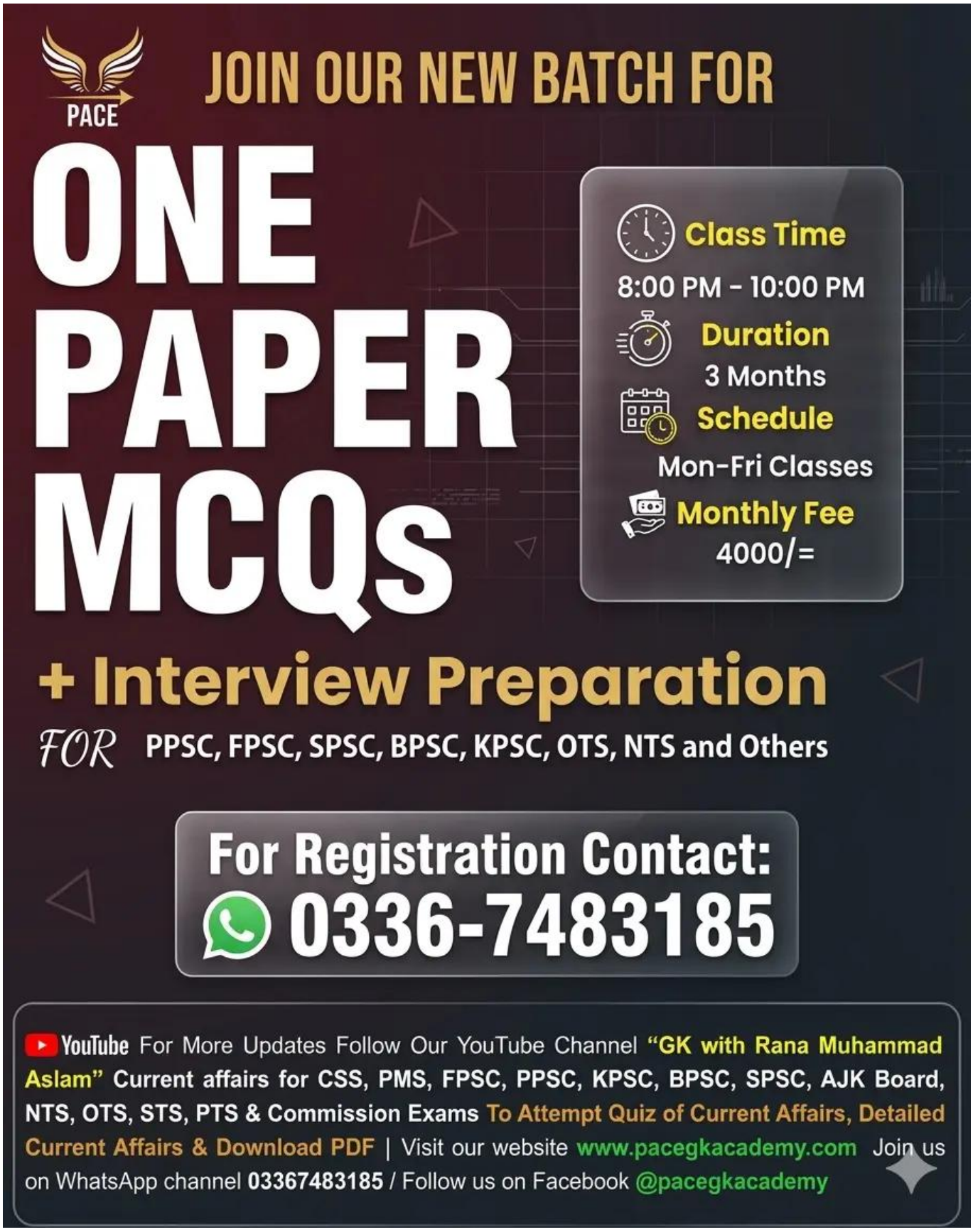
Junior Computer Operator

(Punjab Public Service Commission (PPSC))



Junior Computer Operator

Q.1: The best way to collect data and information is:
A. Visit
B. **Questionnaire**
C. Sharpness
D. None of these

Q.2: Which of the following is not Olympic Sport:
A. Swimming
B. Badminton
C. **Cricket**
D. Fencing

Q.3: Alexandria is the seaport of:
A. Italy
B. Germany
C. **Egypt**
D. Syria

Q.4: Name the type of mouse which uses later technology to detect the motion of the ball:
A. **Optical mouse**
B. Mechanical
C. Opto Mechanical
D. All of these

