

**OFFICE OF THE DIRECTOR LAND REVENUE & SETTLEMENT**  
**WRITTEN EXAMINATION FOR THE POST OF LDC (PE)**

**PAPER-II**

Duration: 3 Hours

Maximum Marks: 200

**BASIC COMPUTER KNOWLEDGE (100 marks)**

**Choose the correct options:**

1. The characteristic of a computer does not include

(a) Speed ( )  
(b) Accuracy ( )  
(c) Diligence ( )  
(d) IQ ( )

2. Which one of the following is not an input device?

(a) Optical Mark Reader ( )  
(b) Joystick ( )  
(c) Plotter ( )  
(d) Mouse ( )

3. EEPROM is

(a) Non-volatile memory chip ( )  
(b) Volatile memory chip ( )  
(c) Not a memory chip ( )  
(d) None of these ( )

4. The primary function of the Arithmetic Logic Unit (ALU) of a computer includes

(a) Arithmetic and logic operations ( )  
(b) To control input and output devices ( )  
(c) To provide a graphical user interface for users ( )  
(d) None of these ( )

5. Which of the following is not a secondary storage device?

(a) USB Flash Drive ( )  
(b) Optical Discs ( )  
(c) RAM ( )  
(d) Hard Disk Drives ( )

6. Which of the following statements best describes the difference between input and output devices?

(a) Input devices allow users to enter data into the computer, while output devices display or produce results from that data. ( )  
(b) Input devices only work with text, while output devices only work with graphics. ( )  
(c) Input devices are used to store data, while output devices are used to delete data. ( )  
(d) Input devices display information while output devices collect information. ( )

7. Which of the following statements best describe the relationship between hardware and software?

(a) Hardware and software are the same; both refer to the physical parts of a computer. ( )  
(b) Hardware is typically directed by the software to execute a command or instruction. ( )  
(c) Hardware is used only for storage while software is used only for processing. ( )  
(d) Hardware can run programs without any software, as it contains all the necessary information. ( )

8. What is a software?

(a) The power source that runs a computer ( )  
(b) A collection of data stored in a hard drive ( )  
(c) The physical components of a computer system ( )  
(d) A set of instructions that tells a computer how to perform tasks. ( )



9. Which computer is an example of processing complex scientific applications requiring enormous processing power?

- (a) Laptops ( )
- (b) Supercomputers ( )
- (c) Workstation ( )
- (d) None of these ( )

10. Indian Information Technology Act (Original Act) contained

- (a) 94 sections, divided into 13 chapters and 4 schedules ( )
- (b) 95 sections, divided into 13 chapters and 4 schedules ( )
- (c) 94 sections, divided into 12 chapters and 4 schedules ( )
- (d) 95 sections, divided into 13 chapters and 3 schedules ( )

11. What is an operating system?

- (a) A type of hardware component ( )
- (b) A software that manages computer hardware and software resources ( )
- (c) A programming language used for software development ( )
- (d) A type of computer virus ( )

12. The purpose of Windows Task Manager is

- (a) To install new software ( )
- (b) To manage system updates ( )
- (c) To monitor and manage running applications and processes ( )
- (d) To change the desktop wallpaper ( )

13. Which one of the following is an example of a desktop icon?

- (a) Recycle Bin ( )
- (b) Keyboard ( )
- (c) Printer ( )
- (d) None of these ( )

14. To rename a file/folder, press

- (a) F4 ( )
- (b) F1 ( )
- (c) F2 ( )
- (d) F3 ( )

15. To create a new folder, press

- (a) Ctrl+Shift+N ( )
- (b) Ctrl+N ( )

(c) Shift+N ( )

(d) Alt+Shift+N ( )

16. Which of the following options is not a feature directly accessible from the Windows Start Menu?

- (a) Control Panel ( )
- (b) Help and Support ( )
- (c) Log Off ( )
- (d) Task Manager ( )

17. What is the first step to create a shortcut for a file or folder in Windows?

- (a) Open the file or folder ( )
- (b) Right click on the desktop ( )
- (c) Right click on the file or folder and select "Create shortcut" ( )
- (d) Press Ctrl+N ( )

18. Which of the following Windows accessories allows for basic text formatting, such as changing font size and style, while also supporting images and tables?

