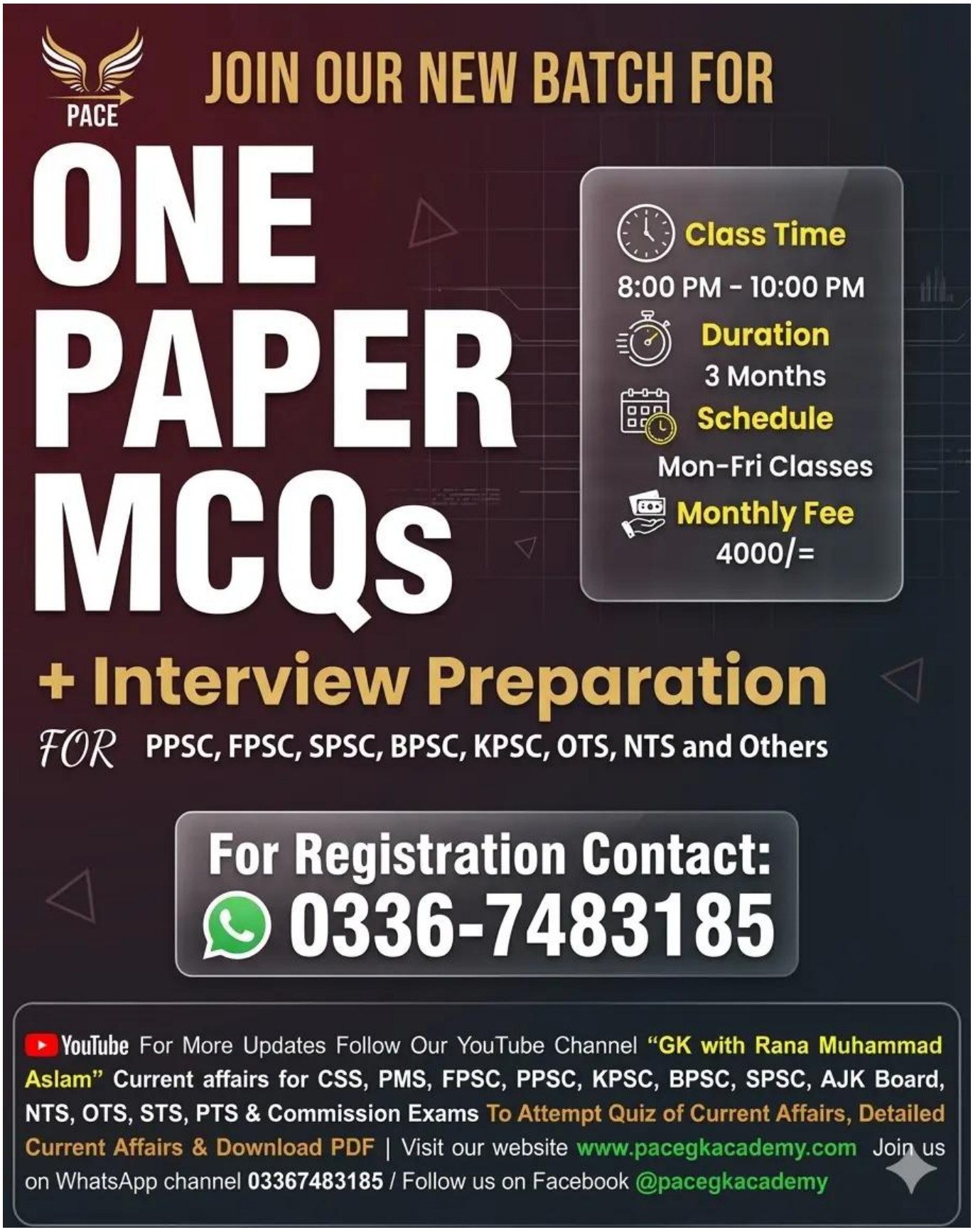
Data Entry Operator

(Computer and Information Technology)



Data Entry Operator

Q.1: In MS world 2007, which shortcut key is used to move a selected paragraph up?
A. **ALT+SHIFT+UP ARROW**
B. ALT+CTRL+UP ARROW
C. CTRL+SHIFT+UP ARROW
D. ALT+TAB

