

Kerala State Co-operative Service Examination Board

Final Answerkey For the Post of Data Entry Operator

Notification No : 5/2024 Exam Date : 21-07-2024

1)The Reformation Movement was started by whom?

(A)King Henry VIII (B)Martin Luther (C)John Calvin (D)William Tyndale

Correct Answer : **(B)**

2)What is the duration of the French Revolution?

(A)1788-1792 (B)1789-1799 (C)1789-1798 (D)1781-1790

Correct Answer : **(B)**

3)Who is known as the founder of Modern Turkey?

(A)Mustafa Kemal Pasha (B)Celal Bayer (C)Ismet Inonu (D)Cemal Gursel

Correct Answer : **(A)**

4)Which civilization is the oldest in the world?

(A)Egyptian civilization (B)Mesopotamian civilization (C)Chinese civilization (D)Indus Valey civilization

Correct Answer : **(B)**

5)As per Greek mythology, the God of War and Courage is:

(A)Zeus (B)Hermes (C)Ares (D)Apollo

Correct Answer : **(C)**

6)Who said "Egypt is the gift of Nile"?

(A)Herodotus (B)Sallust (C)Aristotle (D)Arrian

Correct Answer : **(A)**

7)What is the theme of 'World Environment Day 2024'?

(A)Beat Plastic
Pollution

(B)Ecosystem
Restoration

(C)Solution to
plastic pollution

(D)Land restoration,
Desertification and drought
resilience

Correct Answer : **(D)**

8)What was the slogan for the French Revolution?

(A)Liberty, Equality,
Reform

(B)Liberty, Equality,
Fraternity

(C)Liberty,
Revolution, Equality

(D)Revolution, Reform,
Fraternity

Correct Answer : **(B)**

9)Where did the Industrial Revolution first started?

(A)Great Britain

(B)France

(C)Russia

(D)America

Correct Answer : **(A)**

10)Who discovered the Polio vaccine?

(A)Darwin

(B)Jonas Edward Salk

(C)Louis Pasteur

(D)Eli Whitney

Correct Answer : **(B)**

11)Which is the largest ocean on earth?

(A)Atlantic Ocean

(B)Indian Ocean

(C)Pacific Ocean

(D)Artic Ocean

Correct Answer : **(C)**

12)Which mighty bird serve as the vehicle of Lord Vishnu?

(A)Peacock

(B)Garuda

(C)Swan

(D)Owl

Correct Answer : **(B)**

13)Can you name the four Vedas – the ancient sacred texts of Hinduism.

(A)Rig Veda, Sama Veda,
Yajur Veda, Upanishad

(B)Rig Veda, Ramayana,
Mahabharata, Bhagavad Gita

(C)Rig Veda, Sama
Veda, Yajur Veda,
Atharva Veda

(D)Puranas, Brahmanas,
Aranyakas, Upanishads

Correct Answer : **(C)**

14)What is the currency of Bhutan? (A)Ngultrum (B)Kyat (C)Dinar (D)Dirham Correct Answer : (A)
15)Lima is the capital of -----. (A)Pakistan (B)Rwanda (C)Poland (D)Peru Correct Answer : (D)
16)Nairobi is the capital city of which country? (A)Kenya (B)Japan (C)Iraq (D)Iran Correct Answer : (A)
17)Which of the following city is going to host the summer Olympics of 2024? (A)Beijing (B)South Korea (C)Sydney (D)Paris Correct Answer : (D)
18)Who was the first Indian to win an individual medal in Olympics? (A)Milkha Singh (B)Karnam Malleshwari (C)P.T. Usha (D)K. D. Jadhav Correct Answer : (D)
19)Programme "The make in India" was started on: (A)November 2012 (B)September 2014 (C)January 2014 (D)September 2016 Correct Answer : (B)
20)Who is the father of Immunology? (A)Robert Koch (B)Louis Pasture (C)Edward Jenner (D)Landsteiner Correct Answer : (C)

21) Full form of POSH Act 2013:

- | | | | |
|---------------------------------------|---|--|--|
| (A) Prevention of Sexual Health, 2013 | (B) Prevention of Sexual Harassment, 2013 | (C) Prevention of Slave Harassment, 2013 | (D) Prohibition of Sexual Harassment, 2013 |
|---------------------------------------|---|--|--|

Correct Answer : **(B)**

22) Full form of DOS in computer:

- | | | | |
|---------------------------|-----------------------|---------------------------|-------------------------|
| (A) Disk Operating System | (B) Denial of Service | (C) Data Operating System | (D) Director of Studies |
|---------------------------|-----------------------|---------------------------|-------------------------|

Correct Answer : **(A)**

23) Which among the following is a bacterial disease?

