

Junior Computer Operator

(Punjab Public Service Commission (PPSC))



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Junior Computer Operator

Q.1: The best way to collect data and information is:

- A. Visit
- B. **Questionnaire**
- C. Sharpness
- D. None of these

Q.2: Which of the following is not Olympic Sport:

- A. Swimming
- B. Badminton
- C. **Cricket**
- D. Fencing

Q.3: Alexandria is the seaport of:

- A. Italy
- B. Germany
- C. **Egypt**
- D. Syria

Q.4: Name the type of mouse which uses later technology to detect the motion of the ball:

- A. **Optical mouse**
- B. Mechanical
- C. Opto Mechanical
- D. All of these

Q.5: Which one is not a Function in MS Excel:

- A. SUM
- B. MAX
- C. MIN
- D. **AVG**

Q.6: What is the name given to the organized collection of software that controls the overall operation of a computer:

- A. Working system
- B. Peripheral system
- C. **Operating system**
- D. Controlling system

Q.7: Crimes committed using computers and internet are called:

- A. Crime against person
- B. Violent crime
- C. Security crime
- D. **Cybercrime**

Q.8: The process of starting an operating system when the user turns on a computer is known as:

- A. **Booting**
- B. Starting
- C. Loading
- D. Turn on

Q.9: If the company wants to check the customer preferences, then it will use the _____ option:

- A. **Data Sorting**
- B. Experience
- C. Revenue Component
- D. None of these

Q.10: The shortcut to add new slide in Powerpoint is

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

Q.11: A software that can harm your computer called _____

- A. Server
- B. **Virus**
- C. Extension
- D. None of these

Q.12: Which one of the following converts printed documents into Digital Images:

- A. Mouse
- B. Keyboard
- C. **Scanner**
- D. Webcam

Q.13: what type of connection would be used to connect a printer directly to a network?

- A. USB
- B. Serial
- C. Firewire
- D. **Ethernet Cable**

Q.14: Binary coded are in the form of:

- A. **0.1**
- B. 1.1
- C. 1.2
- D. None of these

Q.15: Which key is used for rename:

- A. F1
- B. **F2**
- C. F7
- D. F9

Q.16: Email is used to send:

- A. File
- B. Audio
- C. Video
- D. **All of these**

Q.17: What is defined by the handout master:

- A. **Layout of Handout**
- B. Layout of design
- C. Layout of slide
- D. Layout of template

Q.18: The basic unit of a worksheet into which you enter data in Excel is called a:

- A. Tab
- B. **Cell**
- C. Box
- D. Range

Q.19: Which is the keyboard shortcut to increase font size in Microsoft Word:

- A. Ctrl +[
- B. **Ctrl +]**
- C. Ctrl +Shift+=
- D. None of these

Q.20: From which menu you can access Picture, Text Box, Chart:

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

Q.21: No computer can do anything without a:

- A. Memory
- B. Chip
- C. **Program**
- D. Output

Q.22: Which of the following stores data permanently in a computer ?

- A. RAM
- B. **ROM**
- C. CPU
- D. None of these

Q.23: Which protocol provides an e-mail facility among different hosts:

- A. **SMTP**
- B. FTP
- C. TELNET
- D. None of these

Q.24: In MS Word , by default, on which page the header or the footer is printed?

- A. First Page
- B. Alternate page
- C. **Every page**
- D. None of these

Q.25: _____ are used to identify a user who returns to a website.

- A. Plug-ins
- B. Scripts
- C. **Cookies**
- D. None of these

Q.26: Shortcut key for page break in MS Word is:

- A. **Ctrl +Enter**
- B. Shift+ Enter
- C. Alt+ Enter
- D. None of these

Q.27: When creating a computer program the _____ designs the structure of the program.

- A. **Programer**
- B. End User
- C. System Analyst
- D. None of these

Q.28: The operating system is the most common type of _____ Software

- A. Communication
- B. Application
- C. **System**
- D. None of these

Q.29: Which key is used for refresh the current window:

- A. F1
- B. F3
- C. **F5**
- D. F7

Q.30: If the displayed system time and date is wrong, you can reset it using:

- A. Write
- B. Calender
- C. **Control Panel**
- D. None of these

Q.31: What does DMA stand for :

- A. Distinct memory Access
- B. **Direct Memory Access**
- C. Distinct Module Access
- D. Direct Memory Allocation

Q.32: A user interface that is easy to use is considered to be:

- A. User Happy
- B. **User Friendly**
- C. User Simple
- D. None of these

Q.33: Which of the following pane is NOT available in Task Pane:

- A. Slide design
- B. **Master slide**
- C. Slide transition
- D. Slide layout

Q.34: AND, OR , XOR , NOT , NAND, NOR are which type of gate:

- A. **Logic gate**
- B. swing gate
- C. Program gate
- D. Automatic gate

Q.35: Which menu bar selection would you access to open the file?

