

## Data Entry Operator

(Computer and Information Technology)



# JOIN OUR NEW BATCH FOR

# ONE PAPER MCQs



**Class Time**

8:00 PM - 10:00 PM



**Duration**

3 Months



**Schedule**

Mon-Fri Classes



**Monthly Fee**

4000/=

## + Interview Preparation

FOR PPSC, FPSC, SPSC, BPSC, KPSC, OTS, NTS and Others

**For Registration Contact:**



**0336-7483185**

 **YouTube** For More Updates Follow Our YouTube Channel "**GK with Rana Muhammad Aslam**" Current affairs for CSS, PMS, FPSC, PPSC, KPSC, BPSC, SPSC, AJK Board, NTS, OTS, STS, PTS & Commission Exams **To Attempt Quiz of Current Affairs, Detailed Current Affairs & Download PDF** | Visit our website [www.pacegkacademy.com](http://www.pacegkacademy.com) Join us on WhatsApp channel **03367483185** / Follow us on Facebook [@pacegkacademy](https://www.facebook.com/pacegkacademy)

## Data Entry Operator

**Q.1: What decimal of an hour is a second?**

- A. 0.0025
- B. 0.0256
- C. **0.00027**
- D. 0.000126

**Q.2: To save an existing file with a new name or to a new location: use +-----command**

- A. Save
- B. save and replace
- C. **save as**
- D. new file

**Q.3: When sound is included in the animations, it becomes:**

- A. Audio
- B. **Video**
- C. Multimedia
- D. None of the A,b

**Q.4: What is to be used to add text in Slide?**

- A. **Text Box**
- B. Note Box
- C. Text layer
- D. Comment Box

**Q.5: Slide Transition can be applied to-----**

- A. current Slides
- B. Selected Slides
- C. All Slides
- D. **All of A,b,c**

**Q.6: Computer memory consists of :**

- A. RAM
- B. ROM
- C. PROM
- D. **All of A,b,c**

**Q.7: The term "Red Book" , "Yellow Book" , and "Orange Book" refer to-----**

- A. SCSI
- B. IDE
- C. Floppy Drive Technology
- D. **CD-ROM standards**

**Q.8: If one-third of one-fourth of a number is 15, then three-tenths of that number is:**

- A. 35
- B. 36
- C. 45
- D. **54**

**Q.9: Look at the series:36,34,30,24,----- what number should come next?**

- A. 20
- B. **22**
- C. 23
- D. 26

**Q.10: BCB,DED,FGF,HIH,-----**

- A. **JKJ**
- B. HJK
- C. IJI
- D. JHJ

**Q.11: The Price of 10 chairs is equal to that of 4 tables. The price of 15 chairs and two tables together is Rs 4000. The Total price of 12 chairs and 3 Tables is:**

- A. Rs.3500
- B. Rs.3750
- C. Rs.3840
- D. **Rs.3900**

**Q.12: IF a computer has more than one processor then it is known as -----**

- A. Uni process
- B. **Multiprocessor**
- C. Multi-threaded
- D. Multi-programming

**Q.13: What is the smallest function among the following?**

- A. 7/9
- B. 4/5
- C. 6/7
- D. **9/13**

**Q.14: A light-sensitive device that converts drawing, printed text or other images into digital form is-----?**

- A. Keyboard
- B. **scanner**
- C. OMR
- D. None of these

**Q.15: Three numbers are in the ratio 1: 2 : 3 and their H.C.F . is 12. The number are:**

- A. 4,8,12
- B. 5,10,15
- C. 10,20,30
- D. **12,24,36**

**Q.16: SCP , TEF , UGH,-----  
WKL**

- A. CMN
- B. UJI
- C. **VIJ**
- D. IJT

**Q.17: Window is to pain as book is to**

- A. Novel
- B. glass
- C. cover
- D. **page**

**Q.18: Cup is to coffee as bowl is to-----**

- A. Dish
- B. **Soup**
- C. Spoon
- D. Food

**Q.19: What allows you to print on both sides of the printer?**

- A. Fuser
- B. duplexer
- C. oner cartridge
- D. **paper-swaping unit**

**Q.20: Find the H.C.F of 36 and 84:**

- A. 4
- B. 6
- C. **12**
- D. 18

**Q.21: ZXV, TRP ,NLJ,-----**

- A. IGF
- B. HDF
- C. HGF
- D. **HFD**

**Q.22: 230,246,271,307,-----**

- A. 412
- B. **356**
- C. 518
- D. 612

**Q.23: What is Z to A order called?**

- A. Ascending
- B. **Descending**
- C. Co descending
- D. None of A,B,G

**Q.24: We enter data and instructions into the computer which is known as**

- A. command
- B. information
- C. **input**
- D. output

**Q.25: Scanner is -----**

- A. Storage device
- B. **Input device**
- C. Output device
- D. Both B and C

**Q.26: The key at the right of the keyboard similar to those on a calculator are called.**

- A. Function Keys
- B. **Numeric keys**
- C. Alpha Numeric keys
- D. Editing Keys