- | | | | |
|------------|-------------|-------------|-----------|
| (A) Rabies | (B) Leprosy | (C) Malaria | (D) Ebola |
|------------|-------------|-------------|-----------|

Correct Answer : **(B)**

24) The Constitution (One Hundredth Amendment) act, 2015 relates to:

- | | | | |
|------------------------------|--|------------------------------|--|
| (A) Amendment of Article 164 | (B) Acquiring/Transfer of certain territories between Government of India and Bangladesh | (C) Amendment of Article 270 | (D) Special provision with respect to State of Karnataka |
|------------------------------|--|------------------------------|--|

Correct Answer : **(B)**

25) What was the real name of Valmiki the author of Ramayana?

- | | | | |
|------------|---------------|--------------|------------|
| (A) Basuki | (B) Devabrata | (C) Ratnakar | (D) Partha |
|------------|---------------|--------------|------------|

Correct Answer : **(C)**

26) What is the main economic problem faced by the society?

- | | | | |
|------------------|----------------|-------------|---------------------------|
| (A) Unemployment | (B) Inequality | (C) Poverty | (D) Scarcity of resources |
|------------------|----------------|-------------|---------------------------|

Correct Answer : **(D)**

27) Which state is known as the Fruit Basket?

(A) Uttar Pradesh (B) Tamil Nadu (C) Karnataka (D) Himachal Pradesh

Correct Answer : **(D)**

28) Whom was the first Chairperson of the National Women's Commission?

(A) Parvathi Bhai (B) Akkamma Cheriyan (C) Jayanti Patnaik (D) V. Mohini Giri

Correct Answer : **(C)**

29) The largest share of Gross Domestic Product (GDP) in India comes from_____.

(A) Agriculture and allied sectors (B) Manufacturing, construction, electricity, and gas (C) Service Sector (D) Defense and public administration

Correct Answer : **(C)**

30) The first central Minister for Co-operation:

(A) Raj Nath Singh (B) Narendra Singh Tomer (C) Amit Shah (D) Suresh Gopi

Correct Answer : **(C)**

31) Who is the second citizen of India?

(A) Prime Minister (B) President (C) Vice President (D) Chief Justice of India

Correct Answer : **(C)**

32) Kalinga is the ancient name of coastal _____.

(A) Tamil Nadu (B) Orissa (C) Kerala (D) Andhra Pradesh

Correct Answer : **(B)**

33) What is the full form of FTP?

(A) File text paging (B) File transfer paging (C) File text protocol (D) File transfer protocol

Correct Answer : **(D)**

34) Which of the following is not an agro based industry?

(A) Vegetable oil Industry

(B) Cotton textile Industry

(C) Fish Oil manufacturing Industry

(D) Leather Industry

Correct Answer : **(C)**

35) Golden Revolution is related to:

(A) Precious minerals

(B) Pulses

(C) Jute

(D) Horticulture and Honey

Correct Answer : **(D)**

36) A natural fiber is obtained from stem of a plant and the plant is harvested when it starts flowering. The fiber is ----.

(A) Cotton

(B) Wool

(C) Jute

(D) Silk

Correct Answer : **(C)**

37) Which is the second most important cereal crop in India?

(A) Rice

(B) Wheat

(C) Barley

(D) Oil seeds

Correct Answer : **(B)**

38) Which type of soil is mostly found in Kerala?

(A) Alluvial Soil

(B) Black Soil

(C) Red Soil

(D) Laterite Soil

Correct Answer : **(D)**

39) Which of the following is a Kharif crop?

(A) Wheat

(B) Peas

(C) Ground nut

(D) Pumpkin

Correct Answer : **(C)**

40) Who is the author of the book "Fearless Governance"?

