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A

- 3-

- 4-

9. Regarding Terrestrial Photography, which of the statement is/are correct ?
- The method of obtaining photographs of the earth's surface continuously from the sky by using cameras mounted on aircrafts.
  - The method of obtaining the earth's topography using cameras from the ground.
  - The process of gathering information using the sensors installed in artificial satellites.
- A) Only i                      B) All of the above    C) Only iii                      D) Only ii
10. Consider the following crops. Which of the following is true about Kharif crops ?
- Rice, Cotton, Jute, Sugarcane.
  - Sugarcane, Tobacco, Rice, Cotton.
  - Wheat, Rice, Cotton, Jute.
  - Mustard, Rice, Cotton, Tobacco.
- A) Only iv                      B) Only iii                      C) Only i                      D) Only ii
11. Which computer generation uses JAVA Language ?
- A) Second Generation                      B) Third Generation  
C) Fourth Generation                      D) First Generation
12. Which is not a pointing input device ?
- A) Mouse                      B) Touch Screen  
C) Track ball                      D) Punch card reader
13. Resolution of monitor is measured in
- A) Hz                      B) Bytes                      C) Gigahertz                      D) PPI
14. Which component of PC maintains time and date ?
- A) CMOS memory                      B) SRAM  
C) Hard disk                      D) Cache memory
15. RAM is a memory. Which of the following is/are true ?
- Primary memory
  - Volatile memory
  - Secondary memory
  - Permanent in nature
- A) i and iv are true    B) i and ii are true    C) iii and iv are true    D) only iv is true

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16. Among the following which one is the smallest memory unit ?  
A) Hard disk                      B) RAM                      C) Cache memory      D) Register
17. Which one is the optical storage medium ?  
A) Hard disk    B) Floppy disk  
C) CD-ROM    D) Magnetic tape
18. Mails that are sent with malicious intent to get you into trouble are called  
A) Virus                      B) Trojan horse                      C) Worms                      D) Spam
19. Which is not a system software ?  
A) Operating system    B) Compiler  
C) Web browser    D) Interpreter
20. Which key on windows keyboard sets to full screen mode in most browsers ?  
A) F12                      B) F11                      C) F5                      D) F1
21. MS Word is \_\_\_\_\_ kind of software.  
A) Web designing software    B) Antivirus software  
C) Web processing    D) Word processing
22. Mail merge features used in MS Word are  
A) Send bulk mails    B) Adding pictures to mail  
C) Creating multiple columns    D) None of these
23. Text formatting features of MS Word are  
i. Cut  
ii. Copy  
iii. Numbering  
iv. Bulleting  
A) i and ii    B) i, ii and iii  
C) ii and iii    D) All the above (i, ii, iii and iv)
24. In word document, shortcut key for subscript is  
A) Press Ctrl, Shift and the Plus sign (+)      B) Press Ctrl + F2  
C) Press Ctrl and the Equal sign (=)                      D) Press Ctrl + F10

25. Which feature is used to set left and right margin of the paragraph or text in MS Word ?  
A) Align text left      B) Align text right      C) Justify      D) Indent
26. Which is the shortcut key for center alignment of a text in word document ?  
A) Ctrl + L      B) Ctrl + R      C) Ctrl + C      D) Ctrl + E
27. Instead of having drop down menus, MS-Word 2007 creates a system, where buttons and commands are grouped under the tabs is called  
A) Title bar      B) Ribbon system      C) Menu bar      D) Task bar
28. In MS-Word \_\_\_\_\_ is a pre-designed document that you can use to create new documents with the same formatting.  
A) Template      B) Themes      C) Live preview      D) Smart art
29. Which of the following is not an Auto shape in MS Word ?  
A) Lines      B) Clip Art      C) Circle      D) Curves
30. What is the name of the column heading for each category in a data source ?  
A) Data field      B) Field name      C) Field      D) Record
31. What are the item displayed in the name box in MS Excel ?  
A) Address of an active      B) Name of the selected cell  
C) Selected cell range      D) All the above
32. COUNT function is used in MS Excel is to  
A) Find total number of rows for certain criteria  
B) Used to find maximum value  
C) Used to find average value  
D) Used to calculate sum of cell values
33. Doughnut chart in MS Excel is similar to  
A) Area chart      B) Column chart      C) Pie chart      D) Line chart
34. Which is the shortcut key is used in MS Word to make the selected text italic ?  
A) Ctrl + Z      B) Ctrl + Alt + I      C) Ctrl + U      D) Ctrl + I
35. How many worksheets are in every workbook in MS Excel 2007 by default ?  
A) 4      B) 3      C) 2      D) 5

