

Junior Clerk

(Services and General Administration)



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ONE PAPER MCQs



Class Time

8:00 PM – 10:00 PM



Duration

3 Months



Schedule

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4000/=

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Junior Clerk

Q.1: The Famous Pakistani cricketer, Shahid Afridi made a world record of fastest Hundred in just _____ balls.

- A. 25
- B. 35
- C. 27
- D. **37**

Q.2: In Volley Ball how long does each player have to warm up the ball and themselves before a match (on the match court)?

- A. 1 minute
- B. **3 minutes**
- C. 5 minutes p
- D. 2 minutes

Q.3: Which one is a famous city of Australia?

- A. Milan
- B. **Sydney**
- C. Osaka
- D. Seoul

Q.4: Saint Petersburg is a famous city of:

- A. UK
- B. Maly
- C. Georgia
- D. **Russia**

Q.5: Colosseum, an amphitheater was built in:

- A. Athens
- B. Naples
- C. **Rome**
- D. Milan

Q.6: Bolan Pass is located in which province?

- A. **Baluchistan**
- B. Khyber Pukhtunkhwa
- C. Sindh
- D. Punjab

Q.7: The longest mountain range (above the sea level) is:

- A. Himalayas
- B. Kara Korum
- C. Rocky Mountains
- D. **Andes**

Q.8: 'Satpara Lake' is in:

- A. **Skardu**
- B. Gilgit
- C. Hunza
- D. Kaghan

Q.9: 'Bala Hissar' (The elevated Fort) is situated at:

- A. Quetta
- B. **Peshawar**
- C. Swat
- D. Hyderabad

Q.10: Capital city of Albania i s

- A. **Tirana**
- B. Belgrade
- C. Srebrenica
- D. Pristina

Q.11: Spin Boldak is in:

- A. Iran
- B. Russia
- C. **Afghanistan**
- D. Pakistan

Q.12: The Colosseum and the Forum are right next to each other in:

- A. Paris
- B. London
- C. Boston
- D. **Rome**

Q.13: A joystick is a(n) _____ device.

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

Q.14: The default language of Microsoft Word is:

- A. **USA English**
- B. UK English
- C. Canadian English
- D. Australian English

Q.15: Which of the following devices is used to store data permanently?

- A. **Hard Disk**
- B. Printer
- C. Cashe
- D. RAM

Q.16: When creating a new table which method can be used to choose fields from standard databases and tables

- A. create table in design view
- B. **Create table using wizard**
- C. Create table by entering data
- D. None of these

Q.17: Rows in Microsoft Excel are labelled as:

- A. **1, 2,3, etc**
- B. A1, A2, etc
- C. C, A B, C, etc
- D. D, A*, 13*, etc

Q.18: In the world of computer science what is LINUX?

- A. A malware
- B. An application Program
- C. A firmware
- D. **An operating System**

Q.19: In which transmission mode is the communication two-way with the channel being used by both connected devices simultaneously?

- A. Simplex
- B. Half duplex
- C. **Full duplex**
- D. Revrse

Q.20: A type of malware often disguised as legitimate software is:

- A. **Trojan Horse**
- B. PDF
- C. Chrome
- D. Safari

Q.21: A computer virus is:

- A. A Micro organism
- B. Electromagnetic waves entering computer through a network
- C. A useful micro component of a computer
- D. **A computer programme**

Q.22: Which of following is Not one of Excel's "what-if' function?

- A. Goal seek
- B. Solver
- C. Scenario manager
- D. **Auto Outline**

Q.23: What PowerPoint feature will you use to apply motion effects to different objects of a slide?

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

Q.24: In PowerPoint 2007, an orderly display of information using different media elements is known as:

- A. **Multimedia Presentation**
- B. Animation
- C. Transition
- D. Layout

Q.25: In Microsoft Window 7, _____ can give you information about weather.

- A. File
- B. **Gadgets**
- C. Window explorer
- D. Both A and B

Q.26: When you Insert a comment in a document, the comment appears in a:

- A. New window
- B. Sidebar
- C. **balloon**
- D. Sticky note icon

Q.27: What feature will you use to apply motion effects in between a slide exits and another enj-e-rs in PowerPoint?

