

# COMPUTER RELATED & IT Related PAPERS

## MODEL PAPER 206

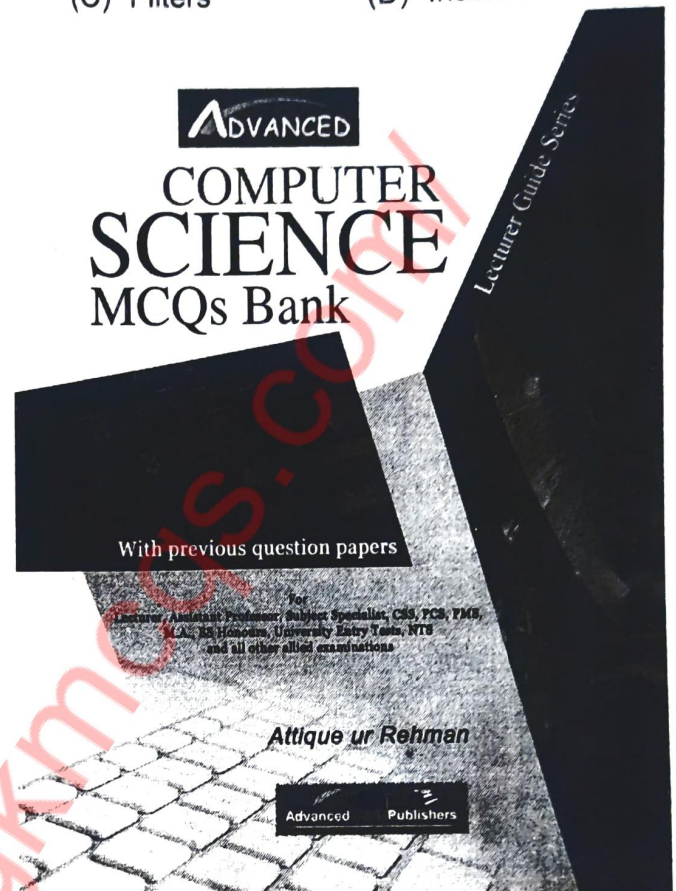
### DATA ENTRY OPERATOR (2020) PUNJAB POLICE

- Which key on the keyboard can be used to slide show?  
(A) F1 (B) F2  
(C) F5 (D) F10
- Which one is Hypertext language?  
(A) XML (B) HTML  
(C) WML (D) HTTP
- Another name for free software to:  
(A) Encrypted Software  
(B) Copy Rights Protect Software  
(C) Customized Software  
(D) Public Domain Software
- Which of the Mowing is not used to access the web?  
(A) ISDN (B) Modem  
(C) UDP (D) DSL
- A computer on network is identified by its  
(A) Mac Address (B) Port Address  
(C) IP Address (D) Location Address
- Which of the following is correct option for sending same letter to multiple persons?  
(A) Mail merge (B) Macros  
(C) Template (D) Alignment
- In MS Excel, to create a formula, you can use:  
(A) Values but not cell references  
(B) Cell references but not values  
(C) Values or cell references although not both at the same time  
(D) Both value and cell references
- "Reuters" is the famous news agency of:  
(A) U.S A (B) Britain  
(C) France (D) Russia
- Which programme is generally used in architectural design?  
(A) Excel (B) Power Point  
(C) Auto CAD (D) MS Word
- In MS Word, "Delete" key delete letters from the \_\_\_\_\_ side of cursor.  
(A) Right (B) Up  
(C) Down (D) Left
- What lets you to create new presentation by selecting ready-made font color and graphics affects in PowerPoint?  
(A) Presentation Template  
(B) Master slide  
(C) Design Template  
(D) Animation Scheme
- In recitation of Holy Quran, there are how many occasions when Sajdah (Prostration) is obligatory for the Muslim:  
(A) 9 (B) 12  
(C) 14 (D) None of these
- Which of the following is not a function in Microsoft Excel?  
(A) SUM (B) MAX  
(C) MIN (D) AVG
- When an Excel workbook is linked to a Word document:  
(A) The Word document contains a copy of the actual data  
(B) The word document cannot be edited  
(C) The word document must contain a hyperlink  
(D) The word document contains a reference to the original source application
- \_\_\_\_\_ users can open MS Excel 2016 file at the same time.  
(A) 100 (B) 50  
(C) 256 (D) None of these
- Which one of the following areas in Pakistan is known for largest Iron ore deposits?  
(A) Chitral (B) Kalabagh  
(C) Sat Range (D) Kalat



