

**DIRECTORATE OF RURAL DEVELOPMENT DEPARTMENT
MIZORAM :AIZAWL**

**Examination for Recruitment to the Post of
LOWER DIVISION CLERK**

PAPER-II

COMPUTER KNOWLEDGE

I. Choose the correct answer:- (50 x 2 marks = 100 marks)

1. In Excel, which of the following CANNOT be used for adding a new Worksheet?
a. Ctrl + Shift + N
2. _____ is a type of Instruction set used by processors.
c. CISC
3. Which of the following is an application software?
a. Microsoft Excel
4. To type very small letters just above the line of text in MS Word, we can use _____.
a. Superscript
5. Mainframe computers are commonly used for _____.
a. Large-scale transaction processing, data analysis, and managing large databases
6. What does an operating system do?
a. An interface that regulates hardware and software programs
7. The actual comparison of data is performed by _____ of the CPU.
a. Arithmetic Logic Unit
8. The long, horizontal bar at the bottom of the desktop is called _____.
d. Taskbar
9. In MS Word, AutoCorrect is primarily designed to improve _____.
b. Typing speed and accuracy
10. To find the sum of data in cells A1 to A5, we can use the formula _____.
b. =SUM(A1:A5)
11. What is the purpose of file extensions in Windows?
a. To identify the file type

ANSWER KEY SET-B

12. Which character is not allowed as a filename in Windows?
c. Forward slash (/)
13. Which of the following is a direct feature of the Windows Start Menu?
c. Ability to pin frequently used apps for easy access
14. In _____, data is retrieved in a linear order, requiring the system to go through preceding data to reach the desired location.
d. Magnetic tapes
15. To rename a shortcut on the desktop, you can select the shortcut and then press _____.
a. F2
16. _____ is a system tool that optimizes a hard drive's performance by rearranging files that may be stored in non-contiguous blocks.
d. Disk Defragmenter
17. Which of these is not a Word Processor?
c. Microsoft Access
18. Which of the following is NOT a font formatting option in MS Word?
d. Indent
19. Which version of Windows was the direct successor to Windows XP?
b. Windows Vista
20. To apply only the format of a text to another text we can use _____.
a. Format Painter
21. To repeat the same content at the top of each page we can use _____.
c. Header
22. The Information Technology Act (IT Act) of India was published in the year _____.
d. 2000
23. Pen drive is an example of _____.
b. Secondary memory
24. What does the "Thesaurus" tool in MS Word help with?
c. Finding synonyms for words
25. The shortcut key for Center Alignment is _____.
d. Ctrl + E
26. _____ option in PowerPoint allows you to set custom timings for slides to control how long each slide is displayed.
d. Rehearse Timings

ANSWER KEY

SET-B

27. In MS Word, _____ allows you to create visually appealing text with various styles and effects, enhancing the document's design.
a. WordArt
28. What is the name of the feature that allows you to combine multiple cells in a table into one larger cell in MS Word?
b. Merge Cells
29. In MS Word, _____ is the process of combining document design (template) with a data source to create multiple copies of document for each entry in the list.
a. Mail Merge
30. Which view in PowerPoint displays all slides as thumbnails, making it easy to rearrange them?
a. Slide Sorter View
31. Which symbol is used to begin a formula in Excel?
a. =
32. Who invented the World Wide Web (WWW) in 1989?
b. Tim Berners-Lee
33. How is an absolute cell reference indicated in Excel?
d. By using a dollar sign before both the column letter and the row number
34. What does the "Wrap Text" feature in Excel do?
c. It automatically adjusts the row height to display all text within a cell
35. In an ATM (Automated Teller Machine), the Touch Screen is _____.
c. Both A and B
36. In Excel, to print the top row of a worksheet on every page when printing a large worksheet, we can use _____.
d. Print Titles
37. To replace all occurrences of a word with another word in the document we can use _____.
b. Find and replace
38. The What-if Analysis tool which can be used to find the right input for the value (result) we want is _____.
d. Goal Seek
39. What is the primary way to update the data displayed in an existing Excel chart?
c. Editing the source data

