

# Data Entry Operator (BS-12) (31-05-2025)

(Punjab Police Special Branch)



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**Q.1: Shortcut key is use to increase font size is:**

- A. **Ctrl + Shift + >**
- B. Ctrl + Shift +
- C. Ctrl + Shift + /
- D. None of these

**Q.2: What is the file extension of MS Word?**

- A. .docs
- B. **.docx**
- C. .doc
- D. None of these

**Q.3: Which shortcut key is used for copying the text?**

- A. **Ctrl + C**
- B. Ctrl + X
- C. Ctrl + Y
- D. None of these

**Q.4: Which shortcut key is used for change case?**

- A. Shift + F1
- B. Shift + F2
- C. **Shift + F3**
- D. None of these

**Q.5: Which Shortcut key is used for subscript?**

- A. **Ctrl + =**
- B. Ctrl + \*
- C. Ctrl + &
- D. None of these

**Q.6: If you need to hide some paragraphs, how can you do it in MS Word?**

- A. **From Font Dialog box**
- B. From Home button
- C. From insert and design
- D. None of these

**Q.7: In which view header and footers are visible?**

- A. **Print layout view**
- B. Design view
- C. Screen size
- D. None of these

**Q.8: Space between the line of paragraph?**

- A. **Line spacing**
- B. page spacing
- C. page break
- D. None of these

**Q.9: The feature of word that automatically adjust the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?**

- A. **Keming**
- B. Laming
- C. Tanning
- D. None of these

**Q.10: Which of the following is not character spacing?**

- A. **Raised**
- B. Page break
- C. 1.5 Spacing
- D. None of these

**Q.11: The bar at the top most line of a window is called?**

- A. Space Bar
- B. Title Bar
- C. Task Bar
- D. None of these

**Q.12: Which of the following is not a valid version of MS-Office?**

- A. 2016 MS-Office
- B. 2000 MS-Office
- C. Office Vista
- D. None of these

**Q.13: Ctrl + Q shortcut key is used in MS-Word for:**

- A. Paragraph remove
- B. paragraph break
- C. new paragraph
- D. None of these

**Q.14: Zoom in and out button is available on?**

- A. View option toolbar
- B. home
- C. design
- D. None of these

**Q.15: Protect document option found in the \_\_ tab of the ribbon.**

- A. view
- B. Review
- C. Options
- D. None of these

**Q.16: You cannot close MS Word application by:**

- A. choosing file menu then exit submenu
- B. Press Alt+ f4
- C. Click X on the title bar
- D. None

**Q.17: Which shortcut key is use to switch between open apps in Window 10?**

- A. Shift + Tab
- B. Alt + Tab
- C. Tab + /
- D. None of these

**Q.18: In excel, the cell reference of the active cell, will also appear in ?**

- A. Name box
- B. Description box
- C. Title Box
- D. None of these

**Q.19: What is range in cell?**

- A. A1, A2
- B. A1: A2
- C. A1>A2
- D. None of these

**Q.20: The keyword shortcut to minimize an Excel worksheet?**

- A. Ctrl + F9
- B. Ctrl + F8
- C. Ctrl + F7
- D. None of these

**Q.21: How many rows are in one Microsoft Excel sheet?**

- A. 1048576
- B. 1100000
- C. 1000067
- D. None of these

**Q.22: Which key is used to create a formula to sum all of the above cells?**

- A. Alt+=
- B. Ctrl + =
- C. Shift + =
- D. None of these

**Q.23: Which key is used to extend selection down?**

- A. **Shift + down**
- B. Ctrl + down
- C. Alt + down
- D. None of these

**Q.24: The \_\_ feature of MS Excel quickly completes a series of data :**

- A. **Auto Fill**
- B. = Fill
- C. Ctrl + \$
- D. None of these

**Q.25: Default file name in MS Excel is?**

- A. Book
- B. **Book1**
- C. File1
- D. None of these

**Q.26: In MS Excel, a formula starts with\_\_?**

- A. +
- B. -
- C. =
- D. None of These

**Q.27: In MS Excel, the \_\_ function is used to count the number of cells within a range?**

- A. COUNT
- B. **COUNTIF**
- C. COUNTTHEN
- D. None of These

**Q.28: Sorting from A to Z is called?**

- A. **Ascending**
- B. Descending
- C. Constant
- D. None of These

**Q.29: The arranging of data in a logical sequence is called?**

- A. **Sorting**
- B. Arranging
- C. Organizing
- D. None of These

**Q.30: How many types of document views are there in MS Word?**

- A. 3
- B. 4
- C. **5**
- D. None of These

**Q.31: MS Word is a:**

- A. **Application software**
- B. virus software
- C. gaming software
- D. None of These