17. In MS Word 2016, to extend a selection to adjacent cells of the table:
  - (A) Hold down SHIFT and press an arrow key repeatedly
  - (B) Press Alt + A
  - (C) Ctrl + Alt + H
  - (D) Alt + End
18. When were Hiroshima and Nagasaki hit by atom bombs?
  - (A) August 1945
  - (B) June 1945
  - (C) April 1944
  - (D) None of these
19. When you delete a text box object from a slide in PowerPoint Presentation:
  - (A) The object is deleted but text box and the text inside is left on the slide
  - (B) The text box is deleted and the text is pasted on the slide
  - (C) The text box and text both are deleted
  - (D) None of these
20. Complete the Proverb: "Make hay while the \_\_\_\_\_ shines."
  - (A) Moon
  - (B) Jupiter
  - (C) Sun
  - (D) Earth
21. Roger Federer is a famous player of:
  - (A) Tennis
  - (B) Golf
  - (C) Football
  - (D) Cricket
22. Which is a volatile memory?
  - (A) ROM
  - (B) BIOS
  - (C) PROM
  - (D) RAM
23. Which is the longest river of Pakistan?
  - (A) Ravi
  - (B) Indus
  - (C) Jhelum
  - (D) Chenab
24. Which Angel is appointed for providing Food?
  - (A) Hazrat Gabriel (A.S)
  - (B) Hazrat Israfeel (A.S)
  - (C) Hazrat Meekall (A.S)
  - (D) Hazrat Izrail (A.S)
25. Who is the current Secretary General of SAARC?
  - (A) Ahmed Saleem
  - (B) Esala Ruwan
  - (C) Sheal Kant Sharma
  - (D) None of these
26.  $7\frac{56}{100}$  in decimal form is:
  - (A) 7.056
  - (B) 7.56
  - (C) 756
  - (D) 75.6
27. \_\_\_\_\_ occurs when a person sends a message (or many messages) with angry or antagonistic content.
  - (A) Flaming
  - (B) Email Bankruptcy
  - (C) Email Phishing
  - (D) Email fatigue

28. Which of the following Excel feature allows users to evaluate values and return a result?
  - (A) Formulas
  - (B) Formatting
  - (C) Filters
  - (D) Insertions



29. Common methods of Internet access by users include:
  - (A) Broadband over coaxial cable
  - (B) Fiber optics or copper wires
  - (C) Wi-Fi
  - (D) All of these
30. Ayat Al Kursi is part of which Surah in the Holy Quran?
  - (A) Al Imran
  - (B) Al Baqarah
  - (C) Al Anfal
  - (D) Al Nissa
31. In MS Excel 2016, zoom level of a page can only be:
  - (A) 10 percent to 300 percent
  - (B) 5 percent to 100 percent
  - (C) 10 percent to 400 percent
  - (D) 5 percent to 300 percent
32. Find the correct indirect sentence: Majid said, "It may rain tomorrow."
  - (A) Majid told that it may rain tomorrow
  - (B) Majid suggested that it might rain tomorrow
  - (C) Majid said that it might rain the next day
  - (D) Majid told it might rain the next day
33. In MS Word, what is the function of CTRL + R?
  - (A) Bold
  - (B) Italic
  - (C) Underline
  - (D) None of these



- (A) Open the print dialogue  
(B) Update the current web page  
(C) Close the current window  
(D) None of these
34. Who won the 50-Over Men's Cricket World Cup in 2015?  
(A) India (B) West Indies  
(C) Pakistan (D) Australia
35. Dead Sea is located in:  
(A) Israel and Turkey  
(B) Israel and Jordan  
(C) Israel and Syria  
(D) Syria and Lebanon
36. What fraction of a cake remains when  $\frac{3}{8}$  of the cake has been eaten?  
(A)  $\frac{2}{8}$  (B)  $\frac{4}{8}$   
(C)  $\frac{5}{8}$  (D)  $\frac{6}{8}$
37. Which of the following methods can not be used to enter data in MS Excel cell:  
(A) Pressing an arrow key  
(B) Pressing the Tab key  
(C) Pressing the Esc key  
(D) Clicking on the formula bar
38. All replied E-mails are stored in a \_\_\_\_\_ folder  
(A) Drafts (B) Inbox  
(C) Sent (D) Trash
39. When two people collaborate on an online document at the same time, they are collaborating  
(A) In CloudEdit (B) By Tracking  
(C) Synchronously (D) Independently
40. Binary system is comprised of the values 1 & 0, where 0 means:  
(A) On (B) Of  
(C) Start (D) Low
41. If I am sixth in a queue from either end. How many people are there in the queue?  
(A) 11 (B) 9  
(C) 12 (D) 13
42. \_\_\_\_\_ is a silicon chip which carries out set of instructions and processes the data efficiently and accurately.  
(A) RAM (B) Modem  
(C) Processor (D) Hard disk
43. The first Network is called:  
(A) CNET (B) NSFNET  
(C) ASAPNET (D) ARPANET
44. "Yaum-e-Takbeer" in Pakistan is celebrated on:  
(A) 6 September (B) 16 December  
(C) 23 March (D) 28 May
45. Harappa is a city in Punjab about 24 km south west of:  
(A) Sahiwal (B) Multan  
(C) Narowal (D) Makran
46. The file type \_\_\_\_\_ indicates the file is a word document  
(A) .doc (B) .wrd  
(C) .exe (D) .txt
47. Which of the following country is situated on Equator?  
(A) Maldives (B) Gabon  
(C) Indonesia (D) All of these
48. The famous Adam's Peak, which is venerated by Christians, Muslims, Buddhists and Hindus, is located in:  
(A) Syria (B) Turkey  
(C) Malaysia (D) Sri Lanka
49. Which generation computers used transistors?  
(A) First generation  
(B) Second generation  
(C) Third generation  
(D) Fourth generation
50. Paint programs keep track of every \_\_\_\_\_ placed on the screen.  
(A) Image (B) Object  
(C) Pixel (D) Color
51. 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
52. Which of the following is Mozilla Firefox?  
(A) Anti-virus software  
(B) Web browser  
(C) URL  
(D) COO
53. From the following personalities indicate the one who has represented Pakistan at the United Nation Representative:  
(A) Dr. Waheed Qureshi  
(B) Patras Bokhari  
(C) Fan Ahmad Faiz  
(D) Ate ul Haq Qasmi
54. Ronaldo is a Brazilian retired professional player of \_\_\_\_\_.  
(A) Hockey (B) Baseball  
(C) Football  
(D) Tennis
55. Which part of the computer is called "brain of the computer"?  
(A) Compiler  
(B) Central Processing Unit  
(C) Visual Display Unit  
(D) None of these
56. Which one of the following is the most powerful computer?  
(A) Personal Computer  
(B) Super Computer  
(C) Mobile Computer



