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**JKSSB**

**Previous Year Paper**  
**Junior Assistant**  
**20 Jan 2022 Shift 2**



Roll No.:

Registration No.:

Name:

Exam Date: **20-Jan-2022**

Exam Time: **14:00-15:20**

Post Name: **JUNIOR ASSISTANT**

**General English - General English**

**Question No.1**

Marks: 1.00

**Bookmark**

Fill in the blanks with suitable Idiom/Phrase from the given alternatives.

Her speech during the gathering is completely \_\_\_\_\_ with what we discussed last month

- (A)  **at odds (Correct Answer) (Chosen option)**
- (B)  way forward
- (C)  in the water
- (D)  run out

**Question No.2**

Marks: 1.00

**Bookmark**

Fill in the blanks with suitable Article from the given alternatives.

The company is looking for \_\_\_\_\_ MA graduate.

- (A)  No article
- (B)  **an (Correct Answer) (Chosen option)**
- (C)  a
- (D)  the

**Question No.3**

Marks: 1.00

**Bookmark**

Rearrange the following to form a meaningful sentence and find the most logical order from the given options.

Q: the Public Accounts Committee, not being an executive body,

P: can only make decisions that are advisory by nature

R: was introduced in 1921 after its first mention

S: in the Government of India Act, 1919

- (A)  **QPRS (Correct Answer) (Chosen option)**
- (B)  QRPS
- (C)  SQRP
- (D)  SRQP

**Case Study - 4 to 8**

5.00

**Directions for questions 1 to 5- Read the short passage below and answer the questions that follow.**

The trail of death and devastation that Cyclone Amphan has left in West Bengal and Odisha demonstrates, once again, the fragile state of eastern coastal States during the storm season. At

least 72 people are dead in Bengal and normal life is paralysed for millions in Kolkata and in the rural areas of both the States. That Amphan would be a terrible disaster was anticipated, but even with reliable forecasts of its movement since May 16, and the preparatory moves by National and State Disaster Response Force units, the impact has been catastrophic. The States along the east coast have evolved a code of practice for a storm coming under category 3 and above: evacuations, arranging for backup power, warning people to stay far from the coasts, designating strong buildings as cyclone shelters, and providing for at least a week's supply of cooked food besides bolstering medical supplies. Yet, the loss of life and damage to livelihoods is always significant. This time has been no different, and the Centre and the governments of the affected States, including those in the Northeast lashed by heavy rain, must help people already weighed down by a severe lockdown pick up their lives again. There is an additional challenge, as thousands of people have been moved to crowded shelters where the COVID-19 pandemic poses a continuing threat. Adhering to hygienic practices, monitoring those requiring medical assistance and testing for the virus is a high priority.

India's cyclone warning system has made major advances for being able to provide clear warnings and saving lives but the **precarious** lives led by millions of citizens have once again been subjected to a severe shock. Many who were working in distant States have just returned to Odisha and Bengal in the wake of the economic paralysis caused by COVID-19, and need sustained support after the storm. West Bengal Chief Minister Mamata Banerjee has appealed for strong support from the Centre, which the State must be provided to help it overcome the double jeopardy of the pandemic and the cyclone. Encouragingly, some vital activities such as functioning of the Kolkata airport were restored a day after the cyclone struck, facilitating movement of essentials, and additional NDRF personnel despatched to restore normalcy. The challenge is to provide pre-fabricated facilities for safe shelter in outlying areas, such as the Sunderbans, and use off-the-shelf solutions such as solar power to mobilise communities. While the battle against the virus may yet be won sooner or later, India must strengthen its response capabilities for a never-ending cycle of storms along its coastline.

#### Question No.4

Marks: 1.00

**Bookmark**

What happened in Kolkata due to the cyclone Amphan as per the given passage?

- (A)  More than 1000 members were died
- (B)  Fishermen were killed along coastal line
- (C)  Economy is devastated
- (D)  **Normal life is paralysed for millions of people (Correct Answer) (Chosen option)**

#### Question No.5

Marks: 1.00

**Bookmark**

Read the following statements and answer as per the given passage.

