

Data Entry Operator

(Computer and Information Technology)



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Data Entry Operator

Q.1: What decimal of an hour is a second?

- A. 0.0025
- B. 0.0256
- C. **0.00027**
- D. 0.000126

Q.2: To save an existing file with a new name or to a new location: use --+-----command

- A. Save
- B. save and replace
- C. **save as**
- D. new file

Q.3: When sound is included in the animations, it becomes:

- A. Audio
- B. **Video**
- C. Multimedia
- D. None of the A,b

Q.4: What is to be used to add text in Slide?

- A. **Text Box**
- B. Note Box
- C. Text layer
- D. Comment Box

Q.5: Slide Transition can be applied to-----

- A. current Slides
- B. Selected Slides
- C. All Slides
- D. **All of A,b,c**

Q.6: Computer memory consists of :

- A. RAM
- B. ROM
- C. PROM
- D. **All of A,b,c**

Q.7: The term "Red Book" , Yellow Book", and "Orange Book" refer to--

- A. SCSI
- B. IDE
- C. Floppy Drive Technology
- D. **CD-ROM standards**

Q.8: If one-third of one-fourth of a number is 15, then three-tenths of that number is:

- A. 35
- B. 36
- C. 45
- D. **54**

Q.9: Look at the series:36,34,30,24,----- what number should come next?

- A. 20
- B. **22**
- C. 23
- D. 26

Q.10: BCB,DED,FGF,HIH,-----

- A. **JKI**
- B. HJK
- C. IJI
- D. JHJ

Q.11: The Price of 10 chairs is equal to that of 4 tables. The price of 15 chairs and two tables together is Rs 4000. The Total price of 12 chairs and 3 Tables is:

- A. Rs.3500
- B. Rs.3750
- C. Rs.3840
- D. **Rs.3900**

Q.12: IF a computer has more than one processor then it is known as --

- A. Uni process
- B. **Multiprocessor**
- C. Multi-threaded
- D. Multi-programming

Q.13: What is the smallest fraction among the following?

- A. 7/9
- B. 4/5
- C. 6/7
- D. **9/13**

Q.14: A light-sensitive device that converts drawing, printed text or other images into digital form is-----
-----?

- A. Keyboard
- B. **scanner**
- C. OMR
- D. None of these

Q.15: Three numbers are in the ratio 1: 2 : 3 and their H.C.F . is 12. The number are:

- A. 4,8,12
- B. 5,10,15
- C. 10,20,30
- D. **12,24,36**

Q.16: SCP , TEF , UGH,-----WKL

- A. CMN
- B. UJI
- C. **VII**
- D. IJT

Q.17: Window is to pain as book is to

- A. Novel
- B. glass
- C. cover
- D. **page**

Q.18: Cup is to coffee as bowl is to--

- A. Dish
- B. **Soup**
- C. Spoon
- D. Food

Q.19: What allows you to print on both sides of the printer?

- A. Fuser
- B. duplexer
- C. oner cartridge
- D. **paper-swaping unit**

Q.20: Find the H.C.F of 36 and 84:

- A. 4
- B. 6
- C. **12**
- D. 18

Q.21: ZXV, TRP ,NLJ,-----

- A. IGF
- B. HDF
- C. HGF
- D. **HFD**

Q.22: 230,246,271,307,-----

- A. 412
- B. **356**
- C. 518
- D. 612

Q.23: What is Z to A order called?

- A. Ascending
- B. **Descending**
- C. Co descending
- D. None of A,B,G

Q.24: We enter data and instructions into the computer which is known as

- A. command
- B. information
- C. **input**
- D. output

Q.25: Scanner is -----

- A. Storage device
- B. **Input device**
- C. Output device
- D. Both B and C

Q.26: The key at the right of the keyboard similar to those on a calculator are called.

- A. Function Keys
- B. **Numeric keys**
- C. Alpha Numeric keys
- D. Editing Keys

Q.27: The device that converts video images to digital form and saves them in computer,s memory is called-----

- A. Keyboard
- B. **Digital Camera**
- C. Monitor
- D. Printer

Q.28: The hardcopy means -----

-
- A. **Printout**
- B. Hard disk
- C. Printer
- D. paper

Q.29: KB stands for-----

- A. Kilobits
- B. **Kilobytes**
- C. kingbyte
- D. Wriobyte

Q.30: The printer which can print one complete line at a time is

- A. Dot matrix printer
- B. Daisy Wheel Printer
- C. **Line printer**
- D. Laser printer

Q.31: A two-digit number is such that the product of the digits is 8. when 18 is added to the number,then the digits are reversed. The number is-----

- A. 18
- B. **24**
- C. 42
- D. 81

Q.32: The sum of two numbers is 25 and their difference is 13. Find their product.

