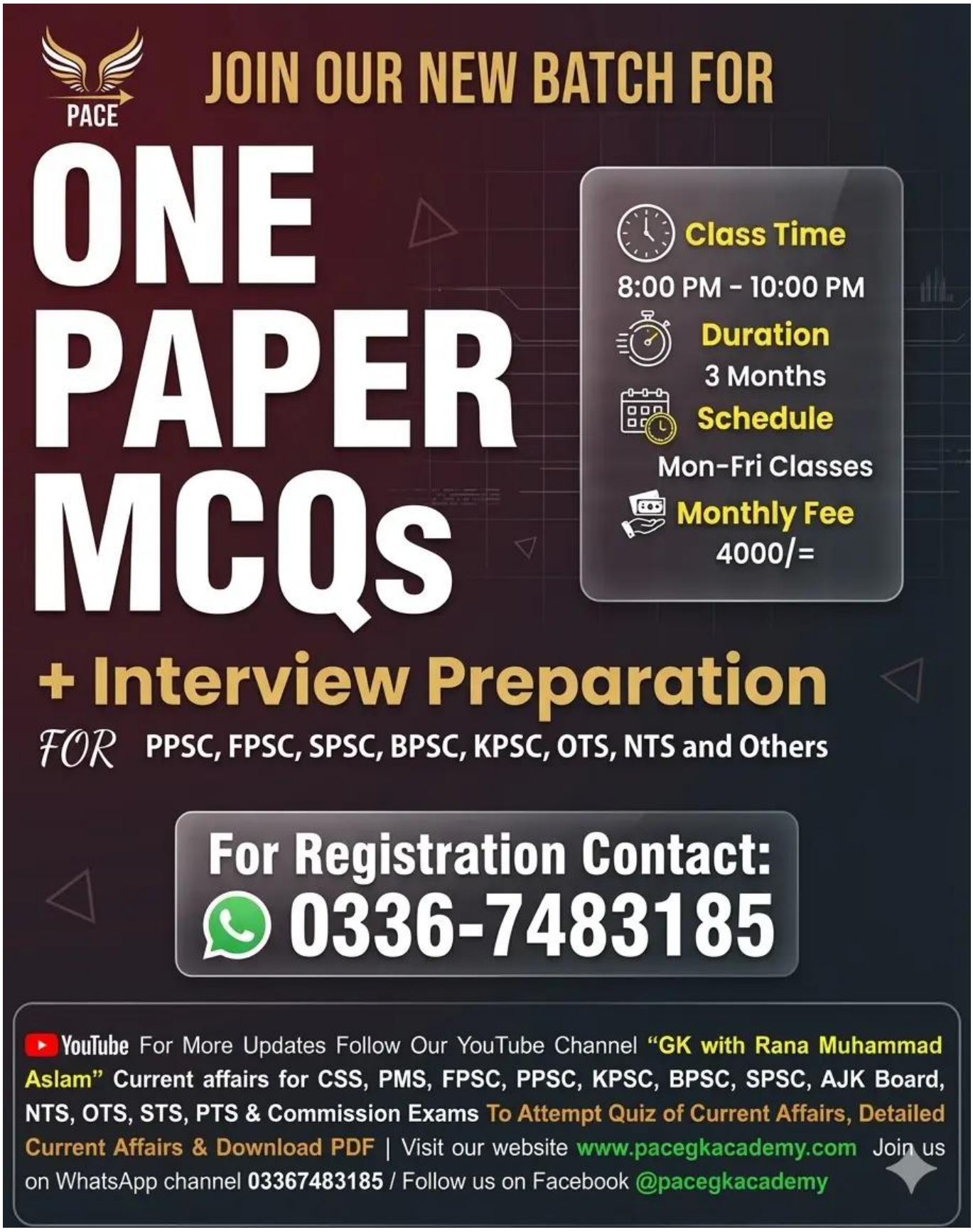
Data Entry Operator

(Punjab Police)



Data Entry Operator

Q.1: Roger Federer is a famous player of the?
A. **Tennis**
B. Golf
C. Football
D. Cricket

