

## PROVISIONAL ANSWER KEY

Question 143/2023/OL

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Question1:-Consonants are divided into \_\_\_\_\_ classes

- (i) 5
- (ii) 6
- (iii) 9
- (iv) 7

A:-(i) only

B:-(iv) only

C:-(iii) only

D:-(ii) only

Correct Answer:- Option-D

Question2:-Initial R is written \_\_\_\_\_ when a vowel precedes

- (i) Upward
- (ii) Both Upward and downward
- (iii) Downward
- (iv) None of these

A:-(iii) only

B:-(iv) only

C:-(ii) only

D:-(i) only

Correct Answer:- Option-A

Question3:-\_\_\_\_\_ is a breathing upon a following vowel

- (i) Grammalogue
- (ii) Logogram
- (iii) Aspirate
- (iv) None of the above

A:-(i) only

B:-(iii) only

C:-(iv) only

D:-(ii) only

Correct Answer:- Option-B

Question4:-Abbreviated "W" is used before

- (i) K, g, n, r
- (ii) K, g, n, l
- (iii) K, g, m, l
- (iv) K, g, m, r

A:-(iv) only

B:-(i) only

C:-(ii) only

D:-(iii) only

Correct Answer:- Option-A

Question5:-The sound of 'Z' \_\_\_\_\_ must be represented by the stroke 'Z'

- (i) Initially
- (ii) Medially
- (iii) Finally
- (iv) None of these

A:-(iii) only

B:-(iv) only

C:-(i) only

D:-(ii) only

Correct Answer:- Option-C

Question6:-There is no \_\_\_\_\_ or \_\_\_\_\_ Hooks to curves

- (i) R & L
- (ii) N & F
- (iii) F or V
- (iv) None of these

A:-(i) only

B:-(ii) only

C:-(iii) only

D:-(iv) only

Correct Answer:- Option-C

Question7:-The curve \_\_\_\_\_ joined to another curve, generally follows the motion of that curve

- (i) S
- (ii) F
- (iii) TH
- (iv) SH

A:-(i) only

B:-(iv) only

C:-(ii) only

D:-(iii) only

Correct Answer:- Option-B

Question8:-Half length "H" when not joined to another stroke, is always written?

- (i) Upward
- (ii) Downwards
- (iii) Damage of the tooth of escapement/Pinion wheel
- (iv) Accumulation of dirt on the carriage rack

A:-(iv) only

B:-(iii) only

C:-(ii) only

D:-(i) only

Correct Answer:- Option-D

Question9:-How many types special contractions are formed?

- (i) 5
- (ii) 4
- (iii) 3
- (iv) 6

A:-(ii) only

B:-(iv) only

C:-(iii) only

D:-(i) only

Correct Answer:- Option-A

Question10:-In single stroke outlines having an initial and a final, the \_\_\_\_\_ vowel should be inserted

- (i) Initial Vowel
- (ii) Final vowel
- (iii) Both vowels are inserted
- (iv) None of these

A:-(iii) only

B:-(iv) only

C:-(ii) only

D:-(i) only

Correct Answer:- Option-C

Question11:-The tick for 'THE' is never used

- (i) Initially
- (ii) Medially
- (iii) Finally
- (iv) None of these

A:-(ii) only

B:-(i) only

C:-(iii) only

D:-(iv) only

Correct Answer:- Option-B

Question12:-\_\_\_\_\_ is a sound of any two vowels which occur consecutively

and pronounced separately

- (i) Diphthong
- (ii) Triphone
- (iii) Diphone
- (iv) None of these

A:-(ii) only

B:-(i) only

C:-(iv) only

D:-(iii) only

Correct Answer:- Option-D

Question13:-The doubling principle is used phraseography to indicate the word

- (i) Other
- (ii) Dear
- (iii) Their
- (iv) None of these

A:-(iii) only

B:-(ii) only

C:-(i) only

D:-(iv) only

Correct Answer:- Option-A

Question14:-Medial "L" is generally written

- (i) Downward
- (ii) Upward
- (iii) Both Direction
- (iv) None of these

A:-(i) only

B:-(iii) only

C:-(iv) only

D:-(ii) only

Correct Answer:- Option-D

Question15:-A large initial hook adds \_\_\_\_\_ to K and G

- (i) H
- (ii) Y
- (iii) W
- (iv) None of these

A:-(ii) only

B:-(iii) only

C:-(i) only

D:-(iv) only

Correct Answer:- Option-B

Question16:-അർദ്ധപ്പെടുത്തിയ "ഹ" രേഖ ഒറ്റയ്ക്ക് നിൽക്കുമ്പോൾ \_\_\_\_\_ എഴുതണം.

