



EDUCATED PAKISTAN 😊

Admin Farhat Sajjad....

03419613126

DATA ENTRY OPERATOR IN THE PUNJAB POLICE DEPARTMENT 2016

Find the odd man out.

- (A) Coaxial cable (B) Microwaves
(C) Optical fiber (D) Twisted pair wire

To have your macro available to all new documents you create, store it in:

- (A) My Documents
(B) Quick Access
(C) The Normal template
(D) The Macro Gallery.

To move to the previous cell in a table inserted in a document, press

- (A) The Tab key. (B) Alt+Tab.
(C) Shift+Tab (D) Backspace

To get step-by-step instructions as you go through the Word mail merge process, use:

- (A) A template
(B) The Mail Merge Wizard
(C) The Mailing Table
(D) A macro

5. A _____ is a major database object used to display information in a printable page format.
(A) Form (B) query
(C) report (D) table
6. The percentage increase in the area of a rectangle, if each of its sides is increased by 20% is:
(A) 40% (B) 42%
(C) 44% (D) 46%
7. When inserting a graphic into a worksheet you could go to cell A1 by pressing
(A) SHIFT+HOME (B) CTRL+HOME.
(C) ENTER+HOME (D) ALT+HOME.
8. To be compatible with previous versions of Microsoft Word, a Word 2013 document should be saved with this extension.
(A) .docx (B) .doc
(C) .txt (D) .rtf

9. Which option displays fill color in alternate rows in an Excel table?
 (A) Banded Rows (B) First Row
 (C) Last Row (D) Filled Rows
10. What function displays row data in a column or column data in a row?
 (A) Hyperlink (B) Index
 (C) Transpose (D) Rows
11. When typing character search criteria, Excel matches fields based on
 (A) Alphabetical order
 (B) Capitalization
 (C) Spelling
 (D) Primary records
12. When you insert a picture into a document, the default text wrapping option is:
 (A) Line with Text (B) None
 (C) Tight (D) Square
13. What is the sum of this series 1, 2, 3, 4, ...99
 (A) 1500 (B) 2000
 (C) 2500 (D) 3000
14. The most common types of storage devices are _____
 (A) Magnetic (B) optical
 (C) flash (D) persistent
15. What category of functions is used in this formula? =PMT(C10/12, C8, C9, 1)
 (A) Logical (B) Financial
 (C) Payment (D) Statistical
16. Which is the largest fraction?
 (A) $\frac{3}{4}$ (B) $\frac{4}{5}$
 (C) $\frac{7}{8}$ (D) $\frac{7}{9}$
17. Each sector on a hard drive stores _____ bytes of data.
 (A) 64 (B) 512
 (C) 1,024 (D) 1 Giga
18. What does an I-beam facilitate?
 (A) Locating text
 (B) Highlighting text
 (D) Dragging and selecting text
 (D) Jormatting text
19. An unauthorized user is a network _____ issue.
 (A) Performance (B) Reliability
 (C) Security (D) All of these
20. A car left Lahore at 7.12 am and arrived at certain place, 180 miles distant at 10.57 am. What was its average speed in miles per hour?
 (A) 42 (B) 44
 (C) 46 (D) 48
21. Which of the following, is not a major reason for an email bounce?
 (A) Bad user account name
 (B) bad domain name
 (C) Stale file handle
 (D) domain server is down
22. When you insert a comment in a document, the comment appears in a:
 (A) New window (B) Sidebar
 (C) balloon (D) Sticky note icon
23. Which function automatically totals a column or row of values?
 (A) TOTAL (B) ADD
 (C) SUM (D) AVG
24. The information inside your table needs to be sorted alphabetically. To do this, you go to:
 (A) Table Tools Design
 (B) Page Layout
 (C) Home tab > Paragraph group.
 (D) Table Tools Layout
25. What is the missing number?
 1 4 9 ? 25
 (A) 15 (B) 16
 (C) 17 (D) 18
26. Why might you hide worksheets in a workbook?
 (A) The file is smaller
 (B) The file is larger
 (C) Some data is private
 (D) Some data is formatted
27. User developed instructions for Excel are called:
 (A) Programs (B) Macros
 (C) Procedures (D) All of these
28. What term describes a picture that has been resized by a percentage?
 (A) Cropped (B) Flipped
 (C) Stretched (D) Scaled
29. How can words be separated in a range name?
 (A) With a space (B) With a comma
 (C) With a period (D) With a colon
30. A Word template stores common document:
 (A) Content (B) Structure
 (C) Style (D) Theme
31. In which view does a page break appear as a black dashed line on the screen?
 (A) Normal
 (B) Page Break Preview
 (C) Page Layout
 (D) Custom
32. The Synonym of "Commence" is:
 (A) To End (B) To Begin
 (C) Nearing Finish (D) To Run
33. A man is 24 years older than his son. In two years, his age will be twice the age will be twice the age of his son. The present age of his son is:
 (A) 14 years (B) 18 years
 (C) 20 years (D) 22 years
34. Find the odd man out
 (A) Carret (B) Cucumber
 (C) Onion (D) Ginger

