INDEX

CUET (PG) GENERAL PAPER - COQP11

1 English Comprehension

Unit 1.1: English Grammar 1
Unit 1.2: English Usage Errors 3
Unit 1.3: Jumbled Para 5
Unit 1.4: Sentence Correction 7
Unit 1.5: Sentence Correction 8
Unit 1.6: Reading Comprehension 9
Unit 1.7: Paragraph Completion 13
Unit 1.8: One Word Substitution 14
Unit 1.9: Synonyms & Antonyms 16
Unit 1.10: Idioms & Phrases 18

2 General Knowledge & Awareness

Unit 2.1 Literature 22
Unit 2.2 History 23
Unit 2.3 Indian Constitution 24
Unit 2.4 Personalities 26
Unit 2.5 Sports 27
Unit 2.6 National & International Economy 29
Unit 2.7 Economics 31
Unit 2.8 Science 32
Unit 2.9 Politics 34
Unit 2.10 Legal Awareness 36
Unit 2.11 Geography 37
Unit 2.12 Culture 39

3 Computer Basics

Unit 3.1: Fundamentals of Computer 42
Unit 3.2: Computer Abbreviations 43
Unit 3.3: Computer Shortcut Keys 44
Unit 3.4: Microsoft Office 45
Unit 3.5: MS Word 46
Unit 3.6: Storage Devices 47
Unit 3.7: Hardware and Software 48
Unit 3.8: Internet 49
Unit 3.9: Computer Networks 50
Unit 3.10: Websites 51
Unit 3.11: Web Browsers 52
Unit 3.12: Computer Virus 53
Unit 3.13 Important Computer-related Terms 54

4 General Aptitude

Unit 4.1: Clocks 56
Unit 4.2: Calendar 57
Unit 4.3: Average 58
Unit 4.4: Simplification 59
Unit 4.5: Problems on Ages/ Numbers/ Train 60
Unit 4.6: LCM and HCF 62
Unit 4.7: Percentage 63
Unit 4.8: Profit & Loss 64
Unit 4.9: Partnerships 65
Unit 4.10: Compound Interest 66
Unit 4.11: Ratio & Proportion 67
Unit 4.12: Simple Interest 69

Unit 4.13: Time & Work..... 70
Unit 4.14: Pipes & Cisterns 72
Unit 4.15: Time & Distance..... 73
Unit 4.16: Stock & Shares 74
Unit 4.17: Discount/Bankers Discount.... 75
Unit 4.18: Geometry & Mensuration..... 76
Unit 4.19: Sets & Union 78
Unit 4.20: Permutation & Combination.. 79
Unit 4.21: Mixture & Allegation 80
Unit 4.22: Volume and Surface Area 81

5. Logical Reasoning

Unit 5.1: Ranking Tests..... 83
Unit 5.2: Linear 84
Unit 5.3: Sequencing..... 85
Unit 5.4: Statements Arguments 86
Unit 5.5: Cause and Effects..... 87
Unit 5.6: Statements Assumptions 88
Unit 5.7: Statements and Conclusion 90
Unit 5.8: Number Series..... 92
Unit 5.9: Blood Relationship Tests..... 93
Unit 5.10: Coding and Decoding..... 94
Unit 5.11: Non-Verbal Reasoning..... 95
Unit 5.12: Analogy Test 97
Unit 5.13: Symbol Based Problems..... 98
Unit 5.14: Direction and Distance Test... 99
Unit 5.15: Analytical Reasoning 100
Unit 5.16: Matrix Arrangements 102
Unit 5.17: Inferences 103

MOCK TEST

1. MOCK TEST..... 105
2. MOCK TEST..... 116
3. MOCK TEST..... 128
4. MOCK TEST..... 139
5. MOCK TEST..... 148

CUET (PG) GENERAL PAPER - COQP11 (2022-2025)					
1	**English Comprehension**	**2022**	**2023**	**2024**	**2025**
	Unit 1.1: English Grammar	2	1	3	2
	Unit 1.2: English Usage Errors	1	3	3	3
	Unit 1.3: Jumbled Para	2	2	1	1
	Unit 1.4: Sentence Correction	4	1	-	-
	Unit 1.5: Sentence Correction	2	-	-	2
	Unit 1.6: Reading Comprehension	3	5	5	-
	Unit 1.7: Paragraph Completion	1	1	-	1
	Unit 1.8: One Word Substitution	5	3	1	2
	Unit 1.9: Synonyms & Antonyms	4	1	2	2
	Unit 1.10: Idioms & Phrases	1	3	1	2

CHAPTER 1 Comprehension

Unit 1.1: English Grammar

[PREVIOUS YEAR QUESTIONS]

[SEP 2022]

1. Given below are two statements:

Statement I: Fun can never take the indefinite article, but a definite article is quite common.

Statement II: Very, not much, is used before too.

In the light of the above statements, choose the correct answer from the options given below:

(1) Both Statement I and Statement II are true

(2) Statement I is false but Statement II is true

(3) Statement I is true but Statement II is false

(4) Both Statement I and Statement II are false

[SEP 2022]

2. Given below are two statements:

Statement I: Abroad is never preceded by an article.

Statement II: Also is used only in positive sentences.

In the light of the above statements, choose the correct answer from the options given below:

(1) Both Statement I and Statement II are false

(2) Both Statement I and Statement II are true

(3) Statement I is true but Statement II is false

(4) Statement I is false but Statement II is true

[JUNE 2023]

3. Match List I with List II

Fill in the correct prepositions in the blanks.

List I	List II
(A) The light switch is_____the door.	(I) in
(B) She lives____ bread and eggs.	(II) against
(C) Sunscreen can protect you ___the Sun	(III) by
(D) He specializes___ sports photography.	(IV) on

Choose the correct answer from the options given below:

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

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

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

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

[MAR 2024]

4. Complete the sentences in List 1 with the correct question tag in List 2

LIST I	LIST II
A. Parul has eaten, _____?	I. is she
B. Pinki made this cake, _____?	II. hasn't she
C. Tina has nothing left, _____?	III. has she
D. Sumaira isn't participating, ____?	IV. didn't she

Choose the correct answer from the options given below:

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

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

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

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

[MAR 2024]

5. Fill in the blanks with the appropriate articles:

The workers were assured that _____ unanimous vote will be the only deciding factor in _____ Union election in July.