- (1) മേൽപ്പോട്ട്
- (2) കീഴ് പോട്ട്
- (3) വിട്ട്
- (4) മേൽപറഞ്ഞത് എല്ലാം

A:-(4) only

B:-(1) only

C:-(3) only

D:-(2) only

Correct Answer:- Option-B

Question17:-ഒരു നേർരേഖയിൽ ആദ്യം വലംഗതിയിൽ ഒരു ചെറിയ ഇക്കിട്ടാൽ \_\_\_\_\_ ശബ്ദത്തെ കുറിക്കുന്നു

- (1) ന്
- (2) ൾ
- (3) ർ
- (4) ൽ

A:-(4) only

B:-(1) only

C:-(2) only

D:-(3) only

Correct Answer:- Option-D

Question18:-ഒരു വാക്കിന്റെ അവസാനം കേൾക്കുന്ന "ഉം" \_\_\_\_\_ കൊണ്ട് സൂചിപ്പിക്കുന്നു

- (1) വം അടയാളം
- (2) ചെറുവൃത്തം
- (3) അയം അടയാളം
- (4) യം അടയാളം

A:-(2) only

B:-(1) only

C:-(3) only

D:-(4) only

Correct Answer:- Option-A

Question19:-ര, റ രേഖകൾ ഒറ്റയ്ക്കു നിൽക്കുമ്പോൾ മുമ്പ് സ്വരം വരികയാണെങ്കിൽ \_\_\_\_\_ എഴുതണം

- (1) മേൽപ്പോട്ട്
- (2) കീഴ് പോട്ട്
- (3) വിട്ട്
- (4) മേൽപ്പറഞ്ഞത് എല്ലാം

A:-(3) only

B:-(1) only

C:-(2) only

D:-(4) only

Correct Answer:- Option-C

Question20:-ഇരട്ട സ്വരങ്ങൾ എത്ര എണ്ണം ഉണ്ട്?

- (1) 6
- (2) 3
- (3) 4
- (4) 5

A:-(3) only

B:-(1) only

C:-(4) only

D:-(2) only

Correct Answer:- Option-A

Question21:-വകാരത്തിന് മുമ്പ് സ്വരം വന്നാൽ \_\_\_\_\_ ചന്ദ്രക്കല എഴുതാൻ പാടില്ല

- (1) വലംഗതി
- (2) ഇടംഗതി
- (3) സമാന്തരം
- (4) മേൽപറഞ്ഞത് എല്ലാം

A:-(4) only

B:-(2) only

C:-(3) only

D:-(1) only

Correct Answer:- Option-D

Question22:-ഒരു വാക്കിന്റെ അവസാനം "നിന്ന്" എന്നു കേട്ടാൽ ന രേഖയുടെ \_\_\_\_\_ ഭാഗം വിട്ടെഴുതണം

- (1) 1/2
- (2) 1/4
- (3) 1/3
- (4) 1

A:-(4) only

B:-(1) only

C:-(2) only

D:-(3) only

Correct Answer:- Option-C

Question23:-ല രേഖയുടെ കാൽഭാഗം വിട്ടെഴുതിയാൽ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ എന്നീ ശബ്ദങ്ങൾ ലഭിക്കുന്നു

- (1) ജൂടെ, ലൂടെ, ത്തിലൂടെ
- (2) റ്റൻ, വിൻറൻ, ത്തിൻറൻ
- (3) ഇൽ, ലിൽ, ത്തിൽ
- (4) ഇവയൊന്നുമല്ല

A:-(4) only

B:-(3) only

C:-(1) only

D:-(2) only

Correct Answer:- Option-B

Question24:-വക്രരേഖയ്ക്ക് \_\_\_\_\_ ഇക്കിടാറില്ല

- (1) രൂ ഇക്ക്
- (2) രൂ, രൂ ഇക്ക്
- (3) രൂ, ണൂ, ഇക്ക്
- (4) ഫ, വ ഇക്ക്

A:-(4) only

B:-(1) only

C:-(3) only

D:-(2) only

Correct Answer:- Option-A

Question25:-ഫർ, വർ, തർ, ദർ എന്നിവയ്ക്ക് എത്ര രൂപങ്ങളുണ്ട്?

