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1. Which of the following is **not** a tax free perquisites under Income Tax Act ?

   (A) Laptop and computers provided to the employee by the employer

   (B) Family planning expenses

   (C) Health club facility

   (D) Sweat equity shares allotted by the employer

2. Which is the first rating agency established in India to rate credit worthiness of individual and non-corporate borrowers ?

   (A) CRISIL   (B) ONICRA   (C) ICRA   (D) None of these

3. Prospectus is :

   (A) an offer

   (B) an invitation to an offer

   (C) neither an offer nor an invitation to an offer

   (D) none of these

4. _____ is a speculator who applies for new issue with an intention of selling his allotted shares at a premium.

   (A) Stag   (B) Lame duck   (C) Wolf   (D) None of these

5. The threat to commit suicide is :

   (A) Coercion   (B) Under influence

   (C) Fraud   (D) Misrepresentation

6. Which scheme is more beneficial to the workers at lower levels of efficiency ?

   (A) Rowan   (B) Halsey   (C) Halsey-Weir   (D) None of these

7. Margin of safety at Break Even Point is :

   (A) Higher   (B) Lower   (C) Nil   (D) None of these

8. The concept of Total Quality Management was originated in :

   (A) USA   (B) Japan   (C) England   (D) None of these

9. Which of the following is **not** a feature of forward contract ?
   (A) No down payment   (B) Settlement at maturity
   (C) No secondary market   (D) None of these

10. _____ published the first social audit report in India ?
    (A) SAIL   (B) ONGC   (C) TISCO   (D) None of these

11. The first Income Tax Act was passed in India in the year :
    (A) 1961   (B) 1932   (C) 1886   (D) None of these

12. Shares of giant companies that are faster than slow growers, but are able to surpass the growth rate of Gross National Product of a country are known as :
    (A) Stalwarts   (B) Defensive shares
    (C) Turn around   (D) None of these

13. Which mode of dissolution of firm is described in section 44 of Partnership Act ?
    (A) Dissolution by agreement   (B) Compulsory dissolution
    (C) Dissolution by court   (D) None of these

14. 'Kolkhoz" was associated with which country ?
    (A) USSR   (B) China   (C) Japan   (D) None of these

15. _____ is a statement of the minimum acceptable human qualities necessary to perform a job properly.
    (A) Job specification   (B) Job description
    (C) Job classification   (D) Job enrichment

16. Which of the following method is used in the control of spare parts ?
    (A) ABC analysis   (B) HML analysis   (C) JIT analysis   (D) VED analysis

17. _____ price method could be used for a product which is new in all aspects.
    (A) Skimming   (B) Penetrating   (C) Dual   (D) Customary pricing

18. "Management is what management does". Whose definition is this ?
    (A) Henry Fayol   (B) Peter Drucker   (C) Louis Allen   (D) None of these

19. Which is the first growth fund launched in India ?
    (A) Master grow   (B) Master gain   (C) Master shares   (D) None of these

20. Section 80 GGC of the Income Tax Act refers to :
    (A) Deduction in respect of contribution given by any person to political parties
    (B) Deduction in respect of rent paid
    (C) Deduction in respect of donation to certain fund, charitable institution etc
    (D) None of these

21. Allowances from U.N.O. is :
    (A) Fully taxable income
    (B) Fully exempted allowance
    (C) Allowances exempted upto a specified limit
    (D) None of these

22. _____ means buying and selling of shares simultaneously or within a short period of time with a view to rise the price of the shares.
    (A) Kerb trading   (B) Insider trading   (C) Wash sales   (D) None of these

23. Out of the following classes of goodwill, which class of goodwill is having high value ?
    (A) Dog goodwill   (B) Cat goodwill   (C) Rat goodwill   (D) Rabbit goodwill

24. Which of the following is **not** a discounted cash flow method ?
    (A) Net present value method   (B) Internal rate of return
    (C) Profitability index method   (D) Average rate of return method

25. Expansion and contraction of currency takes place through the _____ of RBI.
    (A) banking department   (B) currency department
    (C) credit department   (D) none of these

26. Income Tax is shared among centre and states based on the recommendations of :
    (A) Finance Ministry   (B) Finance Commission
    (C) Planning Commission   (D) None of these

27. _____ was established in 1990 with an objective to provide an alternate market for the securities of smaller companies.
    (A) OTCEI   (B) NSE   (C) BOLT   (D) SHCIC

28. Which system of note issue is followed by R.B.I ?
    (A) Minimum Reserve System   (B) Proportional Reserve System
    (C) Maximum Fiduciary System   (D) None of these

29. _____ consist of a put and call option on the same security for the same period at different exercise price.

(A) Strip   (B) Straddle   (C) Spread   (D) Strap

30. _____ is defined as the improper performance of a lawful act or doing lawful act in an unlawful manner.

(A) Misfeasance   (B) Misrepresentation

(C) Fraud   (D) None of these

31. Salary of M.P and M.L.A are taxable under the head :

(A) Income from salaries   (B) Profit and gains of profession

(C) Income from other sources   (D) None of these

32. _____ are always issued in favour of Reserve Bank of India only.

