

**A**

GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION  
DEPARTMENT  
(Secretariat Administration Wing)

EXAMINATION FOR RECRUITMENT  
TO THE POST OF  
LDC (PROVISIONAL EMPLOYEE)  
2022

**PAPER III**  
**COMPUTER TEST**

FULL MARKS : 75  
TIME ALLOWED : 2 HOURS

1. Put a tick "✓" mark against the correct answer in the space given in each question.
2. All questions carry 1 mark

Signature of Invigilator \_\_\_\_\_

CODE NO.

| No. of<br>Correct<br>Answers | Mark<br>carried<br>by each<br>question | Marks<br>Obtained |
|------------------------------|----------------------------------------|-------------------|
|                              | 1                                      |                   |

Signature of Examiner \_\_\_\_\_  
(Chhanna endiktu signature)

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**MICROSOFT WORD (25 MARKS)**

1. Which feature is not available in Word?

- A) Italic ( )  
 B) Magic tool ( )  
 C) Font ( )  
 D) Bold ( )

2. The \_\_\_\_ works with the standard Copy and Paste commands.

- A) View tab ( )  
 B) Paragraph dialog box ( )  
 C) Clipboard ( )  
 D) All of these ( )

3. Microsoft Word is \_\_\_\_ software.

- A) Application ( )  
 B) Compiler ( )  
 C) System ( )  
 D) Programming ( )

4. What is the blank space outside the printing area on a page?

- A) Clipart ( )  
 B) Margins ( )  
 C) Header ( )  
 D) Footer ( )

5. Which of the following is an example of page orientation?

- A) Landscape ( )  
 B) Subscript ( )  
 C) Superscript ( )  
 D) A4 ( )

6. Press \_\_\_\_ key to open the help window in Word document.

- A) F1 ( )  
 B) F2 ( )  
 C) F9 ( )  
 D) F11 ( )

7. Select all the text in Word document by:

- A) Ctrl + S ( )  
 B) Ctrl + I ( )  
 C) Ctrl + A ( )  
 D) Ctrl + V ( )

8. What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document?

- A) Database Management ( )  
 B) Web Design ( )  
 C) Spreadsheet Design ( )  
 D) Word Processing ( )

9. The shortcut key to open a new file in Word is:

- A) Ctrl + C ( )  
 B) Ctrl + V ( )  
 C) Ctrl + X ( )  
 D) Ctrl + N ( )

10. If you want to undo an action in a Word document, press:

- A) Ctrl + R ( )  
 B) Ctrl + U ( )  
 C) Ctrl + X ( )  
 D) Ctrl + Z ( )

11. Turn on \_\_\_\_, which allows word to break lines between the syllables of words.

- A) Hyphenation ( )  
 B) Hyperlink ( )  
 C) Footer ( )  
 D) Header ( )

12. What is a gallery of text styles that you can add to your documents to create decorative effects?

- A) Footer ( )  
 B) Header ( )  
 C) WordArt ( )  
 D) ClipArt ( )

13. Press \_\_\_\_ to open 'Replace' dialog box.

- A) Alt + H ( )  
 B) Ctrl + H ( )  
 C) Ctrl + N ( )  
 D) Tab + N ( )

14. \_\_\_\_\_ are advanced features that can speed up editing or formatting you may perform often in a Word document.

- A) Comment ( )
- B) Track changes ( )
- C) Ribbon ( )
- D) Macros ( )

15. The \_\_\_\_\_ feature in Word automatically corrects certain spelling, typing, and capitalisation or grammar errors.

- A) AutoMark ( )
- B) AutoSpell ( )
- C) AutoFix ( )
- D) AutoCorrect ( )

16. Which of the following option may be used to change page size and margins?

- A) Data Setup ( )
- B) Tools Setup ( )
- C) View Setup ( )
- D) Page Setup ( )

17. What is used to measure and line up objects in Word document?

- A) Gridlines ( )
- B) Ruler ( )
- C) Document Map ( )
- D) Thumbnails ( )

18. Which is not a page size in Word document?

- A) A3 ( )
- B) A4 ( )
- C) Letter ( )
- D) Margin ( )

19. User can use \_\_\_\_\_ commands to search and correct words in a Word document.

- A) Copy and Paste ( )
- B) Find and Replace ( )
- C) Header and Footer ( )
- D) Print and Print preview ( )

20. Insert a \_\_\_\_\_ to illustrate and compare data.

- A) Hyperlink ( )
- B) Footer ( )
- C) Header ( )
- D) Chart ( )

21. In Word, you can use styles to:

- A) delete text in documents ( )
- B) save changes to documents ( )
- C) format documents ( )
- D) makes copies of documents ( )

22. What is the ghosted text or picture behind the content on the page?

- A) Clipart ( )
- B) Watermark ( )
- C) WordArt ( )
- D) All of these ( )