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36. A worksheet in MS Excel is a  
A) collection of workbooks                      B) collection of file  
C) combination of rows and columns        D) none of the above
37. The AutoFill feature in MS Excel can apply from  
A) left to right              B) right to left              C) up to down              D) all of these
38. Which is the term that is used in spreadsheet which forces a line break in a cell when the cell entry is too large to fit in the cell ?  
A) Line break              B) Wrap              C) Cell break              D) Multiline cell
39. Cell referencing features in MS Excel is/are  
A) Absolute              B) Mixed              C) Relative              D) All the above
40. Which is the symbol is used to start formula in MS Excel ?  
A) =              B) +              C) ^              D) &
41. Name the reference operators in MS Excel.  
A) Colon (:)              B) Comma              C) Space              D) All the above
42. Which is the term used to arrange data according to given criteria in MS Excel ?  
A) Filter              B) Sorting              C) Formatting              D) None of these
43. 1 TB is equal to  
A) 1024 MB              B) 1024 KB              C) 1024 bytes              D) 1024 GB
44. The views of a slide MS PowerPoint provided is/are  
A) Normal view                      B) Slide show view  
C) Notes page view                      D) All the above
45. \_\_\_\_\_ is the default file name for a MS PowerPoint presentation.  
A) Untitled 1              B) Presentation 1              C) Book 1              D) Document 1
46. The entire presentation can be seen at a time in MS PowerPoint  
A) Slide sorter view                      B) Slide show view  
C) Outline view                      D) Normal view



47. In MS PowerPoint objects on the slide that hold text are called

A) Place holders	B) Object holders
C) Auto layouts	D) Text holders
48. Which shortcut key is used to insert a new slide in current presentation in MS PowerPoint ?

A) Ctrl + N	B) Ctrl + M	C) Ctrl + S	D) All of the above
-------------	-------------	-------------	---------------------
49. Which file format supports the MS PowerPoint show ?

A) .jpg	B) .gif
C) .wav	D) all of the above
50. Which of the following is the default page setup orientation of slide in MS PowerPoint ?

A) Landscape	B) Portrait	C) Vertical	D) None of these
--------------	-------------	-------------	------------------
51. Commonly used type heads are

  - Pica
  - Policy
  - Draft
  - Elite

A) i and ii	B) ii and iii	C) iii and iv	D) i and iv
-------------	---------------	---------------	-------------
52. Parts of the Rocker Mechanism

  - Loose dog and Escapement wheel
  - Rigid dog and Pinion wheel
  - Loose dog and Main spring

A) Only i	B) Only ii	C) i and ii	D) i and iii
-----------	------------	-------------	--------------
53. Reason/Reasons for sluggish movement of the Carriage

  - Low tension of the Mainspring
  - High tension of the Mainspring
  - Worn out of teeth of escapement wheel.

