

Data Entry Operator

(Computer and Information Technology)



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ONE PAPER MCQs



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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. Liquid

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: I/O is the shprt term for:

- A. Income/Outcome
- B. **Input/Output**
- 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. Alias
- 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 slides
- C. **A method of moving items on a slide**
- D. All of these

Q.33: Which of the following represents one billion characters?

- A. Byte
- 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. **Upgrading**
- 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 with typically have 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