Constable Executive Male and Female in Delhi Police Examination 2023

Exam Date	17/11/2023
Exam Time	9:00 AM - 10:30 AM
Subject	Constable Executive Male and Female in Delhi Police Examination 2023

Section : **General Knowledge**

Q.1 Small scale industries in 1950 were defined as all those industries in which the maximum investment was _____ lakh rupees.

Ans ✔ 1. five

✘ 2. twenty

✘ 3. ten

✘ 4. fifty

Q.2 Who among the following was the leader of 1857 revolt in Ramgarh state?

Ans ✔ 1. Avantibai Lodhi

✘ 2. Jhalkaribai

✘ 3. Zinat Mahal

✘ 4. Uda Devi

Q.3 Under which of the following Writs can the Supreme Court and the High Courts call for the record of a case from a lower court or semi-judicial body on an allegation of an excess of jurisdiction?

Ans ✘ 1. Quo Warranto

✔ 2. Certiorari

✘ 3. Prohibition

✘ 4. Mandamus

Q.4 Who among the following personalities is an awardee of Sahitya Natak Akademi for his contribution to the Chhau dance?

Ans ✘ 1. Reba Vidyarthi

✘ 2. Radha Reddy

✔ 3. Chandra Shekhar Bhanj

✘ 4. Chandralekha

Q.5 Who among the following headed the Constitutional States Committee formed for negotiating with the states?

Ans ✘ 1. Dr. Rajendra Prasad

✔ 2. Jawaharlal Nehru

✘ 3. JB Kripalani

✘ 4. Vallabhbhai Patel

Q.6 The term 'scoop' is related to which of the following games?

Ans ✘ 1. Football

✘ 2. Badminton

✘ 3. Boxing

✔ 4. Hockey

Q.7 As in Lay Dying' is an English novel by which of the following authors?

Ans ✅ 1. William Faulkner

❌ 2. John Dos Passos

❌ 3. Stella Gibbons

❌ 4. Aldous Huxley

Q.8 Who among the following was the author of Buddhacharita?

Ans ❌ 1. Jinasena

❌ 2. Dandin

❌ 3. Shudraka

✅ 4. Ashvaghosha

Q.9 Torrential rain is any amount of rain that is considered especially heavy. Accordingly, which of the following Indian regions receives this type of rainfall during October and November?

Ans ❌ 1. North Bengal

❌ 2. Central Maharashtra

✅ 3. Southeast Karnataka

❌ 4. Western Rajasthan

Q.10 A reaction wherein atoms of an element in the reactants are exchanged or replaced to form new elements in the product is called:

Ans ❌ 1. addition reaction

✅ 2. substitution reaction

❌ 3. combustion

❌ 4. oxidation

Q.11 Yamini Krishnamurthy, an eminent _____ and Bharatanatyam dancer has been awarded the Padma Bhushan and Padma Shri.

Ans ❌ 1. Sattriya

❌ 2. Kathak

✅ 3. Kuchipudi

❌ 4. Kathakali

Q.12 The term 'anchor runner' is related to _____.

Ans ❌ 1. marathon race

❌ 2. 1500 m race

✅ 3. relay race

❌ 4. steeple chase

Q.13 Who among the following has written the novel 'Pinjar'?

Ans ❌ 1. Bhisham Sahani

❌ 2. Mannu Bhandari

✅ 3. Amrita Pritam

❌ 4. Mohan Rakesh

Q.14 Theyyam dance, performed to appease and make peace with the Gods who ensure good harvest and prosperity, is popular in which of the following states?

Ans ❌ 1. Jharkhand

❌ 2. Karnataka

✅ 3. Kerala

❌ 4. Andhra Pradesh

Q.15 Which Indian dance form is Darshana Jhaveri the leading exponent of?

Ans ✅ 1. Manipuri

❌ 2. Odissi

❌ 3. Kathak

❌ 4. Kuchipudi

Q.16 Which of the following new words were added to Indian Constitution by the 42nd Constitutional Amendment Act?
A. Socialist
B. Integrity
C. Fraternity
D. Secular
E. Equality

Ans ❌ 1. B, C and D only

✅ 2. A, B and D only

❌ 3. A, D and E only

❌ 4. A, C and D only

Q.17 Which of the following dates is correct with regard to the announcement of LPG model?

