

## Data Entry Operator

(Computer and Information Technology)



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## Data Entry Operator

**Q.1: In MS world 2007, which shortcut key is used to move a selected paragraph up?**

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

**Q.2: CDR ( Corel Draw) is an example of ;**

- A. **Vector graphics**
- B. Raster graphic or bitmaps
- C. color graphics
- D. Nagitive films

**Q.3: MS excel, lotus 1-2-3 and Corel's Quattro Pro are examples of;**

- A. Utility program
- B. Reference software
- C. File manager
- D. **Productivity software**

**Q.4: \_\_\_ is used for criminal investigations and security system. Some computers use it for login and user authentication.**

- A. Barcode reader
- B. computer code reader
- C. **Finger print reader**
- D. Secret code reader

**Q.5: CD-ROM stands for;**

- A. Compactable Data Read Only Memory
- B. Compactable Disk Real Memory
- C. Compactable Data Read Only Memory
- D. **Compactable Disk Read Only Memory**

**Q.6: \_\_\_ are used to display data.**

- A. Storage devices
- B. Communicacation devices
- C. Input devices
- D. **Output devices**

**Q.7: Daisy wheel printing was invented in \_\_\_\_\_?**

- A. **1969**
- B. 1975
- C. 1965
- D. 1980

**Q.8: Computer is an electric machine which process \_\_\_\_\_ into meaningful information.**

- A. **Input**
- B. output
- C. Both A and B
- D. Graphics

**Q.9: Disk Cleanup is a/an;**

- A. **Utility program**
- B. Device driver
- C. Productivity software
- D. File manager

**Q.10: Windows explorer is a/an;**

- A. Educational Software
- B. Utility program
- C. **Entertainment software**
- D. Reference software

**Q.11: Which country has the largest Muslim population in the world?**

- A. Iran
- B. India
- C. **Indonesia**
- D. Saudi Arabia

**Q.12: \_\_\_ devices hold data and instructions .**

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

**Q.13: Main circuit board of a computer is known as;**

- A. Modem
- B. Processor
- C. RAM
- D. **Communication**

**Q.14: \_\_\_\_\_ is a set of light and dark bars (lines) with different width pasted on different products , which contain information about product.**

- A. **Barcode**
- B. Secret code
- C. Computer code
- D. Finger print

**Q.15: UNIVAC stands for;**

- A. **Universal automatic computer**
- B. Used auto computer
- C. Universal array computer
- D. Unused automatic computer

**Q.16: Deccan plateau is situated in**

- A. France
- B. **India**
- C. Australia
- D. South Africa

**Q.17: Adobe flash is an examole of;**

- A. Spread sheet
- B. **Multimedia software**
- C. Utility software
- D. File manager

**Q.18: The first Pakistan cricket player to score 1000 runs in T20 is.**

- A. Shahid Afridi
- B. **Muhammad Hafeez**
- C. Umer Akmal
- D. Imran Nazir

**Q.19: VAB stands for:**

- A. Voice auto broadcasting
- B. Visual & audio broadcasting
- C. **Voice answer back**
- D. None of These

**Q.20: Find the odd one out 41 ,43, 47, 53, 65, 71, 73, 79**

- A. 53
- B. **65**
- C. 71
- D. 41

**Q.21: MS power point is a /an example of;**

- A. **Multimedia Software**
- B. Graphic software
- C. Spreadsheet
- D. Entertainment software

**Q.22: Which of the following countries dose not have Veto power in the UN?**

- A. USA
- B. **Canada**
- C. UK
- D. France

**Q.23: Fill in the blanks , They do nothing \_\_\_\_\_complain all the time.**

- A. **except**
- B. at
- C. of
- D. on

**Q.24: Fill in the blank . I paid the fees \_\_\_\_\_the end of the course .**

- A. in
- B. **at**
- C. about
- D. of

**Q.25: Which city became the temporary capital of Pakistan in 1960?**

- A. Lahore
- B. Karachi
- C. **Rawalpindi**
- D. Quetta

**Q.26: Mac is a/an;**

- A. Utility program
- B. Device driver
- C. Image viewer
- D. **Operating system**