(1) an, the (2) a, the

(3) the, an (4) the, a

[MAR 2024]

6. Fill in the blank with the most appropriate word.

The committee _____ divided and there is bitterness among the members.

(1) have not (2) are

(3) is (4) were

[MAR 2025]

7. Fill in the blank with the appropriate word from the options given below:

He, as well as his friends, _____ denied entry to the stadium.

(1) aren't (2) were

(3) was (4) has

[MAR 2025]

8. Choose the grammatically correct sentence from the following options:

(1) My mother's official car is parked elsewhere
(2) My mothers' official car is parked elsewhere
(3) My mother's official car is parked everywhere
(4) My mother's official cars is parked elsewhere

Answer Key							
1	2	3	4	5	6	7	8
(4)	(2)	(2)	(4)	(1)	(3)	(3)	(1)

EXPLANATIONS

1. **Correct Answer is (4):-** Both statements are false. Statement I is incorrect because "fun" can take an indefinite article in certain contexts, like "a fun experience." Statement II is false because "very" is not used directly before "too," and "much" is the correct modifier for "too."

2. **Correct Answer is (2):-** Both statements are true. "Abroad" is an uncountable noun and doesn't take an article, like in "She is studying abroad." "Also" is typically used in positive sentences to add information, though it can occasionally appear in negative sentences, but it's not common.

3. **Correct Answer is (2):-**
(A) The light switch is by the door. (III)
(B) She lives on bread and eggs. (IV)
(C) Sunscreen can protect you against the sun. (II)
(D) He specializes in sports photography. (I)

4. **Correct Answer is (4):-**
- **A:** Positive statement, negative tag ("hasn't she").
- **B:** Past tense, negative tag ("didn't she").
- **C:** Negative statement, positive tag ("has she").
- **D:** Negative statement, positive tag ("is she").

5. **Correct Answer is (1):-** "Unanimous" starts with a vowel sound, needing "an." "Union" starts with a consonant, needing "a" or "the." "An unanimous vote" and "the Union election" are grammatically correct.

6. **Correct Answer is (3):-** The subject "The committee" is singular, so the correct form of the verb is "is." Therefore, the sentence should read: "The committee is divided and there is bitterness among the members."

7. **Correct Answer is (3):-** The correct answer is "was" because the subject "He" is singular, and the phrase "as well as his friends" doesn't change the subject's number. The verb must agree with the singular subject.

8. **Correct Answer is (1):- "My mother's official car is parked elsewhere"**. The possessive form "mother's" correctly shows ownership of one car. "Mother's" is singular, so it pairs with "is" (singular verb).

Unit 1.2: English Usage Errors

[PREVIOUS YEAR QUESTIONS]

[SEP 2022]

1. Which of the following words will be the correct choice for the blank?

I told him _____ his face that he was a liar.

(1) to (2) on

(3) at (4) in

[JUNE 2023]

2. Match List I with List II.

Fill in the blanks in list I with appropriate phrasal verbs in list II

List I	List II
(A) My Japanese isn't very good but it	(I) drop out is enough to
(B) I ran in a Marathon last week but I had to_____ after 15 kilometres.	(II) show up.
(C) I had gone to meet my friend but she didn't	(III) look out
(D) I request you to _____for my sister when I am away.	(IV) get by

Choose the correct answer from the options given below:

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

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

(3) (A)-(IV), (B)-(1), (C)-(II), (D)-(III)

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

[JUNE 2023]

3. Out of the following options, select the word that is correctly spelt:-

(1) COMRADERIE (2) CAMARADERIE

(3) CAMEREDERIE (4) CAMAREDERIE

[JUNE 2023]

4. Out of the following options, select the word that is correctly spelt:-

(1) SACRILIGIOUS (2) SACRILIGIOUSE

(3) SACRILEGIOUS (4) SACRIELEGIOUS

[MAR 2024]

5. Which of the following words are spelled correctly?

(A) Commission

(B) Accomodation

(C) Unnecesary

(D) Receiver

(E) Memento

Choose the correct answer from the options given below:

(1) (A), (D) and (E) only (2) (B) and (D) only

(3) (B), (C) and (E) only (4) (A) and (C) only

[MAR 2024]

6. Fill in the blanks with the most appropriate words from the options given below.

When he _____ the _____ final decision, he quietly picked up his bat and left.

(1) heard, empire's (2) herd, empire's

(3) heard, umpire's (4) herd, umpire's

[MAR 2024]

7. Fill in the blank with the most appropriately spelled option.

We need to find a way to _____ the possibility of human error in the process of creating simulations predicting road accidents.

(1) Accommodate (2) Accomodate

(3) Accommodate (4) Acomdate

[MAR 2025]

8. Correct the following sentence by replacing the underlined word from the given options:

Chanakya, also known as Kautilya the strategist, lived for the reign of Chandragupta Maurya

(1) under

(2) since

(3) during

(4) no change / no error

[MAR 2025]

9. The given sentence is split into segments and one of the segments may have an error. Identify the segment with an error from the options given below:

(A) The declining birth rate in developed

(B) nations is being interpreted as an response to

(C) the rising cost of living and inadequate care-giving structures

(1) A (2) B

(3) C (4) no error

[MAR 2025]

10. Identify which segment of the following sentence has an error, choose option 4 if there is no error.

$$\frac{one\ of\ my}{A} / \frac{friend\ are\ going}{B} / \frac{to\ London\ next\ week}{C}$$

(1) A (2) B

(3) C (4) No error

Answer Key									
1	2	3	4	5	6	7	8	9	10
(1,2)	(3)	(2)	(3)	(1)	(3)	(1)	(3)	(2)	(2)

EXPLANATIONS

1. **Correct Answer is (1,2):-** "I told him to his face" means speaking directly and honestly. "On his face" is less common but acceptable in some contexts, especially in Indian English, meaning to confront someone openly. "At his face" and "in his face" are incorrect in this context.

