

# Computer Operator cum Typist recruitment Examination 14th May 2022

Participant ID	
Participant Name	
Test Center Name	
Test Date	14/05/2022
Test Time	9:00 AM - 10:25 AM
Subject	Computer Operator cum Typist

Section : English Language and Grammar

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Q.1 Select the most appropriate option to fill in the blank.

My father bakes \_\_\_\_\_ cakes.

- Ans
- A. gentle
  - B. graceful
  - C. delicious
  - D. agreeable

Question Type : MCQ

Question ID : 120592595

Q.2 Select the correctly spelt word to fill in the blank.

There is terrible \_\_\_\_\_ of work at office these days.

- Ans
- A. prassure
  - B. pressre
  - C. presure
  - D. pressure

Question Type : MCQ

Question ID : 120592610

Q.3 Select the option that is the correct spelling of the underlined word in the given sentence.

Be greatful for all your blessings in life.

- Ans
- A. greatfull
  - B. grateful
  - C. gratful
  - D. gratefull

Question Type : MCQ

Question ID : 120592611

**Q.4** Select the most appropriate homonym to fill in the blank.

We suffered a great \_\_\_\_\_ in our business.

- Ans
- A. loose
  - B. lose
  - C. loss
  - D. los

Question Type : MCQ  
Question ID : 120592609

**Q.5** Select the correctly spelt word.

- Ans
- A. Aexcept
  - B. Accept
  - C. Acept
  - D. Eccept

Question Type : MCQ  
Question ID : 120592608

**Q.6** Select the most appropriate meaning of the given idiom.

**A bird in the hand is worth two in the bush.**

- Ans
- A. Birds like to be in the bushes rather than in the hands of people.
  - B. The bird in hand is the same as the ones in the bush.
  - C. What you have now is worth more than what you might have later.
  - D. Having three birds is good.

Question Type : MCQ  
Question ID : 120592605

**Q.7** Sentences of a paragraph are given below in jumbled order. Arrange the sentences in the correct order to form a meaningful and coherent paragraph.

- A. People believe that a dip in the Ganga will wash away all their sins.
- B. Therefore, the bathing ghats at Varanasi and Hardwar are famous.
- C. The river Ganga flows from the Himalayas.
- D. Whoever visits these two places is sure to take a dip in the river.

- Ans
- A. DCAB
  - B. ABCD
  - C. CABD
  - D. CDBA

Question Type : MCQ  
Question ID : 120592614

Q.8 Select the most appropriate idiom to fill in the blank.

I did not perform well at the maths exam but started preparing for the next exam. No use \_\_\_\_\_.

- Ans  A. crying over spilt milk  
 B. being a chip of the old block  
 C. being in the fast lane  
 D. behaving like a fish out of water

Question Type : MCQ  
Question ID : 120592607

Q.9 Select the option that can be used as a one-word substitute for the given group of words.

A small shelter for a dog

- Ans  A. Cage  
 B. Stable  
 C. Kennel  
 D. Cave

Question Type : MCQ  
Question ID : 120592612

Q.10 Select the most appropriate meaning of the underlined idiom according to the given context.

I could not go to school because of an injured leg. But I could revise all my lessons, which made me realise that every cloud has a silver lining.

- Ans  A. One can study well on a cloudy day.  
 B. Every sad or unpleasant situation has a positive side to it  
 C. Injuries take place when it is very cloudy.  
 D. There is a silver light around all clouds.

Question Type : MCQ  
Question ID : 120592606

Q.11 Select the most appropriate synonym of the underlined word.

I was confused by my brother's behaviour at the party.

- Ans  A. composed  
 B. secured  
 C. guarded  
 D. puzzled

Question Type : MCQ  
Question ID : 120592603

Q.12 Select the most appropriate option to fill in the blanks.

I live \_\_\_\_ an apartment \_\_\_\_ the fifth floor.