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

Q.28: In Windows Operating System _____ is known as a File Manager.

- A. **Windows Explorer**
- B. MS Word
- C. MS Excel
- D. Device Driver

Q.29: C.L.I stands for:

- A. Communication Line Identification
- B. Call Line Identification
- C. **Caller's Line Identification**
- D. Colbert Line Information

Q.30: _____ is widely used for transmitting streaming videos data on the internet.

- A. MP3
- B. **AVI**
- C. WMA
- D. WAV

Q.31: Sorting can be done by

- A. Alphabetical only
- B. Numerically only
- C. Date and time
- D. **All of these**

Q.32: One way to open the Help menu quickly is to press this shortcut key:

- A. F6
- B. F2
- C. F12
- D. **F1**

Q.33: Function of _____ is similar to that of a mouse.

- A. **Joystick**
- B. Keyboard
- C. Camera
- D. Monitor

Q.34: Slide _____ are the effects that determine how a slide moves in and out of the view in the Slideshow.

- A. Animation
- B. **Transition**
- C. Layout
- D. Templates

Q.35: Microprocessors as switching devices are for which generation computers:

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

Q.36: In a Windows PC, the shortcut for copying in Microsoft Word is

- A. CTRL + A
- B. CTRL + B
- C. **CTRL + C**
- D. CTRL + V

Q.37: The thin black cross-shaped pointor in MS Excel is used to:

- A. **Complete lists and fill patterns**
- B. Move a group of cells
- C. Resize
- D. Highlight duplicate cells

Q.38: In computing, what does DOS stand for?

- A. Data Only System
- B. Disk Only System
- C. Data Operating System
- D. **Disk Operating System**

Q.39: In MS Access, which of the following data type allows alphanumeric characters and special symbols?

- A. **Text**
- B. Memo
- C. Auto number
- D. None of these

Q.40: The shortcut key to paste copied text is

- A. **Ctrl + V**
- B. Ctrl + B
- C. Ctrl + O
- D. Ctrl + N

Q.41: In E-mail address, name of the email service provider comes after sign.

- A. &
- B. **@**
- C. *
- D. #

Q.42: In MS Word 2007, which of the following is used to extend a selection one character to the right side?

- A. CTRL+RIGHT ARROW
- B. ALT+RIGHT ARROW
- C. TAB+RIGHT ARROW
- D. **SHIFT+RIGHT ARROW**

Q.43: Information on a hard disk is usually backed-up using a?

- A. **CD**
- B. Magnetic tape
- C. Floppy disk
- D. All of these

Q.44: In a Windows PC, Ctrl+Y in Microsoft Paverpoint is the shortcut for:

- A. **Redoing**
- B. Undoing
- C. Yosernite
- D. Yearwise arrangement

Q.45: An electronic copy of data such as a Tile viewed on a computer's display is called:

- A. **Soft copy**
- B. Hard copy
- C. Gold copy
- D. Premium copy

Q.46: Which amongst the following is the smallest unit of storage?

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

Q.47: Programmes written to make computers function in a desired way are called:

- A. Codes
- B. Instructions
- C. Hardware
- D. **Software**

Q.48: Which is the full form of Wi-Fi?

- A. **Wireless Fidelity**
- B. Wired Fidelity
- C. Wireless Focus
- D. Wireless Field

Q.49: Which of the following is the key to close a dialog box in window?

- A. SHIFT
- B. **ESC**
- C. TAB
- D. F8

Q.50: Which of the following shortcut keys is used to align the selected text to the left, in MS Word?

- A. Ctr + C
- B. Ctrl + R
- C. **Ctrl + L**
- D. Alt + L

Q.51: Add Now Hardware" option exist in:

- A. Title bar
- B. Status bar
- C. **Control Panel**
- D. Taskbar

Q.52: The most abundant metal in the earth's crust is:

- A. Zinc
- B. Copper
- C. **Aluminum**
- D. Iron

Q.53: Birds are:

- A. Cold-blooded
- B. **Warm-blooded**
- C. Both A and B
- D. None of these

Q.54: Hydrophobia is a symptom of which of the following diseases?

