

Sl. No. :

ATOSG/19

Register  
Number

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2019  
STENOGRAPHY IN ENGLISH  
(Diploma Std.)

Time Allowed : 3 Hours]

[Maximum Marks : 300

Read the following instructions carefully before you begin to answer the questions.

IMPORTANT INSTRUCTIONS

1. The applicant will be supplied with Question Booklet 15 minutes before commencement of the examination.
2. This Question Booklet contains 200 questions. Prior to attempting to answer, the candidates are requested to check whether all the questions are there in series and ensure there are no blank pages in the question booklet. **In case any defect in the Question Paper is noticed, it shall be reported to the Invigilator within first 10 minutes and get it replaced with a complete Question Booklet. If any defect is noticed in the Question Booklet after the commencement of examination, it will not be replaced.**
3. Answer all questions. All questions carry equal marks.
4. You must write your Register Number in the space provided on the top right side of this page. Do not write anything else on the Question Booklet.
5. An answer sheet will be supplied to you, separately by the Room Invigilator to mark the answers.
6. You will also encode your Question Booklet Number with Blue or Black ink Ball point pen in the space provided on the side 2 of the Answer Sheet. If you do not encode properly or fail to encode the above information, action will be taken as per Commission's notification.
7. Each question comprises four responses (A), (B), (C) and (D). You are to select ONLY ONE correct response and mark in your Answer Sheet. In case you feel that there are more than one correct response, mark the response which you consider the best. In any case, choose ONLY ONE response for each question. Your total marks will depend on the number of correct responses marked by you in the Answer Sheet.
8. In the Answer Sheet there are four circles (A), (B), (C) and (D) against each question. To answer the questions you are to mark with Blue or Black ink Ball point pen ONLY ONE circle of your choice for each question. Select one response for each question in the Question Booklet and mark in the Answer Sheet. If you mark more than one answer for one question, the answer will be treated as wrong. e.g. If for any item, (B) is the correct answer, you have to mark as follows :  

(A) ● (C) (D)
9. You should not remove or tear off any sheet from this Question Booklet. You are not allowed to take this Question Booklet and the Answer Sheet out of the Examination Hall during the time of examination. After the examination is concluded, you must hand over your Answer Sheet to the Invigilator. You are allowed to take the Question Booklet with you only after the Examination is over.
10. **Do not make any marking in the question booklet except in the sheet before the last page of the question booklet, which can be used for rough work. This should be strictly adhered.**
11. Applicants have to write and shade the total number of answer fields left blank on the boxes provided at side 2 of OMR Answer Sheet. An extra time of 5 minutes will be given to specify the number of answer fields left blank.
12. Failure to comply with any of the above instructions will render you liable to such action or penalty as the Commission may decide at their discretion.

SEAL

**SPACE FOR ROUGH WORK**

1. "Ah" and "Ā" are
- (A) First and Third place vowels      ✓ (B) First and Second place vowels  
(C) Only Third place vowels      (D) Only Second place vowels
2. How many points on a stroke close to which a vowel - sign may be placed?
- (A) Two      ✓ (B) Three  
(C) Six      (D) Twelve
3. How many long vowel sounds and short vowel sounds in English language?
- (A) Five long vowel sounds and six short vowel sounds  
✓ (B) Six long vowel sounds and six short vowel sounds  
(C) Three long vowel sounds and three short vowel sounds  
(D) Six long vowel sounds and five short vowel sounds
4. In the case of down strokes, the vowel places are counted from the
- (A) downward      ✓ (B) top downward  
(C) bottom upward      (D) upward
5. Contracted outlines are generally written
- ✓ (A) on the line      (B) above the line  
(C) below the line      (D) above and through the line
6. The following words belongs to which category?
1. acknowledge  
2. altogether  
3. amalgamation  
4. arbitration  
5. capable
- (A) grammalogues      ✓ (B) contractions  
(C) special contractions      (D) business phrases

7. Which of the following post is suitable for a stenographer?

- (A) Parliamentary reporter (B) Interpreter  
(C) Editor (D) Typist

8. Pick out the "wrong" statements from the following list used in advanced phraseography by using the codes given below :

1. the small circle for 'as', 'is', 'us'
2. the small circle initially for 'as we', 'as' and 'w', 'as' and 's' ; medially for 'is' and 's', 'his' and 's', finally for 's' and 'has', 's' and 'is';
3. the semicircle 's' and 'shun' hook for Association;
4. the doubling principle 'for it' 'to', 'not', 'would', 'word' and in a few common phrases;

- (A) 1, 2 and 3 are correct (B) 2, 1 and 4 are correct  
(C) 1, 3 and 4 are correct  (D) 2, 3 and 4 are correct

9. The circle 's' is written

- (A) outside curves  
(B) inside angles formed by 2 straight strokes  
(C) with right motion when joined to straight strokes not forming an angle  
 (D) inside curves

10. A large initial circle represents

- (A) S-S (B) SZ  
(C) ST  (D) SW

11. A large, medial or final circle written with the same motion as circle 's' represents

- (A) SS (B) SW  
(C) ST (D) STR

12. Match List - I correctly with List - II and select your answer using the codes given below :

List - I		List - II	
(a) Store		1.	
(b) Furrow		2.	
(c) Story		3.	
(d) Fur		4.	