A) Only i	B) Only ii	C) i and ii	D) Only iii
-----------	------------	-------------	-------------

54. Which of the following statement is/are correct about feed rolls ?
- i. Feed rolls are situated in top of the cylinder.
  - ii. Feed rolls are situated in bottom of the cylinder.
  - iii. There are two sets of feed rolls.
- A) Only i is correct  
B) Only ii is correct  
C) i and ii are correct  
D) ii and iii are correct
55. Type bar is connected to segment by means of
- A) Key lever  
B) Fulcrum wire  
C) Draw cord  
D) Buffer spring
56. What are the two types of typewriters ?
- A) Brief and Portable  
B) Standard and Foolscap  
C) Portable and Standard  
D) Standard and Brief
57. Demy official letters are concluded by
- i. Yours faithfully
  - ii. Yours sincerely
  - iii. Yours truly.
- A) Only i is correct  
B) Only ii is correct  
C) i and ii are correct  
D) ii and iii are correct
58. Which of the following statement is/are correct ?
- i. Ribbon carrier moves up and down.
  - ii. Ribbon carrier is fitted behind the type guide.
  - iii. Length wise movement of Ribbon is controlled by Ribbon carrier.
- A) Only i is correct  
B) Only ii is correct  
C) i and ii are correct  
D) i and iii are correct
59. Which of the following statement is/are correct ?
- i. "On IGS" should be typed at the top centre of the Envelope.
  - ii. "Registered Post" should be typed at the top centre of the Envelope.
  - iii. Address of the sender should be typed at the bottom left side of the Envelope.
- A) i and ii are correct  
B) Only ii is correct  
C) All above i, ii and iii are correct  
D) i and iii are correct



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70. Antonym of “dwell”  
A) roam                      B) rest                      C) stagnant                      D) stay
71. They live in a village. Correct question tag is  
A) Do they ?                      B) Don't they ?                      C) Did they ?                      D) Didn't they ?
72. The thief, \_\_\_\_\_ the police caught, is punished.  
A) whose                      B) when                      C) whom                      D) if
73. They \_\_\_\_\_ instrument since 7 o'clock.  
A) played                      B) were playing  
C) are playing                      D) have been playing
74. Pick out the wrongly spelt word.  
A) Hypocrate                      B) Millennium                      C) Veterinary                      D) Attendance
75. Find out the 'silent letter' in the word “butcher”.  
A) t                      B) r                      C) u                      D) c
76. The auditorium \_\_\_\_\_ when the music started.  
A) will fill                      B) filled                      C) fallen                      D) had filled
77. I always break and drop things. I am labelled as  
A) Black sheep                      B) Butter finger  
C) Born with a silver spoon in mouth                      D) Anarchist
78. He said to me, “which way did she go ?”  
A) He asked me which way she had gone  
B) He asked me which way she went  
C) He asked me which way she gone  
D) He asked me which way to go
79. I \_\_\_\_\_ work ten hours in those days.  
A) can                      B) could                      C) must                      D) need
80. You had better \_\_\_\_\_ him.  
A) advice                      B) to advise                      C) advise                      D) advised

81. ശരിയായ പദം കണ്ടെത്തുക.

- |                 |              |
|-----------------|--------------|
| A) ജന്മിത്വം    | B) ആജാനുബാഹു |
| C) അസന്നിഗ്ദ്ധം | D) ധൃതഗതി    |

82. അലിംഗ ബഹുവചനത്തിന് ഉദാഹരണം ഏത് ?

- |                  |             |
|------------------|-------------|
| A) മിടുകക്കന്മാർ | B) മരങ്ങൾ   |
| C) മക്കൾ         | D) ഭ്രാന്തൻ |

83. ഇനൻ എന്ന വാക്കിന്റെ അർത്ഥം.

- |           |           |
|-----------|-----------|
| A) ദിക്ക് | B) മേഘം   |
| C) ദിവസം  | D) സൂര്യൻ |

84. അധസ്തലം – പിരിച്ചെഴുതുക.

- |              |                |
|--------------|----------------|
| A) അധ + തലം  | B) അധ + സ്തലം  |
| C) അധഃ + തലം | D) അധഃ + സ്തലം |

85. ശരിയായ രൂപം ഏത് ?

