

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) L (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