**Statement A:** India's cyclone warning system has made major advances for being able to provide clear warnings and saving lives

**Statement B:** Due to the Cyclone, at least 72 people are dead in Bengal and normal life is paralysed for millions in Kolkata and in the rural areas of both the States.

- (A)  **Both the statements A and B are True (Correct Answer) (Chosen option)**
- (B)  Statement A is True and Statement B is False
- (C)  Statement A is False and Statement B is True
- (D)  Both the statements A and B are False

#### Question No.6

Marks: 1.00

**Bookmark**

Which of the following caused the economic paralysis as per the given passage?

- (A)  Land slide

- (B)  **COVID-19 (Correct Answer)** (Chosen option)  
(C)  Earth quake  
(D)  Amphan

#### Question No.7

Marks: 1.00

**Bookmark**

How many people died in Bengal due to the cyclone Amphan?

- (A)  **At least 72 (Correct Answer)** (Chosen option)  
(B)  Less than 50  
(C)  At least 50  
(D)  At least 100

#### Question No.8

Marks: 1.00

**Bookmark**

What is the contextual meaning for the highlighted word 'Precarious'?

- (A)  Strong  
(B)  Loaded  
(C)  **Dangerous (Correct Answer)** (Chosen option)  
(D)  Volatile

#### Question No.9

Marks: 1.00

**Bookmark**

Fill in the blanks with suitable Preposition from the given alternatives.

All the trekkers walked \_\_\_\_\_ the forest.  
(A)  on  
(B)  before  
(C)  **through (Correct Answer)** (Chosen option)  
(D)  after

#### Question No.10

Marks: 1.00

**Bookmark**

Find the correct active/ passive voice for the given sentence in passive/ active voice from the given alternatives.

They bundled the crackers.  
(A)  The crackers are bundled by them.  
(B)  The crackers bundled by them.  
(C)  **The crackers were bundled by them. (Correct Answer)** (Chosen option)  
(D)  The crackers had bundled by them.

#### Question No.11

Marks: 1.00

**Bookmark**

Choose the word which expresses nearly the **opposite meaning of the given word "ASTUTE"**.

- (A)  Brainy  
(B)  Clever  
(C)  **Foolish (Correct Answer)** (Chosen option)  
(D)  Adroit

**Question No.12**

Marks: 1.00

**Bookmark**

Choose the word which best expresses the similar **meaning** of the given word "CALLOW".

- (A)  Calm
- (B)  Sophisticated
- (C)  **Immature (Correct Answer)**
- (D)  Mature (Chosen option)

**Question No.13**

Marks: 1.00

**Bookmark**

Fill in the blanks with suitable Idiom/Phrase from the given alternatives.

She was in her \_\_\_\_\_ when she received her job offer letter

- (A)  **seventh heaven (Correct Answer) (Chosen option)**
- (B)  apples to oranges
- (C)  lion's share
- (D)  knock out

**Case Study - 14 to 15**

2.00

**Directions:** Read the passage and fill the blanks with suitable pronoun.

**Question No.14**

Marks: 1.00

**Bookmark**

A. Once when I was feeling low, my father gave \_\_\_\_\_ (A) \_\_\_\_\_ a paper in which was written "No matter what you do, no matter how many times you screw up and think to \_\_\_\_\_ (B) \_\_\_\_\_ there is no point to carry on - keep going. Don't quit." I have that paper safe and I read it often.

- (A)  **me (Correct Answer) (Chosen option)**
- (B)  myself
- (C)  mine
- (D)  I

**Question No.15**

Marks: 1.00

**Bookmark**

B. Once when I was feeling low, my father gave \_\_\_\_\_ (A) \_\_\_\_\_ a paper in which was written "No matter what you do, no matter how many times you screw up and think to \_\_\_\_\_ (B) \_\_\_\_\_ there is no point to carry on - keep going. Don't quit." I have that paper safe and I read it often.

- (A)  myself
- (B)  you
- (C)  **yourself (Correct Answer) (Chosen option)**
- (D)  me

**Question No.16**

Marks: 1.00

**Bookmark**

Rearrange the following to form a meaningful sentence and find the most logical order from the given options.

