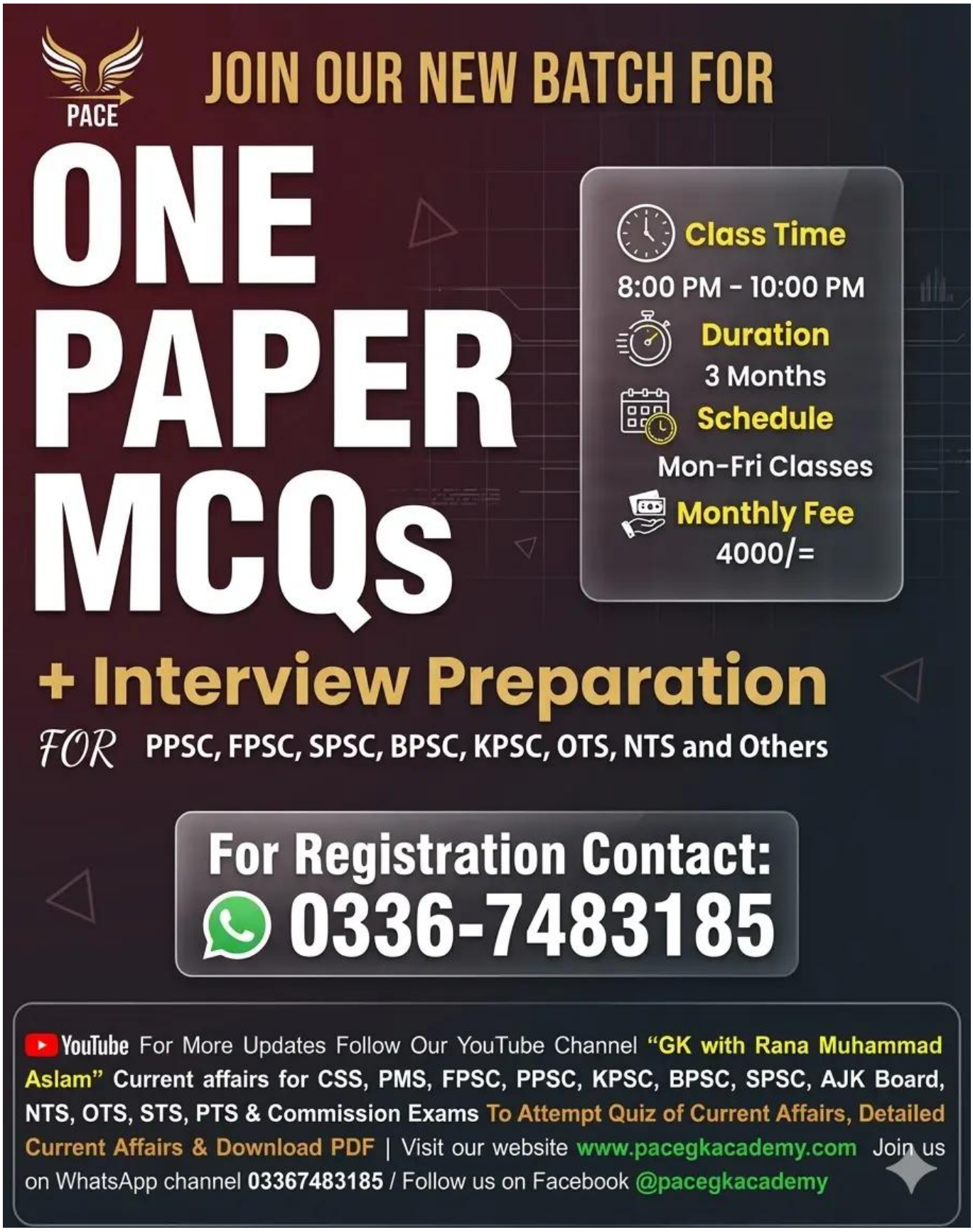
Data Entry Operator

(Computer and Information Technology)



Data Entry Operator

Q.1: What is the sum of this series 1,2,3,4,.....99
A. 1500
B. 4950
C. 2500
D. **3000**

Q.2: The most common types of storage devices are_____.
A. **Magnetic**
B. optical
C. flash
D. persistent

Q.3: What category of function is used in this formula ? =PMT(C10/12, c8 ,c9 1)
A. Logical
B. **Financial**
C. Payment
D. Statistical

Q.4: Which is the largest fraction?
A. 3/4
B. 4/5
C. **7/8**
D. 7/9

Q.5: Each sector on a hard drive stores_____bytes of data.
A. 64
B. **512**
C. 1,024
D. 1Glga

Q.6: What does an I-beam facilitate?
A. Locating text
B. **Highlighting text**
C. Dragging and selecting text
D. Formatting text

