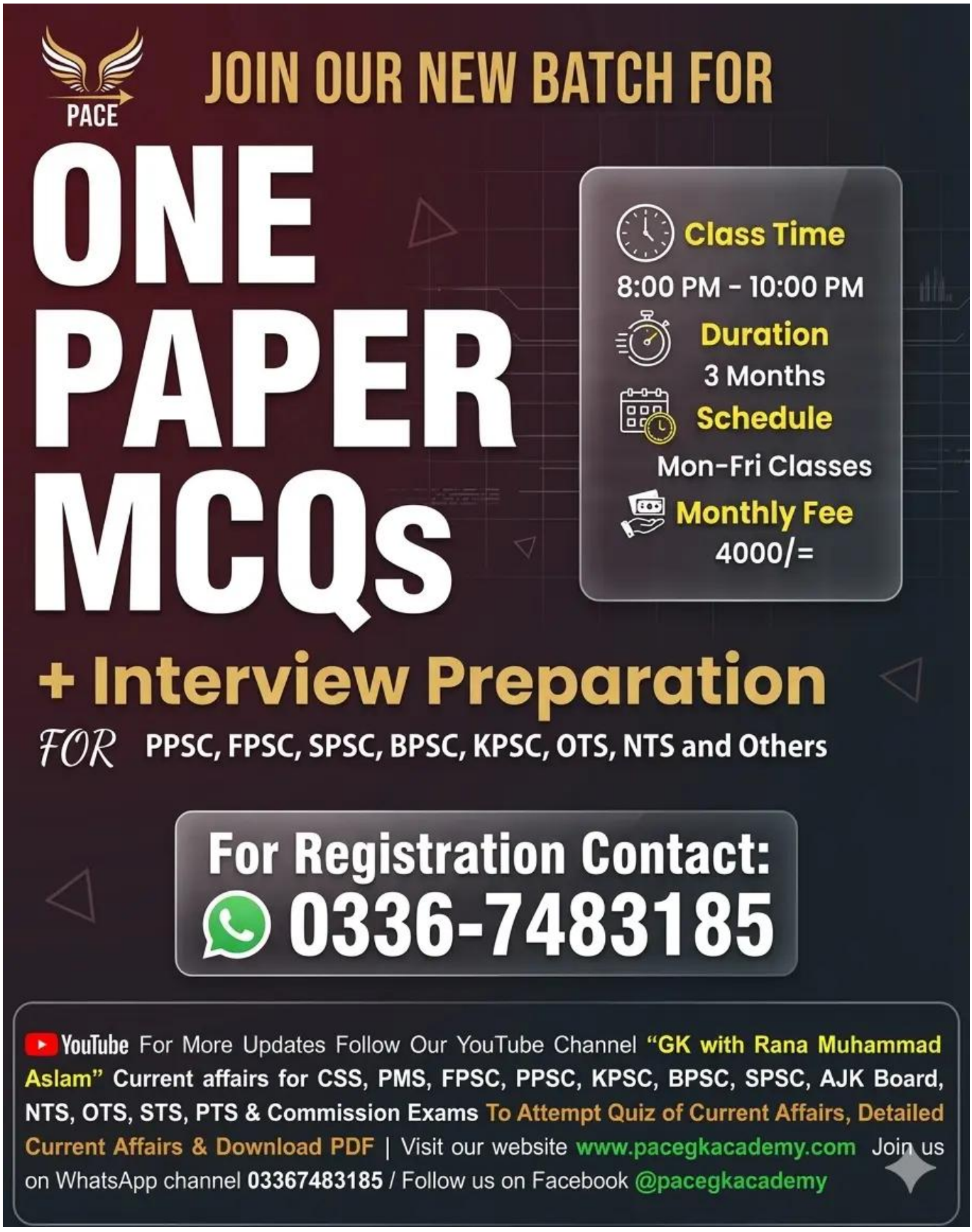
Junior Computer Operator (Morning) Irrigation Department Held on 29-09-2024

(Irrigation and Power)



Junior Computer Operator (Morning) Irrigation Department Held on 29-09-2024

Q.1: Asia-Pacific Economic Cooperation (APEC) founded in which year?
A. 1969
B. 1979
C. **1989**
D. 2000

Q.2: The FIFA World Cup is held after how many years?
A. **4 Years**
B. 6 Years
C. 2 Years
D. 8 Years

Q.3: In 2020, which major sporting event was canceled due to the COVID-19 pandemic, marking the first time since World War II ?
A. **Olympics**
B. FIFA World Cup
C. Wimbledon
D. Cricket World Cup

