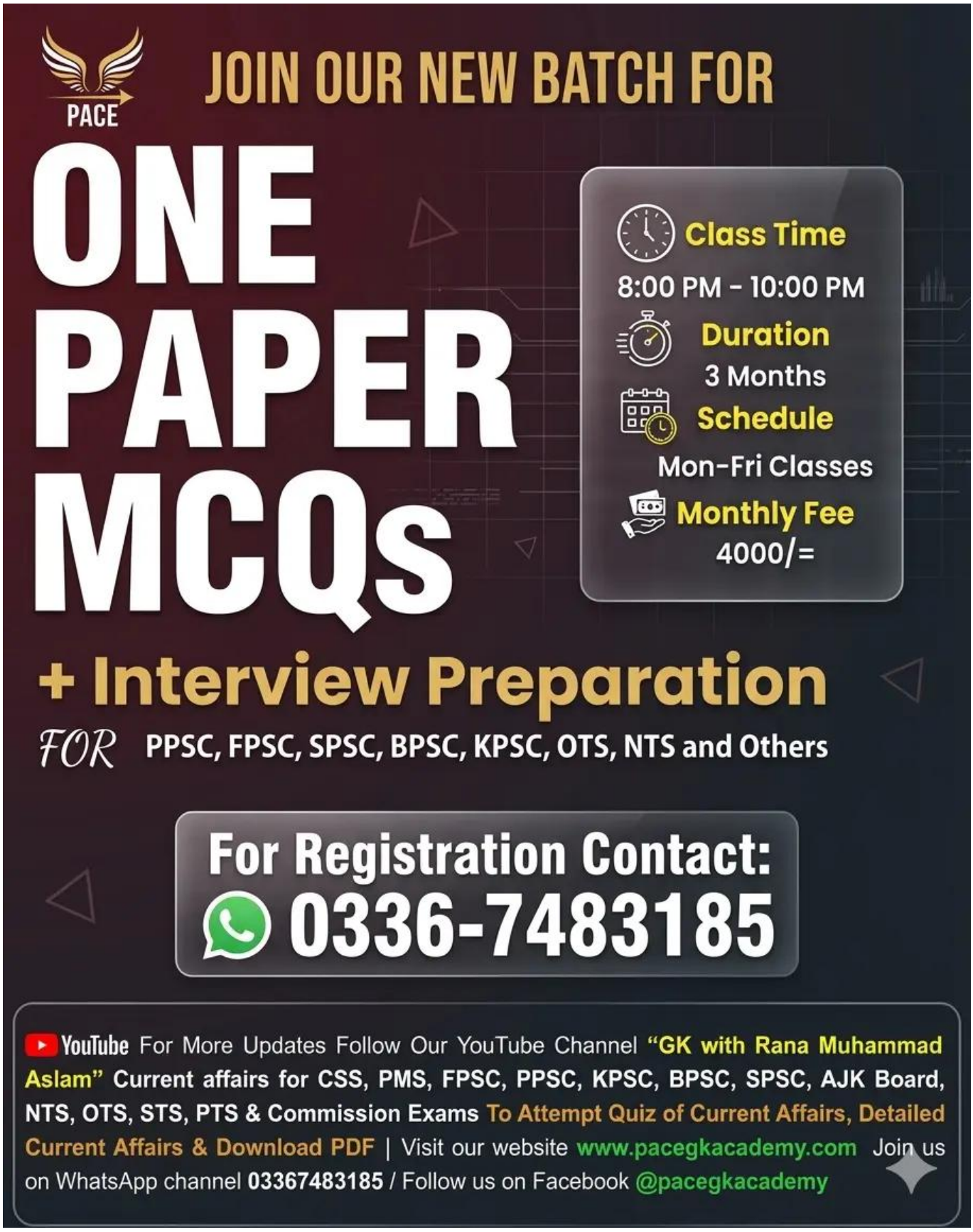
Junior Clerk

(Miscellaneous)



