

Constable Executive Male and Female in Delhi Police Examination 2023

Exam Date	16/11/2023
Exam Time	12:00 PM - 1:30 PM
Subject	Constable Executive Male and Female in Delhi Police Examination 2023

Section : General Knowledge

Q.1 किस अधिनियम के तहत केंद्रीय विधानमंडल (Central Legislature) दो सदनों से बना था?

- Ans**
- 1. भारतीय परिषद अधिनियम, 1909
 - 2. भारत सरकार अधिनियम, 1935
 - 3. भारत सरकार अधिनियम, 1919
 - 4. भारत सरकार अधिनियम, 1947

Q.2 What does the E stand for in SEZ?

- Ans**
- 1. Economically
 - 2. External
 - 3. Export
 - 4. Economic

Q.3 Who is the first law officer of the Government of India?

- Ans**
- 1. Law Minister
 - 2. Attorney General of India
 - 3. The Advocate-General for the State
 - 4. Law Commissioner

Q.4 Sitara Devi and Lachhu Maharaj are popular for their mastery in which of the following styles of Indian dance?

- Ans**
- 1. Kathak
 - 2. Kuchipudi
 - 3. Bharatanatyam
 - 4. Manipuri

Q.5 'To Kill a Mockingbird', an English novel, was written by which of the following authors?

- Ans**
- 1. Doris Lessing
 - 2. Harper Lee
 - 3. Muriel Spark
 - 4. Joseph Heller

Q.6 'Food, Work and Productivity' were the focus of which Five-Year Plan?

- Ans**
- 1. Fifth Five-Year Plan
 - 2. Ninth Five-Year Plan
 - 3. Fourth Five-Year Plan
 - 4. Seventh Five-Year Plan

Q.7 The maximum duration of a test match of cricket is _____ days.

- Ans
- 1. three
 - 2. two
 - 3. five
 - 4. four

Q.8 Natpuja dance is the folk dance of _____.

- Ans
- 1. Punjab
 - 2. Uttar Pradesh
 - 3. Assam
 - 4. Bihar

Q.9 Who among the following social reformers was the inspiration behind the establishment of Prarthana Samaj in 1867?

- Ans
- 1. Keshab Chandra Sen
 - 2. Shiv Narayan Agnihotri
 - 3. Raja Ram Mohan Roy
 - 4. Durgaram Mehta

Q.10 Kunbi is the folk dance of which Indian state?

- Ans
- 1. Bihar
 - 2. Tamil Nadu
 - 3. Goa
 - 4. Jharkhand

Q.11 Sangeet Natak Akademi award winner Guru Bipin Singh is a famous _____ dancer.

- Ans
- 1. Mohiniattam
 - 2. Sattriya
 - 3. Manipuri
 - 4. Odissi

Q.12 भारत के संविधान में निम्नलिखित में से किस मौलिक कर्तव्य का उल्लेख सबसे पहले किया गया है?

- Ans
- 1. स्वतंत्रता के लिए हमारे राष्ट्रीय संघर्ष को प्रेरित करने वाले महान आदर्शों को संजोना और उनका पालन करना
 - 2. भारत की संप्रभुता, एकता और अखंडता को बनाए रखना और उसकी रक्षा करना
 - 3. संविधान का पालन करना और उसके आदर्शों और संस्थाओं, राष्ट्रीय ध्वज और राष्ट्रगान का सम्मान करना
 - 4. देश की रक्षा करना और ऐसा करने के लिए बुलाए जाने पर राष्ट्रीय सेवा प्रदान करना

Q.13 'लेंट' (Lent), _____ धर्म के अनुयायियों द्वारा मनाया जाने वाला एक धार्मिक अनुष्ठान है।

- Ans
- 1. जैन
 - 2. बौद्ध
 - 3. ईसाई
 - 4. सिक्ख

Q.14 r-selected species have maximum:

- Ans
- 1. survival rate
 - 2. parental care
 - 3. reproductive rate
 - 4. mortality rate

- Ans
- 1. AP Jain Committee
 - 2. PK Watal Committee
 - 3. Sardar Swaran Singh Committee
 - 4. John Mathai Committee

Q.16 Which of the following is the hardest mineral?

- Ans
- 1. Diamond
 - 2. Gypsum
 - 3. Talc
 - 4. Calcite

Q.17 Name the autobiography written by Hillary Clinton, as an account of her eight years as the first lady of the United States.

- Ans
- 1. Living History
 - 2. Express Yourself
 - 3. My Life, My Truth
 - 4. In the Shadow of Man

Q.18 What are sea salt, pollen, ash, smoke soot and fine soil associated with?

- Ans
- 1. Gases
 - 2. Meteors
 - 3. Water vapour
 - 4. Dust particles

Q.19 From which of the following years did the fourth five-year plan commence?

- Ans
- 1. 1963
 - 2. 1966
 - 3. 1964
 - 4. 1969

Q.20 लिच्छवी राजकुमारी कुमारदेवी का विवाह निम्नलिखित गुप्त राजाओं में से किसके साथ हुआ था?