- (a) Notepad ( )
- (b) WordPad ( )
- (c) Paint ( )
- (d) Calculator ( )

19. What is the keyboard shortcut to open the Print dialog box in MS Word?

- (a) Ctrl+P ( )
- (b) Ctrl+Shift+P ( )
- (c) Alt+f4 ( )
- (d) Alt+Ctrl+P ( )

20. Which feature allows you to insert page numbers in the header or footer of a Word document?

- (a) Page Layout ( )
- (b) Insert ( )
- (c) Design ( )
- (d) Review ( )

21. What keyboard shortcut can you use to quickly apply the bold formatting to a selected text in Word?

- (a) Shift+B ( )
- (b) Alt+B ( )
- (c) Ctrl+B ( )
- (d) Ctrl+Alt+B ( )



22. Which of the following options in Word allows you to apply a predefined set of formatting characteristics to your text?
- (a) Font ( )
  - (b) Styles ( )
  - (c) Borders ( )
  - (d) None of these ( )
23. Which of the following can you customise in the AutoCorrect options in Word?
- (a) The colour of a text ( )
  - (b) The layout of the page ( )
  - (c) The font size of the document ( )
  - (d) None of these ( )
24. When using the Find and Replace feature in Word, which of the following options allows you to replace text with specific formatting, such as bold or italic?
- (a) Use the "Find" tab only ( )
  - (b) Select "Replace" and then "Format" ( )
  - (c) Use the "Edit" menu ( )
  - (d) Select "Insert" and then "Text Box" ( )
25. What information can you obtain by using the Word Count feature in MS Word?
- (a) The total time spent editing the document ( )
  - (b) The font size used in the document ( )
  - (c) The number of paragraphs, lines and characters ( )
  - (d) The number of pages in the document ( )
26. What is the primary purpose of the "Find and Replace" feature in MS Word?
- (a) To change the font style of the entire document. ( )
  - (b) To locate and modify specific text throughout the document ( )
  - (c) To save the document in a different format ( )
  - (d) To print the document ( )
27. In Microsoft Word, which of the following keyboard shortcuts is used to toggle superscript formatting on and off?
- (a) Ctrl+Shift+P ( )
  - (b) Ctrl+Shift+= ( )
  - (c) Ctrl+= ( )
  - (d) Ctrl+Shift+S ( )
28. Where do you go to add a border to a paragraph in MS Word?
- (a) Home Tab ( )
  - (b) Insert Tab ( )
  - (c) Design Tab ( )
  - (d) View Tab ( )
29. Which of the following statements is true about WordArt in MS Word?
- (a) WordArt can only be used for plain text without effects ( )
  - (b) WordArt can only be resized but not rotated ( )
  - (c) WordArt is only available in the online version of Microsoft Word ( )
  - (d) WordArt allows you to apply various text effects. ( )
30. What happens when you merge cells in a table in MS Word?
- (a) The content of the cells is deleted. ( )
  - (b) The table is deleted ( )
  - (c) The table is converted to a graphic ( )
  - (d) The cells become one single cell ( )
31. Which one of the following is typically not used in the mail merge process in MS Word?
- (a) Main Document ( )
  - (b) Data Source ( )
  - (c) Merge Fields ( )
  - (d) Page Layout ( )
32. In excel sheet, addition/summation is done using
- (a) =A1+A2+A3+A4 ( )
  - (b) +A1+A2+A3+A4 ( )
  - (c) =Sum(A1:A4) ( )
  - (d) None of these ( )
33. Which one of the following allows you to change the appearance of text in a cell in Excel?
- (a) Data Validation ( )
  - (b) Conditional Formatting ( )
  - (c) Cell Styles ( )
  - (d) Filter ( )
34. Which setting should you adjust if you want to fit your Excel worksheet to one page when printing?
- (a) Print Area ( )
  - (b) Scaling ( )
  - (c) Page Orientation ( )
  - (d) Margins ( )



