# WEST BENGAL CO-OPERATIVE SERVICE COMMISSION 

COMMON PAPER_ADVT. 01/2013_EXAM. DATE 11/08/2013

## PAPER-ICODE NO: 0113101

## DO NOT OPEN THIS BOOKLET UNTIL YOU ARE ASKED TO DO SO

## BOOKLET FOR OBJECTIVE TYPE TEST

## Answer all the Questions

Time Allowed: 2 Hours
Roll No.

## GENERAL INSTRUCTIONS

Candidates should read the following instructions carefully before answering the questions:-
1 Verify the seriality of the page numbers first and bring any discrepancy to the Invigilator's Notice at once. Write your roll number and put your signature in the space provided for in the OMR Answer Sheet against item nos. 3 and 6 .
2. Before you proceed to mark in the Answer Sheet the response to various items viz. [a], [b], [c] or [d] corresponding to those in the Test Booklet, candidates will have to fill in some particulars in the Answer Sheet as per instructions contained in the Admit Card. All the boxes and all the entries in the Answer Sheet must be filled up using Black Ball-Point Pen only. Please do not fail to mention the Booklet type ( $A, B$ or $C$ ) in the Answer Sheet.
3. All the questions are of Multiple Choice answer type. Only one of the 4 probable answers [a], [b], [c] or [d] must be darkened in the Answer Sheet as per instructions printed on the Admit Card and the OMR Answer Sheet. DO NOT DARKEN MORE THAN ONE CIRCLE FOR ANSWERING A PARICULAR QUESTION FOR IT WILL BE TREATED AS A WRONG ANSWER.
4. There will be negative marking for each wrong answer.
5. There are blank pages at the end of this Booklet for rough work. Roll. No. must be written on each blank sheet used for Rough work. The sheets should not be torn out of the Question Booklet.
6. The OMR Answer Sheet must be handed over to the Invigilator before leaving the Examination Hall. The candidates are allowed to retain the Question Booklet.
7. No candidate will be allowed to leave the Examination Hall until the examination is over.
8. Please do not fold, scratch, scrimp or tear any portion of the Answer Sheet by any chance as this will render the Answer Sheet unsuitable for computer evaluation. Keep the Sheet away from gum.
9. Please ensure that the blank dotted line along the left side of margin of side 1 as also the right side of side 2 is not damaged in any way as it may affect the computer evaluation correctly.
10. If error is detected in any particular question the candidates are advised not to attempt the same. The Commission do not award any marks to questions having any type of error.

