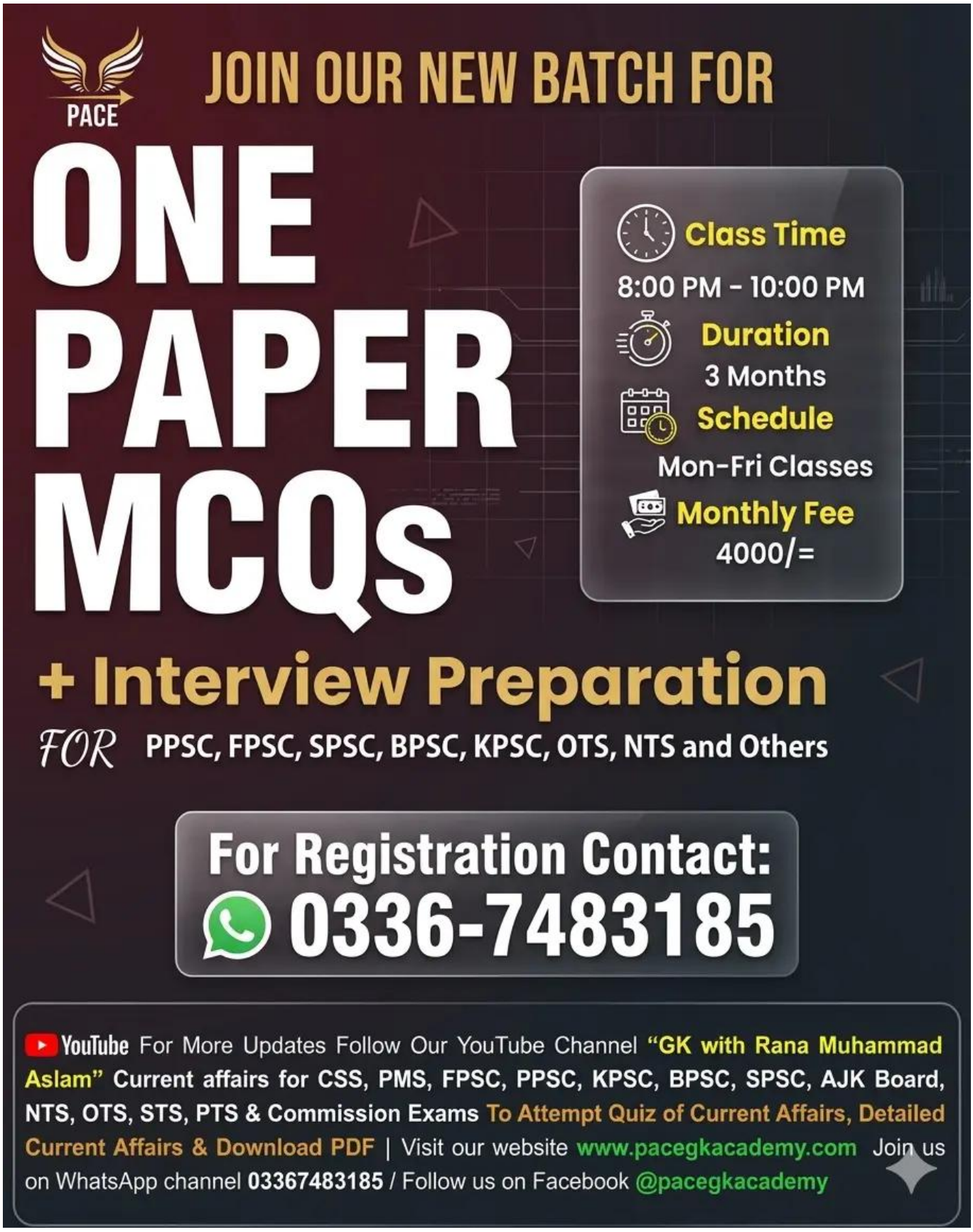
Data Entry Operator

(Computer and Information Technology)



Data Entry Operator

Q.1: The _____interface transmits one bit at a time.
A. Parallel
B. SCSI
C. **Serial**
D. Fire Wire

Q.2: The inner core of an optical fiber is-------in composition.
A. **Glass or plastic**
B. Copper
C. Bimetallic
D. Liqutd

Q.3: In Microsoft Power Point the following Will not advance the slides in a slide show view:
A. The space bar
B. The mouse button
C. The enter key
D. **Esc key**

Q.4: The following are examples of data types EXCEPT.
A. **Functions**
B. Sound
C. Video
D. Text