2. **Correct Answer is (3):-**

(A) "My Japanese isn't very good but it **get by** is enough to" — "Get by" means to manage with limited resources, which fits this sentence.

(B) "I ran in a Marathon last week but I had to **drop out** after 15 kilometres." — "Drop out" means to stop participating in something, which makes sense in the context of a marathon.

(C) "I had gone to meet my friend but she didn't **show up**." — "Show up" means to arrive or appear, which fits here.

(D) "I request you to **look out** for my sister when I am away." — "Look out" means to take care of or watch over, which fits with the request to look after someone.

3. **Correct Answer is (2):-** "camaraderie" is the only correctly spelled option.

4. **Correct Answer is (3):**-"sacrilegious" is the only correctly spelled version.

5. **Correct Answer is (1):-**

(A) Commission: Correctly spelled.

(B) Accomodation: Incorrectly spelled. The correct spelling is "accommodation".

(C) Unnecesary: Incorrectly spelled. The correct spelling is "unnecessary".

(D) Receiver: Correctly spelled.

(E) Memento: Correctly spelled.

Therefore, the correctly spelled words are (A), (D), and (E)

6. **Correct Answer is (3):-**

- "heard" (past tense of "hear") is the correct verb here, meaning he listened to or became aware of something.
- "Herd" (incorrect) refers to a group of animals, which doesn't fit the context.
- "umpire's" (possessive form of "umpire") is correct because the sentence describes a cricket scenario where the umpire makes the final decision.
- "Empire's" (incorrect) is a misspelling and unrelated to sports decisions.

7. **Correct Answer is (1):-** The word needed is "accommodate."

8. **Correct Answer is (3):-** The correct answer is "during" because it correctly indicates the time relationship—Chanakya lived at the same time as Chandragupta Maurya's reign. "Under" implies subordination, while "since" refers to a point in time.

9. **Correct Answer is (2):-** "**an response**" is incorrect because "response" starts with a consonant sound (/r/), requiring "**a**" instead of "**an**". Rule says, Use "**a**" before consonant sounds, "**an**" before vowel sounds (e.g., "an hour"). Segments (A) and (C) are grammatically correct.

10. **Correct Answer is (2):-** Error is in segment (B) "**are**" because: **Subject-verb agreement error**: The singular subject "One of my friends" requires the singular verb "is" (not "are"). Correction: "One of my friends is going..." . Segments (A) and (C) are grammatically correct.

CUET (PG) GENERAL PAPER - COQP11 (2022-2025)					
3	**Computer Basics**	**2022**	**2023**	**2024**	**2025**
	Unit 3.1: Fundamentals Of Computer	1	-	-	1
	Unit 3.2: Computer Abbreviations	1	-	-	1
	Unit 3.3: Computer Shortcut Keys	2	1	1	3
	Unit 3.4: Microsoft Office	1	2	4	1
	Unit 3.5: MS Word	1	1	1	-
	Unit 3.6: Storage Devices	-	1	-	1
	Unit 3.7: Hardware and Software	-	2	-	-
	Unit 3.8: Internet	-	-	2	-
	Unit 3.9: Computer Networks	1	1	-	1
	Unit 3.10: Websites	-	1	1	-
	Unit 3.11: Web Browsers	-	-	1	-
	Unit 3.12: Computer Virus	1	-	3	-
	Unit 3.13 Important Computer-related Terms	2	1	1	1

CHAPTER 3 Computer Basics

Unit 3.1: Fundamentals of Computer

[PREVIOUS YEAR EXAM QUESTIONS]

[SEP 2022]

1. **Given below are two statements:**
   Statement I: ALU is an important component of CPU that is used to perform various arithmetic and logical operations in the computer system.
   Statement II: Integer arithmetic refers to various arithmetic operations involving integer operands only.
   In the light of the above statements, choose the correct answer from the options given below:
   (1) Both Statement I and Statement II are true
   (2) Both Statement I and Statement II are false
   (3) Statement I is true but Statement II is false
   (4) Statement I is false but Statement II is true

[MAR 2025]

2. **Which of the following is known as 'heart of the computer'?**
   (1) CPU (2) Mother Board
   (3) Speaker (4) Scanner

Answer Key	
1	**2**
(1)	(1)

EXPLANATIONS

1. **Correct Answer is (1):-** ALU is a key part of the CPU that performs arithmetic and logic operations. Integer arithmetic means doing math like addition or subtraction using whole numbers only. Both statements are correct in basic computer science terms.

2. **Correct Answer is (1):-** The **CPU** (Central Processing Unit) is called the "heart of the computer" because it performs most of the processing and executes instructions that drive the operations of the computer, much like the heart pumps blood to maintain bodily functions.

Unit 3.2: Computer Abbreviations

[PREVIOUS YEAR EXAM QUESTIONS]

[SEP 2022]

1. **MICR stands for**
   (1) Metallic Ink Character Reader
   (2) Magnetic Ink Card Reader
   (3) Magnetic Ink Character Recognition
   (4) Metallic Info Card Recognition

[MAR 2025]

2. **What is the full form of "RAM" in computer terminology?**
   (1) Random Account Memory
   (2) Random Access Memory
   (3) Read Access Memory
   (4) Random Access Management

Answer Key	
1	**2**
(3)	(2)

EXPLANATIONS

1. **Correct Answer is (3):-** MICR stands for Magnetic Ink Character Recognition. It's a banking technology that uses magnetic ink to print characters on cheques, allowing machines to accurately read and process them.