- (1) മൂന്ന്
- (2) ഒന്ന്
- (3) രണ്ട്
- (4) ബാധകമല്ല

A:-(4) only

B:-(3) only

C:-(1) only

D:-(2) only

Correct Answer:- Option-B

Question26:-മലയാളം ഷോർട്ട്ഹാൻഡ് ലോവറിന് ഒരു മിനിറ്റിൽ എത്ര വാക്കാണ് വേഗത?

- (1) 60
- (2) 40
- (3) 45
- (4) 50

A:-(3) only

B:-(1) only

C:-(4) only

D:-(2) only

Correct Answer:- Option-C

Question27:-ഗതിയെ അടിസ്ഥാനമാക്കി രേഖകളെ എത്രയായി തിരിച്ചിരിക്കുന്നു?

- (1) 3
- (2) 5
- (3) 6
- (4) 4

A:-(4) only

B:-(1) only

C:-(2) only

D:-(3) only

Correct Answer:- Option-A

Question28:-ഷൽ രേഖ എങ്ങോടാണ് എഴുതുന്നത്?

- (1) കീഴ് പ്പോട്ട്
- (2) സമാന്തരമായി
- (3) മേൽപ്പോട്ട്
- (4) മേൽപ്പോട്ടും, കീഴ് പ്പോട്ടും

A:-(4) only

B:-(1) only

C:-(2) only

D:-(3) only

Correct Answer:- Option-D

Question29:-ഹ രേഖകൾ എത്ര

- (1) 3
- (2) 2
- (3) 4
- (4) 1

A:-(4) only

B:-(1) only

C:-(3) only

D:-(2) only

Correct Answer:- Option-B

Question30:-സ, ശ ശബ്ദത്തിനു മുമ്പോ, പിമ്പോ സ്വരമോ ഐയു, ഓയ എന്നിവയോ വന്നാൽ \_\_\_\_\_  
എഴുതണം

- (1) ചെറുവൃത്തം
- (2) സ്തം വൃത്തം
- (3) സ്വ. സൈസ് വൃത്തങ്ങൾ
- (4) രേഖ

A:-(3) only

B:-(1) only

C:-(4) only

D:-(2) only

Correct Answer:- Option-C

Question31:-Which command is used to store the active document permanently?

A:-Save

B:-Send

C:-Prepare

D:-Save as

Correct Answer:- Option-A

Question32:-In MS word which area is used to enter the text?

A:-Work space

B:-Work book



C:-Slide

D:-Worksheet

Correct Answer:- Option-A

Question33:-Which bar contains the current position of the cursor in MS word?

A:-Layout

B:-Title bar

C:-Status bar

D:-Horizontal ruler

Correct Answer:- Option-C

Question34:-Where does the close button appear in MS Word?

A:-Top left corner of the window

B:-Bottom left corner of the window

C:-Top right corner of the Window

D:-Bottom right corner of the window

Correct Answer:- Option-C

Question35:-How many groups are there in Home Menu?

A:-4

B:-5

C:-6

D:-7

Correct Answer:- Option-B

Question36:-Super script and subscript are available in which group?

A:-Paragraph group

B:-Font group

C:-Clipboard group

D:-Styles group

Correct Answer:- Option-B

Question37:-What is the purpose of quick access toolbar?

A:-To hold advance function

B:-To hold special purpose

C:-To hold basic function

D:-To hold familiar and repeated function

Correct Answer:- Option-D

Question38:-Which option is used for tab setting?

A:-Horizontal ruler

B:-Status bar

C:-Vertical ruler

D:-Vertical Scroll Bar

Correct Answer:- Option-A

Question39:-Which menu contains symbol option in MS word?

A:-Tools

B:-Table

C:-Format

D:-Insert

Correct Answer:- Option-D

Question40:-What operation is to be performed before paste?