Q.4: Manchar lake is located in which district?
A. Mianwali
B. **Dadu**
C. Jhelum
D. Thattha

Q.5: The Gwadar seaport in Pakistan was developed with the support of which country?
A. United States
B. **China**
C. Saudia Arabia
D. Russia

Q.6: Leaning Tower located in which country?
A. Paris
B. **Italy**
C. France
D. London

Q.7: What is the capacity of the lung?
A. **5L**
B. 3L
C. 4L
D. 8L

Q.8: Which mushroom is not edible?
A. Straw Mushrooms
B. Oyster Mushrooms
C. **Amanita Phalloides**
D. None of these

Q.9: Which Muslim Scientist invented computer?
A. Bu Ali Sina
B. Al-Zahravi
C. Jabber bin Hayyan
D. **Al-Khwarizmi**

Q.10: In which year the British sold Kashmir to Dogra Maharaja Gulab Singh?
A. **1846**
B. 1856
C. 1870
D. 1922

Q.11: What does the phrase "turn down" mean?
A. **To reject**
B. To increase in intensity
C. To ignore completely
D. To stand upright

Q.12: He looks upset, he has taken the criticism _____heart.
A. of
B. by
C. **to**
D. from

Q.13: 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.14: The word "Everyone" is, which part of speech
A. Noun
B. **Pronoun**
C. Adverb
D. None of these

Q.15: "My bag is under the kitchen table," what is the underlined word's part of speech?
A. Noun
B. Verb
C. **Adjective**
D. Adverb

Q.16: Microsoft Office Interconnect is?
A. **A word processor**
B. Business-relationship database
C. Spreadsheet software
D. Graphic design tool

Q.17: Which command among the following starts MS Word application?
A. Win.exe
B. Word.exe
C. **Windword.exe**
D. WinWord

Q.18: Which software is used for performing a specific task?
A. System software
B. **Application software**
C. Utility software
D. Firmware

Q.19: Microsoft Word, Excel, and Power Point come in?
A. Microsoft Suite
B. **Microsoft Office Suite**
C. Adobe Suite
D. Open Office Suite

Q.20: Which of the following is not an MS Word version?
A. Word 2013
B. Word 2016
C. **Word 1020**
D. Word 365

Q.21: Which device is not used in MS Word?
A. Keyboard
B. **Joystick**
C. Mouse
D. Printer

Q.22: Ctrl + N is used for:
A. New Slide
B. Open Power Point File
C. **New Document**
D. None of these

Q.23: What does Ctrl + J do in word processing?
A. **Justify the paragraph**
B. Bold text
C. Italicize text
D. Underline text

Q.24: Center Alignment shortcut key?
A. Ctrl + L
B. Ctrl + R
C. **Ctrl + E**
D. Ctrl + T

Q.25: New line in same cell shortcut key in Excel?
A. Alt + Shift
B. Ctrl + Enter
C. **Alt + Enter**
D. Shift + Enter

Q.26: We can delete an item by pressing which key?
A. Backspace
B. **Delete**
C. Ctrl + X
D. Esc

Q.27: Shortcut key "Page UP" is used to ?
A. Move one page up
B. Move one line down
C. **Move one screen up**
D. Move one document up

Q.28: CTRL + HOME is used to ?
A. Move to the start of a line
B. **Move to the beginning of a document**
C. Move to the end of a document
D. Move to the next page

Q.29: "Page Down" shortcut key is used to?
A. **Move one screen down**
B. Move one line down
C. Scroll down by half a page
D. Move one document down

Q.30: "TAB key" in MS Excel is used to?
A. Move to the next right cell
B. **Move to the next left cell**
C. Move one cell down
D. Move one cell up

Q.31: CTRL + LEFT ARROW is used in an MS Word document to?
A. Move the cursor left
B. **Move the cursor one word left**
C. Move to the next word
D. Move to the previous page

Q.32: In MS Word, the Enter key is pressed to start?
A. A new sentence
B. **A new paragraph**
C. A new line
D. A new section

Q.33: To start a slide show in MS Power Point, press?
A. F3
B. **F5**
C. F7
D. Ctrl + F5

Q.34: What is shortcut key to close MS Power Point application?
A. Alt
B. Ctrl + Alt + F4
C. Shift + Alt + F4
D. **Alt + F4**

Q.35: What is the shortcut key to refresh a webpage?
A. F2
B. F4
C. **F5**
D. F8

Q.36: Which shortcut key is used to insert a new slide in power point presentation?
A. Ctrl + S
B. **Ctrl + M**
C. Ctrl + N
D. Ctrl + E

Q.37: Landscape and Portrait are in which tab in MS Word:
A. Insert
B. Review
C. **Page Layout**
D. View