2. **Correct Answer is (2):- RAM** stands for **Random Access Memory**. It is a type of computer memory that can be accessed randomly, meaning any byte of memory can be accessed directly without having to sequentially go through previous bytes. It is used for temporary storage of data.

Unit 3.3: Computer Shortcut Keys

[PREVIOUS YEAR EXAM QUESTIONS]

[SEP 2022]

1. Match List I with List II:

List I	List II
(A) Open a document	(I) CTRL + W
(B) Close a document	(II) CTRL + O
(C) Help	(III) CTRL + F2
(D) Print preview	(IV) F1

Choose the correct answer from the options given below:

(1) (A)-(I), (B)-(II), (C)-(III), (D)-(IV)
(2) (A)-(II), (B)-(I), (C)-(IV), (D)-(III)
(3) (A)-(I), (B)-(II), (C)-(III), (D)-(IV)
(4) (A)-(IV), (B)-(I), (C)-(II), (D)-(III)

[SEP 2022]

2. Which keys are used to open the properties dialog box for the selected file or folder?

(1) Alt + Enter (2) Shift + Enter
(3) Alt + P (4) Shift + P

[JUNE 2023]

3. The shortcut key used to close a tab is:

(1) $Ctr + q$ (2) $Ctrl + k$
(3) $Ctrl + w$ (4) $Ctrl + r$

[MAR 2024]

4. The keystrokes ctrl + I is used to.

(1) Inserts a line break
(2) Indicate the text should be bold
(3) Applies italic format to selected text
(4) Increase font size

[MAR 2025]

5. To check spelling and grammar in MS Word, which key should be pressed?

(1) F6 (2) F3
(3) F8 (4) F7

[MAR 2025]

6. Which of the following short cut key is used in MS word for close a file.

(1) CTRL + F (2) CTRL+ W
(3) CTRL + F7 (4) CTRL + F2

[MAR 2025]

7. Which of the following is the shortcut key to open a "New Blank document in MS-Word?

(1) CTRL + B (2) CTRL + N
(3) CTRL + V (4) CTRL + M

Answer Key						
1	2	3	4	5	6	7
(2)	(1)	(3)	(3)	(4)	(2)	(2)

EXPLANATIONS

1. Correct Answer is (2):- (A)-(II), (B)-(I), (C)-(IV), (D)-(III)

(A) Open a document – The correct shortcut is CTRL + O, which corresponds to (II).
(B) Close a document – The correct shortcut is CTRL + W, which corresponds to (I).
(C) Help – The typical shortcut for Help in most applications is F1, which corresponds to (IV).
(D) Print preview – The shortcut for Print Preview in many word processors like MS Word is CTRL + F2, which corresponds to (III).

2. Correct Answer is (1):- In Windows, Alt + Enter opens the Properties dialog box for a selected file/folder, showing size, location, and permissions. Other keys like Shift + Enter, Alt + P, or Shift + P do not perform this function or have unrelated uses.

3. Correct Answer is (3):- The shortcut key to close a tab in most browsers and applications is Ctrl + W. This key combination quickly closes the active tab without needing to use the mouse or menu options, making it more efficient for multitasking.

4. Correct Answer is (3):- The keystroke Ctrl + I is used to apply the italic format to the selected text in most text editing software.

5. Correct Answer is (4):- F7 is the standard shortcut in MS Word to launch the Spelling & Grammar Check tool. It scans text for errors (red/blue underlines) and suggests corrections. Other keys: **F6** – Navigates panels, **F3** – Repeats last action, **F8** – Extends selection.

6. Correct Answer is (2):- CTRL + W is the universal shortcut in MS Word (and most apps) to close the current file/tab without exiting the program. **CTRL + F** – Find tool, **CTRL + F7** – Move window (rarely used), **CTRL + F2** – Print preview.

7. Correct Answer is (2):- CTRL + N is the universal shortcut in MS Word (and most apps) to create a new blank document instantly. **CTRL + B** – Bold text, **CTRL + V** – Paste, **CTRL + M** – Indent paragraph.

Unit 3.4: Microsoft Office

[PREVIOUS YEAR EXAM QUESTIONS]

[SEP 2022]

1. Which software is used to create and manage database?
(1) MS Access (2) MS Excel
(3) Outlook (4) One note

[JUNE 2023]

2. Workbook is a collection of:
(1) Page setup (2) Buttons
(3) Worksheets (4) Charts

[JUNE 2023]

3. The default file format of MS Access is:
(1) doc (2) ppt
(3) xls (4) mdb

[MAR 2024]

4. Shortcut for document views toolbar is situated in…….. bar.
(1) Status bar (2) Tool bar
(3) Title bar (4) Task bar

[MAR 2024]

5. A worksheet range is
(1) A group of cells
(2) A command used for data modeling
(3) A range of values such as from 1 to 100
(4) A group of worksheets

[MAR 2024]

6. Hyperlinks can be
(A) Text (B) Drawing objects
(C) A group of cells (D) Pictures
Choose the correct answer from the options given below:
(1) (A), (B), and (D) (2) (A), (B), and (C)
(3) (A), (B), (C), and (D). (4) (B), (C), and (D)

[MAR 2024]

7. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
(1) Dragging (2) Moving
(3) Highlighting (4) Selecting

[MAR 2025]

8. The "LEN()" function in MS-Excel belongs to which of the following categories?
(1) Financial (2) Logical
(3) Maths & Trig (4) Text

Answer Key							
1	2	3	4	5	6	7	8
(1)	(3)	(4)	(1)	(1)	(3)	(1)	(4)

EXPLANATIONS

1. **Correct Answer is (1):-** The software used to create and manage databases is MS Access, a database management system that helps in storing, organizing, and manipulating data. It is designed specifically for database management, unlike MS Excel or other options listed.

2. **Correct Answer is (3):-** A workbook in software like Microsoft Excel is a collection of worksheets. Each worksheet can contain data, formulas, and charts, and they are all housed together within a single workbook file.