<input checked="" type="checkbox"/> (A)	(a) 2	(b) 3	(c) 4	(d) 1
(B)	4	2	1	3
(C)	2	1	4	3
(D)	4	3	2	1

13. State in which of the following words downward 'R' is applicable by using the codes given below

- |                  |   |
|------------------|---|
| (1) Railway      | (2) Amange                                      |
| (3) Requirements | (4) Arrives                                     |
| (5) Welfare      |   |
| (A) 2, 3, 4      | (B) 1, 2, 4, 5                                  |
| (C) 1, 3, 5      | <input checked="" type="checkbox"/> (D) 2, 4, 5 |

14. Choose the correct strokes for the following phrases from the answers given below

- (1) Dear Sir
- (2) Every circumstance
- (A)
- (B)
- (C)
- (D)

15. Dot 'H' is represented in the middle of the word when

- (A) Tick H is not convenient
- (B) Stroke form of H is not convenient
- (C) Preceding strokes m, l and r
- (D) Follows another stroke

16. When 'w' is preceded by a vowel, which of the following is to be written?

- (A) Stroke
- (B) Abbreviated w
- (C) Semi-circle
- (D) Circle

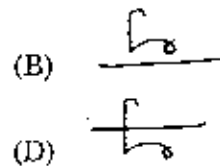
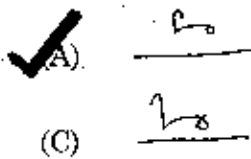
17. Write the stroke for the following word 'observes'

- (A)
- (B)
- (C)
- (D)

18. 'STR' is represented by

- (A) A loop made half the length of the stroke
- (B) A large loop extending two-thirds of the length of the stroke
- (C) A large hook
- (D) A large circle

19. Phraseography for the word 'at all times'



20. Self is represented by

- (A) disjoined circle S written close to the following stroke in the first vowel place  
 (B) a joined or disjoined stroke S  
 (C) a disjoined circle S written close to the following stroke in the second vowel place  
 (D) a disjoined circle S written in the position of con dot

21. Which is represented by a disjoined circle's written close to the following stroke in the second vowel-place?

- (A) Self-con (B) Self-com  
 (C) Self (D) Initial com

22. Which of the following statements regarding 'Prefixes' are correct?

- I. Medial con or com or cum or cog is represented by disjoining the form immediately following com or con etc.  
 II. Medial con. or com. may also be applied in phraseography  
 III. Initial "accommo" is represented only by consonant 'K' disjoined  
 IV. Initial "Intro" is represented by double length 'N'  
 (A) II, III and IV are correct  
 (B) I, II and IV are correct  
 (C) I, III and IV are correct  
 (D) I, II and III are correct

23. Match the following prefixes with the corresponding representation

- |           |   |
|-----------|---|
| (a) Com   | 1. omission of 'n'  |
| (b) Accom | 2. a light dot written at the beginning of the following stroke |
| (c) Intro | 3. 'k' joined or disjoined                                      |
| (d) Trans | 4. ntr  |
- 
- |       |     |     |     |
|-------|-----|-----|-----|
| (a)   | (b) | (c) | (d) |
| (A) 1 | 2   | 3   | 4   |
| 2     | 1   | 4   |     |
| (C) 2 | 3   | 4   | 1   |
| (D) 4 | 1   | 3   | 2   |

24. Which of the following character is doubled for the addition of -kr, -gr when not initially and finally hooked?
- (A) mp-mb (B) tr-dr  
 (C) ng (D) np-nb
25. 'There' or 'their' in a phrase is expressed;
- (A) by halving the length of the preceding stroke;  
 (B) by doubling the length of the preceding stroke;  
 (C) by adding 'r' hook in the beginning of the preceding stroke;  
 (D) by adding 's' hook in the beginning of the preceding stroke;
26. In suffix, "lessness", the stroke 'LS' should be \_\_\_\_\_.
- (A) disjoined (B) joined  
 (C) both (D) doubled
27. Doubling principle is not employed in \_\_\_\_\_ tenses of any verb of more than one syllable.
- (A) present  (B) past  
 (C) future (D) present continuous
28. What method can be used in shorthand for representing the word 'capital' along with other strokes?
- (A) Vowel (B) Diphthong  
 (C) Prefix or suffix (D) Intersection
29. "Ment" is, as a rule, expressed by; 2 mnt; Pick up from the following words where 2 cannot be expressed.
- (A) sentiment  (B) refinement  
 (C) agreement (D) experiment