(A) Accommodation bill   (B) Ad-hoc treasury bill

(C) Certificate of Deposits   (D) Inter-bank participation certificate

33. Buy back of shares is permitted on the basis of sections :

(A) 67 A, 67 B   (B) 77 A, 77 B   (C) 87 A, 87 B   (D) None of these

34. The measures adopted to solve the problems of fluctuation in demand according to seasons is called :

(A) Meta marketing   (B) Synchro marketing

(C) Remarketing   (D) None of these

35. The listing of the accessible population from which the sample is drawn is called the :

(A) Sample design   (B) Sample block

(C) Sampling frame   (D) Sampling premises

36. Which of the following ratio is **not** used for determining the solvency of the concern ?

(A) Debt-equity ratio   (B) Proprietary ratio

(C) Debt-service ratio   (D) Creditors turnover ratio

37. At Break Even Point, contribution is :

    (A) Above fixed cost   (B) Below fixed cost

    (C) Equal to fixed cost   (D) None of these

38. Who is the author of the book "The End of Economic Man" ?

    (A) F.W. Taylor   (B) Robert F. Hoxie   (C) Henry Fayol   (D) Peter Drucker

39. Convenience goods are also called as :

    (A) Yellow goods   (B) Orange goods   (C) Red goods   (D) None of these

40. What is load charges ?

    (A) Commission charged by OTCEI   (B) Commission charged by mutual fund company

    (C) Commission charged by BSE   (D) None of these

41. Managerial Grid is developed by :

    (A) Mc Gregor   (B) Porter-Lawler

    (C) Henry Fayol   (D) Blake and Mouton

42. A cheque is treated as stale cheque after the expiry of _____ months from the date of cheque.

    (A) 1   (B) 3   (C) 6   (D) none of these

43. _____ is the bailment of movable property to secure payment of debt or performance of contract.

    (A) Lien   (B) Mortgage   (C) Hypothecation (D) Pledge

44. _____ tries to widen the horizons of marketing by covering non-business organisations like schools, hospitals, religious bodies etc.

    (A) Mega marketing   (B) Remarketing

    (C) Demarketing   (D) Meta marketing

45. The Consumer Protection Act was passed by The Parliament in the year :

    (A) 1969   (B) 1986   (C) 1999   (D) 2002

46. Apportionment of overhead is called :

    (A) Primary distribution   (B) Secondary distribution

    (C) Supplementary distribution (D) None of these

47. 'Caveat emptor' means :

    (A) Let the buyer beware   (B) Let the seller beware

    (C) Let the buyer and seller beware (D) None of these

48. 'Novation' means :

    (A) Cancellation of the existing contract

    (B) Change in one or more terms of the contract

    (C) Substitution of existing contract for a new one

    (D) None of these

49. Income elasticity is negative for a :

    (A) Positive good   (B) Normal good   (C) Elastic good   (D) Inferior good

50. Who wrote the book "General and Industrial Management" ?

    (A) Peter Drucker   (B) Elton Mayo   (C) Louis Allen   (D) Henry Fayol

51. Gutter position can be set in the following positions :

    (A) Left and right   (B) Left and bottom (C) Left only   (D) Left and top

52. Which American computer company is called Big Blue :

    (A) Microsoft   (B) Compaq Corp   (C) IBM   (D) Tandy Svenson

53. VIRUS stands for :

    (A) Virtual Interchange Recurrence Unicode System

    (B) Vital Information Resource Under Seize

    (C) Varying Information Research Utility Session

    (D) Visible Intense Research Unauthorized Software

54. Background colour and effects applied on a document is not visible in :

   (A) Web layout view   (B) Print layout view

   (C) Print preview   (D) Reading view

55. The first computer mouse was built by :

   (A) William English   (B) Douglas Engelbart

   (C) Oaniel Cougher   (D) Robert Zawacki

56. What is the shortcut key to split a table ?

   (A) Ctrl + Shift + Enter   (B) Ctrl + Alt + Enter

   (C) Alt + Shift + Enter   (D) Alt + Space + Enter

57. Maximum number of lines you can set for a Drop Cap is :

   (A) 3   (B) 10   (C) 15   (D) 20

58. What is the filename extension for Microsoft Word Document Template ?

   (A) .doc   (B) .docx   (C) .dot   (D) .dotx

59. Who invented Integrated Circuit (IC) ?

   (A) Herman Hollerith   (B) Semen Korsakov

   (C) Bill Gates   (D) Jack Kilby

60. By default, on which page the Header and Footer is printed ?

   (A) On every page   (B) On first page

   (C) On alternate page   (D) None of the above

61. Auto text and Auto correct are _____ tools.

   (A) Styling   (B) Designing   (C) Formatting   (D) Editing

62. In word the mailing, list is known as the :

   (A) Data source   (B) Data sheet   (C) Source   (D) Sheet

63. What is the shortcut key for "Subscript" the selected text ?

(A) Ctrl + Shift + = (B) Ctrl + Shift + − (C) Ctrl + = (D) Ctrl + −

64. USB stands for :

(A) Unique Sequential Bus   (B) Universal Sequential Bus

(C) Unique Serial Bus   (D) Universal Serial Bus

65. To convert a hyperlink E-mail address to regular text, right click the selected E-mail address and then click _____ on the shortcut menu.