(A) Arundhati Roy

(B) Dr. Kiran Bedi

(C) Virginia Woolf

(D) James Austen

Correct Answer : **(B)**

41)In electronic banking ATM stands for:

(A)Automated
Transfer Money

(B)Automated Teller
Machine

(C)Automatic
Transfer Machine

(D)Automatic
Transfer Mode

Correct Answer : **(B)**

42)Ajanta caves are located in:

(A)Maharastra

(B)Gujarat

(C)Tamil Nadu

(D)West Bengal

Correct Answer : **(A)**

43)What is meant by sex-ratio?

(A)The relation
between male
and female

(B)The ration between
the number of adult
male and adult female in
a population

(C)The ration between
the number of female
and number of male in
population

(D)The number of
females per 1000
males in a given
population

Correct Answer : **(D)**

44)

Minimum age required for contesting in the Presidential election of India:

(A)23 years

(B)25 years

(C)35 years

(D)30 years

Correct Answer : **(C)**

45)The first ever computer game:

(A)Minecraft

(B)God of War

(C)Space War

(D)Fortnite

Correct Answer : **(C)**

46)Registration of a Co-operative society is a fundamental right of citizen as per article _____ of the Constitution.

(A)19(1)(C)

(B)43 B

(C)243 Z T

(D)243 Z K

Correct Answer : **(A)**

47)When was the Kerala Bank officially formed? (A)29.11.2019 (B)01.04.2018 (C)31.03.2019 (D)26.05.2020 Correct Answer : (A)
48)Which Article of the constitution says that "No child below the age of 14 years shall be employed to work in any factory or in any hazardous employment"? (A)Article 24 (B)Article 25 (C)Article 26 (D)Article 27 Correct Answer : (A)
49)Limca Trophy is associated with which sport? (A)Hockey (B)Golf (C)Chess (D)Badminton Correct Answer : (C)
50)Durand cup is associated with which sport? (A)Cricket (B)Hockey (C)Football (D)Basketball Correct Answer : (C)
51)Which is the highest honour in the National Film Awards? (A)Best Director (B)Best Actor (C)Best Film (D)Dada Sahib Phalke Award Correct Answer : (D)
52)Who won the Best Actor award at the Dadasaheb Phalke International Film Festival Awards 2024? (A)Shah Rukh Khan (B)Vicky Kaushal (C)Ranbir Kapoor (D)Amithab Bachan Correct Answer : (A)
53)The national film awards in India are presented by which ministry? (A)Ministry of culture (B)Ministry of Information and Broadcasting (C)Ministry of Home affairs (D)Ministry of Tourism Correct Answer : (B)

54)The district where the Kerala Kalamandalam is located:

(A)Thrissur (B)Kozhikode (C)Kannur (D)Palakkad

Correct Answer : **(A)**

55)Walker cup is associated with which sport?

(A)Cricket (B)Football (C)Fencing (D)Golf

Correct Answer : **(D)**

56)Ashwini Ponnappa is associated with which game?

(A)Football (B)Hockey (C)Badminton (D)Chess

Correct Answer : **(C)**

57)Who is the managing Director of Vizhinjam International Seaport?

(A)Dr. Divya. S. Iyer IAS (B)Karan Adani (C)Sreekumar. K. Nair (D)Rajesh Adani

Correct Answer : **(A)**

58)Kerala Government Scheme to collect medical information digitally:

(A)Jeevankiran (B)Amritham (C)Aayurrekha (D)Jeevanrekha

Correct Answer : **(D)**

59)India's first soil museum is situated in:

(A)Bangalore (B)Thiruvananthapuram (C)Chennai (D)Mumbai

Correct Answer : **(B)**

60)The place where Bharatapuzha meets the Arabian Sea:

(A)Ponnani (B)Payambalam (C)Beypore (D)Chavakkad

Correct Answer : **(A)**

61)The first programmable computer was invented by:

- (A)Charles Babbage (B)Alan Turing (C)John Von Neuman (D)Konrad Zuse

Correct Answer : **(A)**

62)Integrated Circuit (IC) were introduced in which generation of computer?