Ans ❌ 1. December 1991

❌ 2. June 1991

✅ 3. July 1991

❌ 4. August 1991

Q.18 'Azadi ka Amrit Mahotsav' started how many weeks before the 15th August 2023 celebration?

Ans ❌ 1. 25 weeks

✅ 2. 75 weeks

❌ 3. 50 weeks

❌ 4. 100 weeks

Q.19 Who was the leader of the French forces during the second Carnatic War?

Ans ❌ 1. Daniel Samuel

✅ 2. Joseph Francois Dupleix

❌ 3. John Ferro

❌ 4. Albert Newman

Q.20 When the total expenditure is less than total receipts, it is called _____.

Ans ❌ 1. balanced budget

❌ 2. deficit budget

❌ 3. estimate budget

✅ 4. surplus budget

Q.21 Which of the following string instruments is played by Braj Bhushan Kabra?

Ans ❌ 1. Sitar

✅ 2. Guitar

❌ 3. Mohan Veena

❌ 4. Violin

Q.22 In which state is the Seshachalam Biosphere Reserve located?

Ans ❌ 1. Gujarat

❌ 2. Tamil Nadu

❌ 3. Maharashtra

✅ 4. Andhra Pradesh

Q.23 What is the integration between countries through foreign trade and foreign investments by multinational corporations (MNCs)?

Ans   ✗ 1. World trade

     ✗ 2. International investment

     ✓ 3. Globalisation

     ✗ 4. International trade

Q.24 The Rohtasgarh or Rohtas Fort is located in which river valley?

Ans   ✓ 1. Son

     ✗ 2. Karmanasa

     ✗ 3. Ganga

     ✗ 4. Ghaghara

Q.25 As of the December 2022, which of the following cities of India was NOT a Railway Zone?

Ans   ✗ 1. Hajipur

     ✓ 2. Udaipur

     ✗ 3. Jabalpur

     ✗ 4. Bilaspur

Q.26 What is the range of temperature on the surface of the Moon with no atmosphere?

Ans   ✗ 1. −110°C to 190°C

     ✗ 2. −80°C to 150°C

     ✓ 3. −190°C to 110°C

     ✗ 4. −50°C to 120°C

Q.27 When is Kali Pooja celebrated in West Bengal region?

Ans   ✗ 1. Ashwin Poornima

     ✗ 2. Kartika Poornima

     ✗ 3. Ashwin Amavasya

     ✓ 4. Kartika Amavasya

Q.28 In which case did the court rule that Parliament CANNOT amend the basic structure of the Constitution?

Ans   ✓ 1. Kesavananda Bharti Case

     ✗ 2. Balbir Mehta Case

     ✗ 3. Golaknath Case

     ✗ 4. Ashok Mehta Case

Q.29 Which of the following concepts refers to the income earned by the factors of production at factor cost in the form of wages, profits, rent, interest, etc., within the domestic territory of a country?

Ans   ✗ 1. Gross Domestic Product at Market Prices

     ✓ 2. Net Domestic Product at Factor Cost

     ✗ 3. Net Domestic Product at Market Prices

     ✗ 4. Gross National Product at Factor Cost

Q.30 The process of browning of sugar used extensively in cooking for the resulting sweet nutty flavour and brown colour is called:

Ans   ✗ 1. neutralisation

     ✓ 2. caramelisation

     ✗ 3. sterilisation

     ✗ 4. pasteurisation

Q.31 Maintenance functions of a living organism is a _____ process.

Ans
❌ 1. short time

✅ 2. continuous

❌ 3. long time

❌ 4. one time

Q.32 At which of the following events did Punjab's Devansh Jagga break the national record in the Under-16 Discus Throw Competition?

Ans
❌ 1. 34th AFI National Junior Athletics Championship

❌ 2. 35th AFI National Junior Athletics Championship

✅ 3. 37th AFI National Junior Athletics Championship

❌ 4. 36th AFI National Junior Athletics Championship

Q.33 The Speaker and the Deputy Speaker of a state are elected by the _____.