Q.2: CDR (Corel Draw) is an example of ;
A. **Vector graphics**
B. Raster graphic or bitmaps
C. color graphics
D. Nagitive films

Q.3: MS excel, lotus 1-2-3 and Corel's Quattro Pro are examples of;
A. Utility program
B. Reference software
C. File manager
D. **Productivity software**

Q.4: ___ is used for criminal investigations and security system.Some computers use it for login and user authentication.
A. Barcode reader
B. computer code reader
C. **Finger print reader**
D. Secret code reader

Q.5: CD-ROM stands for;
A. Compactable Data Read Only Memory
B. Compactable Disk Real Memory
C. Compactable Data Read Only Memory
D. **Compactable Disk Read Only Memory**

Q.6: _____are used to display data.
A. Storage devices
B. Communicacation devices
C. Input devices
D. **Output devices**

Q.7: Daisy wheel printing was invented in _____?
A. **1969**
B. 1975
C. 1965
D. 1980

Q.8: Computer is an electric machine which process _____into meaningful information.
A. **Input**
B. output
C. Both A and B
D. Graphics

Q.9: Disk Cleanup is a/an;
A. **Utility program**
B. Device driver
C. Productivity software
D. File manager

Q.10: Windows explorer is a/an;
A. Educational Software
B. Utility program
C. **Entertainment software**
D. Reference software

Q.11: Which country has the largest Muslim population in the world?
A. Iran
B. India
C. **Indonesia**
D. Saudi Arabia

Q.12: ___devices hold data and instructions .
A. **Storage**
B. Input
C. Output
D. Motherboard

Q.13: Main circuit board of a computer is known as;
A. Modem
B. Processor
C. RAM
D. **Communication**

Q.14: _____is a set of light and dark bars (lines) with different width pasted on different products , which contain information about product.
A. **Barcode**
B. Secret code
C. Computer code
D. Finger print

Q.15: UNIVAC stands for;
A. **Universal automatic computer**
B. Used auto computer
C. Universal array computer
D. Unused automatic computer

Q.16: Deccan plateau is situated in
A. France
B. **India**
C. Australia
D. South Aferica

Q.17: Adobe flash is an examole of;
A. Spread sheet
B. **Multimedia software**
C. Utility software
D. File manager

Q.18: The first Pakistan cricket player to score 1000 runs in T20 is.
A. Shahid Afridi
B. **Muhammad Hafeez**
C. Umer Akmal
D. Imran Nazir

Q.19: VAB stands for:
A. Voice auto broadcasting
B. Visual & audio broadcasting
C. **Voice answer back**
D. None of These

Q.20: Find the odd one out 41 ,43, 47, 53, 65, 71, 73, 79
A. 53
B. **65**
C. 71
D. 41

Q.21: MS power point is a /an example of;
A. **Multimedia Software**
B. Graphic software
C. Spreadsheet
D. Entertainment software

Q.22: Which of the following countries dose not have Veto power in the UN?
A. USA
B. **Canada**
C. UK
D. France

Q.23: Fill in the blanks , They do nothing _____complain all the time.
A. **except**
B. at
C. of
D. on

Q.24: Fill in the blank . I paid the fees ____the end of the course .
A. in
B. **at**
C. about
D. of

Q.25: Which city became the temporary capital of Pakistan in 1960?
A. Lahore
B. Karachi
C. **Rawalpindi**
D. Quetta

Q.26: Mac is a/an;
A. Utility program
B. Device driver
C. Image viewer
D. **Operating system**

Q.27: The synonym of Ambiguous is;
A. Determined
B. Obvious
C. Explicit
D. **Unclear**

Q.28: They always _____back home late .
A. come
B. will come
C. came
D. **had come**

Q.29: She _____English now.
A. speak
B. **speaks**
C. is speaking
D. spoken

Q.30: In MS word 2007, which shortcut key is used to swich to draft view?
A. SHIFT+CTRL+N
B. ALT+SHIFT+D
C. ALT+CTRL+D
D. **ALT+CTRL+N**