**Q.27: The synonym of Ambiguous is;**

- A. Determined
- B. Obvious
- C. Explicit
- D. **Unclear**

**Q.28: They always \_\_\_\_\_back home late .**

- A. come
- B. will come
- C. came
- D. **had come**

**Q.29: She \_\_\_\_\_English now.**

- A. speak
- B. **speaks**
- C. is speaking
- D. spoken

**Q.30: In MS word 2007, which shortcut key is used to swich to draft view?**

- A. SHIFT+CTRL+N
- B. ALT+SHIFT+D
- C. ALT+CTRL+D
- D. **ALT+CTRL+N**

**Q.31: It \_\_\_\_\_to rain an hour ago.**

- A. began
- B. **began**
- C. begun
- D. will begun

**Q.32: You \_\_\_\_\_since morning.**

- A. rest
- B. rested
- C. will rest
- D. **have been rested**

**Q.33: I \_\_\_\_\_ this exercise in an hour yesterday.**

- A. finished
- B. finish
- C. **will finish**
- D. will have finished

**Q.34: She has \_\_\_\_\_ the letter.**

- A. post
- B. posts
- C. posted
- D. **will post**

**Q.35: Which of the following expansion slot has highest speed?**

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

**Q.36: بھینس کا آگے بین بجانا کیا ہے**

- A. روزمرہ
- B. **محاورہ**
- C. جکت
- D. ضرب لمشل

**Q.37: -----can be used for making a multiple choice test.**

- A. **Optical mark reader**
- B. Bar code reader
- C. Mouse
- D. All of these

**Q.38: سچائی، نیکی، حسن کسی کی \_\_\_\_\_ ہے**

- A. **میراث**
- B. حق
- C. خوبی
- D. خالی

**Q.39: دل بلیوں اچھلنا کا معنی ہے**

- A. پریشان ہونا
- B. اداس ہونا
- C. **بے ت خوش ہونا**
- D. شکست دینا

**Q.40: جس کم جملہ مکمل کریں**

- A. جہاں فریب
- B. **جہاں پاک**
- C. جہاں گریز
- D. جہاں دید

**Q.41: \_\_\_\_\_ صحت کا لئیہ ہے**

- A. **مربع**
- B. مربع
- C. **مربع**
- D. مارا

**Q.42: PCI is an expansion slot , it stands for,**

- A. Personal Computer Interconnect
- B. **Peripheral Component Interconnect**
- C. Principle Component Interconnect
- D. Component Interconnect

**Q.43: Encyclopedia is an example of \_\_\_\_\_ software.**

- A. Entertainment
- B. **Reference**
- C. Productivity
- D. System

**Q.44: \_\_\_\_\_ could tell you the price of a bar of biscuit.**

- A. Keyboard
- B. Mouse
- C. Optical mark reader
- D. **Bar code reader**

**Q.45: In MS Word 2007, while viewing Print Preview of a document , how can you go to first page of document ?**

- A. RAM
- B. Modern
- C. **Processor**
- D. Hard disk

**Q.46: In MS word 2007, which shortcut key is used to view A Print Preview of a document?**

- A. ALT+CTRL+P
- B. ALT+SHIFT+R
- C. **ALT+CTRL+I**
- D. ALT+SHIFT+P

**Q.47: Inventor of Computer Mouse was a/an ----engineer?**

- A. **American**
- B. British
- C. Russian
- D. German

**Q.48: In MS word 2007,which shortcut key is used to swich to outline view?**

- A. ALT+CTRL+P
- B. ALT+SHIFT+O
- C. **ALT+CTRL+O**
- D. ALT+SHIFT+P

**Q.49: \_\_\_\_\_ is a program that is used to view and manage images.**

- A. System viewer
- B. File viewer
- C. Multimedia Software
- D. **Image viewer**

**Q.50: \_\_\_\_\_ is a silicon chip which carries out efficiently and accurately.**

- A. RAM
- B. Modem
- C. **Processor**
- D. Hard disk

**Q.51: When a computer starts \_\_\_\_\_ check all the devices and loads their drivers so that devices can work properly.**

- A. File manager
- B. Application software
- C. **Operating System**
- D. Utility program

**Q.52: \_\_\_\_\_ loads the system files in the RAM of the computer and provides a user interface**

- A. MS office
- B. Reference software
- C. Productivity software
- D. **Operating system**

