

PART- A

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Library Assistant MCQ (OMR)

1. Getting books back from the users and releasing the borrower's ticket is known as....
 - a) charging
 - b) holding
 - c) Reserving
 - d) discharging

2. The Dewey Decimal Classification divides human knowledge into....
 - a) 10 basic categories.
 - b) 100 basic categories.
 - c) 1000 basic categories.
 - d) 10000 basic categories.

3. Call Number of a Book Means.....
 - a) Book Number
 - b) Class Number
 - c) Both (A) and (B) are true
 - d) None of the above

4. Accession Number means....
 - a) Call Number of a book
 - b) Unique Number for a book inside a particular library.
 - c) Book Number
 - d) Class number

5. How many digits have in the ISSN
 - a) 10
 - b) 8
 - c) 13
 - d) 15

6. Main use of Shelf list is....
 - a) Cataloging
 - b) Circulation
 - c) Stock Verification
 - d) Book Selection

7. Principle of maximum aggregate benefit is concerned with....
- a) Growth of library
 - b) Library use
 - c) Library service
 - d) Library fee
8. How many columns are there in the accession register?
- a) 10
 - b) 12
 - c) 14
 - d) 16
9. POSDCORB is related to.....
- a) Library cataloguing
 - b) Library reference service
 - c) Library administration
 - d) Library automation
10. _____ are the storage areas for the various types of documents kept in a library.
- a) Tasks
 - b) Racks
 - c) Stacks
 - d) Desks
11. Library catalogue cards are filed in specially designed drawers are called....
- a) Charging tray
 - b) Catalogue cabinet
 - c) Display rack.
 - d) Filling equipment
12. In Encyclopaedia Britannica, _____ acts as an index to macropaedia.
- a) Bibliography
 - b) Introduction Part
 - c) Propaedia
 - d) Micropaedia

- 13. Payments for the books purchased can be made only after.....
 - a) Accessioning
 - b) Classification
 - c) Cataloguing
 - d) Arrangement in the shelve

- 14. The standard size of an accession register is.....
 - a) 15" x 13"
 - b) 16 x 13"
 - c) 12" x 5"
 - d) 5" x 3"

- 15. Technical section performs mainly two functions namely classification and....
 - a) Accessioning
 - b) Bills payment
 - c) Cataloguing
 - d) Shelving

- 16. Getting books back from the users and releasing the borrower's ticket is known as....
 - a) Charging
 - b) Holding
 - c) Reserving
 - d) Discharging

- 17. While entering the library, the personal belonging of a reader is kept in.....
 - a) Cloak Room
 - b) Property Counter
 - c) Gate counter
 - d) Store room

- 18. Books misplaced on the shelves by readers are restored. This work is referred to as.....
 - a) Shelving
 - b) Stock verification
 - c) Shelf rectification
 - d) Shifting

19. Outdated and seldom used books are withdrawn from the library is known as.....

- a) Shelving
- b) Weeding
- c) Circulating
- d) Guiding

20. Calcutta Public Library was established during.....

- a) 15th Century
- b) 16th Century
- c) 19th Century
- d) 20th Century

21. Books lost from the library are known through _____

- a) Stock verification
- b) Charging and discharging
- c) Shelf list
- d) Accession Register

22. Of the following libraries in India, which one is the oldest library?

- a) Asiatic Society Library, Bombay
- b) Connemara Public Library, Madras
- c) Delhi Public Library, Delhi
- d) National Library of India, Calcutta.

23. The first centre to use computer in the library and information activities in India is....

- a) DESIDOC
- b) INSDOC
- c) DRTC
- d) UGC.

24. The concept of Artificial Intelligence (AI) belongs to.....

- a) Second Generation Computers
- b) Third Generation Computers
- c) Fourth Generation Computers
- d) Fifth Generation Computers

25. Following is not a Web 2.0 tool:

- a) Blog
- b) Facebook
- c) UGC-INFONET 2.0
- d) RSS feeds

26. In Which five year plan the INFLIBNET was established.

- a) Fourth five year plan
- b) Fifth five year plan
- c) Sixth five year plan
- d) Seventh five year plan

27. Resource sharing is a part of ...

- a) Library cooperation
- b) Library administration
- c) Library management
- d) Library cataloguing

28. Which national agency in India is assigning the ISBN?

- a) Raja Ram Mohan Roy National Education Resource Centre
- b) Delhi Public Library
- c) Federation of Publishers in India
- d) National Library of India

29. Year book are also known as....

- a) Handbook
- b) Annual
- c) Directory
- d) Dictionary

30. Which is fourth law of library science?

- a) Every book its reader
- b) Every reader his/her book
- c) The library is a growing organism
- d) Save the time of the reader

31. Information is.....

- a) Raw data
- b) Raw knowledge
- c) Input data
- d) Organized data

- 32. Weeding of un-useful books from the library is emphasized by this law of library science.
 - a) Second law
 - b) Third Law
 - c) Fourth law
 - d) Fifth law

- 33. According to Ranganathan, many collections lose its relevance in how many years?
 - a) 20 years.
 - b) 30 years
 - c) 40 Years
 - d) 50 years