- (D) Power Computer
57. In Microsoft Excel the Intersection of columns and rows is called a:  
(A) Data (B) Table  
(C) Cell (D) Schema
58. In computing, MB stands for:  
(A) More Bytes  
(B) Megabyte  
(C) Maximum Byte  
(D) Minimum Byte
59. Harare is the capital of  
(A) Zimbabwe (B) Hong Kong  
(C) Uganda (D) Panama
60. When was the first session of the first Constituent Assembly of Pakistan held?  
(A) 11 August, 1947  
(B) 14 August, 1947  
(C) 19 August, 1947  
(D) None of these
61. Headquarters of World Trade Organization is located in:  
(A) Vienna (B) Geneva  
(C) Brussels (D) London
62. Fill in the blank: "Aslam is senior \_\_\_\_\_ me."  
(A) on (B) to  
(C) of (D) for
63. The smallest memory unit of computer is:  
(A) Byte (B) Kilobyte  
(C) Megabyte (D) Bit
64. What is an isthmus?  
(A) Inland sea  
(B) A large lagoon  
(C) Narrow strip of land connecting two land masses  
(D) Land formed at the mouth of a river
65. DOS cannot retrieve any data from a disk if a computer virus corrupts its:  
(A) Directory Area  
(B) Data Area  
(C) BAT Files  
(D) File Allocation Table (FAT)
66. 1, 9, 25, 49, \_\_\_\_\_, 121.  
(A) 100 (B) 81  
(C) 91 (D) 94
67. What is unsolicited bulk e-mail known as?  
(A) Arial (B) Spam  
(C) Herbew (D) Spool
68. The first woman to fly to Space was:  
(A) Eileen Collins  
(B) Valentina Tereshkova  
(C) Petrica Mccarthy  
(D) None of these
69. The \_\_\_\_\_ program compresses large files into a smaller file:  
(A) WinZip (B) WinShrink
- (C) WinStyle (D) None of these
70. Who was Pakistan's first Foreign Minister?  
(A) Jogindarnath Mandel  
(B) Liaquat Ali Khan  
(C) Rap Ghazanfar Ali Khan  
(D) Sir Zafarullah Khan
71. In Internet terminology IP stands for:  
(A) Internet Protocol  
(B) Internet Proudler  
(C) Internet Procedure  
(D) Internet Processor
72. Which team won the Pakistan Super League 2019?  
(A) Quetta Gladiators  
(B) Karachi Kings  
(C) Peshawar Zalmi  
(D) Islamabad United
73. Nal Gaj Dam is being constructed in which province of Pakistan:  
(A) Punjab (B) Sindh  
(C) Balochistan (D) Khyber PK
74. In computer science, Half - byte is also known as:  
(A) Word (B) Four bits  
(C) Nibble (D) All of these
75. World Wide Web is being standardized by:  
(A) World Wide Corporation  
(B) W3C  
(C) World Wide Consortium  
(D) World Wide Web Standard
76. Muslim League delegation at Simla Conference included:  
(A) Jinnah and Liaquat  
(B) Liaquat and Nazimuddin  
(C) Jinnah and Nazimuddin  
(D) Jinnah, Liaquat and Nazimuddin
77. When typing character search criteria, Excel matches fields based on:  
(A) Alphabetical order  
(B) Capitalization  
(C) Spelling  
(D) Primary records
78. Which one of the following is not a search engine?  
(A) Google (B) MSN  
(C) Windows (D) Yahoo
79. Change the narration: He said to me. "Keep quiet and listen to me."  
(A) He ordered me to keep quiet and listen to his words  
(B) He told me to keep quiet so that I could listen to his words  
(C) He requested me keeping quiet and listening to his words.  
(D) He entreated me that I should keep quiet and listen to his words.



