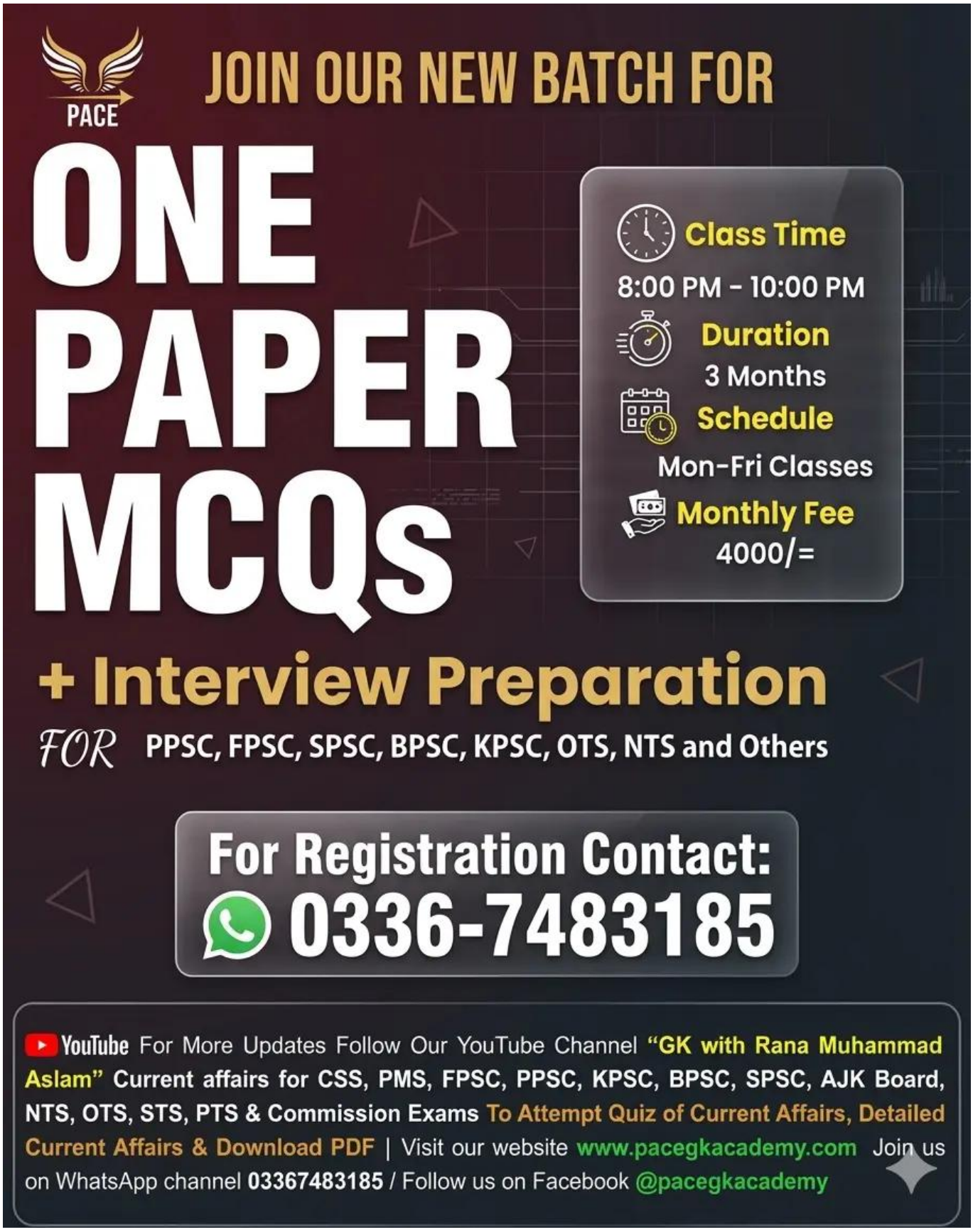
Data Entry Operator

(Computer and Information Technology)



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 hew 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 Transaction 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 then 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/hrand 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. Wirless 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 angel 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 dirves 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**