- 34. Annual withdrawals from the collection should average at least how many percent of the total collection.
 - a) 5%
 - b) 10%
 - c) 15%
 - d) 20%

- 35. Which of the following is an Open Source Software?
 - a) E-Granthalaya
 - b) SOUL 2.0
 - c) Koha
 - d) LibSys 7

- 36. The standard size of a catalogue card is.....
 - a) 12.5 cm x 7.5 cm
 - b) 12 cm x 7 cm
 - c) 11 cm x 5 cm
 - d) 10 cm x 4 cm

- 37. Reference and information service is most relevant to.....
 - a) Referral Service
 - b) SDI
 - c) CAS
 - d) Retrospective searching

- 38. The head office of Good Offices Committee is at.....
 - a) Kolkata
 - b) New Delhi
 - c) Bangalore
 - d) Chennai

39. WorldCat is maintained by.....
- a) Library of Congress
 - b) Online Library Center
 - c) American Library Association
 - d) None of the above

40. Resource sharing is a part of.....
- a) Library cooperation
 - b) Library Administration
 - c) Library Management
 - d) Library Cataloging
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Microsoft Word and Microsoft Excel Proficiency Test

(Common to All Disciplines)

(Post: Assistant Librarian-2022)

Roll No. _____, Date: _____ Signature of the Candidate: _____

- Q 1. The feature of Microsoft Word that is used to create multiple letters from a single page document by taking data from a separate database file.
- (A) Accessibility (B) Mail Merge
(C) Macros (D) Page Setup
- Q 2. The extension for a Microsoft Word file is:
- (A) .doc (B) .docx
(C) .wrd (D) may be (A) or (B)
- Q 3. To view the different **Table of Contents** entries in Microsoft Word document, go to:
- (A) View > Navigation Pane (B) View > Document Map
(C) may be (A) or (B) (D) No such feature is available
- Q 4. The shortcut key in Microsoft Word to insert a page break is:
- (A) (Ctrl) + (Enter) (B) (Alt) + (Enter)
(C) (Shift) + (Enter) (D) None of these
- Q 5. To make **Table of Contents** entries in a Microsoft Word document, go to:
- (A) References > Table of Contents (B) References > Captions
(C) Home > Styles > Headings (D) None of these
- Q 6. Symbols may be inserted in a Microsoft Word document from:
- (A) Insert > Symbol (B) Design > Symbol
(C) Draw > Symbol (D) Review > Symbol
- Q 7. For both side printing of a Microsoft Word document, the **Gutter** may be switched alternately to left and right of the page by using the option:
- (A) Design > Print Setup > Alternate Gutter (B) Layout > Page Setup > Margins > Mirror margins
(C) Design > Print Setup > Reverse Margins (D) No such option available
- Q 8. The counting of total number of characters (without spaces) in a Microsoft Word document can be seen in:
- (A) Taskbar (B) Reference > Word Count
(C) Review > Proofing > Word Count (D) No such option available
- Q 9. In Microsoft Word document, the output of the formula shown in the table will be:

| Name | Marks |
|----------|-----------------|
| SAURABH | 9 |
| RAJESH | |
| MANSI | 6 |
| Counting | {=COUNT(ABOVE)} |

- (A) 1 (B) 2
(C) 3 (D) No such formula exists

- Q 10. In a Microsoft Word document, a **specific text** with a **specific color** may be replaced with **REPLACE** feature, without replacing any alternate color same text, from the option:
- (A) Review > Replace (B) Review > Replace > Format
 (C) Home > Replace > More > Format (D) Not possible
- Q 11. What is gutter margin in Microsoft Word document?
- (A) Margin that is added to right margin when printing
 (B) Margin that is added to the binding side of page when printing
 (C) Margin that is added to the left margin when printing
 (D) Margin that is added to the outside of the page when printing
- Q 12. Which can be used for quick access to commonly used commands and tools in Microsoft Word?
- (A) Tool bar (B) Status bar
 (C) Menu bar (D) Title bar
- Q 13. In Microsoft Word, AutoCorrect was originally designed to replace words as you type.
- (A) Short, repetitive (B) Grammatically incorrect
 (C) Misspelled (D) None of these
- Q 14. In Microsoft Word, short cut key combination to reach to the beginning of document is:
- (A) (Alt) + (Home) (B) (Ctrl) + (Pg Up)
 (C) (Shift) + (Home) (D) (Ctrl) + (Home)
- Q 15. In Microsoft Word document, after selecting the **Table of Contents**, the short cut key combination to update all **Table of Content** entries is:
- (A) F8 (B) F7
 (C) F9 (D) F12
- Q 16. In Microsoft Word document, (Ctrl) + (Right Arrow) is used to:
- (A) Moves the cursor one word right (B) Moves the cursor end of the line
 (C) Moves the cursor end of the document (D) Moves the cursor one Paragraph down
- Q 17. In Microsoft Word document, the shortcut key combination to navigate last four cursor positions is:
- (A) (Ctrl) + (Alt) + (Z) (B) (Ctrl) + (Shift) + (Z)
 (C) (Alt) + (Shift) + (Z) (D) (Alt) + (Z)
- Q 18. In Microsoft Word document, the shortcut key combination to insert present day date is:
- (A) (Ctrl) + (Alt) + (D) (B) (Ctrl) + (Shift) + (D)
 (C) (Alt) + (Shift) + (D) (D) (Alt) + (D)
- Q 19. In Microsoft Word document, (Ctrl) + (Down Arrow) is used to:
- (A) Moves the cursor one paragraph down (B) Moves the cursor one line down
 (C) Moves the cursor one page down (D) Moves the cursor one screen down
- Q 20. In Microsoft Word, to make a two column document setting, go to:
- (A) Review > Columns (B) Home > Columns
 (C) Layout > Page Setup > Columns (D) Design > Page Setup > Columns
- Q 21. Which key is used to group multiple worksheets in Microsoft Excel?
- (A) Shift (B) Ctrl
 (C) Alt (D) Enter

