amount of individual resources an existing schedule requires during specific time period

A:-Resource filling
B:-Resource levelling
C:-Resource sparing
D:-Resource loading
Correct Answer:- Option-D
Question60:- $\qquad$ is a standard of performance normally established early on in a project for later comparisons

A:-Bottom line
B:-Benchmark
C:-Baseline
D:-Border line
Correct Answer:- Option-C
Question61:-Complete the following sentence using the correct option provided:
If I had woken up early,
A:-I would had gone out for a walk
B:-I will go out for a walk
C:-I would go out for a walk
D:-I would have gone out for a walk
Correct Answer:- Option-D
Question62:-Choose the correct form of the verb from the options provided and complete the following sentence:
One of the members of the team $\qquad$ a resort in the outskirts of the city

A:-Owns
B:-is owning
C:-own
D:-was owned
Correct Answer:- Option-A
Question63:-Provide the appropriate question tag:
Let's go out for dinner, $\qquad$ ?

A:-Can we
B:-Shall we
C:-Can't
D:-Won't we
Correct Answer:- Option-B
Question64:-Which of the following sentences is correct?
Question64:-Which of the following sentences is corre
a. I had attend an online course on Yoga last month
a. I had attend an online course on Yoga last month
b. I attended an online course on Yoga last month
c. I have attended an online course on Yoga last month
d. I had to attended an online course on Yoga last month

A:-b
B:-a
C:-b and c
D:-d
Correct Answer:- Option-A

Question65:-Choose the correct form of the adjective and fill in the blank space:


Correct Answer:- Option-C
Question71:-With regard to Preamble of the Indian Constitution, which of the following statement is/are correct
a. The preamble of the Indian Constitution was based on the objective resolution drafted by Jawaharlal Nehru
b. It was presented in the constituent Assembly by Jawaharlal Nehru on 13 December 1946
c. It was adopted by the Constituent Assembly on 22nd January 1947

A:-All the above ( $a, b$ and $c$ )
B:-Only ( a and b )
C:-Only ( b and c )
D:-Only (a and c)
Correct Answer:- Option-A
Question72:-Which of the following statement about Saktan Tampuran is/are not correct
a. Paliyath Komi Achan helped him to crippled down the Nair Nobles in Cochin
b. He discontinued the institution of the Yogathiripads
c. During his reign the village under the Karyakar became the lowest unit of administration

B:-Only (a)
C:-Only (b and c)
D:-Only (c)
Correct Answer:- Option-D
Question73:-Which of the following statement is/are correct about Herman Gundert
a. Herman Gundert came to India under the auspices of Basel Germen Evangelical Mission
b. He introduced Litho Printing at Tellichery to bring out the copies of the Bible
c. He was appointed as the First inspector of Schools in Malabar and South Canara in 1852

A:-Only (b and c)
B:-All the above ( $\mathrm{a}, \mathrm{b}$ and c )
C:-Only ( a and c)
D:-Only ( a and b )
Correct Answer:- Option-B
Question74:-Select the mismatched pairs from the following
a. Telangana Peasant struggle - Shetkari Sangathana
b. Patiala Muzara Movement - PEPSU Tenancy Act
c. Srikakulam Movement - Girijan Sangam
d. Nexalbari Peasant Movement - Vyvasayikal Sangam

A:-Only (b and c)
B:-All the above ( $a, b, c$ and d)
C:-Only (b and d)
D:-Only ( a and d)
Correct Answer:- Option-D
Question75:-Which of the following statement is/are correct about Sree Narayana Guru
a. SreeNarayana Guru took the battle against Brahmin hegemony through the consecration of temples
b. He consecrated more than 64 temples and some of them had no idols
c. At Murukkumpuzha temple a stone containing the word, "Truth, Duty, kindness and Peace" was installed.