23. The key F12 opens a:

- A) Close dialog box ( )
- B) Find dialog box ( )
- C) Open dialog box ( )
- D) Save As dialog box ( )

24. What is an annotation that an author or review adds to a Word document?

- A) Caption ( )
- B) Header ( )
- C) Comment ( )
- D) Footer ( )

25. Which of the following is not an option in Word clipboard?

- A) Cut ( )
- B) Copy ( )
- C) Paste ( )
- D) Page setup ( )

### **MICROSOFT EXCEL (25 MARKS)**

1. What are the basic rectangular building blocks of an Excel spreadsheet?

- A) Rectangle ( )
- B) Cells ( )
- C) Zoom slider ( )
- D) Help button ( )



2. Another name for a pre-programmed formula in Excel is:

- A) Cell ( )
- B) Graph ( )
- C) Function ( )
- D) Range ( )

3. Which of the following identifies a cell in Excel?

- A) Formula ( )
- B) Name ( )
- C) Label ( )
- D) Address ( )

4. Which term is used to join the selected cells in to one cell?

- A) Filter ( )
- B) Wrap ( )
- C) Pivot ( )
- D) Merge ( )

5. A formula in Excel always begins with a(n) \_\_\_\_\_.

- A) Colon ( )
- B) Equal sign ( )
- C) Comma ( )
- D) Space ( )

6. Which command is used to close the window of Excel?

- A) Alt + F4 ( )
- B) Ctrl + W ( )
- C) Ctrl + R ( )
- D) Ctrl + C ( )

7. Press \_\_\_\_\_ to bring up Find box.

- A) Shift + F3 ( )
- B) Shift + F4 ( )
- C) Shift + F5 ( )
- D) Shift + F6 ( )

8. To select multiple worksheets in Excel, the following key must be pressed when clicking the sheet tab?

- A) Alt ( )
- B) Ctrl ( )
- C) Shift ( )
- D) Insert ( )

9. By default the cell content alignment is:

- A) All content Left aligned ( )
- B) All content Centrally aligned ( )
- C) Text left aligned & Number right alignment ( )
- D) Text right aligned & Number left alignment ( )

10. To select the entire column, press:

- A) Tab + C ( )
- B) Tab + E ( )
- C) Alt + Space ( )
- D) Ctrl + Space ( )

11. When you enter text in an Excel cell, it also appears in the:

- A) Status bar ( )
- B) Formula bar ( )
- C) Row heading ( )
- D) Name box ( )

12. Cuts the selected cells:

- A) Ctrl + X ( )
- B) Ctrl + C ( )
- C) Ctrl + V ( )
- D) Alt + B ( )

13. Press \_\_\_\_\_ keys to select all rows and columns in the worksheet.

- A) Shift + A ( )
- B) Ctrl + A ( )
- C) Alt + A ( )
- D) Shift + B ( )

14. In Excel, the \_\_\_\_\_ contains related worksheets.

- A) Cell ( )
- B) Formula ( )
- C) Column ( )
- D) Workbook ( )

15. Which of the following term is related with legends?

- A) Operator ( )
- B) Chart ( )
- C) WordArt ( )
- D) ClipArt ( )

16. \_\_\_\_ sign is used to create an absolute cell reference.

- A) \$ ( )
- B) @ ( )
- C) & ( )
- D) % ( )

17. #VALUE! refers to \_\_\_\_.

- A) Font value ( )
- B) Error in value ( )
- C) Subscript of number value ( )
- D) Addition of value ( )

18. Press \_\_\_\_ keys to display the Print dialog box in Excel.

- A) Alt + P ( )
- B) Ctrl + P ( )
- C) Esc + P ( )
- D) Tab + P ( )

19. Which function displays row data in a column or column data in a row?

- A) AutoSum ( )
- B) Transpose ( )
- C) Difference ( )
- D) Multiply ( )

20. A Spreadsheet is a sheet which is spread in such a way that it divides itself into the various \_\_\_\_ and \_\_\_\_.

- A) Horizontal columns, vertical row ( )
- B) Horizontal table, vertical cell ( )
- C) Horizontal cell, vertical table ( )
- D) Horizontal row, vertical columns ( )

21. Which Excel feature enables predefined layouts to selected tables in the worksheet?

- A) Autograph ( )
- B) Autoformat ( )
- C) Header and Footer ( )
- D) Spelling and Grammar ( )

22. Use the \_\_\_\_ symbol to join or concatenate, one or more text strings to produce a single piece of text.

- A) Ampersand ( )
- B) Comma ( )
- C) Colon ( )
- D) Space ( )

23. The result of a formula in a cell is the:

- A) Feature ( )
- B) Range ( )
- C) Value ( )
- D) Label ( )

24. Press \_\_\_\_ to make the text bold in Excel.

- A) Ctrl + 1 ( )
- B) Ctrl + 2 ( )
- C) Ctrl + 3 ( )
- D) Ctrl + 4 ( )