- Ans
- 1. श्रीगुप्त
 - 2. चंद्रगुप्त द्वितीय
 - 3. समुद्रगुप्त
 - 4. चंद्रगुप्त प्रथम

Q.21 निम्नलिखित मौलिक कर्तव्यों को भारतीय संविधान में उनके उल्लेख के अनुसार क्रमबद्ध रूप से व्यवस्थित करें।

- A. संविधान का पालन करना और उसके आदर्शों और संस्थानों का सम्मान करना।
- B. भारत की संप्रभुता, एकता और अखंडता को बनाए रखना और उसकी रक्षा करना।
- C. स्वतंत्रता के लिए हमारे राष्ट्रीय संघर्ष को प्रेरित करने वाले महान आदर्शों को संजोना और उनका अनुसरण करना।
- D. सार्वजनिक संपत्ति की रक्षा करना और हिंसा का त्याग करना।

- Ans
- 1. A, B, C, D
 - 2. A, D, C, B
 - 3. A, C, B, D
 - 4. B, A, D, C

Q.22 _____ is the first Indian woman to have won a Grammy.

- Ans
- 1. Tanvi Shah
 - 2. Neeti Mohan
 - 3. Monali Thakur
 - 4. Neha Bhasin

Q.23 Industrial Licensing is compulsory for five industries. Which of the following is NOT one of those five industries?

- Ans
- 1. Industrial Explosives
 - 2. Alcohol
 - 3. Cottage Industries
 - 4. Cigarettes

Q.24 In which year was Project Tiger launched in India to conserve the declining number of tigers?

- Ans
- 1. 1973
 - 2. 1981
 - 3. 1987
 - 4. 1970

Q.25 In which year was the city of Agra founded?

- Ans
- 1. 1404
 - 2. 1504
 - 3. 1204
 - 4. 1304

Q.26 Sulochana Chavan is a celebrated _____ singer who was awarded the Padma award in 2022.

- Ans
- 1. Carnatic
 - 2. Lavani
 - 3. Ghazal
 - 4. Sufi

Q.27 What is the approximate percentage of adolescents (10-19 years) in India as per Census 2011?

- Ans
- 1. 22.6%
 - 2. 20.9%
 - 3. 24.3%
 - 4. 18.3%

Q.28 Who among the following was the founder of Satyashodhak Samaj, a society dedicated towards eradicating caste injustice?

- Ans
- 1. Periyar Erode Venkata Ramasamy
 - 2. Jyotirao Govindrao Phule
 - 3. Mahatma Ayyankali
 - 4. Bal Gangadhar Tilak

Q.29 _____ grows well on well-drained fertile soils in the flood plains of India where soils are renewed every year.

- Ans
- 1. Bajra
 - 2. Natural silk
 - 3. Saffron
 - 4. Jute

Q.30 सामान्यतः जलीय अकशेरुकी जीवों में पाए जाने वाले संतुलन के युग्मित अंग कौन-से हैं, जो आमतौर पर संवेदी रोमों वाले द्रव से भरी पुटिका होते हैं?

- Ans
- 1. रेडुला (Radula)
 - 2. स्टेटोसिस्ट (Statocyst)
 - 3. नेफ्रिडिया (Nephridia)
 - 4. फेरिक्स (Pharynx)

Q.31 Identify the iron and steel plant that was developed in collaboration with Germany.

- Ans
- 1. Salem
 - 2. Rourkela
 - 3. Durgapur
 - 4. Visvesvaraya

Q.32 The _____ Tableau won 'People's Choice Award' at the 74th Republic Day Parade.

- Ans
- 1. Tripura
 - 2. Gujarat
 - 3. Kerala
 - 4. Uttarakhand

Q.33 Summer Olympics 1948, when Indian hockey team won gold medal was held in which of the following cities?

- Ans
- 1. Los Angeles
 - 2. Tokyo
 - 3. London
 - 4. Rome

Q.34 Who among the following established the Ramakrishna Mission in 1897?

- Ans
- 1. Swami Dayananda Saraswati
 - 2. Swami Vivekananda
 - 3. Swami Shraddhananda
 - 4. Swami Acchutananda

Q.35 The Afghan noble Khan Jahan Lodi rebelled against the Mughal emperor _____ and was defeated.

- Ans
- 1. Muhammad Azam Shah
 - 2. Shah Jahan
 - 3. Bahadur Shah
 - 4. Aurangzeb

Q.36 Who is the head of the government among the following?

- Ans
- 1. Speaker
 - 2. Vice President
 - 3. Prime Minister
 - 4. President

Q.37 Pradhan Mantri Kisan Maan Dhan Yojana is a government scheme meant for old age protection and social security of Small and Marginal Farmers (SMF). It provides for an assured Pension of _____ .