Q: indonesia straddles the "Pacific Ring of Fire", a highly

P: seismically active zone, where different plates  
R: on the earth's crust meet and create  
S: a large number of earthquakes and volcanoes

- (A)  QRPS
- (B)  **QPRS (Correct Answer) (Chosen option)**
- (C)  SQPR
- (D)  SQRP

#### Question No.17

Marks: 1.00  
**Bookmark**

Find the correct active/ passive voice for the given sentence in passive/ active voice from the given alternatives.

They are weaving silk sarees here.

- (A)  Silk sarees are woven by them here.
- (B)  Silk sarees were being woven by them here.
- (C)  **Silk sarees are being woven by them here. (Correct Answer) (Chosen option)**
- (D)  Silk sarees were woven by them here.

#### Question No.18

Marks: 1.00  
**Bookmark**

Fill in the blanks with suitable pair of words.

A \_\_\_\_\_ rooftop was mounted on the fields of the most \_\_\_\_\_ hotel in town.

- (A)  formerly, formally
- (B)  latest, last
- (C)  oral, aural
- (D)  **luxuriant, luxurious (Correct Answer) (Chosen option)**

#### Question No.19

Marks: 1.00  
**Bookmark**

Fill in the blanks with suitable Article from the given alternatives.

English has become one of \_\_\_\_\_ common languages among people.

- (A)  an
- (B)  **the (Correct Answer) (Chosen option)**
- (C)  a
- (D)  No article

#### Question No.20

Marks: 1.00  
**Bookmark**

Fill in the blanks with suitable Preposition from the given alternatives.

The pen is \_\_\_\_\_ the table.

- (A)  till
- (B)  through
- (C)  besides
- (D)  **beneath (Correct Answer) (Chosen option)**

## General Awareness with special reference to JK UT - General Awareness with special reference to JK UT

### Question No.1

Marks: 1.00

**Bookmark**

Which is the hottest month in Jammu region?

- (A)  March (Chosen option)
- (B)  August
- (C)  September
- (D)  June (Correct Answer)

### Question No.2

Marks: 1.00

**Bookmark**

In August 2021, the Reserve Bank of India cancelled the licence of which of the following banks?

- (A)  Shivaji Rao Bhosale Sahakari Bank Ltd
- (B)  The Karad Janata Sahakari Bank Ltd
- (C)  The Kapol Co-operative Bank Ltd
- (D)  Karnala Nagari Sahakari Bank Ltd (Correct Answer)

### Question No.3

Marks: 1.00

**Bookmark**

What was the Nagpur Plan drawn in 1943 related to?

- (A)  Space exploration
- (B)  Telecommunication
- (C)  Inland waterways
- (D)  Road transportation (Correct Answer) (Chosen option)

### Question No.4

Marks: 1.00

**Bookmark**

The book "The Valley of Kashmir" is written by:

- (A)  Prem Nath Bazaz
- (B)  Walter Roper Lawrence (Correct Answer)
- (C)  Alan Moorehead
- (D)  Swaleh Reshi

### Question No.5

Marks: 1.00

**Bookmark**

Emperor Jahangir, wished to be buried at \_\_\_\_\_, in Anantnag District of Jammu & Kashmir.

- (A)  Gurdashnag
- (B)  Thattapani
- (C)  Chamuthang
- (D)  Verinag (Correct Answer) (Chosen option)

### Question No.6

Marks: 1.00

**Bookmark**

Where did the Champaran Satyagraha originate?

- (A)  Madhya Pradesh

- (B)  Bihar (Correct Answer) (Chosen option)  
(C)  West Bengal  
(D)  Assam

#### Question No.7

Marks: 1.00

**Bookmark**

The ancient Devi Maha Lakshmi Temple, situated at Pacca Danga of Jammu District, was built by \_\_\_\_\_

- (A)  Maharaja Vir Dev  
(B)  Maharaja Ranbir Singh (Correct Answer)  
(C)  Maharaja Dhanpal Singh  
(D)  Maharaja Bhim Dev (Chosen option)

#### Question No.8

Marks: 1.00

**Bookmark**

Which among the following is an Impact Crater Lake of India?

