QUESTION BOOKLET AND ANSWER KEY

FOR RECRUITMENT TEST OF

CLERK-CUM-DATA ENTRY OPERATOR

HELD ON 26.5.2013

1. ਨਾਂਵ ਦੀਆਂ ਕਿੰਨੀਆਂ ਕਿਸਮਾਂ ਹੁੰਦੀਆਂ ਹਨ:

   (A) ਤਿੰਨ   (B) ਪੰਜ   (C) ਛੇ   (D) ਅੱਠ

2. 'ਮਦਾਨੀ' ਸ਼ਬਦ ਨੂੰ ਸ਼ੁੱਧ ਕਰੋ:

   (A) ਧਾ   (B) ਨੀ   (C) ਦਾ   (D) ਮੰ

3. ਚੁਗਲ ਅਤੇ ਖੋਰ ਤੋਂ ਕਿਹੜਾ ਸਮਾਸੀ ਸ਼ਬਦ ਬਣੇਗਾ?

   (A) ਚੁਗਲੀ ਖੋਰ   (B) ਚੁਗਲਾਂ ਦਾ ਖੋਰ   (C) ਚੁਗਲ-ਖੋਰ   (D) ਚੁਗਲ ਖੋਰ

4. 'ਤਕਾਲਾਂ' ਸ਼ਬਦ ਦਾ ਵਿਰੋਧੀ ਸ਼ਬਦ ਚੁਣੋ:

   (A) ਸ਼ਾਮ   (B) ਆਥਣ   (C) ਦੇਰ   (D) ਸਵੇਰ

5. 'ਨਿਰਮਲ' ਸ਼ਬਦ ਦਾ ਸਮਾਨਾਰਥਕ ਚੁਣੋ:

   (A) ਮੁਲਾਇਮ   (B) ਪਵਿੱਤਰ   (C) ਬੇਹੂਦਾ   (D) ਨਰਮ

6. ਹੇਠ ਲਿਖੇ ਸ਼ਬਦਾਂ ਵਿੱਚੋਂ ਸ਼ੁੱਧ ਸ਼ਬਦ-ਜੋੜ ਵਾਲਾ ਸ਼ਬਦ ਚੁਣੋ:

   (A) ਸੇਹਤ   (B) ਸਿਹਤ   (C) ਸੇਹਯਤ   (D) ਸਹਿਤ

7. ਕਿਰਿਆ ਚੁਣੋ:

   (A) ਹਸਦੇ, ਖੇਡਦੇ, ਨੱਚਦੇ   (B) ਲੜਕੀ, ਲੜਕੀਆਂ

   (C) ਕੌਣ, ਕੀ   (D) ਮੋਰ, ਚੋਰ, ਸ਼ੇਰ

8. 'ਮਰਾਸੀ' ਸ਼ਬਦ ਦਾ ਇਸਤਰੀ ਲਿੰਗ ਚੁਣੋ:

   (A) ਮਰਾਸੀਣ   (B) ਮਰਾਸਣ   (C) ਮਰਾਸੀਆ   (D) ਮਰਾਸਾਇਣ

9. ਉੱਜੜੇ ਬਾਗ਼ਾਂ ਦੇ ... ... ਅਖਾਣ ਪੂਰੀ ਕਰੋ

   (A) ਬੂਟੇ ਸੁੱਕੇ   (B) ਫਲ ਮਿੱਠੇ   (C) ਗਾਲੜੂ ਪਟਵਾਰੀ   (D) ਨਿਕੰਮੇ

10. ਸ਼ੁੱਧ ਮੁਹਾਵਰਾ ਚੁਣੋ:

    (A) ਸੁੱਤੀਆਂ ਕਲਾਂ ਭਜਾਉਂ

    (B) ਸੁੱਤੀਆਂ ਕਲਾਂ ਸਵਾਉਣੀਆਂ

    (C) ਸੁੱਤੀਆਂ ਕਲਾਂ ਨਚਾਉਣੀਆਂ

    (D) ਸੁੱਤੀਆਂ ਕਲਾਂ ਜਗਾਉਣੀਆਂ

11. Choose the part of the following sentence that has an error:-

Between you	and I	affairs	look dark
A	B	C	D

12. Choose the part of the following sentence that has an error:-

Satish as well as his friends	are	coming	here
A	B	C	D

13. Choose the part of the following sentence that has an error:-

I am	not one of those	who believe	everything I hear
A	B	C	D

14. Choose the part of the following sentence that has an error:-

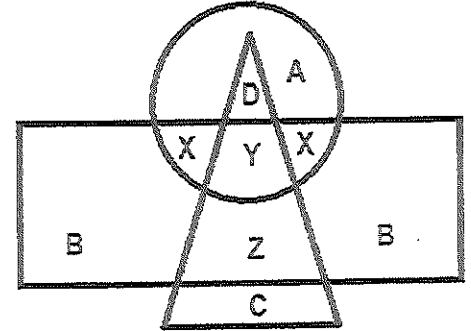| Each of	the scholars	have	done well
A	B	C	D

15. Choose the correct meaning of the following idiom:-
To take up the cudgels for
A) to defend vigorously
B) to negotiate with others
C) to criticize others
D) to betray others

16. Choose the correct meaning of the following idiom:-
To take a leaf out of somebody's book.
A) to imitate someone.
B) to steal others' books
C) to borrow money
D) to frighten somebody

17. Choose the correct meaning of the following idiom:-
To stick to one's guns
A) to remain faithful to the cause
B) to criticize others
C) to be self-centered.
D) to be self reliant

18. Choose the correct preposition to be filled into the gap of the following sentence:
The leader is not accessible _____ the people.
A) to   B) for   C) with   D) on

19. Choose the correct preposition to be filled into the gap of the following sentence:
This book is replete _____ errors.
A) with   B) of   C) from   D) by

20. Choose the correct preposition to be filled into the gap of the following sentence:
Sachin acceded _____ Dhoni's request
A) with   B) to   C) on   D) at

21. Name of the Sikh Guru whose birth and death place was the same
A) Guru Angad Dev Ji
B) Guru Har Rai Ji
C) Guru Ram Das Ji
D) Guru Har Krishan Ji

22. Pushpa Gujral Science City is situated in which district?
A) Jalandhar   B) Amritsar   C) Kapurthala   D) Patiala

23. Which place is known as Mecca of Indian Hockey?
A) Sultanpur   B) Sujanpur   C) Nawanshehar   D) Sansarpur

24. Punjab tops all other states in India in production of
A) kinnow   B) grapes   C) strawberry   D) apples

25. What is the greek name of river Beas?
A) Hyphasis   B) Hesidros   C) Hydospes   D) Hydroatis

26. Brahmos is
A) air to air missile
B) land to land missile
C) underwater supersonic cruise missile
D) land to air missile

27. What is the theme of World Cancer Day, that was observed on 4th February in order to raise awareness about this disease as well as to promote the measure of early detection, prevention and treatment of the disease?
A) Cancer – What is it?
B) Cancer – did you know?
C) Cancer – when occur?
D) Cancer – how to prevent?

28. Recently Met Life India Insurance Co. Pvt. Ltd. launched a new joint venture in insurance with which public sector bank?
    A) Punjab National Bank   B) State Bank of India
    C) Syndicate Bank   D) Bank of Baroda

29. Who among the following was ranked first in the inaugural Forbes India Celebrity 100 list?
    A) Salman Khan   B) Shah Rukh Khan   C) MS Dhoni   D) Amitabh Bachchan

30. The 'Operation Pacific Angel Nepal', which is a first joint humanitarian assistance was recently held between Nepal and _____
    A) Indian military   B) Malaysian military   C) Chinese military   D) U.S. military

31. Light year is the
    A) distance travelled by light in one year   B) mean distance between earth and sun
    C) mean distance between earth and moon   D) mean distance between sun and moon

