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Question Booklet Sl. No.

Question Booklet Alpha Code

A

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Total Number of Questions : 100

Time : 90 Minutes

Maximum Marks : 100

**INSTRUCTIONS TO CANDIDATES**

1. The Question Paper will be given in the form of a Question Booklet. There will be four versions of Question Booklets with Question Booklet Alpha Code viz. **A, B, C & D**.
2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the Question Booklet.
3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
4. If you get a Question Booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator **IMMEDIATELY**.
5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your Question Booklet is un-numbered, please get it replaced by new Question Booklet with same alpha code.
6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the Question Booklet, until the indication is given to start answering.
7. Immediately after the commencement of the examination, the candidate should check that the Question Booklet supplied to him/her contains all the 100 questions in serial order. The Question Booklet does not have unprinted or torn or missing pages and if so he/she should bring it to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
8. A blank sheet of paper is attached to the Question Booklet. This may be used for rough work.
9. **Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.**
10. Each question is provided with four choices **(A), (B), (C)** and **(D)** having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball Point Pen in the OMR Answer Sheet.
11. **Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative mark for unattended questions.**
12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over his/her Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.

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1. Gutter margin in Word means
  - A) Margin that is added to right margin when printing
  - B) Margin that is added to the left margin when printing
  - C) Margin that is added to the outside of the page when printing
  - D) Margin that is added to the binding side of page when printing
  
2. When the same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up a (n) \_\_\_\_\_ or a word similar in meaning.
  - A) synonym
  - B) homonym
  - C) antonym
  - D) metronym
  
3. Which of the following setting options contains in Borders and Shading dialog box ?
  1. None
  2. Paragraph
  3. Box
  4. Shadow
  - A) 1 only
  - B) 1, 2, 3
  - C) 1, 3, 4
  - D) 2, 3, 4
  
4. The key F12 opens a
  - A) Open dialog box
  - B) Save As dialog box
  - C) Save dialog box
  - D) Close dialog box
  
5. When we insert a table, we got the following tabs
  1. Design
  2. Layout
  3. Format
  4. Table
  - A) 1 only
  - B) 2 only
  - C) 1 and 2
  - D) 1, 2 and 3
  
6. Tabs stop position cannot be the following alignment
  - A) Decimal alignment
  - B) Center alignment
  - C) Bar alignment
  - D) Justify alignment

7. Which of the following is not essential component to perform a mail merge operation ?
- A) Main document  
B) Data source  
C) Merge fields  
D) Word fields
8. Which feature helps you to inserts the contents of the Clipboard as text without any formatting ?
- A) Paste Special  
B) Format Painter  
C) Page Setup  
D) Styles
9. Switching between portrait and landscape modes involves the
- A) Print layout view  
B) Header and footer toolbar  
C) Page setup dialog box  
D) None of the above
10. A \_\_\_\_\_ is a collection of predefined design elements and color schemes.
- A) Feature  
B) Hyperlink  
C) Palette  
D) Theme
11. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two ?
- A) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted  
B) Change Case makes conversion permanent but All Caps on Font can always be reverted  
C) It is faster to convert from Change Case than from Font dialog box  
D) Both are same. They are only two different ways of capitalize text
12. Microsoft Office Word is
- A) an area in the computers main memory in which Microsoft Office text files are stored temporarily  
B) a full-featured word processing program that can be used to create and revise professional looking documents easily  
C) classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document  
D) a program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting

13. What should you do if you require to paste the same format in many places ?
- A) Click the format painter and go on pasting in many places holding Alt Key
  - B) Click the format painter then go on pasting to many places holding Ctrl Key
  - C) Double click the format painter then go on pasting in many places
  - D) All of the above
14. In Word, the mailing list is known as
- A) data source
  - B) source
  - C) data sheet
  - D) sheet
15. In Word, repeated words are seen
- A) A Blue wavy line under the repeated word
  - B) A Green wavy line under the repeated word
  - C) A Red wavy line under the repeated word
  - D) None of the above
16. Operation to move a block of text
- A) Paste and Delete
  - B) Paste and Cut
  - C) Copy and Paste
  - D) Cut and Paste
17. To remove tab stop markers from ruler
- A) Drag the tab stop marker out of the ruler
  - B) Double click the tab marker and choose Clear All
  - C) Right click the tab stop marker and choose remove
  - D) All of the above
18. In the following options, which is not listed in rotate options ?
- 1. Rotate by 90° left
  - 2. Rotate by 45° right
  - 3. Rotate by 45° left
  - 4. Rotate by 90° right
- A) 1 and 4
  - B) 1 and 3
  - C) 2 and 3
  - D) 2 and 4
19. File extension for all Word documents
- A) .word
  - B) .docs
  - C) .docx
  - D) .txts
20. What is the shortcut-key for manual line break ?
- A) Simultaneously press Space and Enter
  - B) Simultaneously press Shift and Enter
  - C) Simultaneously press Alt and Enter
  - D) Simultaneously press Ctrl and Enter

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21. What is the shortcut key to inserts a new worksheet into the workbook in Excel 2007 ?  
A) Ctrl + Shift + F1    B) Alt + Shift + F1  
C) Ctrl + Alt + F11    D) Alt + Shift + F11
  
22. Excel is a program that is used to prepare a  
A) Database    B) Text document  
C) Spreadsheet    D) Slide presentation
  
23. All formulas in Excel always begins with  
A) An equal sign                  B) Colon                          C) Comma                          D) Space
  
24. What is the extension of saved file in MS Excel ?  
A) .xks                          B) .xos                          C) .xls                          D) .xbs
  
25. What is the maximum number of rows supported in an Excel 2007 worksheet ?  
A) 10,28,576                  B) 10,48,576                  C) 10,38,576                  D) 10,58,576
  
26. What is the shortcut key use displays the Print Preview Window in MS Excel 2007 ?  
A) Ctrl + F3                  B) Shift + F2                  C) Ctrl + F2                  D) Shift + F3
  
27. What is the shortcut key to highlight the entire column in MS Excel 2007 ?  
A) Ctrl + C                          B) Ctrl + Space Bar  
C) Ctrl + Page Up                  D) Ctrl + Enter
  
28. How do you display current date in MS Excel ?  
A) Date ()                          B) Today ()                          C) Now ()                          D) Time ()
  
29. MS Excel is based on which Operating System ?  
A) UNIX                          B) DOS                          C) WINDOWS                          D) OS/2
  
30. What is the shortcut key to replace a data with another in MS Excel 2007 sheet ?  
A) Ctrl + H                          B) Ctrl + R                          C) Ctrl + Shift + R                          D) Ctrl + F
  
31. Which shortcut key inserts a new slide in current presentation in MS Power Point 2007 ?  
A) Ctrl + N                          B) Ctrl + M                          C) Ctrl + S                          D) Ctrl + R
  
32. From which menu you can access Picture, Text Box, Chart etc. in MS Power Point 2007 ?  
A) File                          B) Edit                          C) Insert                          D) View

A

33. Which file format can be added to a Power Point show ?  
 A) .jpg  
 B) .gif  
 C) .wav  
 D) All of the above
34. In MS Power Point 2007 special effects used to introduce slides in a presentation are called  
 A) Effects  
 B) Custom animations  
 C) Transitions  
 D) Present animations
35. In MS Power Point 2007, which tool enables you to add text to a slide without using the standard placeholders ?  
 A) Text tool box  
 B) Line tool  
 C) Drawing tool  
 D) Auto shapes tool
36. In MS Power Point 2007 presentation designs regulate the formatting and layout for the slide and are commonly called  
 A) Design plates  
 B) Templates  
 C) Placeholders  
 D) Blueprints
37. Which of the following is the default page setup orientation for slides in MS Power Point 2007 ?  
 A) Vertical  
 B) Landscape  
 C) Portrait  
 D) None of the above
38. In MS Power Point 2007, what are symbols used to identify items in a list ?  
 A) Icons  
 B) Markers  
 C) Bullets  
 D) Graphics
39. In MS Power Point 2007, which of the following format options should be used to display dollars on an axis ?  
 A) Normal  
 B) Percentage  
 C) Currency  
 D) Comma
40. The maximum zoom percentage in Microsoft Power Point 2007 is  
 A) 100%  
 B) 200%  
 C) 400%  
 D) 500%
41. Which among the following parts of the typewriter need to be oiled for proper maintenance ?  
 1. Feed rolls  
 2. Carriage rail  
 3. Keyboard  
 4. Ratchet wheel  
 A) 1, 2 and 4  
 B) 2 and 4  
 C) 2 and 3  
 D) 1, 2, 3 and 4

