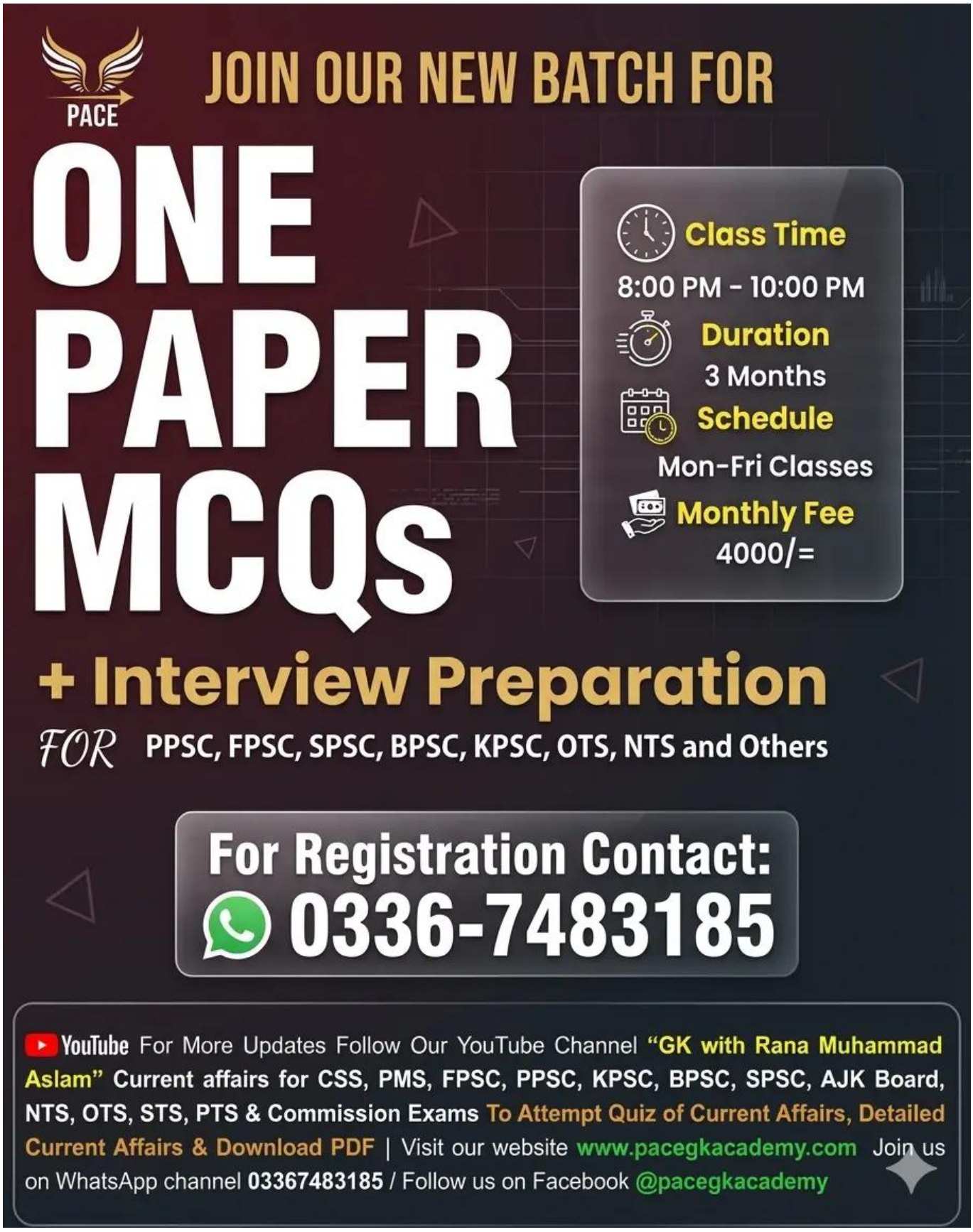
# Junior Computer Operator

(Punjab Public Service Commission (PPSC))



# Junior Computer Operator

**Q.1: The best way to collect data and information is:**
A. Visit
B. **Questionnaire**
C. Sharpness
D. None of these

**Q.2: Which of the following is not Olympic Sport:**
A. Swimming
B. Badminton
C. **Cricket**
D. Fencing

**Q.3: Alexandria is the seaport of:**
A. Italy
B. Germany
C. **Egypt**
D. Syria

**Q.4: Name the type of mouse which uses later technology to detect the motion of the ball:**
A. **Optical mouse**
B. Mechanical
C. Opto Mechanical
D. All of these