32. How many nations signed the UN Charter when the organization was established?
    A) 25   B) 33   C) 31   D) 50

33. Individually the only person to have outrightly won Nobel Prize twice is
    A) William Lawrence   B) Dr. Linus Carl Pauling
    C) Madam Curie   D) Antoni Henri Becquerel

34. Who among the following is associated with the invention of computers?
    A) Babbage   B) Edison   C) Mac Millan   D) Rangabhashyam

35. The force of gravity on the moon is
    A) less than on the earth as the moon has smaller mass   B) the same as on the earth
    C) more than earth   D) there is no gravitational force at all

36. The major constituent of air is
    A) Oxygen   B) Hydrogen   C) Nitrogen   D) Carbon dioxide

37. Fish respire through the
    A) nose   B) lungs   C) gills   D) fins

38. Lack of _____ causes diabetes.
    A) sugar   B) insulin   C) calcium   D) vitamin

39. What is the scientific name for modern human?
    A) homo erectus   B) homo ergaster   C) homo afarensis   D) homo sapiens

40. Sanchi portrays the art and sculpture of the
    A) Jains   B) Muslim   C) Buddhists   D) Christians

41. According to the 42nd Amendment, two words have been added in the Preamble. These are
    A) Secular and Socialist   B) Federal and Democratic
    C) Secular and Sovereign   D) Federal and Socialist

42. The playing time for full version of National Anthem is
    A) 20 seconds   B) 52 seconds   C) 34 seconds   D) 45 seconds

43. What name does the river Ganges acquire in Bangladesh?
    A) Alakhnanda   B) Bhagirathi   C) Hooghly   D) Padma

44. An ad-valorem duty is tax basis for
    A) price of commodity   B) value added
    C) advertisement expenses   D) unit of commodity

45. Who was the author of our National Anthem?
    A) Rabindranath Tagore   B) Sarojini Naidu
    C) Bankim Chandra Chatterjee   D) Shri Aurobindo

46. Replace sign of interrogation (?) with the term from below:
    N5V, K7T, ?, E14P, B19N
    A) H9R   B) H10Q   C) H10R   D) I10R

47. Replace sign of interrogation (?) with the number from below:
    0, 6, 24, 60, 120, ?
    A) 210   B) 214   C) 216   D) 196

48. Find the odd one
    a) JKST   b) GHQR   c) ABKL   d) DENO
    A) a   B) b   C) c   D) d

49. Rewrite the word VOCALIST in the numeric form by writing its first four letters in the reverse order and then next four letters in the reverse order by substitution I by 8, O by 1, L by 3, T by 2, V by 5, S by 7, A by 9 and C by 6.
    A) 92156873   B) 96152783   C) 92516783   D) 92156783

50. D, the son-in-law of B, is the brother-in-law of A who is the brother of C. How is A related to B?
    A) brother   B) son   C) father   D) cousin

51. 'A+B' means A is daughter of B;
    'AxB' means A is the son of B;
    'A-B' means A is the wife of B.
    Then in ZxT-SxU+P, what is U to Z?
    A) mother   B) grandmother   C) father   D) daughter

52. On a shelf are placed six volumes side-by-side labeled A, B, C, D, E and F. B, C, E, F have green covers while others have yellow covers. A, D, B are new volumes while the rest are old volumes. A, C, B are law reports while the rest are medical extracts. Which two volumes are old medical extracts and have green covers?
    A) B, C   B) C, D   C) C, E   D) E, F

53. P, Q, R, S and T are sitting around a circular table. R is to the right of P and is second to the left of S. T is not between P and S. Who is second to the left of R?
    A) Q   B) S   C) T   D) P

54. The sum of the incomes of A and B is more than that of C and D taken together. The sum of incomes of A and C is the same as that of B and D taken together. Moreover, A earns half as much as the sum of the incomes of B and D.
    If A's income is ₹ 80000/- per annum and the difference between the income of B and D be the same as A's income, then B's income is
    A) ₹ 40000/-   B) ₹ 60000/-   C) ₹ 120000/-   D) ₹ 80000/-