35. Which function would you use to count the number of cells that contain numbers in a range in Excel?
- (a) COUNTA ( )  
 (b) COUNT ( )  
 (c) SUM ( )  
 (d) AVERAGE ( )
36. What is the primary purpose of What-If Analysis in Excel?
- (a) To import data from other sources ( )  
 (b) To format cells with different colours ( )  
 (c) To analyse potential outcomes based on different input values ( )  
 (d) To create charts and graphs ( )
37. When resizing a chart in Excel, which of the following actions can you perform?
- (a) Drag the corners or edges of the chart ( )  
 (b) Delete the chart ( )  
 (c) Change the data source ( )  
 (d) Change the colour of the chart ( )
38. What feature will you use to apply motion effects when a slide exits and another enters?
- (a) Slide transition ( )  
 (b) Slide Design ( )  
 (c) Animation Objects ( )  
 (d) Animation Scheme ( )
39. What is the purpose of the "Animation Pane" in PowerPoint?
- (a) To preview slide transitions ( )  
 (b) To manage and customise the timing and order of animations ( )  
 (c) To change the background of slides ( )  
 (d) To insert audio and video ( )
40. What happens to individual pictures when you ungroup a grouped set of images?
- (a) They are deleted ( )  
 (b) They remain on the slide as separate images ( )  
 (c) They become locked ( )  
 (d) They are converted to a single image ( )
41. Which one of the following is not a type of slide layout available in PowerPoint?
- (a) Blank slide ( )  
 (b) Title Slide ( )  
 (c) Text Only ( )  
 (d) Title and Content ( )
42. In which view can you rearrange the order of slides easily?
- (a) Normal View ( )  
 (b) Outline View ( )  
 (c) Reading View ( )  
 (d) Slide Sorter View ( )
43. Which element is typically included on a title slide?
- (a) Body Text ( )  
 (b) Footer ( )  
 (c) Slide Number ( )  
 (d) Title and subtitle ( )
44. The father of World Wide Web is
- (a) Tim Bernes Lee ( )  
 (b) Bill Gates ( )  
 (c) Steve Jobs ( )  
 (d) None of these ( )
45. Another name of the internet is
- (a) Information Space ( )  
 (b) Virtual space ( )  
 (c) Data Space ( )  
 (d) Cyberspace ( )
46. What is the name of the search engine developed by Microsoft?
- (a) Bing ( )  
 (b) Lycos ( )  
 (c) AOL Search ( )  
 (d) Ask.com ( )
47. Which of the following is a common protocol used on the World Wide Web?
- (a) SMTP ( )  
 (b) HTTP ( )  
 (c) FTP ( )  
 (d) SNMP ( )
48. Which of the following is a common file format for attachment in emails?
- (a) .jpg ( )  
 (b) .txt ( )  
 (c) .exe ( )  
 (d) All of these ( )



49. What is the purpose of the "CC" field in an email?
- (a) To send a copy to another recipient ( )
  - (b) To mark the email as confidential ( )
  - (c) To attach files ( )
  - (d) To indicate the subject of the email ( )

50. What should be typically included in the subject line on an email?
- (a) The sender's name ( )
  - (b) The date and time of sending ( )
  - (c) A brief summary or main topic of the email ( )
  - (d) It should remain blank ( )

### SIMPLE ARITHMETIC (50 marks)

1. If the quotient in a division is 8, the divisor is 7 and the remainder is 2, then the dividend is
  - (a) 17 ( )
  - (b) 18 ( )
  - (c) 54 ( )
  - (d) 58 ( )
2. The largest 5-digit number which is a perfect square is
  - (a) 99900 ( )
  - (b) 99999 ( )
  - (c) 99856 ( )
  - (d) 98764 ( )
3. Which is the greatest among the following numbers?
  - (a)  $2\sqrt{2}$  ( )
  - (b)  $\sqrt{7}$  ( )
  - (c)  $2\sqrt{3}$  ( )
  - (d)  $\sqrt{5}$  ( )
4. Which real numbers are equal to their squares?
  - (a) 0 only ( )
  - (b) 1 only ( )
  - (c) 0 and 1 ( )
  - (d) 1 and -1 ( )
5. The area of a square is  $625 \text{ cm}^2$ . Its edge is
  - (a) 24 ( )
  - (b) 25 ( )
  - (c) 28 ( )
  - (d) 30 ( )

