PHASE I (PART I)

OBJECTIVE TYPE TEST FOR THE POST OF PROJECT ASSISTANT (OFFICE) FOR CANSRU

I. GENERAL KNOWLEDGE

1. Which river is known as the "Ganga of the South"?

   a) Krishna
   b) Cauvery
   c) Narmada
   d) Godavari

2. Which Article of the Indian Constitution guarantees the Right to Equality?

   a) Article 14
   b) Article 19
   c) Article 21
   d) Article 32

3. Which team won the ICC Men's T20 World Cup in 2022?

   a) India
   b) England
   c) Australia
   d) Pakistan

4. Which is India's only active volcano located in the Andaman Islands?

   a) Narcondam
   b) Mount Harriet
   c) Barren Island
   d) Saddle Peak

5. What is the pH value of pure water?

   a) 0
   b) 7
   c) 14
   d) 10

II. REASONING

6. **A person walks 10 meters east, then turns left and walks 5 meters. He then turns left again and walks 10 meters. In which direction is he now from the starting point?**

   a) North
   b) **South**
   c) East
   d) West

7. **Find the next number in the series: 3, 9, 27, 81, ?**

   a) 162
   b) **243**
   c) 324
   d) 108

8. **Pointing to a girl, Ramesh said, "She is the daughter of the only son of my father." How is the girl related to Ramesh?**

   a) Sister
   b) **Daughter**
   c) Niece
   d) Cousin

9. **If all Bloops are Razzies and some Razzies are Lazzies, which of the following is true?**

   a) All Bloops are Lazzies
   b) **Some Lazzies are Bloops**
   c) No Razzies are Bloops
   d) Some Bloops are not Razzies

10. **Book : Pages :: House :?**

    a) Cement
    b) Bricks
    c) **Rooms**
    d) Walls

III. QUANTITATIVE APTITUDE

11. What is the binary representation of the decimal number 10?

    a) 1010
    b) 1100
    c) 1001
    d) 1110

12. A train traveling at 60 km/h crosses a 200-meter-long bridge in 20 seconds. What is the length of the train?

    a) 100 m
    b) 200 m
    c) 300 m
    d) 400 m

13. If the ratio of the ages of A to B is 2:3 and A is 12 years old, how old is B?

    a) 15
    b) 18
    c) 20
    d) 24

14. How many ways can you arrange the letters in the word "CAT"?

    a) 3
    b) 6
    c) 9
    d) 12

15. If an item is sold for ₹450 after a 10% discount, what was its original price?

    a) ₹500
    b) ₹550
    c) ₹600
    d) ₹650

16. If $x + 1/x = 5$, find the value of $x^2 + 1/x^2$?

    a) 21
    b) 23
    c) 24
    d) 25

17. A shopkeeper buys an article for ₹600 and sells it for ₹750. What is his profit percentage?

    a) 20%
    b) 22.5%

c) **25%**
d) 30%

18. **The average of 5 consecutive odd numbers is 37. What is the smallest of these numbers?**

   a) 29
   b) 33
   c) 35
   d) 37

19. **What is the simple interest on ₹5,000 at 6% per annum for 3 years?**

   a) ₹900
   b) ₹850
   c) ₹1,000
   d) ₹1,100

20. **Find the next term in the series A, C, F, J, O?**

   a) T
   b) U
   c) V
   d) W

IV. **GENERAL ENGLISH**

21. **Identify the error in the sentence: "She don't like to swim."**

   a) She
   b) don't
   c) like
   d) to swim

22. **Choose the correct word: "The teacher was very ___ in explaining the concept."**

   a) clear
   b) clearly
   c) clarity
   d) clarifying

23. **"If it rains tomorrow, we will ___ the picnic."**

   a) cancel
   b) cancelling
   c) cancelled
   d) cancels

24. What is an antonym for "difficult"?

    a) Hard
    b) Easy
    c) Complicated
    d) Tough?

25. What is the one-word substitution for "a person who studies insects"?

    a) Biologist
    b) Entomologist
    c) Zoologist
    d) Botanist

26. The underlined phrase in the given sentence has been used incorrectly. Select the option that can correctly replace the underlined segment?