Q.5: Which one is not a Function in MS Excel:
A. SUM
B. MAX
C. MIN
D. **AVG**

Q.6: What is the name given to the organized collection of software that controls the overall operation of a computer:
A. Working system
B. Peripheral system
C. **Operating systme**
D. Controlling system

Q.7: Crimes committed using computers and internet are called:
A. Crime against person
B. Violent crime
C. Security crime
D. **Cybercrime**

Q.8: The process of starting an operating system when the user turns on a computer is known as:
A. **Booting**
B. Starting
C. Loading
D. Turn on

Q.9: If the company wants to check the customer preferences, then it will use the _____ option:
A. **Data Sorting**
B. Experience
C. Revenue Component
D. None of these

Q.10: The shortcut to add new slide in Powerpoint is
A. Ctrl +Z
B. **Ctrl +M**
C. Ctrl +N
D. Ctrl +O

Q.11: A software that can harm your computer called _____
A. Server
B. **Virus**
C. Extension
D. None of these

Q.12: Which one of the following converts printed documents into Digital Images:
A. Mouse
B. Keyboard
C. **Scanner**
D. Webcam

Q.13: what type of connection would be used to connect a printer directly to a network?
A. USB
B. Serial
C. Firewire
D. **Ethernet Cable**

Q.14: Binary coded are in the form of:
A. **0.1**
B. 1.1
C. 1.2
D. None of these

Q.15: Which key is used for rename:
A. F1
B. **F2**
C. F7
D. F9

Q.16: Email is used to send:
A. File
B. Audio
C. Video
D. **All of these**

Q.17: What is defined by the handout master:
A. **Layout of Handout**
B. Layout of design
C. Layout of slide
D. Layout of template

Q.18: The basic unit of a worksheet into which you enter data in Excel is called a:
A. Tab
B. **Cell**
C. Box
D. Range

Q.19: Which is the keyboard shortcut to increase font size in Microsoft Word:
A. Ctrl +[
B. **Ctrl +]**
C. Ctrl +Shift+=
D. None of these

Q.20: From which menu you can access Picture, Test Box, Chart:
A. File
B. Edit
C. **Insert**
D. View

Q.21: No computer can do anything without a:
A. Memory
B. Chip
C. **Program**
D. Output

Q.22: Which of the following stores data permanently in a computer ?
A. RAM
B. **ROm**
C. CPU
D. None of these

Q.23: Which protocol provides an e-mail facility among different hosts:
A. **SMTP**
B. FTP
C. TELNET
D. None of these

Q.24: In MS Word , by default, on which page the header or the footer is printed?
A. First Page
B. Alternate page
C. **Every page**
D. None of these

Q.25: _____ are used to identify a user who returns to a website.
A. Plug-ins
B. Scipts
C. **Cookies**
D. None of these

Q.26: Shortcut key for page break in MS Word is:
A. **Ctrl +Enter**
B. Shift+ Enter
C. Alt+ Enter
D. None of these

Q.27: When creating a computer program the _____ designs the structure of the program.
A. **Programer**
B. End User
C. System Analyst
D. None of these

Q.28: The operating system is the most common type of _____ Software
A. Communication
B. Application
C. **System**
D. None of these

Q.29: Which key is used for refresh the current window:
A. F1
B. F3
C. **F5**
D. F7

Q.30: If the displayed system time and date is wrong, you can reset it using:
A. Write
B. Calender
C. **Control Panel**
D. None of these

Q.31: What does DMA stand for :
A. Distinct memory Access
B. **Direct Memory Access**
C. Distinct Module Acess
D. Direct Memory Allocation

Q.32: A user interface that is easy to use is considered to be:
A. User Happy
B. **User Friendly**
C. User Simple
D. None of these

Q.33: Which of the following pane is NOT available in Task Pane:
A. Slide design
B. **Master slide**
C. Slide transition
D. Slide layout

Q.34: AND, OR , XOR , NOT , NAND, NOR are which type of gate:
A. **Logic gate**
B. swing gate
C. Program gate
D. Automatic gate

Q.35: Which menu bar selection would you access to open the file?
A. Option
B. Help
C. View
D. **File icon**

Q.36: The common name for the crime of stealing passwords is:
A. Spooling
B. **Spoofing**
C. Hacking
D. None of these

Q.37: Another term for main memory is:
A. **RAM**
B. ROM
C. Hard Disk
D. Faisalabad

Q.38: Which devices is used to connect the nearest device:
A. Wi-Fi
B. NFC
C. Bluetooth
D. **All of these**