Q.2: Who won the 50-Over Men's Cricket World Cup in 2015?
A. India
B. West Indies
C. Pakistan
D. **Australia.**

Q.3: Ronaldo is a Brazilian retired professional player of_____.
A. Hockey
B. Baseball
C. **Football**
D. Tennis

Q.4: Which team won the Pakistan Super League 2019.
A. **Quetta Gladiators**
B. Karachi Kings
C. Peshawar Zalmi
D. Islamabad United

Q.5: . "First Pakistan Olympic Games" were inaugurated by Quaid-e-Azam at:
A. Lahore..
B. **Karachi**
C. East Pakistna
D. Quetta

Q.6: Which is the longest river in Pakistan?
A. Ravi
B. **Indus**
C. Jhelum
D. Chenab

Q.7: . The Dead Sea is located in:
A. Israel and Turkey
B. **Israel and Jordan**
C. Clarael end Syria
D. Syria and Lebanon

Q.8: Which of the following country is situated on the Equator?
A. Maldives
B. Gabon
C. Indonesia
D. **All of these**

Q.9: The famous Adam's Peak is venerated by Christians, Muslims, Buddhists, and Hindus, is located in:
A. Syria
B. Turkey
C. Malaysia
D. **Sri Lanka**

Q.10: Harare is the capital of.
A. **Zimbabwe**
B. Hong Kong
C. Uganda
D. Panama

Q.11: What is an Isthmus?
A. Inland sea
B. A large lagoon
C. **Narrow strip of land connecting two land massess**
D. Land formed at the mouth of a river

Q.12: The first woman to fly to Space was.
A. Eileen Collins
B. **Valentina Tereshkova**
C. Petrica McCarthy
D. None of thse

Q.13: Nai Gaj Dam is being constructed in which province of Pakistan:
A. Punjab
B. **Sindh**
C. Balochistan
D. Khyber PK..

Q.14: The largest ocean in the world is:
A. Atlantic ocean
B. **Pacific ocean**
C. Indian ocean
D. Arctic ocean

Q.15: . Karakoram Highway starts in Pakistan from:
A. Islamabad
B. Tarbela
C. **Hassan Abdal"**
D. None of thse

Q.16: Which program is generally used in architectural design?
A. Excel
B. Power Point
C. **Auto CAD**
D. MS Word

Q.17: In MS Word. The "Delete" key deletes letters from the _____side of curser:
A. **Right**
B. Up
C. Down
D. Left

Q.18: What lets you create a new presentation by selecting ready-made font color and graphic effects in PowerPoint?
A. Presentation Template
B. Master slide
C. **Design Template**
D. Animation Scheme

Q.19: .Which of the following is not a function in Microsoft Excel?
A. SUM
B. MIN
C. MIN
D. **AVG**

Q.20: 14. When an Excel workbook is linked to a Word document:
A.) The Word document contains a copy of the actual data
B. The word document cannot be edited
C. The word document must contain a hyperlink..
D. **(D) The word document contains a reference to the original source application.**

Q.21: _____users can open MS Excel 2016 file at the same time.
A. (A) 100
B. B) 50 1
C. **(C) 256**
D. D) None of these

Q.22: In MS Word 2016, to extend a selection to adjacent cells of the table:
A. **Hold down SHIFT and press an arrow. key repeatedly**
B. Press Alt + A
C. Ctrl+Alt+ H
D. Alt + End

Q.23: When you delete a text box object from a slide in PowerPoint Presentation.
A. The object is deleted but text box and the text inside is left on the slideon the slide
B. The text box is deleted and the text is pasted the slide
C. **the text box and text both are deleted**
D. None of thse

Q.24: Which is a volatile memory?
A. ROM
B. BIOS
C. PROM
D. **RAM**

Q.25: Which of the following Excel feature allows users to evaluate values and return a result?
A. **Formulas**
B. Formatting
C. Insertions
D. Filters

Q.26: Common methods of Internet access by users include:
A. Broadband over coaxial cable
B. Fiber optics or copper wires
C. Wi-Fi
D. **All of these**

Q.27: In MS Excel 2016, the zoom level of a page can only be:
A. 10 percent to 300 percent
B. 5 percent to 100 percent
C. **10 percent to 400 percent**
D.) 5 percent to 300 percent

