



ଓଡ଼ିଶାର ସମସ୍ତ ପୂର୍ବ ବର୍ଷର ପ୍ରଶ୍ନ ଉତ୍ତର ପାଇଁ
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ALL ODISHA COMPUTER PYQ

E- Book (PDF)

**All Odisha Exam Previous Year Chapter Wise
COMPUTER Questions & Answer With
EXPLANATION**

Language- ODIA & ENGLISH

**[Exam- OSSSC, OSSC, OPSC, Odisha Police SI &
Constable, RHT, OSSSC (PEO, RI, AMIN, LSI, OFDC,
Group C)]**

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Features Of "COMPUTER" Chapter Wise PYQ E-Book

Total PYQ	4,014 (With Explanation)
Total PYQ TEST	178 (Topic Wise)
Total Topic	17
Language	Odia & English
Explanation	Odia & English Language
Best For	All Odisha Exam- OSSSC, OSSC , OPSC, Police/ Constable, Battalion, JT, RHT, LTR, OAVS, & Other Exams
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କୋମ୍ପ୍ୟୁଟର- ଓଡ଼ିଶାର
ସମସ୍ତ ପୂର୍ବ ବର୍ଷ ପ୍ରଶ୍ନ
4,014- PYQ
ଓଡ଼ିଆ ଓ ଇଂରାଜୀ ରେ
EXPLANATION
OSSSC, OSSC , OPSC, Police SI & Constable, Battalion, PEO, RI, AMIN, JT, RHT & Other Exams

COMBO - ଓଡ଼ିଶା
ପୂର୍ବ ବର୍ଷ ପ୍ରଶ୍ନ
48,563 - PYQ
550 - TEST
ପୂର୍ବ 10 ବର୍ଷର OSSSC, OSSC, OPSC, ପୋଲିସ, CT, B.ED
GK, ODIA, ENGLISH, MATH, COMPUTER, Reasoning, Pedagogy





ଓଡ଼ିଶାର ସମସ୍ତ ପୂର୍ବ ବର୍ଷର ପ୍ରଶ୍ନ ଉତ୍ତର ପାଇଁ
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Sl. No.	Topic	No. Of MCQ
1	Internet and its Services	531
2	MS Excel	392
3	MS Word	494
4	MS PowerPoint	228
5	Hardware & Software	290
6	Memory	230
7	Miscellaneous	404
8	Data Communication and Networking	243
9	Operating System	116
10	Programming Concepts	62
11	Windows	118
12	Database Concepts	39
13	Security	65
14	Basic & Introduction	140
15	Input And Output Device	94
16	MS Access	45
17	Shortcut Key	271
18	Full Form	252
Total		4,014





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All These Shifts Have Been Updated To The E-Book

OSSSC Previous Year Questions (PYQ)		
Sl. No.	Exam Name	Year
1	OSSSC LSI, FG, FORESTER	2024 (All 42 Shifts)
2	OSSSC RI	2021, 2015
3	OSSSC PEO & JA	2023
4	OSSSC CRE (ARI, AMIN, SFS, FG, EXCISE CONSTABLE)	2022
5	OSSSC JUNIOR CLERK	2018, 2017, 2015
6	OSSSC LSI	2021
7	OSSSC ICDS Supervisor	2016
8	OSSSC Excise Constable	2019, 2014
9	OSSSC VAW	2016
10	OSSSC Jr. Stenographer	2015
11	OSSSC Laboratory Technician	2021
12	OSSSC MPHWH	2024, 2023
13	OSSSC Nursing	2023, 2020
14	OSSSC SFS	2016
15	OSSSC Pharmacist	2024, 2020
16	OSSSC Radiographer	2020





OSSC Previous Year Questions (PYQ)