Q.38: Which one of the following is not available on the clipboard?
A. Paste
B. Cut
C. Format Painter
D. **Page Setup**

Q.39: What is the tool in Word that copies only the format of selected text so that you can apply on other text?
A. Copy
B. Paste
C. **Format Painter**
D. Paste Special

Q.40: In MS Word, when we apply "Drop Cap" on a word then, by default, first character of this word drops to:
A. **3 lines**
B. 10 lines
C. 2 lines
D. 8 lines

Q.41: Shimmer, Sparkle text, and blinking background are called?
A. Font effects
B. Font Style
C. **Text effects**
D. Text Style

Q.42: To go to a specific location of a document in MS Word, we use?
A. Hyperlink
B. **Bookmark**
C. HTML
D. Macro

Q.43: Line spacing refers to _____?
A. **The space between the lines of text**
B. The height of the line
C. The length of the line
D. A and C

Q.44: What is Gutter Margin?
A. It enhances text alignment
B. It adjusts apacing between lines
C. **It helps with binding**
D. It formats tables

Q.45: To split the widow of a document into two?
A. View > Layout
B. **View > Window > Split**
C. Insert > Split
D. Layout > Split

Q.46: Which type of fonts are suitable for titles and headlines?
A. Serif font
B. **Sans serif font**
C. Monospace font
D. Script font

Q.47: Which of the following is an example of Automatic Text Formatting?
A. Underlining hyperlinks
B. Replacing two - s with a hyphen
C. Adjusting extra space
D. **All of these**

Q.48: What is a note or annotation an author or reviewer adds to a document?
A. Footnote
B. **Comment**
C. Header
D. Citation

Q.49: In which layout view can you overwrite text?
A. Normal Mode
B. **Overtype Mode**
C. Overwrite Mode
D. Draft Mode

Q.50: A ghost text like "Confidential" in Microsoft Word is often referred to as a:
A. **Watermark**
B. Shadow text
C. Placeholder text
D. Hidden text

Q.51: We can remove or hide the border of a shape by selecting?
A. No Fill
B. **No Outline**
C. Borderless
D. Transparent

Q.52: Portrait orientation is used for?
A. Presentation
B. **Printing**
C. Viewing
D. Editing

Q.53: Which of the following helps you insert the content of the clipboard as text without formatting?
A. Format painter
B. **Paste Special**
C. Paste Link
D. Insert Clipboard

Q.54: Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?
A. File, print, preview
B. **The print button**
C. File, print
D. Ctrl + P

Q.55: What is the extension of a Power Point file?
A. .ppt
B. .docx
C. .xlsx
D. **.pptx**

Q.56: Which option do you use to add a new slide in Microsoft Power Point?
A. View Tab
B. **Insert**
C. Slide Sorter View
D. File Menu

Q.57: An easy way to organize slides in Power Point is?
A. Normal View
B. **Slide Sorter**
C. Outline View
D. Master View

Q.58: If you read the document and want to hide all other elements what will you do?
A. **Read Mode**
B. Outline view
C. Print layout view
D. Draft View

Q.59: When you want to move text to the right side, you use?
A. Right Indent
B. **Right Align**
C. Right Tab
D. Right Justify

Q.60: Which template provides design concept fonts and color scheme:
A. **Design template**
B. Color template
C. Animation template
D. None of these

Q.61: Which of the following is not a font?
A. Calibri
B. Arial
C. Times New Roman
D. **Page Margin**

Q.62: In MS Power Point, Slide Design option is available in ?
A. Format Tab
B. Menu Bar
C. Home Tab
D. **Design Tab**

Q.63: To save a duplicate copy of an opened document, which option is used?
A. Save
B. **Save As**
C. Save Copy
D. Save Duplicate

Q.64: Which Ms Power Point feature is used to apply motion effects to objects on a slide?
A. Slide Transition
B. Slide Design
C. Animation Objects
D. **Animation Scheme**

Q.65: The best view to insert a new slide in a Power Point presentation is?
A. **Slide sorter view**
B. Normal view
C. Reading view
D. Slide master view

Q.66: Slide sorter can be accessed through which menu in Power Point?
A. Insert
B. **View**
C. Edit
D. File

Q.67: On which bar can we see the current position of the slide in MS Power Point?
A. Ribbon
B. Menu bar
C. **Status bar**
D. Tool bar

Q.68: Which of the following is not a function in Microsoft Excel?
A. SUM
B. MAX
C. MIN
D. **AVG**

Q.69: Which one of the following function is not found in MS Excel?
A. Max
B. Min
C. **Mean**
D. Median