30. The word "Humanely" requires the insertion of a \_\_\_\_\_ vowel

(A) initial

(B) medial

(C) final

(D) first place

31. For which of the following word, 'N' Hook is used in phraseography?

(A) have

(B) of

(C) shun

(D) thaw

32. The hooked forms of "ln" and "shn" when joined to another stroke may be written

(A) upward only

(B) downward only

(C) upward or downward

(D) cannot be written

33. In which of the following word hook 'n' is not used?


(A) Suddenness


(B) Situation


(C) Agency


(D) Punish

34. Grammalogue for the word 'Liberty' \_\_\_\_\_

(A) 

(B) 

(C) 

(D) 



35. A final hook cannot be employed when the word ends with a
- (A) Vowel sound                      (B) Diphone  
(C) Triphone                              (D) Diphthong
36. Halving principle is not employed
- (A) A stroke in words of more than one syllable  
(B) A stroke having a final hook  
 (C) When a triphone immediately precedes 't' or 'd'  
(D) A stroke having a joined diphthong
37. Term used in offers and quotations of Business Correspondence for the sentence "The price of goods at sellers warehouse or factory" is
- (A) Ex-warehouse                       (B) Loco  
(C) F.O.B                                  (D) C.O.D
38. Which is the personal quality of secretary.
- (A) Professional and secretarial skill       (B) Tactfulness  
(C) Command over language                  (D) Personality
39. The secretary has to ensure the Quorum of the meeting
- (A) Before the meeting  
(B) After the meeting  
 (C) During the meeting  
(D) It is not the Duty of Secretary
40. Which is a non-interest bearing Bank Account Deposit
- (A) Saving Account                       (B) Current Account  
(C) Recurring Deposit                      (D) Term Deposit

41. What is the advantages of private office
- (A) Concentration of mind on accounting and statistical work is possible
  - (B) Better space utilisation is possible
  - (C) Better working condition is possible
  - (D) It reduce the movement of staff
42. Letters to be sent through the office assistant or messenger are recorded in the \_\_\_\_\_
- (A) Inward mail Register Book
  - (B) Peon Book
  - (C) Outward mail Register Book
  - (D) Mail Distribution Register Book
43. An official document from the post office used to prove that you have mailed some thing on a particular date is the postal service of
- (A) Ordinary post
  - (B) Certificate of posting
  - (C) Registered post
  - (D) Speed post
44. A large organisation is using which of the services of post office in order to hide their address.
- (A) Post box
  - (B) Postal order
  - (C) VPP
  - (D) Money order
45. Which is more suitable filing where the information relating to a department is of confidential nature.
- (A) Merits of centralised filing
  - (B) Merits of decentralised filing
  - (C) Demerits of centralised filing
  - (D) Demerits of decentralised filing
46. "Office is the focus point for co-relating the service and profit making activities of a business enterprise is the definition of
- (A) Denyer
  - (B) Neuner and keeling
  - (C) Leffineywell and Robinson
  - (D) Arthur H. Gager

47. Organisation is the process of combining the work which individuals or groups have to perform with the facilities necessary for its execution according to
- (A) Oliver sheldon (B) M.A. Cameron  
(C) Mckinley (D) L.Massie
48. An integrated suite of applications that are accessed via the internet is called
- (A) Paperless office (B) Digital office  
 (C) Virtual office (D) Automated office
49. The management function of a modern office is
- (A) Staffing (B) Stationery and supplies  
(C) Retention of records (D) Safeguarding Assets
50. Which is a card containing a rectangular hole with microfilm frame?
- (A) Microfiche (B) Paper card  
(C) Roll microfilm  (D) Aperture card
51. Filing is one of its process of
- (A) Storage Management (B) Administration  
 (C) Record Keeping (D) Organising
52. Small business houses often prefer
- (A) Post boxes  (B) Letter boxes  
(C) Post Bags (D) Information box
53. Total number of items and memory space occupied by the items are displayed in
- (A) Title bar (B) Tool bar  
 (C) Status bar (D) Menu bar

54. Which is the software given away by the authors for others to use free of charge?
- (A) Shareware  (B) Freeware   
(C) Commercial software  (D) Operating system
55. \_\_\_\_\_ advances the paper to the top of the next page.
- (A) On-line switch  (B) Form feed switch   
(C) Line feed switch  (D) DIP switch
56. Alphanumeric keys comprises, which of the following
- (A) Alphabets only   
(B) Alphabets and Numbers only   
(C) Numbers only   
(D) Alphabets, numbers and other characters
57. VDU stands for
- (A) Volume Display Units  (B) Visual Display Units   
(C) Video Display Units  (D) Virtual Display Unit
58. The Cathode Ray Tube (CRT) has a display screen of 25 lines of how many characters each
- (A) 80  (B) 70   
(C) 75  (D) 60
59. What are the softwares that has been permanently written onto read-only memory?
- (A) Application software  (B) Anti virus   
(C) System software  (D) Firm ware