Sl. No.	Exam Name	Year
1	OSSC ATO	2024
2	OSSC CHSL Specialist	2024
3	OSSC Assistant Sub-Inspector	2022
4	OSSC Accountant	2022
5	OSSC AMIN	2023
6	OSSC BSSO	2022 (All 18 Shifts)
7	OSSC CGL	2024, 2023, 2022 (All 18 Shifts)
8	OSSC CGL Specialist	2024, 2023
9	OSSC CHSL (Amin, Ayush, SCEW, JFTA)	2024, 2023
10	OSSC CPGL	2023
11	OSSC CTS	2024, 2023
12	OSSC ESI	2023
13	OSSC GPEO	2015
14	OSSC Investigator	2022 (All 3 Shifts)
15	OSSC WEO	2022
16	OSSC JEA	2022 (All 16 Shifts)
17	OSSC Junior Assistant	2022 (All 10 Shifts)
18	OSSC Junior Clerk	2022
19	OSSC SCEW	2022 (All 5 Shifts)





20	OSSC SFS	2016
21	OSSC Stenographer	2024, 2023
22	OSSC Supply Inspector	2017
23	OSSC WEO	2022 (All 21 Shifts)
24	OSSC Statistical Assistant	2024

Odisha Police & Defence Previous Year Questions (PYQ)

Sl. No.	Exam Name	Year
1	Odisha Battalion / OSAP	2017
2	Odisha Police Constable	2023, 2018, 2013, 2012, 2011
3	Odisha Fireman	2023
4	Odisha Jail Warder	2022 (All 18 Shifts)
5	OPRB SI Police	2023, 2022 (All 11 Shifts), 2019, 2017, 2016
6	OSSC Excise SI	2024 (All 10 Shifts), 2022, 2021 (All 9 Shifts)
7	OSSC Traffic Constable	2024, 2022 (All 6 Shifts)
8	OSSC Traffic SI	2022 (All 4 Shifts)





OPSC Previous Year Questions (PYQ)

Sl. No.	Exam Name	Year
1	OPSC Jr. Assistant	2024
2	OPSC ASO	2022, 2019, 2015, 2014
3	OPSC OMAS	2023, 2019
4	OPSC OAS	Only Odisha GK Taken From All Previous Year Preliminary Exams
5	OPSC Assistant Director Of Factory & Boiler	2023 Pre (Only Odisha GK)
	OPSC Assistant Director Handicraft	2024 (Math & Reasoning)
6	OPSC Asst Director Handicraft	2023 Pre (Only Odisha GK)

Odisha High Court Previous Year Questions (PYQ)

Sl. No.	Exam Name	Year
1	OHC ASO	2023, 2023 (ST Special), 2021,

Odisha Forest Development Corporation Previous Year Questions (PYQ)

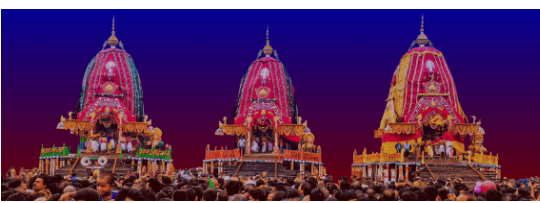
Sl. No.	Exam Name	Year
1	OFDC Field Assistant	2021





Odisha Teaching Exams Previous Year Questions (PYQ)