55. A man is facing West and turns through 45^0 clockwise, again 180^0 clockwise and then turns through 270^0 anti-clockwise. In which direction is he facing now?
A) West   B) North-East   C) South   D) South-West

56. Kunal walks 10 km. towards North, then he walks 6 km. towards South. Then, he walks 3 km. towards East. How far and in which direction is he with reference to his starting point?
A) 5 km. West   B) 5 km. North-East   C) 7 km. East   D) 7 km. West

Answer Q. No.57 and 58 on the basis of the following information:

In the diagram:
○   = college professors

△   = surgical specialist

▢   = medical specialists

57. Surgical specialists who are also medical specialists but not professors are represented by
A) B   B) C   C) X   D) Z

58. B represents:
A) professors who are neither medical nor surgical specialists
B) professors who are not surgical specialist
C) professors who are not medical specialist
D) medical specialists who are neither professors nor surgical specialists

59. If the 1st and 2nd letters of the word UNPRECEDENTED are interchanged with the last and 2nd last letters and similarly 3rd and 4th letters are interchanged with 3rd & 4th letters from the last respectively, then what will be the 7th letter to the right of the 3rd letter from the left?
A) C   B) R   C) P   D) E

60. On the basis of following letter-number sequence, answer the subsequent question:
E+GBDM4NKH2ACZSV3FIJLOQ5PR
Replace the question mark in following sequence
GDR   BMP   D45   ?
A) MNQ   B) 4NQ   C) MKO   D) M4Q

61. Make a number which is perfect square of a two digit odd number with 2nd, 6th and 9th digits of number 187642539, which of the following is the digit in the unit's place of that two digit odd number.
A) 1   B) 5   C) 7   D) 9

62. In a row of boys, A is 15th from left and B is 4th from right. There are three boys between A and B. C is first left of A. What is C's position from right?
A) 9th B) 10th C) 12th D) 13th

63. Vijay left his house at 20 minutes to seven in the morning, reached Ravi's house in 25 min., they finished their breakfast in another 15 min. and left for their office which took 35 min. At what time they left Ravi's house to reach their office?
A) 7.20 p.m.   B) 7.40 a.m.   C) 7.45 a.m.   D) 7.20 a.m.

64. If 'L' denotes ÷, 'M' denotes.x, 'P' denotes + and 'Q' denotes –, then which of the following statements is true?

A) $32 \text{ P } 8 \text{ L } 16 \text{ Q } 4 = -\frac{3}{2}$

B) $6 \text{ M } 18 \text{ Q } 26 \text{ L } 13 \text{ P } 7 = \frac{173}{13}$

C) $11 \text{ M } 34 \text{ L } 17 \text{ Q } 8 \text{ L } 3 = \frac{38}{3}$

D) $9 \text{ P } 9 \text{ L } 9 \text{ Q } 9 \text{ M } 9 = -71$

65. Find the missing number out of following:

3C	2B	4A
27A	?	64B
9C	4A	16B

A) 8C   B) 12B   C) 16C   D) 18C

66. Replace the sign of interrogation with one of given alternatives:

3	8	10	2	?	1
6	56	90	2	20	0

A) 0   B) 3   C) 5   D) 7

67. Pointing to a photograph, a lady-tells Pramod, "I am the only daughter of this lady and her son is your maternal uncle." How is this speaker is related to Pramod's father?

A) sister-in-law   B) wife   C) sister   D) mother

68. In a certain language, 'sun shines brightly' is written as, 'ba lo sul', 'houses are brightly lit' as 'kado ula ari ba' and 'light comes from sun'; as, 'dopi kup lo nro'. What codes are given for 'sun' and 'brightly'.

A) ba, sul   B) sul, lo   C) lo, ba   D) ba, dopi

Read the following information and answer question no. 69 and 70. Six films – P, Q, R, S, T and U are to be released on consecutive Fridays. The schedule of release is to be in accordance with conditions –

(i) P must be released a week before T
(ii) R must not be released immediately after the first release
(iii) Q must be released on Friday following the Friday of U release.
(iv) S must be released on 5th Friday and should not be immediately preceded by Q.
(v) T must not be released in the last.