Ans
❌ 1. Chief Justice of Supreme Court

❌ 2. Chief Justice of High Court

❌ 3. Attorney General

✅ 4. Members of the Legislative Assembly

Q.34 Which ministry is implementing the 'PM DAKSH' scheme?

Ans
✅ 1. Ministry of Social Justice and Empowerment

❌ 2. Ministry of Micro, Small and Medium Enterprises

❌ 3. Ministry of Education

❌ 4. Ministry of Finance

Q.35 According to Census of India 2011, which of the following states recorded a population density of less than 100 persons/sq. km?

Ans
✅ 1. Sikkim

❌ 2. Assam

❌ 3. Odisha

❌ 4. Rajasthan

Q.36 Who among the following is known as the 'Shehnai maestro'?

Ans
❌ 1. Ustad Amjad Ali Khan

✅ 2. Ustad Bismillah Khan

❌ 3. Ustad Bade Ghulam Ali Khan

❌ 4. Hariprasad Chaurasia

Q.37 Who among the following Sultans of Delhi established Turkan-i-Chahalgani?

Ans
❌ 1. Bhalol Lodhi

❌ 2. Alauddin Khilji

✅ 3. Iltutmish

❌ 4. Ghiyasuddin Balban

Q.38 The Green Revolution was commenced under the leadership of whom among the following Prime Ministers of India?

Ans
✅ 1. Lal Bahadur Shastri

❌ 2. Gulzarilal Nanda

❌ 3. Morarji Desai

❌ 4. Charan Singh

Q.39 Which committee was appointed by the Government of India "to operationalise the suggestions to teach Fundamental Duties to the citizens of India" ?

Ans ✗ 1. Justice Usha Mehra Committee

 ✗ 2. Justice BN Srikrishna Committee

 ✓ 3. Justice JS Verma Committee

 ✗ 4. Justice AK Mathur Committee

Q.40 As of October 2022, in which of the following Harappan cities was the Citadel NOT walled off?

Ans ✓ 1. Lothal

 ✗ 2. Harappa

 ✗ 3. Kalibangan

 ✗ 4. Mohenjo-Daro

Q.41 Olympian boxer Vijender Singh belongs to which of the following states?

Ans ✓ 1. Haryana

 ✗ 2. Punjab

 ✗ 3. Chandigarh

 ✗ 4. Delhi

Q.42 To remove unemployment through skill development, how much expenditure is permissible per person on training of the urban poor, under the Deen Dayal Antyodaya Yojana?

Ans ✗ 1. ₹20,000

 ✗ 2. ₹12,000

 ✗ 3. ₹8,000

 ✓ 4. ₹15,000

Q.43 The _____ was abruptly called off by Mahatma Gandhi due to the Chauri Chaura incident.

Ans ✗ 1. Rowlatt Act Satyagraha

 ✗ 2. Kheda Movement

 ✓ 3. Non-cooperation Movement

 ✗ 4. Champaran Satyagraha

Q.44 During the Mauryan period, Kalinga was the ancient name of which dominant present-day coastal state?

Ans ✓ 1. Odisha

 ✗ 2. Tamil Nadu

 ✗ 3. Karnataka

 ✗ 4. Andhra Pradesh

Q.45 Secunderabad is the headquarters of which railway zone?

Ans ✓ 1. South Central Railway Zone

 ✗ 2. North Central Railway Zone

 ✗ 3. West Central Railway Zone

 ✗ 4. Southern Railway Zone

Q.46 What type of architecture was constructed in Hampi temples and palaces?

Ans ✓ 1. Dravidian

 ✗ 2. Vesara

 ✗ 3. Nagara

 ✗ 4. Kalinga

Q.47 Which species of Arthropods is horseshoe shaped, with hard shell and spine-like tail?

Ans ✗ 1. Laccifer

✗ 2. Loligo

✓ 3. Limulus

✗ 4. Locusta

Q.48 Which Article of the Indian Constitution provides for an Independent Election Commission for the superintendence, direction and control of the electoral roll and the conduct of elections in India?

Ans ✗ 1. Article 329

✓ 2. Article 324

✗ 3. Article 323

✗ 4. Article 320

Q.49 According to the census of India 2011, which of the following religions has the least population?