**Q.27: The device that converts video images to digital form and saves them in computer,s memory is called-----**

- A. Keyboard
- B. **Digital Camera**
- C. Monitor
- D. Printer

**Q.28: The hardcopy means -----**

- A. **Printout**
- B. Hard disk
- C. Printer
- D. paper

**Q.29: KB stands for-----**

- A. Kilobits
- B. **Kilobytes**
- C. kingbyte
- D. Wriobyte

**Q.30: The printer which can print one complete line at a time is**

- A. Dot matrix printer
- B. Daisy Wheel Printer
- C. **Line printer**
- D. Laser printer

**Q.31: A two-digit number is such that the product of the digits is 8. when 18 is added to the number, then the digits are reversed. The number is-----**

- A. 18  
 B. **24**  
 C. 42  
 D. 81

**Q.32: The sum of two numbers is 25 and their difference is 13. Find their product.**

- A. **114**  
 B. 104  
 C. 215  
 D. 325

**Q.33: LCD stands for-----**

- A. **Liquid crystal display**  
 B. Land Crystal display  
 C. Light Crystal display  
 D. LiQuid Control Display

**Q.34: BASIC stands for -----**

- A. **Beginners all purpose symbolic instruction code**  
 B. Beginners aided purpose symbolic instruction code  
 C. Beginners aided all purpose symbolic code  
 D. None of A,B,C

**Q.35: A man completes a journey in 10 hours. He travels first half the journey at the rate of 21km/hr and second half at the rate of 24 km /hr. Find the total journey in Km.**

- A. 220 km  
 B. **224 km**  
 C. 230 km  
 D. 234 km

**Q.36: In the first 10 overs of a cricket match, the run was only 3.2, What should be the run rate in the remaining 40 overs to reach the target of 282 runs?**

- A. 6.25  
 B. 6.5  
 C. 6.75  
 D. **7**

**Q.37: A Robot is a machine directed by a-----**

- A. computer  
 B. remote control  
 C. Wireless control unit  
 D. **Human**

**Q.38: Wan stands for:-**

- A. Wap Area Network  
 B. **wide Area Network**  
 C. WideArray Network  
 D. Wireless Area Network

**Q.39: The angle between the minutes hand and the hour hand of a clock when the time is 4. 20 is**

- A. 0  
 B. **10**  
 C. 5  
 D. 20

**Q.40: Which of the following is a prime number?**

- A. 33  
 B. 81  
 C. 93  
 D. **97**

**Q.41: Which one of the following is not a prime number?**

- A. 31
- B. **61**
- C. 71
- D. 91

**Q.42: What is the sum of two consecutive even numbers the difference of whose square is 84?**

- A. 34
- B. 38
- C. **42**
- D. 46

**Q.43: Which of the following suggest Audio file name?**

- A. Holiday.mov
- B. **poem.mp3**
- C. tree.jpg
- D. trip.ppt

**Q.44: The following sentence was typed using a word processor program. Love all, trust a few; do wrong two nun How many errors the spell checker will detect?**

- A. **0**
- B. 1
- C. 2
- D. 3

**Q.45: A man walked diagonally across a square plot. Approximately, what was the percentage of distance saved by not walking along the edges?**

- A. 20
- B. 24
- C. **30**
- D. 33

**Q.46: A file downloaded from internet does not specify its file type and has a generic icon. you have a good idea what file type it is likely to be. Once selected what is the best way to try to view the file?**

- A. File and then open
- B. **Double click on its icon**
- C. file and then open with
- D. view arid then documents

**Q.47: A man took loan from the bank at the rate of 12% p.a.simple interest.After 3 years he had to pay Rs 5400 interest only for the period . The principal amount borrowed by him was-----**

- A. 2000
- B. 10000
- C. **15000**
- D. 20000

**Q.48: Before submitting your work if you want to find any words spelled incorrectly then what will you use?**

- A. Thesaurus
- B. **spell checker**
- C. Grammer checker
- D. Find and replace

**Q.49: X and Y can make a machine in 12 days and Y alone can make it in 48 days.X alone can make the machine in**

- A. 40
- B. 24
- C. 32
- D. **16**

**Q.50: 'Strong 'Passwords are used and recommended when using internet banking. A 'Strong' password is one which is difficult to guess. which of the following would be the 'Strongest' Password?**