35. If the code for JAVA is LCXC what is the code for BASIC?
 (A) CBJTD (B) DCUKE
 (C) EDVLF (D) FEWMG
36. For what can you use Outlook Tasks?
 (A) Manage client data
 (B) Send and receive e-mail
 (C) Schedule appointments and meetings
 (D) Manage to-do items
37. What Do-while is an _____ loop.
 (A) Entry control (B) Exit control
 (C) Entry enrolled (D) None of these
38. What should follow the sheet name in a 3-D formula?
 (A) Colon (B) Parentheses
 (C) Period (D) Exclamation point
39. Excel would evaluate the formula, =2010/58, and return this answer.
 (A) 5 (B) 6.25
 (C) 320 (D) 232
40. What do you see if you hover the mouse over a chart object?
 (A) KeyTip (B) ScreenTip
 (C) ChartTip (D) ChartKey
41. Afzal mixed 40 % kerosene solution to 25 % kerosene solution hence obtaining 30 % kerosene solution. In what ratio were the both solutions mixed.
 (A) 3:1 (B) 2:3
 (C) 2:1 (D) 3:2
42. Protecting a worksheet means:
 (A) No cell in a worksheet can be changed.
 (B) Saving the workbook in a hidden folder
 (C) No additional change:- can be made to a worksheet
 (D) To lock cells in the worksheet so that a user cannot inadvertently change them.
43. A driver drives 8 km South then 6 km W. and 2 km S. again. She then drives 3 km E to avoid a traffic jam before driving 6 km N. How many kilometers is she from her starting point?
 (A) 4 (B) 5
 (C) 6 (D) 7
44. Which of the following is reliable communication?
 (A) TCP (B) IP
 (C) UDP (D) None of these
45. What term describes shaped text?
 (A) TextArt (B) TextWord
 (C) WordArt (D) WordText
46. If ADD = 9, BAD = 7, and CAD = 8 what is the value of ADA?
 (A) 3 (B) 4
 (C) 5 (D) 6
47. Which of the following will determine your choice of systems software for your computer?

- (A) Is the applications software you want to use compatible with it ?
 (B) Is it expensive?
 (C) Is it compatible with your hardware?
 (D) Both A and C
48. A drive that can or remove or insert when the computer is running is said to be
 (A) Robust (B) dynamic
 (C) hot swappable (D) SCSI
49. Before you create labels such as name tags, specify the size by selecting:
 (A) Label Options (B) Layout
 (C) Format (D) Templates
50. A man buys an item for Rs. 1400 and sells it at a loss of 15%. What is the selling price of the item?
 (A) Rs. 1090 (B) Rs. 1160
 (C) Rs. 1190 (D) Rs. 1202
51. In a Rich Text content control field, the text:
 (A) Can be formatted
 (B) Cannot be formatted.
 (C) Is limited to lower case
 (D) Cannot contain space
52. In the formula, = 10 + 5 + 15 + 25/5, Excel computes this first.
 (A) 10+5 (B) 5+15
 (C) 2.5/5 (D) 15+25
53. Where is the address of the active cell displayed?
 (A) Row heading (B) Status bar
 (C) Name Box (D) Formula bar
54. Find odd man out
 (A) Japan (B) China
 (C) London (D) Canada
55. You can evenly adjust spacing in columns and rows by using the Table Tool called:
 (A) Equalize (B) Distribute
 (C) Mirror (D) Snap to Grid
56. This describes the size, weight, and spacing of a character in a Word document.
 (A) Font (B) Typeface
 (C) Points (D) Typography
57. When you want to combine cells in any given table row, you:
 (A) Merge (B) Simplify
 (C) Join (D) Link
58. There are two different ways to insert content from one application into another-embedding and:
 (A) Importing (B) Integrating
 (C) Linking. (D) Bookmarking
59. What term describes a feature that gives Excel enhanced capability?
 (A) Trend lining (B) Enhancement bit
 (C) Thumbnail (D) Add-in