69. Film which is released first

A) P   B) Q   C) R   D) U

70. In between which of two films, S to be released

A) Q and T   B) R and T   C) P and T   D) T and U

71. Which of the following fractions is lesser than $\frac{7}{8}$ and greater than $\frac{1}{3}$?

A) $\frac{1}{4}$ B) $\frac{23}{24}$ C) $\frac{11}{12}$ D) $\frac{17}{24}$

72. The greatest possible length which can be used to measure exactly the lengths 7m, 3.85cm and 12m 95 cm is

A) 15 cm   B) 25 cm   C) 35 cm   D) 42 cm

73. Six bells commence tolling together and toll at intervals of 2, 4, 6, 8, 10, 12 seconds respectively. In 30 minutes, how many times do they toll together?

A) 16   B) 15   C) 10   D) 4

74. $\dfrac{32.41-24.32}{32.41+24.32} \div \dfrac{324.1-243.2}{3.241+2.432} = ?$

A) 10^{-2} B) 10^{-1} C) 10   D) 10^{2}

75. The value of $\left\{\dfrac{1}{\sqrt{1}+\sqrt{2}} + \dfrac{1}{\sqrt{2}+\sqrt{3}} + \dfrac{1}{\sqrt{3}+\sqrt{4}} + - - - + \dfrac{1}{\sqrt{120}+\sqrt{121}}\right\}$ is

A) $\sqrt{120}$ B) $12\sqrt{2}$ C) 8   D) 10

76. The average of five consecutive natural numbers is 'm'. If the next three natural numbers are also included, how much more than 'm' will the average of these 8 numbers be?

A) 1   B) 1.5   C) 1.4   D) 2

77. In a two digit positive number, the unit digit is equal to the square of tens digit. The difference between original number and the number formed by interchanging the digits is 54. What is 40% of original number?

A) 24   B) 37.2   C) 15.6   D) 39

78. If the numerator of a fraction is increased by 250% and the denominator is increased by 400%, the resultant fraction is $\dfrac{7}{19}$. What is the original fraction?

A) $\dfrac{10}{19}$ B) $\dfrac{5}{9}$ C) $\dfrac{9}{5}$ D) $\dfrac{19}{7}$

79. A retailer allows a trade discount of 20% on the cost. By how much above the cost should be the product be labeled for sale to gain 28%?

A) 40%   B) 50%   C) 60%   D) 70%

80. The ratio of number of boys to that of the girls in a school is 3:2. If 20% of boys and 25% of the girls are scholarship holders, find the percentage of those who are not scholarship holders.

A) 68%   B) 75%   C) 77%   D) 78%

81. Four milkmen rented a pasture. A grazed 18 cows for 4 months, B 25 cows for 2 months, C 28 cows for 5 months and D 21 cows for 3 months. If A's share of rent is ₹ 360, the total rent of the field is

A) ₹ 1500   B) ₹ 1600   C) ₹ 1625   D) ₹ 1650

82. Four examiners can examine a certain number of answer papers in 10 days by working for 5 hours a day. For how many hours in a day would 2 examiners have to work in order to examine twice the number of answer papers in 20 days?

A) 10 hours   B) $8\frac{1}{2}$ hours   C) 8 hours   D) $7\frac{1}{2}$ hours

83. 8 men can do a piece of work in 12 days. 4 women can do it in 48 days and 10 children can do it in 24 days. In how many days can 10 men, 4 women and 10 children together complete the piece of work?

A) 5 days   B) 6 days   C) 15 days   D) 28 days

84. A pipe can fill a tank in 12 min. and another pipe can fill it in 15 min. But, a third pipe can empty it in 6 min. The first two pipes are kept open for 5 min. in the beginning and then the third pipe is also opened. In what time is the tank emptied?