- (A)First generation (B)Second generation (C)Third generation (D)Fourth generation

Correct Answer : **(C)**

63)The first computer in India was installed at:

- (A)Indian Institute of Science, Bangalore (B)Indian Statistical Institute, Kolkata (C)Tata Institute of Fundamental Research, Mumbai (D)Indian Space Research Organization, Bangalore

Correct Answer : **(B)**

64)Which organization developed the first Indian microprocessor, named Shakti?

- (A)NIC (B)Infosys (C)TCS (D)IIT Madras

Correct Answer : **(D)**

65)Which programming language was developed by Sun Microsystem?

- (A)C++ (B)Java (C)Python (D)Ruby

Correct Answer : **(B)**

66)Which company developed the first commercially successful microprocessor, the Intel 4004?

- (A)IBM (B)Intel (C)AMD (D)Apple

Correct Answer : **(B)**

67)The first electronic digital computer was:

- (A)Colossus (B)ENIAC (C)UNIVAC I (D)Mark I

Correct Answer : **(B)**

68)Who is known as the father of computer science and artificial intelligence?

(A)Alan Turing (B)Charles Babbage (C)John von Neuman (D)Grace Hopper

Correct Answer : **(A)**

69)The development of microprocessors in the 1970s marked the beginning of which generation of computers?

(A)First generation (B)Second generation (C)Third generation (D)Fourth generation

Correct Answer : **(D)**

70)Which company developed the UNIX operating system?

(A)IBM (B)Microsoft (C)Bell Labs (D)Apple

Correct Answer : **(C)**

71)Which computer architecture concept introduced the idea of storing both data and instructions in the same memory unit?

(A)Harvard architecture (B)Von Neumann architecture (C)Turing architecture (D)ARM architecture

Correct Answer : **(B)**

72)Which technology is used for wireless communication over longer distances?

(A)NFC (B)Wi-Fi (C)LTE (D)Zigbee

Correct Answer : **(C)**

73)Which of the following errors will be handled by the operating system?

(A)Lack of paper in printer (B)connection failure in the network (C)power failure (D)all of the above

Correct Answer : **(D)**

74)Bluetooth technology falls under:

(A)Wide area network (B)Virtual private network (C)A local area network (D)A personal area network

Correct Answer : **(D)**

75)What was the name of the first network?

(A)ASAPNET

(B)ARPANET

(C)CNNET

(D)NSFNET

Correct Answer : **(B)**

76)Which of the following allows Local Area Network users to share computer programs and data?

(A)File Server

(B)Network

(C)Communication Server

(D)Print Server

Correct Answer : **(A)**

77)Which of the following is the full form of CISC architecture?

(A)Complex
Instruction
Sequential
Compilation

(B)Complete
Instruction Sequential
Compilation

(C)Computer
Integrated Sequential
Compiler

(D)Complex
Instruction Set
Computer

Correct Answer : **(D)**

78)What does ISO stand for?

(A)International
Software Organization

(B)Industrial
Software
Organization

(C)International
Standards
Organization

(D)Industrial
Standards
Organization

Correct Answer : **(C)**

79)Which of the following software controls the operations of a computer?

(A)Application software

(B)System software

(C)Utility software

(D)Users

Correct Answer : **(B)**

80)Assembler is used as a translator for?

(A)Low Level Language

(B)High Level Language

(C)COBOL

(D)C++

Correct Answer : **(A)**

81) High-level programming languages like COBOL and BASIC became widespread in the third generation, allowing programmers to write code using:

- | | | | |
|------------------|-----------------------|---------------------------------------|-----------------------------|
| (A) Machine code | (B) Assembly language | (C) More natural language-like format | (D) Artificial Intelligence |
|------------------|-----------------------|---------------------------------------|-----------------------------|

Correct Answer : (C)

82) Workstation computers are powerful systems designed for ____ kind of task.