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42. Paper side guide is used for
1. Getting uniform margins to all papers inserted.
  2. Protect paper from oily parts of the typewriter.
  3. Easy insertion of the paper.
  4. Reducing the noise while typing.
- A) 1 only                      B) 1 and 2                      C) 2 and 3                      D) 1, 2 and 4
43. The function of the main spring in a typewriter
1. Movement of the carriage.
  2. Ribbon vertical movement.
  3. Ribbon up and down movement.
- A) 1 only    B) 2 and 3  
C) 1, 2 and 3                                      D) None of the above
44. The roman numeral for 500 and 1000 are
- A) L, C                                      B) D, M                                      C) C, D                                      D) C, M
45. Guide keys in a typewriter are
1. N
  2. ;
  3. A
  4. QWERTY
- A) 4 only                                      B) 1 and 3                                      C) 2 and 3                                      D) 1, 2 and 3
46. Which among the following is not true about the line space lever ?
1. It brings the carriage back to the left margin.
  2. It takes to the next line.
- A) 1    B) 2  
C) 1 and 2    D) None of the above
47. Which among the following is/are not true about a D.O. Letter ?
1. The salutation is 'Sirs'.
  2. The 'to address' is typed on the bottom left side of the letter.
  3. The complimentary close used is 'Yours Sincerely'.
- A) 1 only                                      B) 1 and 2                                      C) 2 and 3                                      D) 3 only

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48. Bichrome is the name connected with
1. Carbon paper
  2. Stencil
  3. Paper
  4. Ribbon
- A) 1 only                      B) 2 and 3                      C) 4 only                      D) 2 and 4
49. The paper size for A4 and Legal (in inches)
1.  $8.25 \times 11.69$
  2.  $8.5 \times 14$
  3.  $5.5 \times 8.5$
  4.  $7.17 \times 10.12$
- A) 2 and 3                      B) 1 and 4                      C) 1 and 2                      D) 2 and 4
50. Which finger is used to type the letters 'h' and 'j' ?
1. Left index finger
  2. Left middle finger
  3. Right index finger
  4. Right middle finger
- A) 4 only                      B) 2 and 1                      C) 1 and 4                      D) 3 only
51. The discount rate that equates the present value of the cash inflows that are incremental to the taking of the financial opportunity with the present value of its incremental cash outflows is
- A) Explicit cost                      B) Implicit cost  
C) Opportunity cost                      D) Specific cost
52. According to \_\_\_\_\_ approach the maturity of the source of funds should match with the nature of assets to be financed.
- A) Conservative approach                      B) Hedging approach  
C) Matching approach                      D) Both B) and C)
53. Which among the following is not an assumption of Economic Order Quantity (EOQ) ?
- A) the firm knows with certainty the annual usage a particular item of inventory
  - B) the rate at which the firm uses inventory is steady over time
  - C) the orders placed to replenish inventory are received at the exact point when inventory reaches zero
  - D) the ordering cost and carrying cost are not constant over the range of possible inventory levels

