**Adda**|24|7

Question Booklet Series Code : C

Ouestion Book Sl. No. AEC:

011991

Time Allowed: 01.30 hours

SFS-2016

Full Mark: 70

ବିର୍ଦ୍ଧାରିତ ସମୟ : ଘ୦୧.୩୦ ମିନିଟ୍

ମୋଟ୍ ମାର୍କ : ୭୦

Read the following instructions carefully before you begin to answer the questions. This Question Booklet has in all 70 objective type questions with multiple choice answers, viz, questions from Serial No.1 to 25 on Arithmetic in Section-A, questions from Serial No.26 to 50 on English in Section-B and questions from Serial No.51 to 70 on Computer Basic Skills in Section-C. One mark each shall be awarded for giving correct answer to each of them.

ପ୍ରଶ୍ୱଗୁଡିକର ଉତ୍ତର କରିବାପୂର୍ବରୁ ନିସ୍ନ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନ ସହକାରେ ପଢନ୍ତୁ । ଏହି ପ୍ରଶ୍ନ ପୃଞ୍ଚିକାରେ ମୋଟ୍ ୭୦ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଦିଆଯାଇଅଛି । କ - ବିଭାଗରେ କ୍ରମିକ ସଂଖ୍ୟା ୧ ରୁ ୨୫ ପାଟୀଗଣିତ, ଖ- ବିଭାଗରେ କ୍ରମିକ ସଂଖ୍ୟା ୨୬ ରୁ ୫୦ ଇଂରାଜୀ ଏବଂ ଗ- ବିଭାଗରେ କ୍ରମିକ ସଂଖ୍ୟା ୫୧ ରୁ ୭୦ କମ୍ପ୍ୟୁଟର ମୌଳିକ ଦକ୍ଷତା ବିଷୟରେ ପ୍ରଶ୍ନ ରହିଛି । ପ୍ରତ୍ୟେକ ପଶ୍ଚର ସଠିକ ଉତ୍ତର ପାଇଁ ଏକ ମାର୍କ ଲେଖାଏଁ ଦିଆଯିବ ।

## INSTRUCTIONS FOR CANDIDATES

- 1. This Booklet contains in all 70 questions.
- All questions are compulsory and the distribution of mark has been indicated above.
- Before answering any question, checkup the Booklet and ensure that it contains 09 pages and no page is missing, mutilated or repeated. In case of any defect replace it immediately.
- 4. The Invigilator shall supply you one blank OMR Answer Sheet. Write your Roll Number, Question Booklet Serial Number and Question Booklet Series Code in the spaces and darken the corresponding circles/ovals provided therein carefully by black/blue ball point pen only. You must write the name, date and center of examination and put your full signature in the appropriate spaces provided therein before answering any question.
- 5. A machine will read the coded information furnished by you in the OMR Answer Sheet. If the information so furnished by you are incomplete or different from what have been given in the application form, you will be awarded Zero mark.
- These instructions must be complied with fully failing which your Answer Sheet will not be evaluated and Zero mark will be awarded.
- 7. Answer must be given by completely blackening one of the four circles/ovals representing the correct answer given on right side of the Answer Sheet corresponding to the relevant question number by using Black/Blue ball point pen only. Answers not shown by black/blue ball point pen or shown by blackening more than one circle/oval shall not be awarded any mark.
- Failure to hand over the Answer Sheet to the Invigilator before leaving the examination hall/room will make you liable to penal action.
- Read carefully the instructions of answering each question before answering it.
- 10. Answer the questions as quickly and carefully as you can
- No Rough work has to be done on the OMR Answer Sheet. Space for rough work has been provided below the questions wherever needed.
- You must not carry into the examination hall/room any book, mobile phones or electronic devices printed/handwritten papers except the Admission Letter.

Failure to comply with any of the above instructions will be considered as using unfair means and action as deemed proper will be taken against the violators.

## ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥିନୀ ମାନଙ୍କପାଇଁ ନିର୍ଦ୍ଦେଶାବଳୀ

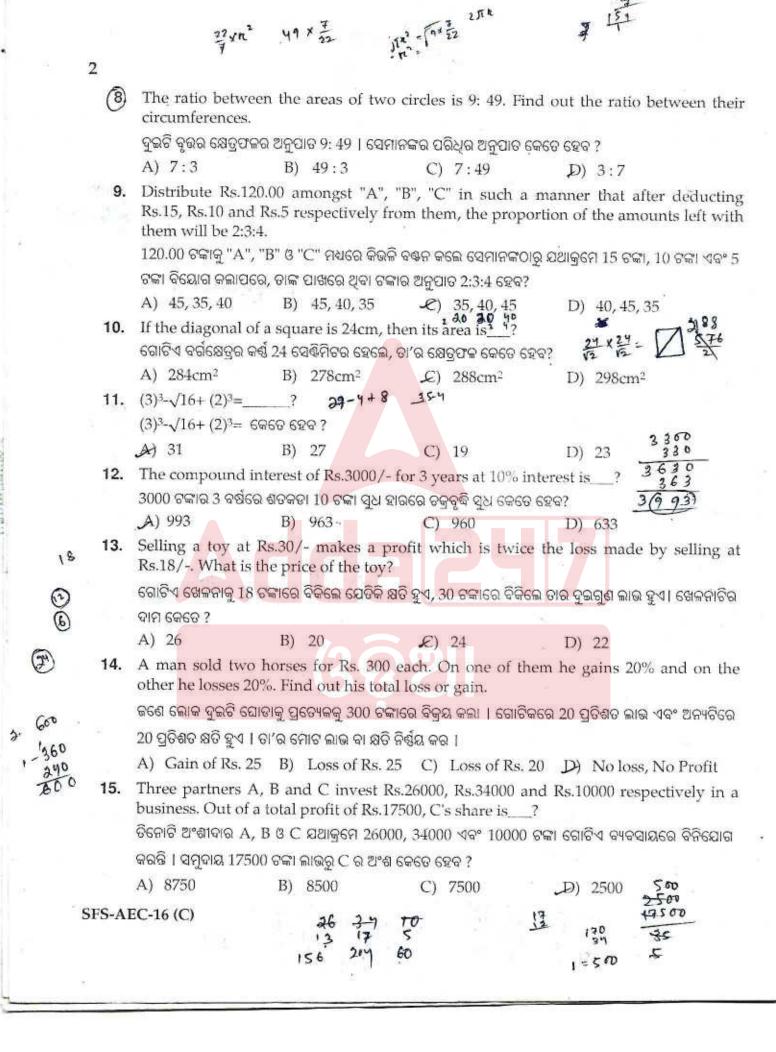
- e. ଏହି ପୁସ୍ତିକାରେ ମୋଟ୍ ୭୦ଟି ପ୍ରଶ୍ୱ ଅଛି ।
- ସମୟ ପ୍ରଶ୍ୱ ବାଧ୍ୟତାମୂଳକ ଏବଂ ଉପରୋକ୍ତ ମତେ ସେମାନଙ୍କ ମଧ୍ୟରେ ମାର୍କ ବଣ୍ଟଟ କରାଯାଇଅଛି ।
- ୩. କୌଣସି ପ୍ରଶ୍ୱର ଉତ୍ତରଦେବା ଆଗରୁ ପୁଷ୍ଟିକାଟି ତନ୍ତଶ୍ୱ ଦେଖନ୍ତୁକି ଏଥିରେ ୯ ଟି ପୃଷ୍ଠା ଅଛି ଓ କୌଣସି ପୃଷ୍ଠା ଛାଡି, ଟଷ୍ଟ କିମ୍ବା ପୁନରାବୃତ୍ତି ହୋଇତାହିଁ । କୌଣସି ହୁଟିଥିଲେ ତାକୁ ଶୀପ୍ର ବଦଳ କରାଇଜିଅନ୍ତୁ ।
- ୪. ପିରୀକ୍ଷକ ଆପଣଙ୍କୁ ସ୍ୱତନ୍ତ୍ରଭାବେ ଗୋଟିଏ ଓଏମାର୍ ଉଉର ଫର୍କ ବେବେ । ଉଉରଫର୍କ ଗୁଡିକର ଯଥା ଞ୍ଛାକରେ ଆପଣଙ୍କ ରୋଲନ୍ୟର, ପ୍ରଷ୍ପପୁଞ୍ଜିକା କ୍ରମିକନ୍ଦ୍ରର ଏବଂ ପ୍ରଶ୍ୱପୁଞ୍ଜିକା ସିରିଜ୍ କୋର୍ଡ ଉଲ୍ଲେଖ କରନ୍ତ ଏବଂ ଅନୁରୂପ ବୃଷ/ଅଷ୍ଟାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ୍ ହୀରା କାଳି-କରନ୍ତ୍ର । ଏଠାରେ ପ୍ରଦର ଚିର୍ଦ୍ଦିଷ୍ଟ ସ୍ଥାନରେ ପରୀକ୍ଷାର ନାମ, ତାରିଖ ଓ କେନ୍ତ୍ର ନିର୍ଦ୍ଦିତ ଭାବେ ଲେଖନ୍ତ ଏବଂ କୌଣସି ପ୍ରଶ୍ୱର ଉଉରବେବା ଆଗରୁ ଆପଣଙ୍କ ପୁରା ବସ୍ତଖତ ବିଅନ୍ତ ।
- ୫. ଓଏମାର୍ ଉତ୍ତରଫର୍କରେ ଆପଣ ଉଲ୍ଲେଖ କରିଥିବା ସାଙ୍କେଟିକ ତଥ୍ୟକୁ ଗୋଟିଏ ଯନ୍ତ୍ର ପଠନ କରିବ । ତେଣୁ ଆପଣଙ୍କ ଏହି ପ୍ରବର ତଥ୍ୟ ଯବି ବରଖାୟ ଫର୍ମରେ ଦିଆଯାଇଥିବା ତଥ୍ୟଠାରୁ ଫରକ ବିମ୍ବା ଅସମ୍ପୂର୍ଣ୍ଣ ହୁଏ, ଆପଣଙ୍କୁ ଶୃନ୍ୟ ମାର୍କ ପ୍ରବାନ କରାଯିବ ।