Please Turn Over

1. A certain sum of money being invested in stocks on simple interest, trebled in 20 years, what is the rate of interest?
(a) 10
(b) 25
(c) 15
(d) 20
2. In a Ludo game two dice are thrown together. How many ways, can one get a sum of '10’?
(a) 4
(b) 3
(c) 5
(d) 2
3. $A, B, C, D, E, F$ will speak in a meeting. How many ways can A speak just before B?
(a) 720
(b) 24
(c) 120
(d) 36
4. Three numbers are in such order that second is a multiple of the first by a factor and third one is a multiple of second by the same factor. The sum of these three numbers is 21 . What are the numbers?
(a) $1,-4,16$
(b) $-16,4,-1$
(c) $2,8,32$
(d) 1,4,16
5. The wages of a worker was first enhanced by $40 \%$ and then reduced by $30 \%$. What was his percentage of loss?
(a) 12
(b) 2
(d) 15
6. Three numbersare in such order that second is obtained on adding a value to first and $3^{\text {rd }}$ is obtained on adding same increment to $2^{\text {nd }}$. The sum of these numbers being 36 and product of $1^{\text {st }}$ and $3^{\text {rd }}$ being 80 find three numbers.
(a) 2,6,10
(b) 4,10,20
(c) $8,9,10$
(d) $4,12,20$
7. Find the missing value $125,216,343,512$
(a) 1000
(b) 729
(c) 1331
(d) 1728
8. Find the missing value $9,36,81$, $\qquad$
(c) 108
(d) 196
9. If a circle is divided diametrically into 16 parts, how many diameters have we drawn?
(a) 16
(b) 4
(c) 7
(d) 8
10. Three equal circles are so drawn that each circle touches the other and the area between the three circles is $2.56 \mathrm{sq} . \mathrm{cm}$, find the radius of each circle.
(a) 8 cm
(b) 16 cm
(c) 4 cm
(d) 9 cm
11. In an examination $40 \%$ of the students failed in English, 30\% failed in Mathematics and $15 \%$ failed in both. What was the percentage of pass?
(a) 45
(b) 55
(c) 35
(d) 65
12. The wages of a labour was cut by $30 \%$ and subsequently it was enhanced by $50 \%$. What was the percentage increase of wages?
(a) 15
(b) 20
(c) 5
(d) 10
13. $50 \%$ of 30 and $30 \%$ of 50 will add to get
(a) $30 \%$ of 1000
(b) $10 \%$ of 3000
(c) $30 \%$ of 200
(d) $10 \%$ of 300
14. An amount of Rs. 500 earning interest $10 \%$ compounded annually is invested for five years. What will be the maturity value after 5 years
(a) Rs. 805.25
(b) Rs.956.30(c) Rs. 1610.50
(d)Rs. 1912.60
15. If $2 / 9^{\text {th }}$ of a tank is filled in 18 minutes then rest of the tank willbe filled in almost
(a) 72 minutes
(b) 81 minutes
(c) 63 minutes
(d) 40 minutes
16. Two trains both moving at a speed of 160 kmph ,start at the same time in opposite direction to cover 640kilometers between them. They started at 4.30 p.m. At what time will they cross each other?
(a) 6.30 p.m.
(b) 8.30 p.m.
(c) 5.30 p.m.
(d) $7.30 \mathrm{p} . \mathrm{m}$.
17. 10 men can complete a plumbing work in 10 days. How many people are required to complete the work in 4 days?
(a) 40
(b) 20
(c) 25
(d) 4
18. What would be the next value in the Sequence :