**Q.53: \_\_\_\_\_ is also known mechanical agent.**

- A. Finger print reader
- B. Barcode reader
- C. **Robot**
- D. Computer

**Q.54: A light pen contains \_\_\_\_\_**

- A. Refillable ink
- B. **Light sensitive element**
- C. Pencil lead
- D. Blue ink

**Q.55: In windows operating system \_\_\_\_ is known as a file manager.**

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

**Q.56: Drivers of a computer hardware are;**

- A. Application software
- B. Utility program
- C. **System software**
- D. Productivity software

**Q.57: \_\_\_\_hels user to locate ,rename, move,copy and delete files.**

- A. **File Manager**
- B. MS word
- C. Device Driver
- D. MS Excel

**Q.58: In MS Word 2007, which Shortcut key is used to swich to print Layout view?**

- A. ALT+SHIFT+P
- B. ALT+CTRL+O
- C. SHIFT+CTRL+O
- D. **ALT+CTRL+P**

**Q.59: Robot is a machine which is controlled by a software contained in a chip , is used in the field (s) of;**

- A. Manufacturing
- B. Military
- C. Medical
- D. **All of these**

**Q.60: A device cannot work properly if \_\_\_\_ is not installed.**

- A. Application software
- B. Educational software
- C. **Device driver**
- D. Spread sheet

**Q.61: Add or Remove programs a (an);**

- A. Productivity software
- B. File manager
- C. **Utility program**
- D. Device Driver

**Q.62: \_\_\_\_ is used to draw pictures , 3D images and animation.**

- A. **Graphic software**
- B. Multimedia software
- C. Word processing software
- D. Spread sheet software

**Q.63: Which of the following component of a computer works like human brain?**

- A. RAM
- B. **Processor**
- C. DVD drive
- D. Power supply

**Q.64: Devices which are used to inter data into a computer are known as;**

- A. **Input devices**
- B. Output devices
- C. Communication devices
- D. All of these

**Q.65: Individual dots , which make up a picture on the monitor screen, are called;**

- A. **Pixels**
- B. Pixles
- C. Co;oured Spots
- D. Colourless Spots

**Q.66: \_\_\_\_ is a collection of programme that supervises and control overall function of a computer.**

- A. **Operating system**
- B. Device drivers
- C. Utility programs
- D. MS Office

**Q.67: Windows media player is a /an;**

- A. Utility program
- B. **Entertainment software**
- C. Operating System
- D. Educational software

**Q.68: A long narrow socket on the motherboard into which different expansion cards can be plugged in is called;**

- A. **Expansion slot**
- B. CD ROM
- C. Power supply
- D. Processor

**Q.69: Which of the following contains startup instructions of the computer and information about its hardware devices?**

- A. RAM
- B. **ROM**
- C. Processor
- D. CD

**Q.70: 3D printing is also known as;**

- A. Virtual printing
- B. **Additive Manufacturing (AM)**
- C. Dye\_sublimation printing
- D. Impact printing

**Q.71: \_\_\_\_ is a component of a processor that performs mathematical and division.**

- A. CU (Control Unit)
- B. **AU(Arithmetic Unit)**
- C. LU(Logic Unit)
- D. Both A and C

**Q.72: In MS word 2007, which shortcut key is used for Go to page , bookmark, footnote, table, comment, graphic, or other location?**

- A. CTRL+ H
- B. **CTRL+G**
- C. ALT+H
- D. ALT+SHIFT+H

**Q.73: FAX viewer is a (an);**

- A. Productivity software
- B. **Utility program**
- C. Business software
- D. Educational software

**Q.74: Main type (s) of software is /are;**

- A. System software
- B. Application software
- C. Request software
- D. **Both A and B**

**Q.75: \_\_\_\_\_ is a component of a processor that compares two quantities and gives answer in the form of true or false.**

- A. AU (Arithmetic Unit)
- B. LU( Logic Unit)
- C. **Both A and B**
- D. None of these

**Q.76: Software is also called \_\_\_\_\_**

- A. **A computer program**
- B. Physical part of computer
- C. Input device
- D. Output device

**Q.77: PNG ( Portable Network Graphic) is an example of ;**

- A. Vector graphic
- B. **Raster graphic or bitmaps**
- C. color graphic
- D. Nagitive films

