

Data Entry Operator

(Computer and Information Technology)



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Data Entry Operator

Q.1: In MS word 2007, which shortcut key is used to move a selected paragraph up?

- A. **ALT+SHIFT+UP ARROW**
- B. ALT+CTRL+UP ARROW
- C. CTRL+SHIFT+UP ARROW
- D. ALT+TAB

Q.2: CDR (Corel Draw) is an example of ;

- A. **Vector graphics**
- B. Raster graphic or bitmaps
- C. color graphics
- D. Negative films

Q.3: MS excel, lotus 1-2-3 and Corel's Quattro Pro are examples of;

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

Q.4: ____ is used for criminal investigations and security system. Some computers use it for login and user authentication.

- A. Barcode reader
- B. computer code reader
- C. **Finger print reader**
- D. Secret code reader

Q.5: CD-ROM stands for;

- A. Compactable Data Read Only Memory
- B. Compactable Disk Real Memory
- C. Compactable Data Read Only Memory
- D. **Compactable Disk Read Only Memory**

Q.6: ____are used to display data.

- A. Storage devices
- B. Communication devices
- C. Input devices
- D. **Output devices**

Q.7: Daisy wheel printing was invented in ____?

- A. **1969**
- B. 1975
- C. 1965
- D. 1980

Q.8: Computer is an electric machine which process ____into meaningful information.

- A. **Input**
- B. output
- C. Both A and B
- D. Graphics

Q.9: Disk Cleanup is a/an;

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

Q.10: Windows explorer is a/an;

- A. Educational Software
- B. Utility program
- C. **Entertainment software**
- D. Reference software

Q.11: Which country has the largest Muslim population in the world?

- A. Iran
- B. India
- C. **Indonesia**
- D. Saudi Arabia

Q.12: ___ devices hold data and instructions .

- A. **Storage**
- B. Input
- C. Output
- D. Motherboard

Q.13: Main circuit board of a computer is known as;

- A. Modem
- B. Processor
- C. RAM
- D. **Communication**

Q.14: _____ is a set of light and dark bars (lines) with different width pasted on different products , which contain information about product.

- A. **Barcode**
- B. Secret code
- C. Computer code
- D. Finger print

Q.15: UNIVAC stands for;

- A. **Universal automatic computer**
- B. Used auto computer
- C. Universal array computer
- D. Unused automatic computer

Q.16: Deccan plateau is situated in

- A. France
- B. **India**
- C. Australia
- D. South Aferica

Q.17: Adobe flash is an examole of;

- A. Spread sheet
- B. **Multimedia software**
- C. Utility software
- D. File manager

Q.18: The first Pakistan cricket player to score 1000 runs in T20 is.

- A. Shahid Afridi
- B. **Muhammad Hafeez**
- C. Umer Akmal
- D. Imran Nazir

Q.19: VAB stands for:

- A. Voice auto broadcasting
- B. Visual & audio broadcasting
- C. **Voice answer back**
- D. None of These

Q.20: Find the odd one out 41 ,43, 47, 53, 65, 71, 73, 79

- A. 53
- B. **65**
- C. 71
- D. 41

Q.21: MS power point is a /an example of;

- A. **Multimedia Software**
- B. Graphic software
- C. Spreadsheet
- D. Entertainment software

Q.22: Which of the following countries dose not have Veto power in the UN?

- A. USA
- B. **Canada**
- C. UK
- D. France

Q.23: Fill in the blanks , They do nothing _____ complain all the time.

- A. except
- B. at
- C. of
- D. on

Q.24: Fill in the blank . I paid the fees _____ the end of the course .

- A. in
- B. at
- C. about
- D. of

Q.25: Which city became the temporary capital of Pakistan in 1960?

- A. Lahore
- B. Karachi
- C. Rawalpindi
- D. Quetta

Q.26: Mac is a/an;

- A. Utility program
- B. Device driver
- C. Image viewer
- D. Operating system

Q.27: The synonym of Ambiguous is;

- A. Determined
- B. Obvious
- C. Explicit
- D. Unclear

Q.28: They always _____ back home late .

- A. come
- B. will come
- C. came
- D. had come

Q.29: She _____ English now.

- A. speak
- B. speaks
- C. is speaking
- D. spoken

Q.30: In MS word 2007, which shortcut key is used to switch to draft view?

- A. SHIFT+CTRL+N
- B. ALT+SHIFT+D
- C. ALT+CTRL+D
- D. ALT+CTRL+N

Q.31: It _____ to rain an hour ago.

- A. began
- B. began
- C. begun
- D. will begun

Q.32: You _____ since morning.

- A. rest
- B. rested
- C. will rest
- D. have been rested

Q.33: I _____ this exercise in an hour yesterday.

- A. finished
- B. finish
- C. will finish
- D. will have finished

Q.34: She has _____ the letter.

- A. post
- B. posts
- C. posted
- D. will post

Q.35: Which of the following expansion slot has highest speed?

- A. PCI
- B. APG
- C. **AGP**
- D. ISA

Q.36: بھینس کے آگے بین بجانا کیا ہے

- A. روزمرہ
- B. محاورہ
- C. چکت
- D. ضرب لمشل

Q.37: ----can be used for making a multiple choice test.