- ଏହି ଜିର୍ଦ୍ଦେଶାବଳୀକୁ ସଂପୂର୍ଣ୍ଣଭାବେ ଜିଣ୍ଟିତ ପାଳନକରିଛୁ , ଅନ୍ୟଥା ଆପଣଙ୍କ ଭରରପତ୍ର ମୂଲ୍ୟାୟନ କରାଯାଇ ପାରିବ ନାହିଁ ଏବଂ ଶୂଳ୍ୟ ମାର୍କ ପ୍ରବାନ କରାଯିବ ।
- ୭. ଉଉର ଫର୍ଦ୍ଦର ହାହାଣ ପାର୍ଶ୍ୱରେ ଥିବା ସମ୍ପୃକ୍ତ ପ୍ରଶ୍ୱ ସଂଖ୍ୟାର ଅନୁରୂପ ଚାରୋଟି ବ୍ରେ/ଅଣ୍ଡାକୃତି ମଧ୍ୟରୁ କେବଳ ସଠିକ ଉଉର ସ୍ୱଚାଉଥିବା ବୃଉ//ଅଣ୍ଡାକୃତିକୁ କଳା/ଚୀଳ କାଳିର ବଳ ପଏଣ୍ଟ ସେବ୍ ହାରା ନିଣ୍ଟିତ ସଂସୂର୍ଣ୍ଣ ଭାବେ କାଳି କରି ଉଉର ବିଅନ୍ତ । କଳା/ଚୀଳ ବଇ ପଏଣ୍ଟ ପେବ୍ ହାରା ଦର୍ଶାଯାଇ ନ ଥିବା ଉତ୍ତର କିମ୍ବା ଏକାଧିକ ବୃଉ/ଅଣ୍ଡାକ୍ଟିକୁ କାଳି କରାଯାଇଥିବା ଉଉର ପାଇଁ କୌଣସି ମାର୍କ ଦିଆଯିବ ଚାହିଁ ।
- r. ପରୀକ୍ଷା.ହଲ/କୋଠରୀ ଛାତିବା ପୂର୍ବରୁ ଆପଣଙ୍କ ଉଉରପତ୍ର ପରୀକ୍ଷକଙ୍କୁ ହସ୍ତାନ୍ତର ନ କରି ପାରିଲେ ଆପଣ ଆଇନାହୁଯାୟୀ ବଣ୍ଡନୀୟ ହେବେ ।
- ୯. ଉଉର ଦେବାପୂର୍ବରୁ ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ମର ଉଉର ପ୍ରଦାନ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ୱ ସହଳାରେ ମଳର ।
- ୧୦. ଯେତେ ଶୀଘ୍ର ଓ ଯତ୍ୱ ସହକାରେ ପାରିବେ ପ୍ରଷ୍ମ ଗୃତିକର ଉଭର ବିଅନ୍ତ ।
- ୧୯. ଓଏମାର ଭଉରଫର୍ଦ୍ଧରେ ରଫ୍ କାମ କରିବେ ନାହିଁ । ଯେଉଁଠି ବରକାର ପ୍ରଶ୍ୱଗୁଡିକର ତଳେ ରଫ୍ କାମ ପାଇଁ ଖାଲିଜାଗା ଦିଆଯାଇଅଛି ।
- ୧୨. ପ୍ରିକେଶ ପନ୍ତ ବ୍ୟତୀତ କୌଣସି ବହି, ଛାପା/ହାତଲେଖା କାଗଜ, ମୋବାଇଇ ଫୋବ୍ କିମ୍ଭା ବୈବ୍ୟୁତିକ ଉପକରଣ ଆପଣ ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଭିତରକୁ ନେଇ ପାରିବେ ଜାହିଁ ।

