



LOWER DIVISION TYPIST

ANSWER KEY

22 OCT 2025



1 Match the following :

- | | |
|----------------|------------------|
| 1. Narora | a. Rajasthan |
| 2. Koodamkulam | b. Uttar Pradesh |
| 3. Kaiga | c. Tamil Nadu |
| 4. Ravatbhatta | d. Karnataka |

A) 1 – a, 2 – c, 3 – b, 4 – d

B) 1 – b, 2 – c, 3 – d, 4 – a

☒ C) 1 – b, 2 – c, 3 – a, 4 – d

D) 1 – c, 2 – b, 3 – a, 4 – d

2. Which of the following belongs to tribal revolt against the Britishers ?

1. Bhil Revolt
2. Kurichiya Revolt
3. RIN Revolt
4. Santhal Rebellion

A) Only (1 and 2)

B) Only (2 and 4)

☒ C) Only (1, 2 and 4)

D) All of the above

3. Which of the following works included in the Manipravalam literature ?

1. Njanappana
2. Chandrolsavam
3. Vaisika Tantram
4. Ananthapuravarannannam

A) Only (1 and 2)

☒ B) Only (2, 3 and 4)

C) Only (1, 3 and 4)

D) All of the above

☒ 4. Examine the following statements as true :

1. Khariff period starts from November.
2. Rabi period starts from July.
3. Zaid period starts from June.
4. Bajra, Ragi and Jowar are millets.

A) All of the above

B) Only (1 and 2)

C) Only (1 and 3)

D) Only (1, 3 and 4)

5. Which are the East flowing Rivers in India ?

1. Mahanadi
2. Narmada
3. Ganga
4. Tapti

A) 1, 2, 3 and 4

B) Only (4, 3 and 1)

☒ C) Only (1 and 3)

D) Only (1, 2 and 3)

6. Who were the prominent lawyers gave up their practices as a part of Non-Cooperation Movement ?

1. C. Rajagopalachari
2. Subhash Chandra Bose
3. Motilal Nehru
4. C. R. Das

☒ A) Only (1 and 3)

B) Only (1, 2 and 4)

C) Only (1, 3 and 4)

D) All of the above

7. Identify the organisations and its founders.

- | | |
|-----------------------------------|--------------------------|
| 1. Athmavidya Sangam | a. Pandit K. P. Karuppan |
| 2. Prathyaksha Raksha Daiva Sabha | b. Vaikunda Swamikal |
| 3. Araya Samajam | c. Vagbhatanandan |
| 4. Samathwa Samajam | d. Kumara Gurudevan |

A) 1 – a, 2 – c, 3 – d, 4 – b

☒ B) 1 – c, 2 – d, 3 – a, 4 – b

C) 1 – b, 2 – c, 3 – d, 4 – a

D) 1 – a, 2 – b, 3 – c, 4 – d

8. Who got the Man of the Match award of the T20 final held at Barbados in 2024 ?

A) Rohit Sharma

B) Jasprit Bumrah

☒ C) Virat Kohli

D) Heinrich Klaasen

9. Identifies the following words related to which dynasty :
'Koyil Adhikarikal', 'Aayiram' and 'Naaluthali'

1. Ay dynasty
2. Venad dynasty
3. Ezhimala dynasty
4. Perumal dynasty

A) Only (1 and 2)

☒ C) Only 4

B) Only (2 and 4)

D) All of the above

10. Match the following :

1. Kola Swarupam
2. Nediyruppu Swarupam
3. Perumpadappu Swarupam
4. Trippappur Swarupam

a. Venad

b. Kochi

c. Eranadu

d. Kolathunadu

A) 1 – a, 2 – c, 3 – b, 4 – d

☒ B) 1 – d, 2 – c, 3 – b, 4 – a

C) 1 – c, 2 – b, 3 – a, 4 – d

D) 1 – b, 2 – c, 3 – d, 4 – a

11. What is happening when enabling kerning for fonts option in Word ?

A) Stretches the selected characters vertically

☒ B) Adjust the spacing between particular pairs of letters

C) Scale the text horizontally

D) Lowered the letter position by selected points

12. Which of the following statements is/are true in the aspects of templates in MS Word 2007 ?

i. Can create a template from an existing document.

ii. Can create a template from an existing template.

iii. Can create a macro enabled template.