- Ans
- A. by; in
  - B. in; on
  - C. at; in
  - D. on; in

Question Type : MCQ  
Question ID : 120592597

Q.13 Select the option that will improve the underlined part of the given sentence.

I working hard for the entrance exam.

- Ans
- A. is work
  - B. was work
  - C. am work
  - D. worked

Question Type : MCQ  
Question ID : 120592599

Q.14 The following sentence has been split into four segments. Identify the segment that contains a grammatical error.

I likes / to eat sandwiches / for breakfast / every day.

- Ans
- A. for breakfast
  - B. I likes
  - C. every day.
  - D. to eat sandwiches

Question Type : MCQ  
Question ID : 120592598

Q.15 Select the option that can be used as a one-word substitute for the given group of words.

A large, tall cupboard in which clothes may be hung or stored

- Ans
- A. Shelf
  - B. Rack
  - C. Wardrobe
  - D. Locker

Question Type : MCQ  
Question ID : 120592613

Q.16 Select the most appropriate synonym of the given word.

Profit

- Ans  A. Income  
 B. Loss  
 C. Gain  
 D. Debt

Question Type : MCQ

Question ID : 120592602

Q.17 Select the option that will improve the underlined part of the given sentence.

The chief guest has arrive soon.

- Ans  A. would arrived  
 B. will be arriving  
 C. will arriving  
 D. would be arrive

Question Type : MCQ

Question ID : 120592600

Q.18 Select the most appropriate ANTONYM of the given word.

Approve

- Ans  A. Reject  
 B. Agree  
 C. Accept  
 D. Like

Question Type : MCQ

Question ID : 120592604

Q.19 Select the most appropriate option to fill in the blank.

Our dog ran all around the house \_\_\_\_\_.

- Ans  A. excitedly  
 B. intensely  
 C. abruptly  
 D. extremely

Question Type : MCQ

Question ID : 120592596

Q.20 Select the option that expresses the given sentence in passive voice.

I help my mother.

- Ans  A. My mother is helped by me.  
 B. My mother is help by me.  
 C. My mother was helped by me.  
 D. My mother was help by me.

Question Type : MCQ

Question ID : 120592601

Section : Hindi Language and Grammar

Q.1 सामान्य वर्तमान काल का वाक्य है:

- Ans  A. उसने देखा है।  
 B. वह देखता है।  
 C. वह देखता होगा।  
 D. वह देख रहा है।

Question Type : MCQ

Question ID : 120592622

Q.2 'केकी - रव की नूपुर ध्वनि सुनि, जगती जगती की मूक प्यास।' पंक्ति में कौन सा अलंकार है?

- Ans  A. श्लेष  
 B. यमक  
 C. रूपक  
 D. उपमा

Question Type : MCQ

Question ID : 120592618

Q.3 'निधङ्क' का सही समास विग्रह है:

- Ans  A. बिना धङ्क के  
 B. धङ्क के साथ  
 C. धङ्क के अनुसार  
 D. नियमित धङ्कन

Question Type : MCQ

Question ID : 120592619

Q.4 'मतैक्य' का सही संधि-विच्छेद कौन सा है?

- Ans  A. मत + ऐक्य  
 B. मत + एक्य  
 C. मति + एक्य  
 D. मति + ऐक्य

Question Type : MCQ

Question ID : 120592620

Q.5 कारक की दृष्टि से कौन सा वाक्य अशुद्ध है?

- Ans  A. मैंने पानी पीने लगा।  
 B. उसने टेढ़ी चाल चली।  
 C. उसने कहा।  
 D. रोहन ने खा लिया।

Question Type : MCQ

Question ID : 120592616

Q.6 'प्रतिभागी को नृत्य प्रतियोगिता में प्रथम पुरस्कार प्राप्त हुआ।' वाक्य के किस अंश में वर्तनी अशुद्धि है?

- Ans  A. प्रथम पुरस्कार  
 B. नृत्य प्रतियोगिता में  
 C. प्रतिभागी को  
 D. प्राप्त हुआ।

Question Type : MCQ

Question ID : 120592623

Q.7 'पराभव' में किस उपसर्ग का प्रयोग हुआ है?