- A. **e7 Jm 51**
- B. nothahks
- C. xyz 123456
- D. 123456

**Q.51: Files have been moved to the trash bin. The trash bin has not been emptied. Which of the following is true of these files?**

- A. They are no longer accessible
- B. They must be renamed before being used
- C. Their names are displayed in a light grey font
- D. **They can be retrieved and then saved in a new location**

**Q.52: What is the Clip board?**

- A. A list of the recently accessed files
- B. A place where you can post messages
- C. **A temporary storage location for items that have been cut or copied**
- D. A gallery of graphics,movies, pictures and sounds for any application

**Q.53: What information would be safe to include in a public profile on a social networking site?**

- A. User name
- B. **Date of birth**
- C. Home Adress
- D. Mobile phone numbers

**Q.54: Viruses are often contained in email attachments. The virus infects the computer when the attachment is opened. Which of the following attachments is least likely to carry a virus?**

- A. **A text file**
- B. A screen saver
- C. A program
- D. EXE.File

**Q.55: A block of the text automatically added to the end of an outgoing email is called----**

- A. An attachment
- B. **A signature**
- C. A footer
- D. an encryption

**Q.56: Bold,Italics and underlines are features in many programs. To which of the following items these features can be applied?**

- A. Files
- B. Pictures
- C. **Text**
- D. Windows

**Q.57: Which text formatting feature changes the thickness of the letters?**

- A. **Bold**
- B. italic
- C. under line
- D. Alignment

**Q.58: What is the most likely causes of an erratic mouse cursor?**

- A. An'unplugged mouse cable
- B. A broken wire in the mouse cable
- C. **A dirty ball and roller in the mouse**
- D. An incorrectly installed mouse driver

**Q.59: Paint : Artist : Wood :-----**  
-----

- A. Furniture
- B. Forest
- C. Fire
- D. **Carpenter**

**Q.60: What should come in the place of question mark in the following series? 3,8,6,14,?,20**

- A. 11
- B. 10
- C. 8
- D. **9**

**Q.61: A man walks 3 km northwards and then turns left and goes 2 km. He again turns left and goes 3 km. He turns right and walks straight in which direction he is walking now?**

- A. East
- B. **West**
- C. North
- D. South

**Q.62: 7 men can complete a piece of work in 12 days. How many additional men will be required to complete double the work in 8 days ?**

- A. 28
- B. 21
- C. **14**
- D. 7

**Q.63: Half of one percent written as a decimal is**

- A. 0.005
- B. **0.05**
- C. 0.02
- D. 0.2

**Q.64: in how many different ways can the letters of the word ' PRAISE' be arranged?**

- A. **720**
- B. 610
- C. 360
- D. 210

**Q.65: A train moves with a speed of 108 km/h. its speed in meters per second is -----**

- A. 10.8
- B. 18
- C. **30**
- D. 38.8

**Q.66: A train 280 a long ,running with a speed of 63 km/h will pass a tree in-----**  
---

- A. 15 sec
- B. **16 sec**
- C. 18 sec
- D. 20 sec

**Q.67: What is the best way to protect your,hard drive data?**

- A. **Regular backups**
- B. Periodically defrag it
- C. Run chkdsk at least once a week
- D. run scan disk at least once a week

**Q.68: in converting a distance of 30 km, Akhtar takes 2 hours more than Anwer.If Akhter doubles his speed, then he would take 1 hour less than Anwer.Answer speed is -----**

- A. **5km/h**
- B. 6km/h
- C. 6.25km/h
- D. 7.5km/h

**Q.69: A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?**

- A. 3.6
- B. **7.2**
- C. 8.4
- D. 10

**Q.70: If upon booting up a PC,You see a message that says:Key board Error, it could very likely be-----**

- A. The keyboard is not attached to the Pc
- B. The keyboard has failed
- C. **Either A or B Above**
- D. Neither A nor B Above

**Q.71: Measuring unit of Capacity of Hard drive is -----**

- A. GHz
- B. **GB**
- C. Watts
- D. Newton

**Q.72: What device prevents power interruptions, resulting in corrupted data?**

- A. **Battery back-up unit**
- B. Surge protector
- C. Multiple SIMMs strips
- D. Data guard system

**Q.73: A shopkeeper has a sale of Rs.6435, Rs 6927, Rs 6855, Rs 7230, and Rs.6562 for 5 consecutive months. How much sales must behave in the Sixth month so that he gets an average sale of Rs 6500?**

- A. **4991**
- B. 5991
- C. 6001
- D. 6991

**Q.74: A person,s present age is two-fifth of the age of his mother .After 8 years ,he will be one half of the age of his mother.How old is the mother at present?**

- A. 32 years
- B. 36 years
- C. **40 years**
- D. 48 years

**Q.75: What is the full form of LAN?**

- A. Local Area Network
- B. Large Access Network
- C. Long Antenna Network
- D. None of them

