

**Clubbed Case Code ID-49 JUNIOR COMPUTER OPERATOR
BPS-12 in different Departments (Held on 29-09-2024)**

(Irrigation and Power)



JOIN OUR NEW BATCH FOR

ONE PAPER MCQs



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8:00 PM – 10:00 PM



Duration

3 Months



Schedule

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4000/=

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Q.1: Choose suitable meaning of the phrasal verb "Turn Down"?

- A. Reject
- B. B
- C. C
- D. None of these

Q.2: He looks upset, he has taken the criticism_____ heart?

- A. To
- B. B
- C. C
- D. None of these

Q.3: I left my shoes under kitchen table. The underlined word is which part of speech?

- A. Adjective
- B. B
- C. C
- D. None of these

Q.4: Which one of the following is not available on the clipboard?

- A. Page Setup
- B. B
- C. C
- D. None of these

Q.5: Which one of the following is not a function in MS Excel?

- A. AVG
- B. B
- C. C
- D. None of these

Q.6: Which file among the following starts MS Word application?

- A. Windword.exe
- B. B
- C. C
- D. None of these

Q.7: Portrait and Landscape comes under_____?

- A. Page Orientation
- B. B
- C. C
- D. None of these

Q.8: Which one of the following function is not found in MS Excel?

- A. Mean
- B. B
- C. C
- D. None of these

Q.9: What is by default size of Drop Cap in MS Word paragraph?

- A. 3
- B. B
- C. C
- D. None of these

Q.10: What is shortcut key to close MS PowerPoint application?

- A. ALT + F4
- B. B
- C. C
- D. None of these

Q.11: In MS Excel, intersection of rows and columns is called?

- A. Cell
- B. B
- C. C
- D. None of these

Q.12: API in software development stands for ____?

- A. Application Programing Interface
- B. B
- C. C
- D. None of these

Q.13: What is the shortcut key to add new slide in Microsoft PowerPoint?

- A. CTRL + M
- B. B
- C. C
- D. None of these

Q.14: CTRL+N in Word is used to?

- A. Insert new document
- B. B
- C. C
- D. None of these

Q.15: Excel function begins with which symbol?

- A. =
- B. B
- C. C
- D. None of these

Q.16: Shortcut key CTRL+J in document is used?

- A. To justify the text according from margin to all sides
- B. B
- C. C
- D. None of these

Q.17: Microsoft PowerPoint, which slide is set in the start or by default?

- A. Title Slide
- B. B
- C. C
- D. None of these

Q.18: What is the shortcut key to align the text in Center?

- A. CTRL+E
- B. B
- C. C
- D. None of these

Q.19: Which tournament was cancelled in 2020 for first time since World War II?

- A. Wimbledon
- B. B
- C. C
- D. None of these

Q.20: For copying the formatting of certain text in a document to apply it on other text, we use?

- A. Format Painter
- B. B
- C. C
- D. None of these

Q.21: In MS PowerPoint, Slide Design option is available in?

- A. Menu Bar
- B. B
- C. C
- D. None of these

Q.22: Leaning Tower of is located in which country?

- A. Italy
- B. B
- C. C
- D. None of these

Q.23: Lungs capacity ____ is?

- A. 5L
- B. 7L
- C. 9L
- D. None of these

Q.24: Which of the following option you use to add new slide in Microsoft PowerPoint?

- A. Insert, New Slide
- B. Copy, Paste
- C. Print, Print Title
- D. None of these

Q.25: Microsoft Word, Excel, and PowerPoint comes in?

- A. Microsoft Office Suit
- B. Windows XP
- C. Adob Photoshop
- D. None of these

Q.26: Go to specific part of document in MS Word, we use?

- A. Bookmark
- B. Help
- C. Flash Link
- D. None of these

Q.27: The idiomatic expression, “To poke nose in” mean?

- A. Interfere
- B. B
- C. C
- D. None of these

Q.28: Line Spacing is ____.

- A. Vertical space between each sentence in a paragraph
- B. B
- C. C
- D. None of these

Q.29: ____ refers to the sentence paragraph towards margin?

- A. Alignment
- B. B
- C. C
- D. None of these

Q.30: To bypass print file in Microsoft PowerPoint, button is used?

- A. Print button
- B. B
- C. C
- D. None of these

Q.31: How many types of reference available in MS Excel?

- A. 3
- B. B
- C. C
- D. None of these

Q.32: What is ‘Virtualization’?

- A. A technique, which allows to share a single physical instance of a resource or an application among multiple customers and organizations.
- B. B
- C. C
- D. None of these

Q.33: What is the extension of a PowerPoint file?

- A. .pptx
- B. B
- C. C
- D. None of these

Q.34: Shimmer, Sparkle text, and Blinking background are called?

- A. Text effects
- B. B
- C. C
- D. None of these

Q.35: In MS Word, Enter key is pressed to start?

- A. A new paragraph
- B. B
- C. C
- D. None of these

Q.36: Shortcut key "Page UP" is used to?

- A. Move one screen up
- B. B
- C. C
- D. None of these

Q.37: What is Gutter Margin?

- A. It enhances the appearance of document for binding
- B. B
- C. C
- D. None of these

Q.38: To split window of a document into two?

- A. View>Window>Split
- B. B
- C. C
- D. None of these

Q.39: What MS PowerPoint feature will you use to apply motion effects to different objects of a slide?

- A. Animation scheme
- B. B
- C. C
- D. None of these

Q.40: NOS stands for?