- A. Option
- B. Help
- C. View
- D. **File icon**

Q.36: The common name for the crime of stealing passwords is:

- A. Spooling
- B. **Spoofing**
- C. Hacking
- D. None of these

Q.37: Another term for main memory is:

- A. **RAM**
- B. ROM
- C. Hard Disk
- D. Faisalabad

Q.38: Which devices is used to connect the nearest device:

- A. Wi-Fi
- B. NFC
- C. Bluetooth
- D. **All of these**

Q.39: A wireless technology built-in electronic gadgets used for exchanging data over short distances is _____

- A. **Bluetooth**
- B. Modem
- C. Wi-Fi
- D. USB

Q.40: which shortcut key is used to center align the selected text:

- A. Ctrl +A
- B. **Ctrl +E**
- C. Ctrl +T
- D. Ctrl +V

Q.41: Which key on the keyboard can be used to view slide show in MS Powerpoint?

- A. F1
- B. F2
- C. F3
- D. **F5**

Q.42: A worksheet consists of set of _____ in MS Excel .

- A. Rows
- B. Columns
- C. **Both A &B**
- D. None of these

Q.43: Which basic language is used to design a Web page :

- A. PHP
- B. JAVA
- C. **HTML**
- D. None of these

Q.44: What displays the content of the active cell in Excel :

- A. Name Box
- B. Row Headings
- C. Task pane
- D. **Formula Bar**

Q.45: A light sensitive device that converts drawing, printed text or other images into digital form is '

- A. Keyboard
- B. Plotter
- C. **Scanner**
- D. OMR

Q.46: RAM is also known as

- _____.
- A. Read only Memory
 - B. Programmable Read Only Memory
 - C. **Read -Write Memory**
 - D. Erasable Programmable Read ONLY Memory

Q.47: The output shown on the computer monitor is called:

- A. Hard copy
- B. **Soft copy**
- C. Carbon copy
- D. None of these

Q.48: Internet access by transmitting digital data over the wires of a local telephone network is provided by

- _____.
- A. Leased Line
 - B. Digital Signal Line
 - C. **Digital Subscriber Line**
 - D. Digital Leased Line

Q.49: Microsoft word is _____ software.

- A. System
- B. **Application**
- C. Programming
- D. Built in

Q.50: Which of the following is not an output device of a computer?

- A. Printer
- B. **Keyboard**
- C. CRT Screen
- D. None of these

Q.51: What type of operating system MS-DOS is :

- A. **Command Line Interface**
- B. Graphical User Interface
- C. Multitasking
- D. Menu Driven Interface

Q.52: Authentication refers to :

- A. Username
- B. Password
- C. **Both A&B**
- D. None of these

Q.53: What is meant by a dedicated computer?

- A. which is used by one person only
- B. **which is assigned one and only one task**
- C. which uses one kind of software
- D. which is meant for application software

Q.54: The process of removing unwanted part of an image is called:

- A. Hiding
- B. Bordering
- C. Cutting
- D. **Cropping**

Q.55: Which of the following is a single user Operating system :

- A. Linux
- B. Windows 7
- C. **MS-DOS**
- D. Windows NT

Q.56: What is internet:

- A. A single network
- B. A Collection of unrelated computers
- C. interconnection of local area networks
- D. **Interconnection of wide area networks**

Q.57: A _____ is dynamic mathematical calculation that displays a single value for a specific field .

- A. Format row
- B. Criteria row
- C. **Aggregate function**
- D. Format layout

Q.58: Presentation pages in Powerpoint is called :

- A. Document
- B. Page
- C. **Slide**
- D. Sheet

Q.59: which shortcut key is used to select the whole document in MSA Word:

- A. **Ctrl +A**
- B. Ctrl +H
- C. Ctrl +T
- D. Ctrl +Q

Q.60: The ability to read or write each piece of information in a storage device in approximately the same length of time regardless of its location is _____.

- A. Sequential Access
- B. **Random Access**
- C. Raster Scan
- D. Search

Q.61: Which shortcut key is used to open an existing file in MS Word:

- A. Ctrl +N
- B. **Ctrl +O**
- C. Ctrl +R
- D. Ctrl +I

Q.62: which key used to delete a character to its left side of the cursor:

- A. **Backspace**
- B. Escape
- C. Delete
- D. End

Q.63: Procedural language used in which generation of computers:

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

Q.64: BIOS stands for

- A. basic Input Output structure
- B. Basic input Operating Sytem
- C. **Basic Input Output System**
- D. None of these

Q.65: The "Ctrl+ PageDown" Shortcut key is used in MS Word to:

- A. **Move the cursor one-page down**
- B. Move the cursor paragraph down
- C. Move the cursor one-line down
- D. Move the cursor one-screen down

Q.66: The _____ button is used to reload a page in the Internet browser.

- A. **Reload**
- B. Refresh
- C. Research
- D. Forward

Q.67: Which of the following software is used to prepare a presentation:

- A. MS Word
- B. MS Excel
- C. **MS PowerPoint**
- D. Worksheet

Q.68: _____ provides a path to transfer data between CPU and memory

- A. Control Bus
- B. Address Bus
- C. **Data Bus**
- D. None of these

Q.69: Which shortcut key is used to undo the last action in a document?