- (A)  Wular Lake  
(B)  Karakul  
(C)  Lonar Lake (Correct Answer) (Chosen option)  
(D)  Chilika Lake

#### Question No.9

Marks: 1.00

**Bookmark**

Which among the following lakes is India's first and largest artificial sweet water lake?

- (A)  Dipor Bil  
(B)  Umiam Lake  
(C)  Dhebar Lake (Correct Answer)  
(D)  Shilloi Lake

#### Question No.10

Marks: 1.00

**Bookmark**

Pulwama district in J&K is famous for Archaeological monuments especially for those left by \_\_\_\_\_

- (A)  Raja Suchet Singh & Hari Dev  
(B)  Raja Avantivarman & Lalita Ditya (Correct Answer) (Chosen option)  
(C)  Raja Aggar Ullah Khan & Noor-Ud-Din  
(D)  Maharaja Hari Singh

#### Question No.11

Marks: 1.00

**Bookmark**

Which of the following is the Headquarters of Eastern Railway Zone in India?

- (A)  Allahabad  
(B)  Gorakhpur  
(C)  Hajipur  
(D)  Kolkata (Correct Answer) (Chosen option)

#### Question No.12

Marks: 1.00

**Bookmark**

Indravati River is one of the tributaries of river \_\_\_\_\_

- (A)  Kaveri
- (B)  **Godavari (Correct Answer)**
- (C)  Krishna
- (D)  Mahanadi

#### Question No.13

Marks: 1.00

**Bookmark**

Golden Quadrilateral connects which of the following cities in India?

- (A)  **Delhi-Mumbai-Chennai-Kolkata (Correct Answer) (Chosen option)**
- (B)  Mumbai-Bangaluru-Chennai-Pune
- (C)  Delhi-Mumbai-Hyderabad-Pune
- (D)  Mumbai-Kolkata-Bengaluru-Hyderabad

#### Question No.14

Marks: 1.00

**Bookmark**

When did Maharaja Gulab Singh, the Dogra ruler of Jammu annex the Kishtwar region?

- (A)  1721 AD
- (B)  1845 AD (Chosen option)
- (C)  1790 AD
- (D)  **1821 AD (Correct Answer)**

#### Question No.15

Marks: 1.00

**Bookmark**

Who is called the "Grand Old Man of India"?

- (A)  E V Ramsamy
- (B)  **Dadabhai Naoroji (Correct Answer) (Chosen option)**
- (C)  Anandha Charlu
- (D)  Badruddin Tyabji

#### Question No.16

Marks: 1.00

**Bookmark**

In which of the following districts of Jammu and Kashmir is the Bhaderwah meteorological observatory located?

- (A)  **Doda (Correct Answer) (Chosen option)**
- (B)  Reasi
- (C)  Kullam
- (D)  Poonch

#### Question No.17

Marks: 1.00

**Bookmark**

Island was constructed by King Zainul-Abi-Din in the Wular Lake of Union Territory of Jammu & Kashmir.

- (A)  Char Chinari
- (B)  Roopa Lank
- (C)  **Zaina Lank (Correct Answer) (Chosen option)**
- (D)  Majuli

#### Question No.18

Marks: 1.00

**Bookmark**

Which is the only Indian city selected for the 'International Clean Air Catalyst Programme' of USAID?

- (A)  Mysore
- (B)  Mumbai
- (C)  Hyderabad
- (D)  **Indore (Correct Answer)** (Chosen option)

**Question No.19**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ Town in Jammu & Kashmir has derived it's name from a famous spring named "Ganderbhan".

- (A)  **Ganderbal (Correct Answer)** (Chosen option)
- (B)  Srinagar
- (C)  Reasi
- (D)  Jammu

**Question No.20**

Marks: 1.00

**Bookmark**

In which year the construction of Dhannidhar Fort in Rajouri was completed?