- Ans
- 1. ₹3,000 month
 - 2. ₹6,000 month
 - 3. ₹1,000 month
 - 4. ₹5,000 month

Q.38 The sale of car results in _____.

- Ans
- 1. decrease in GDP
 - 2. no change
 - 3. decrease in sale of final products
 - 4. increase in GDP

Q.39 As of October 2022, fire altars are primarily found in which of the following Harappan cities?

- Ans
- 1. Banawali
 - 2. Kalibangan
 - 3. Rakhigarhi
 - 4. Mohenjo-Daro

Q.40 According to the census of India 2011, which group of states has the highest sex ratio?

- Ans
- 1. Andhra Pradesh and Chhattisgarh
 - 2. Kerala and Tamil Nadu
 - 3. Tamil Nadu and Bihar
 - 4. Kerala and Andhra Pradesh

Q.41 The Chairman and members of the State Public Service Commission are appointed by the _____.

- Ans
- 1. State Assembly
 - 2. Chief Minister
 - 3. President of India
 - 4. Governor

Q.42 Which of the following will NOT be included in the estimation of national income?

- (i) Expenses on electricity by a factory
- (ii) Financial help to earthquake victims
- (iii) Imputed value of production for self-consumption
- (iv) Brokerage on sale of bonds

- Ans
- 1. None of (i), (ii), (iii) and (iv)
 - 2. All of (i), (ii), (iii) and (iv)
 - 3. Both (iii) and (iv)
 - 4. Both (i) and (ii)

Q.43 Rahul decided to take a walk through a forest early in the morning. While he was inside the dense forest, he could see the beautiful sunrays through the small gaps within trees and clearly see the path taken by those rays. Of which effect was this a result?

- Ans
- 1. Dispersion
 - 2. Diffraction
 - 3. Tyndall effect
 - 4. Reflection

Q.44 Dr. Shyama Prasad Mukherjee Swimming Pool Complex is located at:

- Ans
- 1. Bangalore
 - 2. Patiala
 - 3. Kolkata
 - 4. New Delhi

Q.45 Public Distribution System was relaunched by Government of India as _____ in 1997.

- Ans
- 1. Cooperative Public Distribution System
 - 2. Public Food Distribution System
 - 3. Targeted Public Distribution System
 - 4. Targeted People Distribution System

Q.46 दूध में मिलावट के लिए निम्न में से किसका प्रयोग नहीं किया जाता है?

- Ans
- 1. यूरिया
 - 2. डिटरजेंट
 - 3. स्टार्च
 - 4. लकड़ी का बुरादा

- Ans
- 1. कुषाण
 - 2. सातवाहन
 - 3. हिंद यूनानी
 - 4. शक

Q.48 चंपानेर-पावागढ़ पुरातत्त्व उद्यान भारत के निम्नलिखित में से किस राज्य में स्थित है?

- Ans
- 1. राजस्थान
 - 2. गुजरात
 - 3. बिहार
 - 4. हरियाणा

Q.49 Sultan Azlan Shah Cup is held in _____ .

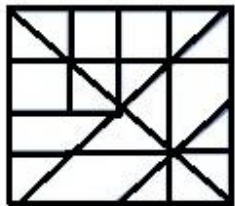
- Ans
- 1. Malaysia
 - 2. India
 - 3. Iran
 - 4. Indonesia

Q.50 Which of the following denotes the ideals that the state should keep in mind while formulating policies and enacting laws?

- Ans
- 1. Directive Principles Of State Policy
 - 2. Preamble
 - 3. Fundamental Duties
 - 4. Fundamental Right

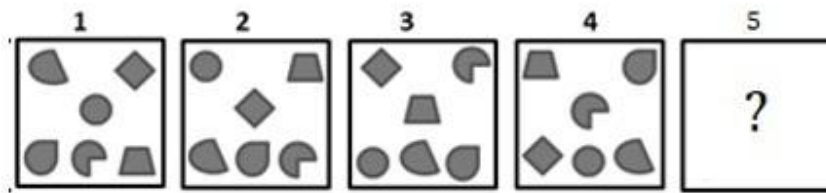
Section : Reasoning

Q.1 Select the option figure that is embedded in the given figure (rotation is NOT allowed).



- Ans
- 1.
 - 2.
 - 3.
 - 4.

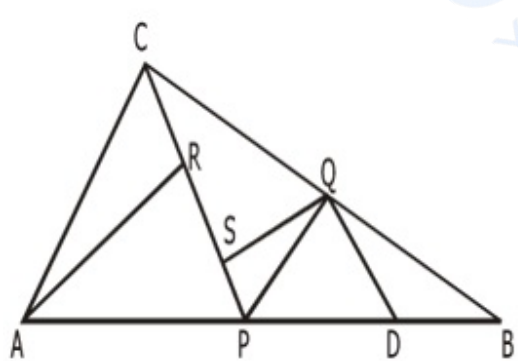
Each of the following questions consists of 4 figures marked 1, 2, 3 and 4 called the Problem Figures followed by 4 other figures. Select a figure from amongst the Answer Figures which will continue the same series as established by the four Problem Figures.