60. Which one is allows the users efficiently create, edit and print the documents?
- (A) Spread sheet software
  - (B) Word processing software
  - (C) Database software
  - (D) Presentation graphics software
61. Windows explorer allows to do
- (A) File management task
  - (B) Risk management task
  - (C) File and risk management task
  - (D) Input and Output task
62. The application software is also called as
- (A) End – user programs
  - (B) Front – user programs
  - (C) Front – end programs
  - (D) End – front programs
63. CD stands for
- (A) Compact Data
  - (B) Compact Disc
  - (C) Compact Device
  - (D) Circular Device
64. Which of the following is not an output device?
- (A) Scanner
  - (B) Plotter
  - (C) Printer
  - (D) Speaker

65. The feature that causes the word processor to force all text to fit within the defined margins is called
- (A) Auto correct (B) Auto format  
(C) Word correct (D) Word wrap
66. Which one of the following method of changing the layout and design of the text according to the requirements?
- (A) Editing the document  
(B) Formatting the document  
(C) Saving the document  
(D) Printing the document
67. Changing the appearance of characters is called
- (A) Character formatting (B) Color formatting  
(C) Design formatting (D) Style formatting
68. What is the key used to switch between Insert and Overtyping mode in MS-Word?
- (A) Delete (B) Insert  
(C) Backspace (D) Home
69. The readymade formats for creation of letters is also called as
- (A) Auto correct (B) Wizards  
(C) Thesaurus (D) Replace
70. \_\_\_\_\_ keeps the document safe and secure from unauthorized access.
- (A) Add-Ins Tab (B) Trust Center Tab  
(C) Security Tab (D) Ribbon Tab

71. Which one of the following tab has Bullets and numbering dialog box?
- (A) List icon (B) List order  
(C) Formatted  (D) Numbered
72. Which of the following is a valid page orientation?
- (A) Portrait (B) Legal  
(C) A4 (D) Letter
73. The procedure to delete a particular row in a Table in MS-Word is
- (A) Table → Delete cells  
(B) Table → Delete → Delete → Columns  
(C) Table → Select → Delete → entire rows  
 (D) Table → Delete → Delete rows
74. Which one of the following shortcut key is used for underline?
- (A) Ctrl+E  (B) Ctrl+U  
(C) Ctrl+B (D) Ctrl+J
75. What is the default font and font size in a new document in the following list?
- (A) 11- Point Bookold (B) 11- Point Arial  
(C) 11- Point Courier  (D) 11- Point Calibri
76. Strikethrough effect is available in which dialog box?
- (A) Paragraph  (B) Font  
(C) Print (D) Table

77. On the home tab, the text can be wrapped by using

- (A) alignment group → wrap text
- (B) style group → wrap text
- (C) format group → wrap text
- (D) insert group → wrap text

78. Which chart basically floats on top of a worksheet?

- (A) active chart
- (B) embedded chart
- (C) bar chart
- (D) pie chart

79. Every worksheet consists of rows numbered

- (A) 1 through 148576
- (B) 1 through 1408576
- (C) 1 through 1048576
- (D) 1 through 1840576

80. Every file in excel is referred as a

- (A) Work sheet
- (B) Note book
- (C) Spread sheet
- (D) Work book

81. Work sheet is made up of individual

- (A) sheets
- (B) cell
- (C) rows
- (D) columns

82. Which is the most versatile and popular spreadsheet programs?

- (A) Word
- (B) Excel
- (C) PowerPoint
- (D) Access



83. Address option is used to enter

(A) Host address

(B) Domain name

(C) IP address

(D) URL of webpage

84. Absolute or mixed references in worksheet can be done by using handy shortcut key

(A) F2

(B) F10

(C) F4

(D) F9

85. Which sign display when formula Error in MS-Excel?

(A) \$

(B) \*

(C) \

(D) #

86. Which one is the exponentiation operator?

(A) ^

(B) √

(C) <>

(D) &

87. Which function returns the largest value within a given range?

(A) PROPER

(B) NOW

(C) AVERAGE

(D) MAX

88. Which one of the following tools used to copy the formatting of the selection to a specified location?

- (A) Format pointer (B) Format size  
(C) Format control (D) Format check

89. What is the feature of inserting cell by dragging numbers in MS-Excel?

- (A) Auto correct (B) Auto Text  
 (C) Auto Fill (D) Auto Cell

90. Which one of the following formatting tool used for changes the font of selected text?

- (A) Font size (B) Font view  
 (C) Font (D) Bold

91. Which operators is used to perform basic mathematical operations?

- (A) Arithmetic (B) Text concatenation  
(C) Font (D) Reference

92. Which is not the excel chart element?

- (A) title (B) legend  
(C) data labels  (D) ribbon

93. The foremost requirement for creating a chart is

- (A) data (B) column number  
(C) row number (D) colour

94. The default file format to save a presentation in PowerPoint 2007 is
- (A) .docx  (B) .pptx   
(C) .xlsx  (D) .mdb
95. E-mail address is made up of
- (A) Single part  (B) Two part   
(C) Three part  (D) Four part
96. Which is for delete a slide option in the following ?
- (A) View → Delete slide   
(B) Edit → Delete slide   
(C) Tools → Delete slide   
(D) Window → Delete slide
97. A sequential collection of slides used to display information in the form of text or graphics is known as
- (A) Presentation  (B) Document   
(C) Spread sheet  (D) Work book
98. Where is the title place holder appear in slide?
- (A) Left  (B) Right   
(C) Down  (D) Top