- | | | | |
|-----------------------|------------------|------------------------------------|------------------|
| (A) Basic office work | (B) Web browsing | (C) Graphic design and engineering | (D) Social Media |
|-----------------------|------------------|------------------------------------|------------------|

Correct Answer : (C)

83) The invention of the transistor in the 1940s led to the development of faster and more reliable:

- | | | | |
|--------------------------------|---------------------------------|--------------------------------|---------------------------------|
| (A) First-generation computers | (B) Second-generation computers | (C) Third-generation computers | (D) Fourth-generation computers |
|--------------------------------|---------------------------------|--------------------------------|---------------------------------|

Correct Answer : (B)

84) The Digital India initiative launched in 2015 by Government of India aimed at:

- | | | | |
|--|--|--|---|
| (A) Increase computer ownership in rural areas | (B) Develop advanced artificial intelligence | (C) Enhance digital literacy and government services | (D) Focus on e-commerce and online shopping |
|--|--|--|---|

Correct Answer : (C)

85) Aadhaar, a biometric ID system in India, utilizes technology to:

- | | | | |
|--------------------------------|-----------------------------------|--|-------------------------------------|
| (A) Facilitate online shopping | (B) Enhance social media security | (C) Improve targeted delivery of government benefits | (D) Enable faster internet browsing |
|--------------------------------|-----------------------------------|--|-------------------------------------|

Correct Answer : (C)

86) The introduction of GUI and networking capabilities characterizes which generation of computers?

- | | | | |
|----------------------|-----------------------|----------------------|-----------------------|
| (A) First generation | (B) Second generation | (C) Third generation | (D) Fourth generation |
|----------------------|-----------------------|----------------------|-----------------------|

Correct Answer : (D)

87)RAID in computer storage stands for:

- (A)Redundant Array of Independent Disks (B)Random Access Integrated Drive (C)Read-Only Access for Integrated Devices (D)Rapid Array of Intelligent Drives

Correct Answer : **(A)**

88)Which of the following is an example of non-volatile memory?

- (A)RAM (B)Cache memory (C)ROM (D)Virtual memory

Correct Answer : **(C)**

89)Which of the following is an input device?

- (A)Printer (B)Monitor (C)Mouse (D)Speaker

Correct Answer : **(C)**

90)What does the term "GUI" stand for in computing?

- (A)General User Interface (B)Graphical User Interface (C)General Unifying Interface (D)Graphical Unifying Interface

Correct Answer : **(B)**

91)Who is the founder of Infosys, one of the India's largest IT companies?

- (A)N. R. Narayana Murthy (B)Azim Premji (C)Ratan Tata (D)Mukesh Ambani

Correct Answer : **(A)**

92)What is the primary function of a firewall in computer networking?

- (A)Preventing unauthorized access (B)Transmitting data between devices (C)Storing data permanently (D)Generating graphics for display

Correct Answer : **(A)**

93)Process of converting data into a different format is known as:

- (A)Encryption (B)Decryption (C)Encoding (D)Decoding

Correct Answer : **(C)**

94)The function of an IP address in computer networking?

- | | | | |
|-----------------------------------|-----------------------------|-------------------------------------|---|
| (A)Identifying a specific website | (B)Storing data permanently | (C)Connecting to a wireless network | (D)Identifying a specific device on a network |
|-----------------------------------|-----------------------------|-------------------------------------|---|

Correct Answer : **(D)**

95)Which type of software allows users to create, edit, and format documents?

- | | | | |
|-------------------------|--------------------------|-----------------------------|----------------------|
| (A)Spreadsheet software | (B)Presentation software | (C)Word processing software | (D)Database software |
|-------------------------|--------------------------|-----------------------------|----------------------|

Correct Answer : **(C)**

96)What does the term "URL" stand for?

- | | | | |
|-------------------------------|-----------------------------|----------------------------|--------------------------------|
| (A)Universal Resource Locator | (B)Uniform Resource Locator | (C)Unique Resource Locator | (D)Universal Reference Locator |
|-------------------------------|-----------------------------|----------------------------|--------------------------------|

Correct Answer : **(B)**

97)What does the short form "VPN" stand for?

- | | | | |
|----------------------------|--------------------------|-----------------------------|---------------------------|
| (A)Virtual Private Network | (B)Very Personal Network | (C)Virus Protection Network | (D)Virtual Public Network |
|----------------------------|--------------------------|-----------------------------|---------------------------|

Correct Answer : **(A)**

98)The storage capacity of latest hard disk drive used in PCs/laptops measured in:

- | | | | |
|------------|------------|--------------|-----------|
| (A)Megabit | (B)Gigabit | (C)Terabytes | (D)Pascal |
|------------|------------|--------------|-----------|

Correct Answer : **(C)**

99)What is the purpose of a cache memory in a computer?