Q.39: A wireless technology built-in electronic gadgets used for exchanging data over short distances is _____
A. **Bluetooth**
B. Modem
C. Wi-Fi
D. USB

Q.40: which shortcut key is used to center align the selected text:
A. Ctrl +A
B. **Ctrl +E**
C. Ctrl +T
D. Ctrl +V

Q.41: Which key on the keyboard can be used to view slide show in MS Powerpoint?
A. F1
B. F2
C. F3
D. **F5**

Q.42: A worksheet consists of set of _____ in MS Excel .
A. Rows
B. Columns
C. **Both A &B**
D. None of these

Q.43: Which basic language is used to design a Web page :
A. PHP
B. JAVA
C. **HTML**
D. None of these

Q.44: What displays the content of the active cell in Excel :
A. Name Box
B. Row Headings
C. Task pane
D. **Formula Bar**

Q.45: A light sensitive device that converts drawintg, printed text or other images into digital form is '
A. Keyboard
B. Plotter
C. **Scanner**
D. OMR

Q.46: RAM is also known as _____.
A. Read ony Memory
B. Programmable Read Only Memory
C. **Read -Write Memory**
D. Erasabe Progrmmable Read ONly Memory

Q.47: The output shown on the computer monitor is called:
A. Hard copy
B. **Soft copy**
C. Carbon copy
D. None of these

Q.48: Internet access by transmitting digital data over the wires of a local telephone network is provided by _____.
A. Leased Line
B. Digital Signal Line
C. **Digital Subscriber Line**
D. Digital Leased Line

Q.49: Microsoft word is _____ software.
A. System
B. **Application**
C. Programming
D. Built in

Q.50: Which of the following is not an output device of a computer?
A. Printer
B. **Keyboard**
C. CRT Screen
D. None of these

Q.51: What type of operating system MS-DOS is :
A. **Command Line Interface**
B. Graphicalp User Interface
C. Multitasking
D. Menu Driven Interface

Q.52: Authentication refers to :
A. Username
B. Password
C. **Both A&B**
D. None of these

Q.53: What is meant by a dedicated computer?
A. which is used by one person only
B. **which is assigned one and ony one task**
C. which uses one kind of software
D. which is meant for appliction software

Q.54: The process of removing unwanted part of an image is called:
A. Hiding
B. Bordering
C. Cuting
D. **Cropping**

Q.55: Which of the following is a single user Operating system :
A. Linux
B. Windows 7
C. **MS-DOS**
D. Windows NT

Q.56: What is internet:
A. A single network
B. A Collection of unrelated computers
C. interconnection of local area networks
D. **Interconnection of wide area networks**

Q.57: A _____ is dynamic mathematical calculation that displays a single value for a specific field .
A. Format row
B. Criteria row
C. **Aggregate function**
D. Format layout

Q.58: Presentation pages in Powerpoint is called :
A. Document
B. Page
C. **Slide**
D. Sheet

Q.59: which shortcut key is used to select the whole document in MSA Word:
A. **Ctrl +A**
B. Ctrl +H
C. Ctrl +T
D. Ctrl +Q

Q.60: The ability to read or write each piece of information in a storage device in approximately the same length of time regardless of its location is _____.
A. Sequential Access
B. **Random Access**
C. Raster Scan
D. Search

Q.61: Which shortcut key is used to open an existing file in MS Word:
A. Ctrl +N
B. **Ctrl +O**
C. Ctrl +R
D. Ctrl +I

Q.62: which key used to delete a character to its left side of the cursor:
A. **Backspace**
B. Escape
C. Delete
D. End

Q.63: Procedural language used in which generation of computers:
A. First
B. Second
C. **Third**
D. Fourth

Q.64: BIOS stands for
A. basic Input Output structure
B. Basic input Operating Sytem
C. **Basic Input Output System**
D. None of these

Q.65: The "Ctrl+ PageDown" Shortcut key is used in MS Word to:
A. **Move the cursor one-page down**
B. Move the cursor paragraph down
C. Move the cursor one-line down
D. Move the cursor one-screen down

Q.66: The _____ button is used to reload a page in the Internet browser.
A. **Reload**
B. Refresh
C. Research
D. Forward

Q.67: Which of the following software is used to prepare a presentation:
A. MS Word
B. MS Excel
C. **MS PowerPoint**
D. Worksheet

Q.68: _____ provides a path to transfer data between CPU and memory
A. Control Bus
B. Address Bus
C. **Data Bus**
D. None of these

Q.69: Which shortcut key is used to undo the last action in a document?
A. Ctrl+U
B. Ctrl+D
C. Ctrl+X
D. **Ctrl+Z**