99. Match List - I with List - II and select your answers using the codes given below :

- | List - I |            | List - II |   |
|----------|------------|-----------|---|
| (a)      | Consonants | 1.        | Breath goes out in a stream like manner |
| (b)      | Nasals     | 2.        | Horizontal curves                       |
| (c)      | F to ZH    | 3.        | Audible friction sound                  |
| (d)      | Explosives | 4.        | Straight strokes                        |

- |     | (a) | (b) | (c) | (d) |
|-----|-----|-----|-----|-----|
| (A) | 4   | 2   | 3   | 1   |
| (B) | 2   | 4   | 1   | 3   |
| (C) | 3   | 2   | 1   | 4   |
| (D) | 3   | 1   | 4   | 2   |

100. M, N and G are consonants classified as

- |              |                 |
|--------------|-----------------|
| (A) Liquids  | (B) Coalescents |
| (C) Aspirate | (D) Nasals      |

101. While joining the strokes, the third stroke should be written

- (A) at the end of the first stroke  
 (B) at the end of the second stroke  
 (C) at the beginning of the second stroke  
 (D) at the middle of the first and second strokes

102. The consonants represented by upright or sloping curves are called

- |                |                 |
|----------------|-----------------|
| (A) Aspirate   | (B) Nasals      |
| (C) Explosives | (D) Continuants |

103. Strokes must be of a uniform length of

- |  |  |
|--|--|
| (A) about 1/4 <sup>th</sup> of an inch | (B) about 1/3 <sup>rd</sup> of an inch |
| (C) about 1/6 <sup>th</sup> of an inch | (D) about 1/5 <sup>th</sup> of an inch |

104. Match List - I with List - II and select your answers using the codes given below :

- | List - I |  | List - II |   |
|----------|--|-----------|---|
| (a)      | Intervening Vowels                       | 1.        | For long and short vowels                       |
| (b)      | Vowel placed below the Horizontal stroke | 2.        | Third place vowel occurring between two strokes |
| (c)      | Vowels represented by                    | 3.        | Dots and dashes                                 |
| (d)      | Vowel places are same                    | 4.        | Not read first                                  |

- |     | (a) | (b) | (c) | (d) |
|-----|-----|-----|-----|-----|
| (A) | 1   | 2   | 3   | 4   |
| (B) | 2   | 3   | 1   | 4   |
| (C) | 1   | 4   | 2   | 3   |
| (D) | 2   | 4   | 3   | 1   |

105. "That pen is not much good" reminds us of

- |                  |                                    |
|------------------|------------------------------------|
| (A) Short vowels | (B) Heavy dot and dash vowels      |
| (C) Long vowels  | (D) Only light dot and dash vowels |

106. How the word 'the' can be expressed?

- (A) by a light slanting tick dis-joined to a preceding stroke
- (B) by a light slanting tick joined to a preceding stroke
- (C) by a light dash joined to a preceding stroke
- (D) by a light slanting tick joined or disjoined to a preceding stroke

107. Pick out the words from the following where dash vowel is used?

the

on

but

awe

ah

eh

who

- (A) on, ah, but, the
- (B) on, but, awe, who
- (C) on, eh, the, who
- (D) on, who awe, the

108. The sign for a grammalogue is called

- (A) monogram
- (B) phraseography
- (C) phrase
- (D) logogram

109. Grammalogues represented by a single sign are called

- (A) frequently occurring words
- (B) rare words
- (C) difficult words
- (D) easy words

110. In phrases how the word 'him' is represented?

- (A) by inserting a dot vowel
- (B) by inserting a heavy dash vowel
- (C) by inserting a diphthong
- (D) by inserting a triphone

111. Consider the following about 'Tick The'

1. It is always sloped in the direction of 'chay'.
2. It may be written either upward or downward
3. It is used medially in phraseogram
4. It is never written at the beginning of an outline

- (A) 1, 2 and 3 only
- (B) 1, 2 and 4 only
- (C) 1, 2, 3 and 4 only
- (D) 1 and 4 only

112. The third place diphthongs are

- (A) I and OW (B) OW and OI  
 (C) OW and ū (D) Ū and OI

113. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided, called

- (A) Diphthong (B)  Diphonic (or) Diphones  
(C) Triphones (D) Logogram

114. The diphthong signs for 'I' and 'oi' are written in

- (A) First place (B) Second place  
(C) Third place (D) First and third places

115. Match List - I with List - II and select your answers using the codes given below :

- | List - I       |  | List - II   |  |
|----------------|--|---|--|
| (a) Diphthongs |  | 1. Union of a diphthong plus one vowel            |  |
| (b) Diphones   |  | 2. Two vowel sounds are pronounced simultaneously |  |
| (c) Triphones  |  | 3. Shorthand characters of Grammalogues           |  |
| (d) Logograms  |  | 4. Two vowel sounds are pronounced separately     |  |