Q.7: An unauthorized user is a network _____issue.
A. Performance
B. Reeliability
C. **Security**
D. All of these

Q.8: A car left Lahore at 7.12 am and arrived at a certain place 180 miles per hour
A. 42
B. 44
C. 46
D. **48**

Q.9: Which of the following is not a not 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.10: When you insert a comment in a document. the comment appears in a:
A. New window
B. Sidebar
C. **balloon**
D. Sticky

Q.11: Which function automatically totals a column prow of values?
A. TOTAL
B. ADD
C. **SUM**
D. AVG

Q.12: the information inside your table needs to be sorted alphabetically. To do this you go to:
A. Table Tppls Design
B. Page Layout
C. Home tab >Paragraph group.
D. **Table Toos Layout**

Q.13: What is the missing number? 1 4 9 ? 25
A. 15
B. **16**
C. 17
D. 18

Q.14: Why might you hide worksheets in a workbook?
A. The file is smaller
B. The file is larger
C. **Some data is private**
D. Some data is formatted

Q.15: User-developed instructions for Excel are called:
A. Programs
B. **Macros**
C. Procedures
D. All of these

Q.16: What term describes a picture that has been resized by a percentage?
A. Cropped
B. Flipped
C. Stretched
D. **Scaled**

Q.17: How can words be separated by a range of names?
A. With a space
B. With a comma
C. **With a period**
D. With a colon

Q.18: A Word template stores common documents:
A. Content
B. **Structure**
C. Style
D. Theme

Q.19: In which view does a page break appear as a black dashed line on the screen?
A. **Normal**
B. Page Bresk Preview
C. Page Layout
D. Custom

Q.20: The Synonym of "Commence" is:
A. To End
B. **To Begin**
C. Nearing Finish
D. To Run

Q.21: A man is 24 years older than his son. In two years, his age will be twice the age of his son. The present age of his son is:
A. 14 years
B. 18 years
C. 20 years
D. **22 years**

Q.22: Find the odd man out
A. Carret
B. **Cucumber**
C. Onion
D. Ginger

Q.23: If the code for JAVA is LCXC what is the code for BASIC?
A. CBJTD
B. **DCUKE**
C. EDVLF
D. FEWMG

Q.24: For what can you use Outlool Task?
A. Manage client data
B. Send and recieve e-mail
C. Schedile appointments and meeting s
D. **Manage to-do items**

Q.25: What Do-while is an _____ loop.
A. Entry control
B. **Exit control**
C. Entry enrolled
D. None of these

Q.26: What should follow the sheet name in a 3-d formula?
A. Colon
B. Parentheses
C. Period
D. **Exclamation point**

Q.27: Excel would evaluate the formula, =20*10/5*8, and return this answer.
A. 5
B. 6.25
C. **320**
D. 232

Q.28: What do you see if you hover the mouse over a chart object?
A. Key Tip
B. **Screen Tip**
C. Chart Tip
D. Chart Key

Q.29: Afzal mixed 40% kerosene solution to 25% kerosene solution hence obtaining 30% kerosene solution. in what ratio were the both solution mixed.
A. 3:1
B. 2:3
C. **1:2**
D. 3:2

Q.30: Protecting a worksheet means:
A. No cell in a worksheet can be changed
B. Saving the workbook in a hidden folder
C. No additional changes can be made to a worksheet
D. **To lock cells in the worksheet to that a user cannot inadvertently change them**

Q.31: A driver drives 8 km South the 06 km W. and 2km S. again. she then drives 3km E to avoid a traffic jam before driving 6 km N. How many kilometers is she from her starting point?
A. 4
B. **5**
C. 6
D. 7

Q.32: Which of the following is reliable communication?
A. **TCP**
B. IP
C. UDP
D. None of these

Q.33: What term describes shaped text?
A. TextArt
B. TextWord
C. **WordArt**
D. WordText

Q.34: If ADD =9 , BAD = 7, and CAD = 8 what is da value of ADA?
A. 3
B. 4
C. 5
D. **6**

Q.35: Which of the following will determine your choice of systems software for your computer?
A. **is the applications software you want to use compatible with it?**
B. Is it expensive?
C. Is it compatible with your hardware?
D. Both A and C

Q.36: A drive that can be removed or inserted while the computer is running is said to be_____
A. Robust
B. dynamic
C. **hot swappable**
D. SCSI

Q.37: Before you create labels such as name tags, specify the size by selecting:
A. **Label Options**
B. Layout
C. Format
D. Templates

Q.38: A man buys an item for Rs. 1400 and sells it at a loss of 15% . What is the selling price of the item?
A. Rs. 1090
B. Rs. 1160
C. **Rs. 1190**
D. Rs. 1202