Q.5: A drive that can be removed or inserted while the computer is running is said to be ------
A. Robust
B. Dynamic
C. **Hot swappable**
D. SCSI

Q.6: What is the filename extension for an Outlook data file?
A. RTF
B. **PST**
C. DAT
D. XLS\

Q.7: You can modify alignment. line spacing. and paragraph spacing in the.
A. Layout menu
B. **Paragraph dialog box**
C. Format tab
D. Styles group

Q.8: Smallest unit of memory is :
A. **Bit**
B. Byte
C. Character
D. Word

Q.9: Which key should be pressed to start a new paragraph in MS-Word?
A. Down Cursor Key
B. **Enter +Key**
C. Shift +Enter
D. Ctrl+Enter

Q.10: There are two methods you can use to move text-cut and paste or:
A. Move and copy
B. Select and shift
C. Highlight and place
D. **Drag and drop**

Q.11: Which of these arithmetic operators takes the highest precedence?
A. < (lesser than)
B. > (greater than)
C. / (division)
D. **(exponentiation)**

Q.12: What does HTML mean?
A. High Top Math Level
B. Hyper True Math Language
C. **Hypertext Markup Language**
D. Hyper Text Memory Language

Q.13: In a laser printer, the------ transfers the image to the paper.
A. Laser
B. Roller
C. Toner
D. **Drum**

Q.14: A(n) ------ query locates data from one or more tables
A. **Select**
B. Summary
C. Parameter
D. Action

Q.15: To add an internal card to a computer ;it must have an open ---------
A. **Expansion slot**
B. Buy
C. Bus
D. USB port

Q.16: which function removes the decimal portion of a value?
A. CUTOFF
B. ROUNDUP
C. **TRUNC**
D. TRIM

Q.17: There are------bits in one byte.
A. 4
B. **8**
C. 16
D. 32

Q.18: Data that is copied from an application is stored in the ----
A. Driver
B. **Clipbord**
C. Terminal
D. Prompt

Q.19: A combination of instructions and keystrokes that are stored and used in documents is called ;
A. A shortcut
B. **A macro**
C. Akeystroke
D. A function

Q.20: Where is the address of the active cell displayed?
A. Row heading
B. Status bar
C. **Name box**
D. Formula bar

Q.21: Use the-----button to reverse your iast change.
A. **Undo**
B. Cut
C. Redo
D. Paste

Q.22: Which learn best describes Outlook?
A. Database manager
B. **Messaging client**
C. Presentation client
D. Spreadsheet manager

Q.23: ------- memory loses its content ;when power is lost
A. Non volatile
B. **Random**
C. Static
D. ROM

Q.24: Ctrl 'Shift and Alt are Called ------ keys .
A. Adjustment
B. Function
C. **Modifier**
D. Alphanumeric

Q.25: To view Word field codes in your document, press:
A. **Alt+F9**
B. F4
C. Shift+V
D. Shift+F1

Q.26: The ------is the software tool to store or access data
A. Table
B. **DBMS**
C. Query
D. Report

Q.27: What is defined by the handout master?
A. Slide formatting
B. **Layout of audience handout notes**
C. Handout content formatting for Microsoft word export
D. None of these.

Q.28: Indentation is a?
A. Left margin
B. Right margin
C. **Left space of paragraph**
D. Top

Q.29: 1/0 is the shbrt term for:
A. Income/Outcome
B. **Input/Ou tput**
C. Inner/Outer
D. Incoming/Outgoing

Q.30: To send email to a large group at one time. a-------can be use
A. **Listserv**
B. Group
C. Allas
D. Mail server

Q.31: the first part of a complete URL is the ----- needed to access the web resource
A. Address
B. Name
C. Location
D. **protocol**

Q.32: What is a motion path ?
A. A type of animation entrance effect
B. A method of advancing slllides
C. **A method of moving items on a slide**
D. All of these

Q.33: Which of the following represents one billion characters?
A. Byle
B. **Gigabyte**
C. Kilobyte
D. Megabyte

Q.34: A file which contains readymade styles that can be used for presentations is called?
A. Auto Style
B. **Template**
C. Wizard
D. Pre-formatting

Q.35: A message with replies on a newsgroup is often called a-----
A. Post
B. List
C. **Thread**
D. Comment

Q.36: Free hard -disk space used to extend the capacity of RAM is termed
A. Cache
B. Flash memory
C. ROM
D. **Virtual memory**

