

Service Centre Officials

(Land Record Authority)



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ONE PAPER MCQs



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Service Centre Officials

Q.1: SAMINA BAIG distinguished herself in the field of;

- A. Mountaineering
- B. Film making
- C. Journalism
- D. Handicrafts

Q.2: 'Antenna' is used in :

- A. Football
- B. Basketball
- C. Handball
- D. Volleyball

Q.3: In which year , FIH (International Hockey Federation) was established ?

- A. 1980
- B. 1920
- C. 1924
- D. 1922

Q.4: The world's largest coral reef "The great Barrier Reef is in":

- A. Canada
- B. Sweden
- C. Australia
- D. France

Q.5: "Warsak Dam" has been built on the river:

- A. Indus
- B. Korang
- C. Kabul
- D. Sultej

Q.6: The capital city of Germany is :

- A. Munich
- B. Berlin
- C. Hamburg
- D. Cologne

Q.7: Baglihar dam is constructed on river _____ in India .

- A. Ravi
- B. Beas
- C. Sutlej
- D. Chenab

Q.8: 'Ringgit' is the currency of:

- A. Sudan
- B. Nigeria
- C. Finland
- D. Malaysia

Q.9: _____ maintains (s) database of webpage containing information on variety of topics .

- A. Newsgroup
- B. News server
- C. Search Engines
- D. World Wide Web

Q.10: _____ alignment is used in newspaper magazines and novels

- A. Full justification
- B. Justification
- C. Left justification
- D. Right justification

Q.11: Which of the following is not a binary number?

- A. 001
- B. 100
- C. 102
- D. 110

Q.12: Which is a valid program to access the Internet ?

- A. Access
- B. Front Page
- C. Windows Explorer
- D. Google Chrome

Q.13: ___ is used to draw picture, 3D images and animation .

- A. **Graphic Software**
- B. Multimedia Software
- C. Word processing software
- D. Spread sheet Software

Q.14: When you link data maintained in an excel work book to a word document :

- A. The word document cannot be edited
- B. **To word document contains a reference to the original source application**
- C. The word document must contains a hyberlink
- D. The word document contains a copy on the actual data

Q.15: In PowerPoint 2016, 'Rehearse Timing ' option is available in:

- A. Home Tab
- B. **Slide Show Tab**
- C. Review Tab
- D. Design Tab

Q.16: Computer at home can be used to perform :

- A. Record keeping
- B. Watching movies and games
- C. Making budget
- D. **All of the above**

Q.17: In computer communication "Verification " is process of?

- A. Access
- B. Login
- C. Logout
- D. **Authentication**

Q.18: How can the risk of unauthorized computer system access be reduced when connected to an internet?

- A. By installing anti-spam software
- B. **By using a firewall**
- C. By setting up a WAN
- D. By encrypting all data store in the system

Q.19: To search and view a Web page , the software used is_____

- A. Web
- B. World Wide Web
- C. **Web browser**
- D. Search Engine

Q.20: 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.21: In MS Word 2016, a _____ contains button , boxes and menus that allow tasks to be performed more quickly than using the menu bar.

- A. Farmat bar
- B. **Status bar**
- C. Command bar
- D. Toolbar

Q.22: Maximum zoom percentage in MS Powerpoint is _____

- A. 200
- B. **400**
- C. 600
- D. 800

Q.23: Which is the full form of WI-FI

- A. **Wireless Fidelity**
- B. Wired Fiderlity
- C. Wireless Focus
- D. Wireless field

Q.24: Common methods of Internet access by using include:

- A. Broadband over coaxial cable
- B. Fiber optics or copper wire s
- C. Wi-Fi
- D. **All of these**

Q.25: Data that changes continuously and cane have discrete values is called :

- A. **Contineous Data**
- B. Analogue Data
- C. Both a and B
- D. None of these

Q.26: A/an _____ contains Information like to image or music.

- A. Gadget
- B. **File**
- C. Keyboard
- D. Inter browser

Q.27: IBM stands for

- A. **International Business Machines**
- B. Inernational Buy Mechanism
- C. Internet Business Machines
- D. None of these

Q.28: In banks, the data on cheques is read by in following device:

- A. OCR
- B. OMR
- C. **MICR**
- D. Bar-code reader

Q.29: _____uses information systems to do an activity cheaper, faster , accurately and consistently.