- |                      |                      |
|----------------------|----------------------|
| A) അർത്ഥാന്തരന്യാസം  | B) അർദ്ധാന്തരന്യാസം  |
| C) അർദ്ധാന്തര ന്യാസം | D) അർത്ഥാന്തര ന്യാസം |

86. സന്ധി നിർണ്ണയിക്കുക – തൊണ്ണൂറ്

- |              |               |
|--------------|---------------|
| A) ആഗമ സന്ധി | B) ആദേശ സന്ധി |
| C) യൺ സന്ധി  | D) ലോപ സന്ധി  |

87. പൂജക ബഹുവചനം ഏത് ?

- |             |                 |
|-------------|-----------------|
| A) ദേവന്മാർ | B) ഭാഗവതർ       |
| C) അധ്യാപകർ | D) രാജാക്കന്മാർ |

88. വിഹഗം പര്യായപദമായി വരുന്ന വാക്ക്.

- |          |          |
|----------|----------|
| A) ആകാശം | B) കാഴ്ച |
| C) ശബ്ദം | D) പക്ഷി |

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89. ഒറ്റപ്പദം ഏത് – പഠിക്കാനുള്ള ആഗ്രഹം.

- A) പിപരിഷ
- B) പിപാസ
- C) പിപാഠ
- D) പിപീലിക

90. ശരിയായ വാക്യം ഏത് ?

- A) പരമാവധി അഞ്ചുദിവസം വരെ മഴ പെയ്യാം
- B) ആരോഗ്യകാര്യങ്ങളിൽ ശ്രദ്ധ വേണമെന്ന് പ്രത്യേകം എടുത്തു പറഞ്ഞു
- C) കുഞ്ചൻ നമ്പ്യാർ മലയാളത്തിൽ ലബ്ധപ്രതിഷ്ഠനായ കവിയാണ്
- D) വീണ്ടും ഒരിയ്ക്കൽക്കൂടി ലേഖനം തിരുത്തേണ്ടി വന്നു

91. നദി എന്ന് അർത്ഥം ഇല്ലാത്ത പദം ഏത് ?

- A) നദപതി
- B) ആപഗ
- C) തടിനി
- D) നിമ്നഗ

92. ശരത് + ചന്ദ്രൻ – ചേർത്തെഴുതുക.

- A) ശരച്ചന്ദ്രൻ
- B) ശരച്ചന്ദ്രൻ
- C) ശരദ്ചന്ദ്രൻ
- D) ശരച്ഛന്ദ്രൻ

93. Status quo എന്നതിന്റെ മലയാള പരിഭാഷയാണ്

- A) ഔന്നത്യം
- B) പദവി
- C) അടിസ്ഥാന സൗകര്യം
- D) മാറ്റമില്ലാത്ത സ്ഥിതി

94. പൂർവ്വം – വിപരീതപദം

- A) ദക്ഷിണം
- B) ഉത്തരം
- C) പശ്ചിമം
- D) മധ്യം

95. ഭാഗീനേയൻ – സ്ത്രീലിംഗം

- A) ഭാഗിനി
- B) ഭാഗീനേയി
- C) ഭാഗി
- D) ഭാഗിനി

96. 'വഞ്ചി ഇപ്പോഴും തിരുന്നക്കരഞ്ഞനെ' – ഈ ശൈലിയുടെ അർത്ഥം സൂചിപ്പിക്കുന്നത്

- A) പുരോഗതി ഇല്ലാത്ത അവസ്ഥയെ
- B) പ്രതീക്ഷ ഇല്ലാത്ത അവസ്ഥയെ
- C) പരാജയത്തെ
- D) അനിശ്ചിതത്വത്തെ

97. 'There is no rose but has thorns' – എന്നതിന്റെ വിവർത്തനമാണ്

- A) അവിടെ റോസാപ്പൂവില്ല, പക്ഷേ മുളളുണ്ട്
- B) മുളളില്ലാത്ത റോസാച്ചെടി ഇല്ല
- C) അവിടെ റോസാപ്പൂവും മുളളുമില്ല
- D) ആ റോസാച്ചെടിയിൽ മുളളുണ്ട്