A) 30 min.   B) 33 min.   C) $37\frac{1}{2}$ min.   D) 45 min.

85. If the speed of train is increased by 5 km./hr. from its normal speed then it would have taken 2 hrs. less for a journey of 300 km. What is the normal speed of the train?

A) 30 km./hr.   B) 25 km./hr   C) 20 km./hr.   D) 45 km./hr.

86. Two trains A and B start running together from the same point in the same direction 60 km./hr. and 72 km./hr. respectively. If the length of each train is 240 m., how long will it take for train B to cross train A?
A) 2 min. 24 sec.   B) 1 min. 12 sec.   C) 1 min. 24 sec.   D) 2 min. 12 sec.

87. A boat running upstream takes 8 hours 48 minutes to cover a certain distance, while it takes 4 hours to cover the same distance running downstream. What is the ratio between the speed of the boat and the speed of the water current?
A) 2:1   B) 3:1   C) 8:3   D) 6:5

88. A can contains a mixture of two liquids A and B in the ratio 7:5 when 9 litres of mixture are drawn off and the can is filled with B, the ratio of A and B becomes 7:9. How many litres of liquid A was there in the can initially?
A) 10 litres   B) 20 litres   C) 21 litres   D) 25 litres

89. ₹ 2000/- amount to ₹ 2600/- in 5 years at simple interest. If the interest rate were increased by 3%, it would amount to how much?
A) ₹ 2900/-   B) ₹ 3200/-   C) ₹ 3400/-   D) ₹ 3600/-

90. A sum of ₹ 5300/- was taken as loan. This is to be paid in two equal instalments. If rate of interest be 12% compounded annually, the value of each instalment is:
A) ₹ 3150/-   B) ₹ 3248/-   C) ₹ 3345/-   D) ₹ 3136/-

91. The difference between the radii of two circles is 7 cm and the difference between the areas of the two circles is 1078 cm^2. The radius of smaller circle is:
A) 17.5 cm   B) 21 cm   C) 28 cm   D) 29 cm

92. The area of the base of a rectangular tank is 6500 cm^2 and the volume of water contained in it is 2.6 cubic metres. The depth of the tank is:
A) 2.5 m   B) 3 m   C) 5.5 m   D) 4 m

93. The last day of a century cannot be
A) Monday   B) Wednesday   C) Tuesday   D) Friday

94. A watch which gains uniformly is 2 minutes slow at noon on Monday and is 4 minutes 48 seconds fast at 2 p.m. on the following Monday. When was it correct?
A) 2 p.m. on Wednesday   B) 2 p.m. on Monday
C) 3 p.m. on Thursday   D) 1 p.m. on Wednesday

95. A man has to pay ₹ 975/- in yearly instalments, each instalment being less than the earlier one by ₹ 5/-. The amount of first instalment is ₹ 100/-. In what time, the entire amount will be paid?
A) 10 years   B) 12 years   C) 15 years   D) 25 years

96 Basic purpose of Microprocessor is to:
A) store information   B) print data   C) compute data   D) send an e-mail

97 Portrait and Landscape in Ms-Office are
A) Page Orientation   B) Paper Size   C) Page Layout   D) All of above

98 Find and Replace utility is available in:
A) MS-Word   B) MS-Excel   C) MS-Power Point   D) All of the above

99. Dot-matrix is a type of:
A) Tape   B) Printer   C) Disk   D) Bus

100. Which of the following is a secondary memory device?
A) Keyboard   B) Hard Disk   C) ALU   D) CPU

101. Virtual memory is:
A) related to virtual reality   B) a form of ROM
C) a form of RAM   D) a form of I/O

102. A term used for comparison of frequency of different computers is:
A) RPM   B) GHz   C) bps   D) CPS

103. System software:
A) provides computer with instructions necessary to operate the system
B) is necessary to start your computer
C) permits you to use application software
D) all of the above