- A. **114**
- B. 104
- C. 215
- D. 325

Q.33: LCD stands for-----

- A. **Liquid crystal display**
- B. Land Crystal display
- C. Light Crystal display
- D. LiQuid Control Display

Q.34: BASIC stands for -----

- A. **Beginners all purpose symbolic instruction code**
- B. Beginners aided purpose symbolic instruction code
- C. Beginners aided all purpose symbolic code
- D. None of A,B,C

Q.35: A man completes a journey in 10 hours. He travels first half the journey at the rate of 21km/hr and second half at the rate of 24 km/hr. Find the total journey in Km.

- A. 220 km
- B. **224 km**
- C. 230 km
- D. 234 km

Q.36: In the first 10 overs of a cricket match, the run was only 3.2, What should be the run rate in the remaining 40 overs to reach the target of 282 runs?

- A. 6.25
- B. 6.5
- C. 6.75
- D. **7**

Q.37: A Robot is a machine directed by a-----

- A. computer
- B. remote control
- C. Wireless control unit
- D. **Human**

Q.38: WAN stands for:-

- A. Wap Area Network
- B. **wide Area Network**
- C. WideArray Network
- D. Wireless Area Network

Q.39: The angle between the minutes hand and the hour hand of a clock when the time is 4. 20 is

- A. 0
- B. **10**
- C. 5
- D. 20

Q.40: Which of the following is a prime number?

- A. 33
- B. 81
- C. 93
- D. **97**

Q.41: Which one of the following is not a prime number?

- A. 31
- B. **61**
- C. 71
- D. 91

Q.42: What is the sum of two consecutive even numbers the difference of whose square is 84?

- A. 34
- B. 38
- C. **42**
- D. 46

Q.43: Which of the following suggest Audio file name?

- A. Holiday.mov
- B. poem.mp3
- C. tree.jpg
- D. trip.ppt

Q.44: The following sentence was typed using a word processor program. Love all, trust a few; do wrong two nun How many errors the spell checker will detect?

- A. 0
- B. 1
- C. 2
- D. 3

Q.45: A man walked diagonally across a square plot. Approximately, what was the percentage of distance saved by not walking along the edges?

- A. 20
- B. 24
- C. 30
- D. 33

Q.46: A file downloaded from internet does not specify its file type and has a generic icon. you have a good idea what file type it is likely to be. Once selected what is the best way to try to view the file?

- A. File and then open
- B. Double click on its icon
- C. file and then open with
- D. view arid then documents

Q.47: A man took loan from the bank at the rate of 12% p.a.simple interest.After 3 years he had to pay Rs 5400 interest only for the period . The principal amount borrowed by him was-----

- A. 2000
- B. 10000
- C. 15000
- D. 20000

Q.48: Before submitting your work if you want to find any words spelled incorrectly then what will you use?

- A. Thesaurus
- B. spell checker
- C. Grammer checker
- D. Find and replace

Q.49: X and Y can make a machine in 12 days and Y alone can make it in 48 days.X alone can make the machine in

- A. 40
- B. 24
- C. 32
- D. 16

Q.50: 'Strong 'Passwords are used and recommended when using internet banking. A 'Strong' password is one which is difficult to guess. which of the following would be the 'Strongest' Password?

- A. e7 Jm 51
- B. nothahks
- C. xyz 123456
- D. 123456

Q.51: Files have been moved to the trash bin. The trash bin has not been emptied. Which of the following is true of these files?

- A. They are no longer accessible
- B. They must be renamed before being used
- C. Their names are displayed in a light grey font
- D. **They can be retrieved and then saved in a new location**

Q.52: What is the Clip board?

- A. A list of the recently accessed files
- B. A place where you can post messages
- C. **A temporary storage location for items that have been cut or copied**
- D. A gallery of graphics,movies, pictures and sounds for any application

Q.53: What information would be safe to include in a public profile on a social networking site?

