

Service Centre Officials

(Land Record Authority)



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Service Centre Officials

Q.1: In a Windows PC CTRL + K in Microsoft Power point is the shortcut for:

- A. Shifting
- B. Highlighting
- C. Dragging
- D. **Inserting a hyperlink**

Q.2: In MS Word, which shortcut key is used to center the selected line?

- A. Ctrl + F
- B. **Ctrl + E**
- C. Ctrl +M
- D. Ctrl + D

Q.3: In MS word 2016 , which shortcut key is used to replace text or specific formatting?

- A. Ctrl +K
- B. Ctrl + T
- C. **Ctrl + H**
- D. Ctrl + Shift + M

Q.4: A File which contains readymade styles that can be used for a presentation is called?

- A. Auto style
- B. Wizard
- C. **Template**
- D. Pre formatting

Q.5: MS PowerPoint is a/an example of:.

- A. **Multimedia software**
- B. Graphics software
- C. Spread sheet
- D. Entertainment software

Q.6: In MS PowerPoint slide master option is available in _____ tab,

- A. Home
- B. Insert
- C. **View**
- D. Design

Q.7: What are the effects that occur when you move from one slide to the next during a Power Point presentation called?

- A. Customs animations
- B. **Slide transitions**
- C. Present animations
- D. Loom effects

Q.8: Word Art option exists in.

- A. Set up
- B. **Text**
- C. Timing
- D. Slides

Q.9: The contents of two or more consécutives cells could be put together using:

- A. Shrink to fit
- B. Wrap Text
- C. **Merge Cells**
- D. Center Alignment

Q.10: Sorting can be done by _____

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

Q.11: In MS Excel, On the Insert tab includes:

- A. **Chart**
- B. Alignment
- C. style
- D. All of these

Q.12: Readymade templates are available under _____ tab in Now option.

- A. Home
- B. **File**
- C. Insert
- D. Data

Q.13: The distinguishing feature of a spreadsheet program is that it allows you to:

- A. Enter data
- B. **Perform calculations on data**
- C. Format data
- D. Print data

Q.14: This allows to enter new data at the current position of the cursor:

- A. Word Wrap
- B. insert Text
- C. **Insertion Mode**
- D. Overtyping Mode

Q.15: Which of the following step is Wrong to change the paper size?

- A. Click the Page Layout tab
- B. In Page Setup group click the Size command
- C. **With a left click select the desired paper size**
- D. To customize page size click the 'Customize Sizes' option

Q.16: This displays the positioning of text, tabs, margins, indents and other elements on the page:

- A. **Ruler**
- B. Status Bar
- C. Document Window
- D. Cursor

Q.17: In MS Word, while assigning a shortcut key to a symbol, try to select a key combination that is;

- A. Having same font size and font style
- B. Assigned to another task
- C. **Unassigned to any other task**
- D. Having same font family as the symbol

Q.18: _____ alignment is used in newspaper magazines and novels

- A. **Full justification**
- B. Justification
- C. Left justification
- D. Right justification

Q.19: _____ maintain(s) database of webpage containing Information on variety of topics.

- A. Newsgroup
- B. News server
- C. **Search Engines**
- D. World Wide Web

Q.20: Which of the following is not a binary number?

- A. 001
- B. 100
- C. **102**
- D. 110

Q.21: How can the risk of unauthorized computer system access be reduced when connected an internet?

- A. By installing anti-spam software
- B. **By using a firewall**
- C. By setting up a WAN
- D. By encrypting all data store in the syste

Q.22: To search and view a Web page, the software used is ____.

- A. Web
- B. World Wide Web
- C. **Web Browser**
- D. Search Engine

Q.23: Which is the full form of Wi-Fi?

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

Q.24: Common methods of Internet access by use include:

- A. Broadband over coaxial cable
- B. Fiber optics or copper wires
- C. Wi-Fi
- D. **All of these**

Q.25: Data that changes continuously and cant have discrete values is called:

- A. **Continuous Data**
- B. Analogue Data
- C. Both A and B
- D. None ofthese

Q.26: A /an _____ contains Information like imago or music.

- A. Gadget
- B. **File**
- C. Keyboard
- D. internet browser

Q.27: In which type of operätng system time Intervals to process and respond to inputs is very small."

- A. Distributed operating system
- B. Network operating system
- C. **Real time Operating system**
- D. Time sharing operating system

Q.28: In a computer what does OS stand for?

- A. Optical Sensibility
- B. Order of Significance
- C. **Operating System**
- D. Organized Software

Q.29: The area that generally contains My Computer, My Document and Recycle Bin is called:

- A. **Desktop**
- B. Screen
- C. Tiptop
- D. None of these

Q.30: From which of the following can the User Account be changed?

- A. Settings
- B. **Control Panel**
- C. System Restore
- D. Computer Name

Q.31: In computing, what does DOS stand for?

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

Q.32: In MS Windows which of the following is program group?

- A. **Accessories**
- B. Paint
- C. Word
- D. All of these

Q.33: A common name for software errors is:

- A. **Bugs**
- B. Trojans
- C. Logic bombs
- D. Viruses

Q.34: In computing, PDF stands for.

- A. Peripheral Device Front
- B. **Portable Document Format**
- C. Peripheral Document Format
- D. Portable Device Form

Q.35: _____ are instructions that tell a computer what to do.

- A. Input devices
- B. Hardware
- C. Memo cards
- D. **Software**

Q.36: 'Add or Remove program is a(an):

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

Q.37: A computer virus is;

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

Q.38: Name of the current head of IMF? .

- A. Rober William
- B. **Kristalina Georgieva**
- C. Angela Markel
- D. None of these

Q.39: Which key should be pressed to start a new paragraph in MS-Word?

- A. Down Cursor Key
- B. **Enter Key**
- C. Shift + Enter
- D. Ctrl +.Enter

Q.40: Shortcut Keys to switch to the' next windows:

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

Service Centre Officials (Answer Key)

1. **D** 2. **B** 3. **C** 4. **C** 5. **A** 6. **C** 7. **B** 8. **B** 9. **C** 10. **D**
11. **A** 12. **B** 13. **B** 14. **C** 15. **C** 16. **A** 17. **C** 18. **A** 19. **C** 20. **C**
21. **B** 22. **C** 23. **A** 24. **D** 25. **A** 26. **B** 27. **C** 28. **C** 29. **A** 30. **B**
31. **D** 32. **A** 33. **A** 34. **B** 35. **D** 36. **C** 37. **D** 38. **B** 39. **B** 40. **A**