80. The police force was first set up to maintain law and order in the Islamic state during the Caliphate of:  
 (A) Hazrat Abu Bakr (R.A)  
 (B) Hazrat Umar (R.A)  
 (C) Hazrat Usman (R.A)  
 (D) Hazrat Ali (R.A)
81. ROM stands for:  
 (A) Read only Memory  
 (B) Read over Memory  
 (C) Read of Memory  
 (D) Nona of these
82. Of the following which one is a military alliance?  
 (A) ASEAN (B) NATO  
 (C) NAFTA (D) CECD
83. The largest ocean of the world is:  
 (A) Atlantic ocean (B) Pacific ocean  
 (C) Indian ocean (D) Arctic ocean
84. Who is the current speaker of the Provincial Assembly of Sindh?  
 (A) Murad Ali Shah  
 (B) Rehana Leghari  
 (C) Agha Siraj Durrani  
 (D) None of these
85. Who is the youngest person in Pakistan to receive Nishan-i-Haider?  
 (A) Capt. Mohd. Sarwar  
 (B) Major Aziz Bhatti  
 (C) Hawaldar Lalak Jan  
 (D) Ft. Lt. Rasheed Minahs
86. Maharaja Ranjit Singh ruled Punjab for:  
 (A) 60 Years (B) 50 Years  
 (C) 40 Years (D) 20 Years
87. An alloy consisting of mainly Tin and Lead is called:  
 (A) Brass (B) Bronze  
 (C) Chrome (D) Solder
88. In PowerPoint, the difference between Slide Design and Auto Content Wizard is:  
 (A) Both are same  
 (B) Auto Content Wizard is just the wizard version of Slide Design  
 (C) Slide Design does not provide sample content but Auto Content Wizard provides sample content too  
 (D) Slide Design asks your choice in steps but Auto Content Wizard does not let you make choice.
89. Who is the current Chief Justice of Pakistan?  
 (A) Mr. Justice Asif Saeed Khan Khosa  
 (B) Justice Tassaduq Hussain Jilani  
 (C) Mr. Justice Gulzar Ahmed  
 (D) Mr. Justice Mian Saqib Nisar
90. Karakoram Highway starts in Pakistan from:  
 (A) Islamabad (B) Tarbela
- (C) Hassan Abdal (D) None of these
91. Microsoft office is a type of?  
 (A) System software  
 (B) Application software  
 (C) Utility software  
 (D) Firmware
92. Arrangement of data in a logical sequence is known as:  
 (A) Sorting (B) Classifying  
 (C) Reproducing (D) Summerizing
93. Who is the current Minister of Human Rights in Pakistan?  
 (A) Ghulam Sarwar Khan  
 (B) Dr. Shireen Mazari  
 (C) Zubaida Jalal Khan  
 (D) None of these
94. Electrons were discovered by \_\_\_\_\_  
 (A) ?????  
 (B) J.C. Bose  
 (C) J.J. Thomson  
 (D) Christopher Columbus
95. In MS Office Ctrl + G is shortcut to:  
 (A) Open Find and replace Dialog box with activating Go to Tab  
 (B) Open Find and Replace Dialog box with activating Find Tab  
 (C) Open Find and Replace Dialog box with activating Replace Tab  
 (D) Open Go to Dialog box
96. "First Pakistan Olympic Games" were inaugurated by Quaid-e-Azam at:  
 (A) Lahore (B) Karachi  
 (C) East Pakistna (D) Quetta
97. بدنگ دراکا اولین دیپاچہ لکھنے کا اعزاز کس نے حاصل کیا؟  
 (A) مولانا حالی (B) سرراس مسعود  
 (C) شیخ عبدالقادر (D) جاوید اقبال
98. "مرثیہ" کس زبان کا لفظ ہے؟  
 (A) فارسی (B) ترکی  
 (C) ہندی (D) عربی
99. مشہور ناول "راجہ گدھ" کی مصنفہ کون ہیں؟  
 (A) خدیجہ مستور (B) بانو قدسیہ  
 (C) الطاف فاطمہ (D) بشری رحمان
100. اوریا کو کوزہ میں بند کرنا سے کیا مراد ہے؟  
 (A) مختصر الفاظ میں بڑی تفصیل کو بیان کر دینا  
 (B) پانی کے بہاؤ کو روک دینا



(D) بڑے دریا کا چھوٹا دریا بننا

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



## DATA ENTRY OPERATOR (2017) IN POLICE DEPARTMENT

- (B) Barcode reader
  - (C) Robot
  - (D) Computer
8. In MS Word 2007, which shortcut key is used to switch to Print Layout view?  
(A) ALT+SHIFT+P  
(B) ALT+CTRL+O  
(C) SHIFT+CTRL+O  
(D) ALT+CTRL+P
  9. Individual dots, which make up a picture on the monitor screen, are called:  
(A) Pixels (B) Pixles  
(C) Coloured Spots (D) Colourless Spots
  10. \_\_\_\_\_ is a collection of programme that supervises and control overall function of a computer.  
(A) Operating system (B) Device drivers  
(C) Utility programs (D) MS Office
  11. "Fax Viewer" is a(an):  
(A) Productivity software  
(B) Utility program  
(C) Business software  
(D) Educational software
  12. \_\_\_\_\_ controls, co-ordinates and directs all the operations performed by the computer.  
(A) ALU (Arithmetic and Logic Unit)  
(B) CU (Control Unit)  
(C) AU (Arithmetic Unit)  
(D) LU (Logic Unit)
  13. \_\_\_\_\_ is a grid of individual pixels that collectively compose an image.



