

OFFICE ASSISTANT MODEL EXAMINATION 2025

1) Consider the following pairs:

1. The country that declared a state of emergency in October 2025 following the GenZ uprising: Peru
2. The country founded by Rabindranath Tagore in October 2025: China (Beijing)
3. The country that signed a mineral agreement with Australia in October 2025: U.S.
4. The Country that launched the country's first national child protection policy to increase child safety - Fiji

Select the option that indicates correct pairs:

- (A) 1, 2, 3
- (B) 2, 3, 4
- (C) 1, 2, 3, 4
- (D) 1, 2, 4

2) The nationality of Melissa Jefferson Wooden, who won a gold medal in Women's 100m at the 2025 World Athletics Championships:

- (A) USA
- (B) France
- (C) Germany
- (D) United Kingdom

3) Consider the following rivers

- (I) Sharavati
- (II) Tapi
- (III) Narmada
- (IV) Vaigai

Select the rivers that flow in a rift valley:

- (A) (I) and (III)
- (B) (II) and (III)
- (C) (I) and (II)
- (D) (III) and (IV)

4) Which of the following is not a correct match of Five-Year Plan and its objective?

- (A) Tenth Plan - Faster and More Inclusive Growth
- (B) Eighth Plan - Economic reforms and stabilization

- (C) Twelfth Plan - Faster, Sustainable and More Inclusive Growth
- (D) Ninth Plan - Growth with Social Justice and Equality

5) "If you don't allow our children to study, weeds will grow in your fields" who said this?

- (A) Chattampi swamikal
- (B) Ayyankali
- (C) Pandit Karuppan
- (D) Sahodaran Ayyappan

6) The Malayali Memorial (1891) demanded:

- I) Prohibition of alcohol
- II) Jobs for Malayalis in the Travancore State Service
- III) Temple entry for all
- IV) Formation of a separate Kerala state

- (A) I, III, IV ONLY
- (B) II, III ONLY
- (C) II ONLY
- (D) IV ONLY

7) Black soil (Karimannu) is found predominantly in which district?

- (A) Palakkad
- (B) Malappuram
- (C) Kannur
- (D) Kottayam

8) Which of the following correctly differentiates the role of NITI Aayog from that of the erstwhile Planning Commission?

- (A) NITI Aayog retains the power to allocate funds to states, unlike the Planning Commission
- (B) NITI Aayog follows a bottom-up approach to planning with emphasis on cooperative federalism, while the Planning Commission followed a top-down model
- (C) NITI Aayog prepares Five-Year Plans for the economy, while the Planning Commission only gave policy advice
- (D) NITI Aayog is a constitutional body, while the Planning Commission was a statutory body

9) Battle of Buxar was fought in:

- (A) 1757
- (B) 1764
- (C) 1857
- (D) 1707

10) The Government of India Act, 1858 was passed as a result of which major event?

- (A) Revolt of 1857

- (B) Battle of Plassey
- (C) Pitt's India Act
- (D) Charter Act of 1853

11) The secondary storage device, namely, hard disk is a

- (A) Magnetic Storage Device
- (B) Optical Storage Device
- (C) Flash Memory Device
- (D) None of the above

12) Which of the following best describes the role of the ALU in a CPU?

- (A) Managing memory and storage
- (B) Performing arithmetic and logical operations
- (C) Controlling input/output devices
- (D) Coordinating data transfer between peripherals

13) Which type of memory is non-volatile and used to store firmware in most computers?

- (A) RAM
- (B) Virtual Memory
- (C) Cache
- (D) ROM

14) Which company recently announced its latest AI model, Gemini 1.5, aimed at competing with OpenAI's ChatGPT-4?

- (A) Microsoft
- (B) Google DeepMind
- (C) Meta
- (D) Amazon

15) One of the most popular search engines, founded by Larry Page and Sergey Brin is :

- (A) Yahoo
- (B) Google
- (C) Bing
- (D) Safari

16) Which of the following is a non-impact printer?

- (A) Dot-Matrix printer
- (B) Inkjet printer
- (C) Drum printer
- (D) Chain/Band printer

17) ___ a high-speed device used in CPU that is utilised to store data temporarily during processing.

