

Data Entry Operator

(Punjab Police)



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Data Entry Operator

Q.1: Roger Federer is a famous player of the?

- A. **Tennis**
- B. Golf
- C. Football
- D. Cricket

Q.2: Who won the 50-Over Men's Cricket World Cup in 2015?

- A. India
- B. West Indies
- C. Pakistan
- D. **Australia.**

Q.3: Ronaldo is a Brazilian retired professional player of _____ .

- A. Hockey
- B. Baseball
- C. **Football**
- D. Tennis

Q.4: Which team won the Pakistan Super League 2019.

- A. **Quetta Gladiators**
- B. Karachi Kings
- C. Peshawar Zalmi
- D. Islamabad United

Q.5: . "First Pakistan Olympic Games" were inaugurated by Quaid-e-Azam at:

- A. Lahore..
- B. **Karachi**
- C. East Pakistna
- D. Quetta

Q.6: Which is the longest river in Pakistan?

- A. Ravi
- B. **Indus**
- C. Jhelum
- D. Chenab

Q.7: . The Dead Sea is located in:

- A. Israel and Turkey
- B. **Israel and Jordan**
- C. Clarael end Syria
- D. Syria and Lebanon

Q.8: Which of the following country is situated on the Equator?

- A. Maldives
- B. Gabon
- C. Indonesia
- D. **All of these**

Q.9: The famous Adam's Peak is venerated by Christians, Muslims, Buddhists, and Hindus, is located in:

- A. Syria
- B. Turkey
- C. Malaysia
- D. **Sri Lanka**

Q.10: Harare is the capital of.

- A. **Zimbabwe**
- B. Hong Kong
- C. Uganda
- D. Panama

Q.11: What is an Isthmus?

- A. Inland sea
- B. A large lagoon
- C. **Narrow strip of land connecting two land masses**
- D. Land formed at the mouth of a river

Q.12: The first woman to fly to Space was.

- A. Eileen Collins
- B. **Valentina Tereshkova**
- C. Petrica McCarthy
- D. None of these

Q.13: Nai Gaj Dam is being constructed in which province of Pakistan:

- A. Punjab
- B. **Sindh**
- C. Balochistan
- D. Khyber PK..

Q.14: The largest ocean in the world is:

- A. Atlantic ocean
- B. **Pacific ocean**
- C. Indian ocean
- D. Arctic ocean

Q.15: . Karakoram Highway starts in Pakistan from:

- A. Islamabad
- B. Tarbela
- C. **Hassan Abdal"**
- D. None of these

Q.16: Which program is generally used in architectural design?

- A. Excel
- B. Power Point
- C. **Auto CAD**
- D. MS Word

Q.17: In MS Word. The "Delete" key deletes letters from the _____ side of cursor:

- A. **Right**
- B. Up
- C. Down
- D. Left

Q.18: What lets you create a new presentation by selecting ready-made font color and graphic effects in PowerPoint?

- A. Presentation Template
- B. Master slide
- C. **Design Template**
- D. Animation Scheme

Q.19: .Which of the following is not a function in Microsoft Excel?

- A. SUM
- B. MIN
- C. MIN
- D. **AVG**

Q.20: 14. When an Excel workbook is linked to a Word document:

- A.) The Word document contains a copy of the actual data
- B. The word document cannot be edited
- C. The word document must contain a hyperlink..
- D. **(D) The word document contains a reference to the original source application.**

Q.21: _____ users can open MS Excel 2016 file at the same time.

- A. (A) 100
- B. B) 50 1
- C. **(C) 256**
- D. D) None of these

Q.22: In MS Word 2016, to extend a selection to adjacent cells of the table:

- A. **Hold down SHIFT and press an arrow. key repeatedly**
- B. Press Alt + A
- C. Ctrl+Alt+ H
- D. Alt + End

Q.23: When you delete a text box object from a slide in PowerPoint Presentation.

- A. The object is deleted but text box and the text inside is left on the slide on the slide
- B. The text box is deleted and the text is pasted the slide
- C. **the text box and text both are deleted**
- D. None of these

Q.24: Which is a volatile memory?

- A. ROM
- B. BIOS
- C. PROM
- D. **RAM**

Q.25: Which of the following Excel feature allows users to evaluate values and return a result?