Ans ✗ 1. Buddhists

✓ 2. Jains

✗ 3. Sikhs

✗ 4. Christians

Q.50 The first Indian Factories Act 1881 was mainly related to which subject?

Ans ✗ 1. Equal work equal pay

✗ 2. Woman labour

✗ 3. Wages rate

✓ 4. Child labour

Section : **Reasoning**

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

Ans

✗ 1.
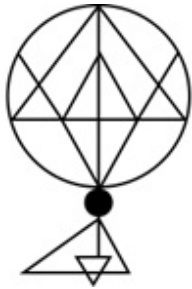
✗ 2.
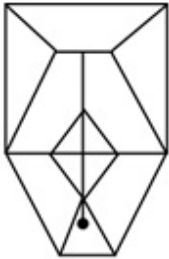
✔ 3.
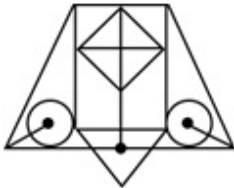
✗ 4.
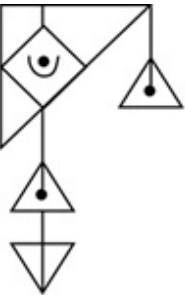
Q.2 How many triangles are there in the given figure?

Ans   ✗ 1. 6

✔ 2. 7

✗ 3. 4

✗ 4. 5

Q.3 Six numbers, 1, 2, 3, 4, 5 and 6, are written on the different faces of a dice. Three different positions of the same dice are shown (Figures 1-3). Find the number on the face opposite to the face showing '3'.
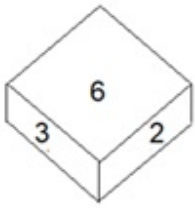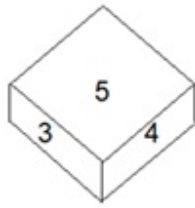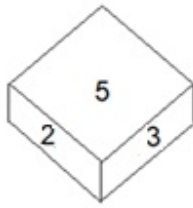

Figure 1   Figure 2   Figure 3

Ans   ✗ 1. 5

        ✗ 2. 2

        ✔ 3. 1

        ✗ 4. 4

Q.4 Select the correct mirror image of the given figure when the mirror is placed at PQ as shown below.

ARC(-=ANE_?   P |
                Q

Ans

✗ 1. ЯAA=)-=AИE_၅

✗ 2. ЯAA(-)AИE_၅

✔ 3. ЯAA)-=АИE_၅

✗ 4. ЯAA)-=-АИE_၅

Q.5 Which of the following terms will replace the question mark (?) in the given series?
GOM, INO, KMQ, MLS, ?

Ans   ✗ 1. NKV

        ✔ 2. OKU

        ✗ 3. OJV

        ✗ 4. NJU

Q.6 Select the option figure in which the given figure is embedded as its part (rotation is NOT allowed).
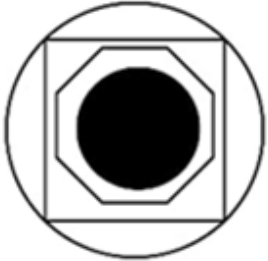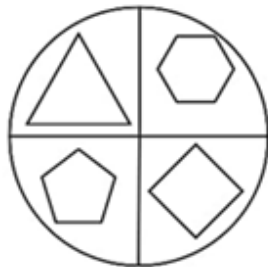
Ans

❌ 1.
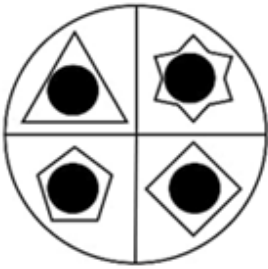
❌ 2.

✅ 3.

❌ 4.

Q.7 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.