- (A) Vector graphic  
(B) Raster graphic or bitmap  
(C) Color graphic  
(D) Negative films
14. In MS Word 2007, which shortcut key is used to replace text or specific formatting?  
(A) CTRL+H (B) CTRL+T  
(C) CTRL+I (D) CTRL+SHIFT+I
15. \_\_\_\_\_ is used to create visual presentations with the help of audio and videos clips.  
(A) Productivity software  
(B) Entertainment software  
(C) Multimedia software  
(D) Graphic software
16. In MS Word 2007, which shortcut key is used to insert a comment?  
(A) ALT+CTRL+M (B) ALT+CTRL+C  
(C) SHIFT+CTRL+C (D) ALT+CTRL+N
17. \_\_\_\_\_ is a computer software whose user interface and API resembles that of a printer driver.  
(A) Virtual Printer  
(B) Plotter  
(C) Dye-Sublimation Printer  
(D) Impact Printer
18. \_\_\_\_\_ contains a magnetic strip.  
(A) Speakers (B) Credit card  
(C) Smart card (D) All of these
19. Physical parts of the computer that we can see and touch are known as:  
(A) Software (B) Hardware  
(C) Both A and B (D) Computer program
20. LED printer uses \_\_\_\_\_ to cause toner adhesion to the printer drum:  
(A) Laser beam  
(B) An array of LEDs  
(C) Ink  
(D) Impact Printing method
21. In MS Word 2007, which shortcut key is used to move a selected paragraph up?  
(A) ALT+SHIFT+UP ARROW  
(B) ALT+CTRL+UP ARROW  
(C) CTRL+SHIFT+UP ARROW  
(D) ALT+TAB+
22. \_\_\_\_\_ is used for criminal investigations and security system. Some computers use it for login and user authentication.  
(A) Barcode reader  
(B) Computer code reader  
(C) Finger print reader  
(D) Secret code reader
23. Computer is an electric machine which process \_\_\_\_\_ into meaningful information.  
(A) Input (B) Output  
(C) Both A and B (D) Graphics
24. "Window Explorer" is a/an:  
(A) Educational software  
(B) Utility program  
(C) Entertainment software  
(D) Reference software
25. \_\_\_\_\_ devices hold data and instructions.  
(A) Storage (B) Input  
(C) Output (D) Motherboard
26. Main circuit board of a computer is known as:  
(A) Modem (B) Processor  
(C) RAM (D) Communication
27. UNIVAC stands for:  
(A) Universal Automatic Computer  
(B) Used Auto Computer  
(C) Universal Array Computer  
(D) Unused Automatic Computer
28. "Adobe flash" is an example of:  
(A) Spread sheet  
(B) Multimedia software  
(C) Utility software  
(D) File manager
29. Mac is a/an:  
(A) Utility program (B) Device driver  
(C) Image viewer (D) Operating system
30. In MS Word 2007, which shortcut key is used to switch to Draft view?  
(A) SHIFT+CTRL+N (B) ALT+SHIFT+D  
(C) ALT+CTRL+D (D) ALT+CTRL+N
31. Encyclopedia is an example of \_\_\_\_\_ software.  
(A) Entertainment (B) Reference  
(C) Productivity (D) System
32. \_\_\_\_\_ could tell you the price of a bar of biscuit.  
(A) Keyboard  
(B) Mouse  
(C) Optical mark reader  
(D) Bar code reader
33. In MS Word 2007, which shortcut key is used to view a "Print Preview" of a document?  
(A) ALT+CTRL+P  
(B) ALT+SHIFT+R  
(C) ALT+CTRL+I  
(D) ALT+SHIFT+P
34. In MS Word 2007, which shortcut key is used to switch to Outline view?  
(A) ALT+CTRL+P (B) ALT+SHIFT+O  
(C) ALT+CTRL+O (D) ALT+SHIFT+P
35. \_\_\_\_\_ is a program that is used to view and manage images.  
(A) System viewer  
(B) File viewer  
(C) Multimedia software  
(D) Image viewer
36. When a computer starts, \_\_\_\_\_ check all the devices and loads their drivers so that devices can work properly.  
(A) File manager  
(B) Application software



- (C) Operating system  
(D) Utility program
37. \_\_\_\_\_ loads the system files in the RAM of the computer and provides a user interface.  
(A) MS office  
(B) Reference software  
(C) Productivity software  
(D) Operating system
38. A light pen contains \_\_\_\_\_.  
(A) Refillable ink  
(B) Light sensitive elements  
(C) Pencil lead  
(D) Blue ink
39. Drivers of a computer hardware are:  
(A) Application Software  
(B) Utility programs  
(C) System software  
(D) Productivity software
40. A device cannot work properly if \_\_\_\_\_ is not installed.  
(A) Application software  
(B) Educational software  
(C) Device driver  
(D) Spread sheet
41. \_\_\_\_\_ is used to draw pictures, 3D images and animation.  
(A) Graphic software  
(B) Multimedia software  
(C) Word processing software  
(D) Spread sheet software
42. Devices which are used to enter data into a computer are known as:  
(A) Input devices  
(B) Output devices  
(C) Communication devices  
(D) All of these
43. A long narrow socket on the motherboard into which different expansion cards can be plugged in is called:  
(A) Expansion slot (B) CD ROM  
(C) Power Supply (D) Processor
44. \_\_\_\_\_ is a component of a processor that performs mathematical and division.  
(A) CU (Control Unit)  
(B) AU (Arithmetic Unit)  
(C) LU (Logic Unit)  
(D) Both A and C
45. \_\_\_\_\_ is a component of a processor that compares two quantities and gives answer in the form of true or false.  
(A) AU (Arithmetic Unit)  
(B) LU (Logic Unit)  
(C) Both A and B  
(D) None of these
46. ALU is a component of processor, which is consist of:  
(A) AU (Arithmetic Unit)  
(B) LU (Logic Unit)  
(C) Both A and B
- (D) None of these
47. Component(s) of a computer is/are:  
(A) Hardware (B) Software  
(C) Both A and B (D) None of these
48. \_\_\_\_\_ are used to display data.  
(A) Storage devices  
(B) Communication devices  
(C) Input devices  
(D) Output devices
49. \_\_\_\_\_ is a set of light and dark bars (lines) with different width pasted on different products, which contain information about product.  
(A) Barcode (B) Secret code  
(C) Computer code (D) Finger print
50. VAB stands for:  
(A) Voice auto broadcasting  
(B) Visual & audio broadcasting  
(C) Voice answer back  
(D) None of these
51. MS Power Point is a/an example of:  
(A) Multimedia software  
(B) Graphics software  
(C) Spread sheet  
(D) Entertainment software
52. In Windows Operating System \_\_\_\_\_ is known as a File Manager.  
(A) Windows Explorer  
(B) MS Word  
(C) MS Excel  
(D) Device Driver
53. \_\_\_\_\_ helps user to locate, rename, move, copy and delete files.  
(A) File Manager (B) MS Word  
(C) Device Driver (D) MS Excel
54. Robot is a machine which is controlled by a software contained in a chip, is used in the field(s) of:  
(A) Manufacturing (B) Military  
(C) Medical (D) All of these
55. "Add or Remove programs" is a(an):  
(A) Productivity software  
(B) File manager  
(C) Utility program  
(D) Device driver
56. Which of the following component of a computer works like human brain?  
(A) RAM (B) Processor  
(C) DVD drive (D) Power supply
57. Windows Media player is a/an:  
(A) Utility program  
(B) Entertainment software  
(C) Operating system  
(D) Educational software
58. Which of the following contains startup instructions of the computer and information about its hardware devices?  
(A) RAM (B) ROM