49, 81 121, 169, 225, 289, $\qquad$ .
(a) 256
(b) 324
(c) 144
(d) 361
19. Write down the sixth term of the Sequence : 55, 72, 91, 112, 135, $\qquad$
(a) 150
(b) 160
(c) 126
(d) 172
20. At a function of cordiality meeting of 50 delegates each delegate shaken hands with every other guest. How many handshakes will there be ?
(a) 1600
(b) 2500
(c) 1225
(d) 2450
21. In a rural institute students come for their classes either by bicycle, or by bullock cart or both. If $80 \%$ students own a bicycle and $30 \%$ own a bullockcart. What percentage of student own both bicycle and bullockcart ?
(a) $20 \%$
(b) $15 \%$
(c) $25 \%$
(d) $10 \%$
22. $\frac{3}{8}$ percent when written in decimal is
(a) 0.0375
(b) 0.375
(c) 0.00375
(d) 0.000375
23. The smallest seven digit number beginning with either 3 or 5 and not ending with zero, being divisible by 5 is
(a) 5000005
(b) 5000003
(c) 3000003
(d) 3000005
24. Amit is $\frac{1}{3}$ rd of his father's age now. If 20 years later Amit becomes half of his father's age, how old will he be 10 years from now?
(a) 30 years
(b) 20 years
(c) 40 years
(d) 70 years
25. A woolen shawl was originally paid at Rs. 6000 was provisionally discounted at $20 \%$. After 3 months it was sold at a further discount of $20 \%$. What was total percentage of discount?
(a) $40 \%$
(b) $60 \%$
(c) $36 \%$
(d) $64 \%$
26. Mukul starts from the starting point 0, goes 300 meters South West and 400 meters South East. Partha starts from 0 goes 400 meters North West and then 300 South West. How far Mukul is from Partha?
(a) 600 meters
(b) 800 meters
(c) 700 meters
(d) 100 meters
27. A long rope has to be cut in 17 small pieces. If it is double folded to start with, how many does it need to be cut?
(a) 16
(b) 9
(c) 12
(d) 8
28. The cube-root of .000729 is
(a) 0.09
(b) 0.9
(c) 0.27
(d) 0.027
29. The number of male students and female students in a class are in a ratio 3:2. Which of the following numbers can never be the total number of students in the class?
(a) 50
(b) 45
(c) 84
(d) 60
30. Product of $30 \%$ of 40 and $40 \%$ of 50 is
(a) $10 \%$ of 2000
(b) $30 \%$ of 1200
(c) $80 \%$ of 600
(d) $30 \%$ of 8000
A. Pick out the most effective word from the given words to fill in the blank to make the sentence meaningful and complete :
31. Arabinda is $\qquad$ reader of books.
(a) ardent
(b) avid
(c) vivid
(d) vehement
32. Bankim Chandra was a great $\qquad$ of his times
(a) poet
(b) novelist
(c) essayist
(d) writer
33. The incident was so $\qquad$ that nobody could doubt it.
(a) Conspicuous
(b) evident
(c) prominent(d) noticeable
34. The electric light is $\qquad$ than that of a candle.
(a) sharper
(b) brighter
(c) powerful
(d) luminous
35. The managing director is superior $\qquad$ a manager.
(a) than
(b) to
(c) from
(d) above
36. In spite of his other $\qquad$ Asim still managed to find time for his hobbies.
(a) pre occupation
(b) occupation
(c) business
(d) predilection
37. Chapatti is the $\qquad$ food of people living in the North-Western states of India.
(a) staple
(b) stipple
(c) step
(d) strict
38. The thief was beaten $\qquad$ death.
(a) to
(b) for
(c) into
(d) towards
39. His mother $\qquad$ last night.
(a) passed away
(b) passed in
(c) passed to
(d) passed from
40. One must abide $\qquad$ the order of his teacher.
(a) by
(b) with
(c) on
(d) to
41. Please put $\qquad$ your shirt.
(a) on
(b) out
(c) in
(d) up
42. Anil $\qquad$ all hopes for passing the examination.
(a) gave up
(b) gave in
(c) gave out
(d) gave on
B. Identity the correct alternative to express the meaning of the given proverb/idiom :
43. Red letter day
(a) important day
(b) memorable day
(c) sacred day
(d) auspicious day
44. Wild goose chase
(a) a foolish and hopeless search
(b) pursuit of something unattainable
(c) futile attempt (d) useless quest
45. Kick the bucket
(a) kick a can(b) ruin
(c) injure
(d) die
46. A close shave
(a) a lucky escape (b)
a clean shave
(c) a well-guarded secret
(d) a narrow escape
47. Rain cats and dogs
(a) heavily
(b) profusely
(c) lightly
(d) quickly
48. To cry wolf
(a) to grieve over something (b) to cry from grief inconsolably
(c) to raise a false alarm (d) to announce to our and all
49. Lay down
(a) submit
(b) surrender (c) give up
(d) normalize
50. Make out
(a) comprehend
(b) discover
(c) prepare
(d) understand
51. Look up
(a) search for (b)
(c) pin point
(d) locate
52. Pull down
(a) draw
(b) drive
(c) move backward (d) demolish

## C. Pick out the word that is closest in meaning (synonym) to the word in capital letters: <br> 53. ADORE

(a) adorn
(b) abandon
(c) love
(d) admonish
54. SKILFUL
(a) deft
(b) capable
(c) able
(d) weak
55. ELEGANT
(a) ugly
(b) bad
(c) handsome (d) graceful
56. TRIUMPH
(a) joy
(b) defeat
(c) gallant
(d) victory
57. CALM
(a) sobre
(b) gentle
(c) resten
(d) peaceful
58. SUBVERT
(a) undermine the power (b) revolt (c) surrender
(d) overthrow
D. Pick out the word that is opposite in meaning to (antonym) the words in capitals :
59. PUNISH
(a) console
(b) pardon
(c) forgive
(d) provoke
60. INTRODUCTORY
(a) preliminary
(b) final
(c) critical
(c) peripheral
61. What completes this block?

| 8 | 3 | 4 |
| :---: | :---: | :---: |
| 11 | 13 | - |
| 7 | 6 | 11 |

(a) 3
(b) 5
(c) 9
(d) 10
62. What is there in blank space?