A:-Only ( a and c )
B:-Only (b and c)
C:-Only ( a and b )
D:-All the above ( $\mathrm{a}, \mathrm{b}$ and c )
Correct Answer:- Option-D
Question76:-In regard to NFSA of 2013 (National Food Security Act), Which of the following statement is/are correct
a. National Food Security Act of 2013 provides for a legal right to receive food grains at subsidised prices or free of charges to eligible households
b. The Act provides for entitlement of meals to pregnant women and lactating mothers
c. It provides meals to children up to 14 years of age

A:-Only (b and c)
B:-Only ( $a$ and $b$ )
C:-All the above ( $a, b$ and $c$ )
D:-Only (a and c)
Correct Answer:- Option-C
Question77:-Which of the following is/are Travelogues is Malayalam language
a. Varthaman Pustakam - Thomas kattanar
b. Bilathi Visesham - K. P Kesavan
c. The Smarana Mandalam - P. K Narayana Pillai

A:-Only ( a and c )
B:-Only ( a and b)
C:-All the above ( $a, b$ and $c$ )
D:-Only (b and c)
Correct Answer:- Option-B
Question78:-Which of the following statement is/are correct about Shanar Agitation
a. It was known as Breast Cloth Agitation and was supported by the Christian Missionaries
b. Col. Munrp was issued an order permitting the Shanar women, who converted to Christia
b. Col. Munrp was issued an order permitting the Shanar women, who converted to Christianity to cover their bodies with jacket

This agitation led to the royal proclamation of July 26,1859 , abolishing all the restrictions in the matter of covering the upper parts by the Shanar women
A:-Only (b and c)
B:-Only ( a and b)
C:-All the above ( $\mathrm{a}, \mathrm{b}$ and c )
D:-Only (a and c)
Correct Answer:- Option-C

Question79:-First woman nominated as the secretary of Arayavamshodharani Sabha
A:-C I Rudrani Amma
B:-A $\vee$ Kuttimalu Amma
C:-Ikkavu Amma
D:-Mrs. Pavamani
Correct Answer:- Option-A
Question80:-With regard to Second Five-year plan which of the following is/are correct
a. P C Mahalanobis played a leading role in drafting the Second five-year plan
b. Dismantling of the industrial licencing system and the abolition of the MRTP Act
c. Indian Government signed three separate agreements for the construction of steel plants, with Germany, Russia and Britain

A:-Only (b and c)
B:-Only ( a and b)
C:-All the above ( $a, b$ and $c$ )
D:-Only ( a and c )
Correct Answer:- Option-D
Question81:-Which of the following is an example of Government citizen type e-Governance?
A:-MCA21
B:-e-District
C:-e-Shram Portal
D:-e-Court
Correct Answer:- Option-B
Question82:-SMART (Self-Monitoring, Analysis and reporting technology) is the concept related to which of the following parts?
A:-Input device
B:-Output Device
C:-CPU
D:-Storage device
Correct Answer:- Option-D
Question83:-Which among the following is the correct definition of clock speed of a processor?
A:-Number of cycles that the hard drive rotates per second
B:-Speed at which optical disks rotates in the drive
C:-Number of cycles that the processor executes per second
D:-Speed of the movement of the cursor moves per movement of the mouse
Correct Answer:- Option-C
Question84:-"The program that initializes the operating system (OS) during startup. it is the process of loading a set of instructions when a computer is first turned on". Find the right word from the following which defines the above?

A:-Bootstrapping
B:-POST
C:-Loader
D:-Initilisation
Correct Answer:- Option-A
Question85:-Consider the following statements regarding open source software
a. It is software with source code that any one can inspect, modify, and enhance
b. In order to use free software, computer users must agree that they will not do anything with the software that the author has not permitted
c. Open-source software including operating system software is free of cost

Which among the above statements is/are not correct?
A:-a only
B:-c only
C:-a and c
D:-b and c
Correct Answer:- Option-B
Question86:-What is the keyboard shortcut for the Redo process?

> A:-Ctrl + X

B:-Ctrl + R
C:-Ctrl + Y

D:-Ctrl $+Z$
Correct Answer:- Option-C
Question87:-Find the correct definition of the 'Mail Merge
A:-Merging different mails from Microsoft outlook to a single document
B:-Sending a document to different mail address from the Microsoft word
C:-Taking different data from different document and merging them to send as mail
D:-Merging a document and spreadsheet in the Microsoft outlook
Correct Answer:- Option-B
Question88:-Which among the following function command in MS-Excel is used to round a decimal number to the next higher natural number
A:-Uppercut
B:-Round
C:-Ceiling
D:-Nextnum
Correct Answer:- Option-C
Question89:-Consider the following statements
a. In MS PowerPoint users can create a video file as well as slideshow only file
b. SmartArt is a feature used to create different charts and diagrams in available only is MS PowerPoint
c. User can add video and audio to a presentation

Which among the above statements is/are correct?