**Q.78: \_\_\_\_\_ controls, co\_ordinates and directs all the operations performed by the computer .**

- A. ALU ( Arithmetic and Logic Unit)
- B. **CU(Control Unit)**
- C. AU(Arithmetic Unit)
- D. LU(Logic Unit)

**Q.79: Types of computer memory are;**

- A. **Two**
- B. Four
- C. Three
- D. Six

**Q.80: Daisy wheel printing is a example of \_\_\_\_\_**

- A. Thermal printing
- B. **Impact printing**
- C. Laser printing
- D. Liquid inkjet printing

**Q.81: \_\_\_\_\_ is a grid of individual pixels that collectively compose an image.**

- A. Vector graphic
- B. **Raster graphic or bitmap**
- C. color graphic
- D. Nagitive films

**Q.82: Barcode reader is a/an;**

- A. Input device
- B. Output device
- C. **Strong device**
- D. Display device

**Q.83: \_\_\_\_\_ is used to transmit digital data over telephone lines.**

- A. Network card
- B. Sound card
- C. Graphic card
- D. **Modem**

**Q.84: In MS Word 2007, Which shortcut key is used to replace text or specific formatting?**

- A. **CTRL+H**
- B. CTRL+T
- C. CTRL+I
- D. CTRL+SHIFT+I

**Q.85: Which of the following is temporary storage area for data before and after it is processed?**

- A. **RAM**
- B. ROM
- C. CD
- D. Floppy

**Q.86: In MS word 2007, which shortcut key is used to move a selected paragraph down?**

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

**Q.87: \_\_\_\_\_ is used to create visual presentations with the help of audio and videos clips.**

- A. Productivity software
- B. Entrtainment Software
- C. **Multimedia Software**
- D. Graphic Software

**Q.88: \_\_\_\_\_ are programs that control and direct the operations of a computer hardware .**

- A. Application software
- B. MS Office suite
- C. **System software**
- D. Game software

**Q.89: In MS Word 2007, which shortcut key is used to insert a comment?**

- A. **ALT+CTRL+M**
- B. ALT+CTRL+C
- C. SHIFT+CTRL+C
- D. ALT+CTRL+N

**Q.90: \_\_\_\_\_ is a computer software whose user interface and API resembles that of a printer driver.**

- A. **Virtual Printer**
- B. Piotter
- C. Dye\_sublimation printer
- D. Impact Printer

**Q.91: \_\_\_\_\_ contains a magnetic strip.**

- A. Speakers
- B. **Credit card**
- C. Smart card
- D. All of these

**Q.92: Physical parts of the computer that we can see and touch are known as;**

- A. Software
- B. **Hardware**
- C. Both A and B
- D. computer program

**Q.93: Who invented computer Mouse?**

- A. **Douglas Carl Engelbert**
- B. Bill Gates
- C. John Mcafee
- D. Evan Williams

**Q.94: \_\_\_\_\_ is used to detect physical and logical problems of a disk.**

- A. Device driver
- B. File manager
- C. Reference software
- D. **Disk scanner**

**Q.95: \_\_\_\_\_ is used as a disk , scanner in Microsoft windows.**

- A. **Disk cleanup**
- B. Disk defragmenter
- C. Disk cleanout
- D. Disk cleaning

**Q.96: LED printer uses \_\_\_\_\_ to cause toner adhesion to the printer drum;**

- A. Laser beam
- B. **An array of LEDs**
- C. ink
- D. impact printing method

**Q.97: ALU is a component of processor , which is consist of;**

- A. AU (ArithmeticUnit)
- B. LU (Logic Unit)
- C. **Both A and B**
- D. None if these

**Q.98: \_\_\_\_\_ is a pointing device.**

- A. CD-ROM drive
- B. **Touch screen used for computer input**
- C. RAM
- D. CPU

**Q.99: Component(s) of a computer is?are;**

- A. Hardware
- B. Software
- C. **Both A and B**
- D. None of these

**Q.100: VGA stands for ;**

- A. **Video Graphics Array**
- B. Visual Graphics Array
- C. Volatile Graphic array
- D. Visual Graphic array

## Data Entry Operator (Answer Key)

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