Junior Clerk

Q.1: Choose the correct antonym: Bliss
A. Delight
B. **Angony**
C. Euphoria
D. Felicity

Q.2: In Ms.word, a master document contains_____ of subdocument?
A. Placeholders
B. Files
C. **Links**
D. Same data as

Q.3: which of the following pane is not availabe in task Pane of Powerpoint?
A. Getting started
B. Clip Art
C. **Word Art**
D. Search Results

Q.4: In computing , GB stands for:
A. Gogobyte
B. **Gigabyte**
C. Grand byte
D. Gagabyte

Q.5: Diamer Bhasha Dam is being constructed in :
A. Bal\
B. Khyber Pakhtunkhwa
C. **Gilgit Baltistan**
D. Sindh

Q.6: In Ms.word 2007, which shortcut key is used to replace text or specific formatting?
A. **CTRL+H**
B. CTRL+T
C. CTRL+I
D. CTRL+SHIFT+I

Q.7: When two people collaborate on an online document at the same time, they are collaborating:
A. **In Cloud Edit**
B. By Tracking
C. Synchronously
D. Independently

Q.8: Identify the correct spelling:
A. **Adulterate**
B. Adulturate
C. Adulterat
D. Adultarate

Q.9: which command will you use in Powerpoint if you need to change the colour of different objects without changing content?
A. Design Template
B. **Colour Scheme**
C. Front Colour
D. Object Colour

Q.10: Page setup dialog box does not contain:
A. **Page break Preview**
B. Page Oreintation
C. Margins
D. Headers and Footers

Q.11: In Ms. Excel "_____"is not an example of a value.
A. July 16,1983
B. **Obtained marks - 87**
C. 57845
D. 0.27

Q.12: who was the founder of "The Scout Movement"?
A. **Rober baden Powell**
B. E.O Lawrence
C. Maccolins
D. Nicoba Tesla

Q.13: who is called "The father of Computers"
A. **Charlis Babbage**
B. Thomas Kurtz
C. Konrad Zuse
D. Bill Gates

Q.14: Choose the correct meaning of the Idiom. "Put/Set the cat among the pigeons.
A. **To say or do something that makes a lot of people angry.**
B. To flatter the boss with unnecessary praise
C. To be afraid of darkness
D. To beat the weak

Q.15: The percentage of oxygen in the atmospheric air is approximately:
A. 10 percent
B. **21 percent**
C. 30 percent
D. 40 percent

Q.16: Caucus is:
A. **Private group of political party leaders**
B. Association of cricket captains of the world
C. Money changers union
D. Group of retired politicians

Q.17: In computing, what does CAD stand for?
A. Computer Analogue Design
B. Computer Algorithm Design
C. **Computer Aided Design**
D. Computer Application Design

Q.18: What does the abbreviation PDF stand for in the field of computers?
A. Published document format
B. Pure Document Format
C. **Portable Document format**
D. Printable Document Format

Q.19: The default language of Microsoft Word is:
A. **USA English**
B. UK English
C. Canadian English
D. Australian English

Q.20: Fill in the blank: By this time next year, I_____all my exams.
A. **will have taken**
B. Will take
C. take
D. have taken

Q.21: Find the relationship similar to Diet:Weight
A. Food:Fat
B. Dinner:Supper
C. Bread:Starchy
D. **Drug:Pain**

Q.22: which of the following ranks in the Pakistan Army is the highest?
A. Major General
B. **General**
C. Lieutenant General
D. Chief of Army Staff

Q.23: Who received the Nobel Prize for Literature in 2016?
A. John Lennon
B. Arundhati Roy
C. **Bob Dylan**
D. Nadine Gordimar

Q.24: Excel would evaluate the formula, =20*10/5*8, and return this answer.
A. 5
B. 6.25
C. **320**
D. 232

Q.25: which file format can be added to a power point show?
A. .gif
B. .jpg
C. .wav
D. **All of these**

Q.26: change the voice of the following sentence: "why was I not invited by him to dinner?"
A. why he did not invite me to dinner?
B. **why did he not invite me to dinner?**
C. why had he not invite me to dinner?
D. None of these