- | | | | |
|--|------------------------------|-------------------------------|-------------------------|
| (A)Store frequently used data for quick access | (B)Provide long-term storage | (C)Manage network connections | (D)Execute instructions |
|--|------------------------------|-------------------------------|-------------------------|

Correct Answer : **(A)**

100)What does the acronym "HTTPS" stand for?

(A)Hyper Text
Transfer Protocol
Secure

(B)Hyper Text
Transfer Protocol
Standard

(C)Hyper Text
Transmission Protocol
System

(D)Hyper Text
Transport Protocol
Secure

Correct Answer : **(A)**

101)How do you select the entire content of a document in Microsoft Word?

(A)Ctrl + A

(B)Ctrl + E

(C)Ctrl + L

(D)Ctrl + M

Correct Answer : **(A)**

102)What is the use of the Track Changes feature in Word?

(A)To track changes
made by different
authors

(B)To change
document layout

(C)To track the
number of words

(D)To track the time
spent on a document

Correct Answer : **(A)**

103)What is the shortcut key for undoing the last action in Word?

(A)Ctrl + U

(B)Ctrl + Y

(C)Ctrl + Z

(D)Ctrl + T

Correct Answer : **(C)**

104)Which Shortcut is used to make text bold in a Word document?

(A)Ctrl +B

(B)Ctrl +I

(C)Ctrl +U

(D)Ctrl +L

Correct Answer : **(A)**

105)Which Shortcut/command is used to insert a page break?

(A)Ctrl + Enter

(B)Ctrl +Shift + Enter

(C)Alt + Enter

(D)Alt + Shift + Enter

Correct Answer : **(A)**

106)What feature allows you to copy formatting from one part of the document to another?

(A)Format Painter

(B)Painter Bar

(C)Pastel Menu

(D)Styles Menu

Correct Answer : **(A)**

107) Which key combination is used to open the Find and replace dialog box?

- (A) Ctrl + R (B) Ctrl + F (C) Ctrl + G (D) Ctrl + H

Correct Answer : **(D)**

108) A character that is raised and smaller above the baseline like this (A²) is called:

- (A) Outlined (B) Raised (C) Subscript (D) Superscript

Correct Answer : **(D)**

109) Which of the following is NOT a valid way to create a new document in Word?

- (A) Click the "New" button on the Home tab (B) Press Ctrl+N (C) Open an existing document and then choose "Save As" with a new name (D) Double click a blank .docx file on your desktop

Correct Answer : **(D)**

110) What is a bulleted list in Word?

- (A) A list with numbered entries (B) A list with square or circle markers for each item (C) A list where all items are indented at the same level (D) A list with a horizontal line separating each entry

Correct Answer : **(B)**

111) What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- (A) 8 and 72 (B) 8 and 64 (C) 12 and 72 (D) None of above

Correct Answer : **(A)**

112) Borders can be applied to:

- (A) Cells (B) Paragraph (C) Text (D) All of the above

Correct Answer : **(D)**

113) Portrait and Landscape are:

- (A) Paper Size (B) Page Layout (C) Page Orientation (D) All of the above

Correct Answer : **(C)**

114) Which feature is used to find synonyms in MS Word?

- (A) Translate (B) Dictionary (C) Thesaurus (D) Research

Correct Answer : **(C)**

115) How do you insert a footnote in a Word Document?

- (A) References > Insert Footnote (B) Insert > Footnote (C) Layout > Footnote (D) View > Footnote

Correct Answer : **(A)**

116) Shortcut key for creating a new document while editing an existing document?

- (A) Ctrl + U (B) Ctrl + O (C) Ctrl + N (D) Ctrl + D

Correct Answer : **(C)**

117) How can you insert a cover page in a Word document?

- (A) Insert > Cover Page (B) Layout > Cover Page (C) Design > Cover Page (D) References > Cover Page

Correct Answer : **(A)**

118) What is the default left margin in Word document?