Q.37: In MS Word shortcut key CTRL+W is used for?
A. Open the Print dialog box
B. Update the current Web page
C. **Close the current window**
D. None of these

Q.38: Using find Command in Word we can search ?
A. Characters
B. Formats
C. Symbols
D. **Both A and C**

Q.39: GUI stands' for which oi: the following?
A. Graphic User Interface
B. **Graphical User interface**
C. Graphical User Interfaces
D. Graphs under Interplay

Q.40: What is a web browser?
A. A program that can display a web page
B. A program used to view html documents
C. It enables user to access the resources of internet
D. **All of these.**

Q.41: Drive access time is measured in-------
A. Nanoseconds
B. **Milliseconds**
C. Microseconds
D. Picoseconds

Q.42: Which of the following protocol is used to access web pages on World Wide Web?
A. TCP/IP
B. Gopher
C. **HTTP**
D. HTML

Q.43: The dots that run from a table of contents entry to the page number are called
A. **A leader**
B. A outline
C. A gutter
D. A connector

Q.44: Microsoft PowerPoint is a.
A. Database program
B. Spreadsheet program
C. **Presentation program**
D. Word processing program

Q.45: Changing to newer, usually more powerful or sophisticated versions of hardware components is termed
A. Expansion
B. Plug-and-play
C. **IJpgrading**
D. Upsizing

Q.46: What is the function of print manager?
A. Print queue
B. Print cancel
C. Print stop
D. **All of these.**

Q.47: In Microsoft PowerPoint to add a header or footer to your handout, you can use.
A. The title master
B. **The handout master**
C. The slide master
D. Text

Q.48: The unique identifier that is used when a word form is connected to a database is called ;
A. A label
B. An identifier
C. A sig
D. **A tag,**

Q.49: This is the part of the computer system that one can touch
A. **Hardware**
B. Data
C. Software
D. Input

Q.50: In Microsoft Power Point two kinds of sound effects files that can be added to the presentation are ?
A. **Wav files and mid files**
B. Wav files and gif files
C. Wav files and jpg files
D. jpg files and .gif files

Q.51: An IP V4 address consists of ----bits
A. 4
B. 8
C. **32**
D. 64

Q.52: If you have a sent an e-mail message , what folder would you access to resend it ?
A. Drafts
B. Inbox
C. Outbox
D. **Sent Items**

Q.53: Which of the following keystrokes updates a bibliography field?
A. F3
B. F5
C. F7
D. **F9**

Q.54: Which of the following terms refers to the ability of a computer to automatically configure a new hardware component that is added to it ?
A. Formatting
B. Multiprocessing
C. Multiprogramming
D. **Plug and play**

Q.55: Your ------files store various various versions of running programs.
A. Cache
B. Memory
C. **Temp**
D. Static

Q.56: Which of the following is not an example of a pointing device ?
A. **Bar cod reader**
B. Mouse
C. Pointing stick
D. Touchpad

Q.57: -------- Cable Consists of an inner copper core and a second conducting outer sheath
A. Twisted -pair
B. **Coaxial**
C. riber-optic
D. Shielded twisted -pair

Q.58: Software mistakes during coding are known as ?
A. Errors
B. Failures
C. **Bugs**
D. Defects

Q.59: A----- is a major database object used to display information in a printable page format
A. Form
B. Query
C. **Report**
D. Table

Q.60: All computers must have ;
A. **Operating System**
B. Key board
C. Word Processor
D. Printer attached

Q.61: Paint programs keep track of every -----placed on the screen ,
A. Image
B. Object
C. **Pixel**
D. Color

Q.62: The default font for Microsoft word is
A. Times New Roman
B. **Calibri**
C. verdana
D. Helvetica

Q.63: Which of the following commands enables users to set slide timings?
A. Set up Show
B. **Slide Transition**
C. Rehearse Timings
D. Custom Animation

Q.64: A television broadcast is an example of ------transmission.
A. **Simplex**
B. Half-duplex
C. Full-duplex
D. Automatic

Q.65: Which topology requires a central controller or hub?
A. Mesh
B. **Star**
C. Bus
D. Ring

Q.66: You can customize all of your documents properties in the
A. Preview Window
B. Options Menu
C. Page Layout tab
D. **Backstage view**

Q.67: In Microsoft PowerPoint in order to see all the slides on one screen use:
A. **View, Slide Sorter**
B. View, Slide
C. View. Master
D. View. slide show