- A. User name
- B. **Date of birth**
- C. Home Address
- D. Mobile phone numbers

Q.54: Viruses are often contained in email attachments. The virus infects the computer when the attachment is opened. Which of the following attachments is least likely to carry a virus?

- A. **A text file**
- B. A screen saver
- C. A program
- D. EXE.File

Q.55: A block of the text automatically added to the end of an outgoing email is called-----

- A. An attachment
- B. **A signature**
- C. A footer
- D. an encryption

Q.56: Bold,Italics and underlines are features in many programs. To which of the following items these features can be applied?

- A. Files
- B. Pictures
- C. **Text**
- D. Windows

Q.57: Which text formatting feature changes the thickness of the letters?

- A. **Bold**
- B. italic
- C. under line
- D. Alignment

Q.58: What is the most likely causes of an erratic mouse cursor?

- A. An'unplugged mouse cable
- B. A broken wire in the mouse cable
- C. **A dirty ball and roller in the mouse**
- D. An incorrectly installed mouse driver

Q.59: Paint : Artist : Wood :-----

-
- A. Furniture
- B. Forest
- C. Fire
- D. **Carpenter**

Q.60: What should come in the place of question mark in the following series? 3,8,6,14,?,20

- A. 11
- B. 10
- C. 8
- D. **9**

Q.61: A man walks 3 km northwards and then turns left and goes 2 km. He again turns left and goes 3 km. He turns right and walks straight in which direction he is walking now?

- A. East
- B. **West**
- C. North
- D. South

Q.62: 7 men can complete a piece of work in 12 days. How many additional men will be required to complete double the work in 8 days ?

- A. 28
- B. 21
- C. **14**
- D. 7

Q.63: Half of one percent written as a decimal is

- A. 0.005
- B. **0.05**
- C. 0.02
- D. 0.2

Q.64: in how many different ways can the letters of the word ' PRAISE' be arranged?

- A. **720**
- B. 610
- C. 360
- D. 210

Q.65: A train moves with a speed of 108 km/h. its speed in meters per second is -----

- A. 10.8
- B. 18
- C. **30**
- D. 38.8

Q.66: A train 280 a long ,running with a speed of 63 km/h will pass a tree in-----

- A. 15 sec
- B. **16 sec**
- C. 18 sec
- D. 20 sec

Q.67: What is the best way to protect your,hard drive data?

- A. **Regular backups**
- B. Periodically defrag it
- C. Run chkdsk at least once a week
- D. run scan disk at least once a week

Q.68: in converting a distance of 30 km, Akhtar takes 2 hours more than Answer.If Akhter doubles his speed, then he would take 1 hour less than Answer.Answer speed is -----

- A. **5km/h**
- B. 6km/h
- C. 6.25km/h
- D. 7.5km/h

Q.69: A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?

- A. 3.6
- B. **7.2**
- C. 8.4
- D. 10

Q.70: If upon booting up a PC,You see a message that says:Key board Error, it could very likely be-----

- A. The keyboard is not attached to the Pc
- B. The keyboard has failed
- C. **Either A or B Above**
- D. Neither A nor B Above

Q.71: Measuring unit of Capacity of Hard drive is -----

- A. GHz
- B. **GB**
- C. Watts
- D. Newton

Q.72: What device prevents power interruptions, resulting in corrupted data?

- A. **Battery back-up unit**
- B. Surge protector
- C. Multiple SIMMs strips
- D. Data guard system

Q.73: A shopkeeper has a sale of Rs.6435, Rs 6927, Rs 6855, Rs 7230, and Rs.6562 for 5 consecutive months. How much sales must behave in the Sixth month so that he gets an average sale of Rs 6500?

- A. **4991**
- B. 5991
- C. 6001
- D. 6991

Q.74: A person's present age is two-fifth of the age of his mother. After 8 years, he will be one half of the age of his mother. How old is the mother at present?

- A. 32 years
- B. 36 years
- C. **40 years**
- D. 48 years

Q.75: What is the full form of LAN?

- A. **Local Area Network**
- B. Large Access Network
- C. Long Antenna Network
- D. None of them

Q.76: You get a CMOS checksum error during "BOOT UP" What is the most likely the cause?

- A. Power supply is bad
- B. BIOS needs Updating
- C. **CMOS battery is nearing end of life**
- D. Hard drives types are incorrectly defricted

Q.77: Which is the following command is given to reboot the computer?