- (A) 1" (B) 1.25" (C) 1.5" (D) 2"

Correct Answer : **(B)**

119) Which tool helps you create a table of contents in a document?

- (A) Insert > Table of Contents (B) References > Table of Contents (C) Layout > Table of Contents (D) Home > Table of Contents

Correct Answer : **(B)**

120) Which of the following is NOT a valid Zoom percentage in Excel?

- (A) 10 (B) 100 (C) 300 (D) 500

Correct Answer : **(D)**

121) You can activate a cell in Excel Spreadsheet by:

- (A) Pressing the Tab key (B) Clicking the cell (C) Pressing an arrow key (D) All of the above

Correct Answer : **(D)**

122) To drag a selected range of cells to another portion of worksheet one uses the:

- (A) Tab key (B) Alt key (C) Shift key (D) Ctrl Key

Correct Answer : **(D)**

123) Which function will you use to enter current time in a worksheet cell?

- (A) =today() (B) =now() (C) =time() (D) =currentTime()

Correct Answer : **(B)**

124) Which of the following components cannot be turned on or off in Excel?

- (A) Formula Bar (B) Status Bar (C) Tool Bar (D) None of the above

Correct Answer : **(D)**

125) Which symbol must all formula begin with:

- (A) @ (B) + (C) ((D) =

Correct Answer : **(D)**

126) Which of the following formulas entered in a cell will generate an error?

- (A) =10+50 (B) =B7*B1 (C) =B7+14 (D) 10+50

Correct Answer : **(D)**

127) Excel uniquely identifies cells within a worksheet using?

- (A) Cell names (B) Column numbers and rows letters (C) Column letters and row numbers (D) Cell Locator coordinates

Correct Answer : **(C)**

128)What function allows you to copy formatting from one cell to another?

- (A)Format cell (B)Format Painter (C)Cell Painter (D)Format Copy

Correct Answer : **(B)**

129)What is the default chart type in Excel?

- (A)Line Chart (B)Column chart (C)Bar Chart (D)Pie Chart

Correct Answer : **(B)**

130)Which Excel function is used to calculate the average of a range of numbers?

- (A)AVG (B)AVERAGE (C)MEAN (D)MEDIAN

Correct Answer : **(B)**

131)Which area in an Excel window allows entering values and formulas?

- (A)Title Bar (B)Menu Bar (C)Formula Bar (D)Standard Tool Bar

Correct Answer : **(C)**

132)An Excel Workbook is a collection of what?

- (A)Workbooks (B)Worksheets (C)Charts (D)Worksheets and Charts

Correct Answer : **(D)**

133)How to center align a paragraph/text using a shortcut key?

- (A)Ctrl + c (B)Ctrl + e (C)Ctrl + r (D)Ctrl + l

Correct Answer : **(B)**

134)Which function allows you to look up a value in a table by matching on a row?

- (A)VLOOKUP (B)HLOOKUP (C)MATCH (D)INDEX

Correct Answer : **(A)**

135)How can you quickly navigate to cell A1 in a worksheet?

(A)Ctrl + A

(B)Ctrl + Home

(C)Alt + Home

(D)Home

Correct Answer : **(B)**

136)

Which of the following EXCEL features helps to summarize large amounts of data to a compact table format?

(A)Data Validation

(B)Pivot Table

(C)Conditional Formatting

(D)VLOOKUP

Correct Answer : **(B)**

137)Which function would you use to find the largest number in a range?

(A)MAX

(B)LARGE

(C)BIG

(D)SUM

Correct Answer : **(A)**

138)Which Excel function allows you to combine contents from multiple cells into one cell?

(A)CONCATENATE

(B)MERGE

(C)JOIN

(D)LINK

Correct Answer : **(A)**

139)When you see a red triangle in the top right corner of a cell in excel, what does it indicate?

(A)The font color for text in the cell is red

(B)A formula cannot be entered into the cell

(C)There is a comment associated with the cell

(D)There is an error in the cell

Correct Answer : **(D)**

140)Which of the following is used to define how data should be displayed in a cell?

(A)Cell style

(B)Conditional Formatting

(C)Format Cells

(D)Data Validation

Correct Answer : **(C)**

141)What view in PowerPoint allows you to see all the slides in your presentation in miniature form?