- A. **Formulas**
- B. Formatting
- C. Insertions
- D. Filters

Q.26: Common methods of Internet access by users include:

- A. Broadband over coaxial cable
- B. Fiber optics or copper wires
- C. Wi-Fi
- D. **All of these**

Q.27: In MS Excel 2016, the zoom level of a page can only be:

- A. 10 percent to 300 percent
- B. 5 percent to 100 percent
- C. **10 percent to 400 percent**
- D.) 5 percent to 300 percent

Q.28: in MS Word, what is the function of CTRL+ R?

- A. Open the print dialogue
- B. Update the current web page
- C. Close the current window
- D. **None of these**

Q.29: Which of the following methods can not be used to enter data in an MS Excel cell:

- A. Pressing an arrow key
- B. Pressing the Tab key
- C. **Pressing the Esc key**
- D. Clicking on the formula bar

Q.30: All replied E-mails are stored in a _____ folder.

- A. Drafts
- B. Inbox
- C. **Sent**
- D. Trash

Q.31: When two people collaborate on an online document at the same time, they are. collaborating.

- A. In CloudEdit
- B. By Tracking
- C. **Synchronously**
- D. Independently

Q.32: The binary system is comprised of the values 1 & 0, where 0 means:

- A. On
- B. Of
- C. Start
- D. **Low**

Q.33: _____ is a silicon chip that carries out a set of instructions and processes the data efficiently and accurately.

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

Q.34: The first Network is called:

- A. CNET
- B. NSFNET
- C. ASAPNET
- D. **ARPANET**

Q.35: The file type _____ indicates the file is a word document.

- A. **.doc**
- B. . wrd
- C. .exe
- D. .txt

Q.36: Which generation did computers use transistors?

- A. First generation
- B. **Second generation**
- C. Third generation
- D. Fourth generation

Q.37: Paint programs keep track of every _____ placed on the screen.

- A. Image
- B. Object
- C. **Pixel**
- D. Color

Q.38: Which of the following is not a 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.39: Which of the following is Mozilla Firefox?

- A. Anti-virus software
- B. **Web browser**
- C. URL
- D. COO

Q.40: Which part of the computer is called the "brain of the computer"?

- A. Compiler
- B. **Central Processing Unit**
- C. Visual Display Unit
- D. None of these

Q.41: Which one of the following is the most powerful computer?

- A. Personal Computer
- B. **Super Computer**
- C. Mobile Computer
- D. Power Computer

Q.42: In Microsoft Excel the Intersection columns and rows are called:

- A. Data
- B. Table
- C. **Cell**
- D. -Schema

Q.43: In computing, MB stands for:

- A. More Bytes
- B. **Megabyte**
- C. Maximum Byte
- D. Minimum Byte

Q.44: Which key on the keyboard can be used to slide show?

- A. F1
- B. F2
- C. **F5**
- D. F10

Q.45: The smallest memory unit of a computer is:

- A. Byte
- B. Kilobyte
- C. Megabyte
- D. **Bit.**

Q.46: Which one is Hypertext language?

- A. XML
- B. **HTML**
- C. WML
- D. HTTP

Q.47: DOS cannot retrieve any data from a disk if a computer virus corrupts its:

- A. **Directory Area**
- B. Data Area
- C. BAT Files
- D. File Allocation Table (FAT)

Q.48: What is unsolicited bulk e-mail known as?

- A. Arial
- B. **Spam**
- C. Herbew
- D. Spool

Q.49: The _____ program compresses large files into a smaller file:

- A. **WinZip**
- B. WinShrink
- C. 'WinStyle
- D. None of thse

Q.50: In Internet terminology, IP stands for.

- A. **Internet Protocol**
- B. Internet Prouder
- C. Internet Procedure
- D. Internet Procedure

Q.51: Another name for free software to:

- A. Encrypted Software
- B. Copy Rights Protect Software
- C. Customized Software
- D. **Public Domain Software**

Q.52: In computer science, half a byte is also known as:

- A. Word
- B. Four bits
- C. **Nibble**
- D. All of these

Q.53: World Wide Web is being standardized.

- A. World Wide Corporation
- B. **W3C**
- C. World Wide Consortium
- D. World Wide Web Standard

Q.54: Which of the Mowing is not used to access the web?

- A. **ISDN**
- B. Modem
- C. UDP
- D. DSL

Q.55: When typing character search criteria, Excel matches fields based on:

- A. Alphabetical order
- B. Capitalization
- C. **Spelling**
- D. Primary records

Q.56: Which one of the following is not a search engine?