    I am <u>down with</u> her complaints.

    a) passed out with
    b) fed up with
    c) held down with
    d) looked down with

27. Choose the word that is most similar in meaning to: "Benevolent"?

    a) Cruel
    b) Kind
    c) Greedy
    d) Strict

28. Choose the word that is opposite in meaning to: "Obscure"?

    a) Hidden
    b) Vague
    c) Clear
    d) Dim

29. Fill in the Blanks? She is very good __ painting.

    a) at
    b) on
    c) in
    d) for

30. **Sentence Improvement?**

He don't know the answer.

a) He didn't knew
b) He doesn't know
c) He don't knew
d) No improvement

V. SUBJECT BASED

31. **Which function key is used to spell check a document in Word?**

   a) F5
   b) F7
   c) F8
   d) F9

32. **In Word, which tab contains the 'Table' option?**

   a) Insert
   b) Home
   c) Design
   d) View

33. **Which device is used to enter data into a computer?**

   a) Monitor
   b) Printer
   c) Keyboard
   d) Speaker

34. **Which part of the computer is responsible for processing data?**

   a) RAM
   b) CPU
   c) Hard Drive
   d) Monitor

35. **Which of these is an example of non-volatile memory?**

   a) RAM
   b) ROM
   c) Cache
   d) Register

36. **What is the full form of 'URL'?**

    a) **Uniform Resource Locator**
    b) Universal Resource Locator
    c) Uniform Resource Link
    d) Uniform Readable Locator

37. **Which of the following is an output device?**

    a) Mouse
    b) **Printer**
    c) Keyboard
    d) Scanner

38. **What does the term 'booting' refer to?**

    a) **Starting the computer**
    b) Shutting down the computer
    c) Installing software
    d) Printing data

39. **What does the 'CPU' stand for?**

    a) **Central Processing Unit**
    b) Computer Performance Unit
    c) Central Process Unit
    d) Central Programming Unit

40. **Which of the following is not a computer programming language?**

    a) Java
    b) Python
    c) HTML
    d) **Microsoft Word**

41. **What is the primary purpose of office procedures?**

    a) To increase paperwork
    b) **To ensure efficiency and consistency**
    c) To create more meetings
    d) To reduce employee accountability

42. **Which of the following is a common office procedure?**

    a) Ignoring deadlines
    b) **Filing reports regularly**
    c) Using personal email for business
    d) Skipping meetings

43. **Why is proper record keeping important in an office?**

a) To increase storage costs
b) To ensure easy retrieval of information
c) To confuse employees
d) To reduce productivity

44. **What is a recommended practice for maintaining files?**

a) Storing files randomly
b) Using a consistent naming convention
c) Discarding old files immediately
d) Keeping files unorganized

45. **Which of the following is essential in official correspondence?**

a) Informal language
b) Clear and concise communication
c) Unstructured format
d) Personal anecdotes

46. **What should be included in an official letter's closing?**

a) A casual remark
b) Your signature and name
c) A personal joke
d) The date only

47. **What is a key component of professional email etiquette?**

a) Using slang
b) Writing in all caps
c) Including a clear subject line
d) Ignoring grammar

48. **When is it appropriate to use CC in an email?**

a) When sending spam
b) To keep others informed
c) To avoid replying
d) When the email is irrelevant

49. **What is one of the primary responsibilities of an office assistant?**

a) Making all executive decisions
b) Managing office supplies
c) Ignoring incoming calls
d) Avoiding communication with team members

50. An office assistant often handles:

a) Financial auditing
b) Scheduling appointments
c) Strategic planning
d) Market analysis

51. A letter of enquiry is usually sent to:

a) Request clarification or information
b) Invite employees to lunch
c) Issue legal notices
d) Terminate employment

52. What is the purpose of a code of conduct in the workplace?

a) Employee discipline
b) Employee motivation
c) Employee training
d) Employee recruitment

53. Which of the following is a benefit of effective communication in the workplace?

a) Increased conflict
b) Reduced productivity
c) Improved teamwork
d) Lower employee morale