Q.39: In a Rich Text content control field, the text :
A. **Can be formatted**
B. Cannot be formatted
C. IS limited to lower case
D. Cannot contain space

Q.40: In the formula, = 10 + 5+15+25/5, Excel computes this first.
A. 10+5
B. 5+15
C. **25/5**
D. 15+25

Q.41: Where is the address of the active cell displayed?
A. Row heading
B. Status bar
C. **Name Box**
D. Formula bar

Q.42: Find odd man out
A. Japan
B. China
C. **LOndon**
D. Canada

Q.43: You can evenly adjust spacing in columns and rows by using the Table Tool called:
A. Equalize
B. Distribute
C. Mirror
D. **Snap to Grid**

Q.44: This describes the size, weight, and spacing of a character in a Word document.
A. **Font**
B. Typeface
C. Points
D. Typography

Q.45: When you want to combine cells in any given table row, you:
A. **Merge**
B. Simplify
C. Join
D. Link

Q.46: There are two different ways to insert content from one application into another-embedding and.
A. Importing
B. Integrating
C. **Linking**
D. Bookmarking

Q.47: What term describes a feature that gives Excel enhanced capability?
A. Trend lining
B. Enhancement bit
C. Thumbnail
D. **Add-in**

Q.48: A cube has a volume of 08 cubic meters. if each side is doubled in lenght what will its new volume be in cubic meters?
A. 16
B. 32
C. 48
D. **64**

Q.49: The best tool to use to create a hierarchical flow chart in word is:
A. WordArt
B. Shapes
C. **SmartArt**
D. Tables

Q.50: Insert the missing number. 3,7,6,5,9,3,12,1,15, (....)
A. 18
B. 13
C. **-1**
D. 3

Q.51: What is the least number by which 294 should be multiplied to make it perfect square
A. 2
B. 3
C. **6**
D. 12

Q.52: The average weight of A,B and C is 45Kg. if the average weight of A and B be 40Kg and that of be B and C be 43 Kg, then weight of B is?
A. 17Kg
B. 20 Kg
C. 26 Kg
D. **31 Kg**

Q.53: A vessel is filled to its capacity with pure milk. Ten liters milk is withdrawn from it and replaced by water. The procedure is repeated again. The vessels now have 32 liters of mil. Find the capacity of the vessels(in liters)
A. 40
B. 45
C. **50**
D. 55

Q.54: A combination of instructions and keystrokes that are stored and used in documents is called:
A. **A shortcut**
B. A macro
C. A keystroke
D. A function

Q.55: What is the name for a webpage adress?
A. Directory
B. Domain
C. **URL**
D. Protocol

Q.56: To what does the term "page orientation" refer?
A. An application that displays Web pages.
B. Combining two version of the same document.
C. Code in a mail merge main document that shows where data will be inserted.
D. **Whether a page is laid out vertically or horizontally.**

Q.57: A _____ is a data communication system with in a building, plant, or campus, or between nearby buildings.
A. MAN
B. **LAN**
C. WAN
D. None of these

Q.58: Which is NOT a method of creating a table in MS Access?
A. Datasheet VIEW
B. Design View
C. **Layout View**
D. Template

Q.59: When you are working on a document, Word automatically saves your document:
A. **Every 10 minutes**
B. Every 10 Seconds
C. When you close the document
D. When you close the application

Q.60: The price of certain item increased by X% per week over two successive weeks if at the beginning, 2 Kg was available for Rs. 80 and after two weeks they were available for Rs. 105.80, whats is value of X.
A. 1.5
B. **15**
C. 115
D. 11.5

Q.61: Which aligment choice spreads the data across the width of cell?
A. Center
B. **Distributed**
C. Justify
D. Indent

Q.62: Where does Word insert a table of contents?
A. On the first page of the report
B. After the cover page
C. At the insertion point
D. **Before the document title**

Q.63: When the Reviewing pane is open. the title of that pane is:
A. Comments
B. **Revisions**
C. Edits
D. changes

Q.64: If a _ b = 3 and a2= b2 =29find the value of ab
A. 10
B. **12**
C. 15
D. 18

Q.65: Connections to the Internet using a phone line and a modem are called _____connections.
A. Cachae
B. memory
C. temp
D. **Static**

Q.66: The rules that dictate how the various parts of a formula are written in a table and elsewhere are called:
A. Structure
B. Functions
C. **Exponents**
D. Syntax

Q.67: The rules that dictate how the various parts of a formula are written in a table and elsewhere are called:
A. Structure
B. Functions
C. Exponents
D. **Syntax**

Q.68: A sum of money at simple interest amounts to RS.815 in 3 years and RS.854in 4 years The sum is?
A. RS .650
B. RS .690
C. **RS.698**
D. RS.700

