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IBPS - CWE 10
Clerical Cadre
Model Paper

TEST-I : REASONING ABILITY

1. Village W is to the West of village P. Village Q is to the South of village P. Village W is towards which direction of village Q?
(1) South (2) South-East
(3) South-West (4) North-West
(5) None of these

2. What should come next in the following letter series?
A C B D A C E B D F A C E G B D F H A C E G
(1) I (2) B
(3) H (4) J
(5) None of these

3. 'DG' is related to 'JM' in the same way as 'PS' is related to .....
(1) WY (2) WZ
(3) UX (4) VX
(5) None of these

4. Mohan walked 15 metres towards East, took a right turn and walked 20 metres. Again he took a right turn and walked 15 metres. Towards which direction is he now from the starting point?
(1) North (2) South
(3) West (4) Data inadequate
(5) None of these

5. Among P, Q, R, S and T each having a different amount of money, R has less money than only Q. P has less money than T and S. Who among them has the least money?
(1) Q (2) T
(3) S (4) Data inadequate
(5) None of these

6. If 'x' means '÷' '+' means '-'. '÷' means 'x' and '-' means '+', then ....
$24 \div 6 \times 4 - 8 + 4 = ?$
(1) 12 (2) 48
(3) 40 (4) 52
(5) None of these

7. The positions of how many digits in the number 5821649 will remain unchanged after the digits within the number are rearranged in descending order?
(1) None (2) One
(3) Two (4) Three
(5) More than three

8. How many such pairs of letters are there in the world MEDICAL each of which has as many letters between them in the word as in the English alphabet?
(1) None (2) One
(3) Two (4) Three
(5) More than three

9. The position of the first and the fifth letters in the word CRYOGENS are interchanged. Similarly the positions of the second and the sixth letters are interchanged and so on. Which of the following will be the second letter from the right end after the rearrangement?
(1) Y (2) C
(3) O (4) R
(5) ne of these

10. In a certain code TRACK is written as '41@©2' and KITE is written as '294%'. How is CARE written in than code?
(1) 1@©% (2) © 41%
(3) 41©% (4) ©@1%
(5) None of these

11. In a certain code BANKING is written as 'OBCLFMH'. How is CREATED written in that code?
(1) DSFBCDS (2) FSDBCDS
(3) FSDBEFU (4) DSFBEFU
(5) Noneof these

12. Pointing to a boy, Arun said, 'He is the son of my father's only sister'. How is the Arun related to that boy?
(1) Brother (2) Cousin brother
(3) Uncle (4) Data inadequate
(5) None of these

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13. Bhuvan correctly remembers that his father's birthday is after fourteenth July but before nineteenth July whereas his sister correctly remembers that their father's birthday is before twenty-third but after sixteenth July. On which date in July was definitely their father's birthday?
(1) Seventeenth
(2) Eighteenth
(3) Seventeenth or Eighteenth
(4) Data inadequate
(5) None of these

Directions (14-19) : *Study the following arrangement carefully and answer the questions given below :*
P 7 E $ J Q 8 I N @ T F 1 A K R 2 © D % H δ W 3 5 Z U 4 9

14. Which of the following is the sixth to the right of the seventeenth from the right end of the above arrangement?
(1) D (2) T
(3) 1 (4) 2
(5) None of these

15. How many such vowels are there in the above arrangement, each of which is immediately preceded by a number and immediately followed by a symbol?
(1) None (2) One
(3) Two (4) Three
(5) Four

16. How many such numbers are there in the above arrangement, each of which is immediately preceded by a symbol and immediately followed by a number?
(1) None (2) One
(3) Two (4) Three
(5) Four

17. Which of the following is the fifth to the left of the twelfth to the left of H?
(1) $ (2) E
(3) @ (4) J
(5) None of these

18. What should come in place of the question mark (?) in the following series based on the above arrangement?
P E J I @ F K 2 D ?
(1) W 5 U (2) δ 3 U
(3) δ 3 Z (4) δ W 5
(5) None of these

19. If all the symbols are dropped from the above arrangement, which of the following will be in fourteenth from the left end?
(1) A (2) K (3) 1
(4) R (5) None of these

Directions (20-25) : *In each of the questions below are given three statements followed by two conclusions numbered I & II. You have to take the given statements to be true even if seem to be at variance from commonly known facts. Read all the conclusions and then decide which of the given conclusions logically follows from the given statements disregarding commonly known facts.*
Give answer (1) if only Conclusion I follows.
Give answer (2) if only Conclusion II follows.
Give answer (3) if either Conclusion I or II follows.
Give answer (4) if neither Conclusion I nor II follows.
Give answer (5) if both Conclusions I and II follows.

20. **Statements :** All desks are tables.
Some tables are tents.
All tents are papers.
Conclusions : I. Some papers are tables.
II. Some papers are desks.

21. **Statements :** All calculators are watches.
All watches are shirts.
All shirts are trousers.
Conclusions : I. Some trousers are watches.
II. Some shirts are calculators.

22. **Statements :** All chairs are calendars.
No calendar is flower.
Some flowers are buildings.
Conclusions : I. Some buildings are chairs.
II. No flower is chair.

23. **Statements :** All rooms are curtains.
All curtains are tables.
Some tables are dishes.
Conclusions : I. Some tables are rooms.
II. Some dishes are curtains.

24. **Statements :** Some forests are horses.
Some horses are tigers.
Some tigers are bullocks.
Conclusions : I. Some bullocks are horses.
II. No bullock is horse.

25. **Statements :** Some books are spoons.
Some spoons are pencils.
All pencils are knives.
Conclusions : I. Some pencils are books.
II. Some knives are books.

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Directions (26-28) : *Following questions are based on the five three digit numbers given below :*

532 694 845 287 429

26. Which of the following is the second digit of the third highest number?
(1) 3 (2) 9
(3) 4 (4) 8
(5) 2

27. Which of the following will be the sum of the second and the third digits of the lowest number?
(1) 5 (2) 13
(3) 9 (4) 15
(5) 11

28. If the positions of the first and the second digits within each number are reversed, which of the following will be the third digit of the second lowest number ?
(1) 2 (2) 4
(3) 5 (4) 7
(5) 9

Directions (29-34) : *In the following questions, the symbols #, ©, %, $ and @ are used with the following meaning as illustrated below :*

'P © Q' means 'P is neither smaller than nor greater than Q'.
'P # Q' means 'P is neither greater then nor equal to Q'.
'P $ Q' means 'P is neither smaller than nor equal to Q'.
'P @ Q' means 'P is either greater than or equal to Q'.
'P % Q' means 'P is either smaller than or equal to Q'.

Now in each of the following questions assuming the given statements to be true, find which of the conclusions I and II given below them is/are definitely true and give your answer accordingly.
Give answer (1) if only Conclusion I is true.
Give answer (2) if only Conclusion II is true.
Give answer (3) if either Conclusion I or II is true.
Give answer (4) if neither Conclusion I nor II is true.
Give answer (5) if both Conclusions I and II are true.