- A. Google
- B. MSN
- C. **Windows**
- D. Yahoo

Q.57: . ROM stands for:

- A. **Read only Memory**
- B. Read over Memory
- C. Read of Memory
- D. None of these

Q.58: A computer on the network is identified by its:

- A. Mac address
- B. Port Address
- C. **IP Address**
- D. Location Address

Q.59: Which of the following is the correct option for sending the same letter to multiple people?

- A. **Mail merge**
- B. Macros
- C. Template
- D. Alignment

Q.60: In PowerPoint, the difference between Slide Design and Auto Content Wizard is:

- A. Both are same
- B. Auto. Content Wizard is just the wizard version of Slide Design
- C. **Slide Design does not provide sample content but Auto. Content Wizard provides sample content too**
- D. Slide Design asks your choice in steps

Q.61: In MS Excel, to create a formula, you can use:

- A. Values but not cell references
- B. Cell References but not values
- C. Values for cell references although not both at the same time
- D. **Both value and cell references**

Q.62: Microsoft Office is a type of?

- A. System software
- B. **Application software**
- C. Utility software
- D. Firmware

Q.63: The arrangement of data in a logical sequence is known as:

- A. **Sorting**
- B. Classifying
- C. Reproducing
- D. Reproducing

Q.64: In MS Office Ctrl+ G is a shortcut to:

- A. **Open Find and replace Dialog box with activating Go to Tab**
- B. Open Find and Replace Dialog box with activating Find Tab.
- C. Open Find and Replace Dialog box with activating Replace Tab
- D. Open Go to Dialog box

Q.65: Which alloy consisting of mainly Tin and Lead is called:

- A. Brass
- B. Bronze
- C. Chrome
- D. **Solder..**

Q.66: . Electrons were discovered by.

- A. Rutherford
- B. J.C. Bose
- C. **J.J. Thomson**
- D. Christopher Columbus..

Q.67: برنگ در اکا اولین دیباچہ لکھنے کا اعزاز کس نے حاصل کیا ؟

- A. مولانا حالی
- B. سرراس مسعود
- C. **شیخ عبد القادر**
- D. جاوید اقبال

Q.68: مر شیه کس زبان کا لفظ ہے ؟

- A. فارسی
- B. ترکی
- C. ہندی
- D. **عربی**

Q.69: مشہور نازل ”راجہ گدھ“ کی مصنفہ کون ہیں؟

- A. خدیجہ مستور
- B. **بانو قدسیہ**
- C. الطاف فاطمہ
- D. بشری رحمان

Q.70: دریا کو کوزے میں بند کرنا

- A. **مختصر الفاظ میں بڑی تفصیل کو بیان کر دینا**
- B. پانی کے بہاؤ کو روک دینا
- C. دریا کار استہ بدل دینا.
- D. بڑے دریا کا چھوٹ اور یا بنا دیتا

Q.71: Complete the Proverb: "Make hay while the _____ shines."

- A. Moon
- B. Jupiter
- C. **Sun**
- D. Earth

Q.72: _____ occurs when a person sends a message (or many messages) with angry or antagonistic content.

- A. **Flaming**
- B. Email Bankruptcy
- C. Email Phishing
- D. Email fatigue

Q.73: . Find the correct indirect sentence: Majid said, "It may rain tomorrow."

- A. Majid told that it may rain tomorrow
- B. Maid suggested that it might rain tomorrow
- C. **Majid said that it might rain the next day**
- D. Majid told it might rain the next day

Q.74: Fill in the blank: "Aslam is senior _____ me."

- A. on
- B. **to**
- C. of
- D. for

Q.75: Change the narration: He said to me. "Keep quiet and listen to me."

- A. He ordered me to keep quiet and listen to his words
- B. He told me to keep quiet so that I could listen to his words
- C. He requested me keeping quiet and listening to his words.
- D. **He entreated me that I should keep quite and listen two his words.**

Q.76: 7/56/100 in decimal form is.

- A. 7.056
- B. **7.56**
- C. 756
- D. 75.6

Q.77: What fraction of a cake remains when 3/8 of the cake has been eaten?

- A. 2/8
- B. 4/8
- C. **5/8**
- D. 6/8

Q.78: If I am sixth In a queue from either end. How many people are there in the queue?

- A. **11**
- B. 9
- C. 12
- D. 13

Q.79: 1, 9, 25, 49, _____ 121.