Q.69: Which one of the following is not a prime number?
A. 11
B. 61
C. **91**
D. 31

Q.70: Which number will come next? 5,7,10,12,14,24,26
A. 52
B. 30
C. **28**
D. 48

Q.71: _____is a technique that is used to send more than one call over a single line.
A. Digitizing
B. Duplexing
C. **Multiplexing**
D. Streaming

Q.72: What is the background for a chart called?
A. **Chart area**
B. chart grid
C. Legend area
D. Plot grid

Q.73: What dialog box allows you to change a field name in Pivot Table?
A. Field Options
B. Field Pane
C. **Field Settings**
D. Field Structure

Q.74: What is synonym for Contradict?
A. Predict
B. To Support
C. External
D. **to oppose by words**

Q.75: If the hour hand of a clock is turned anticlockwise from 2 pm to 9am through how many degrees will it have turned?
A. 120degree
B. **150degree**
C. 165degree
D. 180 degree

Q.76: A man has some hens and cows if the number of feet equals 140 then the number of hens will be?
A. **22**
B. 23
C. 24
D. A

Q.77: The Sort command of the Data menu provides this capability.
A. Multiple-row
B. **Multiple -column**
C. Multiple -field
D. Multiple-table

Q.78: You want to create a built -in cover page for your report. You go to to the:
A. Page Layout tab
B. **Insert tab.**
C. References tab .
D. Themes menu.

Q.79: Which view shows margins and the ruler?
A. Normal
B. **page Layout**
C. page Setup
D. Review

Q.80: Data that is copied from an application is stored in the_____
A. Driver
B. **Clipbouard**
C. terminal
D. prompt

Q.81: Akram thought of a number add 7 multiplied by 3 took away 5 and divided by 4 to give an answer of 7 . What was the starting number ?
A. 2
B. 3
C. **4**
D. 5

Q.82: Data communication requires
A. Sender
B. receiver
C. transmission medium
D. **All of these**

Q.83: From what location are the 1st computer instructions available on boot up?
A. **ROM BIOS**
B. CPU
C. boot .ini
D. CONFIG.SYS

Q.84: If Excel disables and notifies you about a macro how can you enable the macro?
A. Click the option on the View tab
B. Click the Macros bulton on the Developer tab
C. **Click the option in the security message panel**
D. Close and reopen the workbook exclusively

Q.85: What is the binary value of 200?
A. 10010110
B. 11010110
C. 10110110
D. **11001000**

Q.86: To open a template in Word first go to File and:
A. **Clipk New**
B. Click Display
C. Click Open
D. Click Search

Q.87: Asocial security number or a telephone number is considered to be this type of entry in a worksheet.
A. Numeric.
B. **Text**
C. Value
D. Formula

Q.88: Which of the following functions is a database function?
A. DSUM
B. DGLAZE
C. **DPART**
D. DGROUP

Q.89: Find the odd man out :
A. Coaxial cable
B. **Microwaves**
C. Optical fiber
D. Twisted pair wire

Q.90: To have your macro available to all new documents you create store it in:
A. My Documents
B. Quick access
C. **The Normal template**
D. The Macro Gallery

Q.91: To move to the previous cell in a table inserted in a document press
A. The Tab Key
B. Alt+Table
C. **Shift +Tab**
D. Backspace

Q.92: To get step-by-step instructions as you go through the Word mail merge process using:
A. A template
B. **The Mail Merge Wizard**
C. the Mailing Table
D. A macro

Q.93: A_____is a major database object used to display information in a printable page format.
A. Form
B. query
C. **report**
D. table

Q.94: The percentage increase in the area of a rectangle if each of its sides is increased by 20% is:
A. 40%
B. 42%
C. **44%**
D. 46%

Q.95: When inserting a graphic into a worksheet you could go to ceil to ceil A1 by pressing
A. SHIFT+HOME
B. **CTRL+HOME**
C. ENTER +HOME
D. ALT+HOME

Q.96: To be compatible with previous versions of Microsoft Word a Wors 2013 document should be saved with this extension.
A. docx
B. **.soc**
C. .txt
D. .rft

Q.97: Which option displays fill color in alternate rows in an Excel table?
A. **Banded Rows**
B. First Row
C. Last Row
D. Filled Rows

Q.98: What function displays a row?
A. Hyperlink
B. Index
C. **Transpose**
D. Rows

Q.99: When typing character search criteria Excel matches based on
A. **Alphabetical order**
B. Capitalization
C. Spelling
D. Primary records

Q.100: When you insert a picture into a document the default text-wrapping option is:
A. **Line with Text**
B. None
C. Tight
D. Square

Data Entry Operator
(Answer Key)

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