(A) remove Hyperlink   (B) edit Hyperlink

(C) select Hyperlink   (D) open Hyperlink

66. A set of 4 bit is called :

(A) Terabit   (B) Yottabit   (C) Zettabit   (D) Nibble

67. Microprocessor was introduced in which generation of computers ?

(A) Second generation   (B) Third generation

(C) Fourth generation   (D) Both (A) and (B)

68. What is the use of Bookmark in Microsoft Word ?

(A) To easily correct the spelling errors

(B) To quickly jump to a specific location in the document

(C) To quickly jump to the ending of the document

(D) To create a link within the document

69. What is the shortcut key for creating a Copyright symbol (©) ?

(A) Alt + Ctrl + C (B) Alt + C   (C) Ctrl + C   (D) Ctrl + Shift + C

70. Which word processing utility could you use to find the synonym of a word ?

(A) Spell check (B) Thesaurus   (C) Outliner   (D) Grammar check

71. The nearest letter of 'M' affixed in a computer keyboard is :

    (A) O   (B) I.   (C) N   (D) None of these

72. Number of columns in a worksheet are :

    (A) 250   (B) 252   (C) 254   (D) 256

73. Pick out the odd one from the following :

    (A) Wrap text   (B) Fill   (C) Merge   (D) Shrink to fit

74. In drop cap option maximum lines can be set up are :

    (A) 10   (B) 8   (C) 15   (D) 3

75. The key used to move the cursor by a fixed number of space is :

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

76. Date and time is in _____ tool bar.

    (A) Menu bar   (B) Tool bar   (C) Task bar   (D) Status bar

77. To auto fit the width of column :

    (A) Double click the left border   (B) Double click the right border

    (C) Double click the top border   (D) Double click the bottom border

78. What is the default font size when opening a new word document ?

    (A) 12   (B) 14   (C) 10   (D) 8

79. Changing the appearance of a document is :

    (A) Formatting   (B) Editing   (C) Proofing   (D) Checking

80. You can close MS Word application by :

    (A) Alt + F4   (B) Alt + F5   (C) Alt + F6   (D) Alt + F7

81. Which finger is used to type the letter 'E' ?

   (A) Left middle finger   (B) Left index finger

   (C) Right middle finger   (D) Right index finger

82. To find an alternative word in a document, which tool can be opted ?

   (A) Find and replace   (B) Thesaurus

   (C) Search   (D) None of the above

83. Default tab shows _____ inch space.

   (A) 1   (B) 5   (C) 0.5   (D) 0.1

84. Before a question mark _____ space should be left.

   (A) 1   (B) 2   (C) no   (D) none of these

85. By using _____ option, one can easily reach to a specific text.

   (A) Text alignment   (B) Text direction   (C) Auto text   (D) Book mark

86. You can take any word styles from :

   (A) Clip art gallery   (B) Style gallery

   (C) Auto text   (D) Word art gallery

87. What will happen while pressing tab in the last cell of a table ?

   (A) Add a column at the beginning (B) Add a column at the end

   (C) Add a row at the beginning   (D) Add a row at the end

88. The default page set up that prints the document vertically is :

   (A) Landscape   (B) Orientation   (C) Portrait   (D) None of these

89. 'Rotate' command allows the graphic to :

   (A) Resize   (B) Turn right or left

   (C) Turn top or bottom   (D) All of the above

90. To access the paragraph indent features, use :

(A) The formatting tool bar   (B) The paragraph dialog box

(C) The ruler   (D) All of the above

91. There are _____ options for adjusting line spacing.

(A) 6   (B) 7   (C) 8   (D) 9

92. The _____ margin helps to format margins back to back in printing.

(A) Mirror margin   (B) Top margin   (C) Gutter margin   (D) None of these

93. To insert a non breaking space, hold _____ when you press the space bar.

(A) Ctrl and Alt   (B) Shift and Alt   (C) Ctrl and Shift   (D) None of these

94. When pressing Shift key and 7 what sign will appear in the monitor ?

(A) @   (B) %   (C) &   (D) *

95. In the _____ method of envelope addressing, all lines will commence from the same point.

(A) Indented   (B) Block   (C) Both (A) and (B)   (D) None of these

96. Ctrl + Home results in a word document :

(A) Beginning of a line   (B) Up one paragraph

(C) Beginning of a document   (D) Up one screen

97. To hide or show gridlines in a cell _____ menu helps.

(A) Tools   (B) Table   (C) Format   (D) None of these

98. Concordance file is related with :

(A) Troubleshooting (B) Thesaurus (C) Pivot table (D) Index

99. Usually _____ have only one series of data.

(A) Pie charts (B) Bubble charts (C) Scatter charts (D) Bar charts

100. The expanded form of GIF is :

(A) Graphic Image File (B) Graphic Interchange File

(C) Graphic Image Format (D) Graphic Interchange Format

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