ଉପରୋକ୍ତ ទିର୍ଦ୍ଦେଶାବଳୀରୁ କୌଣସିଟି ଅନୁପାଳନରେ ଖିଲାପବଲେ ଏହାକୁ ଅସତ୍ ଉପାୟ ଅବଲମ୍ବନ ବୋଲି ବିବେଚନା କରାଯିବ ଏବଂ ଉଲଙ୍ଗନ କାରୀଙ୍କ ବିରୁଦ୍ଧରେ ଯଥୋଜିତ ଜାର୍ଯ୍ୟ ।ବୃଷ୍ଟାତ କରାଯିବ ।

DO NOT OPEN THE SEAL OF THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO

## Section - A: Arithmetic

1.	What % of 7.2k	g is 45gms?			
	45 ଗ୍ରାମ 7.2 କି .ଗ୍ରା	ମ୍ ର ଶତକଡା କେତେ ?			
	A) 0.625%	B) 0.615%	C) 0.635%	D) 0.675%	27
2.	If 90% of $'P' = 1$	30% of 'Q' and 'Q' =	'X' % of 'P', then the	value 'X' is?	90 = 30 x100
			'X' % of 'P' ହୁଏ, ତେବେ		30 = 40 x100 = 300 %
-	. A) 900	B) 800	C) 600	-D) 300	
3.	In an examina	tion 36% is the pass is the maximum mark	mark. If an examinee	gets 17 marks and 61 <sup>3</sup> 賀x 160 <sup>25</sup> = 45	fails by 10
1.5	ଗୋଟିଏ ପରୀକ୍ଷାରେ	ପାସ୍ ମାର୍କ ଶତକଡା 36   ଜ	ଣେ ପରୀକ୍ଷାର୍ଥୀ 17 ମାର୍କ ପାଇ	. 10 ମାର୍କ ପାଇଁ ଫେଲ୍ ହୋ	ଲେ, ପରୀକ୍ଷାର
	ସର୍ବାଧିକ ମାର୍କ କେଟ				
	A) 100	B) 85	<b>E</b> ) 75	D) None of the	nese
4.	12	ate of 8 umbrellas	and 4 torches is Rs.	.35.00. If the avera	age rate of
4			erage rate of the torch		12
	8 ଟି ଛତା ଏବଂ 4ର୍ଚ୍ଚି	ଟି ଟର୍ଚ୍ଚର ହାରାହାରି ମୂଲ୍ୟ 35	.0 <mark>0 ଟଙ୍କା । ଯଦି ଛଚା</mark> ର ହା	ରାହାରି ମୂଲ୍ୟ 40.00 ଟକ	୩ ହୁଏ, ଟର୍ଚ୍ଚର
	ହାରାହାରି ମୂଲ୍ୟ କେ	ତେ?			
	A) 25	B) 30	C) 20	D) 35	3
5.	The average a average age of	ge of 20 boys is 15 all will be 14 years.	years. If the age of 1 Then what will be the	() girls is added to average age of the	them, the girls?
	20 ଜଣ ପ୍ରଅଙ୍କ ହା	ରାହାରି ବୟସ 15 ବର୍ଷ । ଯ	ଦି 10 ଝିଅଙ୍କ ବୟସ ସେଥିବ	ର ଯୋଗ କରାଯାଏ, ସମ୍ୟ	ୟଙ୍କ ହାରାହାରି
	ବୟସ 14 ବର୍ଷ ହଏ	। ତେବେ ଝିଅଙ୍କ ହାରାହାରି ବ	ନ୍ୟସ କେତେ ? ୬୦ - 300 ୨	30 = 650	2010 3
	A) 10	B) 12	C) 13 -	D) 16	32.9
6.		ers of size 384kg, 432	kg and 480kg contain	n mixtures of milk	and water.
	What biggest	unit of measurement	can measure all these	e quantities exactly	?
	384 କି.ଗ୍ରା, 432 ବି	କି.ଗ୍ରା ଏବଂ 480 କି.ଗ୍ରା ସାଇ	ଚ୍ଚର ତିନୋଟି ଡ୍ରମ୍ ରେ କ୍ଷୀର	ଓ ପାଣିର ମିଶ୍ରଣ ଅଛି । ଏ	ସର୍ବାଧିକ କେଉଁ
		ତ୍ରମ୍ ର ମିଶ୍ରଣ ପରିମାଣକୁ ସଂ	Contract to the second		
8	△) 48kg	B) 46kg	C) 42kg	D) 44kg	
7.	Six sirens con seconds resp simultaneousl	ectively. In 40 mi	ther and toll at inte nutes how many t	rvals of 2, 4, 6, 8, imes do they to	10 and 12 Il together
			ଏବଂ ଯଥାକ୍ରମେ 2, 4, 6, 8,	, 10 ଏବଂ 12 ସେକେଣ୍ଡ	ବ୍ୟବଧାନରେ
	ARRESONS SERVENCED TA THE		୍କତେଥର ଏକସମୟରେ ବାଜି		3.
	A) 21 times	B) 22 times	C) 23 times	D) 20 times	
SES.A	AEC-16 (C)	1384 1 432, 480	. 0 16	, 12	P. T. O.
J. J. F.		32 , 36, 40	2 (2,4,610)	13 (20)	