Q.28: in MS Word, what is the function of CTRL+ R?
A. Open the print dialogue
B. Update the current web page
C. Close the current window
D. **None of thse**

Q.29: Which of the following methods can not be used to enter data in an MS Excel cell:
A. Pressing an arrow key
B. Pressing the Tab key
C. **Pressing the Esc key**
D. Clicking on the formula bar

Q.30: All replied E-mails are stored in a_____folder.
A. Drafts
B. Inbox
C. **Sent**
D. Trash

Q.31: When two people collaborate on an online document at the same time, they are. collaborating.
A. In CloudEdit
B. By Tracking
C. **Synchronously**
D. Independently

Q.32: The binary system is comprised of the values 1 & 0, where 0 means:
A. On
B. Of
C. Start
D. **Low**

Q.33: _____is a silicon chip that carries out a set of instructions and processes the data efficiently and accurately.
A. RAM
B. Modem
C. **Processor**
D. Hard disk

Q.34: The first Network is called:
A. CNNET
B. NSFNET
C. ASAPNET
D. **ARPANET**

Q.35: The file type _____indicates the file is a word document.
A. **.doc**
B. .wrd
C. .exe
D. .txt

Q.36: Which generation did computers use transistors?
A. First generation
B. **Second generation**
C. Third generation
D. Fourth generation

Q.37: Paint programs keep track of every _____ placed on the screen.
A. Image
B. Object
C. **Pixel**
D. Color

Q.38: Which of the following is not a major reason for an email bounce?
A. **Bad user account name**
B. Bad domain name
C. Stale file handle
D. Domain server is down

Q.39: Which of the following is Mozilla Firefox?
A. Anti-virus software
B. **Web browser**
C. URL
D. COO

Q.40: Which part of the computer is called the "brain of the computer"?
A. Compiler
B. **Central Processing Unit**
C. Visual Display Unit
D. None of these

Q.41: Which one of the following is the most powerful computer?
A. Personal Computer
B. **Super Computer**
C. Mobile Computer
D. Power Computer

Q.42: In Microsoft Excel the Intersection columns and rows are called:
A. Data
B. Table
C. **Cell**
D. -Schema

Q.43: In computing, MB stands for:
A. More Bytes
B. **Megabyte**
C. Maximum Byte
D. Minimum Byte

Q.44: Which key on the keyboard can be used to slide show?
A. F1
B. F2
C. **F5**
D. F10

Q.45: The smallest memory unit of a computer is:
A. Byte
B. Kilobyte
C. Megabyte
D. **Bit.**

Q.46: Which one is Hypertext language?
A. XML
B. **HTML**
C. WML
D. HTTP

Q.47: DOS cannot retrieve any data from a disk if a computer virus corrupts its:
A. **Directory Area**
B. Data Area
C. BAT Files
D. File Allocation Table (FAT)

Q.48: What is unsolicited bulk e-mail known as?
A. Arial
B. **Spam**
C. Herbew
D. Spool

Q.49: The_____ program compresses large files into a smaller file:
A. **WinZip**
B. WinShrink
C. 'WinStyle
D. None of thse

Q.50: In Internet terminology, IP stands for.
A. **Internet Protocol**
B. Internet Prouder
C. Internet Procedure
D. Internet Procedure

Q.51: Another name for free software to:
A. Encrypted Software
B. Copy Rights Protect Software
C. Customized Software
D. **Public Domain Software**

Q.52: In computer science, half a byte is also known as:
A. Word
B. Four bits
C. **Nibble**
D. All of these

Q.53: World Wide Web is being standardized.
A. World Wide Corporation
B. **W3C**
C. World Wide Consortium
D. World Wide Web Standard

Q.54: Which of the Mowing is not used to access the web?
A. **ISDN**
B. Modem
C. UDP
D. DSL

Q.55: When typing character search criteria, Excel matches fields based on:
A. Alphabetical order
B. Capitalization
C. **Spelling**
D. Primary records

Q.56: Which one of the following is not a search engine?
A. Google
B. MSN
C. **Windows**
D. Yahoo