Q.70: To delete the selected text press
A. Ctrl
B. Alt
C. Home
D. **Delete**

Q.71: B2:B6 in MS Excel represents the _____.
A. cell column
B. **Range of cell**
C. cell Row
D. Worksheet number

Q.72: Which key is used to move from one cell to another in MS Excel :
A. Ctrl
B. Ctrl+Alt
C. **Tab**
D. shift+Tab

Q.73: Which of the following is not valid data type in Excel:
A. Number
B. Label
C. **Character**
D. Data/Time

Q.74: ICT stands for
A. **Information and communication technology**
B. information and computer Technology
C. inter-connected Technology
D. Information and Common Technology

Q.75: To send audio, video, and text we use:
A. **Email**
B. YouTube
C. MS Word
D. None of these

Q.76: Which one of the following Page Orientation by default is used in MS Word while printing?
A. Regular
B. Standard
C. **Portrait**
D. Plain

Q.77: Which program is run by BIOS to check hardware components are working properly while the computer is turned ON?
A. DMOS
B. CMOS
C. **POST**
D. None of these

Q.78: EBCDIC stands for :
A. **Extended Binary Coded decimal Interchange Code**
B. Extended Bit Code Decimal Interchange Code
C. extended Case Decimal Interchage
D. Echanged Binary Case Decimal Interchange Code

Q.79: RAM stands for :
A. Read Access Memory
B. **Radom Access Memory**
C. Random Admission Memoryt
D. None of above

Q.80: Soap and detergents remove the dirt from clothes due to:
A. Osmosis
B. Capiliary action
C. **Inter facial tension**
D. Diffusion

Q.81: The Unit of Pressure is:
A. Joule
B. Newton
C. **Pascal**
D. None of these

Q.82: Ophthalmology is the study of:
A. Nerves
B. **Eyes**
C. Blood
D. Ear

Q.83: طویل نظم کو کیا کہتے ہیں؟
A. آزاد نظم
B. **مثنوی**
C. رُباعی
D. ریختی

Q.84: غزل کے آخری شعر میں شاعر اپنا تخلص استعمال کرتا ہے اسے کہتے ہیں ؟
A. مطلع
B. **مقطع**
C. آخری شعر
D. ان میں سے کوئی نہیں

Q.85: Select the most appropriate synonym of the given word. Quarantine
A. Emergency
B. **Isolation**
C. Negligence
D. Disagreement

Q.86: Every worker _____ on duty.
A. **was**
B. were
C. had
D. have

Q.87: The meaning of The Alpha and Omega is:
A. **Beginning and End**
B. Accurate and Precise
C. To make all efforts to win
D. None of these

Q.88: The synonym of modify is:
A. Subscribe
B. **Change**
C. Bring together
D. None of these

Q.89: Select the most appropriate meaning of the idiomatic expression given. To poke one's nose into
A. **To take interest in other's affairs**
B. To clean nose
C. To bury oneself
D. None of these

Q.90: Which number increases by 224 in the ratio 7:9
A. 22
B. 24
C. 26
D. **288**

Q.91: How many numbers of two digits are divisible by 9?
A. 9
B. **10**
C. 11
D. 12

Q.92: Khilafat movement was started by:
A. **Maulana Muhammad Ali Johar**
B. Quaid-e-Azam
C. Allama Iqbal
D. None of these

Q.93: A gathering of 35 prominent Indian Muslim leaders led by the Aga Khan III at the Viceregal Lodge in _____ in 1906.
A. Delhi
B. Dhaka
C. **Simla**
D. Kolkata

Q.94: Lahore Resolution was passed in:
A. 1935
B. **1940**
C. 1943
D. 1947

Q.95: In which of the following fields is the Pulitzer Prize awarded?
A. **Journalism**
B. Sports
C. Chemistry
D. Art

Q.96: Jamia Millia is located in which city:
A. **Delhi**
B. ALi Garh
C. Mumbai
D. Madras

Q.97: "Zulu" is the prominent tribe of
A. Mongolia
B. Malaysia
C. Zambia
D. **South Africa**

Q.98: The largest famine hit Ethiopia in:
A. 1980
B. **1983**
C. 1990
D. 1993

Q.99: Fidel Castro was a _____ president.
A. Italy
B. **Cuba**
C. Hungary
D. Poland

Q.100: Khushal Kahn Khattak was a poet of which language:
A. Punjabi
B. **Pushto**
C. Balouchi
D. Sindhi

Junior Computer Operator
(Answer Key)

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