**Q.5: Which one is not a Function in MS Excel:**
A. SUM
B. MAX
C. MIN
D. **AVG**

**Q.6: What is the name given to the organized collection of software that controls the overall operation of a computer:**
A. Working system
B. Peripheral system
C. **Operating systme**
D. Controlling system

**Q.7: Crimes committed using computers and internet are called:**
A. Crime against person
B. Violent crime
C. Security crime
D. **Cybercrime**

**Q.8: The process of starting an operating system when the user turns on a computer is known as:**
A. **Booting**
B. Starting
C. Loading
D. Turn on

**Q.9: If the company wants to check the customer preferences, then it will use the _____ option:**
A. **Data Sorting**
B. Experience
C. Revenue Component
D. None of these

**Q.10: The shortcut to add new slide in Powerpoint is**
A. Ctrl +Z
B. **Ctrl +M**
C. Ctrl +N
D. Ctrl +O

**Q.11: A software that can harm your computer called _____**
A. Server
B. **Virus**
C. Extension
D. None of these

**Q.12: Which one of the following converts printed documents into Digital Images:**
A. Mouse
B. Keyboard
C. **Scanner**
D. Webcam

**Q.13: what type of connection would be used to connect a printer directly to a network?**
A. USB
B. Serial
C. Firewire
D. **Ethernet Cable**

**Q.14: Binary coded are in the form of:**
A. **0.1**
B. 1.1
C. 1.2
D. None of these

**Q.15: Which key is used for rename:**
A. F1
B. **F2**
C. F7
D. F9

**Q.16: Email is used to send:**
A. File
B. Audio
C. Video
D. **All of these**

**Q.17: What is defined by the handout master:**
A. **Layout of Handout**
B. Layout of design
C. Layout of slide
D. Layout of template

**Q.18: The basic unit of a worksheet into which you enter data in Excel is called a:**
A. Tab
B. **Cell**
C. Box
D. Range

**Q.19: Which is the keyboard shortcut to increase font size in Microsoft Word:**
A. Ctrl +[
B. **Ctrl +]**
C. Ctrl +Shift+=
D. None of these

**Q.20: From which menu you can access Picture, Test Box, Chart:**
A. File
B. Edit
C. **Insert**
D. View

**Q.21: No computer can do anything without a:**
A. Memory
B. Chip
C. **Program**
D. Output

**Q.22: Which of the following stores data permanently in a computer ?**
A. RAM
B. **ROm**
C. CPU
D. None of these

**Q.23: Which protocol provides an e-mail facility among different hosts:**
A. **SMTP**
B. FTP
C. TELNET
D. None of these

**Q.24: In MS Word , by default, on which page the header or the footer is printed?**
A. First Page
B. Alternate page
C. **Every page**
D. None of these

**Q.25: _____ are used to identify a user who returns to a website.**
A. Plug-ins
B. Scipts
C. **Cookies**
D. None of these

**Q.26: Shortcut key for page break in MS Word is:**
A. **Ctrl +Enter**
B. Shift+ Enter
C. Alt+ Enter
D. None of these

**Q.27: When creating a computer program the _____ designs the structure of the program.**
A. **Programer**
B. End User
C. System Analyst
D. None of these

**Q.28: The operating system is the most common type of _____ Software**
A. Communication
B. Application
C. **System**
D. None of these

**Q.29: Which key is used for refresh the current window:**
A. F1
B. F3
C. **F5**
D. F7

**Q.30: If the displayed system time and date is wrong, you can reset it using:**
A. Write
B. Calender
C. **Control Panel**
D. None of these

**Q.31: What does DMA stand for :**
A. Distinct memory Access
B. **Direct Memory Access**
C. Distinct Module Acess
D. Direct Memory Allocation

**Q.32: A user interface that is easy to use is considered to be:**
A. User Happy
B. **User Friendly**
C. User Simple
D. None of these

**Q.33: Which of the following pane is NOT available in Task Pane:**
A. Slide design
B. **Master slide**
C. Slide transition
D. Slide layout

**Q.34: AND, OR , XOR , NOT , NAND, NOR are which type of gate:**
A. **Logic gate**
B. swing gate
C. Program gate
D. Automatic gate

**Q.35: Which menu bar selection would you access to open the file?**
A. Option
B. Help
C. View
D. **File icon**

**Q.36: The common name for the crime of stealing passwords is:**
A. Spooling
B. **Spoofing**
C. Hacking
D. None of these

**Q.37: Another term for main memory is:**
A. **RAM**
B. ROM
C. Hard Disk
D. Faisalabad

**Q.38: Which devices is used to connect the nearest device:**
A. Wi-Fi
B. NFC
C. Bluetooth
D. **All of these**

**Q.39: A wireless technology built-in electronic gadgets used for exchanging data over short distances is _____**
A. **Bluetooth**
B. Modem
C. Wi-Fi
D. USB

