

Junior Computer Operator (Morning) Irrigation Department
Held on 29-09-2024

(Irrigation and Power)



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**ONE
PAPER
MCQs**



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

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Q.1: Asia-Pacific Economic Cooperation (APEC) founded in which year?

- A. 1969
- B. 1979
- C. **1989**
- D. 2000

Q.2: The FIFA World Cup is held after how many years?

- A. **4 Years**
- B. 6 Years
- C. 2 Years
- D. 8 Years

Q.3: In 2020, which major sporting event was canceled due to the COVID-19 pandemic, marking the first time since World War II ?

- A. **Olympics**
- B. FIFA World Cup
- C. Wimbledon
- D. Cricket World Cup

Q.4: Manchar lake is located in which district?

- A. Mianwali
- B. **Dadu**
- C. Jhelum
- D. Thattha

Q.5: The Gwadar seaport in Pakistan was developed with the support of which country?

- A. United States
- B. **China**
- C. Saudia Arabia
- D. Russia

Q.6: Leaning Tower located in which country?

- A. Paris
- B. **Italy**
- C. France
- D. London

Q.7: What is the capacity of the lung?

- A. **5L**
- B. 3L
- C. 4L
- D. 8L

Q.8: Which mushroom is not edible?

- A. Straw Mushrooms
- B. Oyster Mushrooms
- C. **Amanita Phalloides**
- D. None of these

Q.9: Which Muslim Scientist invented computer?

- A. Bu Ali Sina
- B. Al-Zahravi
- C. Jabber bin Hayyan
- D. **Al-Khwarizmi**

Q.10: In which year the British sold Kashmir to Dogra Maharaja Gulab Singh?

- A. **1846**
- B. 1856
- C. 1870
- D. 1922

Q.11: What does the phrase "turn down" mean?

- A. To reject
- B. To increase in intensity
- C. To ignore completely
- D. To stand upright

Q.12: He looks upset, he has taken the criticism _____ heart.

- A. of
- B. by
- C. to
- D. from

Q.13: 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.14: The word "Everyone" is, which part of speech

- A. Noun
- B. Pronoun
- C. Adverb
- D. None of these

Q.15: "My bag is under the kitchen table," what is the underlined word's part of speech?

- A. Noun
- B. Verb
- C. Adjective
- D. Adverb

Q.16: Microsoft Office Interconnect is?

- A. A word processor
- B. Business-relationship database
- C. Spreadsheet software
- D. Graphic design tool

Q.17: Which command among the following starts MS Word application?

- A. Win.exe
- B. Word.exe
- C. Windword.exe
- D. WinWord

Q.18: Which software is used for performing a specific task?

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

Q.19: Microsoft Word, Excel, and Power Point come in?

- A. Microsoft Suite
- B. Microsoft Office Suite
- C. Adobe Suite
- D. Open Office Suite

Q.20: Which of the following is not an MS Word version?

- A. Word 2013
- B. Word 2016
- C. Word 1020
- D. Word 365

Q.21: Which device is not used in MS Word?

- A. Keyboard
- B. Joystick
- C. Mouse
- D. Printer

Q.22: Ctrl + N is used for:

- A. New Slide
- B. Open Power Point File
- C. New Document
- D. None of these

Q.23: What does Ctrl + J do in word processing?

- A. Justify the paragraph
- B. Bold text
- C. Italicize text
- D. Underline text

Q.24: Center Alignment shortcut key?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + T

Q.25: New line in same cell shortcut key in Excel?

- A. Alt + Shift
- B. Ctrl + Enter
- C. Alt + Enter
- D. Shift + Enter

Q.26: We can delete an item by pressing which key?

- A. Backspace
- B. Delete
- C. Ctrl + X
- D. Esc

Q.27: Shortcut key "Page UP" is used to ?

- A. Move one page up
- B. Move one line down
- C. Move one screen up
- D. Move one document up

Q.28: CTRL + HOME is used to ?

- A. Move to the start of a line
- B. Move to the beginning of a document
- C. Move to the end of a document
- D. Move to the next page

Q.29: "Page Down" shortcut key is used to?

- A. Move one screen down
- B. Move one line down
- C. Scroll down by half a page
- D. Move one document down

Q.30: "TAB key" in MS Excel is used to?

- A. Move to the next right cell
- B. Move to the next left cell
- C. Move one cell down
- D. Move one cell up

Q.31: CTRL + LEFT ARROW is used in an MS Word document to?

- A. Move the cursor left
- B. Move the cursor one word left
- C. Move to the next word
- D. Move to the previous page

Q.32: In MS Word, the Enter key is pressed to start?

- A. A new sentence
- B. A new paragraph
- C. A new line
- D. A new section

Q.33: To start a slide show in MS Power Point, press?

- A. F3
- B. F5
- C. F7
- D. Ctrl + F5

Q.34: What is shortcut key to close MS Power Point application?

- A. Alt
- B. Ctrl + Alt + F4
- C. Shift + Alt + F4
- D. Alt + F4

Q.35: What is the shortcut key to refresh a webpage?