A) Only i

☒ B) Only i and ii

C) Only i and iii

D) All of the above (i, ii and iii)

13. What maximum levels are supported in a multilevel list in a Word 2007 ?

A) 7

B) 8

☒ C) 9

D) 10

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14. Which of the below option is not listed under the "Select Recipients" command in the "Start Mail Merge" group for mail merge ?
☒ A) Import from a CSV file
B) Choose from Outlook Contacts
C) Type a New List
D) Use an Existing List
15. In Word, the feature Gutter margin is used for
A) To insert numbers in the margin
☒ B) To manage better document binding
C) To insert images and shapes
D) To improve printing quality
16. What is the default file extension used by PowerPoint 2007 ?
☒ A) .pptx
B) .ppt
C) .ppx
D) .pptm
17. What is the purpose of the slide master in PowerPoint 2007 ?
A) To add animations to objects on a slide
☒ B) To apply formatting to all slides in the presentation
C) To insert multimedia files into a presentation
D) To set the slide timings for the presentation
18. What is the keyboard shortcut for starting a slideshow from the beginning in PowerPoint 2007 ?
A) F1
B) F2
☒ C) F5
D) F9
19. Which of the following is not a way to format the background of a slide in PowerPoint 2007 ?
A) Using a solid color
B) Using a gradient fill
C) Using a picture or texture fill
☒ D) Using a 3D effect
20. What is the keyboard shortcut for adding a hyperlink to text or an object in PowerPoint 2007 ?
☒ A) Ctrl + K
B) Ctrl + H
C) Ctrl + J
D) Ctrl + L
21. How does the shortcut key Ctrl + I in Word works ?
☒ A) Makes the selected text italic
B) Increase the font size
C) Add an indent to left
D) Capitalize the selected text
22. Which of the following is not a method for creating a table in Word 2007 ?
A) Using the Insert Table command
B) Drawing the table with the mouse
C) Using the Convert Text to Table command
☒ D) Using shortcut key Ctrl + T

23. Which of the following is a way to insert a page break in Word 2007 ?
- Pressing Ctrl + Enter.
 - Double-click on the left mouse button.
 - Selecting the Page Break command from the Insert tab.
- A) Only iii
☒ B) Both i and iii
 C) Both ii and iii
 D) All of the above
24. How do you secure a document from editing in Word 2007 using a password ?
- ☒ A) Click on the "Review" tab, then click on "Protect Document"
 B) Click on the "View" tab, then click on "Encrypt Document"
 C) Press Ctrl + P
 D) None of the above
25. Which of the following tabs contains the option to create charts in Excel 2007 ?
- A) Home
☒ B) Insert
 C) PageLayout
 D) Review
26. Find the odd one.
- A) PS/2
☒ B) SMPS
 C) USB
 D) VGA
27. Which is the fastest memory in a computer ?
- A) ROM
 B) RAM
☒ C) CACHE
 D) BIOS
28. Which of the following statements is/are correct ?
- The OS manages all the resources of a computer.
 - The OS provides an interface to the user.
 - The program execution order is decided by the OS when multiple application programs need to be run.
- A) Only ii
 B) Only i and ii
 C) Only ii and iii
☒ D) All of the above (i, ii and iii)
29. A translator is a software that converts a program code from
- A) High-level language to Unicode
 B) High-level language to ASCII
☒ C) High-level language to Machine language
 D) High-level language to Assembly language
30. In which Windows version, Microsoft introduced the Start Menu ?
- A) Windows 8
☒ B) Windows 95
 C) Windows 7
 D) Windows XP

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31. Which of the following chart types in Excel 2007 is best suited for displaying trends over time ?
A) Pie chart B) Column chart ☒ C) Line chart D) Scatter chart
32. Which Excel 2007 feature is used to create a formula that adjusts its cell references relative to the position of the formula in the worksheet ?
☒ A) Relative references B) Absolute references
C) Mixed references D) Circular references
33. Which of the following is not a valid Excel 2007 function for text manipulation ?
A) LEFT B) RIGHT C) UPPER ☒ D) CENTRE
34. What is the purpose of slide transitions in PowerPoint 2007 ?
A) To animate objects on a slide
☒ B) To move from one slide to the next
C) To apply visual effects to a slide
D) To modify the layout of a slide
35. Which of the following is not a type of animation available in PowerPoint 2007 ?
A) Entrance B) Emphasis C) Exit ☒ D) Rotation
36. Which shortcut key is used to paste the copied content in Word ?
A) Ctrl + Shift + P B) Shift + T ☒ C) Ctrl + V D) Alt + C
37. Which text wrapping style wraps the text around the graphic in an irregular shape bounding the actual image in Word ?
A) In Line with Text ☒ B) Tight C) Square D) Through
38. Which of the below option helps the users to insert a large capital letter used as a decorative element at the beginning of a paragraph ?
☒ A) Drop Caps B) Word Art C) Symbols D) Header
39. What is the size of an A4 paper ?
A) 148.5 mm × 210 mm ☒ B) 210 mm × 297 mm
C) 105 mm × 148.5 mm D) 297 mm × 420 mm
40. What command is used to assign a name to a specific point in a Word document ?
A) Header B) Macro
C) Page Number ☒ D) Bookmark