ANSWER KEY SET-B

40. The area at the bottom of the MS Powerpoint window which displays information about the current slide, zoom level, and other status updates is called _____.
b. Status bar
41. What happens when you delete a slide from a presentation in PowerPoint?
b. It is permanently removed from the presentation
42. Microprocessors are a key feature of _____ generation computers.
d. 4th
43. Which of the following is NOT a type of animation effect in MS Powerpoint?
c. Transition
44. "HTML" stands for _____.
d. Hyper Text Markup Language
45. Which of the following is NOT a type of cybercrime?
c. Installing antivirus
46. Which of the following is not a function of a System software?
b. Word processing
47. Which of the following is a search engine?
d. Bing
48. What is the role of an email server?
c. Send and receive emails
49. Which of the following is NOT an email protocol?
a. FTP
50. To automatically include contact information and other relevant details of the sender in our email, we use _____.
c. Email Signature

SIMPLE ARITHMETIC

II. Choose the correct answer: - (25 x 2 marks = 50 marks)

1. The average weight of 8 person's increases by 2.5 kg when a new person comes in place of one of them weighing 65 kg. What might be the weight of the new person?
c) 85 kg
2. Which of the following will yield maximum discount on Rs. 6896?
b) Single discount of 10%

ANSWER KEY
SET-B

3. Gauri went to the stationers and bought things worth Rs. 25, out of which 30 paise went on sales tax on taxable purchases. If the tax rate was 6%, then what was the cost of the tax free items?
c) Rs. 19.70
4. Chandrika raised the price of their products by 40%. How much discount should they give so as to sell the products on no profit no loss basis?
b) 28.5%
5. The selling price of 40 apples is equal to cost price of 35 apples. Find the profit or loss obtained.
d) Loss of 12.5 %
6. In a mixture 60 litres, the ratio of milk and water 2 : 1. If this ratio is to be 1 : 2, then the quantity of water to be further added is:
d) 60 litres
7. Sham and Ram invested in a business and gained a profit which was divided in the ratio of 2 : 3. If Sham invested Rs. 40,000, then what was the amount invested by Ram?
c) Rs. 60,000
8. If 30 men can do a piece of work in 20 hours, then in how many hours will 12 men do it?
d) 50 hours
9. A and B can do a piece of work in 4 days, while C and D can do the same work in 12 days. In how many days will A, B, C and D do it together?
b) 3 days
10. A man walking at the rate of 6 km/hr crosses a bridge in 15 minutes. The length of the bridge is _____.
c) 1500 m
11. A sum of Rs. 12,000 amounts to Rs. 15,000 in 4 years at the rate of simple interest. Find the rate of interest.
a) 6.25 %
12. Find compound interest on Rs. 8500 at 4 % per annum for 2 years, compounded annually.
b)Rs. 693.6
13. Find the compound interest on Rs. 5000 for 9 months at 6% per annum, if the interest is reckoned quarterly.
b) Rs. 228.39
14. The ratio of two numbers is 3 : 4 and their H.C.F. is 4. Their L.C.M. is:
d) 48

ANSWER KEY SET-B

15. Length and breadth of a rectangular field is 140 m. and respectively. Poles have to be fixed around this field at the distance of 5 m. How many such poles are required?
c) 92
16. A carpet is to be laid in a room of 12m × 8m. measurement. Breadth of the carpet is 3m. What should be the length of this carpet?
b) 32 mtr
17. Find the number of permutations of the letters of the word ALLAHABAD.
b) 7560
18. Sea water contains 5% salt by weight. How many kg of fresh water must be added to 40 kg of sea water for the salt content of the solution to be 2%?
a) 60kg
19. Near about 20% of the funds are to be arranged through:
b) External Assistance
20. The approximate ratio of the funds to be arranged through Toll and that through Market Borrowing is
b) 1 : 6
21. Which one of the following is not a prime number?
d) 91
22. The sum of first five prime numbers is:
d) 28
23. To fill a tank, 25 buckets of water is required. How many buckets of water will be required to fill the same tank if the capacity of the bucket is reduced to two-fifth of its present?
c) 62.5
24. A man has some hens and cows. If the number of heads be 48 and the number of feet equals 140, then the number of hens will be:
d) 26
25. A group of students decided to collect as many paise from each member of group as is the number of members. If the total collection amounts to Rs. 59.29, the number of the member is the group is:
c) 77

