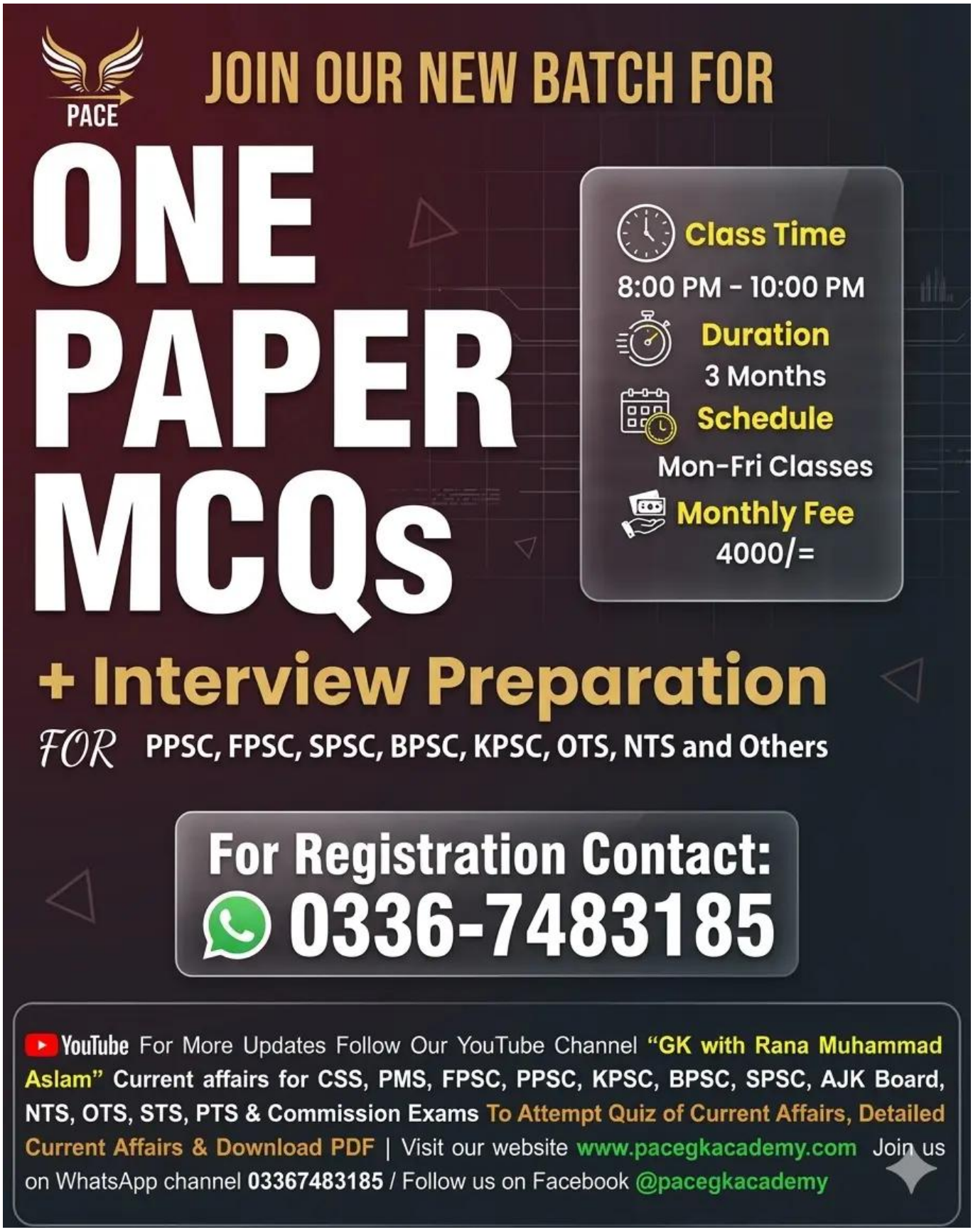
Data Entry Operator (BS-12) (31-05-2025)

(Punjab Police Special Branch)



Data Entry Operator (BS-12) (31-05-2025)

Q.1: Which shortcut key is used to increase font size in MS Word?
A. **Crl + Shift + >**
B. Crl + Shift +
C. Crl + Shift + /
D. None of these

Q.2: What is the file extension of MS Word?
A. .docs
B. **.docx**
C. .doc
D. None of these

