

## Data Entry Operator (BS-14) Held in 2022

(Lahore High Court)



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**Q.1: Flat panels are usually used in**

- A. Personal computer
- B. Super computer
- C. Main frame computer
- D. **Laptops**

**Q.2: Cary T90 is an example of**

- A. Hybrid computer
- B. IBM
- C. **Super computer**
- D. Personal computer

**Q.3: Which one is application software?**

- A. Linux
- B. Windows
- C. **MS-Excel**
- D. DOS

**Q.4: The language used for artificial intelligence is?**

- A. Fortran
- B. Cobol
- C. **Lisp**
- D. Assembly

**Q.5: Which of the following is not a type of bus in the computer?**

- A. Control bus
- B. **Power bus**
- C. Data bus
- D. All of the above

**Q.6: In a network with 25 computers which topolog would require the most extensive cabling?**

- A. Star
- B. **Mesh**
- C. Bus
- D. None of the above

**Q.7: Decimal value of  $2^{-1}$  is equal to?**

- A. 0.25
- B. **0.5**
- C. 0.1
- D. 0.05

**Q.8: In the topology computer is directly linked to a centre computer?**

- A. Node
- B. Bus
- C. **Star**
- D. Ring

**Q.9: MAN stands for?**

- A. Metro Area Network
- B. **Metropolitan Area Network**
- C. Metropolitan Area Number
- D. None of these

**Q.10: Which of the following is the second largest measurement of RAM?**

- A. **Gigabyte**
- B. Byte
- C. Megabyte
- D. Terabyte

**Q.11: Programs stored in ROM are called?**

- A. **Firmware**
- B. Fireware
- C. Farmware
- D. Formware

**Q.12: Cache memory acts between?**

- A. RAM and ROM
- B. CPU and Hard disk
- C. **CPU and RAM**
- D. All of these

**Q.13: Analog computer works on the supply of?**

- A. Natural strength
- B. Physical strength
- C. **Continuous electrical pulses**
- D. Magnetic strength

**Q.14: Microsoft Word was released in which year?**

- A. 1982
- B. 1981
- C. 1984
- D. **1983**

**Q.15: What was the initial name of Microsoft Word when it was released?**

- A. Multi-Transition Word
- B. Multi-Technique Word
- C. **Multi-Tool Word**
- D. Multi-Type Word

**Q.16: Office Button is symbolized with which feature on MS Word?**

- A. Ribbon
- B. Paper
- C. **Office**
- D. Arrow

**Q.17: Which of the following option is provided by Office Button?**

- A. Save
- B. Open
- C. Print
- D. **All of the above**

**Q.18: Where is Office Button located in MS Word?**

- A. Left Bottom
- B. **Left Upper**
- C. Right Bottom
- D. Right Upper

**Q.19: Which of the following document settings can be changed from the Home tab?**

- A. Adding Bullets
- B. Font Size
- C. Adjusting Styles
- D. **All of the above**