(A) Arithmetic and Logic Unit (ALU)

(B) Auxiliary Memory

(C) Control Unit

(D) Registers

18) Which of the following is NOT a system software?

(A) Operating system

(B) Compiler

(C) Word processor

(D) Utility software

19) What is a search Engine?

(A) A program that searches Engines

(B) A hardware component

(C) A machinery engine that search data

(D) A website that searches anything

20) Application software that is used to browse the internet:

(i) Microsoft Outlook

(ii) Acrobat Reader

(iii) Mozilla Firefox

(A) (ii) and (iii)

(B) (i) and (iii)

(C) Only (iii)

(D) Only (ii)

21) ZIP Program is used for

(A) Converting files to another language

(B) Reducing size of files by compressing

(C) Creating a database file

(D) Creating a text file

22) Which of the following is true about cell range in MS Excel?

1. Collection of chosen cells

2. Collection of formula

3. Collection of values

4. Collection of occupied cells

(A) 1,3 only

(B) 2,3 only

- (C) 1 only
- (D) None of the above

23) In MS - Excel, what is the shortcut key you can press to Select the entire row?

- (A) Ctrl + Shift + Space
- (B) Ctrl + Home
- (C) Ctrl + Space
- (D) Shift + Space

24) How do you reset the highlighted text to the default font?

- (A) Ctrl+F
- (B) Ctrl + spacebar
- (C) Shift+spacebar
- (D) Alt+Shift+Spacebar

25) One of the following is not an option in the change case dialog' box

- (A) Lower Case
- (B) Toggle case
- (C) Capital Case
- (D) Sentence case

26) Which feature aligns text to both the left and right margins by adding extra space between words as necessary?

- (A) Align text right
- (B) Justify
- (C) Align text left
- (D) Indent

27) What can be used to insert an image behind the content of the page in a word document?

- (A) Watermark
- (B) Background Text
- (C) Effects
- (D) Text Wrapping

28) Which of the following options is not found under the Insert menu in Microsoft Word?

- (A) Table
- (B) Header
- (C) Shape

(D) Styles

29) In MS Word, "Ctrl + Home" is used to

(A) Moves the cursor to the beginning of Document

(B) Moves the cursor to the beginning of Line

(C) Moves the cursor to the beginning of Paragraph

(D) All of the above

30) By default, Word automatically formats each heading in a table of contents as

(A) bookmarks

(B) cross-references

(C) hyperlinks

(D) word-fields

31) In Word, the mailing list is known as the

(A) Data sheet

(B) Source

(C) Data source

(D) Sheet

32) In Microsoft Word, ____ refers to the way our text will look like.

1. Inserting

2. Formatting

3. Cutting

4. Pasting

(A) 4 Only

(B) 2 Only

(C) 3 Only

(D) 1 Only

33) In MS-Word this option suggest other words with a similar meaning to the word which you have selected:

(A) Thesaurus

(B) Semillon

(C) Format Painter

(D) Indent

34) Which keyboard shortcut in Excel is used to quickly insert a new worksheet in the current workbook ?

(A) Ctrl + Shift + N

- (B) Shift + F11
- (C) Alt + W + N
- (D) Ctrl + Alt + W

35) Which of the following keyboard shortcut opens the 'Save As' option in MS Word?

- (A) F9
- (B) F8
- (C) F10
- (D) F12

36) Cell referencing features in MS Excel is/are

- (A) Absolute
- (B) Mixed
- (C) Relative
- (D) All of the above

37) In a worksheet, the active cell is highlighted by

- (A) Dashed line
- (B) Dotted line
- (C) Dark Black border
- (D) None of these

38) Which function will you use to return the current date and time formatted as a date and time in a cell in a MS Excel 2007 worksheet?

- (A) CURRENT TIME
- (B) TIME
- (C) CURRENT
- (D) NOW

39) What feature should you use to compare two Excel sheets side by side?

- (A) New Window
- (B) Arrange All
- (C) View Side by Side
- (D) Split

40) Excel Sort On the basis of:

- (A) Cell Icon
- (B) Cell Color or Font Color
- (C) Values

(D) All of these

41) To centre align the text, press

(A)Ctrl+C

(B) Ctrl+E

(C)Ctrl+L

(D) Ctrl+R

42)A number or letter that appears little above the normal text is called

(A)Superscript

(B)Subscript

(C)Supertext

(D)Toptext

43) What does the COUNTA function do in Excel?