Q.3: Which shortcut key is used for copying the text?
A. **Ctrl + C**
B. Ctrl + X
C. Ctrl + Y
D. None of these

Q.4: The shortcut key to change the case of selected text in MS Word?
A. Shift + F1
B. Shift + F2
C. **Shift + F3**
D. None of these

Q.5: Which Shortcut key is used for Subscript?
A. **Ctrl + =**
B. Ctrl + *
C. Ctrl + &
D. None of these

Q.6: If you need to hide some paragraphs, how can you do it in MS Word?
A. **From Font Dialog box**
B. From Home button
C. From insert and design
D. None of these

Q.7: In which view header and footers are visible?
A. **Print Layout View**
B. Design View
C. Screen Size
D. None of these

Q.8: The space between the lines of a paragraph is called?
A. **Line Spacing**
B. Page Spacing
C. Page Break
D. None of these

Q.9: The feature of word that automatically adjust the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?
A. **Kerning**
B. Laming
C. Tanning
D. None of these

Q.10: Which of the following is not character spacing?
A. **Raised**
B. Page break
C. 1.5 Spacing
D. None of these

Q.11: The bar at the top most line of a window is called?
A. Space Bar
B. **Title Bar**
C. Task Bar
D. None of these

Q.12: Which of the following is not a valid version of MS-Office?
A. MS-Office 2016
B. MS-Office 2000
C. **Office Vista**
D. None of these

Q.13: Ctrl + Q shortcut key is used in MS-Word for:
A. **Remove Paragraph Formatting**
B. Paragraph Break
C. New Paragraph
D. None of these

Q.14: Zoom in and Zoom out button is available on?
A. **View Option Toolbar**
B. Home
C. Design
D. None of these

Q.15: Protect document option found in the __ tab of the ribbon.
A. View tab
B. **Review tab**
C. Options tab
D. None of these

Q.16: You cannot close MS Word application by:
A. **Choosing file menu then exit submenu**
B. Press Alt+ F4
C. Click X on the Title bar
D. None

Q.17: Which shortcut key is used to switch between open apps in Window 10?
A. Shift + Tab
B. **Alt + Tab**
C. Tab + /
D. None of these

Q.18: In Excel, the Cell Reference of the active cell, will also appear in ?
A. **Name Box**
B. Description Box
C. Title Box
D. None of these

Q.19: What is range in cell?
A. A1, A2
B. **A1: A2**
C. A1>A2
D. None of these

Q.20: You can minimize the active workbook window in Excel by pressing:
A. **Ctrl + F9**
B. Ctrl + F8
C. Ctrl + F7
D. None of these

Q.21: How many rows are in one Microsoft Excel sheet?
A. **1048576**
B. 1100000
C. 1000067
D. None of these

Q.22: The keyboard shortcut used to automatically create a formula to sum all the cells above in Microsoft Excel is?
A. **Alt+=**
B. Ctrl + =
C. Shift + =
D. None of these

Q.23: Which key is used to extend selection down by one cell?
A. **Shift + Down Arrow**
B. Ctrl + Down Arrow
C. Alt + Down Arrow
D. None of these

Q.24: The __ feature of MS Excel quickly completes a series of data :
A. **Auto Fill**
B. = Fill
C. Ctrl + $
D. None of these

Q.25: Default file name in MS Excel is?
A. Book
B. **Book1**
C. File1
D. None of these

Q.26: In MS Excel, a formula starts with__?
A. +
B. -
C. **=**
D. None of These

Q.27: In MS Excel, the __ function is used to count the number of cells within a range?
A. COUNT
B. **COUNTIF**
C. COUNTTHEN
D. None of These

Q.28: Sorting from A to Z is called?
A. **Ascending**
B. Descending
C. Constant
D. None of These

Q.29: The arranging of data in a logical sequence is called?
A. **Sorting**
B. Arranging
C. Organizing
D. None of These

Q.30: How many types of document views are there in MS Word?
A. 3
B. 4
C. **5**
D. None of These

Q.31: MS Word is:
A. **Application Software**
B. Virus Software
C. Gaming Software
D. None of These

Q.32: Shortcut key for slideshow in MS Power Point ?
A. F2
B. **F5**
C. F6
D. None of these

Q.33: MS Power Point is used for making?
A. Files
B. **Presentations**
C. Copies
D. None of these

Q.34: Which specific software tool is used for making flow charts and presentations?
A. **Power Point**
B. Excel
C. Word
D. None of these