98 : 9 :: ? : 13 :: 458 : 21

Ans ❌ 1. 158

❌ 2. 168

❌ 3. 185

✅ 4. 186

Q8 1, 2, 3, 4, 5 and 6 are written on different faces of a dice. Three different position of the same dice are shown below. Find the number on the face opposite to the one showing '6'.
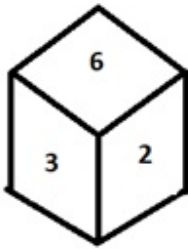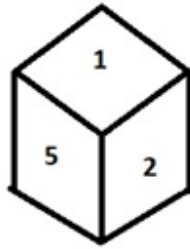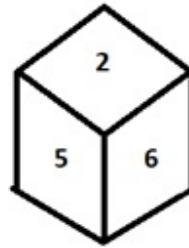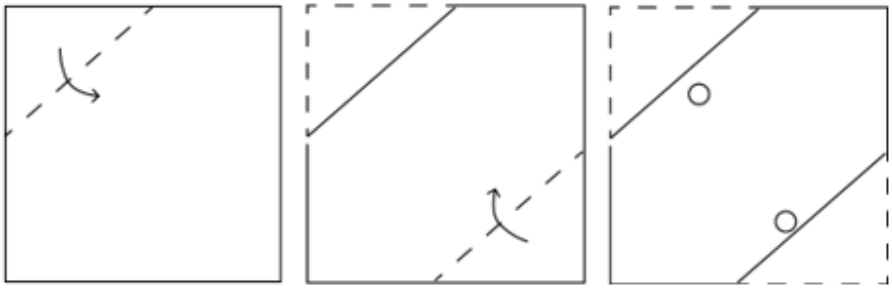

figure 1   figure 2   figure 3
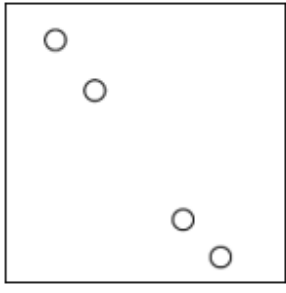
Ans   ✔ 1. 1

     ✘ 2. 5

     ✘ 3. 4

     ✘ 4. 2

Q.6 A square sheet of paper is folded along the dotted line successively along the directions shown and is then punched in the last. How would the paper look when unfolded?
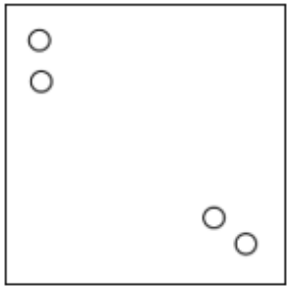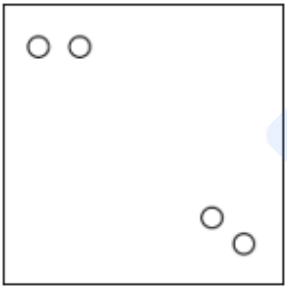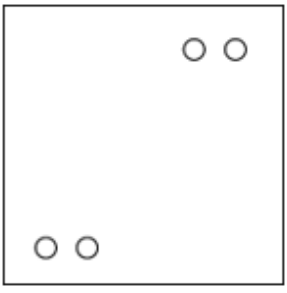
Ans

1. ✔

2. ✗

3. ✗

4. ✗

Q.10 Select the figure from among the given options that can replace the question mark (?) in the following series.

(i) (ii) (iii) (iv) (v)

Ans

✗ 1.

✔ 2.

✗ 3.

✗ 4.

Q.11 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.
(428, 150, 278)
(401, 139, 262)

Ans ✗ 1. (349, 145, 206)

✔ 2. (389, 183, 206)

✗ 3. (191, 891, 118)

✗ 4. (245, 213, 122)

Q.12 Select a figure from amongst the four given options which, when placed in the blank space of figure (X), would complete the pattern.
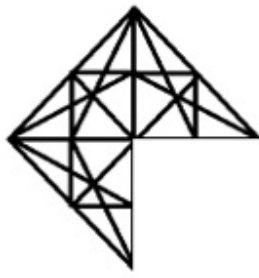
X

Ans

✗ 1.

✗ 2.

✗ 3.

✔ 4.
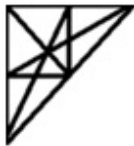
Q.13 Select the number from among the given options that can replace the question mark (?) in the following series.
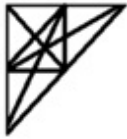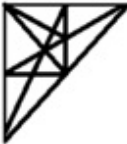
1, 13, 85, 517, 3109, ?