D) 300

P. T. O.

C) 302

ଯୋଗଫଳ କେତେହେବ ?

A) 306

EC-16 (C)

B) 304

					C- 551	O1 0 20m) + O10 60/9
			15976	1/189	31 BM = (010 BB ).	шч. ).
		182	1 37	5976	137	9 59724 316
		1137	183	125	4	302
4		->/	aty"	\$11-	100 and the m	1134 1134 amaladar is 37
24.	On dividing 5976 Find out the divis	or.				
20	59761 କୁ କୌଣସି ସଂସ	ଖ୍ୟାହ୍ରାରା ଭାଗକଲେ ଭାବ	ଗଫଳ 189 ଏକ	୬° ଭାଗଶେଷ 37	7 ହୁଏ । ତେବେ ଭା	ଳକ କେତେ ହେବ?
	A) 314	B) 312	S (2		D) 318	
25.	Find out the diff 7484326.					in the numeral
100	7484326 ସଂଖ୍ୟାଟିରେ	ଥିବା ଦୁଇଟି ଚାରିର ଛାଟ	ନୀୟମାନ ମଧ୍ୟଣ	ର ପ୍ରଭେଦ କେଟ		
2000 0000	A) 396000	B) 398000	6708/11/0	3960000	D) 39600	0000
190			on – B : Er		.1	tone salend from
the p again harsh or so some at so	h word. That is his mething is not acc ething that you dor me level. This is th	out the correct/a elow the passage rt you unless you freedom and you eptable, reject it it want. If you do e disorder. Also,	ppropriate ou give per ur freedom in the same on't reject, i don't get le	mission to is to accept way you r it would appost in askin	be hurt. Some it or reject it. eject a salesm pear that you g, why? Instea yes you to in	eone may say a When someone an trying to sell have accepted it ad, ask how you ternalize things
carei	fully. You should by v past references ouse you. Once you	of someone calling	rsonalize ii	ool come u	nconsciously	and support or
26.	Select which of	the following vo	ocabularies	has not be	en used as C	onnector in the
	passage. A) unless	(B) when	C)	instead	D) once	E
27.	Pick out one of with the others.	the following wo	ords, as use	ed in the pa	issage, which	does not match
	A) permission	B) freedom	(2)	alertness	D) accep	ptable
28.	Find out which passage.					
	At to accept	B) to interna			D) conf	
29.	<ul> <li>Select which of t in the passage.</li> </ul>	he following Ver	bs / Phrasa	ıl Verbs has		l in Active Voice
	A) to be hurt	B) have acco	epted C)	to sell	D) fall p	orey
30	5€	an by 'his freedo tion to hurt you.		2	V 8"	
		not to hurt you.				
	C) Someone's f	reedom to tell yo ight to speak you			nt.	
SFS-	AEC-16 (C)	and a second	95	10		Cong