Ans

- 1.
- 2.
- 3.
- 4.

Q.3 How many triangles are there in the given figure?



- 1. 10
- 2. 13
- 3. 11
- 4. 12

Q.4 Select the set in which the numbers are related in the same way as are the numbers of the given sets.
(NOTE: Operations should be performed on the whole numbers, without breaking down the numbers into its constituent digits. E.g., 13 – Operations on 13 such as adding/ deleting/ multiplying etc. to 13 can be performed. Breaking down 13 into 1 and 3 and then performing mathematical operations on 1 and 3 is not allowed.)
(205, 146, 87)
(333, 274, 215)

- 1. (230, 181, 137)
- 2. (188, 129, 70)
- 3. (222, 169, 123)
- 4. (180, 130, 71)

Q.5 Which figure should replace the question mark (?) if the series were to be continued?

M	3	E	A	L	S	I	M	
E	I	M	3	I	E	L	S	?
A	V	I	L	M	3	E	6	

Ans

1.

6	2
E	S
L	I

2.

6	2
E	I
L	S

3.

6	M
E	I
L	S

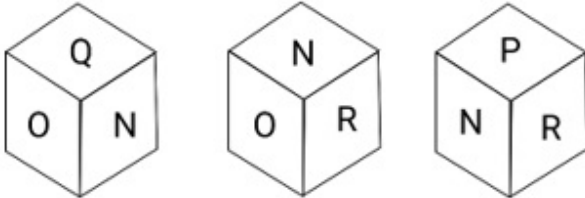
4.

S	2
E	6
L	I

Q.6 Muskan, Amrita, Pranjali, Deepti, Riya and Sonali are six friends sitting around a circle facing the centre. Muskan is between Amrita and Pranjali. Amrita is opposite to Deepti. Riya is not the immediate neighbour of Amrita. Who is opposite to Sonali?

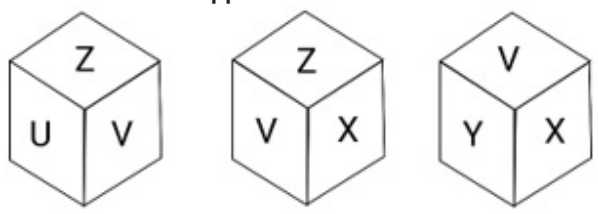
- Ans
- 1. Riya
 - 2. Pranjali
 - 3. Deepti
 - 4. Muskan

Q.7 Six letters, M, N, O, P, Q and R are written on different faces of a dice. Three positions of this dice are shown here. Find the letter on the face opposite N.



- Ans
- 1. R
 - 2. M
 - 3. P
 - 4. O

Q.8 Six letters, U, V, W, X, Y and Z are written on different faces of a dice. Three positions of this dice are shown below. In each position, the letter on the face opposite X is



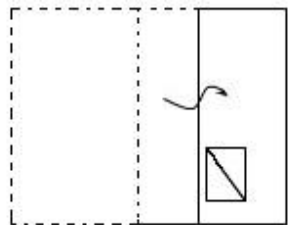
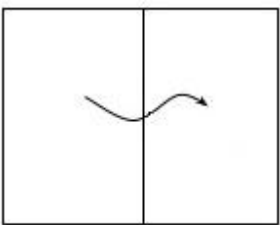
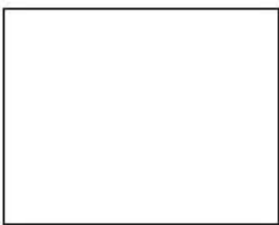
- Ans
- 1. Z
 - 2. W
 - 3. U
 - 4. V

Q.9 Select the figure that will replace the question mark (?) in the following figure series.



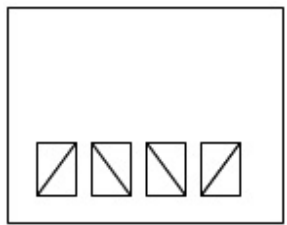
- Ans
- 1.
 - 2.
 - 3.
 - 4.

Q.10 A paper is folded and cut as shown below. How will it appear when unfolded?

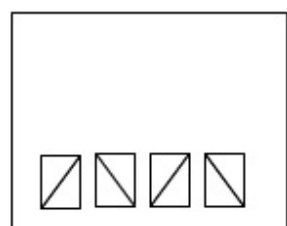


Ans

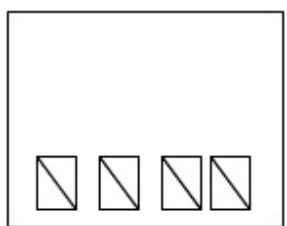
✗ 1.



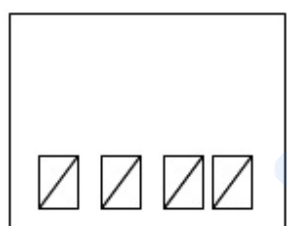
✓ 2.