Q.57: . ROM stands for:
A. **Read only Memory**
B. Read over Memory
C. Read of Memory
D. None of thse

Q.58: A computer on the network is identified by its:
A. Mac address
B. Port Address
C. **IP Address**
D. Location Address

Q.59: Which of the following is the correct option for sending the same letter to multiple people?
A. **Mail merge**
B. Macros
C. Template
D. Alignment

Q.60: In PowerPoint, the difference between Slide Design and Auto Content Wizard is:
A. Both are same
B. Auto. Content Wizard is just the wizard version of Slide Design
C. **Slide Design does not provide sample content but Auto. Content Wizard provides sample content too**
D. Slide Design asks your choice in steps

Q.61: In MS Excel, to create a formula, you can use:
A. Values but not cell references
B. Cell References but not values
C. Values for cell references although not both at the same time
D. **Both value and cell references**

Q.62: Microsoft Office is a type of?
A. System software
B. **Application software**
C. Utility software
D. Firmware

Q.63: The arrangement of data in a logical sequence is known as:
A. **Sorting**
B. Classifying
C. Reproducing
D. Reproducing

Q.64: In MS Office Ctrl+ G is a shortcut to:
A. **Open Find and replace Dialog box with activating Go to Tab**
B. Open Find and Replace Dialog box with activating Find Tab.
C. Open Find and Replace Dialog box with activating Replace Tab
D. Open Go to Dialog box

Q.65: Which alloy consisting of mainly Tin and Lead is called:
A. Brass
B. Bronze
C. Chrome
D. **Solder..**

Q.66: . Electrons were discovered by.
A. Rutherford
B. J.C. Bose
C. **J.J. Thomson**
D. Christopher Columbus..

Q.67: برنگ در اکا اولین دیباچہ لکھنے کا اعزاز کس نے حاصل کیا ؟
A. مولانا حالی
B. سرراس مسعود
C. **شیخ عبد القادر**
D. جاوید اقبال

Q.68: مر شیہ کس زبان کا لفظ ہے?
A. فارسی
B. ترکی
C. ہندی
D. **عربی**

Q.69: مشہور نازل "راجہ گدھ" کی مصنفہ کون ہیں؟
A. خدیجہ مستور
B. **بانو قدسیہ**
C. الطاف فاطمہ
D. بشری رحمان

Q.70: دریا کو کوزے میں بند کرنا
A. **مختصر الفاظ میں بڑی تفصیل کو بیان کر دینا**
B. پانی کے بہاؤ کو روک دینا
C. دریا کار استہ بدل دینا.
D. بڑے دریا کا چھوٹ اور یا بنا دیتا

Q.71: Complete the Proverb: "Make hay while the_____ shines."
A. Moon
B. Jupiter
C. **Sun**
D. Earth

Q.72: _____ occurs when a person sends a message (or many messages)with angry or antagonistic content.
A. **Flaming**
B. Email Bankruptcy
C. Email Phishing
D. Email fatigue

Q.73: . Find the correct indirect sentence: Majid said, "It may rain tomorrow."
A. Majid told that it may rain tomorrow
B. Maid suggested that it might rain tomorrow
C. **Majid said that it might rain the next day**
D. Majid told it might rain the next day

Q.74: Fill in the blank: "Aslam is senior _____me.
A. on
B. **to**
C. of
D. for

Q.75: Change the narration: He said to me. "Keep quiet and listen to me."
A. He ordered me to keep quiet and listen to his words
B. He told me to keep quiet so that I could listen to his words
C. He requested me keeping quiet and listening to his words.
D. **He entreated me that I should keep quite and listen two his words.**

Q.76: 7/56/100 in decimal form is.
A. 7.056
B. **7.56**
C. 756
D. 75.6

Q.77: What fraction of a cake remains when 3/8 of the cake has been eaten?
A. 2/8
B. 4/8
C. **5/8**
D. 6/8

Q.78: If I am sixth In a queue from either end. How many people are there in the queue?
A. **11**
B. 9
C. 12
D. 13