- A. Malaria
- B. Cholera
- C. Smallpox
- D. **Rabies**

Q.55: The Earth is the largest planet of the Solar System.

- A. Second
- B. Third
- C. Fourth
- D. **Fifth**

Q.56: ماہ تمام "کس کا شاعری مجموعہ ہے ؟

- A. حبیب جالب
- B. فیض احمد فیض
- C. ن-م-راشد
- D. پروین شاکر

Q.57: علامہ اقبال کی معروف نظم "مسجد قرطبہ" ان کے کس مجموعے میں شامل ہے ؟

- A. بانگ درا
- B. **یال حیریل**
- C. ضرب کلیم
- D. پیام مشرق

Q.58: فیض احمد فیض کا پہلا مجموعہ کلام کون سا ہے ؟

- A. دست تہہ سنگ
- B. مرے دل مرے مسافر
- C. **نقش فریادی**
- D. شام شہریاراں

Q.59: "When in Rome do as the Romans do" کے درست مطلب کا انتخاب کیجئے -

- A. روم میں وہی کرو جو رومن کرتے ہیں
- B. **جیسا دیس ویسا بھیس**
- C. جیسا مالک ویسا نوکر
- D. جیسا آقا ویسا غلام

Q.60: اسم تصغیر " تلاش کریں

- A. آنکھ
- B. باغ
- C. **پیالی**
- D. ٹوکرا

Q.61: Fill in the blank with appropriate preposition: The terrorists have been setting ___ bombs in trains.

- A. **off**
- B. out
- C. up
- D. with

Q.62: Synonym of Eradicate is:

- A. **Eliminate**
- B. To forget
- C. To forgive
- D. Validation

Q.63: It is Cool_____ May.

- A. **in**
- B. for
- C. on
- D. with

Q.64: What is the synonym of Infringe?

- A. **Violate**
- B. Obey
- C. Cold storage
- D. Edges

Q.65: Change the voice (active to passive):- I had hoped that they would fix my locker while I was away, but they didn't

- A. I hoped that my locker would be fixed while I was away but it wasn't
- B. I expected that they would fix my locker while I was away but they didn't
- C. **I had hoped that my locker would be fixed while I was away, but it wasn't**
- D. I hope my locker to be fixed while I am away, but they haven't

Q.66: He is knocking_____ the door

- A. On
- B. Over
- C. Of
- D. **At**

Q.67: If day before yesterday was Saturday then day after tomorrow will be:

- A. Tuesday
- B. **Wednesday**
- C. Thursday
- D. Friday

Q.68: $3 + 3 * 3 - 3 + 3 = ?$

- A. 18
- B. **12**
- C. 8
- D. 6

Q.69: Find interest on Rs. 40,000 at the rate of 3% annually for 4 years investment:

- A. Rs. 5000
- B. Rs. 4700
- C. **Rs. 4800**
- D. Rs. 4900

Q.70: Find the average of $\frac{5}{6}$, $\frac{4}{3}$, $\frac{3}{4}$?

- A. **$\frac{35}{36}$**
- B. $\frac{38}{37}$
- C. 1
- D. $\frac{6}{5}$

Q.71: A motorcyclist travels 200 km in 1 hr. How many minutes it would take him to travel 120 km?

- A. 72 minutes
- B. 50 minutes
- C. **36 minutes**
- D. 24 minutes

Q.72: Simplify: $(-20) + (-8) \div (-2) \times 3$

- A. 8
- B. **-8**
- C. 6
- D. 24

Q.73: Complete the series: 4, 9, 16, 25, _____

- A. 32
- B. 42
- C. 55
- D. **36**

Q.74: The most urban province of Pakistan is

- A. Punjab
- B. KPK
- C. **Sindh**
- D. Baluchistan

Q.75: Next Olympic Games in 2020 will be the _____ Olympiad.

- A. **32nd**
- B. 30th
- C. 35th
- D. 34th

Q.76: India is building the 'Kishanganga Hydropower Project' in Occupied Kashmir on river :

- A. Chenab
- B. Sutlej
- C. **Neelum**
- D. None of these

Q.77: How many months prior to the birth of Hazrat Muhammad (PBUH), Hazrat Abdullah Ibne-e-Abdul Muttalib died?