A:-a and b only
B:-b and conly
C:-a and conly
D:-All the above
Correct Answer:- Option-C
Question90:-Among the following software find the free desktop publishing
A:-Adobe Pagemaker
B:-Microsoft Publisher
:-iStudio Publisher
D:-LibreOffice Draw
Correct Answer:- Option-D
Question91:-Match the following
i. Bridge a. Connects two different LAN working on same protocol
ii. Gateway b. Connects two different networks works on different protocols
iii. Modem c. Connects different devices to a network and make them communicate each other
iv.Router d. Connect the devices to interne

Choose the correct option from the following
A:-i-a, ii-b, iii-d, iv-c
B:-i-b, ii-c, iii-d, iv-a
C:-i-a, ii-d, iii-b, iv-c
D:-i-b, ii-d, iii-c, iv-a
Correct Answer:- Option-A
Question92:-Which among the following statements is incorrect when considering DHCP?
A:-DHCP is a network management protocol used to dynamically assign an IP address to any device or node, on a network so they can communicate using IP (Internet Protocol)
B:-It is a protocol through which data is sent from one host to another over the internet
C:-DHCP is the default protocol used by the most routers and networking equipment
D:-DHCP is also called RFC request for comments
Correct Answer:- Option-B
Question93:-The file Transfer Protocol (FTP) is a standard communication protocol used for the transfer of computer files from a server to a client on a computer network. Which among is not an FTP client application

A:-Filezilla
B:-FTP manager
C:-Codeanywhere
D:-File manager
Correct Answer:- Option-D

Question94:-Act of sending fraudulent e-mail that appears to be from a legitimate source as an attempt to gain sensitive personal information from the victim Which is the cybercrime defined above?

A:-Cyberstalking
B:-Phishing
C:-Cyberbullying
D:-Hacking
Correct Answer:- Option-B
Question95:-Which among the following are the video file format
a. Mp4
a. Mpi
c. Flv
d. 3 gp
d. 3 gp
e. bmp

Choose the correct option from the following
A:-a, b, d and f
B:-a, b, c and d
C:-a, b, c, d and e
D:-All of the above
Correct Answer:- Option-B
Question96:-Consider the following features of Bluetooth Connectivity
a. It is long range wireless technology used for exchange of data
b. It work within the range of $0-400 \mathrm{~m}$
c. International Agency for cancer has listed Bluetooth transmission in the carcinogen list

A:-b only
B:-a and b
C:-b and c
D:-All of the above
Correct Answer:- Option-C
Question97:-Choose the correct chronology of an UBUNTU OS installation
a. Download an UBUNTU image
b. Create a bootable disk
c. Installation setup
d. Boot from the flash drive
e. Choose the location
f. Drive management

A:-a-c-b-f-e-d
B:-a-c-b-e-d-f
C:-a-c-b-d-e-f
D:-a-b-d-c-f-e
Correct Answer:- Option-D
Question98:-Which one is the guideline of referential integrity in a relational DBMS
A:-Do not enter a value in the primary key field of the child table if that value does not exist in the primary key field of the parent table
B:-Do not enter a value in the foreign key field of the parent table if that value does not exist in the primary key field of the child table
C:-Do not enter a value in the foreign key field of the child table if that value does not exist in the primary key field of the parent table
D:-Do not enter a value in the foreign key field of the child table if that value does not exist in the foreign key field of the parent table
Correct Answer:- Option-C
Question99:-Data folder of a company in Tally consists of
A:-3 digits
B:-4 digits
C:-5 digits
D:-6 digits
Correct Answer:- Option-C
Question100:-Full form of IMPS
A:-Immediate Payment System
B:-Immediate Payment Service
C:-Instant Payment System
D:-Instant Payment Service

Correct Answer:- Option-B