Q.27: which amongest the following is the smallest unit of storage?
A. **Bit**
B. Nibble
C. Byte
D. Megabyte

Q.28: which of the following shortcuts is used to make text italic?
A. Ctrl+U
B. **Ctrl+I**
C. Ctrl+B
D. Ctrl+P

Q.29: Fill in the blank. Are there _____apples in kitchen?
A. Some
B. **Any**
C. Much
D. None of these

Q.30: 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.31: What is the first name of President Putin of Russia?
A. Nkita
B. Alexander
C. Uri
D. **Vladimir**

Q.32: which of the following is a binary number?
A. **1001**
B. 1002
C. 1005
D. 1006

Q.33: In a Windows PC, the shortcut for underlining in Microsoft Word is?
A. Ctrl+A
B. Ctrl + B
C. CTRL+X
D. **CTRL+U**

Q.34: In e-mail account._____ contains a list of names and email address
A. Inbox
B. Outbox
C. Trash
D. **Address Book**

Q.35: Complete the sentence using the appropriate option: "_____of what he said was very sensible."
A. Many
B. Few
C. **Much**
D. A Few

Q.36: In Ms Excel, which function automatically totals a column or row of values?
A. TOTAL
B. ADD
C. **SUM**
D. AVG

Q.37: The international Atomic energy Agency has its Headquarters in :
A. Geneva
B. Canberra
C. Paris
D. **Vienna**

Q.38: Before Independence East Timor was a part of :
A. Australia
B. Philippines
C. Malaysia
D. **Indonesia**

Q.39: How do you delet a column in MS Excel?
A. Select the column heading you want to delete and select the delete Row botton on the standard toolbar.
B. Select the column heading you want to delete and select insert Delete from the menu
C. Select the row heading you want to delete and select Edit>Delete form the menu
D. **Right click the column heading you want to delete and select delet from the shortcut menu.**

Q.40: The size of the earth was first measured by:
A. Issac Newton
B. Galileo
C. Copernicus
D. **Eratosthenes**

Q.41: In Ms word 2007, which shortcut key is used for "Go to a page, bookmark, footnote, table, comment, graphic or other location?
A. CTRL+H
B. **CTRL+G**
C. ALT+H
D. ALT+SHIFT+H

Q.42: which of the following is not used to access the web?
A. **ISDN**
B. Modem
C. UDP
D. DSL

Q.43: The following combination of keys is used to maximize or restore a selected window:
A. CTRL+F1
B. CTRL+F5
C. **CTRL+F10**
D. CTRL+F12

Q.44: Fill in the blank: "Please close the window as there is a_____".
A. Draft
B. Drought
C. **Draught**
D. None of these

Q.45: The Wakhan corridor located to the north of Pakistan belongs to:
A. Pakistan
B. Turkmenistan
C. Tajikistan
D. **Afghanistan**

Q.46: which of the following UN agencies has received Nobel peace Prize:
A. UNICEF
B. ILO
C. UN High Commission for Refugees
D. **All of these**

Q.47: Airbus is an aircraft manufacturing company. Its headquarter is in :
A. USA
B. Germany
C. **France**
D. UK

Q.48: In what year did the French Revolution begin?
A. 1654
B. 1822
C. 1856
D. **1789**

Q.49: Fill in the blank with the appropriate preposition: "This story is replete_____interesting incidents".
A. For
B. Of
C. Against
D. **With**

Q.50: In MS Excel, by pressing the Shift and Space keys at a time from the keyboard you can select:
A. **One Row of the worksheet**
B. Two adjacent Column
C. Two adjacent Rows
D. None of these

Q.51: what is a terabyte?
A. An optical storage medium capable of storing vast amounts of information.
B. A multifuntional operating environment
C. Flash memory
D. **Roughly a Trillion bytes.**

Q.52: In MS Excel, you can copy data or formulas:
A. with the copy paste and cut commands on the edit menu
B. with commands on the shortcut menu
C. with buttons on the standard toolbars
D. **All of these**