63. Following logical sequence which completes the fourth circle?

(a) 3
(b) 11

(c) 7

(d) 5
64. Fill in the missing letter

| H | J | L |
| :---: | :---: | :---: |
| F | I | L |
| F | J | - |

(a) H
(b) M
(c) N
(d) R
65. Fill up the blank: $3,4,7,16,43$, $\qquad$
(a) 121
(b) 124
(c) 216
(d) 81
66. What is the next alphabet in the logical sequence $\{B, G, L, Q$, $\qquad$
(a) M
(b) R
(c) V
(d) T
(b)
67. Following logical sequence, can you complete the set? $\{A\},\{\mathrm{F}, \mathrm{K},,\{\mathrm{P}, \mathrm{U}, \mathrm{Z}\}\} \mathrm{E}, \mathrm{J},, \mathrm{O}--\}$
(a) V
(b) $Z$
(c) S
(d) T
68. Fill in the space logically

| 2 | 5 | 3 |
| :---: | :---: | :---: |
| 4 | 10 | 6 |
| 5 | 9 | - |

(a) 11
(b) 4
(c) 7
(d) 14
69. Find the missing number

(a) 35
(b) 29
(c) 32
(d) 34
70. Which number replaces question mark and completes the sequence : $\{4,6,3,13\}$ and $\{5,7, ?, 20\}$
(a) 8
(b) 9
(c) 11
(d) 18
71. Which alphabet completes the vacant space $\mathrm{C}, \mathrm{G}, \mathrm{K}, \mathrm{Q}$,
(a) Z
(b) U
(c) W
(d) V
72. Fill up the blank to complete the set: $\{5,16,11\},\{3,12,9\},\{8,14$,
(a) 7
(b) 9
(c) 5
(d) 6
(b)
73. Find the missing value

| 3 | 11 | 6 | 10 | - | 14 | 10 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 12 | 2 | 15 | 1 | 16 | 5 | 19 |

(a) 25
(b) 7
(c) 9
(d) 4
74. What is the fifth number in $31,28,23,20, \ldots, 12,7$
(a) 13
(b) 16
(c) 15
(d) 14
75. If $\mathrm{p}, \mathrm{q}$ are two statements then $\mathrm{p}^{\wedge}(\mathrm{pvq})=$ ?
(a) $\mathrm{p}^{\wedge} \mathrm{q}$
(b) pvq
(c) $q$
(d) $p$
76. If for any set $\mathrm{X}, n(\mathrm{X})$ denotes number of elements in X find $\mathrm{n}\left(\mathrm{A}^{\wedge} \mathrm{B}^{\wedge} \mathrm{C}\right)$ when $n(\mathrm{~A})=$ $720, n(\mathrm{~B})=623, n(\mathrm{C})=598, n\left(\mathrm{~A}^{\wedge} \mathrm{B}\right)=258, n\left(\mathrm{~A}^{\wedge} \mathrm{C}\right)=120, n\left(\mathrm{~B}^{\wedge} \mathrm{C}\right)=195, n(\mathrm{AUBUC})=1518$
(a) 1500
(b) 158
(c) 150
(d) 1528
77. What is the missing number in the empty cage?
(a) 4
(b) 2
(c) 5
(d) 9