- (C) Processor (D) CD
59. 3D printing is also known as:  
 (A) Virtual Printing  
 (B) Additive Manufacturing (AM)  
 (C) Dye-sublimation Printing  
 (D) Impact Printing
60. In MS Word 2007, which shortcut key is used for "Go to a page, bookmark, footnote, table, comment, graphic, or other location"?  
 (A) CTRL + H (B) CTRL + G  
 (C) Alt + H (D) ALT + SHIFT + H
61. Main type(s) of software is/are:  
 (A) System Software  
 (B) Application Software  
 (C) Request Software  
 (D) Both A and B
62. Software is also called \_\_\_\_\_  
 (A) A computer program  
 (B) Physical part of computer  
 (C) Input device  
 (D) Output device
63. PNG (Portable Network Graphics) is an example of:  
 (A) Vector graphics  
 (B) Raster graphics or bitmaps  
 (C) Color graphics  
 (D) Negative films
64. Types of computer memory are:  
 (A) Two (B) Four  
 (C) Three (D) Six
65. Daisy Wheel Printing is an example of  
 (A) Thermal Printing  
 (B) Impact Printing  
 (C) Laser Printing  
 (D) Liquid Inkjet Printing
66. Barcode Reader is a/an \_\_\_\_\_  
 (A) Input device (B) Output device  
 (C) Storage device (D) Display device
67. \_\_\_\_\_ is used to transmit digital data over telephone lines.  
 (A) Network card (B) Sound card  
 (C) Graphic card (D) Modem
68. Which of the following is temporary storage area for data before and after it is processed?  
 (A) RAM (B) ROM  
 (C) CD (D) Floppy
69. In MS Word 2007, which shortcut key is used to move a selected paragraph down?  
 (A) ALT + CTRL + DOWN ARROW  
 (B) ALT + SHIFT + DOWN ARROW  
 (C) ALT + TAB + DOWN ARROW  
 (D) CTRL + SHIFT + DOWN ARROW
70. \_\_\_\_\_ are programs that control and direct the operations of a computer hardware.  
 (A) Application Software  
 (B) MS Office Suite  
 (C) System Software  
 (D) Game Software
71. Who invented Computer Mouse?  
 (A) Douglas Carl Engelbert  
 (B) Bill Gates  
 (C) John McAfee  
 (D) Evan Williams
72. \_\_\_\_\_ is used to detect physical and logical problems of a disk.  
 (A) Device driver  
 (B) File manager  
 (C) Reference software  
 (D) Disk scanner
73. \_\_\_\_\_ is used as a disk scanner in Microsoft Windows.  
 (A) Disk cleanup (B) Disk defragmenter  
 (C) Disk cleanout (D) Disk cleaning
74. \_\_\_\_\_ is a pointing device.  
 (A) CD-ROM drive  
 (B) Touch screen used for computer input  
 (C) RAM  
 (D) CPU
75. VGA stands for:  
 (A) Video Graphics Array  
 (B) Visual Graphics Array  
 (C) Volatile Graphics Array  
 (D) Visual Graphics Array
76. CDR (Corel Draw) is an example of:  
 (A) Vector graphics  
 (B) Raster graphics or bitmaps  
 (C) Color graphics  
 (D) Negative films
77. MS Excel, Lotus 1-2-3 and Corel's Quattro Pro are examples of:  
 (A) Utility program  
 (B) Reference software  
 (C) File manager  
 (D) Productivity Software
78. CD-ROM stands for:  
 (A) Compactable Data Read Only Memory  
 (B) Compactable Disk Real Memory  
 (C) Compactable Data Read Only Memory  
 (D) Compactable Disk Read Only Memory
79. Daisy wheel printing was invented in \_\_\_\_\_?  
 (A) 1969 (B) 1975  
 (C) 1965 (D) 1980
80. "Disk Cleanup" is a/an:  
 (A) Utility program  
 (B) Device driver  
 (C) Productivity software  
 (D) File manager
81. Which country has the largest Muslim population in the world?  
 (A) Iran (B) India  
 (C) Indonesia (D) Saudi Arabia
82. Deccan Plateau is situated in:  
 (A) France (B) India  
 (C) Australia (D) South Africa