Q.31: It _____to rain an hour ago.
A. began
B. **began**
C. begun
D. will begun

Q.32: You _____since morning.
A. rest
B. rested
C. will rest
D. **have been rested**

Q.33: I_____this exercise in an hour yesterday.
A. finished
B. finish
C. **will finish**
D. will have finished

Q.34: She has _____the letter.
A. post
B. posts
C. posted
D. **will post**

Q.35: Which of the following expansion slot has highest speed?
A. PCI
B. APG
C. **AGP**
D. ISA

Q.36: بھینس کے آگے بین بجانا کیا ہے
A. روزمرہ
B. **محاورہ**
C. جکت
D. ضرب لمشل

Q.37: ----can be used for making a multiple choice test.
A. **Optical mart reader**
B. Bar code reader
C. Mouse
D. All of these

Q.38: سچائی،نیکی،حسن کسی کی ـــــنہیں؛
A. **میراث**
B. حق
C. خوبی
D. خالی

Q.39: دل بلیوں اچھلنا کا معنی ہے۔
A. پریشان ہونا
B. اداس ہونا
C. **بہت خوش ہونا**
D. شکست دینا

Q.40: خس کم ـــــجملہ مکمل کریں
A. جہاں فریب
B. **جہاں پاک**
C. جہاں گریز
D. جہاں دیدہ

Q.41: ـــــــــــصحت کے لئیے بہت مفید ہے؛
A. مرابہ
B. مربع
C. **مربہ**
D. مارابہ

Q.42: PCI is an expansion slot , it stands for,
A. Personal Computer Interonnect
B. **Peripheral Component Interconnect**
C. Principle Component Intercorrect
D. Component Intercorrect

Q.43: Encyclopedia is an example of____software.
A. Entertainment
B. **Reference**
C. Productivity
D. System

Q.44: ____could tell you the price of a bar of biscuit.
A. Keyboard
B. Mouse
C. Optical mark reader
D. **Bar code reader**

Q.45: In MS Word 2007, while viewing Print Preview of a document , how can you go to first page of document ?
A. RAM
B. Modern
C. **Processor**
D. Hard disk

Q.46: In MS word 2007, which shortcut key is used to view A Print Preview of a document?
A. ALT+CTRL+P
B. ALT+SHIFT+R
C. **ALT+CTRL+I**
D. ALT+SHIFT+P

Q.47: Inventor of Computer Mouse was a/an ----engineer?
A. **American**
B. British
C. Russian
D. German

Q.48: In MS word 2007,which shortcut key is used to swich to outline view?
A. ALT+CTRL+P
B. ALT+SHIFT+O
C. **ALT+CTRL+O**
D. ALT+SHIFT+P

Q.49: ____is a program that is used to view and manage images.
A. System viewer
B. File viewer
C. Multimedia Software
D. **Image viewer**

Q.50: ____is a silicon chip which carries out efficiently and accurately.
A. RAM
B. Modem
C. **Processor**
D. Hard disk

Q.51: When a computer starts ____check all the devices and loads their drivers so that devices can work properly.
A. File manager
B. Application software
C. **Operating System**
D. Utility program

Q.52: ____loads the system files in the RAM of the computer and provides a user interface
A. MS office
B. Reference software
C. Productivity software
D. **Operating system**

Q.53: ___is also known mechanical agent.
A. Finger print reader
B. Barcode reader
C. **Robot**
D. Computer

Q.54: A light pen contains _____
A. Refillable ink
B. **Light sensitive element**
C. Pencil lead
D. Blue ink

Q.55: In windows operating system ____is known as a file manager.
A. **Windows Explorer**
B. MS Word
C. MS Excel
D. Device Driver

Q.56: Drivers of a computer hardware are;
A. Application software
B. Utility program
C. **System software**
D. Productivity software

Q.57: ____hels user to locate ,rename, move,copy and delete files.
A. **File Manager**
B. MS word
C. Device Driver
D. MS Excel

Q.58: In MS Word 2007, which Shortcut key is used to swich to print Layout view?
A. ALT+SHIFT+P
B. ALT+CTRL+O
C. SHIFT+CTRL+O
D. **ALT+CTRL+P**