29. **Statements :** M $ K, K @ F, F % N
Conclusions : I. F # M
II. N © K

30. **Statements :** H @ F, F # T, T $ K
Conclusions : I. K # F
II. T $ H

31. **Statements :** N # Y, Y © T, T @ D
Conclusions : I. D % Y
II. T @ N

32. **Statements :** V @ D, D $ R, R # F
Conclusions : I. F $ D
II. R # V

33. **Statements :** F % H, H # K, K © D
Conclusions : I. D $ H
II. F # K

34. **Statements :** W © B, B % R, R $ J
Conclusions : I. R $ W
II. R © W

Directions (35-40) : *Study the following information carefully and answer the questions given below :*

A, B, C, D, E, F, G and H are sitting around a circle facing the centre. B is fourth to the right of A who is second to the right of H. C is fourth to the left of H. E is second to the right of G who is not an immediate neighbor of either B or H. D is not an immediate neighbor of A.

35. Four of the following five are alike in a certain way based on the above seating arrangement and so form a group. Which is the one that does not belong to that group.
(1) BH (2) AC
(3) GA (4) FG
(5) DF

36. Who is fourth to the right of G?
(1) D (2) B
(3) H (4) A
(5) None of these

37. Which of the following pairs represents are immediate neighbours of B?
(1) DE (2) DH
(3) AH (4) CD
(5) Data inadequate

38. Who is second to the right of H?
(1) G (2) B
(3) A (4) Data inadequate
(5) None of these

39. In which of the following pairs is the first person sitting to the left of the second person?
(1) DB (2) DH
(3) BF (4) CB
(5) Data inadequate

40. Who is third to the left of C?
(1) H (2) F
(3) D (4) Data inadequate
(5) None of these

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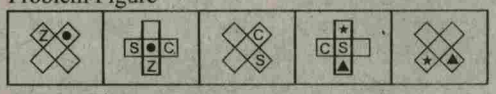
Directions (41-50) : *In each of the questions given below which one of the answer figures on the right should come after the problem figures on the left, if the sequence were continued?*

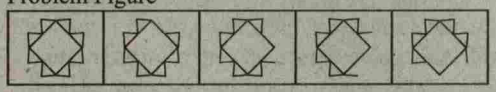
41. Problem Figure



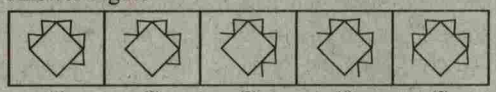
Answer Figure

(1) (2) (3) (4) (5)

42. Problem Figure

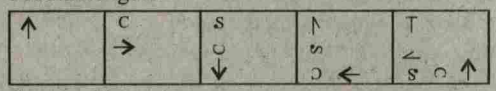


Answer Figure

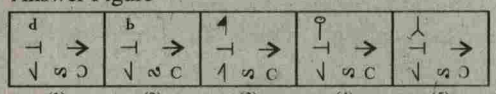


(1) (2) (3) (4) (5)

43. Problem Figure

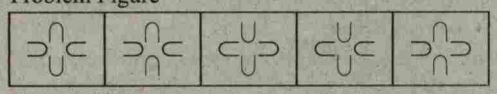


Answer Figure

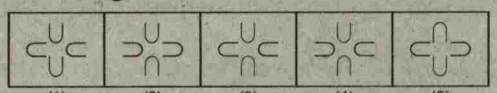


(1) (2) (3) (4) (5)

44. Problem Figure

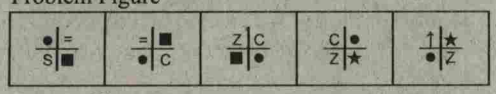


Answer Figure

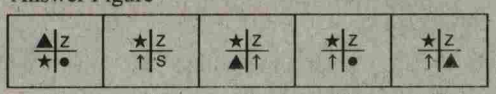


(1) (2) (3) (4) (5)

45. Problem Figure

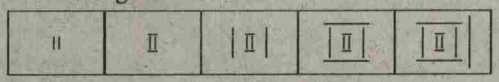


Answer Figure



(1) (2) (3) (4) (5)

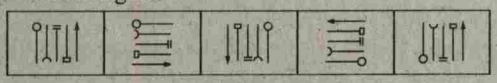
46. Problem Figure



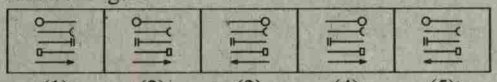
Answer Figure

(1) (2) (3) (4) (5)

47. Problem Figure



Answer Figure



(1) (2) (3) (4) (5)

48. Problem Figure

Answer Figure

(1) (2) (3) (4) (5)

49. Problem Figure

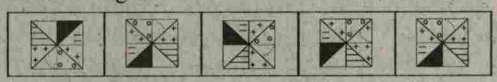
MORES	OMERS	MOSRE	OMSER	SMORE

Answer Figure

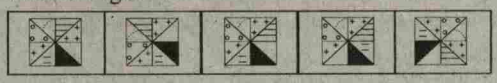
SMOER	OSMER	OMSER	SOMER	SOMRE

(1) (2) (3) (4) (5)

50. Problem Figure



Answer Figure



(1) (2) (3) (4) (5)

TEST-II : ENGLISH LANGUAGE

Direction (51-65) : *Read the following passage carefully and answer the questions given below it. Certain words/phrases have been printed in* ***bold*** *to help you locate them while answering some of the questions.*

Once upon a time, there lived a Lion in a forest. A Jackal, a Crow and a Wolf had developed friendship with him. However, all the three had a selfish motive behind this so-called friendship. They knew that the Lion was the King of the forest and friendship with such a fierce creature

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would always help them. To meet their selfish ends, they started obeying and were always at the service of the Lion. They didn't have to make any efforts to search for their food as the Lion gave his leftover meals to them. Moreover, they became powerful as they were next to the King of the forest. One day, a Camel, who came from some distant land, lost his way and entered the same forest where these friends lived. In the meantime, these three friends happened to pass the same way that the Camel was wandering. When they saw the Camel, they realized that he did not belong to their forest. The Jackal suggested to his other two friends, "Let's kill and eat him." The Wolf replied, "It is a big animal. We cannot kill him like this. I think, we should first inform our King about this Camel." The Crow agreed with the Wolf's idea. All of them went to meet the Lion.

On reaching the Lion's den, the Jackal approached the Lion and said, "Your Majesty, an unknown Camel has dared to enter your kingdom without your consent. Let's kill him; he could make a nice meal." The Lion roared loudly on hearing this and said, "What are you saying ? The Camel has come for refuge in my kingdom. It is unethical to kill him. We should provide him the best shelter. Go and bring him to me." All of them were dispirited to hear these words from the King. They unwillingly went to the Camel and told him about the Lion's desire to meet him. The Camel was scared about the strange offer. He thought that his end had come and in a little while he would become the Lion's meal. As he couldn't even escape, he decided to meet the Lion. The selfish friends escorted the Camel to the Lion's den. The Lion welcomed the Camel warmly and assured him of a safe stay in the forest. The Camel was totally **amazed** to hear the Lion's words. He happily started living with the Jackal, the Crow and the Wolf.