54. What is the purpose of a performance appraisal?

a) Employee discipline
b) Employee motivation
c) Employee development
d) Employee termination

55. When preparing minutes of a meeting, what should an office assistant focus on?

a) Recording every spoken word
b) Noting only decisions and key points discussed
c) Writing opinions of attendees
d) Including irrelevant jokes

56. What is the function of an operating system in a computer?

a) It directly performs calculations
b) It processes user input as hardware
c) It manages hardware and software resources
d) It only handles networking

57. Which of the following file extensions typically indicates a compressed file?

   a) .docx
   b) .pdf
   c) .zip
   d) .html

58. In MS Word, which feature helps create a uniform layout by repeating elements like headers or footers across pages?

   a) Text Box
   b) Styles
   c) Section Break
   d) Header and Footer

59. The most accurate method of data entry in tabular format is:

   a) Copying text into Word
   b) Using Notepad
   c) Using a spreadsheet software like MS Excel
   d) Typing in Paint

60. In data entry, which of the following reduces human errors the most?

   a) Using decorative fonts
   b) Manual calculations
   c) Data validation and dropdowns
   d) Copying and pasting from emails

61. The Recycle Bin in Windows is used to:

   a) Store all user documents
   b) Delete files permanently
   c) Temporarily store deleted files for recovery
   d) Format drives

62. In professional data entry systems, which method is most often used to reduce repetitive typing?

   a) Using graphics
   b) AutoFill and Templates
   c) Using Save As
   d) Printing forms

63. **Which of the following is a professional quality expected of an efficient office assistant?**

   a) Aggressiveness
   b) **Punctuality and confidentiality**
   c) Gossiping for feedback
   d) Avoiding supervision

64. **Which function is used in Excel to find the average of numbers?**

   a) =SUM()
   b) =AVG()
   c) **=AVERAGE()**
   d) =TOTAL()

65. **Which MS Office application is best for creating presentations?**

   a) Word
   b) Excel
   c) **PowerPoint**
   d) OneNote

66. **Which tab in MS Word contains the 'Font' and 'Paragraph' tools?**

   a) Insert
   b) Layout
   c) Review
   d) **Home**

67. **What is the file extension of a typical Excel workbook?**

   a) .docx
   b) **.xlsx**
   c) .pptx
   d) .txt

68. **Data entry involves which of the following?**

   a) Writing code
   b) **Entering data into systems accurately**
   c) Web browsing
   d) Designing websites

69. **Which key is commonly used to move to the next field in a form during data entry?**

   a) Enter
   b) Esc
   c) **Tab**
   d) Shift

70. What does LAN stand for?

a) **Local Area Network**
b) Large Area Network
c) Long Area Node
d) Local Access Network

71. Which device connects multiple computers in a network?

a) Monitor
b) **Switch**
c) Printer
d) Scanner

72. Which of the following is an example of secondary data storage?

a) RAM
b) Cache
c) **Hard Drive**
d) Register

73. Routine computer maintenance includes:

a) Ignoring software updates
b) **Cleaning hardware and updating software**
c) Deleting important files
d) Only installing games

74. Which of the following is an operating system?

a) Google
b) **Windows**
c) Firefox
d) MS Word

75. The main screen of Windows is called the:

a) Monitor
b) **Desktop**
c) Folder
d) Start Menu

76. To rename a file in Windows, you can:

a) Click and drag it
b) Double-click and press Enter
c) **Right-click and select 'Rename'**
d) Just press Esc

77. What is a web browser used for?

    a) Writing documents
    b) Drawing
    c) **Accessing websites**
    d) Playing music

78. Which of the following is NOT a web browser?

    a) Chrome
    b) Firefox
    c) **WordPad**
    d) Safari

79. What does URL stand for?

    a) User Readable Language
    b) **Uniform Resource Locator**
    c) Unified Router List
    d) United Resource List

80. ERP software is mainly used in:

    a) Home decoration
    b) **Business management**
    c) Social networking
    d) Gaming

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