- |   |     |     |     |     |
|---|-----|-----|-----|-----|
|   | (a) | (b) | (c) | (d) |
| <input checked="" type="checkbox"/> (A) | 1   | 4   | 2   | 3   |
| (B)                                     | 2   | 4   | 1   | 3   |
| (C)                                     | 4   | 3   | 2   | 1   |
| (D)                                     | 2   | 1   | 4   | 3   |

116. Triphones represented by

- (A) 3 vowels is one sign (B) 2 vowels is one sign  
(C) 4 vowels is one sign (D) 5 vowels is one sign

117. Downward 'r' is always written initially before the stroke

- (A)  (B)   
 (C)  (D) 

118. The consonant 'S' is represented by

- (A) Stroke S and a small circle                      (B) Stroke S only  
(C) a small circle only                                      (D) Stroke S and semi circle

119. Choose the correct stroke for the word "Favouritism"

- (A)                       (B)   
 (C)                       (D) 

120. Half length 'H' when standing alone is written

- (A) Upward or downward                                      (B) Downward  
 (C) Upward    (D) Downward or Upward



121. The strokes which cannot be halved for the addition of either 't' or 'd' unless they are hooked initially or finally is

- (A) nd    (B) ld  
 (C) ng    (D) md

122. Halving a stroke indicates

- (A) the addition of 'tr'    (B) the addition of 'str'  
 (C) the addition of 't' or 'd'                                      (D) the addition of 'st'

123. Which of the following statement is incorrect?

The right curves  fl,  vl are used only after

- (A) Straight upstrokes  (B) Straight down strokes  
(C) Horizontal 'k'  (D) Horizontal 'n'

124. Downward "l" is thickened for the addition of

- (A) P  (B) R   
(C) MP  (D) RD

125. Curve 'M' is thickened for the addition of

- (A) 'mt'  (B) 'mid'   
(C) 'mm'  (D) 'P' or 'B'

126. Of the following contractions, which is the omission of 'N'?

- (A)  Passenger  (B)  Demonstrate  
(C)  Ministry  (D)  Monstrous

127. Which of the following statements regarding special contractions are correct?

- I. They are formed by omitting the medial strokes.  
II. They are formed by employing the first two or three strokes of the full outline.  
III. They are not formed by using logograms.  
IV. They are formed by intersections.

- (A) I, II, III and IV are correct  (B) I, III and IV are correct   
 (C) I, II and IV are correct  (D) I, II and III are correct

128. The double length form of "mpr" or "mbr" is written;

- (A) finally, before a semicircle or hook;  
 (B) initially, after a circle or loop, after a downstroke;  
(C) medially, between a small circle or hook, after an upwardstroke;  
(D) medially, finally, before a circle or hook, before a downstroke;

129. The doubling principle must not be applied to a straight stroke unless

- I. it follows a circle or stroke consonant  
II. it has a final hook  
III. it has an initial hook  
IV. it has an attached final diphthong

Which of the above statement is/are correct?

- (A) I, III and IV  (B) II, III and IV   
 (C) I, II and IV  (D) I, II and III



130. Vowels should be inserted;

- (A) In single stroke outlines where a vowel is indicated by position;
- (B) In cases where a vowel is indicated by an initial or a final stroke;
- (C) In pairs of words occupying the same position but having a varying vowel;
- (D) In pairs of words occupying different position

131. Stenographer should enlarge their knowledge of outlines by reading

- (A) Printed shorthand
- (B) Newspapers
- (C) Speed books
- (D) Debates

132. Of the following signs, which one indicates that the preceding remark is to be taken humorously.

- (A) 
- (B) 
- (C) 
- (D) 

133. Figures that are represented by shorthand outlines are

- (A) one to ten
- (B) one to seven and nine
- (C) one to five and eight
- (D) one to seven and ten

134. The principal monetary units are expressed by;

- (A) Leo, genii, nuclei
- (B) Bryon, myatt, Wyatt
- (C) Pounds, dollars, rupees
- (D) Arrows, arose

135. The stroke 'l' whether initial or final is commonly written

(A) Downward

(B) Horizontal

(C) Upward

(D) Vertical

136. A large initial hook written inside the curve adds

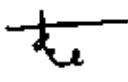
(A) l

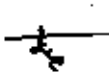
(B) r

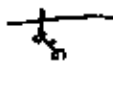
(C) f


(D) v

137. Choose the correct outline for the word 'dispensation'

(A) 

(B) 

(C) 

(D) 

138. When added to a straight stroke with an initial attachment, the "Shun" hook is written on the

(A) left side of the initial attachment

(B) right side of the initial attachment

(C) side opposite to the initial attachment

(D) same side of the initial attachment

139. 'SHUN' Hook is written with the right Motion after the strokes

(A) 'fk'