- A. Ctrl+U
- B. Ctrl+D
- C. Ctrl+X
- D. **Ctrl+Z**

Q.70: To delete the selected text press

- A. Ctrl
- B. Alt
- C. Home
- D. **Delete**

Q.71: B2:B6 in MS Excel represents the _____.

- A. cell column
- B. **Range of cell**
- C. cell Row
- D. Worksheet number

Q.72: Which key is used to move from one cell to another in MS Excel :

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

Q.73: Which of the following is not valid data type in Excel:

- A. Number
- B. Label
- C. **Character**
- D. Data/Time

Q.74: ICT stands for

- A. **Information and communication technology**
- B. information and computer Technology
- C. inter-connected Technology
- D. Information and Common Technology

Q.75: To send audio, video, and text we use:

- A. **Email**
- B. YouTube
- C. MS Word
- D. None of these

Q.76: Which one of the following Page Orientation by default is used in MS Word while printing?

- A. Regular
- B. Standard
- C. **Portrait**
- D. Plain

Q.77: Which program is run by BIOS to check hardware components are working properly while the computer is turned ON?

- A. DMOS
- B. CMOS
- C. **POST**
- D. None of these

Q.78: EBCDIC stands for :

- A. **Extended Binary Coded decimal Interchange Code**
- B. Extended Bit Code Decimal Interchange Code
- C. extended Case Decimal Interchange
- D. Echanged Binary Case Decimal Interchange Code

Q.79: RAM stands for :

- A. Read Access Memory
- B. **Radom Access Memory**
- C. Random Admission Memory
- D. None of above

Q.80: Soap and detergents remove the dirt from clothes due to:

- A. Osmosis
- B. Capillary action
- C. **Inter facial tension**
- D. Diffusion

Q.81: The Unit of Pressure is:

- A. Joule
- B. Newton
- C. **Pascal**
- D. None of these

Q.82: Ophthalmology is the study of:

- A. Nerves
- B. **Eyes**
- C. Blood
- D. Ear

Q.83: طویل نظم کو کیا کہتے ہیں؟

- A. آزاد نظم
- B. **مثنوی**
- C. ژباعی
- D. ربختی

Q.84: غزل کا آخری شعر میں شاعر اپنا تخلص استعمال کرتا ہے اس کا نام کیا ہے؟

- A. مطلع
- B. **مقطع**
- C. آخری شعر
- D. ان میں سے کوئی نہیں

Q.85: Select the most appropriate synonym of the given word. Quarantine

- A. Emergency
- B. **Isolation**
- C. Negligence
- D. Disagreement

Q.86: Every worker _____ on duty.

- A. **was**
- B. were
- C. had
- D. have

Q.87: The meaning of The Alpha and Omega is:

- A. **Beginning and End**
- B. Accurate and Precise
- C. To make all efforts to win
- D. None of these

Q.88: The synonym of modify is:

- A. Subscribe
- B. **Change**
- C. Bring together
- D. None of these

Q.89: Select the most appropriate meaning of the idiomatic expression given. To poke one's nose into

- A. **To take interest in other's affairs**
- B. To clean nose
- C. To bury oneself
- D. None of these

Q.90: Which number increases by 224 in the ratio 7:9

- A. 22
- B. 24
- C. 26
- D. **288**

Q.91: How many numbers of two digits are divisible by 9?

- A. 9
- B. **10**
- C. 11
- D. 12

Q.92: Khilafat movement was started by:

- A. **Maulana Muhammad Ali Johar**
- B. Quaid-e-Azam
- C. Allama Iqbal
- D. None of these

Q.93: A gathering of 35 prominent Indian Muslim leaders led by the Aga Khan III at the Viceregal Lodge in _____ in 1906.

- A. Delhi
- B. Dhaka
- C. **Simla**
- D. Kolkata

Q.94: Lahore Resolution was passed in:

- A. 1935
- B. **1940**
- C. 1943
- D. 1947

Q.95: In which of the following fields is the Pulitzer Prize awarded?

- A. **Journalism**
- B. Sports
- C. Chemistry
- D. Art

Q.96: Jamia Millia is located in which city:

- A. **Delhi**
- B. ALi Garh
- C. Mumbai
- D. Madras

Q.97: "Zulu" is the prominent tribe of

- A. Mongolia
- B. Malaysia
- C. Zambia
- D. **South Africa**

Q.98: The largest famine hit Ethiopia in:

- A. 1980
- B. **1983**
- C. 1990
- D. 1993

Q.99: Fidel Castro was a _____ president.

- A. Italy
- B. **Cuba**
- C. Hungary
- D. Poland

Q.100: Khushal Kahn Khattak was a poet of which language:

- A. Punjabi
- B. **Pushto**
- C. Balouchi
- D. Sindhi



Junior Computer Operator (Answer Key)

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