- (A)  1848 A.D
- (B)  **1855 A.D (Correct Answer)**
- (C)  1850 A.D
- (D)  1858 A.D (Chosen option)

**Numerical and Reasoning Ability - Numerical and Reasoning Ability**

**Question No.1**

Marks: 1.00

**Bookmark**

The average of 189 lab readings was 85 units. Later on it was found that a reading 274 was wrongly typed as 85. Find the correct average.

- (A)  76
- (B)  **86 (Correct Answer)** (Chosen option)
- (C)  66
- (D)  56

**Question No.2**

Marks: 1.00

**Bookmark**

In a certain code language:  
'clean and neat' is written as 'so ra ni',  
'neat white floor' is written as 'ju pa ra',  
'bright clean floor' is written as 'ni ju ma'.

What is the code for 'and' in the given code language?

- (A)  ni
- (B)  ju
- (C)  ra
- (D)  **so (Correct Answer)** (Chosen option)

**Question No.3**

Marks: 1.00

**Bookmark**

If A got 616 marks and B got 462 marks, then what percent of A's marks is B's marks?

- (A)  90
- (B)  85
- (C)  80
- (D)  75 (Correct Answer) (Chosen option)

#### Question No.4

Marks: 1.00

**Bookmark**

A man walks 3km towards West; takes a right turn and walks 4km. He then walks 1km towards the starting point and reached the destination. How far is he from the starting position?

- (A)  4km (Correct Answer) (Chosen option)
- (B)  2km
- (C)  3km
- (D)  1km

#### Question No.5

Marks: 1.00

**Bookmark**

In this question, a statement is given followed by two conclusions numbered i and ii. You have to assume everything in the statement to be true, then consider the two conclusions together and decide which of them logically follows beyond a reasonable doubt from the information given in the statement.

**Statement:** Every Saturday is a holiday. Today is a holiday.

**Conclusion:**

- i. Today is Saturday.
- ii. Today is not a Saturday.

Choose the appropriate one from the following options (A) Only conclusion i follows

- (B) Only conclusion ii follows
- (C) Either i or ii follows
- (D) Neither i nor ii follows and
- (E) Both i and ii follow.

- (A)  C (Correct Answer) (Chosen option)
- (B)  B
- (C)  A
- (D)  E

#### Question No.6

Marks: 1.00

**Bookmark**

Sabeer gets a discount of 10% on his purchase bill of Rs.7500. What is the total discount he got?(In Rs)

- (A)  650
- (B)  700
- (C)  750 (Correct Answer) (Chosen option)
- (D)  600

#### Question No.7

Marks: 1.00

**Bookmark**

Find the next number in the series.

12, 16, 25, 41, 66, ?

- (A)  100
- (B)  102 (Correct Answer) (Chosen option)
- (C)  98
- (D)  92

#### Question No.8

Marks: 1.00

**Bookmark**

Find the unit digit in the product ( $538 \times 1052 \times 3312 \times 8328$ ).

- (A)  12
- (B)  6 (Correct Answer) (Chosen option)
- (C)  8
- (D)  10

#### Question No.9

Marks: 1.00

**Bookmark**

The price of a bucket has increased from Rs.1240 to Rs.1426. Find the percentage increase in the price.

- (A)  5
- (B)  15 (Correct Answer) (Chosen option)
- (C)  20
- (D)  10

#### Question No.10

Marks: 1.00

**Bookmark**

The ratio of two numbers is 8:9 and their sum is 1037. Find the greater of the two numbers.

- (A)  549 (Correct Answer) (Chosen option)
- (B)  529
- (C)  539
- (D)  519

#### Question No.11

Marks: 1.00

**Bookmark**

18 girls can dig a pit in 450 days. If a boy is twice as efficient as a girl, then 5 girls and 2 boys can dig a similar pit in how many days?

- (A)  800
- (B)  600
- (C)  700
- (D)  900 (Correct Answer) (Chosen option)

#### Question No.12

Marks: 1.00

**Bookmark**

Eladevi travels at a speed of 139 kmph and she reaches the destination in 15 hours. Find the distance she covers.(In km)

- (A)  1885
- (B)  1985
- (C)  2185
- (D)  2085 (Correct Answer) (Chosen option)

**Question No.13**

Marks: 1.00

**Bookmark**

Find the next term in the given series.