- A. Genetics
- B. Robotics
- C. **Automatic**
- D. None of These

Q.30: In which type of operating system time intervals to process and respond to inputs is very small?

- A. Distributed Operating System
- B. Network Operating System
- C. **Real Time Operating System**
- D. Time Sharing Operating System

Q.31: Larry page is the best known for being one of the co-founder of:

- A. Apple company
- B. **Google**
- C. Twitter
- D. None of these

Q.32: Who is the creator of Linux Operating System ?

- A. Larry Ellison
- B. James Goslig
- C. **Linus Torvalds**
- D. Martha lane fox

Q.33: In a computer what does OS stand for?

- A. Optical Sensibility
- B. Order of Significance
- C. **Operating System**
- D. Organized Software

Q.34: The area that generally contains My Computer, My Document, and Recycles Bin is called :

- A. **Desktop**
- B. Tiptop
- C. Screen
- D. None of these

Q.35: From which of the following can the User Account be changed?

- A. Settings
- B. **Control Panel**
- C. System Restore
- D. Computer Name

Q.36: In computing , what does DOS stand for ?

- A. Data Only System
- B. Disk Only System
- C. Data operating System
- D. **Disk Operating System**

Q.37: In MS Windows which of the following is program group?

- A. **Accessories**
- B. Paint
- C. Word
- D. All of these

Q.38: A common name for software errors is:

- A. **Bugs**
- B. Trojans
- C. Logic bombs
- D. Viruses

Q.39: A common, PDF stand for :

- A. Peripheral Device Front
- B. **Portable Document Format**
- C. Peritable Document Format
- D. Portable Device Form

Q.40: _____ are instructions that tell a computer what to do

- A. Input devices
- B. Hard ware
- C. Memory cards
- D. **Software**

Q.41: "Add or Remove programs" is a (an) :

- A. Productivity software
- B. File manager
- C. **Utility program**
- D. Device Driver

Q.42: A computer virus is

- A. A Micro organism
- B. Electromagnetic waves entering computer through a network
- C. A usefull micro component of a computer
- D. **A computer program**

Q.43: Which key should be pressed to start a new paragraph in MS_Word :

- A. Down cruser key
- B. **Enter Key**
- C. Shift+Enter
- D. ctrl +Enter

Q.44: Shortcut key to switch to the next window is

- A. **Alt+Tab**
- B. Shift +Tab
- C. Alt+Ctrl
- D. Ctrl+Tab

Q.45: In a Windows PC CTRL +K in Microsoft Powerpoint is the shortcut for :

- A. Shifting
- B. Highlighting
- C. Dragging
- D. **Inserting a hyperlink**

Q.46: In MS Word , which shortcut key is used to center the selected line?

- A. Ctrl+F
- B. **Ctrl+E**
- C. Ctrl+M
- D. Ctrl+D

Q.47: In MS Word 2016 , which shortcut key is used to replace text or specific formatting ?

- A. Ctrl +K
- B. Ctrl +T
- C. **Ctrl+H**
- D. Ctrl+Shift +M

Q.48: A file that contains readymade styles that can be used for a presentation is called?

- A. Auto Style
- B. Wizard
- C. **Template**
- D. Pre formatting

Q.49: MS Power Point is a /an example of :

- A. **Multimedia software**
- B. Graphics software
- C. Spread sheet
- D. Entertainment software

Q.50: In MS Powerpoint slide master option is available in _____ tab

- A. Home
- B. Insert
- C. **View**
- D. Design

Q.51: What are the effects that occur when you move from one slide to the next during a PowerPoint presentation called ?