41. Which of the following is not a Web Browser ?
 A) Google Chrome B) Mozilla Firefox
 C) Netscape Navigator ☒ D) Microsoft Outlook Express
42. What is the storage capacity of a standard DVD ROM ?
☒ A) 4.7 GB B) 2.2 GB C) 700 MB D) 900 MB
43. Which is the correct method to select a paragraph in Microsoft Word 2007 ?
 A) Shift + click anywhere in the paragraph
 B) Double click anywhere in the paragraph
 C) Ctrl + click anywhere in the paragraph
☒ D) Triple click anywhere in the paragraph
44. Which tool is a part of the Clipboard Group in Word 2007 ?
☒ A) Format painter B) Shapes C) Smart Art D) Page Break
45. Which of the following option is not a paragraph formatting option in Word 2007 ?
 A) Alignment B) Spacing C) Indentation ☒ D) Orientation
46. Which of the following functions can be used to find the highest value in a range of cells in Excel 2007 ?
 A) TOP ☒ B) MAX C) COUNT D) SQRT
- ☒ 47. In Excel 2007, what is the maximum number of rows in a worksheet ?
 A) 16384 B) 44165 C) 65536 D) 100000
48. In Excel 2007, what is the keyboard shortcut to delete a selected row ?
 A) Shift + D ☒ B) Ctrl + - C) Alt + R D) Shift + Alt + X
49. Which of the following options allows you to Freeze Panes in Excel 2007 ?
☒ A) Click on the view tab and select Freeze Panes
 B) Right-click on the row or column header and select Freeze Panes
 C) Select a row or column and press Alt + F + P keys
☒ D) None of the above
50. Which of the following Excel 2007 features is used to analyse data by creating tables and charts based on it ?
 A) Goal Seek B) Conditional Formatting
 C) Thesaurus ☒ D) PivotTable

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51. Another name of mainspring tension is

1. Key tension
2. Rack tension
3. Carriage tension
4. None of these

A) Only 2

C) Only 1

B) Only 4

☒ D) Only 3

52. Which key is used to get equal column ?

1. Space bar
2. Tab Key
3. Tabulator
4. None of these

A) Only 1

B) Only 2

☒ C) Only 3

D) Only 4

53. In Proceedings "To address" is given in the

1. Top left
2. Top right
3. Bottom left
4. Bottom right

A) Only 4

B) Only 2

☒ C) Only 3

D) Only 1

54. Each type bar is having _____ characters.

1. 1
2. 4
3. 2
4. None of these

A) Only 2

B) Only 4

☒ C) Only 3

D) Only 1

55. For what purpose do we use the line space disengaging lever ?

1. Paper release
2. Marginal release
3. Variable line spacing
4. None of the above

A) Only 2

B) Only 1

C) Only 4

☒ D) Only 3

56/ Which of the following Movement is not correct in the case of Ribbon Movement ?