One day, when the Lion was hunting for food, he had a struggle with a mighty Elephant. The Lion was badly injured in the struggle and became incapable of hunting for his food. Thus the Lion had to sustain without food for days. Due to this, his friends too had to go hungry for day as they totally depended on the Lion's kill for their food. But the Camel was satisfied grazing around in the forest.

All the three friends were **worried** and discussed the matter among them. As the Jackal, the Crow and the Wolf had set their evil eyes on the camel; they met once again and devised a plan to kill the Camel. They went to the Camel and said, "Dear Friend, you know our King has not eaten anything for many days now. He is unable to hunt due to his wounds and sickness. Under such circmustances, it becomes our duty to sacrifice ourselves to save the life of our king. Come with us, we will offer our bodies as food for him." The Camel didn't understand their plan, but **innocently** nodded in favour of it. All of them approached the Lion's den. First of all, the Crow came forward and said, "Your Majesty, I can't see you like this. So please eat me." The Lion replied, "I would prefer to die than to perform such a sinful deed." Then, the Jackal came forward and said, "Your Majesty, Crow's body is too small for your appetite. I offer myself to you, as it is my duty to save your life." The Lion politely rejected the offer. As per the plan, now it was the Wolf's turn to offer himself to the King. So, the Wolf came forward and said, "Your Majesty, Jackal is quite small to **gratify** your hunger. I offer myself for this kind job. Please kill me and appease your hunger." But the Lion didn't kill any of them, the camel, was watching the whole scence felt reassured of his safety and also decided to go forward and complete the formality. He marched forward and said, 'Your Majest, why don't you kill me ? You are my friend. Please allow me to offer you my body." The Lion found the offer quite **appropriate** as the Camel himself had offered his body for food. The Lion attacked the Camel at once, ripped open his body and tore him into pieces. The Lion and his friends feasted on the poor Camel for days together.

51. Why would the Lion not hunt anymore ?
(1) He had become lazy as his friends had provided him with food all the time
(2) There were no animals left in the forest besides his friends
(3) He had injured himself badly in a fight with an elephant
(4) He was too old and his bones were weak
(5) None of these

52. Why were the Jackal, the Crow and the Wolf friends with the Lion ?
(1) As they got food easily and were also powerful in the Lion's presence
(2) As the Lion was really weak and they could take over the Kingship soon
(3) As they loved to hunt along with the Lion and he taught them new tricks every time
(4) As there was no other powerful animal in the forest
(5) As they were scared of the Lion and had no other alternative

53. Why had the Camel come to the forest in the first place ?
(1) He wanted to meet the Lion
(2) He was starving and was looking for food
(3) He was in search of friends
(4) He was lost
(5) None of these

54. Why did the Camel feel afraid when the Lion desired to meet him ?
(1) He had breached the Lion's secure forest and was sure to be punished

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(2) I He felt that the Lion would eat him
(3) He knew that the Lion would ask him to fight with the Elephant
(4) The three friends had told him that the Lion wanted to arrest him
(5) None of these

55. Which of the following can definitely be said about the Camel in the story ?
(A) He was fierce (B) He was young
(C) He was trusting
(1) Only A (2) Only A and C
(3) All (A, B and C) (4) Only C
(5) Only B and C

56. How did the Jackal, the Crow and the Wolf finally manage to eat the Camel ?
(1) They tricked him into offering his body to the Lion
(2) They poisoned him
(3) They requested him to be their meal
(4) They killed him as soon as they saw him in the forest
(5) They forced the Lion to eat him

57. What made the Camel offer his body to the Lion ?
(1) He felt very sorry for the Lion as he had grown thin and weak
(2) He wanted to end his own life
(3) He knew that the Lion would die on consuming him
(4) The Camel would rather have his body eaten by his friend the Lion than an unknown Elephant
(5) Since the Lion had rejected the other friends bodies the Camel was sure that the Lion would not eat him as well

58. Which of the following **cannot** be said about the Jackal, he Crow and the Wolf ?
(A) They were sensitive (B) They were selfish
(C) They were cunning
(1) Only B (2) Only C
(3) Only A (4) Only B and C
(5) Only A and C

59. Which of the following can be the most appropriate title for the story ?
(1) The Old Lion
(2) The Mighty Elephant
(3) The Selfish Camel and the Brave Friends
(4) The Lion and the Forest
(5) The Shrewd Friends and the Innocent Camel

60. What reason did the Lion give for not eating the Crow ?
(1) He would prefer to eat the Camel
(2) It was wrong to eat friends
(3) The crow was too tiny to be eaten
(4) The Crow was not good to taste
(5) He wanted to eat the Fox instead

Direction (61-63) : *Choose the word/group of words which is **most similar** in meaning to the word/group of words printed in **bold** as used in the passage.*

61. GRATIFY
(1) delight (2) humour
(3) grateful (4) please
(5) satisfy

62. AMAZED
(1) surprised (2) emotional
(3) appalled (4) scared
(5) troubled

63. WORRIED
(1) angry (2) concerned
(3) relaxed (4) annoyed
(5) confused

Direction (64-65) : *Choose the word/group of words which is **most opposite** in meaning to the word/group of words printed in **bold** as used in the passage.*

64. APPROPRIATE
(1) unique (2) harmful
(3) proper (4) unsuitable
(5) vicious

65. INNOCENTLY
(1) knowingly (2) offensively
(3) secretly (4) lovingly
(5) blissfully

Direction (66-70) : *Which of the phrases (1) (2), (3) and (4) given below each sentence should replace the phrase printed in **bold** in the sentence to make it grammatically correct ? If the sentence is correct as it is given and no correction is required, mark (5) as the answer.*

66. Meena loved to shop and **goes out with** her friends whenever she got time.
(1) Went outside along (2) Went out with
(3) goes for outing to (4) go outing and
(5) No correction required

67. Manoj was **many better at** sports than Anurag.
(1) Much good than (2) many good to
(3) much better at (4) much better than
(5) No correction required

68. It was very dark and Trisha was **too scary to** go home alone.
(1) too scaring (2) to scary too
(3) to scare too (4) too scared to
(5) No correction required

69. Many people **not like being** interrupted when they are busy working.
(1) do not like being (2) do not like
(3) not liking when (4) no like being
(5) No correction required

70. The crowd loved her performance and gave her a **stand ovation** as she left the stage.
(1) stand ovate (2) stood ovation
(3) stand the ovation
(4) standing ovation
(5) No correction required

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Direction (71-75) : *In each question below, a sentence with four words printed in* ***bold*** *type is given. These are numbered as (1), (2), (3) and (4). One of these four words printed in* ***bold*** *may be either* ***wrongly spelt or inappropriate*** *in he context of the sentence. Find out the word whichis wrongly spelt or inappropriate,if any. The number of that word is your answer. If all the words printed in* ***bold*** *are correctly spelt and also appropriate in the context of the sentence, mark (5) i.e. 'All correct' as your answer.*

71. **Quality** (1)/is never an **accident** (2)/and is always the result of (3)/**intelligenteffort** (4)/. All Correct.(5)

72. Sharad **consolved** (1)/ Vijay and **asured** (2)/ him that his sone would **return** (3)/home by **sunset** (4)/. All correct (5)

73. One of the monkeys was **keeping** (1)/ **a track** (2)/ of the **things** (3)/ done by the king's men from a **distance**. (4)/ All correct (5)

74. The San lived in a **pawned** (1)/and had **striking** (2)/**golden** (3)/ **feathers**. (4)/ All correct. (5)

75. The mother and her **daughter** (1)/were happily selling milk which got them **enough** (2)/money to **lead** (3)/a **comfortable** life. (4)/ All correct.(5)

Direction (76-80) : *Rearrange the following six sentences (A), (B), (C), (E) and (F) in the proper sequence to form a meaningful paragraph; then answer the questions given below them.*

(A) On reaching inside the drum it was disappointed to find nothing but wood and leather.