- A. Optical mart reader
- B. Bar code reader
- C. Mouse
- D. All of these

Q.38: سچائی، نیکی، حسن کسی کی —نہیں؛

- A. میراث
- B. حق
- C. خوبی
- D. خالی

Q.39: دل بلیوں اچھلنا کا معنی ہے۔

- A. پریشان ہونا
- B. اداس ہونا
- C. بہت خوش ہونا
- D. شکست دینا

Q.40: خس کم —جملہ مکمل کریں

- A. جہاں فریب
- B. جہاں پاک
- C. جہاں گریز
- D. جہاں دیدہ

Q.41: صحت کے لئیے بہت مفید :_____ ہے؛

- A. مرابہ
- B. مربع
- C. مرہ
- D. مارابہ

Q.42: PCI is an expansion slot , it stands for,

- A. Personal Computer Interonnect
- B. Peripheral Component Interconnect
- C. Principle Component Interconnect
- D. Component Interconnect

Q.43: Encyclopedia is an example of ___software.

- A. Entertainment
- B. Reference
- C. Productivity
- D. System

Q.44: ____could tell you the price of a bar of biscuit.

- A. Keyboard
- B. Mouse
- C. Optical mark reader
- D. Bar code reader

Q.45: In MS Word 2007, while viewing Print Preview of a document , how can you go to first page of document ?

- A. RAM
- B. Modern
- C. Processor
- D. Hard disk

Q.46: In MS word 2007, which shortcut key is used to view A Print Preview of a document?

- A. ALT+CTRL+P
- B. ALT+SHIFT+R
- C. ALT+CTRL+I
- D. ALT+SHIFT+P

Q.47: Inventor of Computer Mouse was a/an ----engineer?

- A. **American**
- B. British
- C. Russian
- D. German

Q.48: In MS word 2007, which shortcut key is used to switch to outline view?

- A. ALT+CTRL+P
- B. ALT+SHIFT+O
- C. **ALT+CTRL+O**
- D. ALT+SHIFT+P

Q.49: ____ is a program that is used to view and manage images.

- A. System viewer
- B. File viewer
- C. Multimedia Software
- D. **Image viewer**

Q.50: ____ is a silicon chip which carries out efficiently and accurately.

- A. RAM
- B. Modem
- C. **Processor**
- D. Hard disk

Q.51: When a computer starts ____ check all the devices and loads their drivers so that devices can work properly.

- A. File manager
- B. Application software
- C. **Operating System**
- D. Utility program

Q.52: ____ loads the system files in the RAM of the computer and provides a user interface

- A. MS office
- B. Reference software
- C. Productivity software
- D. **Operating system**

Q.53: ____ is also known mechanical agent.

- A. Finger print reader
- B. Barcode reader
- C. **Robot**
- D. Computer

Q.54: A light pen contains ____

- A. Refillable ink
- B. **Light sensitive element**
- C. Pencil lead
- D. Blue ink

Q.55: In windows operating system ____ is known as a file manager.

- A. **Windows Explorer**
- B. MS Word
- C. MS Excel
- D. Device Driver

Q.56: Drivers of a computer hardware are;

- A. Application software
- B. Utility program
- C. **System software**
- D. Productivity software

Q.57: ____ helps user to locate, rename, move, copy and delete files.

- A. **File Manager**
- B. MS word
- C. Device Driver
- D. MS Excel

Q.58: In MS Word 2007, which Shortcut key is used to switch to print Layout view?

- A. ALT+SHIFT+P
- B. ALT+CTRL+O
- C. SHIFT+CTRL+O
- D. **ALT+CTRL+P**

Q.59: Robot is a machine which is controlled by a software contained in a chip , is used in the field (s) of;

- A. Manufacturing
- B. Military
- C. Medical
- D. **All of these**

Q.60: A device cannot work properly if ____ is not installed.

- A. Application software
- B. Educational software
- C. **Device driver**
- D. Spread sheet

Q.61: Add or Remove programs a (an);

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

Q.62: ____ is used to draw pictures , 3D images and animation.

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

Q.63: Which of the following component of a computer works like human brain?

- A. RAM
- B. **Processor**
- C. DVD drive
- D. Power supply

Q.64: Devices which are used to inter data into a computer are known as;

- A. **Input devices**
- B. Output devices
- C. Communication devices
- D. All of these

Q.65: Individual dots , which make up a picture on the monitor screen, are called;

- A. **Pixels**
- B. Pixles
- C. Co;oured Spots
- D. Colourless Spots

Q.66: ____ is a collection of programme that supervises and control overall function of a computer.

- A. **Operating system**
- B. Device drivers
- C. Utility programs
- D. MS Office

Q.67: Windows media player is a /an;

- A. Utility program
- B. **Entertainment software**
- C. Operating System
- D. Educational software

Q.68: A long narrow socket on the motherboard into which different expansion cards can be plugged in is called;

- A. **Expansion slot**
- B. CD ROM
- C. Power supply
- D. Processor

Q.69: Which of the following contains startup instructions of the computer and information about its hardware devices?