PROCRASTINATION, OCRASTINATI, ROCRASTINATIO, CRASTINAT, OCRASTINATI, ?

- (A)  CRASTINAT
- (B)  RASTINAT
- (C)  CRASTIN
- (D)  **RASTINA (Correct Answer)** (Chosen option)

**Question No.14**

Marks: 1.00

**Bookmark**

P is the mother of Q and R. R is the father of S and T. How is P related to T?

- (A)  **Grandmother (Correct Answer)** (Chosen option)
- (B)  Mother
- (C)  Mother-in-law
- (D)  Aunt

**Question No.15**

Marks: 1.00

**Bookmark**

Find the remainder when sum of 5 consecutive natural numbers from 5235 to 5239 (both inclusive) is divided by 5.

- (A)  3
- (B)  **0 (Correct Answer)** (Chosen option)
- (C)  2
- (D)  1

**Question No.16**

Marks: 1.00

**Bookmark**

Rs.1066 is divided among 2 men, 6 women and 8 boys so that the share of a man, a woman and a boy are in the ratio 3: 2: 1. Then, how much does a man get?(In Rs.)

- (A)  120
- (B)  121
- (C)  **123 (Correct Answer)** (Chosen option)
- (D)  119

**Question No.17**

Marks: 1.00

**Bookmark**

If R means 'add to', Q means 'multiply by', S means 'subtract from' and P means 'divide by', then  $(11Q4P2R7)S55 = ?$

- (A)  **26 (Correct Answer)** (Chosen option)
- (B)  30
- (C)  38
- (D)  32

**Question No.18**

Marks: 1.00

**Bookmark**

Pipe A can fill a tank in 498 seconds and Pipe B can fill the same tank in 249 seconds. If both pipes are opened together, how many seconds will it take to fill the empty tank?

- (A)  186

- (B)  176
- (C)  196
- (D)  166 (Correct Answer) (Chosen option)

**Question No.19**

Marks: 1.00

**Bookmark**

A monitor for personal computer is bought for Rs.22500 and sold at Rs.15750. Find its loss percentage.

- (A)  30 (Correct Answer) (Chosen option)
- (B)  45
- (C)  35
- (D)  40

**Question No.20**

Marks: 1.00

**Bookmark**

The average of 89 numbers is 235. After excluding one of the numbers, the average remains the same. Find the number which is excluded.

- (A)  265
- (B)  245
- (C)  235 (Correct Answer) (Chosen option)
- (D)  255

**Basic Concepts of Computers - Basic Concepts of Computers****Question No.1**

Marks: 1.00

**Bookmark**

Pressing the \_\_\_\_\_ key will make the PowerPoint in presentation mode.

- (A)  F7
- (B)  F1
- (C)  F2
- (D)  F5 (Correct Answer) (Chosen option)

**Question No.2**

Marks: 1.00

**Bookmark**

What is SMTP?

- (A)  Simple Mail Transfer Protocol (Correct Answer) (Chosen option)
- (B)  Simple Message Transfer Protocol
- (C)  Safer Mail Transfer Protocol
- (D)  Soft Mail Transfer Protocol

**Question No.3**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ is the process of storing data and instructions to make them readily available for initial or additional processing as and when required.

- (A)  Storing (Correct Answer) (Chosen option)
- (B)  Arranging
- (C)  Inputting
- (D)  Executing

**Question No.4**

Marks: 1.00

**Bookmark**

Magnetic disk, Magnetic tape, optical disk, are example of which type of memory?

- (A)  Cache
- (B)  **Secondary (Correct Answer) (Chosen option)**
- (C)  Primary
- (D)  Main

**Question No.5**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ contains a photocell in a small tube and is used to select objects directly on the computer screen.

- (A)  **Light pen (Correct Answer) (Chosen option)**
- (B)  Joystick
- (C)  Mouse
- (D)  Touch screen

**Question No.6**

Marks: 1.00

**Bookmark**

In MS Excel 2019, which of the following shortcut keys is used to open the format cells dialog?