**Q.20: Which of the following is the 2nd tab in the Ribbon?**

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

**Q.21: Which of the following can be added using the Insert tab?**

- A. Picture
- B. Table
- C. Clip Art
- D. **All of the above**

**Q.22: Which of the following is not a command in Insert tab?**

- A. **Style**
- B. Page
- C. Table
- D. Link

**Q.23: Which of the following can be changed using the Page layout tab?**

- A. Arrange
- B. Theme
- C. Page Setup
- D. **All of the above**

**Q.24: Which of the following tab is used to add the document citation?**

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

**Q.25: How many commands are present in the Reference tab?**

- A. 5
- B. 4
- C. **6**
- D. 7

**Q.26: An excel workbook is a collection of?**

- A. Worksheets
- B. Workbooks
- C. Charts
- D. **Worksheets and Charts**

**Q.27: Which of these keys are used in MS Excel to insert the current time in workbook?**

- A. Ctrl +! (B)
- B. **Ctrl + Shift + ;**
- C. Ctrl+\*
- D. None of these

**Q.28: Getting data from a cell located in a different sheet is called**

- A. **Cell Referencing**
- B. Accessing
- C. Functioning
- D. Updating

**Q.29: In MS Excel ready- made templates are available under the \_\_\_\_ tab?**

- A. Insert
- B. **File**
- C. Design
- D. None of the above

**Q.30: You can edit existing Excel Data by pressing the key**

- A. F4 key
- B. F1 key
- C. **F2 key**
- D. F3 key

**Q.31: When you insert an Excel File into a word document, the data are?**

- A. **Embedded**
- B. Hyperlinked
- C. Placed in a word table
- D. Linked

**Q.32: The greater than sign is an example of \_\_\_\_ operation?**

- A. Greater
- B. Arithmetic
- C. **Logical**
- D. Conditional

**Q.33: Which function displays row data into column or column data into a row?**

- A. Index
- B. Hyperlink
- C. **Transpose**
- D. Rows

**Q.34: Microsoft Office Inter Connect is?**

- A. **Business-relationship database**
- B. An application that supports editing scanned documents
- C. A scanning and OCR application
- D. None of these

**Q.35: f you press\_\_\_\_the cell accepts your typing as its content?**

- A. Alt+Enter
- B. Tab
- C. Ctrl+Enter
- D. **Enter**

**Q.36: The default style for new data keyed in a new workbook is \_\_\_\_?**

- A. **Normal**
- B. Comma
- C. Currency
- D. Percent

**Q.37: How we can view a cell comment?**

- A. Click the display comment command on the window menu
- B. Position the mouse pointer over the cell
- C. Click the comment command on the view menu
- D. **Click the edit comment commands on the Insert menu**

**Q.38: Which of these will not select all the cells in a document?**

- A. **Clicking three times with the right mouse button in the spreadsheet**
- B. Using the Edit - Selection All menu
- C. Pressing Ctrl + A on the keyboard
- D. None of these

**Q.39: Which of the following is not an element of a computer spreadsheet interface?**

- A. Workbook
- B. **Pencil work**
- C. Active cell
- D. Menu bar

**Q.40: In a computer spreadsheet rows are labeled \_\_\_\_ ?**

- A. by symbols
- B. by letters
- C. **by numbers**
- D. by cell references

**Q.41: Basic unit of a computer worksheet in which you enter text and numbers is known as?**

- A. **Cell**
- B. Workbook
- C. Column
- D. Row

**Q.42: User-developed instructions for excel are called \_\_\_\_?**

- A. Procedure
- B. Program
- C. **Macros**
- D. All of these

**Q.43: Computer spreadsheet cell that is highlight with a heavy border is a \_\_\_\_?**

- A. Cell
- B. **Active cell**
- C. Cell containing a formula
- D. Locked cell

**Q.44: Which of these is a type of sound file?**

- A. LOG files
- B. DAT files
- C. **WAV Files**
- D. DRV Files

**Q.45: In the current presentation, if we want to a new slide, we can choose which of these?**

- A. Ctrl + O
- B. Ctrl + F
- C. **Ctrl + M**
- D. Ctrl + N

**Q.46: Which of these terms do we use when an im in a clip art changes the direction that originally facing?**

- A. Rotate
- B. Group
- C. Flip
- D. **B and C**

**Q.47: Which of these refers to the PowerPoint used for displaying only the text (title) bullets)?**

- A. Notes page view
- B. Slide sorter show
- C. Slide view
- D. **Outline view**

**Q.48: Which toolbar provides various options different master views?**

- A. **Common tasks toolbar**
- B. Standard toolbar
- C. Formatting toolbar
- D. Drawing toolbar

**Q.49: We can find any and every command on the?**

- A. Standard toolbar
- B. **Menu bar**
- C. Formatting toolbar
- D. Drawing toolbar