(B) 'lk'

(C) 'mk'

(D) 'nk'

140. In which type of business correspondence the addresser assume that the information given will be considered strictly confidential
- (A) Enquiry (B) Reply to enquiry  
 (C) Status enquiry (D) Confidential
141. Which is the method suitable to set speed and accuracy in typing speed
- (A) Drill (B) Sight  
(C) Practice in ideal keyboard (D) By using one or two fingers only
142. Fingers are always rest in which row of the keyboard
- (A) 2<sup>nd</sup> row from the bottom of the Keyboard  
(B) 2<sup>nd</sup> row from the Top of the Keyboard  
(C) Upper Row  
(D) Bottom Row
143. When Num Lock is deactivated the numeric keypad's key
- (A) Perform function key F2 function  
 (B) Perform modifier keys functions  
(C) Perform cursor movement and other function  
(D) Will not work
144. The latest trends in keyboard technology is
- (A) Internet and multimedia controls (B) Not to control the speakers  
(C) To control network printers (D) To avoid launching a web browser
145. The ideal office room temperature is approximately
- (A) 58 degree  (B) 65 degree  
(C) 78 degree (D) 48 degree
146. The Manager don't get afraid to ask his employees for help to complete a task is the character of
- (A) Confidence (B) Reliability  
 (C) Delegation (D) Knowledge

147. Which one is the External contact form?

(A) Accounting form

(B) Application form

(C) Memorandum form

(D) Order form

148. The open office drawback is

(A) Complexity

(B) Economical

(C) Impersonal Atmosphere

(D) Worst supervision

149. An office layout involves

(A) The correct amount of space for each employee

(B) The incorrect amount of space for each employee

(C) The correct amount of space for Manager

(D) The correct amount of space for storages.

150. An office is also called a

(A) Work station

(B) Communication of Information

(C) Storehouse of Information

(D) Storehouse of papers

151. The typewriter that is not good for multi-copy works

(A) Portable typewriter

(B) Electronic typewriter

(C) Electric typewriter

(D) Noiseless typewriter

152. The problem of layout related to the

(A) Arrangement of the space

(B) Arrangement of equipment

(C) Arrangement of machinery

(D) Arrangement of furniture

153. Which programs are designed to perform a specific task for the user?

- (A) System softwares
- (B) Operating system
- (C) Application software
- (D) Utility software

154. Which one of the following is not an internal component of CPU?

- (A) Arithmetic unit
- (B) Logic unit
- (C) Interface unit
- (D) Control unit

155. What is the main function of an input device in computer?

- (A) Receiving data from a computer
- (B) Providing data to a computer
- (C) Storing data for processing
- (D) Processing the data

156. Which is the popularly known personal computers?

- (A) Mini computers
- (B) Micro computers
- (C) Main frames
- (D) Super computers

157. The number of pixels on screen determines

- (A) Power consumption of the monitor
- (B) Reaction of the monitor
- (C) Resolution of the monitor
- (D) Size of the monitor

158. OMR stands for

(A) Object Mark Recognition

(B) Optical Makeup Recognition

(C) Optical Mark Recognition

(D) Orient Mark Recognition

159. One terabytes is equal to

(A)  $2^{44}$  bytes

(B)  $2^{56}$  bytes

(C)  $2^{40}$  bytes

(D)  $2^{16}$  bytes

160. The riser board is used in

(A) NLX motherboard

(B) XXTX motherboard

(C) AT motherboard

(D) ITX motherboard

161. DDP stands for

(A) Distributed Data Processing

(B) Distributed Data Programming

(C) Distributed Decimal Processing

(D) Distributed Dynamic Processing

162. Which micro-processor is used in PC - AT?

(A) P III

(B) P I

(C) P II

(D) P IV

163. A terminal that simply functions as a Input / Output device and does not processor store data is called as

(A) Dumb terminal

(B) Intelligent terminal

(C) Personal terminal

(D) Work station terminal

164. Which is the architecture used in most personal computers?

- (A) Common Instruction Set Computer
- (B) Command Instruction Set Computer
- (C) Complex Instruction Set Computer
- (D) Control Instruction Set Computer

165. To focus only on the text in the document is called

- (A) Print layout view
- (B) Web layout view
- (C) Outline view
- (D) Draft layout view

166. \_\_\_\_\_ margin compensate for the portion of paper that goes into binding on a single - sided document

- (A) Top
- (B) Gutter
- (C) Left
- (D) Rights

167. Symbols and special characters are inserted from

- (A) Symbol gallery
- (B) Color gallery
- (C) Picture gallery
- (D) Font gallery