6. If the C.P of 15 apples is equal to the S.P of 12 apples, find the gain or loss%.
  - (a) 25% ( )
  - (b) 20% ( )
  - (c) 28% ( )
  - (d) 15% ( )
7. The average of the first 999 natural numbers divisible by 5 is-
  - (a) 1500 ( )
  - (b) 2500 ( )
  - (c) 2400 ( )
  - (d) 1050 ( )
8. The average of 4 numbers is 32. If one number 12 is included, the new average will be
  - (a) 25 ( )
  - (b) 28 ( )
  - (c) 30 ( )
  - (d) 32 ( )
9. Simplify:  $[16 - \{5 + 4(4 - 2)\}]$ 
  - (a) 2 ( )
  - (b) 4 ( )
  - (c) 3 ( )
  - (d) 5 ( )
10. Simplify:  $7 - 2 + 13 - 5 - 2 + 1$ 
  - (a) 10 ( )
  - (b) 12 ( )
  - (c) 11 ( )
  - (d) 15 ( )
11. Rama, Chhuana and Sawma started a partnership business investing 30,000, 50,000, and 40,000 respectively. If they make an annual profit of 18,504, Find the share of Chhuana.
  - (a) 7100 ( )
  - (b) 6800 ( )
  - (c) 7710 ( )
  - (d) 7950 ( )
12. In what time will 1000 become 1900, if the annual rate of interest is 15%?
  - (a) 4 years ( )
  - (b) 7 years ( )
  - (c) 5 years ( )
  - (d) 6 years ( )



13. Two numbers are in the ratio 3:4. If 4 is added to each of the numbers, the ratio becomes 4:5. The numbers are-

- (a) 12&16 ( )
- (b) 10&12 ( )
- (c) 8&16 ( )
- (d) 10&12 ( )

14. If 36% of the pupils are girls, and the number of girls is 459, the total number of pupils is:

- (a) 1250 ( )
- (b) 1275 ( )
- (c) 1295 ( )
- (d) 1258 ( )

15. An article was bought for 450 after a discount of 10%. The original price is

- (a) 550 ( )
- (b) 580 ( )
- (c) 500 ( )
- (d) 480 ( )

16. The compound interest on 10,000 for 6 months at 12% p.a. compounded quarterly will be

- (a) 650 ( )
- (b) 509 ( )
- (c) 610 ( )
- (d) 609 ( )

17. A bus runs at 54 km/hr. How far will it move in 20 seconds?

- (a) 280 m ( )
- (b) 300 m ( )
- (c) 310 m ( )
- (d) 325 m ( )

18. John can do  $\frac{3}{5}$  of the work in 6 days. In how many days can he finish it?

- (a) 8 days ( )
- (b) 9 days ( )
- (c) 12 days ( )
- (d) 10 days ( )

19. If the quotient in a division is 8, the divisor is 7 and the remainder is 2, then the dividend is

- (a) 17 ( )
- (b) 18 ( )
- (c) 54 ( )
- (d) 58 ( )

20. Evaluate  $\sqrt{6084}$

- (a) 75 ( )
- (b) 77 ( )
- (c) 78 ( )
- (d) 68 ( )

21. The length of the longest pole that can be put in a room of dimensions 10m x 10m x 5m is

- (a) 15m ( )
- (b) 18m ( )
- (c) 10m ( )
- (d) 20m ( )

22. A tall building casts a shadow on the ground 60m making an angle  $60^\circ$ . The height of the building is?

- (a)  $90\sqrt{3}$  m ( )
- (b)  $60\sqrt{3}$  m ( )
- (c)  $120\sqrt{3}$  m ( )
- (d)  $100\sqrt{3}$  m ( )

23. The table below shows the number of hours worked by five employees in a week at a company:

Emplo yee	Mond ay	Tuesd ay	Wednes day	Thursd ay	Frid ay
A	8	7	6	8	7
B	6	6	7	6	8
C	7	8	8	7	7
D	6	6	6	6	6
E	8	8	7	7	8