(B) One day a jackal was very hungry and it reached the king's battleground in search of food.

(C) On looking for the source of the noise, it found a war-drum nearby and mistook it be a huge animal with lots of food inside it.

(D) With great difficlty it came out of the drum, backed off and crept away to safety laughing at its own judgement.

(E) With great difficulty it pierced the drum and reached inside.

(F) Suddenly, it heard a loud noise and was frightened.

76. Which of the following should be the **FIRST** sentence after rearrangement ?
(1) A (2) B (3) C
(4) D (5) E

77. Which of the following should be the **SECOND** sentence after rearrangement ?
(1) A (2) B (3) C
(4) D (5) F

78. Which of the following should be the **THIRD** sentence after rearrangement ?
(1) A (2) B (3) C
(4) D (5) F

79. Which of the following should be the **FOURTH** sentence after rearrangement ?
(1) A (2) B (3) C
(4) E (5) F

80. Which of the following should be the **LAST (SIXTH)** sentence after rearrangement ?
(1) F (2) E (3) D
(4) C (5) B

Direction (81-90) : *Read each sentence to find out whether there is any grammatical error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is (5) i.e., 'No Error'. (Ignore the errors of punctuation if any)*

81. People who intend (1)/ to visit the tourist spots (2)/ are always thrilling (3)/ to see the scenario here. (4)/ No Error (5)

82. In such delicate matters, (1)/ we often go with (2)/ his advice as he has (3)/ been handling such cases effectively. (4)/ No Error (5)

83. You should think that (1)/ of all the possibilities (2)/ before you take (3)/ any decision. (4)/ No Error (5)

84. He was too tired that (1)/ he could not cross (2)/ the street even with (3)/ the help of a porter. (4)/ No Error (5)

85. Your desire to (1)/ meet the President (2)/ without prior (3)/ appointment. can not be fullfilled.(4)/ No Error (5)

86. Whenever a man attain fame, (1)/ his person qualities are (2)/ imitated by others who (3)/ are close to him. (4)/ No Error (5)

87. Rivers, mountains and deep forests (1)/ are the places (2)/ mostly like by (3)/ people living in urban areas. (4)/ No Error (5)

88. When we visited his office (1)/ we found that (2)/ he was sipping coffee (3)/ with some of his colleagues. (4)/.No Error (5)

89. For giving up (1)/ the bad habit of smoking (2)/ use of chewing gum or (3)/ Similar other method can be helped. (4)/ No Error (5)

90. His obviously reluctance (1)/ was viewed seriously by (2)/ his superiors and (3)/ he was suspended. (4)/ No Error (5)

Directions (91-100) : *In the following passage there are blanks, each of which has been numbered. These numbers are printed below the passage and against each, five words are suggested, one of the which fits the blank apropriately. Find out the appropriate word in each case.*

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Clement Atlee became the Prime Minister of England after the Second World War.Winston Churchill who had successfully **(91)** England and the allies to victory over Hilter was now rejected by the English people at the hustings. Labour Party was **(92)** to power and Atlee became the Prime Minister. One of his memorable tasks was that he was **(93)** in granting India its freedom. Atlee was born in a well-to-do **(94)** but he always had **(95)** for the poor and the down-trodden. He is known for keeping **(96)** and cooperation among his cabinet colleagues. Not that there were no differences of opinion **(97)** his cabinet members, but Atlee, by is **(98)** nature and positive approach, always managed to keep them together and had control over them. **(99)** being sympathetic to the cause of India, and granting India freedm, he **(100)** many a constructive activity for his country too, like nationalization of some industries, and starting national health Scheme.

91. (1) isolated (2) established
(3) conquered (4) marginalized
(5) led

92. (1) averse (2) close
(3) swept (4) used
(5) immune

93. (1) interested (2) instrumental
(3) eager (4) reluctant
(5) particular

94. (1) class (2) origin
(3) country (4) family
(5) community

95. (1) concern (2) reverence
(3) apathy (4) jobs
(5) indifference

96. (1) assistance (2) conviction
(3) harmony (4) faith
(5) conflict

97. (1) among (2) within
(3) between (4) from
(5) with

98. (1) withdrawing (2) gentle
(3) stubborn (4) aggressive
(5) docile

99. (1) Although (2) without
(3) He (4) beside
(5) after

100. (1) demonstrated (2) imitated
(3) bypassed (4) observation
(5) did

TEST-III : NUMERICAL ABILITY

Directions (101-135) : *What should come in place of the question mark (?) in the following questions ?*

101. $12.5 \times 13.4 \times 9.3 = ?$
(1) 1768.75 (2) 1557.75
(3) 1757.25 (4) 1585.25
(5) None of these

102. $148.24 + 124.84 + 184.28 = ?$
(1) 457.36 (2) 547.27
(3) 475.18 (4) 574.42
(5) None of these

103. $5 \times ? = 2848 \div 4$
(1) 138.2 (2) 127.5 (3) 142.5 (4) 152.4
(5) None of these

104. $5800 \div (32 \times 14.5) = ?$
(1) 14.5 (2) 17.5 (3) 12.5 (4) 10.5
(5) None of these

105. 55 % of 754 - ?% 245 = 370.68
(1) 24 (2) 15 (3) 21 (4) 18
(5) None of these

106. $\frac{7}{8} \div \frac{427}{296} = ?$
(1) $\frac{37}{61}$ (2) $\frac{27}{64}$
(3) $\frac{29}{70}$ (4) $\frac{35}{68}$
(5) None of these

107. $99 \div 9 \div 0.2 = ?$
(1) 4.2 (2) 46 (3) 55 (4) 2.2
(5) None of these

108. $(14)^2 - (5)^3 - \sqrt{144} - 10 = (?)^2$
(1) $(17)^2$ (2) $\sqrt{7}$ (3) -9 (4) $(49)^2$
(5) -7

109. $? \div 22 \times 16 = 4776$
(1) 6756 (2) 6675 (3) 6561 (4) 6765
(5) None of these

110. $24679 + 4102 - 2087 = ? \times 30$
(1) 899.9 (2) 889.8
(3) 878.8 (4) 898.9
(5) None of these

