Series

A

CODE : 14

Write here Roll Number and Answer Sheet No.

Question Booklet Sl. No.

A

Roll No.

Answer Sheet No.

Duration : 1 Hour

Total Marks : 100

Declaration by Invigilator :
I Certify that I have checked that the Roll Number and the Answer Sheet Number written by the Candidate on the question paper and the OMR Sheet are correct and the Answer Sheet Number matches the Question Booklet Number exactly.

Signature of the Invigilator with Name

Declaration by Candidate :
I undertake not to employ any unfair means in this exam. I have checked the Question Booklet Number and the Answer Sheet Number and both are identical and have been correctly entered by me wherever indicated.

Signature of the Candidate with Name

Read the following instructions carefully before you begin to answer the questions.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The Roll No. is a **7** digit No., the candidate needs to circle the Roll No. in the Answer Sheet.
2. The appropriate Circle should be shaded for Roll No. This should be done carefully because only the shaded circles are scanned.
3. Valuation of Answer Sheet will be done on the computer. Candidate should not make any stray marks on the Answer Sheet, tamper with or mutilate it. Otherwise it will not be evaluated.
4. Please check all the pages of the Booklet carefully. In case of any defect, please ask the Invigilator for replacement of the Booklet.
5. You must not tear off or remove any sheet from this Booklet. The Answer Sheet must be handed over to the Invigilator before you leave the Examination Hall.
6. All questions are compulsory and each Question carries **2** marks.
7. **The paper carries negative marking. For each wrong answer 0.50 mark will be deducted.**
8. This Booklet contains 50 questions.
9. Use of Calculator/Palmtop/Laptop/Other Digital Instrument/Mobile/Cell Phone/Pager is **not** allowed.
10. Candidates found guilty of misconduct/using unfair means in the Examination Hall will be liable for appropriate penal/legal action.
11. **No Rough Work is to be done on the Answer Sheet and only single OMR Answer Sheet will be provided.**
12. This booklet contains **12** pages.
13. **Directions** : Each question or incomplete statement is followed by four alternative suggested answers or completions. In each case, you are required to select the one that correctly answers the question or completes the statement and blacken (●) appropriate circle a, b, c or d by Blue / Black Ball-Point Pen provided by the board against the question concerned in the Answer Sheet.
14. Mark your answer by shading the appropriate circle against each question. The circle should be shaded completely without leaving any space. The correct method of shading is given below.

Wrong Method	Wrong Method	Wrong Method	Correct Method
○ ⊗ ○ ○	○ ⊘ ○ ○	○ ◉ ○ ○	○ ● ○ ○

The Candidate must mark his/her response after careful consideration, as it is not possible to change the response once it is marked.

15. There is only one correct answer to each question. You should blacken (●) the circle of the appropriate column, viz., a, b, c or d. If you blacken (●) more than one circle against any one question, the answer will be treated as wrong.
16. Use the space for rough work given at the beginning of the Question Booklet only and not on the Answer Sheet.
17. **You are NOT required to mark your answers in this Booklet. All answers must be indicated in the Answer Sheet only.**

DO NOT WRITE HERE

SPACE OR ROUGH WORK

SPACE OR ROUGH WORK

1. After upward 'l' and horizontal strokes, 'h' is written _____.

   (a) upward (b) downward

   (c) horizontal (d) vertical

2. If a vowel sign is written above a horizontal stroke, it is read _____

   (a) after the stroke (b) before the stroke

   (c) between the stroke (d) none of the above

3. The part of a word which affects the meaning of another word if joined at the end, is called a _____

   (a) Prefix (b) Suffix

   (c) Intersection (d) Contraction

4. The art of stenography means to write a communication in shorthand and then _____ it in the respective language script.

   (a) Translate (b) Transcribe

   (c) Convert (d) Correspond

5. _____ storage is the fastest memory in your computer and is used to store data while it's being used.

   (a) Au iliary (b) Primitive

   (c) Secondary (d) Primary

6. Commonly occurring words are represented in official phrases by_____

   (a) Prefix (b) Suffix

   (c) Intersection (d) Contraction

7. Data accessed from secondary memory is first loaded into _____ and is then sent to the processor.

   (a) CPU (b) RAM

   (c) ROM (d) EPROM

8. _____ is a rigid platter or stack of platters with a magnetic surface.
   (a) Hard disk (b) Floppy disk
   (c) USB (d) Blue ray disk

9. Heavy strokes are never written _____.
   (a) Downwards (b) Upwards
   (c) orizontal (d) Vertical

10. The _____, located on the right side of most keyboards, allows you to enter numbers quickly.
   (a) Home and End keys (b) Function keys
   (c) Navigation keys (d) Numeric keypad

11. The _____ format of the informal letter may also be used to seek information from concerned authorities.
   (a) flexible (b) business
   (c) personal (d) official

12. Self- is expressed by a disjoined small circle written close to the following stroke in the _____
   (a) first place (b) second place
   (c) third place (d) none of the above

13. The consonants _____and _____ are called liquids.
   (a) M and N (b) W and Y
   (c) R and H (d) L and R

14. The important responsibility of the secretary is _____
   (a) convening meetings (b) issuing valid notice
   (c) recording (d) all the above

15. _____ transfers data from a computer onto paper.
   (a) Mouse (b) Keyboard
   (c) Printer (d) Modem

16. The short vowels are represented by a _____
    (a) heavy dot and heavy dash
    (b) light dot and a light dash
    (c) heavy dot and light dash
    (d) light dot and heavy dash