Sl. No.	Exam Name	Year
1	CT	2023 (All 11 Shifts), 2020 (All 20 Shifts), 2019 (All 24 Shifts), 2018 (All 23 Shifts)
2	OTET (P-I,P-II)	2024, 2022
3	JT	2023 (All 14 Shifts)
4	B.ED Entrance Exam (ARTS & SCIENCE)	2024, 2023, 2022, 2021 (All 15 Shifts), 2020 (All 13 Shifts), 2019 (All 15 Shifts), 2018 (All 11 Shifts)
6	OSSTET (ARTS, CBZ & PCM)	2024, 2022, 2021 (2 nd), 2021 (1 st), 2019, 2018
7	SSB (ARTS, CBZ & PCM)	2024
8	RHT / High School Teacher	
	➤ RHT ARTS	2023 Pre (All 3 Shifts) & Mains, 2022 (All 6 Shifts), 2021 (All 3 Shifts), 2019
	➤ RHT CBZ	2023 Pre (All 3 Shifts) & Mains, 2022 (All 3 Shifts), 2021, 2019
	➤ RHT PCM	2023 Pre (All 3 Shifts) & Mains, 2022 (All 4 Shifts), 2021 (All 2 Shifts), 2019 (All 2 Shifts)
9	OAVS	
	OAVS TGT ODIA	2021, 2019, 2018
	OAVS TGT ENGLISH	2019
	OAVS TGT SOCIAL STUDIES	2023, 2021, 2019
	OAVS TGT SCIENCE	2019, 2021
	OAVS TGT MATH	2023, 2019



Topic Name- “ MS Word ”

1- What is MS Word?

ଏମଏସ୍ ୱାର୍ଡ୍ କ'ଣ?

- [A] A big word
- [B] A dictionary
- [C] A word processor
- [D] A computer name

[Odisha District Police Constable 2023]

Ans- C

Key Points:

- **MS Word** is a widely-used **word processor** that allows users to create, edit, and format text documents.
- It is part of the Microsoft Office Suite and supports features like spell check, formatting, and layout tools.

Short Details of Other Options:

- **A Big Word:** not related to MS Word.
- **A Dictionary:** while MS Word includes a dictionary feature, it is primarily a word processor.
- **A Computer Name:** MS Word is software, not a computer.



2- Word processing, Spreadsheet, and photo-editing are examples of

- ଖାର୍ଚ୍ଚ ପ୍ରୋସେସିଂ, ସ୍ପ୍ରେଡସିଟ୍ ଏବଂ ଫଟୋ-ଏଡିଟିଂ _____ ର ଉଦାହରଣ

- A. application software
- B. system software
- C. operating system software
- D. platform software

[Odisha Jail Warder 2022]

Ans- A

Key Points:

- **Application software** includes programs like word processors, spreadsheets, and photo editing tools that allow users to perform specific tasks.
- These are distinct from system software, which runs the operating system.

Short Details of Other Options:

- **System Software:** this includes the operating system.
- **Operating System Software:** the operating system manages hardware and software
- **Platform Software:** platform software supports application software

3- What will Shift + F7 do in a Word application?

- ଏକ ଖାର୍ଚ୍ଚ ଆପ୍ଲିକେସନରେ ସିଫ୍ଟ + F7 କ'ଣ କରିବ?

(A) Open the webpage



- (B) Open the hyperlink
- (C) Open the thesaurus
- (D) Open the image

[OSSC BSSO 2022]

Ans- C

Key Points:

→ **Shift + F7** opens the **Thesaurus**, which helps users find synonyms or related words for selected text.

Short Details of Other Options:

- **Open the Hyperlink:** hyperlinks are opened using Ctrl + Click
- **Open the Webpage:** this function is not triggered by Shift + F7.
- **Open the Image:** Shift + F7 is for the thesaurus, not images.

4- To create a newspaper-like layout in your Word document, you need to choose _____ option from the Layout tab.

ଆପଣଙ୍କ ଖାର୍ଡ ଡକ୍ୟୁମେଣ୍ଟ (Word document) ରେ ଖବରକାଗଜ ଭଳି ଲେଆଉଟ (layout) ପ୍ରସ୍ତୁତ କରିବା ପାଇଁ ଆପଣ ଲେଆଉଟ ଟ୍ୟାବ (Layout tab) ରୁ _____ ଅପସନ ଚୟନ କରିବା ଆବଶ୍ୟକ ।

- (A) Border
- (B) Orientation
- (C) Column
- (D) Size

[OSSC CGL Exam 2022]

[OSSC RHT High School Teacher 2023]



Ans- C

Key Points:

- The **Column** option in the Layout tab is used to create a **newspaper-like layout**, with text arranged in columns.
- This is common in newsletters and magazines.

