

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)



(DEPwDs (Divyangjan) Ministry of Social Justice & Empowerment, GOI.)

Department of Adult Independent Living

Name:

Date:

**Diploma in Office Automation and Assistive Technology
Model Question Paper**

Total Time: 45 minutes

Marks: 30

Answer all questions, all carry equal marks, No Negative marks for wrong answers:

I. Multiple Choice Questions: -

1. Which key in keyboard used to delete a file?
 - a) Insert key
 - b) Delete key
 - c) Shift key

2. Choose the Input device
 - a) Monitor
 - b) Printer
 - c) Keyboard

3. What can you do with a Computer?
 - a) Type Letters
 - b) Online Banking and Shopping
 - c) All the above

4. You are travelling from NIEPMD to Thiruvananthapuram by bus which is 19 Kilometers in 1 hour. Koyambedu is 18 Kilometers from there. How much distance will you travel to reach Koyambedu from NIEPMD?
 - a) 27 Kilometers
 - b) 31 Kilometers
 - c) 37 Kilometers

5. Computer is an _____ device.
 - a) Electronic device
 - b) Mechanical device
 - c) None

6. which device used for print a document?
- a) Speaker
 - b) Printer
 - c) Projector
7. In this which key used for Moving the cursor one line of the text to next?
- a) Alphabet key
 - b) Navigation key
 - c) Number key
8. Choose the correct answer:
- a) $2 + 1 + 7 = 5$
 - b) $8 + 2 + 3 = 7$
 - c) $1 + 6 + 3 = 10$
9. If add Consecutive even numbers of $2+4+6+8 = ?$
- a) 20
 - b) 15
 - c) 18
10. How many edges in triangle?
- a) 2
 - b) 6
 - c) 3
11. which has all the four sides of equal length?
- a) Rectangle
 - b) Square
 - c) Circle
12. Indian Republic day was celebrated on?
- a) January 15th
 - b) August 15th
 - c) January 26th
13. Choose the capital of Tamilnadu?
- a) Chennai
 - b) Madurai
 - c) Coimbatore
14. By using an e-mail we can.
- a) Send an image & audio
 - b) Send a document
 - c) Both

15. Which day is a leap day of a year?
- a) February 29th
 - b) February 28th
 - c) February 30th
16. How many 5 rupee coins make 10 rupees?
- a) 3
 - b) 1
 - c) 2
17. How many fingers we need to typing in keyboard?
- a) 7
 - b) 10
 - c) 9
18. Choose a correct alphabet series:
- a) A,B,D,C
 - b) A,C,D,E
 - c) A,B,C,D
19. Ctrl + P is a shortcut key for?
- a) Print a document
 - b) Save a document
 - c) Delete a document
20. What kind of keys in a keyboard has?
- a) Alphabet keys & Number keys
 - b) Symbol keys & Function keys
 - c) Both

II. Match the following:

1) Pen drive –



2) Mouse –



3) Mobile –



4) Keyboard –



5) Speaker -



III. State True or False:

1. Ctrl + C is used to copy a document = True / False
2. By using a keyboard we can't enter a data = True / False
3. Pendrive is a storage device = True / False
4. By using a computer we can store a data = True / False
5. Speaker is able to hear a music = True / False