**Q.50: Which of these features should one use we want to type in the text box for notes?**

- A. Slide shows
- B. **Insert**
- C. Slide master
- D. Zoom

**Q.51: Which of these is the page setup orientatio default of the slides in PowerPoint?**

- A. Portrait
- B. **Landscape**
- C. Vertical
- D. None of the ab

**Q.52: From which of these menus can we acce Text Box, Picture, Chart, etc?**

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

**Q.53: Which of these font effects is NOT availab the PowerPoint Font dialogue box?**

- A. Emboss
- B. Shadow
- C. Underline
- D. **Strikethrough**

**Q.54: Which of these sections does a slide la NOT have?**

- A. **Animations**
- B. Lists
- C. Charts
- D. Titles

**Q.55: If you want to insert some slides from presentation into current one chooses?**

- A. From Insert menu choose Slides
- B. **From Insert menu choose Slides from**
- C. From Insert menu choose Slides
- D. None of these

**Q.56: What are the three options available in the Insert >> Picture menu?**

- A. Clipart, From File, Shapes
- B. Clipart, Pictures, Shapes
- C. Clipart, From files, AutoShapes
- D. **Clipart, Pictures, AutoShapes**

**Q.57: To insert slide numbers?**

- A. Insert a text box and select insert >> Page Number
- B. Insert a textbox and select insert >> Page Number
- C. **Choose Insert >> Slide Number**
- D. Insert a new text box and select Insert >> slide Number

**Q.58: In a PowerPoint presentation**

- A. Sound clips can be inserted but not movie clips
- B. Movie clips can be inserted but not sound clips
- C. Both cannot be inserted
- D. **Both can be inserted**

**Q.59: To insert a hyperlink in a slide**

- A. Choose to insert >> hyperlink
- B. Press Ctrl + K
- C. Hyperlinks can't be inserted in slides
- D. **Both A & B**

**Q.60: A computer on the internet is identified by**

- A. E-mail address
- B. Street address
- C. **IP address**
- D. None of the above

**Q.61: What is telnet?**

- A. Search engine
- B. Browser
- C. **Protocol**
- D. Gateway

**Q.62: Select the example of connectivity?**

- A. **Internet**
- B. Floppy Disk
- C. Data
- D. Power card

**Q.63: Which term is not used by intranet?**

- A. HTTP
- B. IP
- C. TCP
- D. **BSNL**

**Q.64: Which term avoided in E-mail**

- A. Subject line
- B. Re-Reading
- C. **Wrong E-mail address**
- D. Smileys

**Q.65: Which domains are used by profit business?**

- A. .org
- B. .edu
- C. .net
- D. **.com**

**Q.66: What was the first network that provides the basis for the internet?**

- A. ARAPANET
- B. AAPARANET
- C. **ARPANET**
- D. PARA NET

**Q.67: The web page code is written using**

- A. Perl
- B. **Hypertext markup language**
- C. Winzip
- D. URL

**Q.68: The computer connected to the internet must have?**

- A. **Have a unique IP address**
- B. be an IBM PC
- C. have a modem connection
- D. be internet compatible

**Q.69: The use of physical punishment for class management is called ?**

- A. **Corporal punishment**
- B. Extinction technique
- C. Satiation technique
- D. Time out technique