✗ 3.

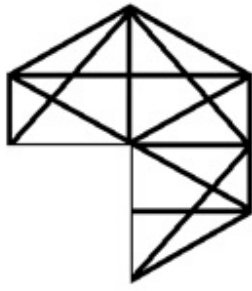


✗ 4.



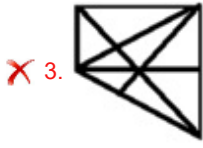
Prepp
Your Personal Exam Guide

Select a figure from amongst the four given options which, when placed in the blank space of figure (X), would complete the pattern.



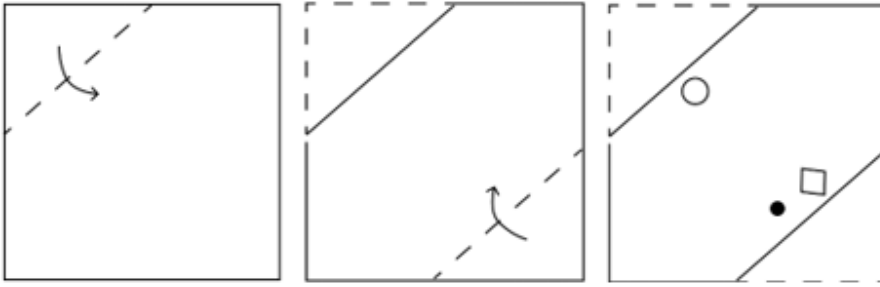
X

Ans



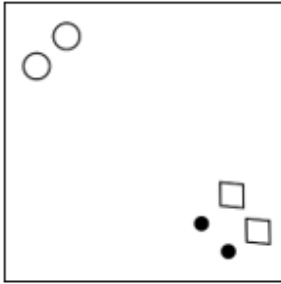
Prepp
Your Personal Exam Guide

Q.12 A square sheet of paper is folded along the dotted line successively along the directions shown and is then unfolded in the last. How would the paper look when unfolded?

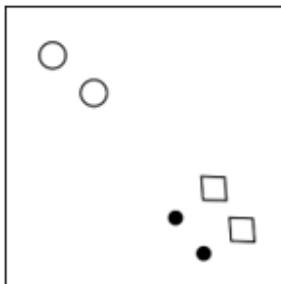


Ans

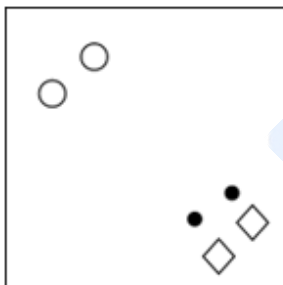
✗ 1.



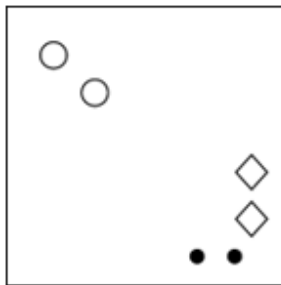
✓ 2.



✗ 3.



✗ 4.



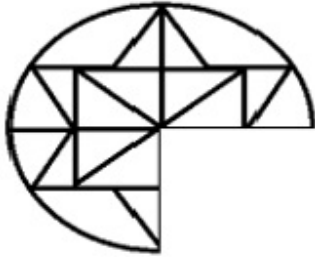
Q.13 Select the option that is related to the fifth letter cluster in the same way as the second letter cluster is related to the first letter cluster and the fourth letter cluster is related to the third letter cluster.
EGAK : WKSO :: JRCU : BVUY :: CLAG : ?

- Ans
- ✗ 1. IHEN
 - ✗ 2. USPC
 - ✓ 3. UPSK
 - ✗ 4. IHAL

Q.14 एक कूट भाषा में, यदि SMILE को RLHKD के रूप में और BELIEVE को ADKHDUD के रूप में कूटबद्ध किया जाता है, तो किस प्रकार कूटबद्ध किया जाएगा?

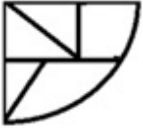


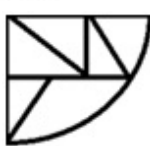
- Ans
- 1. MBHVIFSU
 - 2. KZTFGSDQ
 - 3. MBVHIUFS
 - 4. NCWIJVG T

Q.15 Select a figure from amongst the four given options which, when placed in the blank space of figure (X), would complete the pattern.



X

Ans

- 1. 
- 2. 
- 3. 
- 4. 