**Q.40: which shortcut key is used to center align the selected text:**
A. Ctrl +A
B. **Ctrl +E**
C. Ctrl +T
D. Ctrl +V

**Q.41: Which key on the keyboard can be used to view slide show in MS Powerpoint?**
A. F1
B. F2
C. F3
D. **F5**

**Q.42: A worksheet consists of set of _____ in MS Excel .**
A. Rows
B. Columns
C. **Both A &B**
D. None of these

**Q.43: Which basic language is used to design a Web page :**
A. PHP
B. JAVA
C. **HTML**
D. None of these

**Q.44: What displays the content of the active cell in Excel :**
A. Name Box
B. Row Headings
C. Task pane
D. **Formula Bar**

**Q.45: A light sensitive device that converts drawintg, printed text or other images into digital form is '**
A. Keyboard
B. Plotter
C. **Scanner**
D. OMR

**Q.46: RAM is also known as _____.**
A. Read ony Memory
B. Programmable Read Only Memory
C. **Read -Write Memory**
D. Erasabe Progrmmable Read ONly Memory

**Q.47: The output shown on the computer monitor is called:**
A. Hard copy
B. **Soft copy**
C. Carbon copy
D. None of these

**Q.48: Internet access by transmitting digital data over the wires of a local telephone network is provided by _____.**
A. Leased Line
B. Digital Signal Line
C. **Digital Subscriber Line**
D. Digital Leased Line

**Q.49: Microsoft word is _____ software.**
A. System
B. **Application**
C. Programming
D. Built in

**Q.50: Which of the following is not an output device of a computer?**
A. Printer
B. **Keyboard**
C. CRT Screen
D. None of these

**Q.51: What type of operating system MS-DOS is :**
A. **Command Line Interface**
B. Graphicalp User Interface
C. Multitasking
D. Menu Driven Interface

**Q.52: Authentication refers to :**
A. Username
B. Password
C. **Both A&B**
D. None of these

**Q.53: What is meant by a dedicated computer?**
A. which is used by one person only
B. **which is assigned one and ony one task**
C. which uses one kind of software
D. which is meant for appliction software

**Q.54: The process of removing unwanted part of an image is called:**
A. Hiding
B. Bordering
C. Cuting
D. **Cropping**

**Q.55: Which of the following is a single user Operating system :**
A. Linux
B. Windows 7
C. **MS-DOS**
D. Windows NT

**Q.56: What is internet:**
A. A single network
B. A Collection of unrelated computers
C. interconnection of local area networks
D. **Interconnection of wide area networks**

**Q.57: A _____ is dynamic mathematical calculation that displays a single value for a specific field .**
A. Format row
B. Criteria row
C. **Aggregate function**
D. Format layout

**Q.58: Presentation pages in Powerpoint is called :**
A. Document
B. Page
C. **Slide**
D. Sheet

**Q.59: which shortcut key is used to select the whole document in MSA Word:**
A. **Ctrl +A**
B. Ctrl +H
C. Ctrl +T
D. Ctrl +Q

**Q.60: The ability to read or write each piece of information in a storage device in approximately the same length of time regardless of its location is _____.**
A. Sequential Access
B. **Random Access**
C. Raster Scan
D. Search

**Q.61: Which shortcut key is used to open an existing file in MS Word:**
A. Ctrl +N
B. **Ctrl +O**
C. Ctrl +R
D. Ctrl +I

**Q.62: which key used to delete a character to its left side of the cursor:**
A. **Backspace**
B. Escape
C. Delete
D. End

**Q.63: Procedural language used in which generation of computers:**
A. First
B. Second
C. **Third**
D. Fourth

**Q.64: BIOS stands for**
A. basic Input Output structure
B. Basic input Operating Sytem
C. **Basic Input Output System**
D. None of these

**Q.65: The "Ctrl+ PageDown" Shortcut key is used in MS Word to:**
A. **Move the cursor one-page down**
B. Move the cursor paragraph down
C. Move the cursor one-line down
D. Move the cursor one-screen down

**Q.66: The _____ button is used to reload a page in the Internet browser.**
A. **Reload**
B. Refresh
C. Research
D. Forward

**Q.67: Which of the following software is used to prepare a presentation:**
A. MS Word
B. MS Excel
C. **MS PowerPoint**
D. Worksheet

**Q.68: _____ provides a path to transfer data between CPU and memory**
A. Control Bus
B. Address Bus
C. **Data Bus**
D. None of these

