

**EXAMINATION FOR RECRUITMENT OF EXECUTIVE ASSISTANT FOR THE  
NATIONAL INSTITUTE OF WIND ENERGY, GOVT. OF INDIA**


**AUGUST 2018**

Name: \_\_\_\_\_

Roll No:

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**Instructions to the Candidates**

1. Each candidate will be supplied with a Question Paper Booklet and an Optical Mark Reading (OMR) answer sheet.
2. There are total 40 questions printed in 5 pages of the Question Paper Booklet. Kindly check whether all pages are intact.
3. Time allotted for the examination is 40 minutes.
4. For rough work, there are sheets provided (Page No 6 & 7) at the end of the question paper booklet. Writing is not allowed in the other pages of question paper booklet.
5. Do **NOT** start writing till you are instructed to start.
6. Answers are to be marked **ONLY** on the Optical Mark Reading (OMR) answer sheet provided.
7. Answers marked on the Question Paper Booklet will not be considered.
8. Mark your answers by **darkening the oval** for the  alternatives A, B, C, D for each of the questions on the Optical Mark Reading (OMR).
9. Candidates writing the examination will not be allowed out of the examination hall, until the examination is over (In case of emergency the invigilator should obtain permission from the Chief Controller of Examination.)
10. All candidates should return both the Question Paper Booklet and Optical Mark Reading (OMR) after completion, before leaving.
11. Roll No. and Name should be written both on the Question Paper Booklet and on the Optical Mark Reading (OMR) in the designated places. No writing on any other part of the Optical Mark Reading (OMR) answer sheet is allowed.
12. All candidates should sign in Optical Mark Reading (OMR) answer sheet.
13. Written test call letter will be verified by the invigilator.
14. Question not answered will carry no mark. Wrong answers will result in **NEGATIVE** marks. For every wrong answer, one-fourth (1/4<sup>th</sup>) mark will be deducted.
15. The answers for each of the questions are to be marked on a separate, specially designed, machine-gradable sheet of paper (Optical Mark Reading). While answering each of the questions the candidate is expected to darken the bubble(s) against correct answer(s).
16. **Wish you all thebest!**

Directions :

- (i) Answer **all** Questions
- (ii) Answers should be marked only on the OMR answer sheet provided
- (iii) Each Question carries **One Mark**.
- (iv) Questions NOT answered will carry no mark.
- (v) For every wrong answer, one-fourth (1/4th) mark will be deducted.

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1. Moving a sheet from one workbook into new book by
  - a. From Edit menu choose Move or Copy sheet, mark the Create a ccopy and Click OK
  - b. From Edit menu choose Move of Copy then choose (Move to end) and click OK
  - c. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
  - d. None of above
2. What is the short cut key to replace a data with another in sheet?
  - a. Ctrl + R
  - b. Ctrl + Shift + R
  - c. Ctrl + H
  - d. Ctrl + F
3. MS-EXCEL is based on
  - a. WINDOWS
  - b. DOS
  - c. UNIX
  - d. OS/2
4. In EXCEL, you can sum a large range of data by simply selecting a tool button called
  - a. AutoFill
  - b. Auto correct
  - c. Auto sum
  - d. Auto format
5. To select an entire column in MS-EXCEL, press?
  - a. CTRL + C
  - b. CTRL + Arrow key
  - c. CTRL + S
  - d. None of the above
6. To return the remainder after a number is divided by a divisor in EXCEL we use the function
  - a. ROUND ( )
  - b. FACT ( )
  - c. MOD ( )
  - d. DIV ( )
7. How to select one hyperlink after another during a slide presentation
  - a. Ctrl + K
  - b. B Ctrl + H
  - c. C Tab
  - d. D Ctrl + D

8. Special effects used to introduce slides in a presentation are known as
  - a. effects
  - b. transitions
  - c. custom animations
  - d. annotations
  
9. Which option can be used to set custom timings for slides in a presentation
  - a. Slider Timer
  - b. Slider Timings
  - c. Slide Show Setup
  - d. Rehearsal
  
10. Which key can be used to view Slide show
  - a. F5
  - b. F2
  - c. F7
  - d. F9
  
11. How we can put a Chart in the presentation using PowerPoint
  - a. Edit -> Chart
  - b. Insert -> Pictures -> Chart
  - c. Insert -> Chart
  - d. View -> Chart
  