- (A)  Ctrl + 2
- (B)  **Ctrl + 1 (Correct Answer) (Chosen option)**
- (C)  Ctrl + 4
- (D)  Ctrl + 3

**Question No.7**

Marks: 1.00

**Bookmark**

The most popular keyboard used today is \_\_\_\_\_

- (A)  Quick
- (B)  **QWERTY (Correct Answer) (Chosen option)**
- (C)  AZERTY
- (D)  Usual

**Question No.8**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ is used to identify coding errors at different stages of software development.

- (A)  **Debugger (Correct Answer) (Chosen option)**
- (B)  Translator
- (C)  Loader
- (D)  Linker

**Question No.9**

Marks: 1.00

**Bookmark**

95, 98, NT, XP are some of the versions of which Operating system?

- (A)  DOS
- (B)  Android
- (C)  Linux
- (D)  **Windows (Correct Answer) (Chosen option)**

**Question No.10**

Marks: 1.00

**Bookmark**

In MS Word 2019, which of the following shortcut keys is used to copy the selected formatting?

- (A)  Ctrl + C
- (B)  Ctrl + Alt + C
- (C)  **Ctrl + Shift + C (Correct Answer) (Chosen option)**
- (D)  Alt + Shift + C

**Question No.11**

Marks: 1.00

**Bookmark**

Identify the correct email address:

- (A)  <https://books.com/mybook>
- (B)  **mybook12@books.com (Correct Answer) (Chosen option)**
- (C)  [www.books.com](http://www.books.com)
- (D)  [books.com/mybook-info](http://books.com/mybook-info)

**Question No.12**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ is a storage device or a secondary storage device.

- (A)  RAM
- (B)  Human brain
- (C)  ROM
- (D)  **Hard disk drive (Correct Answer) (Chosen option)**

**Question No.13**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ is the shortcut key to start a powerpoint presentation

- (A)  **F5 (Correct Answer) (Chosen option)**
- (B)  F3
- (C)  F7
- (D)  F1

**Question No.14**

Marks: 1.00

**Bookmark**

What is DOS?

- (A)  Device Operating System
- (B)  Dual Operating System
- (C)  Double Operating System
- (D)  **Disk Operating System (Correct Answer) (Chosen option)**

**Question No.15**

Marks: 1.00

**Bookmark**

\_\_\_\_\_ button on windows explorer helps you make the window appear at its largest possible size.

- (A)  **Maximize (Correct Answer) (Chosen option)**
- (B)  Restore
- (C)  Minimize

(D)  Close

#### Question No.16

Marks: 1.00

**Bookmark**

How will you mark a specific area of a sheet for printing in MS Excel?

- (A)  **Using Page Layout - Print Area option (Correct Answer) (Chosen option)**
- (B)  Using View - Print Area option
- (C)  Using Data - Print Area option
- (D)  Using Home - Print Area option

#### Question No.17

Marks: 1.00

**Bookmark**

The file extension of a Microsoft Word Template file is \_\_\_\_\_

- (A)  ppt
- (B)  xls
- (C)  indd
- (D)  **dotx (Correct Answer) (Chosen option)**

#### Question No.18

Marks: 1.00

**Bookmark**

Mouse, Trackball, Electronic, pen etc. are which type of input devices?

- (A)  Vision based devices
- (B)  Keyboard devices
- (C)  Speech recognition devices
- (D)  **Point-and-draw devices (Correct Answer) (Chosen option)**

#### Question No.19

Marks: 1.00

**Bookmark**

A \_\_\_\_\_ is a non-impact printer which uses a laser beam to produce an image on a negatively charged cylindrical drum.

- (A)  chain
- (B)  drum
- (C)  inkjet
- (D)  **laser (Correct Answer) (Chosen option)**

#### Question No.20

Marks: 1.00

**Bookmark**

The evolution of computer to their present state is divided into \_\_\_\_\_ generations of computer, based on hardware and software development.

- (A)  4
- (B)  6
- (C)  **5 (Correct Answer) (Chosen option)**
- (D)  3