3. **Correct Answer is (4):-** The default file format for MS Access databases is .mdb (Microsoft Database). This format stores data in a structured way, making it easy to manage and retrieve information using queries, forms, and reports within the Access software.

4. **Correct Answer is (1):-** The document views toolbar, including options for viewing different modes of the document (like print layout, web layout, etc.), is typically found in the status bar at the bottom of the window in many word processing software applications.

5. **Correct Answer is (1):-** A worksheet range refers to a selection of multiple cells in a worksheet, typically defined by the top-left and bottom-right corners, such as A1:B10. This range can be used for performing calculations, formatting, or applying functions to the selected cells.

6. **Correct Answer is (3):-** Hyperlinks can be created from various elements, including text, drawing objects, a group of cells, and pictures. These all can be linked to external websites, other documents, or specific locations within the same document, making them versatile in their use.

7. **Correct Answer is (1):-** Dragging refers to pressing and holding the left mouse key while moving the mouse around the slide or screen to move or select objects.

8. **Correct Answer is (4):-** LEN() is a text function in Excel that counts characters (including spaces) in a cell. Example: =LEN("Hello") returns 5.

UNIT 3.5: MS Word

[PREVIOUS YEAR EXAM QUESTIONS]

[SEP 2022]

1. Find the odd one out (related to MS Word)

(1) Web Layout (2) Outline
(3) Slide View (4) Print Layout

[JUNE 2023]

2. MS Word provider the functionality of correction in grammer and spelling of words. This functionality is known as:

(1) Grammerly (2) Auto Correct
(3) Spell Check (4) High Fineation

[MAR 2024]

3. Which file starts MS Word?

(1) Word.exe (2) Winword.exe
(3) Word2003.exe (4) Msword.exe

Answer Key		
1	**2**	**3**
(3)	(2)	(2)

EXPLANATIONS

1. Correct Answer is (3):- Web Layout, Outline, and Print Layout are all view modes in MS Word, used for different document viewing and editing purposes. Slide View, however, is a feature in Microsoft PowerPoint, making it the odd one out.

2. Correct Answer is (2):- In MS Word, the AutoCorrect feature automatically corrects common spelling and grammar errors as you type. While "Spell Check" (Option 3) also checks for spelling errors, AutoCorrect provides real-time corrections.

3. Correct Answer is (2):- MS Word is launched using the executable file Winword.exe. This file is located in the installation directory of Microsoft Word on your computer. When you double-click on this file, it starts the MS Word application, allowing you to create, edit, and manage documents.

M O C K - T E S T S

MOCK TEST

1

MOCK TEST

1. **Choose the correct articles:**
"He is ___ honest man with ___ unique talent."
(1) a, a (2) an, a
(3) an, the (4) the, a

2. **Statement I**: "News" always takes a singular verb.
Statement II: "Data" can take either a singular or plural verb.
Choose the correct answer:
(1) Both are true (2) Only I is true
(3) Only II is true (4) Both are false

3. **Fill in the blank with the correct modal:**
"You ___ finish the report by tomorrow; it's mandatory."
(1) could (2) might
(3) must (4) should

4. **Match the phrasal verbs in List I with their meanings in List II:**

List I	List II
(A) The meeting was ___ due to bad weather.	(I) takes after
(B) Don't ___ on your promises.	(II) called off
(C) He ___ his father in appearance.	(III) backed out
(D) She ___ her fear and spoke confidently.	(IV) got over

Options:
(1) (A)-(IV), (B)-(III), (C)-(I), (D)-(II)
(2) (A)-(III), (B)-(II), (C)-(IV), (D)-(I)
(3) (A)-(IV), (B)-(I), (C)-(III), (D)-(II)
(4) (A)-(II), (B)-(III), (C)-(I), (D)-(IV)

5. **Identify the misspelled word:**
(1) Perseverance (2) Occurence
(3) Millennium (4) Harass

6. **Select the appropriate word:**
The ___ of the ancient artifact was confirmed by the ___.
(1) authenticity, archaeologist
(2) authentisity, archeologist
(3) authenticity, archaelogist
(4) authentisity, archoelogist

7. **Arrange the sentences logically:**
(A) By the 19th century, it became a symbol of luxury and refinement.
(B) Chocolate, derived from cacao beans, was first consumed as a bitter drink by the Mayans.
(C) Today, it is a global industry with countless varieties.
(D) Spanish explorers introduced sugar to chocolate, sweetening its taste.
Options:
(1) (A), (D), (B), (C) (2) (A), (B), (D), (C)
(3) (D), (B), (A), (C) (4) (B), (D), (A), (C)

8. **Choose the idiomatic expression:**
(1) She made a mountain from a molehill.
(2) She made a mountain in a molehill.
(3) She made a mountain out of a molehill.
(4) She made mountain from molehill.

Passage: (Question from 9 to 11)
The rapid advancement of technology has transformed every aspect of society, from communication to healthcare. Technology has enabled people to connect globally, share knowledge instantaneously, and access services online. However, while technology brings numerous benefits, it also comes with its challenges. One major concern is the impact of technology on privacy, as individuals' personal data is increasingly accessible to companies and governments. Additionally, the rise of automation threatens jobs in many industries, creating a need for workers to adapt to new roles. Despite these challenges, the overall impact of technology is overwhelmingly positive, with advances in fields like medicine, education, and transportation improving quality of life across the globe.