Q.79: 1, 9, 25, 49,._____121.
A. 100
B. **81**
C. 91
D. 94

Q.80: Who is the current speaker of the Provincial Assembly of Sindh?
A. Murad Ali Shah
B. Rehana Leghari
C. **Agha Siraj Durrani (Syed Owais Shah)**
D. None of thse

Q.81: Who is the current Chief Justice of Pakistan?
A. Mr. Justice Asif Saeed Khan Khosa
B. Justice Tassaduq Hussain Jilani
C. **Mr. Justice Gulzar Ahmed (29th Qazi Faez Isa is now)**
D. Mr. Justice Mian Saqib Nisar

Q.82: Who is the current Minister of Human Rights in Pakistan?
A. Ghulam Sarwar Khan
B. **Dr. Shireen Mazari(AZAM NAZEER TARAR is now)**
C. Zubaida Jalal Khan
D. None of thse

Q.83: In the recitation of the Holy Quran, there are how many occasions when Sajdah (Prostration)is obligatory for the Muslim"
A. A) 9
B. (B) 12
C. **C) 14**
D. D) None of these

Q.84: Angel is appointed for providing Food?
A. Hazrat Gebriel (AS)
B. Hazrat Israfeel (AS)
C. **Hazrat Meekall (A.S)**
D. Hazrat Izrail (AS)

Q.85: Ayat Al Kursi is part of which Surah in the Holy Quran?
A. Al Imran
B. **Al Baqarah**
C. Al Anfal
D. Al Nissa

Q.86: The police force was first set up to maintain law and order in the Islamic state during the Caliphate of:
A. Hazrat Abu Bakr (R.A)
B. **Hazrat Umar (RA)**
C. Hazrat Usman (R.A)
D. Hazrat Ali (RA)

Q.87: Which one of the following areas in Pakistan is known for the largest Iron ore deposits?
A. Chitral
B. **Kalabagh**
C. Sat Range
D. Kalat

Q.88: "Yaum-e-Takbeer" in Pakistan is celebrated on:
A. 6 September
B. 16 December
C. 23 March
D. **28 May**

Q.89: Harappa is a city in Punjab about 24 km southwest of:
A. **Sahiwal**
B. Multan
C. Narowal
D. makran

Q.90: When was the first session of the first Constituent Assembly of Pakistan held?
A. 11 August, 1947
B. 14 August, 1947.
C. 19 August, 1947
D. **None of thse**

Q.91: Who was Pakistan a first Foreign Minister?
A. Jogindarnath Mandel
B. Liaquat Ali Khan
C. Rap Ghazanfar Ali Khan
D. **Sir Zafarullah Khan**

Q.92: Muslim league delegation at Simla Conference included.
A. Jinnah and Liaquat
B. Liaquat and Nazimuddin
C. Jinnah and Nazimuddin
D. **Jinnah, Liaquat and Nazimuddin**

Q.93: Who is the youngest person in Pakistan to receive Nishan-1-Haider?
A. Capt. Mohd Sarwar
B. Major Aziz Bhatti
C. Hawaldar Lalak Jan
D. **Ft. Lt. Rasheed Minahs**

Q.94: When were Hiroshima and Nagasaki hit by atom bombs?
A. **August 1945**
B. June 1945
C. April 1944
D. None of thse

Q.95: Who is the current Secretary General of SAARC?
A. Ahmed Saleem
B. **Esala Ruwan**
C. Sheal Kant Sharma
D. None of thse

Q.96: The following personalities indicate the one who has represented Pakistan at the United Nations Representative:
A. Dr. Waheed Qureshi
B. **Patras Bokhari**
C. Faiz Ahmed Faiz
D. Ate ul Haq Qasmi

Q.97: Headquarters of World Trade Organization is located in:
A. Vienna
B. **Geneva**
C. Brussels
D. London

Q.98: Of the following which one is a military alliance?
A. ASEAN
B. **NATO**
C. NAFTA
D. CECD

Q.99: Maharaja Ranjit Singh ruled Punjab for.
A. 60 Years
B. 50 Years
C. **40 Years**
D. 20.Years

Q.100: "Reuters" is the famous news agency of:
A. U.S.A
B. **Britain**
C. France
D. Russia

Data Entry Operator
(Answer Key)

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