- Q 22. Which function key is used to insert a chart instantly in a Microsoft Excel worksheet?
 (A) F6 (B) F8
 (C) F11 (D) No such feature is available
- Q 23. Which feature helps you to display only those records that meet the specified criteria in Microsoft Excel?
 (A) Data Validation (B) Sort
 (C) Filter (D) None of these
- Q 24. Which option is used in Microsoft Excel to show color bars in the cells to represent value of the cell in such a way that higher is the value, the longer is the color bar?
 (A) Data Bars (B) Color Scales
 (C) Icon Sets (D) No such option exists
- Q 25. In Microsoft Excel, to copy data from a column and paste it in a single row, the following paste special option is used:
 (A) Values (B) Formats
 (C) Column widths (D) Transpose
- Q 26. In Microsoft Excel, if the data typed in a cell crosses the boundary of the cell, in case the amount of data exceeds. The option used to keep the data within cell boundary is:
 (A) Top Align (B) Wrap Text
 (C) Middle Align (D) Merge & Center
- Q 27. A common shortcut key used in Microsoft Excel to obtain the sum of the data in all the cells above it is:
 (A) (Ctrl) + (=) (B) (Shift) + (=)
 (C) (Ctrl) + (Enter) (D) (Alt) + (=)
- Q 28. In Microsoft Excel, the formula to obtain the sum of data in the cells: A5, A6, A7, A8, A9 and A10 can be written as:
 (A) =sum(A5:A10) (B) =sum(A5+A6+A7+A8+A9+A10)
 (C) =sum(A5,A6,A7,A8,A9,A10) (D) Both (A) & (C)
- Q 29. In Microsoft Excel, if two cells, A4 and A5 are empty, then the output of the formula, =A4*A5 will be:
 (A) 0 (B) #DIV/0!
 (C) Value! Error (D) None of these
- Q 30. Which of the following Microsoft Excel functions can be used to show the current date and time in a cell of a worksheet?
 (A) = DAY() (B) =NOW()
 (C) =DATE() (D) =DAYS()
- Q 31. In Microsoft Excel, the output of the formula shown in the cell G1 will be:

| | A | B | C | D | E | F | G |
|---|------|---|---|---|---|---|-----------------|
| 1 | Data | 1 | | 2 | 3 | 4 | =AVERAGE(B1:F1) |

- (A) 2.5 (B) 2.0
 (C) Value! Error (D) None of these
- Q 32. In Microsoft Excel, if you want to repeat the first two rows of the sheet on every page in the print out, then go to the following option:

- (A) Page Layout > Page Setup > Sheet
 - (B) View > Workbook Views > Page Layout
 - (C) Data > Data Tools
 - (D) No such option exists
- Q 33. In Microsoft Excel, what does =COUNTA() function do?
- (A) Counts cells having alphabets
 - (B) Counts empty cells
 - (C) Counts non-empty cells
 - (D) Counts cells having number
- Q 34. In Microsoft Excel, in the formula, which symbol specifies the fixed columns or rows?
- (A) \$
 - (B) *
 - (C) %
 - (D) #
- Q 35. What is the extension of a Microsoft Excel file?
- (A) msxcl
 - (B) xcl
 - (C) xlsx
 - (D) mxls
- Q 36. In Microsoft Excel, the collection of worksheets is called
- (A) Ledger
 - (B) Book
 - (C) Workbook
 - (D) TextBook
- Q 37. In Microsoft Excel, which function is used to trap and handle errors?
- (A) IFERROR()
 - (B) ERROR()
 - (C) IFNA()
 - (D) IFTRAP()
- Q 38. Under which Tab, the chart options are available in Microsoft Excel?
- (A) Data
 - (B) Insert
 - (C) Review
 - (D) View
- Q 39. Which chart type is used to show trends over time and categories?
- (A) Area Chart
 - (B) Bar Chart
 - (C) Doughnut Chart
 - (D) Hierarchy Chart
- Q 40. Which option is used to hide/show the Headings in MS Excel?
- (A) View Menu > Show Group > Headings
 - (B) View Menu > Show Group > Gridlines
 - (C) View Menu > Show Group > Headers
 - (D) View Menu > Show Group > Titles