98. 'ആകാശകുസുമം' എന്ന പ്രയോഗത്തിന്റെ അർത്ഥം

- A) അബദ്ധം പ്രവർത്തിക്കുക
- B) തീരെ ഉണ്ടാകാൻ ഇടയില്ലാത്തത്
- C) മനോരാജ്യം കാണുക
- D) വിപരീതാനുഭവങ്ങൾക്ക് വിധേയമാകുക

99. ഋജു – വിപരീതപദം

- |            |            |
|------------|------------|
| A) വക്രം   | B) വക്ത്രം |
| C) വക്ത്രം | D) വൃത്തം  |

100. പികം – എന്ന വാക്കിന്റെ അർത്ഥം

- |         |           |
|---------|-----------|
| A) തത്ത | B) പാട്ട് |
| C) പൂവ് | D) കൂയിൽ  |

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Space for Rough Work





**FINAL ANSWER KEY**  
**Question Paper Code: 133/2022**

**TYPIST CLERK GR.II(Degree Level Main Exam) - MALABAR CEMENT Ltd.**

**Medium of Question: MALAYALAM**

**Date of Test: 29.12.2022**

Q No.	QUESTION BOOKLET			
	A	B	C	D
1	B	A	C	A
2	A	D	D	B
3	C	B	A	D
4	D	A	D	C
5	A	D	B	C
6	B	C	A	D
7	A	A	D	B
8	D	B	C	A
9	D	C	A	A
10	C	D	B	D
11	C	C	D	D
12	D	D	A	B
13	D	B	D	D
14	A	D	C	D
15	B	A	D	B
16	D	D	D	D
17	C	A	A	B
18	D	D	C	A
19	C	C	D	B
20	B	D	B	B
21	D	A	C	C
22	A	A	D	D
23	D	B	D	B
24	C	D	A	D
25	D	A	B	A
26	D	D	A	D
27	B	A	A	C
28	A	C	B	D
29	B	D	D	C
30	B	B	A	B
31	D	C	D	A
32	A	D	B	A
33	C	D	D	B
34	D	A	D	D
35	B	B	B	A
36	C	D	D	C
37	D	B	C	D
38	B	D	D	D
39	D	D	C	A
40	A	B	B	B
41	D	D	C	D
42	B	B	D	A
43	D	A	B	C
44	D	B	D	D
45	B	B	A	B
46	A	D	D	D
47	A	C	B	A
48	B	D	A	D
49	D	C	B	C
50	A	B	B	D

Q No.	QUESTION BOOKLET			
	A	B	C	D
51	D	B	A	B
52	C	C	D	C
53	A	D	B	D
54	D	C	C	A
55	B	D	D	A
56	C	A	C	D
57	B	B	D	D
58	C	C	A	C
59	D	A	B	B
60	A	D	C	C
61	B	D	C	D
62	D	A	B	A
63	A	A	A	B
64	C	D	D	C
65	C	B	D	B
66	B	D	A	A
67	A	A	A	B
68	D	C	D	C
69	D	B	B	C
70	A	A	D	B
71	B	B	A	A
72	C	C	C	D
73	D	D	B	B
74	A	A	A	D
75	A	B	B	A
76	D	C	C	C
77	B	C	D	D
78	A	B	A	A
79	B	A	B	A
80	C	D	C	D
81	B	D	A	A
82	C	C	B	C
83	D	B	B	A
84	C	A	D	A
85	A	B	D	B
86	B	C	C	B
87	B	D	B	A
88	D	C	A	D
89	A	B	B	A
90	C	B	C	B
91	A	A	D	B
92	A	D	C	D
93	D	A	B	B
94	C	C	B	C
95	B	A	A	D
96	A	A	D	C
97	B	A	A	D
98	B	B	C	C
99	A	B	A	B
100	D	D	A	A