- Ans  A. परा  
 B. भव  
 C. पर  
 D. प

Question Type : MCQ

Question ID : 120592621

Q.8 'माली' का स्त्रीलिंग शब्द क्या होगा?

- Ans  A. मालाइन  
 B. मालिन  
 C. माला  
 D. मालीन

Question Type : MCQ

Question ID : 120592615

Q.9 'एक टकसाल के ढले हैं' लोकोक्ति का उपयुक्त अर्थ है:

- Ans  A. सब एक जैसे हैं।  
 B. पैसा सब कुछ करता है।  
 C. बहुत कीमती वस्तुएँ।  
 D. सब एक से बढ़कर एक हैं।

Question Type : MCQ

Question ID : 120592624

Q.10 'तीर \_\_\_\_\_ बाघ मार दिया गया।' वाक्य के रिक्त स्थान में किस कारक का प्रयोग सही होगा?

- Ans
- A. ने
  - B. को
  - C. में
  - D. से

Question Type : MCQ

Question ID : 120592617

Section : Knowledge of Computer Application

Q.1 In Microsoft Word, a position that is set by the user for placing and aligning text on a page is called \_\_\_\_\_.

- Ans
- A. Tab stop
  - B. Stop Tab
  - C. Format Tab
  - D. Prefill Tab

Question Type : MCQ

Question ID : 120592636

Q.2 \_\_\_\_\_ is a malware that is created to generate revenue for its developer.

- Ans
- A. Ransomware
  - B. Spyware
  - C. Trojan
  - D. Adware

Question Type : MCQ

Question ID : 120592643

Q.3 \_\_\_\_\_ is a network device that can receive data, analyse it and transmit it to other networks.

- Ans
- A. Hub
  - B. Modem
  - C. Switch
  - D. Router

Question Type : MCQ

Question ID : 120592641

Q.4 In the context of computing, CDROM stands for \_\_\_\_\_.

- Ans
- A. Compact Directive Read Only Memory
  - B. Conditional Directive Read Only Memory
  - C. Conditional Disk Read Only Memory
  - D. Compact Disk Read Only Memory

Question Type : MCQ

Question ID : 120592631

Q.5 Which of the following is/are the components of an operating system?

- A. Kernel
- B. Shell
- C. Device driver

Ans  A. A, B, C  
 B. Only C  
 C. Only A  
 D. B and C

Question Type : MCQ

Question ID : 120592644

Q.6 Which of the following types of computers is used for weather forecasting and rocketing?

Ans  A. Super computers  
 B. Workstation  
 C. Micro computers  
 D. Minicomputers

Question Type : MCQ

Question ID : 120592626

Q.7 What does the keyboard shortcut 'Windows logo key+D' in Windows 10 help the user to do?

Ans  A. Switch between open apps  
 B. Lock PC  
 C. Open the Quick Link menu  
 D. Display/hide desktop

Question Type : MCQ

Question ID : 120592634

Q.8 Any software developed with the intention of damaging hardware devices, steal data or cause any other trouble to the user is known as \_\_\_\_\_.

Ans  A. mildware  
 B. firmware  
 C. malware  
 D. hardware

Question Type : MCQ

Question ID : 120592642

Q.9 Which characteristic of a computer helps it to perform millions of tasks with similar consistency and accuracy?

Ans  A. Storage  
 B. Reliability  
 C. Diligence  
 D. Speed

Question Type : MCQ

Question ID : 120592627

Q.10 Which of the following holds the processed results that are awaiting output?

- Ans
- A. Control unit
  - B. Mother board
  - C. Main memory
  - D. ALU

Question Type : MCQ  
Question ID : 120592629

Q.11 Which of the following is/are examples of software in computers?