- A. Custom animation
- B. **Slide transitions**
- C. Present Animations
- D. Loom effects

Q.52: Word Art option exists in:

- A. Setup
- B. **Text**
- C. Timing
- D. Slides

Q.53: The contents of two or more consecutive cells could be put together using :

- A. Shrink to fit
- B. Wrap Text
- C. **Merge Cells**
- D. Center Alignment

Q.54: Sorting can be done by _____

- A. Alphabetically only
- B. Numerically only
- C. Date and time
- D. **All of these**

Q.55: In MS Excel , On the Insert tab includes:

- A. **Chart**
- B. Alignment
- C. Style
- D. All of these

Q.56: Readymade templates are available under _____ tab in Now option.

- A. Home
- B. **File**
- C. Insert
- D. Data

Q.57: The distinguishing feature of a spreadsheet program is that it allows you to:

- A. Enter data
- B. **Perform calculations on data**
- C. Format data
- D. Print data

Q.58: This allows to enter new data at the current position of the cursor:

- A. Word Wrap
- B. Insert Text
- C. **Insertion Mode**
- D. Overtyping Mode

Q.59: Which of the following step is wrong to change the paper size?

- A. Click the Page Layout tab
- B. In Page Setup group click the size command
- C. **With a left click select the desired paper size**
- D. To customize page size click the 'Customize Size 'option

Q.60: This displays the positioning of text , tabs, margins, indents and other elements on the page:

- A. **Ruler**
- B. Status bar
- C. Document Window
- D. Cursor

Q.61: In MS Word, while assigning a shortcut key to a symbol, try to select a key combination that is

- A. Having same font size and style
- B. Assigned to another task
- C. **Unassigned to any other task**
- D. Having same font family as the symbol

Q.62: Vitamin C is present in:

- A. Milk
- B. Wheat
- C. **Oranges**
- D. Ten

Q.63: Removal of top soil by wind or water is called ?

- A. **Erosion**
- B. Food
- C. Water logging
- D. Creeping

Q.64: جب کبھی حرف واو (و) دو اسموں کو ملائے تو اسے تنہا لکھا جاتا ہے۔ جیسے خوش و خرم۔ ایسے واو (و) کو گرائمر کی رو سے کیا کہا جاتا ہے؟

- A. واو ساکن
- B. واو مجہول
- C. واو معروف
- D. **واو عاطفہ**

Q.65: روزن دیوار سے " کے نام سے کس " صحافی کا کالم جنگ اخبار میں چھپتا ہے؟

- A. عطاء الحق قاسمی
- B. جاوید چودھری
- C. حامد میر
- D. اوریا مقبول جان

Q.66: اردو کلاسیکل اور جدید شاعری کا سنگم کس شاعر کو قرار دیا جاتا ہے؟

- A. مولانا محمد حسین آزاد
- B. خواجہ الطاف حسین حالی
- C. مولانا حسرت موہانی
- D. علامہ اقبال

Q.67: مسدس کے ہر بند میں کتنے مصرعے ہوتے ہیں؟

- A. چار
- B. پانچ
- C. چھ
- D. آٹھ

Q.68: Swim is to Fish as Walk is to

- A. Man
- B. Bird
- C. Chair
- D. Legs

Q.69: Fill in the blank: I had the privilege _____ knowing him intimately.

- A. of
- B. in
- C. for
- D. with

Q.70: Antonym of Spendthrift is :

- A. Mean
- B. Bold
- C. Cautious
- D. Miser

Q.71: "Cat" is to "kitten " as "Dog " is to _____

- A. Puppy
- B. Colt
- C. Calf
- D. Baby

Q.72: If average of 7 numbers is 40 . What was the sum of the numbers?

- A. 400
- B. 70
- C. 700
- D. 280

Q.73: The position number which when multiply be itself gives 422500 is:

- A. 650
- B. 625
- C. 600
- D. 775

Q.74: At the end of a conference, the 10 people present all shake hands with each other once. How many handshakes will there be altogether?

- A. 20
- B. 35
- C. 45
- D. 55

Q.75: Haider made a profit of 25% in the first year . Next year he had a loss of 20% on the capital he had at the beginning of second year. What was his overall loss or profit?

- A. 4% loss
- B. 5% gain
- C. 5% loss
- D. **0%**

Q.76: The heads of Zakat are :

- A. Seven
- B. **Eight**
- C. Nine
- D. Ten

Q.77: Give the name of founder of the Abbasid dynasty who is historically known as " As-Saffah"

- A. Al Mansoor
- B. **Abu Al Abbad**
- C. Al Mahdi
- D. None of these

Q.78: Which night's "Ibadat", during the month of Ramdan , is considered better than "Ibadat" of thousand months?