**Q.32: Shortcut key for slideshow in MS Power point ?**

- A. F2
- B. **F5**
- C. F6
- D. None of these

**Q.33: Power point is used for making?**

- A. Files
- B. **Presentation**
- C. Copies
- D. None of these

**Q.34: For making flow chart and presentation which is used?**

- A. **Powerpoint**
- B. Excel
- C. Word
- D. None of these

**Q.35: What is the first slide called in powerpoint?**

- A. **Title**
- B. Start
- C. Beginning
- D. None of these

**Q.36: \_\_\_ is a predefined set of colors, fonts and visual effects that you apply to your slides in Power point for a unified, professional look.**

- A. **Theme**
- B. Slide
- C. Show
- D. None of these

**Q.37: .ppt is file extension of?**

- A. **PowerPoint**
- B. Word
- C. Excel
- D. None of these

**Q.38: In MS Powerpoint, on mouse click option can be used by?**

- A. **Transition & on mouse click**
- B. Insert & on mouse click
- C. both
- D. None of these

**Q.39: The PowerPoint view that displays only text (title and bullets) is?**

- A. **Outline view**
- B. Offline View
- C. Both
- D. None of these

**Q.40: Which file format can be added to a PowerPoint show?**

- A. .jpg
- B. .gif
- C. .wav
- D. **All of these**

**Q.41: The silicon chips used for data processing are called?**

- A. **Microprocessors**
- B. Control panels
- C. screens
- D. All of these

**Q.42: Third generation computers use ?**

- A. **integrated circuits**
- B. external circuits
- C. internal circuits
- D. None of these

**Q.43: Father of Computer?**

- A. **Charles baggage**
- B. Leo Mark
- C. Alan Turing
- D. None of these

**Q.44: Father of Microsoft?**

- A. Bill Gates
- B. Paul Allen
- C. **Both**
- D. None of these

**Q.45: ADA is a ?**

- A. **programming language**
- B. software
- C. virus
- D. None of these

**Q.46: The primarily used language for creating web pages?**

- A. C+
- B. **HTML**
- C. C++
- D. None of these

**Q.47: A computer has more than one processor which is known as?**

- A. **Multiprocessor**
- B. processor
- C. task manager
- D. None of these

**Q.48: You can send mail/ letter to two or more people with different mailing by?**

- A. **mail merge**
- B. mail combine
- C. male support
- D. None of these

**Q.49: The process that produces results of processed data for getting useful information is known as \_\_\_**

- A. input
- B. **output**
- C. storage
- D. None of these

**Q.50: The computer that process both analog and digital is called ?**

- A. **Hybrid Computer**
- B. Speedy Computer
- C. Modern Computer
- D. None of These

**Q.51: Which of the following is a database management system ?**

- A. **MS Access**
- B. MS Excel
- C. MS Word
- D. None of These

**Q.52: Which is use for database?**

- A. **MySQL**
- B. Word
- C. Excel
- D. None of These

**Q.53: Htpps Stands for?**

- A. Hypertext Transfer Protocol Section
- B. **Hypertext Transfer Protocol Secure**
- C. Hypertext Transfer Protocol start
- D. None

**Q.54: Which software is used for projects management and tasks?**

- A. MS word
- B. Ms excel
- C. Ms Powerpoint
- D. **ASANA**

**Q.55: Which of the following is a network connector?**

- A. RJ44
- B. **RJ45**
- C. RJ46
- D. None

**Q.56: How to remove border from Excel?**

- A. **Home>Border>no border**
- B. g
- C. g
- D. g

**Q.57: Average B3 to E5 will be written in Excel?**

- A. **=Average(B3:E5)**
- B. Avg(B3E5)
- C. =Average B3 to E5
- D. None of these

**Q.58: What is indentation in MS Excel?**

- A. **horizontal shift of text with in a cell**
- B. Vertical shift of text with in a cell
- C. Both
- D. None of these

**Q.59: Which is the best definition of internet?**

- A. **Global Computer network**
- B. Global networking system
- C. Computer linking system
- D. None of these



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**(Answer Key)**

1. **A** 2. **B** 3. **A** 4. **C** 5. **A** 6. **A** 7. **A** 8. **A** 9. **A** 10. **A**  
11. **A** 12. **C** 13. **A** 14. **A** 15. **B** 16. **A** 17. **B** 18. **A** 19. **B** 20. **A**  
21. **A** 22. **A** 23. **A** 24. **A** 25. **B** 26. **C** 27. **B** 28. **A** 29. **A** 30. **C**  
31. **A** 32. **B** 33. **B** 34. **A** 35. **A** 36. **A** 37. **A** 38. **A** 39. **A** 40. **D**  
41. **A** 42. **A** 43. **A** 44. **C** 45. **A** 46. **B** 47. **A** 48. **A** 49. **B** 50. **A**  
51. **A** 52. **A** 53. **B** 54. **D** 55. **B** 56. **A** 57. **A** 58. **A** 59. **A**