A:-CTRL+V

B:-Cut/copy

C:-Select all

D:-Select Text

Correct Answer:- Option-B

Question41:-Which command is used to change the text in Uppercase or viceversa?

A:-Ctrl+Shift+A

B:-Alt+A

C:-Shift+A

D:-Ctrl+C

Correct Answer:- Option-A

Question42:-How to create a macro?

A:-View-Macro-Record

B:-View-Macro-View Macro

C:-Review-Macro-Record Macro

D:-Insert-Macro

Correct Answer:- Option-A

Question43:-Under mailing tab envelopes and labels contain in which menu?

A:-Envelopes

B:-Create

C:-Insert field

D:-References

Correct Answer:- Option-B

Question44:-The command insert caption is found in which group of references tab?

A:-Table of contents

B:-Footnotes

C:-Captions

D:-Index

Correct Answer:- Option-C

Question45:-Orientation command is included in which group

A:-Page setup group

B:-Page preview group

C:-Portrait group

D:-Paragraph group

Correct Answer:- Option-A

Question46:-The intersection point of row and column in Excel is known as \_\_\_\_\_

A:-Cell

B:-Area

C:-Range

D:-Sheet

Correct Answer:- Option-A

Question47:-The basic arrangement for a spread sheet is \_\_\_\_\_

A:-Row

B:-Cell

C:-Grid

D:-Column

Correct Answer:- Option-C

Question48:-How many worksheets are there in a work book by default?

A:-1

B:-3

C:-5

D:-7

Correct Answer:- Option-B

Question49:-Where does the 'Protect sheet' options appears in Excel?

A:-Home-style

B:-Home-Editing

C:-Home-Cell-Format

D:-Home-Clipboard-Paste

Correct Answer:- Option-C

Question50:-Which chart is used to show what percent a particular item represents a data series?

A:-Pie chart

B:-Bar chart

C:-Line graph

D:-Scatter plot

Correct Answer:- Option-A

Question51:-What is the shape of the mouse pointer when it is moved to the bottom right corner of the cell?

A:—

B:-+

C:-\*

D:-↑

Correct Answer:- Option-B

Question52:-Which one is useful for speedy data analysis in MS Excel?

A:-Macros

B:-Data forms

C:-Pivot table

D:-Data validation

Correct Answer:- Option-C

Question53:-In which sequence does the computer operate?

A:-Input, Output, Process

B:-Input, Process, Output

C:-Process, Input, Output

D:-Output, Process, Input

Correct Answer:- Option-B

Question54:-Which is the first general purpose programmable electronic computer?

A:-ENIAC

B:-EDVAC

C:-EDSAC

D:-UNVAC

Correct Answer:- Option-A

Question55:-What is the purpose of expansion slot in motherboard?

A:-To insert the RAM

B:-To insert the mouse

C:-To insert the keyboard

D:-To insert the additional peripherals

Correct Answer:- Option-D

Question56:-Largest font size in page maker?

A:-650

B:-72

C:-823

D:-1200

Correct Answer:- Option-A

Question57:-Where is the third plug-ins located in Page Maker?

A:-File menu

B:-Edit menu

C:-Element menu

D:-Utilities menu

Correct Answer:- Option-D

Question58:-Which option is used to display master items on a page in Page Maker?

A:-Display master item

B:-Show master item

C:-View master item

D:-Insert Master item

Correct Answer:- Option-A

Question59:-Which is the largest page maker publication you have (In numbers of pages)

A:-9999

B:-999

C:-90

D:-9.9

Correct Answer:- Option-B

Question60:-To change the colour of the graphic and object level in pagemaker?

A:-Master pages

B:-Index

C:-Colour palette

D:-Table edition

Correct Answer:- Option-C

Question61:-What is the extension of page maker file?

A:-.cdr

B:-.pmd

C:-.gif

D:-.doc

Correct Answer:- Option-B

Question62:-What is the default font size in page maker?

A:-11

B:-12

C:-13

D:-16

Correct Answer:- Option-B

Question63:-In page maker minimum target output resolution we can set?

A:-80

B:-100

C:-300

D:-72

Correct Answer:- Option-D

Question64:-What year did Page maker come out?