**Q.76: You get a CMOS checksum error during "BOOT UP" What is the most likely the cause?**

- A. Power supply is bad
- B. BIOS needs Updating
- C. CMOS battery is nearing end of life
- D. Hard drives types are incorrectly defirted

**Q.77: Which is the following command is given to reboot the computer?**

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

**Q.78: The sum of ages of 5 children bom at the interval s of 3 years each is 50 years.What is the age of the youngest child ?**

- A. 4 years
- B. 8 years
- C. 10 years
- D. None of them

**Q.79: The taskbar is located**

- A. On the start menu
- B. At the bottom of the screen
- C. On the quick launch toolbar
- D. At the top of the screen

**Q.80: Generally, you access the Recycle Bin through an icon located -----**

- A. On the desktop
- B. on the hard drive
- C. on the shortcut menu
- D. In the properties dialog box

**Q.81: When a file is saved for the first time then-----**

- A. A copy is automatically,printed
- B. File name and folder name must be the same
- C. It does not need a name
- D. It must be given a name to identify it

**Q.82: The information you put into the computer is called-----**

- A. Directory
- B. Facts
- C. Data
- D. Files

**Q.83: Which of the following is page orientation?**

- A. Landscape
- B. Portrait
- C. Gutter
- D. Only A & B

**Q.84: Which Monitor would provide the highest level of performance?**

- A. VGA
- B. XGA
- C. CGA
- D. SVGA

**Q.85: A MAN BUYS a watch for Rs 1400 and sells it at a loss of 15%.What is the selling price of the watch?**

- A. Rs. 1090
- B. Rs.1160
- C. **Rs 1190**
- D. Rs 1202

**Q.86: A shoopkeeper bought toffees at the rates of 6 for a Rupee. How many for a rupee must he sell to gain 20%?**

- A. 3
- B. 4
- C. **5**
- D. 6

**Q.87: What is the shortcut key to "UNDO" the last action in a document?**

- A. Ctrl+x
- B. Ctrl + H
- C. **CTRL+L**
- D. CTRL+SHIFT+F

**Q.88: What is the shortcut keys for"Find" and Replace" dialogue box?**

- A. Ctrl+F
- B. **Ctrl + H**
- C. CTRL+L
- D. CTRL+SHIFT+F

**Q.89: Asghar can do a piece of work in 20 days . Akber is 25% more efficient than Asghar .The number of Days taken by Akber to do the same piece of work is:**

- A. 15
- B. **16**
- C. 18
- D. 25

**Q.90: A alone can do a piece of work in 6 days and B alone in 8 days.A and B under took to do it for rupees 3200. with the help of C,they completed the Work in 3 days How much is to be paid to C?**

- A. Rs 375
- B. **Rs 400**
- C. Rs 600
- D. Rs 800

**Q.91: The view headers and footers,You must switch to**

- A. Normal View
- B. Print layout view
- C. Print preview mode
- D. **Both B and C**

**Q.92: Switching between portrait and landscape mode involves the-----**

- A. Header and footer toolbar
- B. Print layout view
- C. **page setup dialog box**
- D. None of A,B,C

**Q.93: Which key do you press to force a page break?**

- A. Ctrl+Alt
- B. Ctrl + Break
- C. **Ctrl+Enter**
- D. None of A,B,C

**Q.94: Which of the following simplifies the process of formatting text, if the same formatting is required in more than one location?**

- A. Find command
- B. **replace command**
- C. Drag and Drop
- D. copy command

**Q.95: Which of the following simplifies the process of formatting text, if the same formatting is required in more than one location?**

- A. Auto Text
- B. **Formate Painter**
- C. Font Dialog box
- D. None of A,B,C

**Q.96: How many second will a 500 meter long train take to cross a man walking to a speed of 3km/hr in the direction of the moving train if the speed of a train is 63 km/hr**

- A. 25
- B. **30**
- C. 40
- D. 45

**Q.97: A train passes a station platform in 36 second and the man standing on the platform 20 second. If the speed of the train is 54 km/hr. what is the length of the platform?**

- A. 120 m
- B. **240 m**
- C. 300 m
- D. None of A.B.C

**Q.98: Look at this series: 2,1,(1/2),(1/4),----- What number should come next ?**

- A. (1/3)
- B. **(1/8)**
- C. (2/8)
- D. (1/16)

**Q.99: A Group of eight bits is called \_\_\_\_**

- A. Record
- B. Document
- C. **Byte**
- D. File

**Q.100: The binary system uses powers of \_\_\_\_**

- A. **2**
- B. 10
- C. 8
- D. 16

## Data Entry Operator (Answer Key)

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