- A. RAM
- B. **ROM**
- C. Processor
- D. CD

Q.70: 3D printing is also known as;

- A. Virtual printing
- B. **Additive Manufacturing (AM)**
- C. Dye_sublimation printing
- D. Impact printing

Q.71: ____ is a component of a processor that performs mathematical and division.

- A. CU (Control Unit)
- B. **AU(Arithmetic Unit)**
- C. LU(Logic Unit)
- D. Both A and C

Q.72: In MS word 2007, which shortcut key is used for Go to page , bookmark, footnote, table, comment, graphic, or other location?

- A. CTRL+ H
- B. **CTRL+G**
- C. ALT+H
- D. ALT+SHIFT+H

Q.73: FAX viewer is a (an);

- A. Productivity software
- B. **Utility program**
- C. Business software
- D. Educational software

Q.74: Main type (s) of software is /are;

- A. System software
- B. Application software
- C. Request software
- D. **Both A and B**

Q.75: ____ is a component of a processor that compares two quantities and gives answer in the form of true or false.

- A. AU (Arithmetic Unit)
- B. LU(Logic Unit)
- C. **Both A and B**
- D. None of these

Q.76: Software is also called ____

- A. **A computer program**
- B. Physical part of computer
- C. Input device
- D. Output device

Q.77: PNG (Portable Network Graphic) is an example of ;

- A. Vector graphic
- B. **Raster graphic or bitmaps**
- C. color graphic
- D. Negative films

Q.78: ____ controls, co_ordinates and directs all the operations performed by the computer .

- A. ALU (Arithmetic and Logic Unit)
- B. **CU(Control Unit)**
- C. AU(Arithmetic Unit)
- D. LU(Logic Unit)

Q.79: Types of computer memory are;

- A. **Two**
- B. Four
- C. Three
- D. Six

Q.80: Daisy wheel printing is a example of _____

- A. Thermal printing
- B. **Impact printing**
- C. Laser printing
- D. Liquid inkjet printing

Q.81: _____ is a grid of individual pixels that collectively compose an image.

- A. Vector graphic
- B. **Raster graphic or bitmap**
- C. color graphic
- D. Negative films

Q.82: Barcode reader is a/an;

- A. Input device
- B. Output device
- C. **Strong device**
- D. Display device

Q.83: _____ is used to transmit digital data over telephone lines.

- A. Network card
- B. Sound card
- C. Graphic card
- D. **Modem**

Q.84: 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.85: Which of the following is temporary storage area for data before and after it is processed?

- A. **RAM**
- B. ROM
- C. CD
- D. Floppy

Q.86: In MS word 2007, which shortcut key is used to move a selected paragraph down?

- A. ALT+CTRL+DOWN ARROW
- B. **ALT+SHIFT+DOWN ARROW**
- C. ALT+TAB+DOWN ARROW
- D. CTRL+SHIFT+DOWN ARROW

Q.87: _____ is used to create visual presentations with the help of audio and videos clips.

- A. Productivity software
- B. Entertainment Software
- C. **Multimedia Software**
- D. Graphic Software

Q.88: _____ are programs that control and direct the operations of a computer hardware .

- A. Application software
- B. MS Office suite
- C. **System software**
- D. Game software

Q.89: 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.90: _____ is a computer software whose user interface and API resembles that of a printer driver.

- A. **Virtual Printer**
- B. Plotter
- C. Dye_sublimation printer
- D. Impact Printer

Q.91: ____ contains a magnetic strip.

- A. Speakers
- B. **Credit card**
- C. Smart card
- D. All of these

Q.92: Physical parts of the computer that we can see and touch are known as;

- A. Software
- B. **Hardware**
- C. Both A and B
- D. computer program

Q.93: Who invented computer Mouse?

- A. **Douglas Carl Engelbert**
- B. Bill Gates
- C. John McAfee
- D. Evan Williams

Q.94: ____ is used to detect physical and logical problems of a disk.

- A. Device driver
- B. File manager
- C. Reference software
- D. **Disk scanner**

Q.95: ____ is used as a disk , scanner in Microsoft windows.

- A. **Disk cleanup**
- B. Disk defragmenter
- C. Disk cleanout
- D. Disk cleaning

Q.96: LED printer uses ____ to cause toner adhesion to the printer drum;

- A. Laser beam
- B. **An array of LEDs**
- C. ink
- D. impact printing method

Q.97: ALU is a component of processor , which is consist of;

- A. AU (Arithmetic Unit)
- B. LU (Logic Unit)
- C. **Both A and B**
- D. None of these

Q.98: ____ is a pointing device.

- A. CD-ROM drive
- B. **Touch screen used for computer input**
- C. RAM
- D. CPU

Q.99: Component(s) of a computer is/are;

- A. Hardware
- B. Software
- C. **Both A and B**
- D. None of these

Q.100: VGA stands for ;

- A. **Video Graphics Array**
- B. Visual Graphics Array
- C. Volatile Graphic array
- D. Visual Graphic array

**Data Entry Operator
(Answer Key)**

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