A:-1985

B:-1987

C:-1980

D:-1995

Correct Answer:- Option-A

Question65:-In which menu permit to open recently open files in page maker?

A:-Links manager

B:-Recent publications

C:-Acquire

D:-Place

Correct Answer:- Option-B

Question66:-In manual typewriter, which of them is not the movement of ribbon

A:-Step by step movement

B:-lengthwise movement

C:-up and down movement

D:-automatic reverse movement

Correct Answer:- Option-A

Question67:-Under the carriage, in which side the Main Spring is situated in the typewriter?

A:-right side

B:-centre

C:-left side

D:-none of the above

Correct Answer:- Option-C

Question68:-Which is the correct statement?

In typewriter, the carriage can be brought to the left

1. by pressing key button
2. by striking space bar
3. by pressing tabulator key/bar
4. by pressing back spacer

A:-1, 2 and 4

B:-4

C:-1, 2, 3 and 4

D:-1, 2 and 3

Correct Answer:- Option-D

Question69:-In typewriter, when the character key is released, \_\_\_\_\_ releases the teeth of the escapement wheel

A:-loose dog

B:-rigid dog

C:-segment

D:-ratchet detent

Correct Answer:- Option-B

Question70:-It is a bad idea to put oil in the, \_\_\_\_\_, the oil can get dirty and gummy after a while.

A:-Segment

B:-Carriage rail

C:-Joint between the "Shift" and the "Shift Lock" keys

D:-Joint on the ribbon selector lever

Correct Answer:- Option-A

Question71:-\_\_\_\_\_ is a document issued by public companies inviting the public to subscribe for shares or debentures of the company.

A:-Prospectus

B:-Memorandum of Association

C:-Articles of Association

D:-Circulars

Correct Answer:- Option-A

Question72:-This clause contains the name of the signatories to the memorandum of Association

A:-Object clause

B:-Name clause

C:-Subscription clause

D:-Registered office clause

Correct Answer:- Option-C

Question73:-\_\_\_\_\_ one that carries a communication to a number of addressees

A:-Business letter

B:-Demi-official letter

C:-Circulars

D:-Follow up letters

Correct Answer:- Option-C

Question74:-\_\_\_\_\_ is a person appointed or authorised by a member of a company to be present and vote on behalf

A:-Promoter

B:-Proxy

C:-Secretary

D:-Shareholder

Correct Answer:- Option-B

Question75:-In the case of a private company, \_\_\_\_\_ members personally present, shall be the quorum for a meeting of the company.

A:-One

B:-Seven

C:-Fifty

D:-Two

Correct Answer:- Option-D

Question76:-\_\_\_\_\_ is the first stage in the formation of a company

A:-Incorporation

B:-Registration

C:-Issue of shares

D:-Promotion

Correct Answer:- Option-D

Question77:-Forms for Memorandum of Association of a company limited by guarantee and not having share capital.

A:-Table B

B:-Table A

C:-Table C

D:-Table D

Correct Answer:- Option-A

Question78:-Premature evaluation, Lack of attention; Loss by transmission and poor retention; distrust etc are \_\_\_\_\_ type of communication barrier.

A:-Psychological barriers



B:-Organisational barriers

C:-Semantic barriers

D:-Personal barriers

Correct Answer:- Option-A

Question79:-Horizontal communication is also known as \_\_\_\_\_

A:-Diagonal communication

B:-Upward communication

C:-Lateral communication

D:-Oral communication

Correct Answer:- Option-C

Question80:-Use of appropriate verbal or non verbal language for transmitting message is \_\_\_\_\_

A:-Encoding

B:-Decoding

C:-Communication

D:-Correspondence

Correct Answer:- Option-A

Question81:-The process of recording transaction in the journal

A:-Posting

B:-Journalising

C:-Casting

D:-Balancing

Correct Answer:- Option-B

Question82:-Which of the following is not correct

A:- $\text{Asset} = \text{Liabilities} + \text{Capital}$

B:- $\text{Liabilities} = \text{Asset} - \text{Capital}$

C:- $\text{Capital} = \text{Asset} + \text{Liabilities}$

D:- $\text{Capital} = \text{Asset} - \text{Liabilities}$

Correct Answer:- Option-C

Question83:-As per this concept the business unit is assumed to have indefinite life  
\_\_\_\_\_

A:-Business entity concept

B:-Going concern concept

C:-Accounting period concept

D:-Money measurement concept

Correct Answer:- Option-B

Question84:-Choose the incorrect answer

- A:-Asset increase debit Asset decrease credit
- B:-Liability increase credit liability decrease debit
- C:-Capital decrease debit capital increase credit
- D:-Income increase debit income decrease credit

Correct Answer:- Option-D

Question85:-A book used to record small cash payments like telephone bills, taxi fares, postage, cartage etc.