Q.16 Select the correct combination of mathematical signs that can sequentially replace the * signs and balance the given equation.

$$66 * 3 * 11 * 12 * 230$$

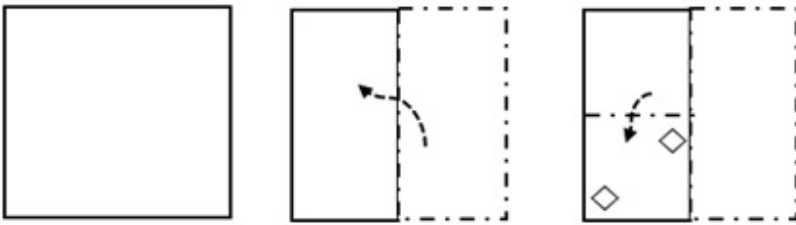
- Ans
- 1. -, ×, ÷, =
 - 2. ÷, ×, -, =
 - 3. ×, -, =, ÷
 - 4. ×, -, ÷, =

Q.17 Select the option that represents the letters that, when sequentially placed from left to right in the blanks below, will complete the letter series.

A Q _ _ S A _ W E _ A _ _ E S _ Q W _ S

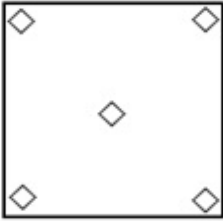
- Ans
- 1. WSQSQAWE
 - 2. WESQWAVE
 - 3. WEQSQAWE
 - 4. WEQSQAWE

Q.18 A paper is folded and cut as shown below. How will it appear when unfolded?

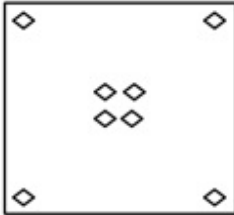


Ans

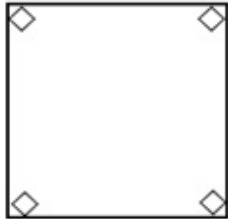
1.



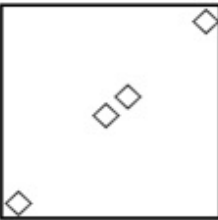
2.



3.



4.



Q.19 Select the number from among the given options that can replace the question mark (?) in the following series.

2, 15, 41, 93, 197, ?

Ans 1. 320

2. 534

3. 324

4. 405

Q.20 Which two signs should be interchanged to make the given equation correct?

$23 \times 7 - 76 + 87 \div 344 = 2$

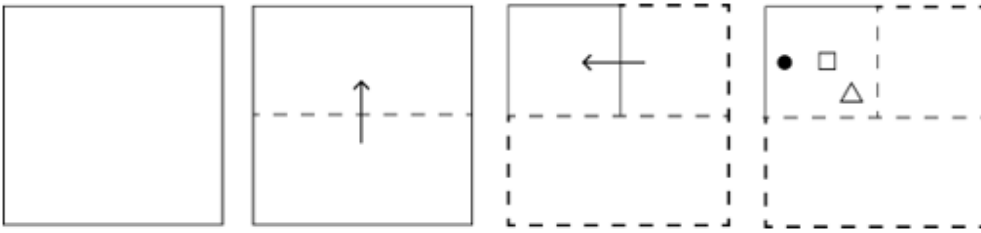
Ans 1. \times and $-$

2. \div and $=$

3. $+$ and \times

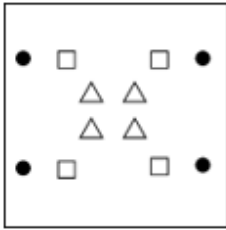
4. \times and \div

Q.21 A square sheet of paper is folded along the dotted line successively along the directions shown and is then unfolded in the last. How would the paper look when unfolded?

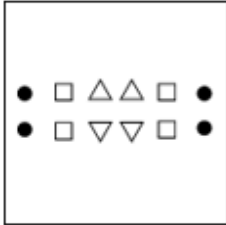


Ans

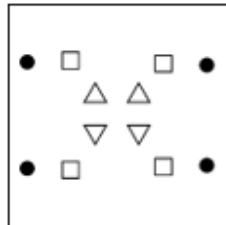
X 1.



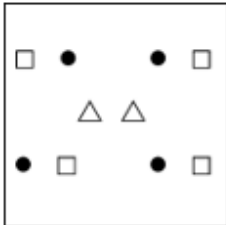
X 2.



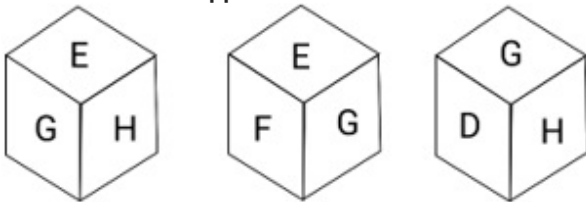
✓ 3.



X 4.



Q.22 Six letters, D, E, F, G, H and I are written on different faces of a dice. Three positions of this dice are shown here. Find the letter on the face opposite E.