- A. F2
- B. F4
- C. **F5**
- D. F8

Q.36: Which shortcut key is used to insert a new slide in power point presentation?

- A. Ctrl + S
- B. **Ctrl + M**
- C. Ctrl + N
- D. Ctrl + E

Q.37: Landscape and Portrait are in which tab in MS Word:

- A. Insert
- B. Review
- C. **Page Layout**
- D. View

Q.38: Which one of the following is not available on the clipboard?

- A. Paste
- B. Cut
- C. Format Painter
- D. **Page Setup**

Q.39: What is the tool in Word that copies only the format of selected text so that you can apply on other text?

- A. Copy
- B. Paste
- C. **Format Painter**
- D. Paste Special

Q.40: In MS Word, when we apply "Drop Cap" on a word then, by default, first character of this word drops to:

- A. **3 lines**
- B. 10 lines
- C. 2 lines
- D. 8 lines

Q.41: Shimmer, Sparkle text, and blinking background are called?

- A. Font effects
- B. Font Style
- C. **Text effects**
- D. Text Style

Q.42: To go to a specific location of a document in MS Word, we use?

- A. Hyperlink
- B. **Bookmark**
- C. HTML
- D. Macro

Q.43: Line spacing refers to _____?

- A. **The space between the lines of text**
- B. The height of the line
- C. The length of the line
- D. A and C

Q.44: What is Gutter Margin?

- A. It enhances text alignment
- B. It adjusts apacing between lines
- C. **It helps with binding**
- D. It formats tables

Q.45: To split the widow of a document into two?

- A. View > Layout
- B. **View > Window > Split**
- C. Insert > Split
- D. Layout > Split

Q.46: Which type of fonts are suitable for titles and headlines?

- A. Serif font
- B. **Sans serif font**
- C. Monospace font
- D. Script font

Q.47: Which of the following is an example of Automatic Text Formatting?

- A. Underlining hyperlinks
- B. Replacing two - s with a hyphen
- C. Adjusting extra space
- D. **All of these**

Q.48: What is a note or annotation an author or reviewer adds to a document?

- A. Footnote
- B. **Comment**
- C. Header
- D. Citation

Q.49: In which layout view can you overwrite text?

- A. Normal Mode
- B. **Overtyping Mode**
- C. Overwrite Mode
- D. Draft Mode

Q.50: A ghost text like "Confidential" in Microsoft Word is often referred to as a:

- A. **Watermark**
- B. Shadow text
- C. Placeholder text
- D. Hidden text

Q.51: We can remove or hide the border of a shape by selecting?

- A. No Fill
- B. **No Outline**
- C. Borderless
- D. Transparent

Q.52: Portrait orientation is used for?

- A. Presentation
- B. **Printing**
- C. Viewing
- D. Editing

Q.53: Which of the following helps you insert the content of the clipboard as text without formatting?

- A. Format painter
- B. **Paste Special**
- C. Paste Link
- D. Insert Clipboard

Q.54: Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?

- A. File, print, preview
- B. **The print button**
- C. File, print
- D. Ctrl + P

Q.55: What is the extension of a Power Point file?

- A. .ppt
- B. .docx
- C. .xlsx
- D. **.pptx**

Q.56: Which option do you use to add a new slide in Microsoft Power Point?

- A. View Tab
- B. **Insert**
- C. Slide Sorter View
- D. File Menu

Q.57: An easy way to organize slides in Power Point is?

- A. Normal View
- B. **Slide Sorter**
- C. Outline View
- D. Master View

Q.58: If you read the document and want to hide all other elements what will you do?

- A. **Read Mode**
- B. Outline view
- C. Print layout view
- D. Draft View

Q.59: When you want to move text to the right side, you use?

- A. Right Indent
- B. **Right Align**
- C. Right Tab
- D. Right Justify

Q.60: Which template provides design concept fonts and color scheme:

- A. **Design template**
- B. Color template
- C. Animation template
- D. None of these

Q.61: Which of the following is not a font?

- A. Calibri
- B. Arial
- C. Times New Roman
- D. **Page Margin**

Q.62: In MS Power Point, Slide Design option is available in ?

- A. Format Tab
- B. Menu Bar
- C. Home Tab
- D. **Design Tab**

Q.63: To save a duplicate copy of an opened document, which option is used?

- A. Save
- B. **Save As**
- C. Save Copy
- D. Save Duplicate

Q.64: Which Ms Power Point feature is used to apply motion effects to objects on a slide?

- A. Slide Transition
- B. Slide Design
- C. Animation Objects
- D. **Animation Scheme**

Q.65: The best view to insert a new slide in a Power Point presentation is?

- A. **Slide sorter view**
- B. Normal view
- C. Reading view
- D. Slide master view

Q.66: Slide sorter can be accessed through which menu in Power Point?

- A. Insert
- B. **View**
- C. Edit
- D. File

Q.67: On which bar can we see the current position of the slide in MS Power Point?