- A:-Petty cash book
- B:-Double entry book
- C:-Pass book
- D:-Ledger

Correct Answer:- Option-A

Question86:-Which one of the following is not a book of original entry.

- A:-Cash book
- B:-Purchase book
- C:-Sales book
- D:-Ledger

Correct Answer:- Option-D

Question87:-Provision for bad debts is \_\_\_\_\_

- A:-Debited in the profit and loss account and deducted from asset side of balance sheet
- B:-Credited in the profit and loss account and deducted from debtors in the balance sheet
- C:-Deducted from debtors in the balance sheet only
- D:-Debited in the profit and loss account only

Correct Answer:- Option-A

Question88:-The rules and guidelines used in preparing accounting reports are termed as

- A:-Accounting rules
- B:-Financial rules
- C:-GAAP
- D:-Financial accounting

Correct Answer:- Option-C

Question89:-Passbook is a copy of

- A:-Customer Account
- B:-Bank column of cash book

C:-Cash column of cash book

D:-Copy of receipts and payments

Correct Answer:- Option-A

Question90:-\_\_\_\_\_ means writing-off the cost of intangible assets like patents, copyright, trade marks, franchise of time, goodwill which have utility for a specified periods.

A:-Obsolescence

B:-Depletion

C:-Dissolution

D:-Amortisation

Correct Answer:- Option-D

Question91:-Departmental heads like production manager, purchase manager, sales manager etc. comes in \_\_\_\_\_ level.

A:-Top level

B:-Middle level

C:-Lower level

D:-None of the above

Correct Answer:- Option-B

Question92:-\_\_\_\_\_ is the father of principles of management.

A:-Henry Fayol

B:-Fleming

C:-F.W. Taylor

D:-Peter F Drucker

Correct Answer:- Option-A

Question93:-Arrange them in the correct order

i. Performance Appraisal

ii. Selection

iii. Training and development

iv. Recruitment

v. Placement and Orientation

A:-iv, ii, v, iii, i

B:-ii, iii, iv, v

C:-iv, v, ii, iii, i

D:-v,i, iv, ii, iii

Correct Answer:- Option-A

Question94:-\_\_\_\_\_ refers to the process of finding possible candidates for a job or a function.

A:-Selection

B:-Recruitment

C:-Appointment

D:-Appraisal

Correct Answer:- Option-B

Question95:-\_\_\_\_\_ involves guiding, coaching, instructing, motivating, leading the people in an organisation to achieve organisational objectives

A:-Planning

B:-Co-ordinating

C:-Directing

D:-Controlling

Correct Answer:- Option-C

Question96:-\_\_\_\_\_ refers to harmony and mutual understanding among the members of an organization

A:-Unity of command

B:-Scalar chain

C:-Esprit de corps

D:-None of these

Correct Answer:- Option-C

Question97:-The administrative process of getting things done through others by sharing authority with subordinates is known as

A:-Departmentation

B:-Decentralisation

C:-Division of work

D:-Delegation

Correct Answer:- Option-D

Question98:-The formal lines of authority from highest to lowest ranks are known as \_\_\_\_\_

A:-Line authority

B:-Scalar chain

C:-Unity of direction

D:-Unity of command

Correct Answer:- Option-B

Question99:-Each group of activities having same objective must have one head and one plan is called \_\_\_\_\_

A:-Unity of command

B:-Scalar chain

C:-Authority and responsibility

D:-Unity of direction

Correct Answer:- Option-D

Question100:-Management as the art of knowing exactly what you want men to do and seeing that they do in the best and cheapest way

A:-Henry Fayol

B:-George R Terry

C:-F.W. Taylor

D:-William Newman

Correct Answer:- Option-C