Q.59: Robot is a machine which is controlled by a software contained in a chip , is used in the field (s) of;
A. Manufacturing
B. Military
C. Medical
D. **All of these**

Q.60: A device cannot work properly if ___is not installed.
A. Application software
B. Educational saftware
C. **Device driver**
D. Spread sheet

Q.61: Add or Remove programs a (an);
A. Productivity software
B. File manager
C. **Utility program**
D. Device Driver

Q.62: ____is used to draw pictures , 3D images and animation.
A. **Graphic software**
B. Multimedia software
C. Word processing software
D. Spread sheet software

Q.63: Which of the following component of a computer works like human brain?
A. RAM
B. **Processor**
C. DVD drive
D. Power supply

Q.64: Devices which are used to inter data into a computer are known as;
A. **Input devices**
B. Output devices
C. Communication devices
D. All of these

Q.65: Individual dots , which make up a picture on the monitor screen, are called;
A. **Pixels**
B. Pixles
C. Co;oured Spots
D. Colourless Spots

Q.66: ____is a collection of programme that superviews and control overall function of a computer.
A. **Operating system**
B. Device drivers
C. Utility programs
D. MS Office

Q.67: Windows media player is a /an;
A. Utility program
B. **Entertainment software**
C. Operating System
D. Educational software

Q.68: A long narrow socket on the motherboard into which different expansion cards can be plugged in is called;
A. **Expansion slot**
B. CD ROM
C. Power supply
D. Processor

Q.69: Which of the following contains startup instructions of the computer and information about its hardware devices?
A. RAM
B. **ROM**
C. Processor
D. CD

Q.70: 3D printing is also known as;
A. Virtual printing
B. **Additive Manufacturing (AM)**
C. Dye_sublimation printing
D. Impact printing

Q.71: _____is a component of a processor that performs mathematical and division.
A. CU (Control Unit)
B. **AU(Arithmetic Unit)**
C. LU(Logic Unit)
D. Both A and C

Q.72: In MS word 2007, which shortcut key is used for Go to page , bookmark, footnote, table, comment, graphic, or other location?
A. CTRL+ H
B. **CTRL+G**
C. ALT+H
D. ALT+SHIFT+H

Q.73: FAX viewer is a (an);
A. Productivity software
B. **Utility program**
C. Business software
D. Educational software

Q.74: Main type (s) of software is /are;
A. System software
B. Application software
C. Request software
D. **Both A and B**

Q.75: _____is a component of a processor that compares two quantities and gives answer in the form of true or false.
A. AU (Arithmetic Unit)
B. LU(Logic Unit)
C. **Both A and B**
D. None of these

Q.76: Software is also called_____
A. **A computer program**
B. Physical part of computer
C. Input device
D. Output device

Q.77: PNG (Portable Network Graphic) is an example of ;
A. Vector graphic
B. **Raster graphic or bitmaps**
C. color graphic
D. Nagitive films

Q.78: _____controls, co_ordinates and directs all the operations performed by the computer .
A. ALU (Arithmetic and Logic Unit)
B. **CU(Control Unit)**
C. AU(Arithmetic Unit)
D. LU(Logic Unit)

Q.79: Types of computer memory are;
A. **Two**
B. Four
C. Three
D. Six

Q.80: Daisy wheel printing is a example of _____
A. Thermal printing
B. **Impact printing**
C. Laser printing
D. Liquid inkjet printing

Q.81: ____is a grid of individual pixels that collectively compose an image.
A. Vector graphic
B. **Raster graphic or bitmap**
C. color graphic
D. Nagitive films

Q.82: Barcode reader is a/an;
A. Input device
B. Output device
C. **Strong device**
D. Display device

Q.83: ____is used to transmit digital data over telephone lines.
A. Network card
B. Sound card
C. Graphic card
D. **Modem**

Q.84: In MS Word 2007, Which shortcut key is used to replace text or specific formating?
A. **CTRL+H**
B. CTRL+T
C. CTRL+I
D. CTRL+SHIFT+I