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54. Accounting does not record non financial transactions because of the concept of  
A) entity                      B) cost                      C) accrual                      D) measurement
55. Return outward appearing in the trial balance is to be deducted from  
A) sales                                      B) purchases  
C) closing stock                              D) none of these
56. Premium received on issue of shares cannot be utilised  
A) for distribution of dividend  
B) for writing off of preliminary expenses  
C) for providing premium on redemption of securities  
D) for the issue of bonus shares
57. Which of the following documents is used for issuing materials to the production department ?  
A) Purchase requisition                      B) Material requisition  
C) Goods received note                      D) None of the above
58. When fixed cost is Rs. 20,000 and P/V ratio is 50%, the Break even point will be  
A) 40,000                      B) 10,000                      C) 15,000                      D) None of these
59. The costing method in which the fixed factory overheads are added to inventory is  
A) marginal costing                              B) direct costing  
C) absorption costing                              D) none of the above
60. The scientific task setting under scientific management includes  
A) time study                                      B) motion study  
C) method study                                      D) all of these
61. Who is known as the father of modern theory of Management ?  
A) Henry Fayol                                      B) Harold Koontz  
C) F.W. Taylor                                      D) Max Weber
62. Planning and policy making are the functions of  
A) Top management                                      B) Middle Management  
C) Operating management                                      D) All of these

**A**

63. Which among the following is not an assumption of law of demand ?  
A) there should be no change in the income of the consumers  
B) there should be no change in the tastes and preferences of the consumer  
C) there should be no change in the size of population  
D) there should be every possibility in the rise in price of related goods
64. \_\_\_\_\_ is the type of demand which is creates if the product is disliked in general.  
A) Negative demand  
B) Dormant demand  
C) No demand  
D) All of these
65. Which among the following is not an element of market demand ?  
A) Product  
B) Customer group  
C) Geographic area  
D) None of these
66. The property of a company belongs to  
A) Company  
B) Shareholders  
C) Board of Directors  
D) Promoters
67. The liability of members of a company limited by guarantee is  
A) unpaid value of shares  
B) guaranteed amount  
C) unlimited liability  
D) none of the above
68. The person who conceives the idea of starting a company are called  
A) Directors  
B) Promoters  
C) Auditors  
D) Shareholders
69. \_\_\_\_\_ is the regulatory body of capital markets in India.  
A) SEBI  
B) RBI  
C) Both of these  
D) None of these
70. The first computerised stock exchange in India was  
A) BSE  
B) NSE  
C) OTCEI  
D) None of these
71. Which among the following is not a credit rating agency ?  
A) CARE  
B) CRISIL  
C) NIKKEI  
D) CIBIL

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72. The highest administrative authority for Income tax in India is  
A) CBDT  
B) Finance Ministry  
C) Income tax officer  
D) None of these
73. Income tax came into force on  
A) 1<sup>st</sup> April 1935  
B) 1<sup>st</sup> April 1961  
C) 1<sup>st</sup> April 1962  
D) 1<sup>st</sup> April 1956
74. A company cannot become a  
A) Resident  
B) Non-Resident  
C) Not Ordinarily Resident  
D) All of the above
75. \_\_\_\_\_ is considered as the father of modern marketing.  
A) Philip Kotler  
B) Peter Drucker  
C) Abraham Maslow  
D) Martin Lindstrom
76. \_\_\_\_\_ is a marketing concept which decides the complete market set up into smaller subsets of consumers with similar taste, demand and preference.  
A) Market positioning  
B) Market targeting  
C) Market differentiation  
D) Market segmentation
77. Brand switching is preferred in \_\_\_\_\_ stage of product life cycle.  
A) Introduction  
B) Growth  
C) Maturity  
D) Decline
78. \_\_\_\_\_ are cash memos, bills or other documents that were issued or received at the time of transaction for future references.  
A) Vouchers  
B) Ledgers  
C) Accounts  
D) All of these
79. The word audit is derived from the Latin word 'audire' which means  
A) think  
B) search  
C) enquiry  
D) listen
80. \_\_\_\_\_ is a method of misappropriation of cash by concealing cash shortages and covering them through recoveries from another customer.  
A) Teaming and lading  
B) Cash misappropriation  
C) Book keeping  
D) None of these
81. Which of the following statement is/are correct about the First Five Years Plan ?  
(i) Plan addressed, mainly the agrarian sector including investment in dams and irrigation.  
(ii) Socialist pattern of society was reflected in the Plan.  
(iii) K. N. Raj, a young economist involved in drafting the Plan.  
A) All the above (i), (ii), (iii)  
B) Only (ii) and (iii)  
C) Only (i) and (iii)  
D) Only (i) and (ii)

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87. Choose the correct statements from the following.