- A. **Laila ul Qadr**
- B. Shab e brat
- C. Shab e Miraj
- D. None of these

Q.79: Quaid e Azam Solar Park is one of the biggest projects for solar power generation in Pakistan. Where is it located ?

- A. Multan
- B. Sukkur
- C. Rahim Yar Khan
- D. **Bahawalpur**

Q.80: Who became the Prime Minister of Pakistan after the death of Liaqat Ali Khan ?

- A. Mohd. Ali Bogra
- B. Ghulam Muhammad
- C. **Kh Nazimuddin**
- D. Ch Muammad Ali

Q.81: Javed Iqbal was chairman of the :

- A. Election Commission
- B. **National Accountability Bureau**
- C. Senate
- D. National Assembly

Q.82: Pakistan's first ambassador in the United State was:

- A. **M.A.H . Isphahni**
- B. Patras Bukhari
- C. K.k Aziz
- D. None of these

Q.83: The numbers of the Constituent Assembly were increased from the original number of 69,to:

- A. **79**
- B. 89
- C. 99
- D. 100

Q.84: When did sir Syed Ahmad Khan die?

- A. 1896AD
- B. 1897AD
- C. 1895AD
- D. **1898AD**

Q.85: Bulleh Shah was famous in the field of:

- A. Medicine
- B. **Poetry**
- C. Politics
- D. Diplomacy

Q.86: Tolstoy a great literary figure and author of Anna Karenina and War and Peace belonged to _____

- A. France
- B. Yugoslavia
- C. Germany
- D. **Russia**

Q.87: Who took over as the Prime Minister of the United Kingdom following David Cameron's decision to step down after the Brexit vote?

- A. David Miliband
- B. **Theresa May**
- C. Andrea Leadsom
- D. Ben Johnson

Q.88: International Nurses Day is celebrated on which of following date every year all over the world?

- A. 11th May
- B. **12th May**
- C. 14th May
- D. 15th May

Q.89: Who is the last king of Afghanistan ?

- A. Ahmad Shah Durrani
- B. **Zahir Shah**
- C. Amanullah Khan
- D. Najibullah Khan

Q.90: Among the following , which country is known as " Pearl of Antilles"?

- A. Cuba
- B. South Africa
- C. **Taiwan**
- D. India

Q.91: Which of the following institutions was established as a result of Breton Woods Conference 1944?

- A. Interpol
- B. International court of Justice
- C. ADB
- D. **None of these**

Q.92: Union Jack is the name of the flag of which country?

- A. **United Kingdom**
- B. Ireland
- C. Canada
- D. Scotland

Q.93: What is the number of Permanent Members of the United Nations Security Council?

- A. Four
- B. **Five**
- C. Eight
- D. Ten

Q.94: Ring of Fire is attributed to:

- A. **Pacific ocean**
- B. Atlantic Ocean
- C. Arctic Ocean
- D. None of these

Q.95: Nehru Report was produced by Motilal Nehru in _____

- A. 1925
- B. **1928**
- C. 1930
- D. 1932

Q.96: Name of the current head of IMF?

- A. Rober william
- B. **Kristalina Georgieva**
- C. Angela Market
- D. None of these

Q.97: What are learned and shared behavior and beliefs called ?

- A. **Culture**
- B. Food
- C. Language
- D. Ethnicity

Q.98: Plato was Aristotle's"

- A. **Teacher**
- B. Friend
- C. Student
- D. Son

Q.99: What is the full form of "CTBT" ?

- A. Common trading and Bussiness Terminal
- B. Common Test for Bank Tellers
- C. Computerised Topography and Bio Technology
- D. **Comprehensive Test Ban Treaty**

Q.100: Sheikh Abdul Qadir jilani is buried at:

- A. Bait-ul -Maqdu
- B. Tehran
- C. Qom
- D. **Baghdad**

Service Centre Officials (Answer Key)

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