83. The first Pakistani cricket player to score 1000 runs in T20 is:  
 (A) Shahid Afridi  
 (B) Muhammad Hafeez  
 (C) Umer Akmal  
 (D) Imran Nazir

84. Find the odd one out: 41, 43, 47, 53, 65, 71, 73, 79  
 (A) 53 (B) 65  
 (C) 71 (D) 41

Solution:

41, 43, 47, 53, 65, 71, 73, 79, .....

$$41 + 2 = 43$$

$$43 + 4 = 47$$

$$47 + 6 = 53$$

$$53 + 12 = 65$$

$$65 + 6 = 71$$

$$71 + 2 = 73$$

$$73 + 6 = 79$$

Question is wrong

Correct series is

41, 43, 47, 53, 61, 71, 73, 81

81 is odd one out because 81 as it is perfect square other are prime.

85. Which of the following countries does not have Veto power in the UN?

- (A) USA (B) Canada  
 (C) UK (D) France

86. Fill in the blank. "They do nothing \_\_\_\_\_ complain all the time."

- (A) except (B) at  
 (C) of (D) on

87. Fill in the blank. "I paid the fees \_\_\_\_\_ the end of the course."

- (A) in (B) at  
 (C) about (D) of

88. Which city became the temporary capital of Pakistan in 1960?

- (A) Lahore (B) Karachi  
 (C) Rawalpindi (D) Quetta

89. The synonym of "Ambiguous" is:

- (A) Determined (B) Obvious  
 (C) Explicit (D) Unclear

90. They always \_\_\_\_\_ back home late.

- (A) come (B) will come  
 (C) came (D) had come

91. She \_\_\_\_\_ English now.

- (A) speak (B) speaks  
 (C) is speaking (D) spoken

92. It \_\_\_\_\_ to rain an hour ago.  
 (A) began (B) began  
 (C) begun (D) will begun

93. You \_\_\_\_\_ since morning.

- (A) rest  
 (B) rested  
 (C) will rest  
 (D) have been resting

94. I \_\_\_\_\_ this exercise in an hour yesterday.

- (A) finished  
 (B) finish  
 (C) will finish  
 (D) will have finished

95. She has \_\_\_\_\_ the letter.

- (A) post (B) posts  
 (C) posted (D) will post

96. بھینس کے آگے بین بجانا کیا ہے؟

- (A) روزمرہ (B) محاورہ  
 (C) جگت (D) ضرب المثل

97. سچائی، نیکی اور حسن کسی کی \_\_\_\_\_ نہیں:

- (A) میراث (B) حق  
 (C) خوبی (D) خالی

98. "دل بلیوں اچھلنا" کا معنی ہے:

- (A) پریشان ہونا (B) اداس ہونا  
 (C) بہت خوش ہونا (D) شکست دینا

99. خن کم \_\_\_\_\_ جملہ مکمل کریں۔

- (A) جہاں فریب (B) جہاں پاک  
 (C) جہاں گریز (D) جہاں دیدہ

100. صحت کے لیے بہت مفید ہے:

- (A) مرابہ (B) مرلج  
 (C) مرہ (D) مارابہ

### Answer Key

1. C	7. C	13. B	19. B	25. A	31. B	37. D	43. A
2. A	8. D	14. A	20. B	26. D	32. D	38. B	44. B
3. B	9. A	15. C	21. A	27. A	33. C	39. C	45. C
4. C	10. A	16. A	22. C	28. B	34. C	40. C	46. C
5. A	11. B	17. A	23. A	29. D	35. D	41. A	47. C
6. C	12. B	18. B	24. B	30. D	36. C	42. A	48. D



- |     |   |     |   |     |   |     |   |     |   |     |   |     |   |      |   |
|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|------|---|
| 49. | A | 56. | B | 63. | B | 70. | C | 77. | D | 84. | B | 91. | B | 98.  | C |
| 50. | C | 57. | B | 64. | A | 71. | A | 78. | D | 85. | B | 92. | B | 99.  | B |
| 51. | A | 58. | B | 65. | B | 72. | D | 79. | A | 86. | A | 93. | D | 100. | C |
| 52. | A | 59. | B | 66. | A | 73. | A | 80. | A | 87. | B | 94. | A |      |   |
| 53. | A | 60. | B | 67. | D | 74. | B | 81. | C | 88. | C | 95. | C |      |   |
| 54. | D | 61. | D | 68. | A | 75. | A | 82. | B | 89. | D | 96. | B |      |   |
| 55. | C | 62. | A | 69. | B | 76. | A | 83. | B | 90. | A | 97. | A |      |   |

**MODEL PAPER 208**

## DATA ENTRY OPERATOR IN THE PUNJAB POLICE DEPARTMENT 2016

1. Find the odd man out.  
(A) Coaxial cable (B) Microwaves  
(C) Optical fiber (D) Twisted pair wire
2. 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.
3. 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
4. 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%