- A. **Ctrl+Alt+Del**
- B. Ctrl + Alt+Tab
- C. Ctrl+Shift+Del
- D. Ctrl+Alt+Shift

Q.78: The sum of ages of 5 children born at the intervals of 3 years each is 50 years. What is the age of the youngest child ?

- A. **4 years**
- B. 8 years
- C. 10 years
- D. None of them

Q.79: The taskbar is located

- A. On the start menu
- B. **At the bottom of the screen**
- C. On the quick launch toolbar
- D. At the top of the screen

Q.80: Generally, you access the Recycle Bin through an icon located -----

- A. **On the desktop**
- B. on the hard drive
- C. on the shortcut menu
- D. In the properties dialog box

Q.81: When a file is saved for the first time then-----

- A. A copy is automatically printed
- B. File name and folder name must be the same
- C. It does not need a name
- D. **It must be given a name to identify it**

Q.82: The information you put into the computer is called-----

- A. Directory
- B. Facts
- C. **Data**
- D. Files

Q.83: Which of the following is page orientation?

- A. Landscape
- B. Portrait
- C. Gutter
- D. **Only A & B**

Q.84: Which Monitor would provide the highest level of performance?

- A. VGA
- B. XGA
- C. CGA
- D. **SVGA**

Q.85: A MAN BUYS a watch for Rs 1400 and sells it at a loss of 15%.What is the selling price of the watch?

- A. Rs. 1090
- B. Rs.1160
- C. **Rs 1190**
- D. Rs 1202

Q.86: A shoopkeeper bought toffees at the rates of 6 for a Rupee. How many for a rupee must he sell to gain 20%?

- A. 3
- B. 4
- C. **5**
- D. 6

Q.87: What is the shortcut key to "UNDO" the last action in a document?

- A. Ctrl+x
- B. Ctrl + H
- C. **CTRL+L**
- D. CTRL+SHIFT+F

Q.88: What is the shortcut keys for"Find" and Replace" dialogue box?

- A. Ctrl+F
- B. **Ctrl + H**
- C. CTRL+L
- D. CTRL+SHIFT+F

Q.89: Asghar can do a piece of work in 20 days . Akber is 25% more efficient than Asghar .The number of Days taken by Akber to do the same piece of work is:

- A. 15
- B. **16**
- C. 18
- D. 25

Q.90: A alone can do a piece of work in 6 days and B alone in 8 days.A and B under took to do it for rupees 3200. with the help of C,they completed the Work in 3 days How much is to be paid to C?

- A. Rs 375
- B. **Rs 400**
- C. Rs 600
- D. Rs 800

Q.91: The view headers and footers, You must switch to

- A. Normal View
- B. Print layout view
- C. Print preview mode
- D. **Both B and C**

Q.92: Switching between portrait and landscape mode involves the----

- A. Header and footer toolbar
- B. Print layout view
- C. **page setup dialog box**
- D. None of A,B,C

Q.93: Which key do you press to force a page break?

- A. Ctrl+Alt
- B. Ctrl + Break
- C. **Ctrl+Enter**
- D. None of A,B,C

Q.94: Which of the following simplifies the process of formatting text, if the same formatting is required in more than one location?

- A. Find command
- B. **replace command**
- C. Drag and Drop
- D. copy command

Q.95: Which of the following simplifies the process of formatting text, if the same formatting is required in more than one location?

- A. Auto Text
- B. **Formate Painter**
- C. Font Dialog box
- D. None of A,B,C

Q.96: How many second will a 500 meter long train take to cross a man walking to a speed of 3km/hr in the direction of the moving train if the speed of a train is 63 km/hr

- A. 25
- B. **30**
- C. 40
- D. 45

Q.97: A train passes a station platform in 36 second and the man standing on the platform 20 second. If the speed of the train is 54 km/hr. what is the length of the platform?

- A. 120 m
- B. **240 m**
- C. 300 m
- D. None of A.B.C

Q.98: Look at this series: 2,1,(1/2),(1/4),----- What number should come next ?

- A. (1/3)
- B. **(1/8)**
- C. (2/8)
- D. (1/16)

Q.99: A Group of eight bits is called ____

- A. Record
- B. Document
- C. **Byte**
- D. File

Q.100: The binary system uses powers of ____

- A. **2**
- B. 10
- C. 8
- D. 16

Data Entry Operator (Answer Key)

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