| 5 | 4 | 9 |
| :--- | :--- | :--- |
|  | 2 |  |
| - | 6 | 3 |

78. If $\mathrm{V}=\{x: x+2=0\}, \mathrm{R}=\left\{x: x^{2}+2 x=0\right\}$ and $\mathrm{S}=\left\{x: x^{2}+x-2=0\right\}$ then $\mathrm{R}=\mathrm{S}=\mathrm{V}$ happens for
(a) $x=0$
(b) $x=1$
(c) $x=2$
(d) $x=-2$
79. Find next three values: $3,6,11,18$, $\qquad$
(a) $\{27,38,53\}$
(b) $\{27,37,51\}$ (c) $\{27,38,51\}$
(d) $\{27,37,53\}$
80. If $\mathrm{A} \equiv\{x: x$ is an integer, $1 \leq x \leq 40\}, \mathrm{B} \equiv\{x: x$ is an integer, $21 \leq x \leq 100\}$ then $\mathrm{A}^{\wedge} \mathrm{B}$ is (a) $\{x: x$ is an integer, $1 \leq x \leq 100\}$, (b) $\{x: x$ is an integer, $21 \leq x \leq 40\}$,
(c) $\varnothing$
(d) $\{x: x$ is an integer, $40 \leq x \leq 100\}$
81. Following logical sequence can you complete the third circle?

(a) 53

(b) 47

(c) 17

(d) 13
82. Following the logical sequences complete the set
$\{\mathrm{A}\},\{\mathrm{D} . \mathrm{H}\},\{\mathrm{M}, \mathrm{S}, \mathrm{Z}\},\{$ , , Q, A, L
(a) H
(b) C
(c) J
(d) L
83. Fill up the blank $2,5,14,41$, $\qquad$
(a) 81
(b) 64
(c) 122
(d) 284
84. Fill in the missing letter

| A | D | G |
| :--- | :--- | :--- |
| J | M | P |
| - | V | Y |

(a) $Z$
(b) W
(c) T
(d) S
85. Find the number for the empty cell
(a) 13
(b) 17
(c) 19

| 4 | 1 | 5 |
| :--- | :--- | :--- |
| 7 | 9 | 16 |
| 15 |  | 28 |

31
(d)

| 5 | 4 | 12 | 3 | 13 | 2 |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 11 | 10 | 18 | - | 7 | 8 |

(a) 8
(b) 10
(c)
(d) 9
87. What is the next alphabet in the logical sequence $\{\mathrm{B}, \mathrm{E}, \mathrm{I}, \mathrm{N}, \ldots\}$
(a) S
(b) U
(c) T
(d) V
88. Find the value in the blank space

| 4 | 13 | 18 | 26 | 36 | 52 | 72 |
| :---: | :--- | :--- | :--- | :--- | :--- | :---: |
| 9 | 5 | 8 | 10 | 16 | 20 | - |

(a) 92
(b) 32
(c) 40
(d) 36
89. Which can be the logical value in the blank space.
(a) 25
(b) 26
(c) 27
(d) 28