(A) Counts cells containing any type of data

(B) Counts only cells containing formulas

(C) Counts empty cells

(D) Counts cells containing numbers

44) To use the exact same font type, size and color in the title of all the slides in a Power Point presentation, you will:

(A) Use Slide Sorter.

(B) Use File Master.

(C) Use Format brush and make titles identical

(D) Use Slide Master.

45) Which of the following is not one of the PowerPoint's View?

(A) Slide Sorter View

(B) Presentation View

(C) Outline View

(D) Normal view

46) Q) Insert a duplicate slide in the current presentation:

(A) Ctrl+M

(B) Ctrl+D

(C) Ctrl+O

(D) Ctrl+9

47) To select multiple non-sequential slides, hold down _ while you click each slide that you want to select.

(A) Ctrl Key

(B) Shift Key

(C) Alt Key

(D) Tab Key

48) The functional key F5 is used in a Power Point Presentation is to :

(A) Spell check

(B) Start the slide show

(C) Insert a chart in the given presentation

(D) End the slide show

49) Default file extension format of an MS Power Point 2007

(A).html

(B).pptx

(C).txt

(D).http

50) How many layouts are present in PowerPoint 2007?

(A) 24

(B) 9

(C) 12

(D) 14

51) The size of A4 paper is:

(A) 297 mm x 420 mm

(B) 148 mm x 210 mm

(C) 210 mm x 297 mm

(D) 105 mm x 148 mm

52) Which carriage is suitable for brief paper?

(A) 12" Carriage

(B) 22" Carriage

(C) 15" Carriage

(D) 26" Carriage

53) Which method of Keyboard operation involves typing by sense of location, memorizing of the Keyboard and each finger operating on the keys allocated to it?

(A) E typewriting

(B) Touch Method of typewriting

(C) Sight Method of typewriting

(D) None of the above

54) A Typewriter which can be easily transported from one place to another is called:

(A) Noiseless Typewriter

(B) Standard Typewriter

(C) Portable Typewriter

(D) None of these

55)Footnotes are typed in

(A) Single line spacing

(B) Double line spacing

(C) Triple line spacing

(D) None of these

56)Master key in typewriter is

(A) Q

(B) N

(C) A

(D);

57)Who has developed the 'Touch System'?

(A) Christopher Latham Sholes

(B) Frank Mc Gurrin

(C) William Mill

(D) Charles Thurber

58)Uneven space between the characters is

(A) Sluggish movement

(B) Jerky movement

(C) Alignment

(D) Bad alignment

59)Which is not rubber part of a typewriter?

(A) Feed rolls

(B) Cylinder

(C) Paper bail rolls

(D) Dog block

60)Even though there are 2 characters on a typeface only one letter causes impression because of

(A) Up and down movement of ribbon

- (B) Universal bar is in semi-circular shape
- (C) Segment is in semi-circular shape
- (D) Curvature of the platen

61) Change the following sentence into Passive Voice:

Somebody had cleaned my shoes and brushed my suit.

- (A) My shoes were cleaned and my suit brushed.
- (B) My shoes are cleaned and my suit brushed by somebody.
- (C) My shoes have been cleaned and my suit brushed by somebody.
- (D) My shoes had been cleaned and my suit brushed.

62) Change the voice of the given sentence:

Who is bothering you?

- (A) Whom are you being bothered?
- (B) By whom are you bothered?
- (C) By whom you being bothered?
- (D) By whom are you being bothered?

63) The term "ad interim" means:

- (A) For a long duration
- (B) Permanent
- (C) Temporary or in the meantime
- (D) Final

64) Select the most appropriate synonym of the given word.

Kilter

- (A) Anarchy
- (B) Shambles
- (C) Order
- (D) Disrepair

65) Select the most appropriate meaning of the given word.

Pugnacious

- (A) Impatient
- (B) Waspish
- (C) Good-tempered
- (D) Arrogant

66) Complete the given sentence using a suitable phrasal verb.

Everyone expected him to ____ within a week and start succeeding.