168. For setting the margin in word the page setup option is available in

- (A) Insert menu
- (B) Format menu
- (C) File menu
- (D) Edit menu

169. The status bar is located at the \_\_\_\_\_ of the Window.

- (A) Bottom
- (B) Top
- (C) Left side
- (D) Right side

170. What is the role of Ctrl + Enter in text page?

- (A) Page break  
(B) Page continue  
(C) Page delete  
(D) Page sort

171. GoTo tab presents in

- (A) Text dialog box  
(B) View dialog box  
(C) Font dialog box  
 (D) Find and Replace dialog box

172. Which one of the following view tool to view the complete structure of a document?

- (A) Print layout view  
(B) Web layout view  
(C) Draft view  
 (D) Outline view

173. Which of the following is not a valid table auto fit option in MS-Word?

- (A) Auto fit to contents  
(B) Auto fit to window  
 (C) Auto fit to paragraph  
(D) Distribute Rows and Columns evenly

174. Setting the left and right margins of the paragraph is called

- (A) Bookmark setting  
(B) Indent setting  
(C) Page setting  
(D) Font setting



175. TOC stands for

(A) Table of Control

(B) Table of Check

(C) Table of Collection

(D) Table of Contents

176. Ctrl+f is used for

(A) Find

(B) Cut

(C) Copy

(D) Print

177. A set of colors and fonts in a document is known as

(A) Theme

(B) Wallpaper

(C) Template

(D) Graphics

178. Which shortcut key is used to provide double line spacing in MS-Word?

(A) Ctrl + D

(B) Ctrl + 2

(C) Ctrl + 1

(D) Ctrl + L

179. Which shortcut key is used to select the entire content of a word document?

(A) Ctrl + A

(B) Ctrl + X

(C) Ctrl + E

(D) Ctrl + B

180. To create a new, blank workbook when excel is already open the shortcut keys used are
- (A) Alt + N (B) Shift + N  
 (C) Ctrl + N (D) Ctrl + Shift + N
181. To name a sheet which cannot be used
- (A) Alphabets  
(B) Numbers  
(C) Alphabets with spaces  
 (D) :, /, \, [], ?, \*
182. Which is automatically fits the cells in a row?
- (A) Autofit row  
(B) Autocell fit row  
(C) Automatic fit row  
(D) Auto call fit row
183. In which group have freeze pane button?
- (A) Tools group (B) Data group  
(C) View group  (D) Window group
184. In built formulas in spread sheet is also called as
- (A) Tasks  (B) Functions  
(C) Sheet tabs (D) Operations

185. Which one is used to perform mathematical operations on values in Excel?
- (A) Calc (B) Function  
 (C) Formula (D) Sort
186. Contextual tabs are placed at
- (A) left most to the command tab  
 (B) right most to the command tab  
(C) bottom of the command tab  
(D) top of the command tab
187. A feature enables the changes made to text temporarily is called
- (A) Live preview (B) Mini toolbar  
(C) Quick access toolbar (D) Dialogbox launcher
188. Zoom controls are placed at the
- (A) Left-Top of the Excel Window  
(B) Right-Top of the Excel Window  
 (C) Right-bottom of the Excel Window  
(D) Left-bottom of the Excel Window
189. When you begin editing a cell, the insertion point appears as a
- (A) Dark cross (B) Underscore  
 (C) Vertical bar (D) I symbol
190. To start a new line in a cell of a worksheet
- (A) Alt + Enter (B) Enter  
(C) Ctrl + Enter (D) Shift + Alt + Enter

191. WAN stands for
- (A) Wireless Area Network
  - (B) Wide Area Network
  - (C) Wireless Allied Network
  - (D) Wide Allied Network
192. Which is a collection of web servers, which contain several web pages pertaining to different web sites?
- (A) Search Engines
  - (B) World Wide Web
  - (C) File Explorer
  - (D) Local Area Networks
193. Which term refers to a special effect added to an object on a slide that causes the object to move or change in some way?
- (A) Animation
  - (B) Conversion
  - (C) Transition
  - (D) Deletion
194. Which button is click to preview the animation effects?
- |  |          |
|--|----------|
| (A) sound                                    | (B) view |
| <input checked="" type="checkbox"/> (C) play | (D) text |
195. Ctrl + V is used in PowerPoint to
- |                      |   |
|----------------------|---|
| (A) Open a new slide | (B) Close a slide                                     |
| (C) Delete a slide   | <input checked="" type="checkbox"/> (D) Paste a slide |

196. Which is the shortcut key used to activate the Thesaurus?

(A) Shift + F6

(B) Shift + F7

(C) Shift + F8

(D) Shift + F9

197. Which one is not a computer virus?

(A) Trojan horse

(B) Logic bomb

(C) McAfee

(D) Redlof

198. After streaming content is played in your browser, it is

(A) saved

(B) deleted

(C) copied

(D) returned

199. Which is the process of reversing the object in the PowerPoint presentation?

(A) Grouping objects

(B) Flipping an object

(C) Rotating an objects

(D) Inserting an objects

200. E-mail is a system for exchanging messages through a

(A) Program

(B) Network

(C) Client

(D) Backbone

**SPACE FOR ROUGH WORK**

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**SEAL**