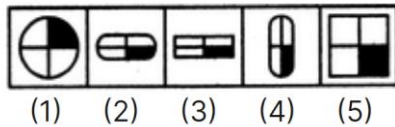
GENERAL INTELLIGENCE & REASONING

III. Choose the correct answer: - (25 x 2 marks = 50 marks)

1. Choose the word which is different from the rest.
d) Veil

ANSWER KEY SET-B

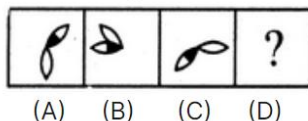
2. Choose the word which is different from the rest.
b) Cloud
3. A man walks 5 km toward south and then turns to the right. After walking 3 km he turns to the left and walks 5 km. Now in which direction is he from the starting place?
d) South-West
4. Find the number which when added to itself 13 times, gives 112.
b) 8
5. Yesterday I saw an ice cube which had already melted due to heat of a nearby furnace.
b) Never
6. Controversy always involves
c) Disagreement
7. Choose the figure which is different from the rest.



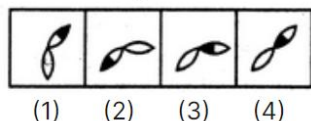
a) 1

8. Select a suitable figure from the Answer Figures that would replace the question mark (?)

Problem Figures:



Answer Figures:



c) 3

9. Choose the alternative which is closely resembles the mirror image of the given combination.

MALAYALAM

(1) MALAYALAM

(2) MAJAYAJAM

(3) MALAYALAM

(4) MAGAYAGAM

b) 2

ANSWER KEY

SET-B

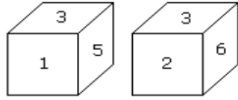
10. Rita, an accomplished pastry chef who is well known for her artistic and exquisite wedding cakes, opened a bakery one year ago and is surprised that business has been so slow. A consultant she hired to conduct market research has reported that the local population doesn't think of her shop as one they would visit on a daily basis but rather a place they'd visit if they were celebrating a special occasion. Which of the following strategies should Rita employ to increase her daily business?
- c) placing a series of ads in the local newspaper that advertise the wide array of breads**
11. Which one of the following is always in 'Sentiment'?
- d) Emotion**
12. SCD, TEF, UGH, ____, WKL
- c) VIJ**
13. An Informal Gathering occurs when a group of people get together in a casual, relaxed manner. Which situation below is the best example of an Informal Gathering?
- b) After finding out about his promotion, Jeremy and a few coworkers decide to go out for a quick drink after work.**
14. Statements:
- i) The Reserve Bank of India has recently put restrictions on few small banks in the country.
- ii) The small banks in the private and co-operative sector in India are not in a position to withstand the competitions of the bigger in the public sector.
- b) Statement II is the cause and statement I is its effect**
15. Arrange the words given below in a meaningful sequence.
1.Key 2.Door 3.Lock 4.Room 5.Switch on
- c) 1, 3, 2, 4, 5**
16. In the expression ' $P + Q \times T$ ' how is T related to P ?
- b) Father**
17. Though the waste of time or the expenditure on fashions is very large, yet fashions have come to stay. They will not go, come what may. However, what is now required is that strong efforts should be made to displace the excessive craze for fashion from the minds of these youngsters.
The passage best supports the statement that:
- c) the hoard for fashion should be done away with so as not to let down the constructive development.**

ANSWER KEY
SET-B

18. A, P, R, X, S and Z are sitting in a row. S and Z are in the centre. A and P are at the ends. R is sitting to the left of A. Who is to the right of P?

b) X

19. Two positions of a dice are shown below. Which number will appear on the face opposite to the face with the number 5?



c) 6

20. Tanya is older than Eric.

Cliff is older than Tanya.

Eric is older than Cliff.

If the first two statements are true, the third statement is

b) false

21. In a row of forty students R is fifth from the right end and there are ten students between R and D. What is the D's position from the left end of the row?

d) 25th

22. Statements: All silver are metals. All metals are steel. Some steel are stones. All stones are stands.

Conclusions: I. Some stands are metals. II. Some stones are silver. III. Some stands are steel. IV. Some stones are steel.

a) Only III and IV follow

23. Pointing to a photograph of a boy Suresh said, "He is the son of the only son of my mother." How is Suresh related to that boy?

d) Father

24. REASON :SFBTPO :: THINK : ?

b) UIJOL

25. A few states in this country are considering legislation that would prohibit schools from using calculators before the sixth grade. Other states take a different position. Some states are insisting on the purchase of graphing calculators for every student in middle school.

This paragraph best supports the statement that in this country

a) there are at least two opinions about the use of calculators in schools.