- (A) come around
- (B) come by
- (C) come about
- (D) come up

67) Fill in the blank using the correct phrasal verb.

I ____ a condition.

- (A) put on
- (B) pass away
- (C) put out
- (D) put forward

68) Use an appropriate article.

After a long enquiry, they bought ____ ewe from Chennai.

- (A) an
- (B) a
- (C) the
- (D) No article

69) Extremely thin and bony is

- (A) graffiti
- (B) gaunt
- (C) crouch
- (D) clod

70) He was very polite. Whenever his wife entered the room, he ____ up.

Fill up the blank with correct word form below.

- (A) stand
- (B) would stand
- (C) used to stand
- (D) stood

71) Identify the correct plural form of 'commander-in-chief

- (A) commanders-in-chief
- (B) commander-in-chief
- (C) Commanders-in-chiefs

(D) commander-in-chieves

72) Provide a suitable question tag for the following statement: They are coming to the party,

(A) isn't it?

(B) won't they?

(C) Aren't they?

(D) will they

73) The following sentence has been divided into four segments. Identify the segment that contains a grammatical error.

She were singing/beautifully in /the concert hall/ last night.

(A) the concert hall

(B) last night.

(C) She were singing

(D) beautifully in

74) Which of the sentence is wrong?

(A) Both Arya and Amritha like swimming.

(B) Neither Arya nor Amritha likes cycling.

(C) I would rather to have a cup of coffee.

(D) I would prefer to have a cup of coffee.

75) Get lost. Beat it.

Identify the type of sentence.

(A) Declarative sentence

(B) Interrogative sentence

(C) Exclamatory sentence

(D) Imperative sentence

76) Which of the following is correctly spelt?

(A) Laepidary

(B) Lapeadary

(C) Lapidary

(D) None of these

77) Choose the correct idiomatic phrase.

____, the entire procedure was painful.

(A) When pigs fly

(B) In a nutshell

(C) Break a leg

(D) Eat like a horse

78) Choose the correct meaning of the foreign words and phrases out of the four options.

Via media:

(A) extreme course

(B) right course

(C) left course

(D) middle course

79) Choose the appropriate feminine form of Horse from the following options.

(A) Colt

(B) Horsess

(C) Mare

(D) She-horse

80) Use the right gerund. His ____ early in the morning helped him score well.

(A) to rise

(B) rise

(C) rising

(D) having risen

81) ശരിയായത് ?

(A) പാദസ്വരം

(B) പാദസ്തരം

(C) പാദസരം

(D) പാദസ്താരം

82) ഏറ്റവും ശരിയായത് .

(A) അദ്ധ്യാപകൻ ഓരോ കുട്ടിയുടെയും പഠനകാര്യത്തിൽ ശ്രദ്ധിക്കണം.

(B) ഓരോ കുട്ടികളുടെയും പഠനകാര്യത്തിൽ ഓരോ അദ്ധ്യാപകൻ ശ്രദ്ധിക്കണം.

(C) ഓരോ അദ്ധ്യാപകരും ഓരോ കുട്ടികളുടെയും പഠനകാര്യത്തിൽ ശ്രദ്ധിക്കണം.

(D) ഓരോ അദ്ധ്യാപകനും ഓരോ കുട്ടികളുടെയും പഠനകാര്യത്തിൽ ശ്രദ്ധിക്കണം.

83) രാത്രി പര്യായം ഏതെല്ലാം?

(A) ക്ഷണദ

(B) ക്ഷപ

(C) നിശ

(D) ഇവയെല്ലാം

84) അഗ്രിമൻ പര്യായം ഏത്

(A) ജ്യേഷ്ഠൻ

(B) അനുജൻ

(C) അച്ഛൻ

(D) മാതൃലൻ

85) ധാത്രിപുല്ലിംഗം

(A) ധാത്രൻ

(B) ധാത്രകൻ

(C) ധാതാവ്

(D) ധാതൻ

86) ശരിയായത് ഏത് ?