- A. Firefox
- B. Android
- C. CorelDraw

- Ans
- A. A, B, C
  - B. Only B and C
  - C. Only A and B
  - D. Only A and C

Question Type : MCQ  
Question ID : 120592633

Q.12 Which of the following is the keyboard shortcut to go to the Insert tab in Microsoft PowerPoint 2010?

- Ans
- A. Ctrl+N
  - B. Ctrl+H
  - C. Alt+N
  - D. Alt+H

Question Type : MCQ  
Question ID : 120592639

Q.13 \_\_\_\_\_ allows the user to type in notes that they may need while preparing for the presentation later, but which will not be shown during the slide show in Microsoft PowerPoint.

- Ans
- A. Slide sorter pane
  - B. Windowpane
  - C. Notes pane
  - D. Slide pane

Question Type : MCQ  
Question ID : 120592638

Q.14 Which of the following is NOT a category of hardware in computers?

- Ans
- A. Output devices
  - B. Secondary storage devices
  - C. Application software
  - D. Internal components

Question Type : MCQ  
Question ID : 120592632

Q.15 Which of the following is the keyboard shortcut to go to the Review tab in Microsoft Excel 2010?

- Ans  A. Alt+R  
 B. Ctrl+R  
 C. Ctrl+A  
 D. Alt+A

Question Type : MCQ

Question ID : 120592637

Q.16 Which of the following is NOT a disadvantage of a computer?

- Ans  A. Reduction in employment opportunities  
 B. Potential of loss of privacy  
 C. Protecting the digital data and information from any unauthorised access or breach  
 D. Virus and hacking attacks

Question Type : MCQ

Question ID : 120592628

Q.17 \_\_\_\_\_ is a network formed by connecting a few personal devices like computers, laptops, mobile phones, smart phones, printers etc.

- Ans  A. Metropolitan Area Network  
 B. Local Area Network  
 C. Personal Area Network  
 D. Wide Area Network

Question Type : MCQ

Question ID : 120592640

Q.18 What is the keyboard shortcut to refresh the active window in Windows 10?

- Ans  A. F10  
 B. F8  
 C. F4  
 D. F5

Question Type : MCQ

Question ID : 120592635

Q.19 What is the full form of BIOS in the context of computing?

- Ans  A. Binary Input Output System  
 B. Basic Input Output System  
 C. Basic Input Outline System  
 D. Basic Integrated Output System

Question Type : MCQ

Question ID : 120592630

Q.20 Which of the following was used in ENIAC computers?

- Ans  A. Vacuum tube  
 B. Transistor  
 C. Integrated circuit  
 D. Microprocessor

Question Type : MCQ

Question ID : 120592625

Section : Mock English Typing

- Q.1 We should have a broad mind. We should look on all with the same eye. We should have a spirit of tolerance. We should see that others live peacefully. We should show due regard for all in our cities and villages. We should not get angry with anyone having a different religion or caste. We are all one. We jointly form mankind. We are all brothers. 'Live and let Live' was the ideal pursued by great men of all ages.

Section : Actual English Typing

- Q.1 There is a mistaken, but widely believed opinion which holds that citizens of continental Europe are cold, unfriendly and critical of visitors to their land. Supposed, they offer no pleasant remarks or actions unless they can gain something by doing so. But the wonderful experiences of many visitors have proved that the native of foreign shores is charming, helpful and sometimes more hospitable to a visitor than the visitors own country men would be if the situations were reversed. Travelling in a second-class compartment on any continental train proves that chivalry and hospitability can be found. For example, take an ordinary journey from Venice to Rome – a journey that takes some eight or ten hours, depending on the feelings of the railroad officials. In that time any visitor is welcomed, given helpful information, and provided with conversation. At the beginning of the journey, the compartment chosen may be unoccupied but for the visitor. As the train halts in the many small villages, however, other passengers enter the compartment and occupy the empty places. Some are returning from spending a few days with relatives, while others have just finished a longer vacation and are returning to their various professions. But all are usually cheerful and talkative. They always seem to be hungry, for they bring giant sandwiches, loaves of bread, bottles of wine and other items of food or drink to ensure a satisfactory journey. So common is this arrangement that many trains have no eating facilities for the starving visitor. This unpleasant situation is alleviated by the generosity of the natives, who will usually give the visitor some of their own dinner to help him satisfy his hunger. Sometimes, of course, this may not happen; but the tourist can always purchase something from the gaily coloured pushcarts that rush to the windows of the train as it halts at each village. After their appetites have been consoled, most of the natives turn to the amusement of interesting conversation. For a time they consider the journey itself, their various families, the pleasure of vacations, the political situation and any subject that comes to their minds. Happiness! is that climax or bathos or cruel irony? Happiness is the end? Yes, happiness is the end which indeed we all reach after; for what more can we wish than that all should be well with us. Happiness cannot escape us, when we find it.