9. **What is one of the major concerns raised about the rapid advancement of technology?**
(1) Increase in global connectivity
(2) Rise in privacy issues
(3) Development of new industries
(4) Improvement in education

10. **According to the passage, what is a potential consequence of automation in industries?**

(1) Improvement in healthcare
(2) Creation of new jobs
(3) Job displacement
(4) Enhanced transportation services

11. What is the overall impact of technology, as stated in the passage?
(1) Negative, with more challenges than benefits
(2) Overwhelmingly positive, improving various fields
(3) Neutral, with no significant impact
(4) Detrimental, especially in terms of privacy

12. What is the term for 'a government by the wealthy'?
(1) Oligarchy (2) Plutocracy
(3) Autocracy (4) Theocracy

13. Select the word meaning 'a person who loves books':
(1) Bibliophile (2) Logophile
(3) Lexicographer (4) Philologist

14. Match the synonyms:

List I	List II
(A) Esoteric	(I) Fear
(B) Iconoclast	(II) Reformer
(C) Fastidious	(III) Obscure
(D) Trepidation	(IV) Meticulous

Options:
(1) (A)-(II), (B)-(III), (C)-(IV), (D)-(I)
(2) (A)-(II), (B)-(III), (C)-(I), (D)-(IV)
(3) (A)-(III), (B)-(II), (C)-(IV), (D)-(I)
(4) (A)-(III), (B)-(I), (C)-(IV), (D)-(II)

15. Select the word opposite in meaning to "Prosaic":
(1) Mundane (2) Poetic
(3) Dull (4) Ordinary

16. Choose the correct meaning of the idiom: "To cry over spilt milk"
(1) To celebrate small victories
(2) To regret something that cannot be changed
(3) To complain about minor issues
(4) To waste resources deliberately

17. Match the literary awards to their recipients:

List I	List II
(A) Sahitya Akademi Award (2022)	(I) Annie Ernaux
(B) Pulitzer Prize (Fiction, 2023)	(II) Geetanjali Shree
(C) Man Booker International (2023)	(III) Hernan Diaz
(D) Nobel Prize in Literature (2022)	(IV) S.L. Bhyrappa

Options:
(1) (A)-(IV), (B)-(III), (C)-(II), (D)-(I)
(2) (A)-(II), (B)-(I), (C)-(III), (D)-(IV)
(3) (A)-(IV), (B)-(II), (C)-(III), (D)-(I)
(4) (A)-(IV), (B)-(III), (C)-(I), (D)-(II)

18. Who composed the "Prithviraj Raso," a poem about Prithviraj Chauhan?
(1) Kalhana (2) Chand Bardai
(3) Banabhatta (4) Amir Khusrau

19. In case of a dispute regarding the election of the President of India, who has the final authority to resolve the dispute?
(1) The Supreme Court (2) The President
(3) The Election Commission (4) The Parliament

20. Which renowned architect is known for designing the city of Chandigarh?
(1) Norman Foster (2) Le Corbusier
(3) Frank Lloyd Wright (4) Zaha Hadid

21. How many times has India won the ICC Champions Trophy (Men's)?
(1) 2 (2) 3
(3) 1 (4) 4

22. The term "Grand Slam" is associated with which sport?
(1) Golf (2) Tennis
(3) Badminton (4) Chess

23. What is the distance of a marathon race?
(1) 26.2 miles (2) 40 kilometers
(3) 20 miles (4) 30 kilometers

24. Who holds the record for the most Olympic gold medals won by an individual?
(1) Usain Bolt (2) Michael Phelps
(3) Carl Lewis (4) Paavo Nurmi

25. Which of the following best describes "stagflation"?
(1) High inflation + High unemployment + Economic growth
(2) Low inflation + High unemployment + Economic stagnation

(3) High inflation + High unemployment + Economic stagnation
(4) Low inflation + Low unemployment + Economic growth

26. Which of the following is NOT a feature of a mixed economy?
(1) Private and public sectors coexist
(2) Government intervention is minimal
(3) Market forces determine prices
(4) Economic activities are controlled by the government

27. What does the term 'Fiscal Deficit' mean?
(1) The total government debt
(2) The gap between total government revenue and total government expenditure
(3) The amount spent on public welfare schemes
(4) The debt raised by the government through taxes

28. The "Doppler Effect" explains:
(1) Change in light wavelength due to motion
(2) Quantum entanglement
(3) Nuclear fission
(4) Photosynthesis

29. The SI unit of electric conductance is:
(1) Ohm (2) Volt
(3) Siemens (4) Faraday

30. In which part of the cell does cellular respiration primarily take place?
(1) Nucleus (2) Cytoplasm
(3) Ribosomes (4) Mitochondria

31. What is the main role of the ozone layer in the atmosphere?
(1) It absorbs ultraviolet radiation from the sun
(2) It helps in the formation of clouds
(3) It regulates Earth's temperature
(4) It traps greenhouse gases

32. Which phenomenon explains the movement of water through plants from roots to leaves?
(1) Capillary action (2) Osmosis
(3) Transpiration (4) Diffusion

33. The concept of "Rule of Law" is a feature of which type of government?
(1) Monarchy (2) Democracy
(3) Dictatorship (4) Oligarchy

34. Who is the head of the Indian government?
(1) President (2) Prime Minister
(3) Chief Justice of India (4) Attorney General

35. What is the main function of the Rajya Sabha?
(1) To make laws
(2) To enforce laws
(3) To advise the President
(4) To control the expenditure of the government

36. Which of the following is NOT a function of the National Human Rights Commission (NHRC)?
(1) Investigating police brutality cases
(2) Reviewing constitutional amendments
(3) Recommending compensation for human rights violations
(4) Spreading human rights awareness

37. What does the term 'trade liberalization' refer to?
(1) Increasing tariffs on imports
(2) Reducing restrictions and barriers to trade
(3) Establishing quotas on exports
(4) Increasing domestic production

38. What is the main function of the International Trade Centre (ITC)?
(1) To provide loans to developing countries
(2) To monitor global commodity prices
(3) To promote and facilitate international trade for small businesses
(4) To regulate the exchange rate of currencies

39. The folk dance form of Lavani, which was used for social enlightenment (samaj prabodhan) is primarily associated with which state?
(1) Jharakhand (2) Andhra Pradesh
(3) Maharashtra (4) Karnataka

40. Which Indian state has the longest coastline?
(1) Tamil Nadu (2) Andhra Pradesh
(3) Gujarat (4) Maharashtra

41. Which of the following is a cold ocean current?
(1) Gulf Stream (2) Kuroshio Current
(3) Canary Current (4) Agulhas Current

42. Which of the following is the shortcut key to refresh a web page in most browsers?
(1) CTRL + R (2) F5
(3) Both (1) and (2) (4) CTRL + F5

Statement II: Global warming is causing a rise in sea levels worldwide.