91. The August movement was launched in
(a) 1940
(b) 1943
(c) 1945
(d) 1942
92. Muslim League was set up in
(a) 1898
(b) 1905
(c) 1911
(d) 1906
93. The religious movement of Din-i-Illahi was introduced by
(a) Babor
(b) Akbor
(c) Humayun (d) Jahangir
94. Founder of AryaSamaj was
(a) DayanandSaraswati
(b) Raja Ramohan Ray
(c) Devendranath Thakur
(d) LalaLajpat Ray
95. Who gave the call "Karenge ye Marenge"?
(a) BalGangadharTilak
(b) NetajiSubhas Ch. Bose
(c) Mohatma Gandhi
(d) Jaharlal Nehru
96. The founder of Young Bengal Movement was
(b) Rammohan Ray
(b) Henry Derozio (c) Bepin Ch. Paul
(d) SaratCh.Bose
97. Which planet is closest to sun ?
(a) Earth
(b) Mars
(c) Mercury
(d) Jupiter
98. Corbett National Park is in
(a) West Bengal
(b) Uttarakhand
(c) Himachal Pradesh
(d) Bihar
99. Which of the rivers joins Ganga from south
(a) Sone
(b)Gandak
(c) gomti
(d) Jamuna
100. Which of the following states has the lowest forest area
(a) West Bengal
(b) Haryana
(c) Bihar
(d) Orrisa
101. Mangrove forest is found in
(a) Terairegion
(b)Bankura
(c) Sudorbon
(d) Hooghly
102. Which of the following lines passes through west Bengal
(a) Equator
(b) Tropic of Cancer (c) Tropic of capricorn
(d) none of these
103. 'Amarnath' is a cave temple situated in
(a) Uttar Pradesh
(b) Uttarakhand (c) Jammu \&Kashmir
(d) Himachal Pradesh
104. Which of the following are the main sources of statefinance ?
(a) Share of central taxes (b) Grant-in-aid (c) General Sales Tax (d)Both B \& C
105. The finance commission is constituted by the President of India every.
(a) 5 years
(b) 2 years
(c) 7 Years
(d) 3 years
106. When was the Planning Commission first set up
(a) March 1951
(b) March 1950
(c) April 1952
(d) April 1955
107. Larges NationalisedBank in India is
(a) Peserve Bank of India (b)United Bank of India (c) State Bank of India (d) United eommercial Bank
108. Which of the following is a Direct Tax
(a) Health Tax
(b) Income Tax
(c) Sales Tax
(d) Revenue Tax
109. National Income of India is compiled by
(a) Finance Commission (b) Indian Statistical Institute (c) planning Commission (d) none of these
110. The Five Year Plans are finally approved by the
(a) President
(b) Prime Minister of India
(c) The Central Finance Minister (d)National Development Council
111. Fiscal Policy means
(a) Taxation Policy (b) Planning Policy
(c) Policy of Expenditure and public debt policy (d) Credit Policy
112. The Secretary General of LokSabha who is the chief of the Secretariat is
(a) appointed by the speaker of LokSabha (b) elected byloksabha (c)appointed by the President of India (d) appointed by both houses of the Parliament.
113. To beeligible for appointed as the President of India a candidate should be over
(a) 35 years
(b) 60 Years
(c) 45 Years
(d) no age limit
114. Who is the ex-officio Chairman of RajyaSabha?
(a) President
(b) Prime Minister
(c) vice-President
(d) Speaker of lokSabha
115. The council of Ministers is collectively responsible to
(a) The President
(b) The Prime Minister
(c) The People (d) The Parliament.
116. Who is considered as the architect of Indian constitution?
(a) Jaharlal Nehru
(b)
B.R. Ambedkar
(c) Dr. Rajendra Prasad
(d) Dr. S . Radhakrishanan
117. The chief of a Union Territory is
(a) The chief Commissioner
(b) Governor General
(c) Lt. Governor
(d) None of these.
118. The first speaker of LokSabha was
(a) G.S. Dhillon
(b) Hukum
h (c) G.V. Mavalanker
(d) Charan Singh
119. Which of the following states produce jute the most
(a) Bihar
(b) Assam
(c) W.Bengal
(d) Orissa
120. On what level does a panchayatsamity operate in a Panchayati Raj system
(a) Gram Panchayatlevel
(b) Village level (c)
(c) District level
(d)Block level
121. What is the domain used for non-profitable organizations
A .gov
B.org
C .net
D. in
122. What is the full form of http?
A. HyperText Transmission Protocol
B. HyperText Transfer Protocol
C. HyperTerminal Transport Protocol
D. HyperTerminal Transfer Protoco
123. What is the full form of URL?
A. Uniform Resource Library
B. Uniform Resource Locators