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111. $9050 \div 40 = ?$
(1) 218.25 (2) 227.75
(3) 224.25 (4) 233.75
(5) None of these

112. $236 \times \sqrt{?} = 113 \times 32$
(1) 32 (2) 256 (3) 16 (4) 4
(5) None of these

113. 19% of $421 + ? = 150$
(1) 67.47 (2) 69.12
(3) 74.33 (4) 70.01
(5) None of these

114. ?% of $525 - (9)^2 = 202.5$
(1) 54 (2) 48 (3) 66 (4) 46
(5) None of these

115. $56484 - 3284 - 7125 = ?$
(1) 45380 (2) 47365
(3) 48025 (4) 46850
(5) None of these

116. $118 \times 107 - 8671 = ?$
(1) 3825 (2) 3985
(3) 3595 (4) 3945
(5) None of these

117. $5434 + 5782 = ? \times 25$
(1) 446.34 (2) 484.24
(3) 442.04 (4) 488.64
(5) None of these

118. $40219 + 38924 = ? + 67713$
(1) 13640 (2) 10540
(3) 12430 (4) 11340
(5) None of these

119. $\frac{1}{2}$ of $\frac{4}{5}$ of $\frac{3}{8}$ of $7450 = ?$
(1) 1158.5 (2) 1117.5
(3) 1144.5 (4) 1128.5
(5) None of these

120. $49^4 \times 7^5 \div 343 = 7^?$
(1) 6 (2) 4
(3) 12 (4) 10
(5) None of these

121. $\sqrt{?} + 6 = \sqrt{1764}$
(1) 1296 (2) 216
(3) 6 (4) 36
(5) None of these

122. 41.5% of $620 = ?$
(1) 262.9 (2) 257.3
(3) 246.7 (4) 239.1
(5) None of these

123. $(47.5 \times 6 \times 8) \div 12 - 38 = ?$
(1) 164 (2) 136
(3) 144 (4) 152
(5) None of these

124. $\sqrt{12 \times 148 \div 8 + 21 - 74} = ?$
(1) 169 (2) 17 (3) 289 (4) 13
(5) None of these

125. $\frac{7}{9} + \frac{7}{18} + \frac{7}{36} = ?$
(1) $3\frac{5}{18}$ (2) $2\frac{7}{18}$
(3) $1\frac{13}{36}$ (4) $1\frac{5}{36}$
(5) None of these

126. A canteen requires 56 dozen bananas for seven days. How many dozen bananas will it require for 63 days ?
(1) 504 (2) 614 (3) 602 (4) 512
(5) None of these

127. The average age of a man and his son is 25 years. The ratio ages is 21 : 4 respectively. What is the son's age ?
(1) 6 years (2) 12 years
(3) 14 years (4) 8 years
(5) None of these

128. Find the average of the following set of scores :
218, 152, 117, 207, 343, 439
(1) 250 (2) 249
(3) 252 (4) 236
(5) None of these

129. What would be the compound interest obtained on an amount of Rs. 6,350/- at the rate of 14 p.c.p.a after two years ?
(1) Rs. 1898.68 (2) Rs. 1924.82
(3) Rs. 1834.24 (4) Rs. 1902.46
(5) None of these

130. The average of four consecutive odd numbers A, B, numbers A, B, C and D respectively is 54. What is the product of A & C ?
(1) 2805 (2) 2703
(3) 2915 (4) 2907
(5) None of these

131. What will come in place of both the question marks (?) in the following question ?

$$\frac{(?)^{1.2}}{343} = \frac{8}{(?)^{1.8}}$$

(1) 8 (2) 14 (3) 6
(4) 12 (5) None of these

132. The cost of 8 Sharpenrs and 12 Pens is Rs. 76/- What is the cost of 20 Sharpeners and 30 Pens ?
(1) Rs. 172 (2) Rs. 186
(3) Rs. 190 (4) Cannot be determind
(5) None of these

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133. The owner of an electronic store charges his customer 14% more than the cost Price. If a customer paid Rs. 1,65.300 for an LED TV, then what was the original price of the TV ?
(1) Rs. 1,40,400 (2) Rs. 1,50,500
(3) Rs 1,45,000 (4) Rs 1,35,200
(5) None of these

134. A truck covers a certain distance in 6 hours at the speed of 55 kms/hr. What is the average speed of a car which travels a distance of 180 kms more than the truck in the same time ?
(1) 85 kms./hr. (2) 72 kms./hr.
(3) 90 kms/hr. (4) 88 kms./hr.
(5) None of these

135. What is the least number to be added to 5600 to make it a perfect square ?
(1) 61 (2) 25 (3) 142
(4) 124 (5) None of these

136. The sum of 18% of a number and 6% of the same number is 492. What is 12% of that number ?
(1) 234 (2) 242 (3) 256
(4) 264 (5) None of these

137. 6 women alone can complete a piece of work in 12 days, whereas 6 children alone take 48 days to complete the same piece of work. How many days will 6 women and 24 children together take to complete the piece of work ?
(1) 6 (2) 10 (3) 8
(4) 4 (5) None of these

138 There are 460 employees in organization. Out of which 45% got promoted. How many employees got promoted ?
(1) 173 (2) 182
(3) 197 (4) 201
(5) None of these

139. In the fractions $\frac{3}{7}, \frac{7}{8}, \frac{6}{11}, \frac{11}{13}$ and $\frac{5}{9}$ are arragned in descending order of their values, which one will be the fourth ?
(1) $\frac{7}{8}$ (2) $\frac{5}{9}$ (3) $\frac{11}{13}$
(4) $\frac{6}{11}$ (5) None of these

140 In an examination it is required to get 65% of the aggregate marks to pass. A student gets 522 marks and is decleared failed by 7% marks. What are the maximum aggregate marks a student can get ?
(1) 850 (2) 780
(3) 900 (4) cannot be determind
(5) None of these

141. Nilesh sold an item for Rs. 6,400/- and incurred a loss of 20%. At what price should he have sold the item to have gained a profit of 20% ?
(1) Rs. 7,800 (2) Rs. 9,600
(3) Rs. 8,750 (4) Cannot be determined
(5) None of these

142. What would be the area of a circle whoses diameter is 154 cms ?
(1) 19402 sq. cms (2) 17688 sq. cms
(3) 18634 sq. cms. (4) 16834 sq. cms
(5) None of these

Directions (143-145) : *What will come in place of the question mark (?) in the following number series ?*

143. 8 33 53 68 78 (?)
(1) 85 (2) 81 (3) 87
(4) 84 (5) None of these

144. 6 10 18 34 66 (?)
(1) 130 (2) 118 (3) 98
(4) 124 (5) None of these

145. 320 239 190 165 156 (?)
(1) 153 (2) 148 (3) 147
(4) 155 (5) None of these

Directions (146- 150) : *In each of these questions an equation is given with a question mark (?) in Place of the correct figure on the right hand side which satisfies the equality. Based on the values on the hands side and the symbol of equality given, you have to decide which of the following figures will satisfy the equality and thus come in place of the question mark.*