(A)Normal View

(B)Slide Sorter View

(C)Reading View

(D)Master View

Correct Answer : **(B)**

142)What is a theme in PowerPoint?

(A)A pre-defined set of colors, fonts and layouts for the presentation

(B)A background image used throughout the presentation

(C)A specific animation style applied to all slides

(D)A custom layout created for a particular slide

Correct Answer : **(A)**

143)What is a slide transition?

(A)An effect on pictures

(B)An effect on text

(C)An effect when you move between slides

(D)An effect on shapes

Correct Answer : **(C)**

144)Which feature allows you to quickly format your slides with a consistent look?

(A)Slide Sorter

(B)Slide Master

(C)Format Painter

(D)Theme

Correct Answer : **(B)**

145)How can you print handouts of your presentation?

(A)File > Print > Handouts

(B)Home > Print > Handouts

(C)Design > Print > Handouts

(D)View > Print > Handouts

Correct Answer : **(A)**

146)What is the clip art images in PowerPoint?

(A)Images downloaded from the internet

(B)A collection of royalty-free images provided within the software

(C)Custom graphics created within the presentation

(D)There is no concept of clip art in PowerPoint

Correct Answer : **(B)**

147)What is SmartArt graphic in PowerPoint?

(A)A custom chart created using the chart editing tools

(B)A high-resolution image format for detailed graphics

(C)A collection of predesigned diagrams and charts

(D)A collection of AI based graphics

Correct Answer : **(C)**

148)How do you practice the timing of your presentation?

(A)Design >
Rehearse Timings

(B)View > Rehearse
Timings

(C)Animations >
Rehearse Timings

(D)Slide Show >
Rehearse Timings

Correct Answer : **(D)**

149)How do you insert a chart into a slide?

(A)Home > Chart

(B)Insert > Chart

(C)Design > Chart

(D)View > Chart

Correct Answer : **(B)**

150)Which feature allows you to copy formatting from one object and apply it to another?

(A)Slide Painter

(B)Format Painter

(C)Design Template

(D)Slide Layout

Correct Answer : **(B)**

151)Which shortcut keys inserts a new slide in current presentation?

(A)Ctrl + N

(B)Ctrl + M

(C)Ctrl + S

(D)All of the above

Correct Answer : **(B)**

152)Which command brings you to first slide in your presentation?

(A)Next slide button

(B)Page up

(C)Ctrl + Home

(D)Ctrl + End

Correct Answer : **(C)**

153)Which of the following is not a font style?

(A)Bold

(B)Italics

(C)Regular

(D)Superscript

Correct Answer : **(D)**

154)Which tool is used to select any kind of object on a slide?

(A)Rotate tool

(B)Text tool

(C)Pointer tool

(D)Crop tool

Correct Answer : **(C)**

155)What skills are essential for a data entry operator?

(A)Software development skills

(B)Typing accuracy and speed

(C)Network administration

(D)Graphic designing

Correct Answer : **(B)**

156)What is the importance of data accuracy in data entry?

(A)Reduces the need for data analysis

(B)Creates visually appealing reports

(C)Ensures smooth operation of computer systems

(D)Increases software development time

Correct Answer : **(C)**

157)What is a data entry form?

(A)A physical document used for data collection

(B)A digital interface for entering data into a computer system

(C)A report generated after data entry is complete

(D)A software program used for data analysis

Correct Answer : **(B)**

158)Data entry errors result in?

(A)Improved data analysis results

(B)Increased efficiency in data processing

(C)Compromised decision-making based on inaccurate data

(D)Enhanced user experience for software applications

Correct Answer : **(C)**

159)How can you improve your data entry speed and accuracy?

(A)Practice regularly

(B)Use a comfortable keyboard

(C)Learn proper finger placement

(D)All of the above

Correct Answer : **(D)**

160)Which key is used to delete characters to the left of the cursor?

(A>Delete

(B)Backspace

(C)End

(D)Insert

Correct Answer : **(B)**

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Date : 01-08-2024

Deputy Registrar / Secretary

Place : TVM

Co-Operative Service Examination Board