(A) അമാത്യൻ

(B) അമാദ്യൻ

(C) അമാദ്ധ്യൻ

(D) എല്ലാം തെറ്റ്

87) നീതിയെ സംബന്ധിച്ചത്

(A) നിയുക്തം

(B) നീതിയുക്തം

(C) നൈതികം

(D) നിയാമകം

88) മയിൽ പര്യായം അല്ലാത്തത്

(A) മയൂരം

(B) ശാഖി

(C) ബർഹി

(D) നീലകണ്ഠം

89) പിഷാരടി എതിർലിംഗം

(A) ഭസ്കിയമ്മ

(B) ഇല്ലൊടമ്മ

(C) പിഷാരന്യർ

(D) വാരന്യർ

90) താഴെപ്പറയുന്നവയിൽ ബഹുവചനമല്ലാത്തത് ഏത് ?

(A)ഭാഗവതർ

(B)മർത്യർ

(C)സമർത്ഥർ

(D) ആസ്വാദകർ

91) മിടുക്കർ' എന്ന പദം ഏത് വചന ഭേദത്തിന് ഉദാഹരണമാണ് ?

(A)സലിംഗ ബഹുവചനം

(B)അലിംഗ ബഹുവചനം

(C)പൂജക ബഹുവചനം

(D)നപുംസകലിംഗം

92) എണ്ണക്കുടത്തിന്മേൽ എലിയെ കാണുക

(A)സ്ഥിതി ഭേദം വരിക

(B)ആലോചന കൂടാതെ പ്രവർത്തിക്കുക

(C)അയവില്ലാത്ത സമീപനം

(D)അസ്ഥാനത്തുള്ള സംഭവം

93) നക്ഷത്രം പര്യായം അല്ലാത്തത്

(A)താരം

(B)പനിമതി

(C)ഉഡു

(D)താരകം

94)പദം പിരിച്ചെഴുതുക :

പൊൽക്കരൾക്കൂട്

(A) പൊൽ + കരൾ + കൂട്

(B) പൊൻ + കരൾ + കൂട്

(C) പൊല് + കരള് + കൂട്

(D) പൊൽ + കരൾ + കൂട്

95) നമ്മെ എന്ന പദം പിരിച്ചെഴുതുക.

(A) നം + എ

(B) നമ്മ് + എ

(C) ന + അമ്മ

(D) നമ് + എ

96) ശരിയായ വാക്യം തിരഞ്ഞെടുത്ത് എഴുതുക.

(A) രണ്ടു കുതിരകളെ കെട്ടിയ വണ്ടിയിൽ നാലു ഭടൻ കയറി വന്നു.

(B) രണ്ടു കുതിരകെട്ടിയ വണ്ടിയിൽ നാലു ഭടന്മാർ കയറി വന്നു.

(C) രണ്ടു കുതിരകൾ കെട്ടിയ വണ്ടിയിൽ നാലു ഭടന്മാർ കയറി വന്നു.

(D) നാലു ഭടൻ രണ്ടു കുതിരകളെ കെട്ടിയ വണ്ടിയിൽ കയറി വന്നു.

97) "Familiarity breeds contempt" എന്നതിന് സമാനമായ മലയാളം പഴഞ്ചൊല്ലേത് ?

(A) വേണമെങ്കിൽ ചക്ക വേരിലും കായ്ക്കും

(B) കൈ നനയാതെ മീൻ പിടിക്കുക

(C) മുറ്റത്തെ മുല്ലയ്ക്ക് മണമില്ല

(D) പരിചയം അവജ്ഞയ്ക്ക് കാരണം

98) 'വസ്തുതതിന്റേ നാലുമൂലകളിൽ ഒന്ന്' എന്ന അർത്ഥത്തിൽ പ്രയോഗിക്കുന്ന വാക്കേത് ?

(A) മുന്താണി

(B) തൂമ്പ്

(C) കോന്തല

(D) വസ്ത്രാഞ്ചലം

99) സ്ത്രീലിംഗ പദമെഴുതുക - 'വീട്ടുകാരൻ'

(A) കുടുംബിനി

(B) വീട്ടുകാര്യസ്ഥ

(C) വീട്ടമ്മ

(D) വീട്ടുകാരി

100) നടക്കാൻ പ്രയാസമുള്ള വഴി - ഒറ്റപ്പദമെഴുതുക.

(A) നിഷ്പഥം

(B) കഷ്ടപഥം

(C) നീചപഥം

(D) ദുർഗ്ഗപഥം