Choose the most appropriate answer:

(1) Statement I is the cause and statement II is its effect
(2) Statement II is the cause and statement I is its effect
(3) Both the statements I and II are independent causes
(4) Both the statements I and II are effects of independent causes

75. 7, 26, 63, 124, 215, ?

(1) 344 (2) 343
(3) 342 (4) 341

Answer Key									
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
(2)	(2)	(3)	(4)	(2)	(1)	(4)	(3)	(2)	(3)
11	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**
(2)	(2)	(1)	(3)	(2)	(2)	(1)	(2)	(1)	(2)
21	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
(2)	(2)	(1)	(2)	(3)	(4)	(2)	(1)	(3)	(4)
31	**32**	**33**	**34**	**35**	**36**	**37**	**38**	**39**	**40**
(1)	(1)	(2)	(2)	(1)	(2)	(2)	(3)	(3)	(3)
41	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**
(3)	(3)	(4)	(1)	(2)	(3)	(2)	(4)	(1)	(2)
51	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**
(2)	(3)	(1)	(3)	(1)	(3)	(2)	(2)	(4)	(1)
61	**62**	**63**	**64**	**65**	**66**	**67**	**68**	**69**	**70**
(4)	(3)	(2)	(1)	(4)	(4)	(1)	(2)	(1)	(2)
71	**72**	**73**	**74**	**75**					
(2)	(1)	(4)	(3)	(3)					

EXPLANATIONS

1. Correct Answer is (2):- 'Honest' starts with a vowel sound, so we use 'an'. 'Unique' also starts with a 'y' sound, which is a consonant sound, so we use 'a'. Therefore, the sentence should be: He is an honest man with a unique talent.

2. Correct Answer is (2):- Statement I is true because 'news' is treated as a singular noun (e.g., 'The news is good'). Statement II is true because "data" can be singular or plural, depending on context (e.g., 'The data is useful' or 'The data show'). Both are correct.

3. Correct Answer is (3):- 'Must' is used to indicate something that is mandatory or required. In this context, it shows that finishing the report by tomorrow is a necessity. Therefore, the sentence should be: 'You must finish the report by tomorrow; it's mandatory'.

4. Correct Answer is (4):- (A)-(II), (B)-(III), (C)-(I), (D)-(IV)
(A) "The meeting was called off (II) due to bad weather." (Cancelled)
(B) "Don't back out (III) on your promises." (Withdraw)
(C) "He takes after (I) his father in appearance." (Resembles)
(D) "She got over (IV) her fear and spoke confidently." (Overcame)

5. Correct Answer is (2):- The correct spelling is 'occurrence' with two 'r's, not 'occurence'. The other words perseverance, millennium, and harass are spelled correctly.

6. Correct Answer is (1):- 'Authenticity' refers to the genuineness of something, and 'archaeologist' is the correct spelling for a person who studies ancient artifacts. The other options have spelling errors, like 'authentisity' and 'archaelogist'.

7. Correct Answer is (4):-
(i) (B) introduces the origin of chocolate as a bitter drink by the Mayans.
(ii) (D) explains how Spanish explorers sweetened it by introducing sugar.
(iii) (A) mentions chocolate becoming a symbol of luxury by the 19th century.
(iv) (C) concludes with chocolate being a global industry today.

8. Correct Answer is (3):- The idiomatic expression 'make a mountain out of a molehill' means to exaggerate a small problem or issue. The other options do not follow the proper structure of the idiom.

9. Correct Answer is (2):- 'Rise in privacy issues'. The passage mentions that a major concern with technology is its impact on privacy, with personal data becoming more accessible.

10. Correct Answer is (3):- 'Job displacement'. The passage highlights that automation threatens jobs in many industries, creating a need for workers to adapt.

11. Correct Answer is (2):- 'Overwhelmingly positive, improving various fields'. Despite challenges, the passage emphasizes the overall positive impact of technology on medicine, education, and transportation.

12. Correct Answer is (2):- Plutocracy refers to a government or society controlled by the wealthy or

those with significant financial power. 'Oligarchy refers to rule by a small group of people, 'autocracy' is rule by one individual, and 'theocracy' is rule by religious leaders.

13. Correct Answer is (1):- A bibliophile is a person who loves or collects books. 'Logophile' refers to a lover of words, 'lexicographer' is someone who compiles dictionaries, and 'philologist' is a person who studies language in historical and literary contexts.

14. Correct Answer is (3):- (A)-(III), (B)-(II), (C)-(IV), (D)-(I)

- 'Esoteric' means something obscure or understood by few, so (A) matches with (III).
- 'Iconoclast' refers to someone who challenges established norms, a reformer, so (B) matches with (II).
- 'Fastidious' means meticulous, so (C) matches with (IV).
- 'Trepidation' means fear, so (D) matches with (I).

15. Correct Answer is (2):- 'Prosaic' means dull, ordinary, or lacking in imagination, while 'poetic' refers to something beautiful, imaginative, or artistic. Therefore, 'poetic' is the opposite of 'prosaic', as it signifies creativity and beauty in contrast to plainness or dullness.

16. Correct Answer is (2):- The idiom "to cry over spilt milk" means to regret or be upset about something that has already happened and cannot be undone. It implies that it is pointless to be upset over past mistakes or events.

17. Correct Answer is (1):- (A)-(IV), (B)-(III), (C)-(II), (D)-(I)

- Sahitya Akademi Award (2022) was awarded to **S.L. Bhyrappa** (IV).
- Pulitzer Prize (Fiction, 2023) went to **Hernan Diaz** (III).
- Man Booker International (2023) was awarded to **Geetanjali Shree** (II).
- Nobel Prize in Literature (2022) was awarded to **Annie Ernaux** (I).