- A. Two months
- B. Four months
- C. **Six months**
- D. Eight months

Q.78: The Battle of Uhad was fought in which Hijri years?

- A. **3 Hijri**
- B. 2 Hijri
- C. 4 Hijri
- D. None of these

Q.79: When was the first battle fought by Muslims?

- A. Before Hijrat (Migration to Medina)
- B. 1A .H.
- C. **2 A.H**
- D. 3 A.H.

Q.80: In 1942, Gandhi launched:

- A. Non-Violence Movement
- B. **Quit India Movement**
- C. Anti British Movement
- D. Anti Khilafat Movement

Q.81: Where was All India Muslim League founded in 1906?

- A. **Dhaka**
- B. Allahabad
- C. Delhi
- D. Lucknow

Q.82: Who was the 1st Governor General of Pakistan?

- A. Liaqat Ali Khan
- B. Muhammad Ali Bogra
- C. Za ul Haq
- D. **M A Jinnah**

Q.83: Gandhi-Jinnah talks were held in 1944 to discuss the C.R Formula, prepared by:

- A. **Raja Gopal Acharia**
- B. V.P. Menon
- C. Abu-al-Kalam Azad
- D. Lord Wavall

Q.84: Jacob Zuma is the President of:

- A. Zimbabwe
- B. Kenya
- C. **South Africa**
- D. Zambia

Q.85: "Gulliver's Travels" was written by

- A. **Jonathan Swift**
- B. N.C. Armstrong
- C. Pearl S. Buck
- D. James Frazer

Q.86: Shalamar Garden, Lahore is an important feature of _____ garden.

- A. French
- B. Chinese
- C. English
- D. **Mughal**

Q.87: University of Karachi was established in:

- A. 1948
- B. 1949
- C. 1950
- D. **1951**

Q.88: 'Chauburji' in Lahore was built by

- A. **Aurangzab Alamgir**
- B. Shah Jahan
- C. Princes Zeb-un-Nsa
- D. Noor Jahan

Q.89: The murder of Archduke Ferdinand, the heir to Austrian throne, became the immediate cause of which war:

- A. **World War I**
- B. Battle of Borodino
- C. Battle of Jutland
- D. World War II

Q.90: WWF stand for:

- A. Women's Welfare Fund
- B. **World Wildlife Fund**
- C. Women Welfare Forum
- D. Women Wrestling Forum

Q.91: Jannat-ul-Baqi is situated in:

- A. Taif
- B. **Madina**
- C. Makkah
- D. Muzdalfa

Q.92: What was the old name of PIA?

- A. Independence Airways
- B. Koiachi Airways
- C. **Orient Airways**
- D. Air Pakistan

Q.93: Who created the first gasoline Car?

- A. Henry Ford
- B. **Karl Benz**
- C. Enzo Ferrari
- D. None of these

Q.94: Which of the following is considered the largest archipelagic state of the World?

- A. Philippines
- B. **Indonesia**
- C. Fiji
- D. None of these

Q.95: In which of the following cities, Iraqi Prime Minister Haidar al-Abadi declared victory over ISIS on July 10, 2017?

- A. Erbil
- B. Basra
- C. **Mosul**
- D. Baghdad

Q.96: Chairman Mao was the charismatic and brutal leader of Communist of:

- A. Thailand
- B. **China**
- C. Burma
- D. India

Q.97: Who invented the QWERTY keyboard?

- A. **Christopher Latham Sholes**
- B. George Orville
- C. Isaac Newton
- D. Kurt Keplan

Q.98: Columbus discovered:

- A. Australia
- B. **America**
- C. Asia
- D. Africa

Q.99: Which of the following is known as father of Internet:

- A. Mark Stephen
- B. **VintCerf**
- C. Denis Richerdson
- D. Mark Cooper

Q.100: SANA is News Agency of:

- A. Yemen
- B. China
- C. **Syria**
- D. U A.E

Junior Clerk (Answer Key)

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