C. United Resource Library
D. United Resource Locators
124. Which one of following helps a user in locating information over internet?
a) URL
b) Search engine
c) Domain
d) Network
125. A modem is not needed when accessing the Internet through
A. LAN
B. Wi Fi
C. Cable
D. None of the above
126. Operating system, editors, and debuggers comes under?
A. System Software
B. Application Software
C. Utilities
D. None of the above
127. TCP/IP is a:
A. Network Hardware
B. Network Software
C. Protocol
D. None of these
128. $\qquad$ are hardware and software combinations that connect devices running different native protocols.
A. Protocols
B. Models
C. Gateways
D. Ports
129. Who provide us internet:
A. TCP
B. ISP
C. FTP
D. HTTP
130. In HTTPS ' S ' is stands for:
A. Simple
B. Secured
C. Server
D. None of these
131. Which language is used to create macros in Excel?
A. Visual Basic
B. C
C. Visual C++
D. Java
132. The spelling dialog box can be involved by choosing spelling from $\qquad$ menu.
A. insert
B. file
C. tools
D. view
133. Which setting you must modify to print a worksheet using letterhead?
A. Paper
B. Margin
C. Layout
D. Orientation
134. The first cell in EXCEL worksheet is labeled as
A. AA
B. A1
C. Aa
D. AO
135. What is represented by the small, black square in the lower-right corner of an active cell or range?
A. Copy handle
B. Fill handle
C. Insert handle
D. Border
136. In Excel, a Data Series is defined as what?
A. A type of chart.
B. A cell reference.
C. A collection of related data
D. A division of results
137. If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?
A. Re-format the spreadsheet
B. Insert a row
C. Increase the column width
D. Use the spacebar
138. What statement describes this function: =SUMIF(D7:D14, ">1")?
A) It adds the values in cells D7:D14 if the value is greater than 1 .
B) It adds all the negative values in cells D7:D14.
C) If the value in a cell is greater than 1 , it is added to the other values in column $D$.
D) If the value in a cell is greater than 1, the range D7:D14 is placed on a summary sheet.
139. Which is an example of a formula?
A. $=A 1+A 2$
B. $=\operatorname{add}(\mathrm{A} 1: \mathrm{A} 2)$
C. $\mathrm{A} 1+\mathrm{A} 2$
D. $\operatorname{SUM}(\mathrm{A} 1: \mathrm{A} 2)$
140. Which would you choose to create a bar diagram?
A. Edit, Chart
B. Insert, Chart
C. Tools, Chart
D. Format,
Chart
141. What is the use of bookmarks in Microsoft Word?
A. To easily correct the spelling errors
B. To quickly jump to the ending of the document
C. To quickly jump to a specific location in the document
D. To create a link within the document
142. What is the shortcut-key for manual line break?
A. CTRL + Enter
B. Alt + Enter
C. Space + Enter
D. Shift + Enter
143. Which of the following do you use to change margins?
A. formatting toolbar
B. page setup dialog box
C. Standard toolbar
D. paragraph dialog box
144. Which of the following operations moves text from clipboard?
A. Copy
B. Paste
C. Drag and Drop
D. Cut
145. Which of the following can be used to divide a web page into areas?
A. frames
B. theme
C. table of contents D. none of the above
146. The ability to combine name and addresses with a standard document is called
A. document formatting
B. database management
C. mail merge
D. form letters
147. Which would you choose to save a document with a new name?
A. Press $\mathrm{Ctrl}+\mathrm{S}$
B. Click File, Save
C. Click Tools, Options, Save
D. Click File, Save As
148. Which of the following moves the insertion point to the previous cell of the table in MS-Word?
A) $[\mathrm{Tab}]$
B) $[$ Shift $]+[$ Tab $]$
C) $[\mathrm{Alt}]+[\mathrm{Tab}]$
D) $[\mathrm{Ctrl}]+[\mathrm{Tab}]$
149. How to use Format Painter multiple times
A. By Click on Lock Format Painter Icon
B. By Double Click on the Format Painter Icon
C. By Selecting Edit -> Format Painter -> Multiple Use
D. Format Painter cannot be use multiple times
150. Gutter position can be set in following positions
A. Left $\&$ Right
B. Left \& Top
C. Left \& Bottom
D. Left Only