1. Lengthwise Movement
2. Step By Step Movement
3. Up and Down Movement
4. Automatic Reverse Movement

A) Only 1 ☒ B) Only 2 C) Only 4 D) Only 3

57 Dog Block is connected to the

1. Carriage lever
2. Back spacer
3. Non-character key
4. Character keys

☒ A) Only 4 B) Only 3 C) Only 1 D) Only 2

58 Universal bar is connected to _____ of a typewriter.

1. Mainspring
2. Pinion Wheel
3. Dog Block
4. Ribbon Gear

A) Only 1 B) Only 2 ☒ C) Only 3 D) Only 4

59. Which document we use triple line space while typing ?

1. Office Notes
2. Commercial Purpose
3. Legal Document
4. None of the above

A) Only 3 B) Only 2 C) Only 1

☒ D) Only 4

60. The main part of the Dog Block is

1. Pinion Wheel
2. Escapement Wheel
3. Ratchet Wheel
4. None of these

A) Only 1 B) Only 3 ☒ C) Only 4

D) Only 2

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61. "Call the police", said the old lady to her son. (Change into Indirect Speech)
A) The old lady asked her son for calling the police
B) The old lady commanded her son must call the police
☒ C) The old lady commanded her son to call the police
D) The old lady commands her son to call the police
62. Find the correct word from the following words.
A) ecsentric B) tution ☒ C) accommodation D) spacimen
63. Varun's parents help him to overcome his difficulties.
(Choose the appropriate phrasal verb of the underlined word)
A) get through ☒ B) get over C) get across D) get along
64. Sachin played well, _____ ?
(Use appropriate question tag)
A) did he ☒ B) didn't he C) do he D) don't he
65. I went for a picnic to relieve the tedium of everyday life. (Choose the synonym of the underlined word)
☒ A) Boredom B) Tiredness C) Harshness D) Tension
66. Honour and glory _____ his reward.
A) are ☒ B) is C) have D) were
67. If they had requested me, I _____ them.
A) Would help B) Will help
☒ C) Will have helped ☒ D) Would have helped
68. Raju is a person who builds in or works with stone. (Choose one word for the words underlined)
A) Goldsmith ☒ B) Mason C) Blacksmith D) Carpenter
69. Fill in the blanks using an appropriate article.
He waited for _____ hour and a half for lunch.
A) A ☒ B) An
C) The D) None of these
70. He sat _____ his friend.
☒ A) Beside B) Besides C) Between D) Along

71. My brother is _____ boy in his class.
 A) Tall ☒ B) The tallest C) Taller D) As tall as
72. I saw a _____ of dogs.
 A) Herd ☒ B) Pack C) Gang D) Flock
73. "The door must be kept locked" is an example of
 A) Assertive sentence ☒ B) Imperative sentence
 C) Exclamatory sentence D) Interrogative sentence
74. Pick out the adjective from the given sentence.
 I am a clever boy.
 A) boy B) a ☒ C) clever D) am
75. The gender of the word 'Duchess' is
 A) masculine B) common C) neuter ☒ D) feminine
76. He is neither smart _____ brave.
 A) or B) and C) but ☒ D) nor
77. Choose the correct passive form of the sentence given below.
 A) The old woman will have helped by him.
 B) The old woman will being helped by him.
☒ C) The old woman will be helped by him.
 D) The old woman would have helped by him.
78. My friend has too many irons in the fire. (Find out the meaning of the underlined idiom)
 A) He is engaged with many problems
 B) He is having many qualities
 C) He is having many drawbacks
☒ D) He is engaged in too many enterprises at the same time
79. He seemed affected by diffidence. (Identify the antonym of the underlined word)
☒ A) Confidence B) Valour C) Cleverness D) Seriousness
80. I _____ (attend) the class since 10:00 am.
 A) have attended B) am attending
 C) had attended ☒ D) have been attending

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81. നിലാവ് എന്ന പദത്തിന്റെ പര്യായമല്ലാത്തത്
A) ചന്ദ്രിക B) കുമുദി C) ജ്യോത്സ്ന ☒ D) ചാന്ദനിക
82. 'Wagging the tail' എന്ന ശൈലിയുടെ ആശയം
A) വാലുരുമ്മൽ ☒ B) ലോഹ്യം പറച്ചിൽ
C) കലഹിക്കൽ D) അസൂയപ്പെടൽ
83. കൂട്ടത്തിൽപ്പെടാത്തത് ഏത് ?
A) സ്ത്രീകൾ B) യുവതികൾ C) ആണുങ്ങൾ ☒ D) കുട്ടികൾ
84. ഹ്രാസം - വിപരീതപദം എഴുതുക.
A) പ്രവാസം B) മിനുസം
☒ C) വികാസം D) അനുവാസം
85. അന്തർഗതം - പിരിച്ചെഴുതുമ്പോൾ
☒ A) അന്തർ + ഗതം B) അന്തസ് + ഗതം
C) അന്ത + ഗതം D) അന്തഃ + ഗതം
86. പൂജക ബഹുവചനത്തിനുദാഹരണം എഴുതുക.
A) പെങ്ങൾ B) പൂക്കൾ C) ശിഷ്യകൾ ☒ D) നിങ്ങൾ
87. ശരിയായ വാക്യം കണ്ടെത്തുക.
A) ഇന്നലെ മുതൽ പെയ്ത തുടങ്ങിയ മഴ ഇതുവരെ നിലച്ചിട്ടില്ല.
☒ B) രാഷ്ട്രപതി പത്തിയോടൊപ്പം എത്തിച്ചേർന്നു.
C) എന്നെ എന്റെ അച്ഛനാണ് വായിക്കാൻ പഠിപ്പിച്ചത്.
D) അവന്റെ ഭാവിയിലൊന്നി ഓർത്തു ഞാൻ ആശങ്കാകുലനാണ്.
88. ശരിയായ പദം ഏത് ?
☒ A) സ്രഷ്ടാവ് B) സാമ്രാട്ട് C) സ്വൈര്യം D) സ്വാഭാവിഷ്ടം
89. ശരിയേത് ?
A) അനുഗ്രഹീതൻ ☒ B) അനുഗൃഹീതൻ
C) അനുഗ്രഹിതൻ D) അനുഃഗ്രഹീതൻ
90. ഉദ്യാനപാലകൻ - സ്ത്രീലിംഗം എഴുതുക.
A) ഉദ്യാനപാലക B) ഉദ്യാനപാലകി
C) ഉദ്യാനപാലിനി ☒ D) ഉദ്യാനപാലിക
91. ഹിതത്തെ കാംക്ഷിക്കുന്നവൻ - ഒറ്റപ്പദം എഴുതുക.
☒ A) ഹിതേച്ഛു B) ഹിതപ്രണി C) ഹിതൻ D) ഹിതവാദി