Q.70: The intersection of a column and row in a spreadsheet is called:
A. Key
B. Field
C. **Cell**
D. Menu

Q.71: With which of the following all formulas in excel starts:
A. /
B. **=**
C. +
D. &

Q.72: How many types of references are available in MS Excel?
A. 2
B. **3**
C. 4
D. 5

Q.73: A page in MS Excel is in the form of?
A. Chart
B. **Table**
C. Report
D. Graph

Q.74: In MS Excel, to delete duplicate values, which menu is used?
A. File
B. **Data**
C. Edit
D. View

Q.75: Which of the following enables you to process letters?
A. Word Count
B. **Mail Merge**
C. Review Pane
D. Print Layout

Q.76: If you want to compare the performance of two employees in 2016, which chart will you use?
A. Pivot Chart
B. Pie Chart
C. **Line Chart**
D. Column Chart

Q.77: To add up the cells in Excel, which function is used?
A. ADD
B. **SUM**
C. AVERAGE
D. COUNT

Q.78: Which function in excel returns a remainder of division:
A. Divide
B. **MOD**
C. ACOT
D. None of these

Q.79: In MS Excel 2016, 'Conditional Formatting' option is available i menu.
A. Insert
B. Page Layout
C. Formulas
D. **Home**

Q.80: In MS Excel evaluate the formula (7-3) (6+1)/4 result will be
A. 5
B. 3
C. **7**
D. 8

Q.81: In MS Excel 2016, one has to go to which option for setting or clearing print area?
A. Insert
B. **Page Layout**
C. Data
D. Review

Q.82: You ca check the condition against which we apply conditional formatting useing?
A. Formula
B. Cell
C. Rule Manager
D. **Both Formula and Cell**

Q.83: What do you mean by vertical separation between columns?
A. Gutter
B. Index
C. **Margin**
D. Indent

Q.84: What is 'Virtualization'?
A. Creating physical environment on hardware side
B. **To create a virtual version of a device or resource**
C. Remote connetion
D. Create logical connection with OS

Q.85: API stands for_____?
A. Algorithmic Protocol Interface
B. Application Protocol Interface
C. **Application Prog remming Interface**
D. Accelerated Programming Interface

Q.86: Which one is a correct form of an Email address?
A. **name@website.info**
B. www.nameofwebsite.com
C. name@website.com
D. name.website.com

Q.87: Cursor is?
A. **A thin blinking line**
B. A mouse pointer
C. A page border
D. A selection tool

Q.88: Operating System, editors,and debuggers come under?
A. Application software
B. **System software**
C. Utility software
D. Firmware

Q.89: Microsoft Accounting is used for?
A. **A tool for managing business finances**
B. Project management software to keep track of events and to create network charts and gantt charts
C. A word processor
D. A graphics ed Diagram and flow-charting software

Q.90: Instructions in computer language consist of?
A. OPCODE
B. OPERAND
C. **Both**
D. None of these

Q.91: The primary function of a register in CPU is?
A. To store data temporarily
B. To process instructions
C. **To store program instructions**
D. To store files

Q.92: An effective method for ranking websites in search engine results is?
A. PPC
B. **SEO**
C. Affiliate Marketing
D. Social Media

Q.93: In the given logical expression, if two conditions are true, which gate will output True?
A. **AND Gate**
B. OR Gate
C. NAND Gate
D. XOR Gate

Q.94: A security system designed to prevent unauthorized access into or out of a computer network is called?
A. Antivirus
B. **Firewall**
C. Proxy Server
D. VPN

Q.95: MS Access is used for _____.
A. Create web pages
B. Tool development
C. **Data table**
D. None of these

Q.96: (x + 1)/8 - (x-1)/7 = 0 find the value of X?
A. 8
B. 15
C. **-8**
D. -15

Q.97: The ratio of the internal angle to the external angle in a regular polygon is 13 : 2, how many sides does the polygon have?
A. 7
B. 10
C. **15**
D. 18

Q.98: A polygon having four sides is called?
A. Triangle
B. **Quadrilateral**
C. Pentagon
D. Hexagon

Q.99: علامہ اقبال کا پہلا شعری مجموعہ کونسا تھا؟
A. ارمغان حجاز
B. اسرارخودی
C. **بانگ درا**
D. ان میں سے کوئی نہیں

Q.100: اردو کا پہلا صاحب دیوان شاعر کون ہے ؟
A. **قلی قطب شاہ**
B. مومن
C. میر درد
D. ان میں سے کوئی نہیں

Junior Computer Operator (Morning) Irrigation Department Held on 29-09-2024
(Answer Key)

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