12. How we can create a uniform appearance by adding a background image to all slides
  - a. Use the autocorrect wizard
  - b. By editing last slide
  - c. Edit the slide master
  - d. Create a template
  
13. Shortcut to insert new slide in the current Presentation is
  - a. CTRL+M
  - b. CTRL+O
  - c. CTRL+F
  - d. CTRL+N
  
14. How can we stop a slide show?
  - a. Press the right arrow
  - b. Press Escape
  - c. Press Ctrl + A
  - d. Press Ctrl + S
  
15. When creating a new table which method can be used to choose fields from standard databases and tables
  - a. Create table in Design View
  - b. Create Table using wizard
  - c. Create Table by Entering data
  - d. None of above
  
16. A database language concerned with the definition of the whole database structure and schema is
  - a. DCL
  - b. DML
  - c. DDL
  - d. All of above

17. This key uniquely identifies each record
- primary key
  - key record
  - unique key
  - foreign key
18. Which of the following is **NOT** a database object
- Tables
  - B Queries
  - C Relationships
  - D Reports
19. This data type allows alphanumeric characters and special symbols
- text
  - memo
  - auto number
  - None of the above
20. To create queries in Access
- drag and drop fields on query builders
  - type the SQL command in SQL view
  - use query wizard or design view
  - All of above
21. Portrait and Landscape are
- Paper Size
  - Font style
  - Page Orientation
  - Page Layout
22. Which is **NOT** a font style?
- Bold
  - Superscript
  - Italic
  - Regular
23. The minimum number of rows and columns in MS Word document is
- 1 and 1
  - 2 and 1
  - 1 and 2
  - 2 and 2
24. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
- 6 and 72
  - 8 and 68
  - 8 and 72
  - 6 and 68
25. What is the Short cut key for line break?
- CTRL + Enter
  - Space + Enter
  - Shift + Enter
  - Alt + Enter

26. What is a portion of a document in which you set certain page formatting options?
- Page Setup
  - Section
  - Page
  - Document
27. A character that is raised and smaller above the baseline is known as
- Capsript
  - Outlined
  - Raised
  - Superscript
28. In MS-Word, for what does ruler help?
- to change page margins
  - to set tabs
  - to set indents
  - All of the above
29. The ability to combine name and addresses with a standard document is called
- document formatting
  - database management
  - mail merge
  - form letters
30. Short cut Ctrl + P used to
- Open Paragraph Dialog Box
  - Open Page Format Dialog Box
  - Open Save Dialog Box
  - Open Print Dialog box
31. Microsoft Excel is a powerful
- Word processing package
  - Spreadsheet package
  - Communication S/W Package
  - DBMS package
32. With which view can you see how text and graphics will appear on the printed page?
- Normal
  - Print Layout
  - Outline
  - Web Layout
33. You can use the formula pallette to
- format cells containing numbers
  - create and edit formula containing functions
  - enter assumptions data
  - copy a range of cells
34. The Name box on to the left of formula bar
- shows the name of workbook currently working on
  - shows the name of worksheet currently working on
  - shows the name of cell or range currently working on
  - None of above

35. Each excel file is a workbook that contains different sheets. Which of the following **CANNOT** be a sheet in workbook?
- work sheet
  - chart sheet
  - module sheet
  - data sheet
36. Which of the following series type is **NOT** valid for Fill Series dialog box?
- Linear
  - Growth
  - Autofill
  - Time
37. Which of the following you can paste selectively using Paste Special command?
- Validation
  - Formats
  - Formulas
  - All of above
  - e.
38. To remove the content of selected cells you must issue \_\_\_\_\_ command
- Edit >> Delete
  - Edit >> Clear >> Contents
  - Edit >> Clear >> All
  - Data >> Delete
39. The Delete key of keyboard is assigned to which command in Excel?
- Edit >> Clear >> Contents
  - Edit >> Clear >> All
  - Edit >> Delete
  - All of above
40. While Finding and Replacing some data in Excel, which of the following statement is valid?
- You can Find and Replace within the sheet or workbook
  - Excel does not have option to match case for find
  - Both are valid
  - None are valid

For Rough Work