**Q.69: Which shortcut key is used to undo the last action in a document?**
A. Ctrl+U
B. Ctrl+D
C. Ctrl+X
D. **Ctrl+Z**

**Q.70: To delete the selected text press**
A. Ctrl
B. Alt
C. Home
D. **Delete**

**Q.71: B2:B6 in MS Excel represents the _____.**
A. cell column
B. **Range of cell**
C. cell Row
D. Worksheet number

**Q.72: Which key is used to move from one cell to another in MS Excel :**
A. Ctrl
B. Ctrl+Alt
C. **Tab**
D. shift+Tab

**Q.73: Which of the following is not valid data type in Excel:**
A. Number
B. Label
C. **Character**
D. Data/Time

**Q.74: ICT stands for**
A. **Information and communication technology**
B. information and computer Technology
C. inter-connected Technology
D. Information and Common Technology

**Q.75: To send audio, video, and text we use:**
A. **Email**
B. YouTube
C. MS Word
D. None of these

**Q.76: Which one of the following Page Orientation by default is used in MS Word while printing?**
A. Regular
B. Standard
C. **Portrait**
D. Plain

**Q.77: Which program is run by BIOS to check hardware components are working properly while the computer is turned ON?**
A. DMOS
B. CMOS
C. **POST**
D. None of these

**Q.78: EBCDIC stands for :**
A. **Extended Binary Coded decimal Interchange Code**
B. Extended Bit Code Decimal Interchange Code
C. extended Case Decimal Interchage
D. Echanged Binary Case Decimal Interchange Code

**Q.79: RAM stands for :**
A. Read Access Memory
B. **Radom Access Memory**
C. Random Admission Memoryt
D. None of above

**Q.80: Soap and detergents remove the dirt from clothes due to:**
A. Osmosis
B. Capiliary action
C. **Inter facial tension**
D. Diffusion

**Q.81: The Unit of Pressure is:**
A. Joule
B. Newton
C. **Pascal**
D. None of these

**Q.82: Ophthalmology is the study of:**
A. Nerves
B. **Eyes**
C. Blood
D. Ear

**Q.83: طویل نظم کو کیا کہتے ہیں؟**
A. آزاد نظم
B. **مثنوی**
C. رُباعی
D. ریختی

**Q.84: غزل کے آخری شعر میں شاعر اپنا تخلص استعمال کرتا ہے اسے کہتے ہیں ؟**
A. مطلع
B. **مقطع**
C. آخری شعر
D. ان میں سے کوئی نہیں

**Q.85: Select the most appropriate synonym of the given word. Quarantine**
A. Emergency
B. **Isolation**
C. Negligence
D. Disagreement

**Q.86: Every worker _____ on duty.**
A. **was**
B. were
C. had
D. have

**Q.87: The meaning of The Alpha and Omega is:**
A. **Beginning and End**
B. Accurate and Precise
C. To make all efforts to win
D. None of these

**Q.88: The synonym of modify is:**
A. Subscribe
B. **Change**
C. Bring together
D. None of these

**Q.89: Select the most appropriate meaning of the idiomatic expression given. To poke one's nose into**
A. **To take interest in other's affairs**
B. To clean nose
C. To bury oneself
D. None of these

**Q.90: Which number increases by 224 in the ratio 7:9**
A. 22
B. 24
C. 26
D. **288**

**Q.91: How many numbers of two digits are divisible by 9?**
A. 9
B. **10**
C. 11
D. 12

**Q.92: Khilafat movement was started by:**
A. **Maulana Muhammad Ali Johar**
B. Quaid-e-Azam
C. Allama Iqbal
D. None of these

**Q.93: A gathering of 35 prominent Indian Muslim leaders led by the Aga Khan III at the Viceregal Lodge in _____ in 1906.**
A. Delhi
B. Dhaka
C. **Simla**
D. Kolkata

**Q.94: Lahore Resolution was passed in:**
A. 1935
B. **1940**
C. 1943
D. 1947

**Q.95: In which of the following fields is the Pulitzer Prize awarded?**
A. **Journalism**
B. Sports
C. Chemistry
D. Art

**Q.96: Jamia Millia is located in which city:**
A. **Delhi**
B. ALi Garh
C. Mumbai
D. Madras

**Q.97: "Zulu" is the prominent tribe of**
A. Mongolia
B. Malaysia
C. Zambia
D. **South Africa**

**Q.98: The largest famine hit Ethiopia in:**
A. 1980
B. **1983**
C. 1990
D. 1993

**Q.99: Fidel Castro was a _____ president.**
A. Italy
B. **Cuba**
C. Hungary
D. Poland

**Q.100: Khushal Kahn Khattak was a poet of which language:**
A. Punjabi
B. **Pushto**
C. Balouchi
D. Sindhi

# Junior Computer Operator
# (Answer Key)

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