1.) The total number of hours worked by all employees combined is

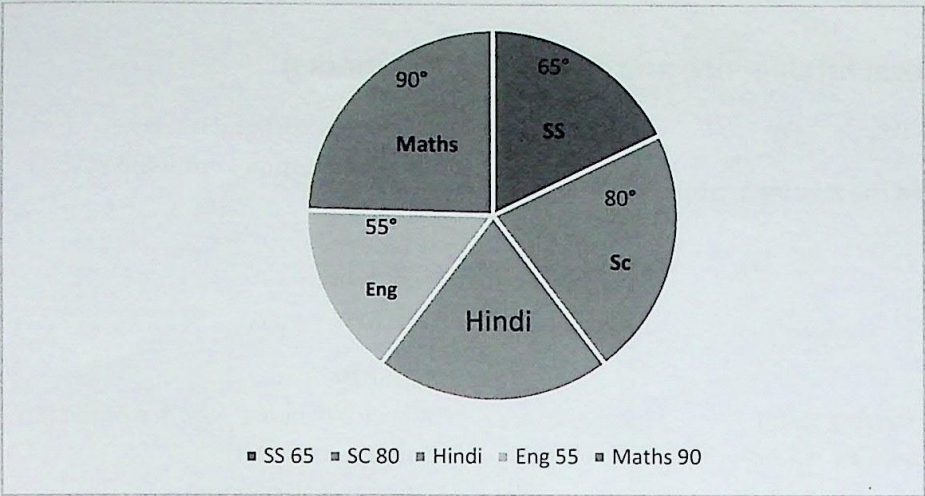
- (a) 174 ( )
- (b) 164 ( )
- (c) 184 ( )
- (d) 166 ( )

2.) What is the average number of hours worked per day by employee C?

- (a) 6.5 hours ( )
- (b) 7.4 hours ( )
- (c) 8.3 hours ( )
- (d) 5.5 hours ( )



24. The given pie chart depicts the marks scored by a student in different subjects, namely Maths, Social Science, Science, English and Hindi. The total marks obtained is 540. Study the pie chart and answer the questions that follow:



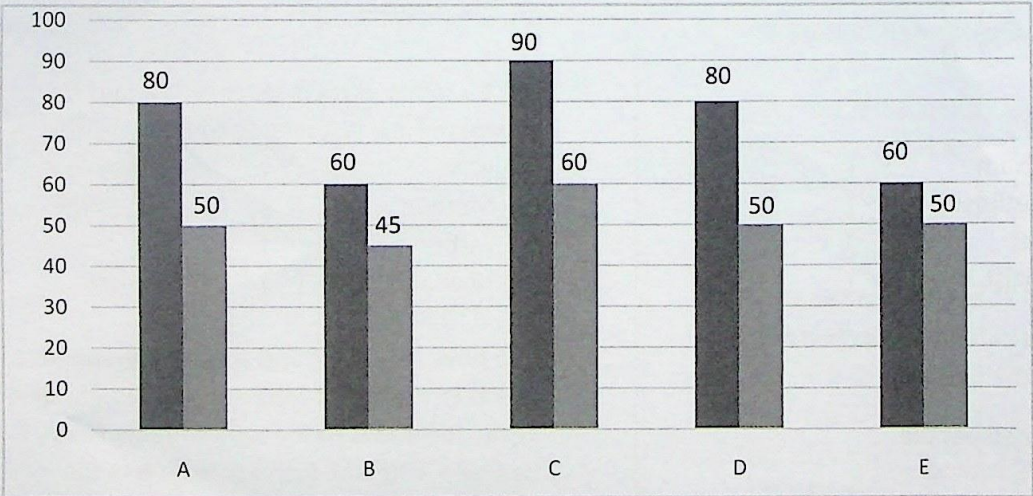
1.) In what subject does the student score 120 marks? (1)

- (a) Science ( )
- (b) Social Science ( )
- (c) English ( )
- (d) Hindi ( )

2.) How much does the student score in Maths? (1)

- (a) 97.5 ( )
- (b) 105 ( )
- (c) 120 ( )
- (d) 135 ( )

25. The bar graph below shows total food (in grams) produced by 5 people A, B, C, D and E and also the total food consumed by these 5 people. Read the data and answer the questions that follow:



1.) Total food wasted by D is what percent more than total food wasted by E?