Symbols stand for
$>$ (greater than)
$=$ (equal to)
$<$ (lesser than
$\geq$ (either greater than or equal to)
$\leq$ (either lesser than or equal to)

146. $-[\{78 \div 156\} \div 1.25] < (?)$
(1) –0.5 (2) –0.402 (3) –0.4
(4) –0.54 (5) –0.38

147. $[148 - \{28 - 58\}] \geq (?)$
(1) $\sqrt{178}$ (2) ± 178
(3) ± 89 (4) $(89)^2$
(5) -356

148. $[\{\sqrt{196} - \sqrt{64}\} \times -2.5] = (?)$
(1) –12 (2) 15 (3) 14
(4) 12 (5) –15

149. $\pm[\{44 \div 8\} + \{93 \div 2\}] \leq (?)$
(1) $\sqrt{52}$ (2) –104 (3) –52
(4) $\sqrt{2704}$ (5) 2704

150. $[\{60 - (3)^3\} \times 4] > (?)$
(1) 203.5 (2) 221 (3) 204
(4) 216 (5) 208.5

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TEST-IV : GENERAL AWARENESS

151. Some banks have started issuing Biometric ATM Cards to its customers. To which type of account holders Biometric cards are generally issued ?
(A) Illiterates
(B) Sick and old persons
(C) Inoperative accountholders
(1) Only (A) (2) Only (B)
(3) Only (C) (4) Both (A) & (B)
(5) All (A), (B) & (C)

152. Which of the following is the currency of Japan ?
(1) Yen (2) Yuan
(3) Pound (4) Dollar
(5) Euro

153. Banks are supposed to strictly adhere to the RBI guidelines on credit card operations in India. In case the bank does not adhere, what action can be taken by RBI ?
(A) Cancel the License of the Bank
(B) Initiate suitable penal action
(C) Lew monetary penalties
(1) Only (A) (2) Only (B)
(3) Both (A) & (B) (4) Both (B) & (C)
(5) All (A), (B) & (C)

154. If PAN details are not provided, the TDS is detected at which of the following rates ?
(1) 10% (2) 20 %
(3) 10% for senior citizens & 20 % for others
(4) 10 % plus 10 % surcharge
(5) None of these

155. Through which of the methods GDP is calculated ?
(A) Expenditure approach
(B) Product approach
(C) Income approach
(1) Only (A) (2) Only (B)
(3) Only (A) & (B) (4) All (A), (B) & (C)
(5) Only (B) & (C)

156. Lending to Micro Finance Institutions by Banks is considered as finance to
(1) Non Priority Sector (2) Priority Sector
(3) Commercial Sector (4) Agriculture Sector
(5) None of these

157. Which of the following was the reasons owing to which base rate was introduced ?
(A) BPLR, system fell short of RBIs objective of bringing transparency in lending rates.
(B) Under BPLR system it was difficult for RBI to assess transmission of policy rates.
(C) BPLR system was not beneficial to the customers.
(1) Only (A)
(2) Only (B)
(3) Only (A) & (B) (4) Only (B) & (C)
(5) All (A), (B) & (C)

158. Which of the following is/are various components/ channels of the monetary policy of the RBI ?
(A) Altering money supply
(B) Credit availability
(C) Influencing exchange rates
(1) Only (A) & (B). (2) Only (B) & (C)
(3) Only (A) & (C) (4) Only (A)
(5) All (A), (B) & (C)

159. Which of the following depository/depositories in India is/are handling dematerialized shares ?
(A) National Securities Depository Ltd. (NSDL)
(B) Central Depository Services Ltd. (CDSL)
(C) Bombay Stock Exchange (BSE)
(1) Only (A) (2) Only (A) & (B)
(3) Only (C) (4) All (A), (B) & (C)
(5) Only (A) & (C)

160. Which of the following is/are called Key Policy rates by the Reserve Bank of India ?
(A) Bank rate
(B) Repo Rate, Reverse repo rate
(C) CRR, SLR
(1) Only (A) (2) Only (B)
(3) Only (A) & (B) both (4) Only (C)
(5) Only (B) & (C)

161. The loan amount incase of a reverse mortgage is decided taking into account which of the following ?
(A) Value of House property
(B) Age of the borrower
(C) Prevalent interest rates
(1) Only (A) (2) Only (B)
(3) Only (C) (4) All (A), (B) & (C)
(5) None of these

162. A person returning from abroad can retain foreign currency up to what period ?
(1) 60 days (2) 30 days
(3) 90 days (4) 180 days
(5) There is no such resriction

163. Which of the following is/are the security features of the bank Notes used in India ?
(A) Security thread (B) Micro lettering
(C) Intaglio Printing
(1) Only (A) (2) Only (B)
(3) All (A), (B) & (C) (4) Only (A) & (C)
(5) Only (B) & (C)

164. Maximum FDI in Private Banks in India is allowed up to the limit of

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(1) 25 % (2) 51%
(3) 49% (4) 70%
(5) None of these

165. The Reserve Bank of India is considering providing licenses to a limited number of new Banks.
Which of the following is/are the objective(s) of RBI in the implementation of this policy ?
(A) Open maximum number of bank branches in India
(B) Ensure no customer has to travel more than a km for his/her banking needs
(C) Promote financial inclusion
(1) Only (A) (2) Only(B)
(3) Only (C) (4) Only (A) & (B)
(5) Only (B) & (C)

166. Agri clinics are envisaged to provide which of the following services to farmers
(A) Advice on cropping practices
(B) Advice on protection of crop from pests
(C) Advice on marketing trends
(1) Only (A) (2) All (A), (B) & (C)
(3) Only (A) & (C) (4) Only (A) & (B)
(5) Only (C) .

167. Which one of the following Banks has decided to sell retail bonds to raise Rs. 20,000 crores ?
(1) ICICI Bank (2) HDFC Bank
(3) SBI (4) Bank of India
(5) None of these

168. In which one of the following parts of India 'Ponni Samba' and 'Matta' varieties of basmati are grown ?
(1) Northern (2) Western
(3) Southern (4) N.E. States
(5) Central

169. Which of the following books is written by V.S. Naipaul ?
(1) A House for Mr. Biswas
(2) My Story (3) My God Died Young
(4) Five Point Someone (5) None of these

170. In which one of the following Cities the Air Show Aero India 2011 was organised ?
(1) Chennai (2) Hyderabad
(3) Bangalore (4) Kochi
(5) None of these

171. Who is Dr. K C Chakraborty ?
(1) Executive Director, RBI
(2) Governor, RBI
(3) Chairman EXIM Bank
(4) Chairman, Punjab National Bank
(5) None of these

172. Which one of the following is the staple food for half of the world ?
(1) Potato (2) Banana
(3) Maize (4) Millet
(5) Wheat

173. Mr. Prem Kumar Dhumal is Chief Minister of which one of the following states ?
(1) Uttar Pradesh (2) Punjab
(3) Haryana (4) Uttrakhand
(5) Himachal Pradesh

174. Hosni Mubarak was the ex- President of which of the following countries ?
(1) UAE (2) Egypt
(3) Beharin (4) Yernan
(5) None of these