Q.53: which of the following web search engines is owned and operated by the famous Microsoft Company?
A. Google
B. Yahoo
C. **Bing**
D. MSN

Q.54: In which month of Misbah-ul-Haq became the first Pakistani to play 50 matches as Test Captain?
A. **November, 2016**
B. August, 2016
C. September 2016
D. October 2016

Q.55: Fill in the blank: To understand is one thing, teach it is quite_____.
A. **Another**
B. Other
C. The other
D. The another

Q.56: The 47th World Economic Forum's annual meeting was held in:
A. China
B. Brazil
C. **Switzerland**
D. Turkey

Q.57: which of the following style property do you use to specify italic text in MS Word?
A. **font-style**
B. font-italic
C. italic-font
D. text-style

Q.58: what PowerPoint feature will you use to apply motion effects to different objects of a slide?
A. Slide Translation
B. Slide Design
C. Animation Objects
D. **Animation Scheme**

Q.59: which of the following is not related to nuclear issues?
A. FMCT
B. NPT
C. **ECOSOC**
D. CTBT

Q.60: "Shadow Cabinet" is:
A. **A specialized group of critics formed by the opposition party in the parliment**
B. Some Ministers very closed with the Prime minister
C. Cabnet annouced by the majority party in the Parliment before forming government
D. None of these

Q.61: Promptly means:
A. Easily
B. **At once**
C. Fully
D. Efficiently

Q.62: 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.63: what is "Scotland yard"
A. A palace of British Monarch in Scotland
B. Royal Family Graveyard in UK
C. Close the current window
D. **the headquarters of the London Metropolitan Police**

Q.64: In Ms word 2007, which of the following shortcut key is used to move one word to the left?
A. CTRL+W
B. **CTRL+LEFT ARROW**
C. CTRL+ALT+W
D. CTRL+ALT+UP ARROW

Q.65: Who is the founder of the wikileaks?
A. Bill Gates
B. **julian Assang**
C. Steve jobs
D. Mark zuckerberg

Q.66: In a windows PC, the shortcut for copying in Microsoft Word is:
A. CTRL+A
B. CTRL+B
C. **CTRL+C**
D. CTRL+V

Q.67: A Programmer is a:
A. Management person with organizational muscle
B. Technology specialist who understands both technology and business
C. Person who oversees the project from beginning to end
D. **Technology specialist who writes software to match user requirements**

Q.68: which is the biggest oil exporter?
A. Iraq
B. Russia
C. Nigeria
D. **Saudi Arabia**

Q.69: In Ms word 2007, which is the following shortcut key is used to insert a Hyperlink?
A. ALT+CTRL+K
B. **CTRL+K**
C. CTRL+H
D. CTRL+SHIFT+H

Q.70: Convert the sentence to the direct form: The beggar said to me "May you go to hell!"
A. The beggar asked me to go to hell
B. The beggar wished me that I may go to hell
C. **The beggar cursed that I might go to hell.**
D. The beggar cursed me to go to hell

Q.71: who received the coveted Sword of Honour in the first PMA Long Course?
A. Field Marshall Ayoub Khan
B. Major Shabir Sharif
C. **Major Raja Aziz Bhatti**
D. Lt. General Sher Ali Khan Pataudi

Q.72: which of the following operations take only integer operands in MS Excel?
A. *
B. +
C. /
D. **%**

Q.73: Twitter is a :
A. Search Engine
B. **social network service**
C. E-Mail service
D. Blog page

Q.74: "Yahoo" is a :
A. News website
B. Forum
C. Search engine
D. **Both A and B**

Q.75: Synonym of Valiant is:
A. Boastful
B. Sorrowful
C. **Brave**
D. Disgraceful

Q.76: In windows PC, the shortcut for italicizing text in Microsoft Word is:
A. CTRL+A
B. CTRL+B
C. **CTRL+I**
D. CTRL+V