(i) Vaikunda Swamikal was the first to make consecration (Kannadi Prathishta) in South India.

(ii) The famous saying of Sree Narayana Guru was 'One Cast, One Religion and One God for Man'.

(iii) Ayyankali changed the monopoly of the brahmins in Vedic Scriptures.

A) All the above (i), (ii), (iii)

B) Only (i) and (iii)

C) Only (ii)

D) Only (i) and (ii)

88. A list of civil rights in movements is given below. Choose the correct match.

(i) Kallumala Agitation – Ayyankali

(ii) Guruvayur Satyagraha – Mannath Padmanabhan

(iii) Palliyam Satyagraha – Vakkom Moulavi

A) Only (i) and (iii)

B) Only (i) is correct

C) Only (i) and (ii)

D) All of the above

89. Which of the following statement is/are correct ?

(i) 'Purna Swaraj' accepted as Congress goal at Lahore Congress.

(ii) 'Quit India' Campaign was launched after the failure of the Cabinet Mission.

(iii) Jinnah called for a Direct Action Day to press the Muslim Leagues demand for Pakistan.

A) Only (ii) and (iii)

B) Only (i) and (ii)

C) Only (i) and (iii)

D) All of the above

90. Choose the correct statements from the following.

(i) Congress forms Interim Government with Nehru as the Vice President.

(ii) Cabinet Mission presents scheme for the formation of an interim Government at the Centre.

(iii) Jinnah elected President of Constituent Assembly of Pakistan.

A) Only (i) and (ii)

B) Only (ii) and (iii)

C) Only (i) and (iii)

D) All of the above

91. The serang used a \_\_\_\_\_ rope to secure the boat to the dock.

A) nylon, old, thick

B) thick, nylon, old

C) thick, old, nylon

D) nylon, thick, old

**A**

92. The idiom 'To haul over the coals' means  
A) To speak angrily  
B) To make a confusion  
C) To exaggerate dramatically  
D) To destroy one's reputation
93. Choose the correct question tag to fill up the blank.  
Don't be late, \_\_\_\_\_ ?  
A) will you  
B) would you  
C) do you  
D) doesn't you
94. Find the correctly spelt word.  
A) Manouvere  
B) Manevour  
C) Manouvre  
D) Manoeuvre
95. Choose the correct one word for a person or thing that is the centre of attention.  
A) Flotilla  
B) Cynosure  
C) Banter  
D) Parlance
96. Convert into passive voice.  
Let him try this.  
A) This will be tried by him.  
B) This may be tried by him.  
C) May this be tried by him.  
D) Let this be tried by him.
97. Adolescents easily \_\_\_\_\_ peer pressure.  
Choose the appropriate phrasal verb from below to complete the sentence.  
A) succumb with  
B) succumb to  
C) succumb by  
D) succumb for
98. Which of the following sentence is correct ?  
A) The jury is divided in their opinion regarding the film selected for the award.  
B) The jury was divided in their opinion regarding the film selected for the award.  
C) The jury were divided in their opinion regarding the film selected for the award.  
D) The jury are divided in their opinion regarding the film selected for the award.
99. The Director as well as the Staff \_\_\_\_\_ eagerly waiting for the new project.  
A) were  
B) was  
C) have been  
D) are
100. What is the meaning of Sine qua non ?  
A) a thing that is absolutely essential  
B) for the meantime  
C) whether right or wrong  
D) to be done after sometime
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Space for Rough Work

A