Ans ✗ 1. 31456

✗ 2. 18000

✗ 3. 19834

✔ 4. 18661

Q.14 Which figure should replace the question mark (?) in the following series to continue the pattern?

Ans

✗ 1.

✗ 2.

✔ 3.

✗ 4.

Q.15 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 from commonly known facts, decide which of the conclusions logically follow(s) from the statements.
Statements:
Some Bags are Waters.
All Waters are Liquids.
Conclusions:
I. Some Liquids are Bags.
II. All Bags are Liquids.

Ans ✗ 1. Neither conclusion I nor II follows.

✔ 2. Only conclusion I follows.

✗ 3. Only conclusion II follows.

✗ 4. Both conclusions I and II follow.

Q.16 Which of the following interchanges of signs would make the given equation correct?
7 – 4 × 40 ÷ 5 + 6 = 51

Ans ✗ 1. − and +

✗ 2. ÷ and ×

✔ 3. + and ×

✗ 4. − and ×

Q.17 Which figure should replace the question mark (?) if the following series were to be continued?

		V			E			S			V			E	
B	E	U	W	U	V	U	V	W	B	W	S	W	S	B	?
S	W		B	S		E	B		U	E		V	U		

Ans

✔ 1.
		S
U	B	E
W	V	

✘ 2.
		V
S	B	W
E	U	

✘ 3.
		U
S	B	W
E	V	

✘ 4.
		E
S	U	B
W	V	

Q.18 Select the correct combination of mathematical signs to sequentially replace the * signs and to balance the given equation.
20 * 96 * 66 * 11 * 10 * 56

Ans

✘ 1. − , + , ÷ ,× , =

✘ 2. − , × , ÷ , + , =

✘ 3. + , − , ÷ , = , ×

✔ 4. + , − , ÷ , × , =

Q.19 Select the correct mirror image of the given figure when the mirror is placed at PQ as shown below.

F 3 S d k B 7 w x

P
|
Q

Ans

✔ 1. x w ⅂ 8 ꓘ b 2 Ɛ ꓞ

✘ 2. Ⴈ 3 2 ꓒ ꓘ B ⅃ ꟽ x

✘ 3. x w ⅂ 8 Ⲕ b 2 Ɛ ꓞ

✘ 4. x ꟽ ⅂ 8 ꓘ b 2 Ɛ ꓞ

Q.20 Choose the dice from the given options that is similar to the dice formed from the given sheet of paper (X)

(X)
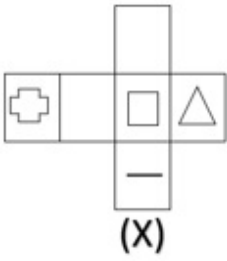
Ans

✗ 1.

✔ 2.

✗ 3.

✗ 4.

Q.21 In a certain code language, 'BELONG' is written as 'DVTLRT' and 'STUDIO' is written as 'MGKWWL'. How will 'UPDATE' be written as in that language?

Ans ✗ 1. KJLDFO

✔ 2. KKBZLV

✗ 3. KLRZBL

✗ 4. KPRBUS

Q.22 Select the correct mirror image of the given combination when the mirror is placed at MN as shown below.

M

L 3 e 2 v d z

N

Ans

✗ 1.

✔ 2.

✗ 3.

✗ 4.

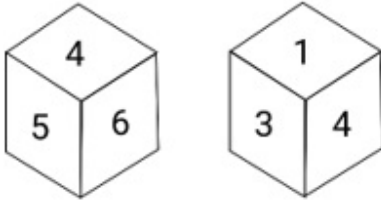**Q.23** Six numbers 1, 2, 3, 4, 5 and 6 are written on different faces of a dice. Two positions of this dice are shown in the figure. Find the number on the face opposite to '2'.

Ans ✗ 1. 5

✓ 2. 4

✗ 3. 3

✗ 4. 6

Q.24 Select the option that is related to the third word in the same way as the second word is related to the first word. (The words must be considered as meaningful English words and must NOT be related to each other based on the number of letters/number of consonants/vowels in the word)
Swing : Garden :: Stars : ?