175. Which one of the following is the first state in India to export 5000 tonnes of potato to Russia ?
(1) Haryana (2) Karnataka
(3) West Bengal (4) U. P.
(5) Punjab

176. For which one of the following purposes, WTO members recently had a meeting at Davos in Switzerland ?
(1) Issues related to food subsidy
(2) Negotiations for a global trade deal
(3) Negotiations to abolish restrictive trade practices
(4) Issues relating to, export of pharma products
(5) None of these

177. Which one of the following will setup core banking infrastructure for rural banks.?
(1) RBI (2) NABARD
(3) SIDBI (4) IBA
(5) None of those

178. At which one of the following places, 2011 Asia Football Cup final match was organised ?
(1) Tehran (2) Qatar
(3) Riyed (4) Doha
(5) None of these

179. Who heads the National Advisory Council ?
(1) Dr. Manmohan Singh
(2) Dr. C Rangarajan
(3) Montek.Singh Ahluwalia
(4) Pranab Mukherjee
(5) None of these

180. Mr. K M Chandrashekhar is holding which of the following posts in Govt. of India ?
(1) Revenue Secretary
(2) Cabinet Secretary
(3) Commerce Secretary
(4) Member, Planning Commission
(5) None of these

181. Which one of the following is the first state in the country to give bicycles to all girl students in the state ?

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(1) Bihar (2) Tamil Nadu
(3) Karnataka (4) Kerala
(5) None of these

182. The letter 'F' denotes which of the following in the term IFRS.
(1) Formative (2) Formal
(3) Functional (4) Fiscal
(5) Financial

183. In Jaitapur, which one of the following power plants is being set up ?
(1) Coal based (2) Hydro-electric
(3) Gas based (4) Nuclear based
(5) None of these

184. In which one of the following States, Mangla Bhagyam and Aishwarya oil fields are located ?
(1) Assam (2) Gujarat
(3) A.P. (4) Orissa
(5) Rajasthan

185. With which one of the following games in Christiano Ronaldo associated?
(1) Cricket (2) Golf
(3) Football (4) Badminton
(5) None of these

186. In which one of the following State POSCO proposes to set up a steel plant?
(1) Andhra Pradesh (2) Jharkhand
(3) Bihar (4) M.P.
(5) Orissa

187. Which one of the following countries has been invited to join BRIC?
(1) Indonesia (2) Bangladesh
(3) South Africa (4) China
(5) None of these

188. In which one of the following African Countries has Coal India been given permission to start exploration of coal mines?
(1) Mozambique (2) Uganda
(3) Ethopia (4) Nigeria
(5) None of these

189. Which of the following terms in used in the game of cricket?
(1) LBW (2) Love
(3) Half Nelson (4) Bull's eye
(5) None of these

190. As per RBI guidelines, which one of the following can be engaged as Buisiness correspondents?
(1) An individual operating common service centre
(2) An individual who is employed in a bank
(3) A SHG
(4) A Sarpanch
(5) None of these

191. Which book is written by Mahatma Gandhi?
(1) Discovery of India
(2) My Experiments with Truth
(3) My India
(4) Pakistan Cut to Size
(5) The other side of Midnight

192. Who is Dr. Montek Singh Ahluwalia?
(1) Chairman, Planning Commission
(2) Dy. Chairman, Planning Commission
(3) Advisor to President of India
(4) Speaker Lok Sabha
(5) Vice President of India

193. Who is the Chairman of the Unique Identification Authority of India?
(1) Shri Narayan Murthy
(2) Mrs. Sudha Murthy
(3) Sri Nandan Nilekani
(4) Sri M. S. Gill
(5) None of these

194. Which of the following terms is used in the field of banking?
(1) Accounts (2) Entropy
(3) Plank's Law (4) Plasma
(5) Viscosity

195. Which instrument is used for magnifying minute objects by a lens systems?
(1) Microscope (2) Photometer
(3) Spectrometer (4) Manometer
(5) None of these

196. Who amongst the following is a famous Cricket player of international repute?
(1) Sania Mirza (2) Saina Nehwal
(3) Gagan Narang (4) VVS Laxman
(5) Anjali Bhagwat

197. Who amongst the following was given the Best Director Award in 56th Filmfare Award?
(1) Kajan Johar (2) David Dhawan
(3) Satish kaushik (4) Madhur Bhandarkar
(5) None of these

198. Mr. Susilo Mambang Yudhoyono who was in India recently is the President of .....
(1) Sri Lanka (2) Fiji
(3) Nepal (4) Indonesia
(5) None of these

199. Who amongst the following won the Australian Open 2011 (Men's single)?
(1) Novak Djokoic (2) Bob Bryan
(3) Mike Bryan (4) Leander Paes
(5) None of these

200. Martyn Kravtsiv is associated with the game of .....
(1) Badminton (2) Golf
(3) Lawn Tennis (4) Chess
(5) Cricket

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TEST-V : COMPUTER KNOWLEDGE

201. Which of the following is not a valid Zoom percentage in Excel?
(1) 10 (2) 100
(3) 300 (4) 500
(5) None of these

202. The spelling tool is placed on _____ toolbar.
(1) Standard (2) Formatting
(3) Drawing (4) Reviewing
(5) None of these

203. If you need a text to show vertically in a cell. How will you achieve this?
(1) Choose Vertical on Text alignment in Format Cells dialog box
(2) Choose 90 Degrees in Orientation of Format Cells dialog box
(3) Choose Distributed from the Vertical drop down list of Format Cells dialog box
(4) Choose Center across Selection from Horizontal combo box in Format Cells dialog box
(5) None of these

204. Can you set 0.5 inch left indentation for a cell in Excel?
(1) Excel does not have indentation feature
(2) You can specify indentation only if you turn the rulers on
(3) Indentation can be set from Format Cells dialog box
(4) The indentation can be specified only when printing
(5) None of these

205. You can automatically adjust the size of text in a cell if they do not fit in width by :
(1) Double clicking on the right border of column header
(2) From Format choose Columns and then Auto fit Selection
(3) From Format Cells dialog box mark Shrink to fit check box
(4) All of these
(5) None of these

206. Formatting a cell in Currency, you can specify
(1) Decimal Places (2) Currency Symbol
(3) Country name (4) 1 and 2
(5) None of these

207. Formatting a cell in Number format you can't set
(1) Decimal Places (2) Use 1000 separator
(3) Negative numbers (4) Currency Symbol
(5) None of these

208. What is entered by the function =today()?
(1) The date value for the day according to system clock
(2) The time value according to system clock
(3) Today's date as Text format
(4) All of these
(5) None of these

209. Which function will you use to enter current time in a worksheet cell?
(1) =today() (2) =now()
(3) =time() (4) =currentTime()
(5) None of these

210. Special category of Number tab in Format Cells dialog box can be used to apply formats like :
(1) Zip Code (2) Phone Number
(3) Postal Address (4) 1 and 2
(5) None of these