- A. Ribbon
- B. Menu bar
- C. **Status bar**
- D. Tool bar

Q.68: Which of the following is not a function in Microsoft Excel?

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

Q.69: Which one of the following function is not found in MS Excel?

- A. Max
- B. Min
- C. **Mean**
- D. Median

Q.70: The intersection of a column and row in a spreadsheet is called:

- A. Key
- B. Field
- C. **Cell**
- D. Menu

Q.71: With which of the following all formulas in excel starts:

- A. /
- B. **=**
- C. +
- D. &

Q.72: How many types of references are available in MS Excel?

- A. 2
- B. **3**
- C. 4
- D. 5

Q.73: A page in MS Excel is in the form of?

- A. Chart
- B. **Table**
- C. Report
- D. Graph

Q.74: In MS Excel, to delete duplicate values, which menu is used?

- A. File
- B. **Data**
- C. Edit
- D. View

Q.75: Which of the following enables you to process letters?

- A. Word Count
- B. **Mail Merge**
- C. Review Pane
- D. Print Layout

Q.76: If you want to compare the performance of two employees in 2016, which chart will you use?

- A. Pivot Chart
- B. Pie Chart
- C. **Line Chart**
- D. Column Chart

Q.77: To add up the cells in Excel, which function is used?

- A. ADD
- B. **SUM**
- C. AVERAGE
- D. COUNT

Q.78: Which function in excel returns a remainder of division:

- A. Divide
- B. **MOD**
- C. ACOT
- D. None of these

Q.79: In MS Excel 2016, 'Conditional Formatting' option is available in menu.

- A. Insert
- B. Page Layout
- C. Formulas
- D. **Home**

Q.80: In MS Excel evaluate the formula (7-3) (6+1)/4 result will be

- A. 5
- B. 3
- C. **7**
- D. 8

Q.81: In MS Excel 2016, one has to go to which option for setting or clearing print area?

- A. Insert
- B. **Page Layout**
- C. Data
- D. Review

Q.82: You can check the condition against which we apply conditional formatting using?

- A. Formula
- B. Cell
- C. Rule Manager
- D. **Both Formula and Cell**

Q.83: What do you mean by vertical separation between columns?

- A. Gutter
- B. Index
- C. **Margin**
- D. Indent

Q.84: What is 'Virtualization'?

- A. Creating physical environment on hardware side
- B. **To create a virtual version of a device or resource**
- C. Remote connection
- D. Create logical connection with OS

Q.85: API stands for ____?

- A. Algorithmic Protocol Interface
- B. Application Protocol Interface
- C. **Application Programming Interface**
- D. Accelerated Programming Interface

Q.86: Which one is a correct form of an Email address?

- A. **name@website.info**
- B. www.nameofwebsite.com
- C. name@website.com
- D. name.website.com

Q.87: Cursor is?

- A. **A thin blinking line**
- B. A mouse pointer
- C. A page border
- D. A selection tool

Q.88: Operating System, editors, and debuggers come under?

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

Q.89: Microsoft Accounting is used for?

- A. **A tool for managing business finances**
- B. Project management software to keep track of events and to create network charts and gantt charts
- C. A word processor
- D. A graphics ed Diagram and flow-charting software

Q.90: Instructions in computer language consist of?

- A. OPCODE
- B. OPERAND
- C. **Both**
- D. None of these

Q.91: The primary function of a register in CPU is?

- A. To store data temporarily
- B. To process instructions
- C. **To store program instructions**
- D. To store files

Q.92: An effective method for ranking websites in search engine results is?

- A. PPC
- B. **SEO**
- C. Affiliate Marketing
- D. Social Media

Q.93: In the given logical expression, if two conditions are true, which gate will output True?

- A. **AND Gate**
- B. OR Gate
- C. NAND Gate
- D. XOR Gate

Q.94: A security system designed to prevent unauthorized access into or out of a computer network is called?

- A. Antivirus
- B. **Firewall**
- C. Proxy Server
- D. VPN

Q.95: MS Access is used for _____.

- A. Create web pages
- B. Tool development
- C. **Data table**
- D. None of these

Q.96: $(x + 1)/8 - (x-1)/7 = 0$ find the value of X?

- A. 8
- B. 15
- C. **-8**
- D. -15

Q.97: The ratio of the internal angle to the external angle in a regular polygon is 13 : 2, how many sides does the polygon have?

- A. 7
- B. 10
- C. **15**
- D. 18

Q.98: A polygon having four sides is called?

- A. Triangle
- B. **Quadrilateral**
- C. Pentagon
- D. Hexagon

Q.99: علامہ اقبال کا پہلا شعری مجموعہ کونسا تھا؟

- A. ارمغان حجاز
- B. اسرارخودی
- C. **بانگ درا**
- D. ان میں سے کوئی نہیں

Q.100: اردو کا پہلا صاحب دیوان شاعر کون ہے؟

- A. **قلی قطب شاہ**
- B. مومن
- C. میر درد
- D. ان میں سے کوئی نہیں

Junior Computer Operator (Morning) Irrigation Department Held on 29-09-2024 (Answer Key)

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