31.	With whom does the au	thor compare a sale	sman?					
	A) Someone who hurls	abuses at you.						
	A shopkeeper from whom you buy a thing of your choice.							
	C) Some merchant who deals in clothes.							
	(A) vender who gains	over you to buy h	s goods.					
32.	What is it that the author	r calls 'disorder'?						
	A) Someone scolds you	and you remain c	alm.					
	B) Someone tells you h	ard words and you	ı just ignore it.					
	<ul> <li>Somebody says you are a fool and you call him a scoundrel.</li> </ul>							
	D) Someone abuses yo	u and you remain t	ındisturbed.					
33.	AMBIGURETTE FOR FOREST AND CONTRACTORS WEST ARRESTS AND CONTRACTORS			Y .				
	A) Accepting someone							
	B) Art of wisely and in	npersonally dealing	g with the negati	ve forces.				
		1 1 - b - b - abund Way						
	D) Recollecting the har							
34.								
34.	Why does the author ask you to develop 'inner alertness'?  It keeps you away from reacting to the hurts of and hurting back others.							
	B) Inner alertness help     C) You can remember							
	D) No one will dare to							
377000	D) No one will date to	( Il l l n	at been used as	Noun or Pronoun in the				
35.		e following has it	of been used as	110011				
	passage. A) one	hurt C	C) you	D) someone				
				illy and pick out the correct				
Dire and	ection: Read the followin most appropriate answ	er out of the for	r options giver	ally and pick out the correct below each of following				
ques	stions?							
36.	<ul> <li>A herd of cattle</li> <li>Auxiliary/ies to fill the</li> </ul>	grazing in o	ur field since m	orning. (Supply the correct				
		(375.5)	C) was	D) have been				
37.	. Usually Nirmala correct Verbs in seque	white shirts, but	today she ps)	_a green one. (Supply the				
	A) wear & is wearing		B) wears & is w	vearing				
	C) wearing & worn	1.80	D) wearing & h					
	c) wearing as morn							

38.	Ieverybody, but nobody admitted _ to fill the gaps)				my books. (Supply the correct Verbs			
	A) asked & saw			B)	ask & seeing			
	S)	asked & having	g see	en	D)	ask & had seen	1	
39.	She	e stood there wi the blank)	th te	ears	_ dov	vn her checks. (	Supp	oly the correct Verb to
	A)	rolling	B)	drop	C)	forming	D)	shed -
40.	I_ Ve	to Cuttack	s tor os)	norrow to see t	the do	octor you		. (Supply the correct
	A) go & counsel				B)	going & guide		
	(2) am going & recommend			nend	D)	shall be going	& ad	vocate
41.		relnk)	tl	nan I did yester	day.	Supply the cor	rect (	Comparative to fill the
	A)	bad	B)	worse	C)	worst	D)	more bad
42.	No other girl in the class is as intelligent as Uma. (Identify the Degree of Comparison)							
		Imperative						
43.	Sel	ect the correct q	uesti	on tag for the s	tatem	ent- Barking do	g sel	dom bites,?
				doesn't it				won't it
44.	After driving Professor Kumar to the museum, she dropped him at his hotel. (Select the correct Passive form from the following).							
	A)	After being dri	ven	to the museum,	, Profe	essor Kumar wa	s dro	opped at his hotel.
	B)	Professor Kum	ar w	as being driver	n and	dropped at his	hotel	· · · · · · · · · · · · · · · · · · ·
	C)	After she had d hotel.	lrive	n Professor Ku	mar te	o the museum s	he ha	ad dropped him at his
	D) After she was driven Professor Kumar to the museum she had dropped him at his hotel.							
45.	They cried out, "Bravo! it is a capital hit!" (Select the correct Indirect Speech)							
	A) They cried out that it was a capital hit.							
	B) They exclaimed that it is a capital hit.							
		<ul><li>C) They exclaimed in applause that it was a capital hit.</li><li>D) They shouted that it was a capital hit</li></ul>						
2722		Jan M						
46.	Tall man who is walking in lawn is working in University. (Select the correct Article/s in sequence to rectify the sentence if required)							
	<b>A</b> ∕)	the, the & a	B)	a, a & the	C)	the, the & an	D)	not required