Ans

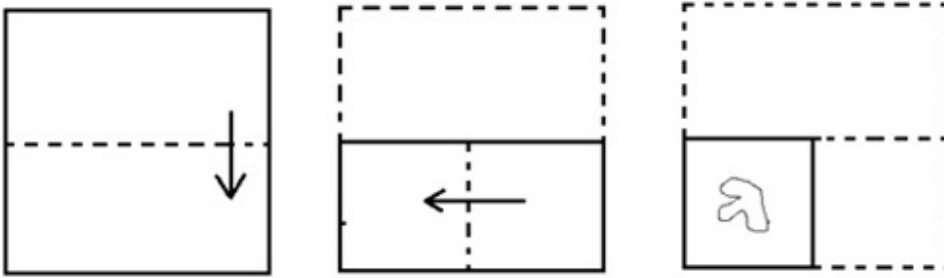
X 1. G

X 2. I

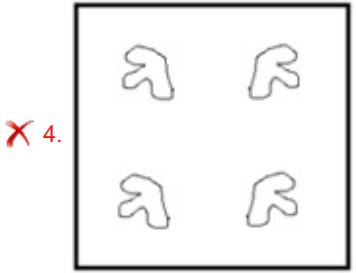
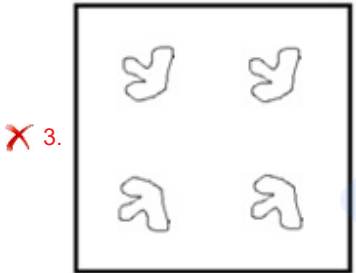
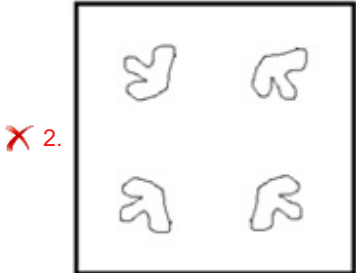
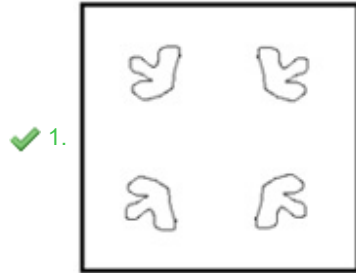
✓ 3. D

X 4. F

Q.23 The sequence of folding a piece of paper and the manner in which the folded paper has been cut is shown. If you open a figure which would most closely resemble the unfolded form of the paper.



Ans



Q.24 Two statements are given followed by two conclusions numbered I and II. Assuming the statements to be true, even if they seem to be at variance with commonly known facts, decide which of the conclusions logically follow(s) from the statements.

Statements:

All insects are birds.

Some birds are fishes.

Conclusions:

I. All fishes are insects.

II. Some fishes are insects.

Ans ✓ 1. Neither conclusion I nor II follows

✗ 2. Both conclusions I and II follow

✗ 3. Only conclusion I follows

✗ 4. Only conclusion II follows

Q.1 Select the option that is related to the fourth term in the same way as the first term is related to the second term and the fifth term is related to the sixth term.
 $144 : 12 :: ? : 25 :: 216 : 18$

- Ans
- 1. 300
 - 2. 250
 - 3. 280
 - 4. 260

Section : Numerical Ability

Q.1 4 घोड़े हैं जो 63 m भुजा वाले एक वर्गाकार मैदान के प्रत्येक कोने पर चर रहे हैं। उन्हें इस तरह से रस्सी से बांधा जाता है कि वे प्रत्येक भुजा के मध्य भाग को छू सकें। मैदान का शेष क्षेत्रफल ज्ञात कीजिए जहां वे नहीं चरते हैं। ($\pi = \frac{22}{7}$ लीजिए)

- Ans
- 1. 750.50 m²
 - 2. 780.50 m²
 - 3. 800.50 m²
 - 4. 850.50 m²

Q.2 If $A : B : C = 2 : 3 : 5$, then the ratio $\frac{A}{B} : \frac{B}{C} : \frac{C}{A}$ is equal to:

- Ans
- 1. 75 : 20 : 29
 - 2. 20 : 25 : 39
 - 3. 18 : 20 : 79
 - 4. 20 : 18 : 75

Q.3 P aims to get total 360 marks out of 500. He gets 5% less than his target. How much does he get?

- Ans
- 1. 335
 - 2. 325
 - 3. 340
 - 4. 330

Q.4 The marked price of a book is ₹767. A shopkeeper allows a discount of 20% and still earns a profit of 30%. Find the cost price of the book (in ₹).

- Ans
- 1. 450
 - 2. 525
 - 3. 680
 - 4. 472

Q.5 A sum was invested at a certain rate of simple interest per annum for 2 years. Had it been invested at 3% per annum more rate than the existing rate, the simple interest accrued in the 2 years would have been ₹240 more. The sum invested was:

- Ans
- 1. ₹6,000
 - 2. ₹24,000
 - 3. ₹16,000
 - 4. ₹4,000

Q.6 Deepak sold a bike to Sharath at a profit of 40%. Sharath sold his bike to Sivaji at a loss of 30%. If Deepak paid ₹8,000 for this bike, then find the cost price of the bike for Sivaji.