18. Correct Answer is (2):- Chand Bardai composed the 'Prithviraj Raso', a famous epic poem about the life and heroics of the Rajput king Prithviraj Chauhan. It is one of the earliest works in Hindi literature, detailing his bravery, battles, and romance with his queen.

19. Correct Answer is (1):- In case of a dispute regarding the election of the President of India, the final authority to resolve the dispute lies with the Supreme Court of India. According to Article 71 of the Indian Constitution, the Supreme Court has the power to adjudicate such matters.

20. Correct Answer is (2):- Le Corbusier, a renowned Swiss-French architect, is famous for designing the city of Chandigarh in India. His design focused on modernist principles and efficient urban planning, making Chandigarh one of the most well-planned cities in the world.

21. Correct Answer is (2):- India has won the ICC Champions Trophy (Men's) thrice. The first victory was in 2002 (jointly with Sri Lanka), the second in 2013 (defeating England) & third in 2025 defeated New Zealand in final to claim the trophy.

22. Correct Answer is (2):- The term "Grand Slam" in tennis refers to winning all four major tournaments in a calendar year: the Australian Open, the French Open, Wimbledon, and the US Open. It is one of the highest achievements in the sport, showcasing dominance and skill in all major events.

23. Correct Answer is (1):- A marathon race covers a distance of 26.2 miles (or 42.195 kilometers). This distance is standard for marathons worldwide, originating from the historic race from the battlefield of Marathon to Athens in ancient Greece.

24. Correct Answer is (2):- Michael Phelps, an American swimmer, holds the record for the most Olympic gold medals won by an individual, with a total of 23 gold medals. His achievements in the 2004, 2008, 2012, and 2016 Olympics make him the most decorated Olympian in history.

25. Correct Answer is (3):- Stagflation refers to an economic situation where inflation is high, unemployment is high, and economic growth stagnates. This creates a difficult situation for policymakers, as traditional tools to control inflation can worsen unemployment.

26. Correct Answer is (4):- In a mixed economy, both private and public sectors coexist, and while the government may intervene, it is not responsible for controlling all economic activities. Market forces generally determine prices, and government intervention is more focused on regulation than complete control.

27. **Correct Answer is (2):-** Fiscal deficit refers to the difference between the government's total revenue (mainly from taxes) and its total expenditure. A fiscal deficit occurs when the government spends more than it earns, often requiring borrowing to fill the gap.

28. **Correct Answer is (1):-** Doppler Effect explains the change in the frequency or wavelength of a wave (like light or sound) as the source moves relative to the observer. This effect is commonly observed as a shift in sound (like a passing car) or light (redshift or blueshift in astronomy).

29. **Correct Answer is (3):-** The **SI unit of electric conductance** is **Siemens** (S), which measures the ability of a material to conduct an electric current. The higher the conductance, the easier it is for electric current to flow through a material. **Ohm** is the unit of electrical resistance, **Volt** is the unit of electric potential, and **Faraday** is associated with the charge of one mole of electrons in electrolysis.

30. **Correct Answer is (4):-** Cellular respiration primarily takes place in the mitochondria, often referred to as the "powerhouses" of the cell. It is here that glucose is broken down to produce ATP, the cell's main energy currency, through processes like the citric acid cycle and electron transport chain.

31. **Correct Answer is (1):-** The ozone layer in the Earth's atmosphere plays a critical role by absorbing most of the sun's harmful ultraviolet (UV) radiation. This protects living organisms from the damaging effects of UV rays, such as skin cancer and cataracts.

32. **Correct Answer is (1):-** Capillary action explains the movement of water through plants from roots to leaves. It occurs when water rises through narrow tubes (like plant xylem) due to adhesive forces between water molecules and the walls of the tubes, overcoming gravity.

33. **Correct Answer is (2):-** The Rule of Law is a fundamental principle in democracy, where everyone, including government officials, is subject to the law. It ensures that laws are applied fairly and consistently, protecting individual rights and maintaining justice in society.

34. **Correct Answer is (2):-** In India, the Prime Minister is the head of the government. The Prime Minister leads the executive branch, making decisions on national policies, and is the chief representative of the government, whereas the President is the ceremonial head of state.

35. **Correct Answer is (1):-** The main function of the Rajya Sabha (Council of States) is to make laws in India. It is the upper house of the Parliament and works alongside the Lok Sabha (lower house) to pass bills, debate policies, and ensure legislation is properly reviewed.

36. **Correct Answer is (2):-** The National Human Rights Commission (NHRC) is primarily responsible for investigating human rights violations, recommending compensation, and spreading awareness. However, reviewing constitutional amendments is not within its functions; this is the role of Parliament.

37. **Correct Answer is (2):-** Trade liberalization refers to the process of reducing or eliminating trade barriers such as tariffs, quotas, and regulations, to encourage free and open trade between countries. It aims to promote competition and economic growth by allowing easier access to markets.

38. **Correct Answer is (3):-** The International Trade Centre (ITC) focuses on supporting the growth of small and medium-sized enterprises (SMEs) in developing countries by promoting and facilitating international trade, helping them access global markets and improve competitiveness.

39. **Correct Answer is (3):-** Lavani is a traditional folk dance form from Maharashtra, known for its powerful rhythm and graceful movements. It was historically used for social enlightenment (samaj prabodhan), conveying social messages through dance and music, often performed to traditional beats.

40. **Correct Answer is (3):-** Gujarat has the longest coastline in India, stretching over approximately 1,600 kilometers. This coastline is along the Arabian Sea and is significant for its ports, trade, and maritime activities. It surpasses the coastlines of other states in India.

41. **Correct Answer is (3):-** The Canary Current is a cold ocean current that flows southward along the northwest coast of Africa. It originates in the North Atlantic and is associated with the cold waters of the subpolar region. The other options are warm currents.