47.	My sister who is doctor in foreign co (Select the correct Article/s in sequence	ountry has written useful article on dentistry.  e to rectify the sentence if required)
	A) a, a & a B) a, an & the	C) the, the & an D) the, an & a
48.	We agreedthe proposal an exc the blank)	ursion. (Supply the correct Preposition/s to fill
	A) at & for B) to & for	C) with & of D) on & of
49.	(Supply the correct Preposition/s to fil	ita City and crashed the Bay of Bengal. I the blank)
	A) on & at B) above & in	2) over & into D) about & on
50.	Neither Rosalin nor her sister	present in the class room yesterday. (Supply the
	A) is B) were	C) have been (D) was
	Section - C : Cor	nputer Basic Skills
51.	Recently deleted files are stored in	
	A) Recycle bin B) Desktop	C) Taskbar D) My computer
52.	Using Microsoft Word's Find and Rep A) replace both text and formatting C) replace formatting only	B) replace text only D) replace document's name only
53.	Press which key to select different por A) Alt B) Ctrl	ctions of any text by dragging the mouse?  C) Shift  D) F12
54.	A major step before taking print of the A) to save the document  C) to see print view of document	B) to set paper settings
55.	Word's Count feature- A) provides information about the n B) is useful when the length of the d	
56.	It is a mark, normally round or a squa A) number B) bullet	re dot, it is called- C) Indentation D) both B and C
57.	What is the shortcut key for "Find an A) $Ctrl + F$ B) $Ctrl + R$	d Replace" dialog box?  © Ctrl + H  D) Ctrl + Shift + F
<b>№</b> 58.	What is the shortcut key to "Subscrip $A$ ) Ctrl + = B) Ctrl + -	t" the selected text?  C) $Ctrl + Shift += D$ ) $Ctrl + Shift +-$
SFS-A	AEC-16 (C)	P. T. O.

59.	By default, the cell content alignment is-							
	A) Left aligned B) Text left aligned and numbers right C) Text right aligned and numbers left D) Centrally aligned							
60.	From which Tool bar we can change chart type?							
	A) Chart Tool Bar  B) Formatting Tool Bar							
	C) Formula Bar D) Clipboard Bar							
<b>♠</b> 67.	Getting data from a cell located in a different sheet in the same workbook is called-A) Copying  B) Cell Referencing C) Updating  D) Functioning							
62.	Which of the following keyboard shortcut can be used for creating a chart from the selected cells?							
	A) F11 B) F10 C) F4 D) F2							
63.	Which function is used to calculate the total characters in a cell?							
	A) Len B) Length C) Mid D) Sid							
64.	Any change in Excel work sheet data can be shared with Word document by- A) Inserting an Excel file into Word B) Linking copied Excel data to Word document C) Copying and Pasting Excel work sheet into Word document D) All the above							
<sup>4</sup> 65.	Example of non-numerical data is:-							
	A) Employee address  B) Examination score							
	C) Bank Balance D) None							
å66.	A bootstrap is a- A) memory device B) device to support the computer C) small initialization program to start up a computer							
	D) an error correction technique							
67.	The key will lunch the Start button.							
177.5	A) Esc B) shift \( \mathcal{L} \)) Windows D) Shortcut							
68	In a laser printer, the transfers the image to the paper.							
	A) laser B) roller &) toner D) drum							
69.	Data that is copied from an application is stored in the							
	A) driver B) clipboard C) terminal D) Prompt							
70.	Which of the following programs compresses large files into a smaller file?  ★ WinZip B) WinShrink C) WinStyle D) None of above							