- Ans
- 1. ₹7,840
 - 2. ₹5,423
 - 3. ₹6,728
 - 4. ₹11,200

Evaluate $\frac{(4.7)^2 - (1.3)^2}{4.7 - 1.3}$.

- Ans
- 1. 4
 - 2. 5
 - 3. 6
 - 4. 3

Q.8 Find the time taken by a train 750 m long to cross a platform twice its length at a speed of 81 km/h.

- Ans
- 1. 80 sec
 - 2. 90 sec
 - 3. 100 sec
 - 4. 75 sec

Q.9 A man borrows ₹2,196 and agrees to return it with compound interest at the rate of 25% in three equal annual instalments at the end of the first, second and the third year. The amount of instalment (in ₹) is:

- Ans
- 1. 1,125
 - 2. 732
 - 3. 1,072
 - 4. 984

Q.10 A number y, when reduced by 25%, becomes 120% of a second number z. What percentage of z is y?

- Ans
- 1. 175%
 - 2. 150%
 - 3. 145%
 - 4. 160%

Q.11 Find the HCF of 3.6, 0.54 and 1.08.

- Ans
- 1. 0.18
 - 2. 1.8
 - 3. 18
 - 4. 0.018

Q.12 The concentration of three wines A, B, and C is given as 15%, 30%, and 45%, respectively. They are mixed in the ratio of p : 5 : 3, resulting in a 30% concentration solution. What is the value of p?

- Ans
- 1. 2
 - 2. 1
 - 3. 4
 - 4. 3

Q.13 Simplify the following.
(8888 ÷ 88) ÷ 5

- Ans
- 1. $22\frac{1}{5}$
 - 2. $20\frac{1}{5}$
 - 3. $25\frac{1}{4}$
 - 4. $15\frac{1}{5}$

Q.14 The radius of a sphere is 1.8 cm. Find the exact volume (in cm^3) of this sphere.

- Ans
- 1. 7.786π
 - 2. 7.776π
 - 3. 7.766π
 - 4. 7.676π

Q.15 If A and B together can complete a work in 15 days, B and C together in 12 days and C and A together in 10 days, then in how many days can B alone complete the work?

- Ans
- 1. 30
 - 2. 45
 - 3. 40
 - 4. 35

Section : Computer Proficiency

Q.1 Which of the following is a common element in an MS Word 365 document's header or footer?

- Ans
- 1. Bullet points
 - 2. Document title
 - 3. Page number
 - 4. Font colour

Q.2 In MS Excel 365, which of the following is the correct sequence for deleting a column in MS-Excel spreadsheet?

- Ans
- 1. Select the cell<<Left click<<Delete<<Entire Column
 - 2. Select the cell<<Right click<<Delete<<Entire Row
 - 3. Select the cell<<Left click<<Delete<<Entire Row
 - 4. Select the cell<<Right click<<Delete<<Entire Column

Q.3 Which of the following is a shortcut key for Save as option in MS Word 365?

- Ans
- 1. F11
 - 2. F2
 - 3. F12
 - 4. F1

Q.4 What is the purpose of the 'Font Color' option in Microsoft Word 365?

- Ans
- 1. Changing the colour of the text
 - 2. Changing the font style
 - 3. Changing the font size
 - 4. Applying a background colour to text

Q.5 Which of the following services allows users to buy and sell products online?

- Ans
- 1. Instant messaging
 - 2. Video conferencing
 - 3. E-commerce
 - 4. Streaming

Q.6 Which menu tab on Microsoft Word's 365 ribbon contains options for text formatting and editing?

- Ans
- 1. View
 - 2. File
 - 3. Insert
 - 4. Home

- Ans**
- 1. If you want to delete multiple rows at once, simply select the rows by clicking and dragging over the row numbers, and then press 'Ctrl' and 'Enter'.
 - 2. If you want to delete multiple rows at once, simply select the rows by clicking and dragging over the row numbers, and then press 'Ctrl' and '+'.
 - 3. If you want to delete multiple rows at once, simply select the rows by clicking and dragging over the row numbers, and then press 'Ctrl' and 'space'.
 - 4. If you want to delete multiple rows at once, simply select the rows by clicking and dragging over the row numbers, and then press 'Ctrl' and '-'.

Q.8 What information is typically required to sign in to an email client?

- Ans**
- 1. Email address and password
 - 2. Full name and date of birth
 - 3. Social media account details
 - 4. Phone number and address

Q.9 In MS Excel 365, which of the following is NOT a method to open a spreadsheet in MS-Excel?

- Ans**
- 1. Ctrl + N
 - 2. File -> open
 - 3. Alt + F + O
 - 4. Shift + Ctrl + N

Q.10 Which of the following shortcut keys is used to copy formatting in MS Word 365?

- Ans**
- 1. Ctrl + Shift + A
 - 2. Ctrl + Shift + C
 - 3. Ctrl + Shift + V
 - 4. Ctrl + Shift + D