Q.68: Which function automatically totals a column or row of values?
A. TOTAL
B. ADD
C. **SUM**
D. AVG

Q.69: To-----text. you select it. hold down the mouse button, and move the mouse.
A. cut
B. Draw
C. Paste
D. **Drag**

Q.70: This feature recognizes and corrects commonly misspelled words
A. AutoComplete
B. AutoFormat
C. **AutoCorrect**
D. spell Check

Q.71: Another word for pointer is-----
A. Pixel
B. **cursor**
C. point
D. monochrome

Q.72: A word in a web page that. when clicked. opens another document.
A. URL
B. **Hyperlink**
C. Reference
D. Anchor

Q.73: What does the AVERAGE function calculate for a range of cells ?
A. **Mean**
B. Sum
C. Median
D. Mode

Q.74: To move to the end of a line of text, press the--------key.
A. Page up
B. A
C. Enter
D. **End**

Q.75: Which of the following is a spread sheet
A. **MS Excel**
B. MS Outlook
C. MS Power Point
D. MS word

Q.76: what property works with the Protect Sheet command?
A. **Locked**
B. Property
C. Protection
D. Thumbnails

Q.77: This will eliminate gaps in justified text In 3Wor document.
A. **Hyphenation**
B. Hanging indents
C. Pagination
D. Cross-referencing

Q.78: Which of the following protocol provide email facility among different hosts?
A. FTP
B. **SMTp**
C. HTTP
D. TELNET

Q.79: Which of the following features determines how the contents of a cell are positioned in the cell?
A. AutoComplete
B. **Cell Alignment**
C. Format
D. Pick from List

Q.80: You want to create a built-in cover page for your report. You go to the:
A. Page Layout tab
B. **Insert tab**
C. References tab
D. Themes menu

Q.81: A word template stores common document :
A. Content
B. **Structure**
C. Stylw
D. Theme

Q.82: In Microsoft PowerPoint the best place to find animated images for your presentation is:
A. Microsoft Online
B. PowerPoint tools and ins
C. **Word Clipart**
D. All of these.

Q.83: The browser's-----keeps a list of web pages you have visited during the current session.
A. **History**
B. Cache
C. Favorites
D. Trail

Q.84: How are font sizes specified?
A. Pixels
B. Spaces
C. **Points**
D. Picas

Q.85: Which of the following is fastest?
A. Hard Disk
B. Register
C. RAM
D. **Cache**

Q.86: Which mathematical operator is represented by an asterisk?
A. Exponentiation
B. Addition
C. Subtraction
D. **Multiplication**

Q.87: Which of the following memory is non volatile?
A. RAM
B. **ROM**
C. DRAM
D. SDRAM

Q.88: What is the name for a webpage address?
A. Directory
B. Domain
C. **URL**
D. Protocol

Q.89: CBT stands for?
A. **Computer Based Testing**
B. Computer Based Trade
C. Certificate Based Training
D. City of Big Towers

Q.90: Objects on the slide that hold text are called?
A. **Placeholders**
B. Object holders
C. Auto layout
D. text holders

Q.91: DNS refers to?
A. Data Number Sequence
B. Digital Network Service
C. **Digital Name Service**
D. Disk Numbering System

Q.92: Reusable optical storage witl typically hav the acronym-----
A. CD
B. **RW**
C. DVD
D. ROM

Q.93: What is shortcut to change the font?
A. Ctrl+F
B. Ait+Ctrl+F
C. Shift+Alt+F
D. **Ctrl+Shift+F**

Q.94: Which of the following data types automatically generates a consecutive number?
A. **Auto Number**
B. Memo
C. Number
D. Text

Q.95: Which option in the Find/Replace dialog box makes a search task case-sensitive?
A. Match strings
B. **Match case**
C. String sensitive
D. Case sensitive

Q.96: The three parts of an if function are Separated by___
A. Dashes
B. Asterisks
C. Semicolons
D. **Commas**

Q.97: To place a sound into a Word document you would use the ----- feature of windows
A. **OLE**
B. Clipboard
C. padte
D. Task Switching

Q.98: which alignment choice spreads the data across the width of the cell?
A. Center
B. **-**
C. ustify
D. Indent

Q.99: A virus that replicates itself called--------
A. Bug
B. **Worm**
C. Vaccine
D. Troan Horse

Q.100: To automatically insert the last date a document was saved add :
A. A word field
B. **A data field**
C. Anumeric field
D. Afunction

Data Entry Operator
(Answer Key)

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