**Q.70: Carpenter is to wood as a tailor is to \_\_\_\_?**

- A. Ship
- B. Machine
- C. **Cloth**
- D. Shop

**Q.71: Limb is to body as the branch is to \_\_\_\_?**

- A. Grass
- B. Building
- C. **Tree**
- D. Garden

**Q.72: Milk is to white as the sky is to \_\_\_\_?**

- A. Red
- B. **Blue**
- C. Green
- D. Black

**Q.73: Boot is to foot as the glove is to \_\_\_\_?**

- A. Cloth
- B. Wool
- C. **Hand**
- D. Cotton

**Q.74: The market is nearer to them than \_\_\_\_?**

- A. Ourselves
- B. We
- C. Ours
- D. **Us**

**Q.75: A person who talks in his/her sleep is called a \_\_\_\_?**

- A. **Somniquist**
- B. Bourgeois
- C. Ventriloquist
- D. Insomnist

**Q.76: Something that is hard but likely to crack easily is called \_\_\_\_?**

- A. Flexible
- B. Resilient
- C. **Brittle**
- D. Supple

**Q.77: A person who helps another do a crime is called a**

- A. Amateur
- B. Cuckold
- C. **Accomplice**
- D. Changeling

**Q.78: The antonym of stale is \_\_\_\_?**

- A. Break
- B. Old
- C. Tale
- D. **Fresh**

**Q.79: "Spirit of Islam" book was written by?**

- A. Quaid-e-Azam
- B. **Syed Ameer Ali**
- C. Allama Iqbal
- D. Sir Syed

**Q.80: Instructions are written in machine language as?**

- A. **Binary Code**
- B. English Code
- C. Link Code
- D. Ne. Monics

**Q.81: How many characters in ASCII 8-bit code can represent?**

- A. 390 characters
- B. 1000 characters
- C. 156 characters
- D. **256 characters**

**Q.82:  $x(yz) - (xy)z$  is a representation of the?**

- A. distributive law
- B. **associative law**
- C. multiplicative law
- D. addition law

**Q.83: Hardware is best described as?**

- A. Program
- B. **Physical parts**
- C. Printed parts
- D. Logical parts

**Q.84: An element of an array is mentioned by its**

- A. **Subscript**
- B. Array
- C. Object
- D. Name of element

**Q.85: What is the main difference between a mainframe and a super computer?**

- A. Supercomputers are much smaller than mainframe computers
- B. Supercomputer is much larger than mainframe computers
- C. **Supercomputers are focused to execute a few programs as fast as possible while the main frame used its power to execute as many programs concurrently**
- D. Supercomputers are focused to execute as many programs as possible while the mainframe uses its power to execute a few programs as fast as possible

**Q.86: Is it necessary for an algorithm to solve a problem with an infinite number of steps?**

- A. Yes
- B. **No**
- C. Error
- D. None of these

**Q.87: Arithmetic Operations are performed by?**

- A. AU
- B. LU
- C. **ALU**
- D. CU

**Q.88: A processor is also known as?**

- A. UPS
- B. **CPU**
- C. UPC
- D. PUS

**Q.89: Which of the following part of the CPU controls the sequence of their instructions?**

- A. **CU**
- B. AU
- C. ALU
- D. LU

**Q.90: RAM stands for?**

- A. Random Analysis
- B. **Random Access Memory**
- C. Random Available Memory
- D. Read Able Memory

**Q.91: ROM stores data?**

- A. Temporarily
- B. **Permanently**
- C. Fully
- D. Partially

**Q.92: Which of the following is the highest speed slot?**

- A. **AGP**
- B. ISA
- C. AGC
- D. PCI

**Q.93: A video game is played by using \_\_\_\_ card?**

- A. Modem
- B. Sound
- C. **Graphics**
- D. Network information

**Q.94: Barcode reader is a/an device?**

- A. **Input**
- B. Output
- C. Display
- D. Storage

**Q.95: Which is used in security systems and crimin investigations?**

- A. Robots
- B. **Fingerprint reader**
- C. Sound Card
- D. Barcode Reader

**Q.96: Which is also known as a mechanical agent?**

- A. Barcode Reader
- B. Computer
- C. Processor
- D. **Robots**

**Q.97: \_\_\_\_ is the set of instructions given to th computer to perform a specific task?**

- A. Printer
- B. Monitor
- C. Hardware
- D. **Software**

**Q.98: A common technique to help people begin the creative process is?**

- A. **Brain storming**
- B. Calculations
- C. Thoroughness
- D. Mental shortcuts

**Q.99: Non-permanent members of the UN Security Council are elected for a term of \_\_\_\_?**

- A. **2 years**
- B. 1 year
- C. 5 years
- D. 3 years

**Q.100: Braille education system was introduced by Braille for?**

- A. Dump
- B. **Blinds**
- C. Handicap
- D. Labours

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## **Data Entry Operator (BS-14) Held in 2022 (Answer Key)**

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