- A. Network Operating System
- B. Network Output System
- C. None Operational System
- D. None of these

Q.41: Which one is a correct form of an Email address?

- A. Username@website.com
- B. B
- C. C
- D. None of these

Q.42: "Page Down" shortcut key is used to?

- A. Move one screen down
- B. B
- C. C
- D. None of these

Q.43: To Start slide show in MS PowerPoint press?

- A. F5
- B. B
- C. C
- D. None of these

Q.44: Vertical separation of column is called?

- A. Page Margin
- B. B
- C. C
- D. None of these

Q.45: CTRL+HOME is used to?

- A. Move to the beginning of a document
- B. B
- C. C
- D. None of these

Q.46: "TAB Key" in MS Excel is used to?

- A. Move to the next right cell from active cel
- B. B
- C. C
- D. None of these

Q.47: To save duplicate copy of opened document which one is used?

- A. Save As
- B. B
- C. C
- D. None of these

Q.48: Which one of the following is not a MS Word version?

- A. Word 1020
- B. B
- C. C
- D. None of these

Q.49: CTRL+LEFT ARROW is used in MS Word document to?

- A. Move the cursor one word left
- B. B
- C. C
- D. None of these

Q.50: Cursor is _____?

- A. Pointing device
- B. B
- C. C
- D. None of these

Q.51: Operating System, editors, debuggers comes under?

- A. System software
- B. B
- C. C
- D. None of these

Q.52: To exit from Microsoft PowerPoint window, we use?

- A. Click the close button
- B. B
- C. C
- D. None of these

Q.53: What is the shortcut key to refresh a webpage?

- A. F5
- B. B
- C. C
- D. None of these

Q.54: We can delete an item by pressing which key?

- A. Delete
- B. B
- C. C
- D. None of these

Q.55: Which software is used for performing specific task?

- A. Application software
- B. B
- C. C
- D. None of these

Q.56: Page of MS Excel is in the form of?

- A. Table
- B. B
- C. C
- D. None of these

Q.57: Which type of fonts are suitable for titles and headlines?

- A. Sans serif font
- B. B
- C. C
- D. None of these

Q.58: The best view to insert new slide in PowerPoint presentation is?

- A. Slide sorter view
- B. B
- C. C
- D. None of these

Q.59: Which of the following is an example for Automatic Text Formatting?

- A. Underlining Hyperlink
- B. Adjusting extra space
- C. Replacing two -s with hyphen
- D. All of these

Q.60: Which of the following enables us to process letters?

- A. Mail Merge
- B. B
- C. C
- D. None of these

Q.61: Which of the following helps to you insert the content of clipboard as text without any formatting?

- A. Paste Special
- B. B
- C. C
- D. None of these

Q.62: On which bar we can see the current position of the slide in MS power point?

- A. Status bar
- B. B
- C. C
- D. None of these

Q.63: What is motion path in MS Power Point?

- A. An Animation Entrance Effect
- B. B
- C. C
- D. None of these

Q.64: If you want to compare the performance of two employees in the year 2016, which chart will you use in MS Excel?

- A. Line Chart
- B. B
- C. C
- D. None of these

Q.65: Which famous Muslim scientist is considered the father of Computer?

- A. Muhammad IBN-E-Musa Alkhwarizmi
- B. B
- C. C
- D. None of these

Q.66: Famous Manchar lake is located in?

- A. Dadu
- B. B
- C. C
- D. None of these

Q.67: Football World Cup held after every?

- A. 4 Years
- B. B
- C. C
- D. None of these

Q.68: Non edible mushroom is?

- A. Amanita
- B. B
- C. C
- D. None of these

Q.69: Which country helped in the construction of Gwadar port?

- A. China
- B. B
- C. C
- D. None of these

Q.70: Dogra Raja Golab Hari Singh bought Kashmir in which year?

- A. 1846
- B. 1801
- C. 1946
- D. None of these

Q.71: The Asia-Pacific Economic Cooperation (APEC) was founded in which year?

- A. 1849
- B. 1950
- C. 1989
- D. None of these

Q.72: "Everyone" can do this. The underlined word grammatically is?

- A. Pronoun
- B. B
- C. C
- D. None of these

Q.73: A four sides rectangle is called?

- A. Quadrilateral
- B. B
- C. C
- D. None of these

Q.74: اردو زبان کا پہلا باقاعدہ شاعر کون تھا؟

- A. قلی قطب شاہ :
- B. B
- C. C
- D. None of these

Q.75: عالمہ اقبال کا پہلا شاعر مجموعہ کونسا تھا؟

- A. بانگ درا
- B. B
- C. C
- D. None of these

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(Answer Key)**

1. A	2. A	3. A	4. A	5. A	6. A	7. A	8. A	9. A	10. A
11. A	12. A	13. A	14. A	15. A	16. A	17. A	18. A	19. A	20. A
21. A	22. A	23. A	24. A	25. A	26. A	27. A	28. A	29. A	30. A
31. A	32. A	33. A	34. A	35. A	36. A	37. A	38. A	39. A	40. A
41. A	42. A	43. A	44. A	45. A	46. A	47. A	48. A	49. A	50. A
51. A	52. A	53. A	54. A	55. A	56. A	57. A	58. A	59. A	60. A
61. A	62. A	63. A	64. A	65. A	66. A	67. A	68. A	69. A	70. A
71. C	72. A	73. A	74. A	75. A					