Q.35: What is the first slide called in PowerPoint presentation??
A. **Title Slide**
B. Start Slide
C. Beginning Slide
D. None of these

Q.36: ___ is a predefined set of colors, fonts and visual effects that you apply to your slides in Power point for a unified, professional look.
A. **Theme**
B. Slide
C. Show
D. None of these

Q.37: .ppt is file extension of?
A. **PowerPoint**
B. Word
C. Excel
D. None of these

Q.38: In MS Powerpoint, on mouse click option can be used by?
A. **Transition & on mouse click**
B. Insert & on mouse click
C. both
D. None of these

Q.39: The PowerPoint view that displays only text (title and bullets) is?
A. **Outline view**
B. Offline View
C. Both
D. None of these

Q.40: Which file format can be added to a PowerPoint show?
A. .jpg
B. .gif
C. .wav
D. **All of these**

Q.41: The silicon chips used for data processing are called?
A. **Microprocessors**
B. Control panels
C. screens
D. All of these

Q.42: Third generation computers use ?
A. **Integrated Circuits**
B. External Circuits
C. Internal Circuits
D. None of these

Q.43: Father of Computer?
A. **Charles Babbage**
B. Leo Mark
C. Alan Turing
D. None of these

Q.44: Father of Microsoft?
A. **Bill Gates**
B. Paul Allen
C. Both
D. None of these

Q.45: ADA is a ?
A. **Programming language**
B. Software
C. Virus
D. None of these

Q.46: The primarily used language for creating web pages?
A. C+
B. **HTML**
C. C++
D. None of these

Q.47: A computer has more than one processor which is known as?
A. **Multiprocessor**
B. processor
C. task manager
D. None of these

Q.48: You can send mail/ letter to two or more people with different mailing by?
A. **Mail Merge**
B. Mail Combine
C. Mail Support
D. None of these

Q.49: The process that produces results of processed data for getting useful information is known as __
A. Input
B. **Output**
C. Storage
D. None of these

Q.50: The computer that process both analog and digital is called ?
A. **Hybrid Computer**
B. Speedy Computer
C. Modern Computer
D. None of These

Q.51: Which of the following is a database management system ?
A. **MS Access**
B. MS Excel
C. MS Word
D. None of These

Q.52: Which is used for Database?
A. **MySQL**
B. Word
C. Excel
D. None of These

Q.53: HTTPS Stands for?
A. Hypertext Transfer Protocol Section
B. **Hypertext Transfer Protocol Secure**
C. Hypertext Transfer Protocol start
D. None

Q.54: Which software is used for projects management and tasks?
A. MS Word
B. MS Excel
C. MS Powerpoint
D. **ASANA**

Q.55: Which of the following is a network connector?
A. RJ44
B. **RJ45**
C. RJ46
D. None

Q.56: How to remove border from Excel?
A. **Home>Border>No border**
B. Home>Computer> Insert
C. Home >Insert>Go To
D. None of these

Q.57: Average B3 to E5 will be written in Excel?
A. **=Average(B3:E5)**
B. Avg(B3E5)
C. =Average B3 to E5
D. None of these

Q.58: What is Indentation in MS Excel?
A. **Horizontal shift of text within a cell**
B. Vertical shift of text within a cell
C. Both
D. None of these

Q.59: Which is the best definition of internet?
A. **Global Computer Network**
B. Global networking system
C. Computer linking system
D. None of these

Data Entry Operator (BS-12) (31-05-2025) (Answer Key)

1. **A**	2. **B**	3. **A**	4. **C**	5. **A**	6. **A**	7. **A**	8. **A**	9. **A**	10. **A**
11. **B**	12. **C**	13. **A**	14. **A**	15. **B**	16. **A**	17. **B**	18. **A**	19. **B**	20. **A**
21. **A**	22. **A**	23. **A**	24. **A**	25. **B**	26. **C**	27. **B**	28. **A**	29. **A**	30. **C**
31. **A**	32. **B**	33. **B**	34. **A**	35. **A**	36. **A**	37. **A**	38. **A**	39. **A**	40. **D**
41. **A**	42. **A**	43. **A**	44. **A**	45. **A**	46. **B**	47. **A**	48. **A**	49. **B**	50. **A**
51. **A**	52. **A**	53. **B**	54. **D**	55. **B**	56. **A**	57. **A**	58. **A**	59. **A**	