Section : Mock Hindi Typing

- Q.1 मेरी सरकार के सामने कुछ सवाल हैं और इन सवालों पर मैं चाहता हूँ कि सदन में विचार हो। ये सवाल हैं- क्या हमारे ग्रामीण विकास का कोई समग्र दृष्टिकोण है, जिसमें इस समय चल रही सभी गतिविधियां समाहित हों। मेरे विचार से समृद्ध ग्रामीण भारत का हमारा कोई साझा सपना होना चाहिए, जिसमें कृषि विकास को साधन माना जाए।

- Q.1 कुल मिलाकर ये सभी मुद्दे दर्शाते हैं कि हमें अपने ग्रामीण विकास कार्यक्रमों पर नए सिरे से विचार करना चाहिए। मैं इस सम्मेलन के माध्यम से अनुरोध करता हूँ कि क्या हम ये प्रणाली अपना सकते हैं, जिसके तहत जिलों को उनकी गरीबी के अनुपात में अपनी विकास योजनाएँ बनाकर, उन्हें लागू करने के लिए खंड के कोष से धन उपलब्ध कराया जा सके, ताकि वे अपने साधनों का भरपूर इस्तेमाल कर सकें। ये आबंटन अति महत्वपूर्ण योजनाओं के लिए नहीं होंगे बल्कि जिला योजना में निहित ग्रामीण विकास के समग्र दृष्टिकोण से जुड़े होंगे। मेरे विचार से इससे यह सुनिश्चित हो जाएगा कि पंचायती राज के बारे में संविधान संशोधन के अन्तर्गत ही जिला स्तर पर योजनाएँ बनें। जहां तक मुझे पता है, राज्य सरकारें पहले इस तरह की कई बैठकों में और राष्ट्रीय विकास परिषद की बैठकों में भी संयुक्त कोषों से मुक्ति पाने की मांग करती रही हैं। विभिन्न क्षेत्रों में संसाधनों की पूरी क्षमता का इस्तेमाल न कर पाने, धन का पूरा पूरा इस्तेमाल न कर पाने और पंचायती राज संस्थाओं के प्रभावी न हो पाने जैसे सभी मुद्दे शायद नीति परिवर्तन पर विचार की ओर इंगित करते हैं। हमें पता होना चाहिए कि इससे जिला स्तर पर योजनाएँ बनाने और उन्हें लागू करने की क्षमताओं के हिसाब से नई जटिलताएँ पैदा हो जायेंगी, जिन्हें हमें दूर करना होगा। इसलिए केन्द्र और राज्य सरकारों को स्थानीय आयोजन और परिणामों की देखरेख की प्रभावी व्यवस्था करने के लिए अधिक सक्रिय भूमिका निभानी होगी। असल सवाल यह है कि क्या यह सब कुछ करने की स्थिति आज के मुकाबले बेहतर होगी। यदि हां, तो इस स्वप्न को पूरा करने से पहले हमें कौन सी शर्तें पूरी करनी होंगी। यह अवसर है कि हम सभी मिलकर बदलाव लायें। केवल मात्र राशि हासिल करने से कुछ होने वाला नहीं है।

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