211. Merge cells option can be applied from :
(1) Format Cells dialog box Alignment Tab
(2) Formatting toolbar
(3) Formatting Cells
(4) All of these
(5) None of these

212. Pre-made sheet formats like Simple, Classic, Accounting, Colorful etc. can be applied from :
(1) from Format > Cells
(2) from Format > Auto format
(3) from Table > Auto format
(4) All of these
(5) None of these

213. Which of the following format you can decide to apply or not in AutoFormat dialog box?
(1) Number format (2) Border format
(3) Font format (4) All of these
(5) None of these

214. How can you remove borders applied in cells?
(1) Choose None on Border tab of Format cells
(2) Open the list on Border tool in Formatting toolbar then choose first tool (no border)
(3) Choose remove on Border tab of Format cells
(4) 1 and 2
(5) None of these

215. Where can you set the shedding color for a range of cells in Excel?
(1) Choose required color form Patterns tab of Format Cells dialog box
(2) Choose required color on Fill Color tool in Formatting toolbar
(3) Choose required color on Fill Color tool in Drawing toolbar
(4) All of these
(5) None of these

216. You can set Page Border in Excel from :
(1) From Border tab in Format Cells dialog box
(2) From Border tool in Formatting toolbar
(3) From Line Style tool in Drawing toolbar
(4) You cannot set page border in Excel
(5) None of these

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217. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply :
(1) Use =if() function to format the required numbers red
(2) Apply Conditional Formatting command on Format menu
(3) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
(4) All of these
(5) None of these

218. You can check the conditions against _____ when applying conditional formatting :
(1) Cell value (2) Formula
(3) Alignment (4) 1 and 2
(5) None of these

219. Which of the following is not true regarding Conditional Formatting?
(1) You can add more than one condition to check
(2) You can set condition to look for Bold and apply Italics on them.
(3) You can apply Font, border and pattern formats that meets the specified conditions
(4) You can delete any condition from Conditional Formatting dialog box if it is not requried
(5) None of these

220. Which of the following is invalid statement?
(1) Sheet tabs can be colored
(2) Some picture can be applied as a background of a sheet
(3) You can set the column width automatically fit the amount of text
(4) The width of a row and be specified manually or fit automatically
(5) None of these

221. What function displays row data in a column or column data in a row?
(1) Hyperlink (2) Index
(3) Transpose (4) Rows
(5) None of these

222. When you insert an Excel file into a Word document, the data are :
(1) Hyperlinked (2) Placed in a word table
(3) Linked (4) Embedded
(5) None of these

223. Except for the ..... function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result :
(1) IF (2) AND
(3) OR (4) NOT
(5) None of these

224. Macros are "run" or executed from the ..... menu.
(1) Insert (2) Format
(3) Tools (4) Data
(5) None of these

225. You can open the consolidate dialog box byt choosing Consolidate from the ..... menu.
(1) Insert (2) Format
(3) Tools (4) Data
(5) None of these

226. Each excel file is called a workbook because :
(1) It can contain text and data
(2) It can be modified
(3) It can contain many sheets including worksheets and chart sheets
(4) You have to work hard to create it
(5) None of these

227. Which types of charts can excel produce?
(1) Line graphs and pie charts only
(2) Only line graphs
(3) Bar charts, line graphs and pie charts
(4) Bar charts and line graphs only
(5) None of these

228. How are data organized in a spreadsheet?
(1) Lines and spaces (2) Layers and planes
(3) Rows and columns (4) Height and width
(5) None of these

229. What does the VLOOKUP function do?
(1) Looks up text that contain 'v'
(2) Checks whether text is the same in one cell as in the next
(3) Finds related records
(4) All of these
(5) None of these

230. Gridlines :
(1) May be turned off for display but turned on for printing
(2) May be turned on or off for printing
(3) The be turned off for display and printing
(4) 1, 2 and 3
(5) None of these

231. You can print only an embedded chart by
(1) Moving the chart to a chart sheet before you print.
(2) Formatting the chart before you print
(3) Selecting the chart before you print
(4) 1 and 3
(5) None of these

232. Which of the following is a correct order of precedence in a formula calculation?
(1) Multiplication and division, exponential positive and negative value
(2) Multiplication and division, positive and negative values, addition and subtraction
(3) Addition and subtraction, positive and negative values, exponentiation
(4) All of these
(5) None of these

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233. A function inside another function is called a ..... function.
(1) Nested (2) Round
(3) Sum (4) Text
(5) None of these

234. How should you print a selected area of a worksheet, if you'll want to print a different area next time?
(1) On the file menu, point to print area, and then click set print area.
(2) On the file menu, click print, and then click selection under print what
(3) On the view menu, click custom views, then click add
(4) All of these
(5) None of these

235. Your German supplier still invoices for parts in deutsche marks. How can you have Excel convert those sums to Euros?
(1) On the Insert menu, click Symbol and from the currency symbols subset, select the Euro sign.
(2) On the tools menu, click Add-Ins, and select the Euro Currency Tools check box
(3) Apply a selected background color
(4) All of these
(5) None of these

236. Which function calculates your monthly mortgage payment?
(1) PMT (payments)
(2) NPER (number of periods)
(3) PV (present value)
(4) All of these
(5) None of these

237. If you are working in English (US), Chinese or Japanese, Excel 2002 can speak data as you enter it, to help you verify accuracy. How do you activate this feature?
(1) Point to speech on the tools menu, and then click show text to speech toolbar.
(2) Click validation on the data menu
(3) Point to speech on the tools menu, and then click speech recognition
(4) All of these
(5) None of these

238. Which of the following methods cannot be used to enter data in a cell?
(1) Pressing an arrow key
(2) Pressing the tab key
(3) Pressing the Esc key
(4) Clicking the enter button to the formula bar
(5) None of these

239. Which of the following will not set text in selected cells to italics?
(1) Pressing Ctrl + I on the keyboard
(2) Using the Tools – Wizard – Web Form menu item
(3) Using the Format – Cells – Font menu item
(4) All of these
(5) None of these

240. Which of the following methods cannot be used to edit the content of cell?
(1) Pressing the Alt key
(2) Clicking the formula bar
(3) Pressing F2
(4) Double clicking the cell
(5) None of these

241. To insert three columns between columns D and E you would :
(1) Select column D
(2) Select column E
(3) Select columns E, F and G
(4) Select columns D, E, and F.
(5) None of these

242. To center worksheet titles across a range of cell, you must :
(1) Select the cells containing the title text and use the fill handle to center the text across a range of cells
(2) Widen the columns
(3) Select the cells containing the title text and use the fill handle to center the text across a range of cells
(4) Widen the column
(5) None of these

243. When integrating Ms-Word and Excel, Word is usually the :
(1) Server (2) Source
(3) Client (4) All of these
(5) None of these

244. Charts tips can :
(1) Show the formatting of a data label
(2) Show the name of a data series
(3) Show the value of data point
(4) 2 and 3
(5) None of these

245. The Name box :
(1) Shows the location of the previously active cell
(2) Appears t the left of the formula bar
(3) Appears below the status bar
(4) Appears below the menu bar
(5) None of these