- (a) 200% ( )
- (b) 150% ( )
- (c) 250% ( )
- (d) 180% ( )



2.) The average of total food wasted by A, B and C is

- (a) 15 ( )
- (b) 25 ( )
- (c) 20 ( )
- (d) 30 ( )

### General Intelligence and Reasoning (50 marks)

1. 23, 28, 34, 41, 49, ....? (Find the missing term)

- (a) 57 ( )
- (b) 59 ( )
- (c) 56 ( )
- (d) 58 ( )

2. 1, 6, 21, 66, ....? (Find the missing term)

- (a) 250 ( )
- (b) 201 ( )
- (c) 310 ( )
- (d) 308 ( )

3. "Chickenpox" is related to "virus" in the same way "Ringworm" is related to

- (a) Protozoan ( )
- (b) Bacterium ( )
- (c) Nematodes ( )
- (d) Fungus ( )

4. TURNIP: Q T S Q J O : RADISH : ?

- (a) D Z R I T J ( )
- (b) C Z Q G R H ( )
- (c) B Z P H S J ( )
- (d) C Z Q I T J ( )

5. Sailor: Compass

- (a) Student: Exam ( )
- (b) Doctor: Stethoscope (✓)
- (c) Pen: Officer ( )
- (d) Painter: Artist ( )

Read the conclusions carefully and choose the correct option from the following :

6. Authors are learned people.  
Some doctors are authors.

#### CONCLUSION

- I. Some doctors are learned people
- II. Some learned people are doctors.
- (a) Only conclusion I follows ( )
- (b) Only conclusion II follows ( )

(c) Both conclusion I and II follow ( )

(d) Neither conclusion I nor II follows ( )

7. All colours are red.

Some red are green

All green are dark

#### CONCLUSION

I. All colours being dark is a possibility

II. Some red are dark

III. Some red are colours

(a) Only Conclusion I follows ( )

(b) Only Conclusion II follows ( )

(c) Only Conclusion II and III follow ( )

(d) All conclusions follow ( )

8. A man is facing West. He turns  $45^\circ$  in the clockwise direction and then another  $180^\circ$  in the same direction and then  $270^\circ$  in the anti-clockwise direction. Which direction is he facing now?

(a) South ( )

(b) North-West (✓)

(c) West ( )

(d) South-West ( )

9. D is B's father. B is C's sister-in-law and A's daughter. How is A related to D?

(a) Wife (✓)

(b) Mother ( )

(c) Father ( )

(d) Husband ( )

10. Five boys are sitting and are photographed. Jack is to the left of John and to the right of Kevin. Richard is to the right of John. Henry is between John and Richard. Who is in the middle of the photograph?

(a) Jack ( )

(b) John (✓)

(c) Kevin ( )

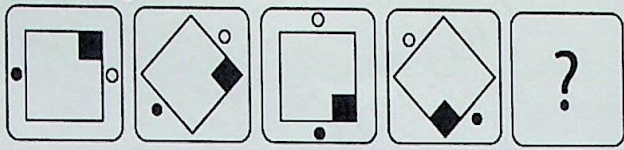
(d) Richard ( )



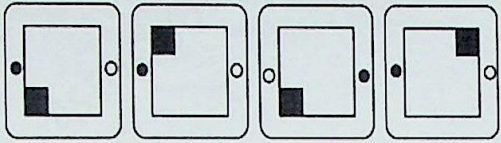
Answer the following as directed (5x2=10)

11. Find the missing figure in the series from the given answer figures

Question figures:

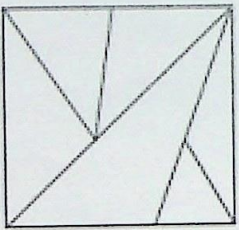


Answer figures:



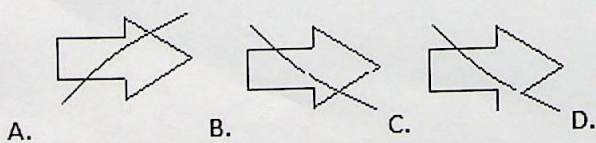
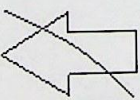
- (1) ( )  
(2) ( )  
(3) ( )  
(4) ( )

12. How many triangles are there in the given figure?



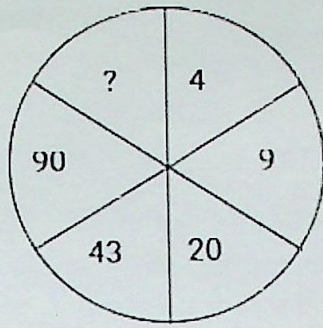
- (a) 10 ( )  
(b) 8 ( )  
(c) 11 ( )  
(d) 9 ( )

13. Choose the alternative which closely resembles the mirror image of the given figure



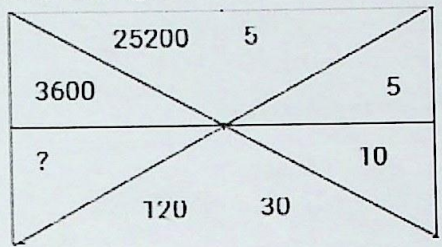
- (a) Figure A ( )  
(b) Figure B ( )  
(c) Figure C ( )  
(d) Figure D ( )

14. Find the missing character



- (a) 185 (✓)  
(b) 126 ( )  
(c) 239 ( )  
(d) 145 ( )

15. Find the missing character



- (a) 350 ( )  
(b) 320 ( )  
(c) 500 ( )  
(d) 600 ( )

16. In a certain code language, 'MONTHLY' is written as 'D G M O S J R'. How will 'HEADING' be written in that same language?

- (a) M J N Z E X N ( )  
(b) M N J E Z N X ( )  
(c) L I N Y F Z M ( )  
(d) L I Y N Z F M ( )

17. If 'DEAR' is coded as 'F G C T', then how will 'READ' be coded as?

- (a) T G C F (✓)  
(b) F G C F ( )  
(c) T S F C ( )  
(d) T C G F ( )

18. Ram is the brother of Shyam and Mahesh is the father of Ram. Jagat is the brother of Priya and Priya is the daughter of Shyam. How is Mahesh related to Jagat?

- (a) Uncle ( )  
(b) Grandfather (✓)  
(c) Father ( )  
(d) Brother ( )



19. A is the wife of B. D is the brother of A. P and Q are the children of E, who is the wife of D. How is B related to Q?

- (a) Father ( )
- (b) Grandmother ( )
- (c) Uncle (✓)
- (d) Cousin ( )

20. Ram goes towards North, turns right then turns right again and then goes to the left. Which direction is he facing now?

- (a) East ( )
- (b) West (✓)
- (c) South ( )
- (d) North ( )

21. 12 year old Sonia is three times as old as her brother Vijay. How old will Sonia be when she is twice as old as Vijay?

- (a) 14 years ( )
- (b) 16 years ( )
- (c) 20 years ( )
- (d) 18 years ( )

22. Four friends are sitting in a row facing North. B is at one end. A is second to the right of D. If D is between B and C, which of the following statements is not true?

- (a) C is sitting to the immediate right of D ( )
- (b) B is sitting to the immediate left of D ( )
- (c) A and B are sitting next to each other ( )
- (d) A is sitting at one end. (✓)

23. In a certain code, "FROZEN" is written as "O F A P S G". Then how would "MOLTEN" be written in that code?

- (a) O F P O M N ( )
- (b) O F S M P N ( )
- (c) O F U M P N ( )
- (d) O F U M O N ( )

24. "IPL" is related to "Cricket" in the same way "Wimbledon" is related to

- (a) Football ( )
- (b) Tennis (✓)
- (c) Hockey ( )
- (d) Badminton ( )

25. FEEDBACK: D E A B E F K C: :HIGHLAND ?

- (a) H G A L I H D N ( )
- (b) A L H G D N I H ( )
- (c) H G I H D N A L ( )
- (d) I H H G A L D N ( )