Short Details of Other Options:

- **Size:** it changes the size of the page.
- **Border:** it adds borders to the document or sections.
- **Orientation:** it changes the page orientation between portrait and landscape.

5- How to go to Page number 345 in a MS-WORD document containing 465 pages?

- 465 ପୃଷ୍ଠା ବିଶିଷ୍ଟ ଏମଏସ୍-ୱାର୍ଡ ଡକ୍ୟୁମେଣ୍ଟରେ ପୃଷ୍ଠା ନମ୍ବର 345କୁ କିପରି ଯିବେ?

- A) Press Ctrl + F, then enter 345 and press enter
- B) Press Ctrl+ R, then enter 345 and press enter
- C) Press Alt+G, then enter 345 and press enter
- D) Press Ctrl+G, then enter 345 and press enter

[OSSSC Junior Clerk 2018]

Ans- D

Key Points:

- To go to a specific page number in a Word document, press **Ctrl + G**, enter the page number, and press Enter.



→ This is a quick way to navigate through large documents.

Short Details of Other Options:

→ **Ctrl + F:** this is used for finding text.

→ **Ctrl + R:** this is used for right-aligning text.

→ **Alt + G:** this is not a valid shortcut for going to a specific page.

6- _____ option enables you to add common text at the top of all the pages in a Word document.

- _____ ବିକଳ୍ପ ଆପଣଙ୍କୁ ଏକ ଖର୍ଚ୍ଚ ତତ୍ତ୍ୱମେଣ୍ଟରେ ସମସ୍ତ ପୃଷ୍ଠାର ଶୀର୍ଷରେ ସାଧାରଣ ଟେକ୍ସଟ୍ ଯୋଡ଼ିବାକୁ ସମ୍ମତ କରେ।

(A) Footer

(B) Header

(C) Dropcap

(D) Wordwrap

[OSSC CGL Exam 2022]

Ans- B

Key Points:

→ The **Header** option allows users to add common text, such as titles or dates, to the **top** of every page in a Word document.

→ Headers are commonly used for document titles and organization.

Short Details of Other Options:

→ **Footer:** this adds text to the bottom of the page.

→ **Dropcap:** it enlarges the first letter of a paragraph.



→ **Wordwrap**: it controls how text wraps around objects in the document.

7- Which key should be pressed to start a new paragraph in MS-Word?

- ଏମଏସ୍-ୱାର୍ଡରେ ଏକ ନୂତନ ପାରାଗ୍ରାଫ୍ ଆରମ୍ଭ କରିବା ପାଇଁ କେଉଁ **key** ଦବାଇବା ଉଚିତ୍?

[OSSSC Junior Clerk 2018]

[OSSSC Junior Clerk 2015]

- A) Down Cursor Key
- B) Enter Key
- C) Shift + Enter
- D) Ctrl + Enter

Ans- B

Key Points:

→ Pressing the **Enter Key** starts a **new paragraph** in MS Word, moving the cursor to the next line.

→ This is the standard way to create paragraphs.

Short Details of Other Options:

→ **Down Cursor Key**: it moves the cursor down without creating a new paragraph.

→ **Shift + Enter**: this creates a line break, not a new paragraph.

→ **Ctrl + Enter**: this inserts a page break.

8- Which one of these does NOT belong to MS Office?



- ଏମାନଙ୍କ ମଧ୍ୟରୁ କେଉଁଟି ଏମଏସ ଅଫିସର ନୁହେଁ?

[OSSC Junior Assistant 2022 Exam]

- A) PowerPoint
- B) Excel
- C) Word
- D) Notepad

Ans- D

Key Points:

→ **Notepad** is not part of the MS Office suite; it is a simple text editor included in the Windows operating system.