25. Which sign indicate to multiplication?

- A) Asterisk ( )
- B) Caret ( )
- C) Percent sign ( )
- D) Forward slash ( )

### **ADOBE PAGEMAKER (25 MARKS)**

1. Control Pallette show the properties of \_\_\_\_.

- A) Selected Menu ( )
- B) Selected Tool ( )
- C) Selected Option ( )
- D) None of these ( )

2. Which option used to delete selected pages?

- A) Element > Insert Pages ( )
- B) Layout > Remove Pages ( )
- C) View > Insert Pages ( )
- D) Utilities > Plugins > Insert Pages ( )

3. Which menu contains the Document Setup command?

- A) Edit ( )
- B) File ( )
- C) View ( )
- D) Document ( )

4. What is Leading?

- A) The space between paragraphs. ( )  
 B) The space between two characters. ( )  
 C) The space between more than two characters. ( )  
 D) The space between lines. ( )

5. Which of the options is not available in the Type Style in Pagemaker?

- A) Bold ( )  
 B) Italic ( )  
 C) Strikethrough ( )  
 D) Indent ( )

6. What is the file extension of PageMaker 7.0?

- A) PM65 ( )  
 B) PM70 ( )  
 C) PMD ( )  
 D) PME ( )

7. Which menu contains the font option in PageMaker?

- A) Layout ( )  
 B) Type ( )  
 C) Utilities ( )  
 D) Element ( )

8. Which option is used to import plain text file in PageMaker?

- A) Open ( )  
 B) New ( )  
 C) Insert ( )  
 D) Place ( )

9. What is the shortcut key to insert Page Number in Master Page?

- A) Ctrl + Alt + u ( )  
 B) Ctrl + Alt + i ( )  
 C) Ctrl + Alt + o ( )  
 D) Ctrl + Alt + p ( )

10. Minimize and Maximize button present on \_\_\_\_\_.

- A) Menu Bar ( )  
 B) Title Bar ( )  
 C) Ruler ( )  
 D) None of these ( )

11. What is the shortcut key to show or hide Control Palette?

- A) Ctrl + L ( )  
 B) Ctrl + J ( )  
 C) Ctrl + ' ( )  
 D) Ctrl + A ( )

12. What are the shortcut to window fit in window in PageMaker?

- A) Ctrl + 0 ( )  
 B) Ctrl + 1 ( )  
 C) Ctrl + 2 ( )  
 D) Ctrl + 3 ( )

13. What is the shortcut key to show or hide Ruler?

- A) Ctrl + T ( )  
 B) Ctrl + J ( )  
 C) Ctrl + R ( )  
 D) Ctrl + A ( )

14. The name of the areas that include the color swatches, layers and toolbox is \_\_\_\_\_.

- A) Gradients ( )  
 B) Colors ( )  
 C) Palette ( )  
 D) All of these ( )

15. We can insert picture by the help of \_\_\_\_\_ Option.

- A) Place ( )  
 B) Fill ( )  
 C) Clear ( )  
 D) None of these ( )

16. Which of these views is not in the PageMaker?

- A) Layout View ( )  
 B) Story Editor View ( )  
 C) Outline View ( )  
 D) None of these ( )

17. Which menu contains the frame option in PageMaker?

- A) File ( )  
 B) Utilities ( )  
 C) Element ( )  
 D) None of these ( )



18. The layout of the page depends on \_\_\_\_\_.

- A) On page size ( )
- B) On Text ( )
- C) On Paragraph ( )
- D) All of these ( )

19. What is the first step of the Document Setup?

- A) Selecting Page Size ( )
- B) Selecting Page Border ( )
- C) Selecting the page margin ( )
- D) None of these ( )

20. PageMaker can be use for \_\_\_\_\_.

- A) Tabular data ( )
- B) Book Design ( )
- C) Graphics Design ( )
- D) None of these ( )

21. What is the shortcut key to delete all content of current page?

- A) Del ( )
- B) Ctrl + Del ( )
- C) Ctrl + A + Del ( )
- D) None of these ( )

22. In PageMaker, we can create the border automatically around the object, by using?

- A) Border ( )
- B) Keyline ( )
- C) Outline ( )
- D) None of the above ( )

23. The keyboard shortcut for Force Justify is \_\_\_\_\_.

- A) Shift + Ctrl + Y ( )
- B) Ctrl + J ( )
- C) Shift + Ctrl + F ( )
- D) None of the above ( )

24. \_\_\_\_\_ is the process of adjusting space between specific letter pairs in PageMaker.

- A) Leading ( )
- B) Tracking ( )
- C) Kerning ( )
- D) None of the above ( )

25. What is the latest version of Adobe PageMaker?

- A) PageMaker 6.0 ( )
- B) PageMaker 6.5 ( )
- C) PageMaker 7.0 ( )
- D) PageMaker 7.5 ( )