60. A cube has a volume of 8 cubic meters. If each side is doubled in length what will its new volume be in cubic meters?
 (A) 16 (B) 32
 (C) 48 (D) 64
61. The best tool to use to create a hierarchical flow chart in Word is:
 (A) WordArt (B) Shapes
 (C) SmartArt (D) Tables
62. Insert the missing number.
 3, 7, 6, 5, 9, 3, 12, 1, 15, (...)
 (A) 18 (B) 13
 (C) -1 (D) 3
63. What is the least number by which 294 should be multiplied to make it perfect square
 (A) 2 (B) 3
 (C) 6 (D) 12
64. The average weight of A, B and C is 45 Kg. If the average weight of A and B be 40 Kg and that of S and C be 43 Kg, then weight of B is:
 (A) 17 Kg (B) 20 Kg
 (C) 26 Kg (D) 31 Kg
65. A vessel is filled to its capacity with pure milk. Ten liters milk is withdrawn from it and replaced by water. The procedure is repeated again. The vessels now have 32 liters of milk. Find the capacity of three vessels (in liters)
 (A) 40 (B) 45
 (C) 50 (D) 55
66. A combination of instructions and keystrokes that are stored and used in documents is called:
 (A) A shortcut (B) A macro
 (C) A keystroke (D) A function
67. What is the name for a webpage address?
 (A) Directory (B) Domain
 (C) URL (D) Protocol
68. To what does the term "page orientation" refer?
 (A) An application that displays Web pages.
 (B) Combining two versions of the same document.
 (C) Code in a mail merge main document that shows where data will be inserted.
 (D) Whether a page is laid out vertically or horizontally.
69. A _____ is a data communication system within a building, plant, or campus, or between nearby buildings.
 (A) MAN (B) LAN
 (C) WAN (D) none of the above
70. Which is NOT a method of creating a table in MS Access?
 (A) Datasheet View (B) Design View
 (C) Layout View (D) Template
71. When you are working on a document, Word automatically saves your document:
 (A) Every 10 minutes
 (B) Every 10 seconds
 (C) When you close the document
 (D) When you close the application.
72. The price of certain item increased by X% per week over two successive weeks. If at the beginning, 2 kg was available for Rs. 80 and after two weeks they were available for Rs. 105.80, what is value of X.
 (A) 1.5 (B) 15
 (C) 115 (D) 11.5
73. Which alignment choice spreads the data across the width of the cell?
 (A) Center (B) Distributed
 (C) Justify (D) Indent
74. Where does Word insert a table of contents?
 (A) On the first page of the report
 (B) After the cover page
 (C) At the insertion point
 (D) Before the document title
75. When the Reviewing pane is open, the title of that pane is:
 (A) Comments (B) Revisions
 (C) Edits (D) Changes
76. If $a - b = 3$ and $a^2 + b^2 = 29$ find the value of ab
 (A) 10 (B) 12
 (C) 15 (D) 18
77. Connections to the Internet using a phone line and a modem are called _____ connections.
 (A) Broadband (B) dish
 (C) digital (D) dial-up
78. Your _____ files store various versions of running programs.
 (A) Cache (B) memory
 (C) temp (D) static
79. The rules that dictate how the various parts of a formula are written in a table and elsewhere are called:
 (A) Structure (B) Functions
 (C) Exponents (D) Syntax
80. A sum of money at simple interest amounts to Rs. 815 in 3 years and Rs. 854 in 4 years. The sum is?
 (A) Rs. 650 (B) Rs. 690
 (C) Rs. 698 (D) Rs. 700
81. Which one of the following is not a prime number?
 (A) 11 (B) 61
 (C) 91 (D) 31
82. Which number will come next?
 5, 7, 10, 12, 14, 24, 26
 (A) 52 (B) 30
 (C) 28 (D) 48
83. _____ is a technique that is used to send more than one call over a single line?
 (A) Digitizing (B) Duplexing
 (C) Multiplexing (D) Streaming