Short Details of Other Options:

→ **PowerPoint, Excel, Word:** all of these are part of MS Office.

9- Which among the following is not a Video Conferencing Tool ?

- ନିମ୍ନଲିଖିତ ମଧ୍ୟରୁ କେଉଁଟି ଭିଡିଓ କନଫରେନ୍ସିଂ ଟୁଲ୍ ନୁହେଁ ?

[Odisha High School Teacher Exam 2022]

- A) Zoom Meetings
- B) MS Teams
- C) Google Meet
- D) MS Outlook



Ans- D

Key Points:

→ **MS Outlook** is an email and calendar application, not a **video conferencing tool**.

→ Video conferencing tools include Zoom, MS Teams, and Google Meet.

Short Details of Other Options:

→ **Zoom Meetings, MS Teams, Google Meet:** these are all video conferencing tools.

10- The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use the command:

- ଏକ ଡକ୍ୟୁମେଣ୍ଟରେ ଏକ ନିର୍ଦ୍ଦିଷ୍ଟ ଶବ୍ଦ କିମ୍ବା ବାକ୍ୟ ଚିହ୍ନଟ କରିବା ପାଇଁ ଶବ୍ଦର ସବୁଠାରୁ ଦ୍ରୁତ ଏବଂ ସହଜ ଉପାୟ ହେଉଛି କମାଣ୍ଡ ବ୍ୟବହାର କରିବା:

[OSSSC RI Exam 2021]

- (A) Replace
- (B) Find
- (C) Lookup
- (D) Search

Ans- B

Key Points:

→ The **Find** command allows you to **locate specific words** or phrases quickly within a document, improving efficiency in editing.

Short Details of Other Options:



- **Replace:** it is used to replace words, not just locate them.
- **Lookup:** this finds definitions or translations, not locations of words.
- **Search:** this is a general term, but the correct command is **Find**.

11- Which among the following print commands should be selected to print first 5 pages of document:

- ଡକ୍ୟୁମେଣ୍ଟର ପ୍ରଥମ 5 ପୃଷ୍ଠା ଛାପିବା ପାଇଁ ନିମ୍ନଲିଖିତ ପ୍ରିଣ୍ଟ କମାଣ୍ଡମଧ୍ୟରୁ କେଉଁଟି ଚୟନ କରାଯିବା ଉଚିତ୍:

[OSSSC Combined Recruitment 2022]

- (A) Print All
- (B) From_to_
- (C) Page Setup
- (D) Page Control

Ans- B

Key Points:

→ The **From-to** option allows you to print **specific pages** by specifying the range, like pages 1 to 5.

Short Details of Other Options:

- **Print All:** this prints the entire document, not specific pages.
- **Page Setup:** this controls layout options, not printing.
- **Page Control:** this option is not related to printing.

12- In print preview, which one of the below actions cannot be performed?



- ପ୍ରିଣ୍ଟ ପ୍ରିଭ୍ୟୁରେ, ନିମ୍ନଲିଖିତ କ୍ରିୟାଗୁଡ଼ିକ ମଧ୍ୟରୁ କେଉଁଟି ସମ୍ପାଦିତ ହୋଇପାରିବ ନାହିଁ?

[OSSC Junior Clerk 2022]

- A) Changing Margins
- B) Change orientation of page
- C) Zoom in and zoom out
- D) Edit the document

Ans- D

Key Points:

→ **Editing the document** cannot be done in **print preview** mode, as this mode is used for viewing how the document will appear when printed.

Short Details of Other Options:

→ **Changing Margins:** Correct, this can be done in print preview mode.

→ **Change orientation of page:** Correct, this can also be done.

→ **Zoom in and zoom out:** Correct, these actions can be performed in print preview.

13- How many ways you can save a document?

- ଆପଣ ଏକ ଡକ୍ୟୁମେଣ୍ଟକୁ କେତେ ଉପାୟରେ ସଞ୍ଚୟ କରିପାରିବେ?