104. Which one of the following software is available free of cost
A) MS-Access   B) MS-SQL   C) Oracle   D) My-SQL

105. A cookie is a
A) technique used to make internet connection fast
B) small piece of data sent from a user's web browser and stored in a website
C) small piece of data sent from a website and stored in a user's web browser space
D) malicious code just like virus

106. The startup routine runs, when machine boots up is known as
A) I/O operation   B) BOOT up   C) Operating Routine   D) POST

107. Which keyboard shortcut bolds selected text in MS-Office?
A) Ctrl+B   B) Alt+B   C) File/Format/Bold   D) None of the above

108. Which key moves your cursor from one cell to the next in a table in MS-Word?
A) Tab   B) Shift   C) Enter   D) Ctrl+Enter

109. Following table indicates typical values of various storage means for currently available PCs.

Type	RAM	Hard Disk
Capacity	X	Y

X and Y can be respectively,
A) 4GB, 500GB   B) 2MB, 300MB   C) 2KB, 300KB   D) 2TB, 300TB

110. If you want a logo to appear on every slide in a presentation, you should include it on the:
A) slide template   B) slide master   C) slide document   D) slide file.

111. You wish to install a hardware device that is not Plug and Play. Which of the following is commonly the first instruction given in help manual to install this device?
A) Install the driver   B) Install the device
C) Turn the power off   D) Disconnect the monitor

112. A _____ would help provide the information a sales manager needs to determine how high to set yearly sales quotas based on increased sales and lowered production costs.
A) transaction processing system (TPS)   B) decision support system (DSS)
C) management information system (MIS)   D) office information system (OIS)

113. Trying to meet the IT needs of all of a firm's functional areas with a single integrated system is called _____.
A) An integrative information system
B) An executive information system
C) Enterprise resource planning (ERP)
D) Transaction processing

114. What term describes explanatory text attached to a cell?
A) Callout
B) Comment
C) Dialog
D) Extension

115. Excel uniquely identifies cells within a worksheet with a cell name
A) Cell names
B) Column numbers and row letters
C) Column letters and row numbers
D) Cell locator coordinates

116. Getting data from a cell located in a different sheet is called ...
A) Accessing
B) Referencing
C) Updating
D) Functioning

117. In MS-Office, to quickly print a file, press
A) Control P
B) Control S
C) Control N
D) Control Z

118. Using Find command in MS-Office, we can search
A) Characters
B) Whole Word
C) Symbols
D) All of the above

119. The Shortcut key to align text left in MS-Word is :
A) CTRL + L
B) ALT + L
C) CTRL + ALT+L
D) FN+L

120. To open the existing presentation in MS-PowerPoint, press
A) CTRL + L
B) CTRL + N
C) CTRL + A
D) None of the above

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\multicolumn{12}{	c	}{ANSWER KEY-Clerk-cum-Data Entry Operator}

Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans
1	B	21	B	41	A	61	C	81	C	101	C
2	A	22	C	42	B	62	A	82	A	102	B
3	C	23	D	43	D	63	D	83	B	103	D
4	D	24	A	44	A	64	D	84	D	104	D
5	B	25	B	45	C	65	A	85	B	105	C
6	B	26	C	46	C	66	C	86	A	106	D
7	A	27	B	47	A	67	B	87	C	107	A
8	B	28	A	48	A	68	C	88	C	108	A
9	C	29	C	49	B	69	D	89	A	109	A
10	D	30	D	50	B	70	B	90	D	110	B
11	B	31	A	51	B	71	D	91	B	111	C
12	B	32	D	52	D	72	C	92	D	112	B
13	D	33	B	53	A	73	A	93	C	113	C
14	C	34	A	54	C	74	A	94	A	114	B
15	A	35	A	55	D	75	D	95	C	115	C
16	A	36	C	56	B	76	B	96	C	116	B
17	A	37	C	57	D	77	C	97	A	117	A
18	A	38	B	58	D	78	A	98	D	118	D
19	A	39	D	59	B	79	C	99	B	119	A
20	B	40	C	60	A	80	D	100	B	120	D