84. What is the background for a chart called?
 (A) Chart area (B) Chart grid
 (C) Legend area (D) Plot grid
85. What dialog box allows you to change a field name in a PivotTable?
 (A) Field Options (B) Field Pane
 (C) Field Settings (D) Field Structure
86. What is synonym for Contradict?
 (A) Predict
 (B) To Support
 (C) External
 (D) to oppose by words
87. If the hour hand of a clock is turned anticlockwise from 2 pm to 9 am, through how many degrees will it have turned?
 (A) 120 degree (B) 150 degree
 (C) 165 degree (D) 180 degree
88. A man has some hens and cows, if the number of heads be 48 and the number of feet equals 140, then the number of hens will be:
 (A) 22 (B) 23
 (C) 24 (D) 26
89. The Sort command of the Data menu provides this capability.
 (A) Multiple-row (B) Multiple-column
 (C) Multiple-field (D) Multiple-table
90. You want to create a built-in cover page for your report. You go to the:
 (A) Page Layout tab..
 (B) Insert tab.
 (C) References tab.
 (D) Themes menu.
91. Which view shows margins and the rulers?
 (A) Normal (B) Page Layout
 (C) Page Setup (D) Review
92. Data that is copied from an application is stored in the _____
 (A) Driver (B) Clipboard
 (C) terminal (D) prompt

93. Akram thought of a number, add 7, multiplied by 3, took away 5 and divided by 4 to give an answer of 7. What was the starting number?
 (A) 2 (B) 3
 (C) 4 (D) 5
94. Data communication requires
 (A) Sender
 (B) receiver
 (C) transmission medium
 (D) All of these
95. From what location are the 1st computer instructions available on boot up?
 (A) ROM BIOS (B) CPU
 (C) boot.ini (D) CONFIG.SYS
96. If Excel disables and notifies you about a macro, how can you enable the macro?
 (A) Click the option on the View tab
 (B) Click the Macros button on the Developer tab.
 (C) Click the option in the security message panel
 (D) Close and reopen the workbook exclusively.
97. What is the binary value of 200?
 (A) 10010110 (B) 11010110
 (C) 10110110 (D) 11001000
98. To open a template in Word, first goto File and:
 (A) Click New. (B) Click Display.
 (C) Click Open. (D) Click Search.
99. A social security number or a telephone number is considered to be this type of entry in a worksheet.
 (A) Numeric. (B) Text
 (C) Value (D) Formula
100. Which of the following functions is a database function?
 (A) DSUM (B) DGLAZE
 (C) DPART (D) DGROUP

Answer Key

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



Balochistan Digital Library by Muhammad Ismail Mengal



**For More Past Papers
And All Jobs Prepration**

**PPSC, FPSC, CSS NTS, PTS & OTS
General Knowledge, Pak Study,
Current Affairs, Islamiyat, Every-
day Science, & IQ Books and
Notes Available in PDF Formet.**

**Join Our Whatsapp Group
0341 9613126:**

Admin: FaRhaT SajjaD.

Our Mission Provide All Educational
& Jobs Info For Every Pakistani...

"We Love Pakistan"



Our Groups Names

"Admin Farhat Sajjad"



 All JOBS Practice
Books 

 All JOBS Practice
Books3

 PDF Books & Jobs
ADD 4 

 KnOwLeDgE is PoWeR 

 EduCaTeD PaKisTaN