- A. 100
- B. **81**
- C. 91
- D. 94

Q.80: Who is the current speaker of the Provincial Assembly of Sindh?

- A. Murad Ali Shah
- B. Rehana Leghari
- C. **Agha Siraj Durrani (Syed Owais Shah)**
- D. None of these

Q.81: Who is the current Chief Justice of Pakistan?

- A. Mr. Justice Asif Saeed Khan Khosa
- B. Justice Tassaduq Hussain Jilani
- C. **Mr. Justice Gulzar Ahmed (29th Qazi Faez Isa is now)**
- D. Mr. Justice Mian Saqib Nisar

Q.82: Who is the current Minister of Human Rights in Pakistan?

- A. Ghulam Sarwar Khan
- B. **Dr. Shireen Mazari(AZAM NAZEER TARAR is now)**
- C. Zubaida Jalal Khan
- D. None of these

Q.83: In the recitation of the Holy Quran, there are how many occasions when Sajdah (Prostration)is obligatory for the Muslim"

- A. A) 9
- B. (B) 12
- C. **C) 14**
- D. D) None of these

Q.84: Angel is appointed for providing Food?

- A. Hazrat Gebriel (AS)
- B. Hazrat Israfeel (AS)
- C. **Hazrat Meekall (A.S)**
- D. Hazrat Izrail (AS)

Q.85: Ayat Al Kursi is part of which Surah in the Holy Quran?

- A. Al Imran
- B. **Al Baqarah**
- C. Al Anfal
- D. Al Nissa

Q.86: The police force was first set up to maintain law and order in the Islamic state during the Caliphate of:

- A. Hazrat Abu Bakr (R.A)
- B. **Hazrat Umar (RA)**
- C. Hazrat Usman (R.A)
- D. Hazrat Ali (RA)

Q.87: Which one of the following areas in Pakistan is known for the largest Iron ore deposits?

- A. Chitral
- B. **Kalabagh**
- C. Sat Range
- D. Kalat

Q.88: "Yaum-e-Takbeer" in Pakistan is celebrated on:

- A. 6 September
- B. 16 December
- C. 23 March
- D. **28 May**

Q.89: Harappa is a city in Punjab about 24 km southwest of:

- A. **Sahiwal**
- B. Multan
- C. Narowal
- D. makran

Q.90: When was the first session of the first Constituent Assembly of Pakistan held?

- A. 11 August, 1947
- B. 14 August, 1947.
- C. 19 August, 1947
- D. **None of these**

Q.91: Who was Pakistan's first Foreign Minister?

- A. Jogindarnath Mandel
- B. Liaquat Ali Khan
- C. Rap Ghazanfar Ali Khan
- D. **Sir Zafarullah Khan**

Q.92: Muslim league delegation at Simla Conference included.

- A. Jinnah and Liaquat
- B. Liaquat and Nazimuddin
- C. Jinnah and Nazimuddin
- D. **Jinnah, Liaquat and Nazimuddin**

Q.93: Who is the youngest person in Pakistan to receive Nishan-1-Haider?

- A. Capt. Mohd Sarwar
- B. Major Aziz Bhatti
- C. Hawaldar Lalak Jan
- D. **Ft. Lt. Rasheed Minahs**

Q.94: When were Hiroshima and Nagasaki hit by atom bombs?

- A. **August 1945**
- B. June 1945
- C. April 1944
- D. None of these

Q.95: Who is the current Secretary General of SAARC?

- A. Ahmed Saleem
- B. **Esala Ruwan**
- C. Sheal Kant Sharma
- D. None of these

Q.96: The following personalities indicate the one who has represented Pakistan at the United Nations Representative:

- A. Dr. Waheed Qureshi
- B. **Patras Bokhari**
- C. Faiz Ahmed Faiz
- D. Ate ul Haq Qasmi

Q.97: Headquarters of World Trade Organization is located in:

- A. Vienna
- B. **Geneva**
- C. Brussels
- D. London

Q.98: Of the following which one is a military alliance?

- A. ASEAN
- B. **NATO**
- C. NAFTA
- D. CECD

Q.99: Maharaja Ranjit Singh ruled Punjab for.

- A. 60 Years
- B. 50 Years
- C. **40 Years**
- D. 20.Years

Q.100: "Reuters" is the famous news agency of:

- A. U.S.A
- B. **Britain**
- C. France
- D. Russia

Data Entry Operator (Answer Key)

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