Ans ✗ 1. Camera

✗ 2. Sun

✓ 3. Sky

✗ 4. Light

Q.25 D, E, F, G, H, J and K were sitting in a straight row, facing north. J was exactly between H and E. Only K was to the right of F. Only G was to the left of D. H was to the immediate left of F. Who was to the immediate right of D?

Ans ✗ 1. F

✗ 2. J

✓ 3. E

✗ 4. H

Section : **Numerical Ability**

Q.1 A man invests ₹5,000 for 3 years at compound interest. After one year, the money amounts to ₹5,450. What will be the amount (to the nearest rupee) due at the end of 3 years?

Ans ✗ 1. ₹6,970

✗ 2. ₹5,575

✗ 3. ₹7,405

✓ 4. ₹6,475

Q.2 A shopkeeper offers a scheme on the purchase of shirts: 'Buy two, get one free of the same kind'. The cost price of one shirt is ₹300. What should be the selling price (in ₹) of one shirt if he wants to earn 30% profit?

Ans ✓ 1. 585

✗ 2. 535

✗ 3. 485

✗ 4. 435

Q.3 An amount of ₹2,500 is divided into two parts in such a way that, if one part is put out at 5% p.a. simple interest and the other at 6% p.a., then the yearly annual interest will be ₹140. How much is lent at 5% p.a.?

Ans ✓ 1. ₹1,000

✗ 2. ₹1,500

✗ 3. ₹2,000

✗ 4. ₹500

Q.4 If $\dfrac{1}{a} : \dfrac{1}{b} : \dfrac{1}{c} = 2 : 3 : 5$, then a : b : c is equal to:

Ans
- ✗ 1. 15 : 10 : 12
- ✗ 2. 6 : 10 : 15
- ✓ 3. 15 : 10 : 6
- ✗ 4. 2 : 4 : 5

Q.5 The number of prime numbers which are greater than 100 and less than 150 is:

Ans
- ✗ 1. 11
- ✓ 2. 10
- ✗ 3. 8
- ✗ 4. 9

Q.6 The average of the marks of Ram, Ramesh, Somesh and Soham in mathematics is 75, and the average of the marks of Ramesh, Somesh, Soham and Mohan in mathematics is 80. The marks scored by Mohan alone in mathematics is 70. Find the marks scored by Ram alone in mathematics.

Ans
- ✗ 1. 45
- ✓ 2. 50
- ✗ 3. 62
- ✗ 4. 78

Q.7 The diameter of a solid cylinder is 28 cm and its height is 20 cm Find the total surface area (in cm^2) of the cylinder. (Use $\pi = \dfrac{22}{7}$)

Ans
- ✓ 1. 2992
- ✗ 2. 2993
- ✗ 3. 2991
- ✗ 4. 2990

Q.8 The curved surface area of a right circular cone of radius 21 cm is 1518 cm^2. What is the slant height of the cone? (Use $\pi = \dfrac{22}{7}$)

Ans
- ✗ 1. 25 cm
- ✓ 2. 23 cm
- ✗ 3. 27 cm
- ✗ 4. 21 cm

Q.9 In a circular race on a track of length 2000 m, X and Y start from the same point at the same time in opposite direction at the speeds of 15 km/h and 33 km/h, respectively. After how much time will they meet next?

Ans
- ✓ 1. 400 sec
- ✗ 2. 250 sec
- ✗ 3. 300 sec
- ✗ 4. 275 sec

Q.10 The value of $\dfrac{(11.12)^2-(8.12)^2}{(0.3)^2+(0.3)(18.94)}$ is:

Ans
- ✓ 1. 10
- ✗ 2. 1
- ✗ 3. 0.1
- ✗ 4. 100

Q.11 The sum of three prime numbers is 72. If one of them exceeds another by 24, then one of the numbers is:

Ans
- ❌ 1. 29
- ❌ 2. 37
- ❌ 3. 31
- ✅ 4. 47

Q.12 A piece of length 4 feet is cut from one side of a square board of length 12 feet. What is the percentage decrease in the area of the board?

Ans
- ❌ 1. 13.33%
- ❌ 2. 30.33%
- ❌ 3. 27.27%
- ✅ 4. 33.33%

Q.13 Raju lost 13% by selling a radio set for ₹4,524. What percentage of profit would he have earned by selling it for ₹6,400 (rounded off to two decimal places)?