92. 'പുലിവാലു പിടിക്കുക' എന്ന ശൈലി അർത്ഥമാക്കുന്നത്
 A) പുലിയുടെ വാലിൽ പിടിക്കുക
 B) സ്നേഹം ഭാവിച്ച് നശിപ്പിക്കുക
☒ C) സാഹസകർമ്മത്തിൽ ഏർപ്പെടുക
 D) ആദ്യാനുഭവത്തിൽത്തന്നെ അസ്വാസ്ഥ്യം ഉണ്ടാകുക
93. പാണിയും പാദവും - സമാസിക്കുമ്പോൾ
 i. പാണിപാദം
 A) i മാത്രം ശരി
 C) i ഉം ii ഉം ശരി
 ii. പാണിപാദങ്ങൾ
☒ B) ii മാത്രം ശരി
 D) i ഉം ii ഉം ശരിയല്ല
94. കൂട്ടത്തിൽപ്പെടാത്തത് ഏത് ?
 A) വല്ലക്കി ☒ B) വിവാദിക C) വിപഞ്ചിക D) പരിവാദിനി
95. 'Play to the gallery' എന്ന ശൈലിയുടെ ആശയം
 A) കരുതിയിരിക്കുക
 B) ആകെ നശിപ്പിക്കുക
 C) അപകടകരമായ എന്തെങ്കിലുമായി ബന്ധപ്പെടുക
☒ D) മറ്റുള്ളവരുടെ ശ്രദ്ധ പിടിച്ചു പറ്റാൻ തരംതാണ രീതിയിൽ പെരുമാറുക
96. വൻകാര്യങ്ങൾ സാധിക്കാൻ നിസ്സാരന്മാർ മതിയായേക്കും - എന്നർത്ഥം വരുന്ന ചൊല്ല്
 A) മലയും മണ്ണാങ്കട്ടയും സമമാണോ
 B) മലയുടെ ഉയരം മലയ്ക്കുറിയാമോ
 C) മലയെ മല താങ്ങും; മണ്ണാങ്കട്ട താങ്ങുമോ
☒ D) മലതുള്ളാൻ ചുറ്റുളി പോരേ
97. 'അഞ്ചാറ്' - വിഗ്രഹിക്കുമ്പോൾ
 i. അഞ്ചും ആറും
 A) i മാത്രം ശരി
 C) i ഉം ii ഉം ശരി
 ii. അഞ്ചോ ആറോ
☒ B) ii മാത്രം ശരി
 D) i ഉം ii ഉം ശരിയല്ല
98. തീപ്പെട്ടി വിഗ്രഹിക്കുമ്പോൾ
 A) തീയും പെട്ടിയും
 C) തീ പിടിച്ച പെട്ടി
 B) തീ കൊണ്ടുള്ള പെട്ടി
☒ D) തീ ഉണ്ടാക്കാനുള്ള പെട്ടി
99. അവസരവാദി എന്നർത്ഥം വരുന്ന ശൈലി
 A) അമ്പലം വിഴുങ്ങി
 C) അമ്പലക്കാള
☒ B) അഞ്ചാംപത്തി
 D) ആലത്തൂർകാക്ക
100. 'വെള്ളത്തിൽ വെട്ടിയാൽ വേർതിരിയുമോ' എന്ന ചൊല്ലിന്റെ ആശയം
 A) വരാനിരിക്കുന്നത് നേരത്തെ കൂട്ടി അറിയാൻ കഴിയില്ല
 B) പ്രവൃത്തി കഴിഞ്ഞിട്ട് പശ്ചാത്തപിച്ചിട്ടു കാര്യമില്ല
☒ C) ചിന്താശൂന്യമായ പ്രവൃത്തി
 D) ഒരാൾ എന്തൊക്കെ കാണിച്ചാലും മറ്റൊരാൾ ആകില്ല