Q.85: Which of the following is temporary storage area for data before and after it is processed?
A. **RAM**
B. ROM
C. CD
D. Floppy

Q.86: In MS word 2007, which shortcut key is used to move a selected paragraph down?
A. AlT+CTRL+DOWN ARROW
B. **ALT+SHIFT+DOWN ARROW**
C. ALT+TAB+DOWN ARROW
D. CTRL+SHIFT+DOWN ARROW

Q.87: ____is used to create visual presentations with the help of audio and videos clips.
A. Productivity software
B. Entrtainment Software
C. **Multimedia Software**
D. Graphic Software

Q.88: ____are programs that control and direct the operations of a computer hardware .
A. Application software
B. MS Office suite
C. **System software**
D. Game software

Q.89: In MS Word 2007, which shortcut key is used to insert a comment?
A. **ALT+CTRL+M**
B. ALT+CTRL+C
C. SHIFT+CTRL+C
D. ALT+CTRL+N

Q.90: ____is a computer software whose user interface and API resembles that of a printer driver.
A. **Virtual Printer**
B. Piotter
C. Dye_sublimation printer
D. Impact Printer

Q.91: ____contains a magnetic strip.
A. Speakers
B. **Credit card**
C. Smart card
D. All of these

Q.92: Physical parts of the computer that we can see and touch are known as;
A. Software
B. **Hardware**
C. Both A and B
D. computer program

Q.93: Who invented computer Mouse?
A. **Douglas Carl Engelbert**
B. Bill Gates
C. John Mcafee
D. Evan Williams

Q.94: ____is used to detect physical and logical problems of a disk.
A. Device driver
B. File manager
C. Reference software
D. **Disk scanner**

Q.95: ____is used as a disk , scanner in Microsoft windows.
A. **Disk cleanup**
B. Disk defragmenter
C. Disk cleanout
D. Disk cleaning

Q.96: LED printer uses ___to cause toner adhesion to the printer drum;
A. Laser beam
B. **An array of LEDs**
C. ink
D. impact printing method

Q.97: ALU is a component of processor , which is consist of;
A. AU (ArithmeticUnit)
B. LU (Logic Unit)
C. **Both A and B**
D. None if these

Q.98: ____is a pointing device.
A. CD-ROM drive
B. **Touch screen used for computer input**
C. RAM
D. CPU

Q.99: Component(s) of a computer is?are;
A. Hardware
B. Software
C. **Both A and B**
D. None of these

Q.100: VGA stands for ;
A. **Video Graphics Array**
B. Visual Graphics Array
C. Volatile Graphic array
D. Visual Graphic array

Data Entry Operator
(Answer Key)

1. **A**	2. **A**	3. **D**	4. **C**	5. **D**	6. **D**	7. **A**	8. **A**	9. **A**	10. **C**
11. **C**	12. **A**	13. **D**	14. **A**	15. **A**	16. **B**	17. **B**	18. **B**	19. **C**	20. **B**
21. **A**	22. **B**	23. **A**	24. **B**	25. **C**	26. **D**	27. **D**	28. **D**	29. **B**	30. **D**
31. **B**	32. **D**	33. **C**	34. **D**	35. **C**	36. **B**	37. **A**	38. **A**	39. **C**	40. **B**
41. **C**	42. **B**	43. **B**	44. **D**	45. **C**	46. **C**	47. **A**	48. **C**	49. **D**	50. **C**
51. **C**	52. **D**	53. **C**	54. **B**	55. **A**	56. **C**	57. **A**	58. **D**	59. **D**	60. **C**
61. **C**	62. **A**	63. **B**	64. **A**	65. **A**	66. **A**	67. **B**	68. **A**	69. **B**	70. **B**
71. **B**	72. **B**	73. **B**	74. **D**	75. **C**	76. **A**	77. **B**	78. **B**	79. **A**	80. **B**
81. **B**	82. **C**	83. **D**	84. **A**	85. **A**	86. **B**	87. **C**	88. **C**	89. **A**	90. **A**
91. **B**	92. **B**	93. **A**	94. **D**	95. **A**	96. **B**	97. **C**	98. **B**	99. **C**	100. **A**