Q.77: Agatha christie is well known as:
A. Hollywood film actress
B. **Writer of mystery stories**
C. UN High Commissioner for Refugees
D. US Assistant Secretary of State for South Asia

Q.78: A small change_____ demand can lead to large price rises.
A. **In**
B. Over
C. On
D. Into

Q.79: choose the correct synonym: Tacit
A. **Implicit**
B. Manifest
C. Evident
D. Unequivocal

Q.80: In Ms word, to replace straight quotes with smart quotes as you type, which feature you will use?
A. Auto correct as you type
B. Auto change as you type
C. **Auto Formate as you type**
D. Smart Tags as you type

Q.81: slide_____ are the effects that determine how a slide moves in and out of the view in the Slideshow.
A. Animation
B. **Translation**
C. Layout
D. Templates

Q.82: In MS word the process of removing the unwanted part of an image is called :
A. Hiding
B. **Cropping**
C. Selection
D. Indentation

Q.83: Rows in Microsoft Excel are Labeled as :
A. **1,2,3 etc**
B. A1,A2, etc
C. C,A,B,C etc
D. D,A,B etc

Q.84: what is Internet2?
A. An Asian Internet Protocol
B. A unit of Internet Society that promotes techincal coordination of Internet operations
C. **A research consortium for advance internet and research and development**
D. A rogue programme designed to shut down computer system worldwide.

Q.85: Antonym of EXODUS is:
A. Influx
B. **Homecoming**
C. Export
D. Restoration

Q.86: which Powerpoint Feature allows the user to create a simple presentation quickly ?
A. **Auto Content Wizard**
B. Transition Wizard
C. Chart Wizard
D. Animations

Q.87: Choose the statement with the best punctuation: I can't live in the house it is damp.
A. I can't live in the house : it is damp.
B. **I can't live in the house , it is damp**
C. I can't live in the house . it is damp.
D. I can't live in the house! it is damp.

Q.88: 'AWACS' is an abbrivation of:
A. Aircraft warning and Control System
B. Aircraft Warning and coodination system
C. **Airborne Warning and Control system**
D. None of these

Q.89: Guantanamo Bay, an American Naval Base is in:
A. **Cuba**
B. Mexico
C. Turkey
D. Afghanistan

Q.90: A computer on internet is identified by its:
A. E-mail Address
B. Street Address
C. Login Password
D. **IP Address**

Q.91: _____uses information systems to do an activity cheaper, faster, accurately and consistently.
A. Genetics
B. Automatic
C. Automation
D. **Robotics**

Q.92: Havaldar Lalak Jan shaheed was awarded Nishan-e-Haider for his acts of bravery and valour during the:
A. 1965 War
B. 1970 War
C. **Kargil operation**
D. Operation Zarb-e-Azb

Q.93: Who is the Supreme commander of the Pakistan Armed forces by statute?
A. Chief of Army Staff
B. Chairman Joint Chiefs of Staff committee
C. Prime Minister
D. **President**

Q.94: If the of ages of A and B is 12 years more than the sum of ages of B and C then by how many years is A older than C?
A. 16 years
B. 15 years
C. **12 years**
D. 18 years

Q.95: Choose the correct synonym: Conspicuous
A. **Discernible**
B. Concealed
C. Unclear
D. Obscure

Q.96: which number key is used with shift to type %?
A. 4
B. **5**
C. 6
D. 7

Q.97: Fill in the bland: "I cannot make _____ the meaning of this lesson.
A. Over
B. At
C. Away with
D. **Out**

Q.98: Where you can insert the page number in Ms. Word?
A. Page number command from insert menu
B. Header and footer command from view menu
C. Page setup command from file menu
D. **Both A and B**

Q.99: If Doctor is to surgeon then Soldier is to _____.
A. Army
B. War
C. **General**
D. Uniform

Q.100: where is the headquarters of African Union (AU) located?
A. Cairo
B. Nairobi
C. Johannesburg
D. **Addis Ababa**

Junior Clerk
(Answer Key)

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