[Odisha Police SI 2022 Exam]

A- 3



B- 4

C- 2

D- 1

Ans- A

Key Points:

→ There are **three main ways** to save a document: **Save**, **Save As**, and **AutoSave**.

Short Details of Other Options:

→ **2, 4, 1**: the correct number of ways is three.

14- In MS Word, which of the following do you use to change margins?

- ଏମଏସ୍ ୱାର୍ଡରେ, ଆପଣ ମାର୍ଜିନ ପରିବର୍ତ୍ତନ କରିବାକୁ ନିମ୍ନଲିଖିତ ମଧ୍ୟରୁ କେଉଁଟି ବ୍ୟବହାର କରନ୍ତି?

[OSSSC Junior Clerk 2018]

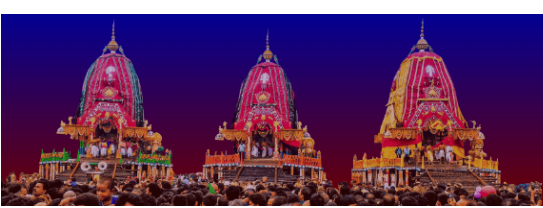
A) formatting toolbar

B) page setup dialog box

C) standard toolbar

D) paragraph dialog box

Ans- B



Key Points:

- In Microsoft Word, you can change the **margins** using the **Page Setup dialog box**, which allows you to set custom margins for the document.
- Adjusting margins can affect the overall layout of your text and content.

Short Details of Other Options:

- **Formatting toolbar**: it is used for text formatting, not margins.
- **Standard toolbar**: it contains basic commands but not margin settings.
- **Paragraph dialog box**: it controls paragraph spacing and alignment, not margins.

15- What programme is used in MS Word to check the spellings?

- ବନାନ ଯାଞ୍ଚ କରିବା ପାଇଁ ଏମଏସ୍ ୱାର୍ଡରେ କେଉଁ ପ୍ରୋଗ୍ରାମ ବ୍ୟବହାର କରାଯାଏ?

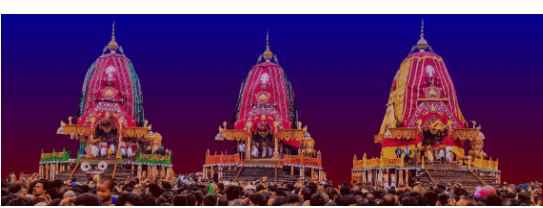
[OSSSC Combined Recruitment 2022]

- (A) Outlook Express
- (B) Spell-check
- (C) Speller
- (D) None of above

Ans- B

Key Points:

- The **Spell-check** feature in Microsoft Word automatically identifies and suggests corrections for spelling errors in the document.
- It enhances the quality and correctness of the content.



Short Details of Other Options:

- **Outlook Express:** it is an email client, not a spelling checker.
- **Speller:** there is no such feature in Word.
- **None of the above:** Spell-check is the correct answer.

16- In MS Word, which shortcut key is used to print a document?

- ଏମଏସ୍ ୱାର୍ଡରେ, ଏକ ଡକ୍ୟୁମେଣ୍ଟ୍ ଛାପିବା ପାଇଁ କେଉଁ ସର୍ଟକଟ୍ **key** ବ୍ୟବହାର କରାଯାଏ?

[Odisha Police ASI 2022]

- (A) Shift + P
- (B) Alt + P
- (C) Tab + P
- (D) Ctrl + P

Ans- D

Key Points:

- **Ctrl + P** is the shortcut key for printing a document in Microsoft Word, allowing users to quickly access the print dialog.
- This shortcut enhances workflow efficiency.

Short Details of Other Options:

- **Shift + P:** this is not a valid print shortcut.
- **Alt + P:** this is not used for printing in Word.
- **Tab + P:** this combination does not initiate printing.

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