17. _____ are system software, which transform the instructions prepared by programmers in a programming language, into a form, which can be interpreted and executed.
    (a) Communication software
    (b) Programming language translators
    (c) Utility programs
    (d) Operating system

18. The diphthong 'OW' is written in the _____
    (a) first place
    (b) second place
    (c) third place
    (d) fourth place

19. _____ are set of programs, which help users in system maintenance tasks, and in performing tasks of routine nature.
    (a) Communication software
    (b) Operating system
    (c) Utility programs
    (d) Programming language translator

20. Every computer has an _____ software, which takes care of the effective and efficient utilization of all the hardware and software components of the computer system.
    (a) Utility programs
    (b) Communication software
    (c) Programming language translator
    (d) Operating system

21. _____ enables us to make use of a computer system for creating, editing, and viewing, formatting, sorting, retrieving and printing documents.
    (a) Spreadsheet software
    (b) Database software
    (c) Graphics software
    (d) Word-processing software

22. iphthong 'U' is a _____ diphthong and must always be written at the end of the stroke.
    (a) first place
    (b) second place
    (c) third place
    (d) fourth place

23. _____ software is a set of one or more programs, which enable us to create a database, maintain it, organize its data in desired fashion, and to selectively retrieve useful information from it.

(a) Word-processing (b) Spreadsheet
(c) Database (d) Graphics

24. _____ is a shorthand sign containing not less than two strokes and formed by omission of one or more strokes in the outline either medially or finally.

(a) contraction (b) logogram
(c) phrase (d) grammalogues

25. _____ software enables us to use a computer system for creating, editing, viewing, sorting, retrieving and printing designs, drawings, pictures, graphs, and anything else that can be drawn in the traditional manner.

(a) Education (b) Graphics
(c) atabase (d) Spreadsheet

26. Grammalogue is a word represented by a single shorthand sign called _____

(a) contraction (b) logogram
(c) phrase (d) grammalogues

27. _____ can be defined as a representation of facts, concepts or instruction in a formalized manner which should be suitable for communication, interpretation or processing by human or electronic machine.

(a) Information (b) Data
(c) Program (d) Signals

28. ccording to _____"an office is a place where business is transacted or professional service is available".

(a) Prof. Dicksee (b) Little Field and Rachel
(c) Leffingwell and Robinson (d) Random Hours Dictionary

29. _____ is a graphic symbol that denotes a program or a command or a data file or a concept in a graphical user interface.

(a) Menu (b) Title bar
(c) Quick launch bar (d) Icons

30. E-office requires the use of individual computers loaded with software applications which are inter connected in _____.

(a) LAN
(b) WAN
(c) LAN & WAN
(d) All the above

31. _____ command helps in copying the content, while retaining it in the original file even while being pasted to another file.

(a) Paste
(b) Cut
(c) Copy
d) Undo

32. According to _____, "Office Management as an function is that branch of the art and science of management which is concerned with the efficient performances of office work, whenever and wherever that work is done".

(a) Prof. Dicksee
(b) Little Field and Rachel
(c) Leffingwell and Robinson
(d) Random Hours Dictionary

33. _____ is an electronic spreadsheet program that can be used for storing, organizing and manipulating data.

(a) Word
(b) PPT
(c) Excel
(d) Notepad

34. The main functions of filing is _____

(a) library
(b) administrative
(c) information
(d) all the above

35. A frequently occurring word represented by two or more consonantal strokes is called a _____.

(a) contraction
(b) logogram
(c) phrase
(d) grammalogues

36. The downward 'l' is thickened for the addition of 'r' and thereby represents the_____ of 'lr'.

(a) compound consonant
(b) adjoined consonant
(c) preceded consonant
(d) initial consonants

37. _____ can also be used for entering or editing data and formulas.

(a) Column letter (b) Name box

(c) Active cell (d) Formula bar

38. The purpose of an office is_____

(a) To preserve all the records of the business

(b) To handle incoming correspondence

(c) To plan the policies of the business and ensure their implementation

(d) All the above

39. Switching between worksheets in a Microsoft Excel file is done by clicking on the _____ at the bottom of the screen.

(a) Name box (b) Row numbers

(c) Sheet tab (d) Formula bar

40. Powerful computers that provides services to the other computers on the network is _____.

(a) Server (b) Client

(c) Media (d) Resources

41. Past tenses of words written with _____

(a) doubling principle (b) halving principle

(c) proportional principle (d) none of the above

42. physical connection between the devices on a network is called _____.

(a) User (b) Media

(c) Network adopter (d) Client

43. _____ is a circuit board with the components necessary for sending and receiving data.

(a) User (b) Server

(c) Client (d) Network adopter

44. nything available to a client on the network is considered a_____.

(a) Server (b) Client

(c) Resources (d) Protocols

45. ny person that uses a client to access resources on the network is called _____.

(a) Protocols (b) Media

(c) Server (d) User

46. _____ are written rules used for communications.

(a) Protocols (b) Resources

(c) Media (d) Network adopter

47. ccording _____ "Consonants are the result of audible friction in some part of the mouth or throat".

(a) Indian linguists (b) Sir Isaac Pitman

(c) Professor Sweet (d) None of the above

48. _____ for interactive terminal access to remote internet hosts.

(a) FTP (b) Telnet

(c) SMTP (d) POP

49. small hook is attached before L stroke to represent the initial _____

(a) S sound (b) U sound

(c) V sound (d) W sound

50. The _____ keys are found on the top row, perform different functions depending on where they are used.

(a) Numeric keypad (b) Navigation

(c) Function (d) Control