Ans
- ❌ 1. 21.05%
- ❌ 2. 25.25%
- ❌ 3. 28.52%
- ✅ 4. 23.08%

Q.14 Dileep and Rajesh can complete a work separately in 20 days and 30 days, respectively. In how many days will the entire work be completed, if they work on an alternate basis, starting with Rajesh?

Ans
- ❌ 1. 12
- ❌ 2. 28
- ✅ 3. 24
- ❌ 4. 22

Q.15 If the diameter of a circle is increased by 24%, then the percentage increase in the area is:

Ans
- ❌ 1. 48.28%
- ✅ 2. 53.76%
- ❌ 3. 64.34%
- ❌ 4. 50.46%

Section : **Computer Proficiency**

Q.1 Which option allows you to select multiple documents while opening them in Microsoft Word 365?

Ans
- ✅ 1. Hold down the Shift key while clicking on the documents.
- ❌ 2. Hold down the Tab key while clicking on the documents.
- ❌ 3. Hold down the Windows key while clicking on the documents.
- ❌ 4. Hold down the Alt key while clicking on the documents.

Q.2 Which of the following statements is INCORRECT related to sorting emails in Gmail?

Ans
- ❌ 1. We can sort emails by a variety of factors, like the topic, sender, size, or age of the message.
- ✅ 2. Sorting mail cannot help us remove unwanted emails from our inboxes and more easily unsubscribe from mailings we don't need.
- ❌ 3. Sorting mail can help us remove unwanted emails from your inbox and more easily unsubscribe from mailings we don't need.
- ❌ 4. Depending on what we use your email address for, sorting emails can also help you keep track of trends and correspondence by looking at messages sorted by specific criteria.

Q.3 In Microsoft Word 365, which option is used to save an existing document with a new name or in a different location?

Ans ✗ 1. Print

✗ 2. Save

✗ 3. Copy

✓ 4. Save As

Q.4 In MS Excel 365 which file type used in MS Excel produces a comma-delimited text file that can be read by almost all spreadsheet applications on any operating system?

Ans ✗ 1. pdf

✗ 2. xlsx

✓ 3. csv

✗ 4. docx

Q.5 Which Microsoft Excel 365 function calculates the average of a range of numbers?

Ans ✗ 1. MEAN

✓ 2. AVERAGE

✗ 3. AVG

✗ 4. MEDIAN

Q.6 Suppose you have a worksheet in MS Excel 365 containing sales data for different months. You need to update the sales figure for May, as there was an error in the initial entry. What steps should you follow to edit the sales data for the month of May?

Ans ✗ 1. Click on the cell containing the May sales data -> Press F6 to enter edit mode -> Make the necessary changes -> Press Enter to confirm the edit

✗ 2. Click on the cell containing the May sales data -> Press F7 to enter edit mode -> Make the necessary changes -> Press Enter to confirm the edit

✓ 3. Click on the cell containing the May sales data -> Press F2 to enter edit mode -> Make the necessary changes -> Press Enter to confirm the edit

✗ 4. Click on the cell containing the May sales data -> Press F1 to enter edit mode -> Make the necessary changes -> Press Enter to confirm the edit

Q.7 What does the 'Paste' command do in Microsoft Word 365?

Ans ✗ 1. Removes the selected text

✗ 2. Deletes the content of the clipboard

✗ 3. Copies the selected text to the clipboard

✓ 4. Inserts the content from the clipboard into the document

Q.8 Which of the following shortcut keys is used to modify selected text as Italic in MS-Word 365?

Ans ✗ 1. Ctrl + O

✓ 2. Ctrl + I

✗ 3. Ctrl + U

✗ 4. Ctrl + B

Q.9 Which option in MS-Word 365 allows you to align the text in a paragraph to both the left and right margins, creating a visually appealing document?

Ans ✗ 1. Line Spacing

✓ 2. Justification

✗ 3. Text Indentation

✗ 4. Paragraph Alignment

Q. _____ involves using a smartphone's data connection to provide internet access to other devices such as laptops and tablets.

Ans   ✗ 1. Dial up

✗ 2. Satellite

✗ 3. Wi-Fi

✓ 4. Tethering