**Solution:**

Let original length =  $x$  meter

Original Breadth =  $y$  m

Original area =  $xy$  sq.m

$$\text{Increased length} = \frac{120}{100}$$
$$\text{Increased breadth} = \frac{120}{100}$$
$$\begin{aligned}\text{New area} &= \frac{120}{100}x \times \frac{120}{100}y \\ &= \frac{36}{25}xy \text{ m}^2\end{aligned}$$

Difference between the original area and new area is:

$$\frac{36}{25}xy - xy$$

$$\begin{aligned}\frac{11}{25}xy \text{ increase \%} &= \frac{\frac{11}{25}xy}{xy} \times 100 \\ &= \frac{11}{25} \times 100 \\ &= 11 \times 4 \\ &= 44\%\end{aligned}$$

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) .rft
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) 4950



(C) 2500  
Solution:

$$\text{Sum of the series} = \frac{n(n+1)}{2}$$

$$= \frac{99(99+1)}{2}$$

$$= \frac{99 \times 100}{2}$$

$$= 99 \times 50 = 4950$$

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)  $\frac{7}{9}$

Solution:

$$\frac{3}{4} = 0.75$$

$$\frac{4}{5} = 0.8$$

$$\frac{7}{8} = 0.875$$

$$\frac{7}{9} = 0.777$$

So,  $\frac{7}{8}$  is the largest fraction.

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) Formatting 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

Solution:

Time taken to cover 180 miles

$$= 10:45 - 7:12 = 3 \text{ hrs } 45000$$

$$= \frac{3 + 45}{60} = 3.75 \text{ hrs}$$

$$\text{Average Speed} = \frac{\text{Distance}}{\text{Time}}$$

$$= \frac{180}{3.75}$$

$$= 48 \text{ miles}$$

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

Solution:

1, 4, 9, 16, 25

$$(1)^2 = 1$$

$$(2)^2 = 4$$

$$(3)^2 = 9$$

$$(4)^2 = 16$$

$$(5)^2 = 25$$

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
- Solution:**  
Let the present age of his son be  $x$  years  
So, present age of his father =  $x + 24$   
 $\Rightarrow$  After two years,  
Father age =  $x + 24 + 2$   
Son's age =  $x + 2$   
Now,  
 $x + 24 + 2 = 2(x + 2)$   
 $x + 26 = 2x + 4$   
 $2x - 2 = 26 - 4$   
 $x = 22$   
Son's present age = 22 year
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,  $=20 \times 10 / 5 \times 8$ , and return this answer.  
(A) 5 (B) 6.25  
(C) 320 (D) 232

**Solution:**

$$= \frac{20 \times 10}{5 \times 8}$$

$$= 5$$

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) 1:2 (D) 3:2

**Solution:**

$$(30 - 25) : (40 - 30)$$

$$5 : 10$$

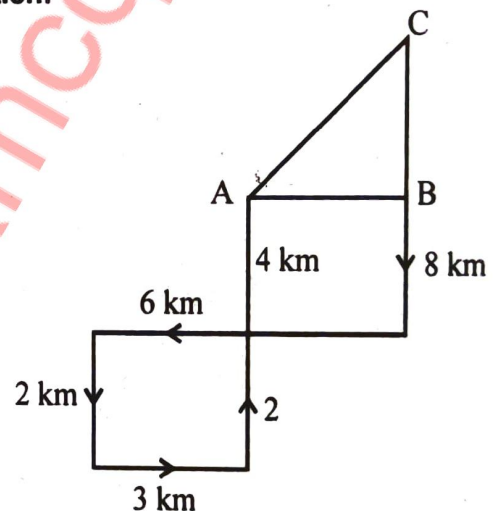
$$1 : 2$$

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 changes 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

**Solution:**

Now,  $AB = 6 - 3 = 3$  km

$BC = 8 - 4 = 4$  km

$$(AC)^2 = (AB)^2 + (BC)^2$$

$$(AC)^2 = (3)^2 + (4)^2$$

$$= 9 + 16$$

$$(AC)^2 = 25$$

$$AC = \sqrt{25}$$

$$AC = 5$$

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 be removed or inserted while 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

**Solution:**

$$\begin{aligned} \text{Loss} &= 100 - 15 \\ &= 85\% \\ \text{S.P} &= 85\% \text{ of } 1400 \\ &= \frac{85}{100} \times 1400 \\ &= 85 \times 14 \\ \text{S.P} &= 1190 \end{aligned}$$

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)  $25/5$  (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

**Solution:**

The side is  $(8)^3$  that is 2 m if it is doubled then 4m.  
 The volume is  $4^3$   
 $= 4 \times 4 \times 4$   
 $= 64 \text{ m}^3$

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

**Solution:**

$$\begin{array}{ccccccccccc} 3, & 7, & 6, & 5, & 9, & 3, & 12, & 1, & 15, & -1 \\ \hline 3+3=6 & & 7-2=5 & & & & & & & \\ 6+3=9 & & 5-2=3 & & & & & & & \\ 9+3=12 & & & & 3-2=1 & & & & & \\ 12+3=15 & & & & 1-2=-1 & & & & & \\ \hline \end{array}$$

So, -1 is answer.

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

**Solution:**

$$\begin{aligned} 294 &= 147 \times 2 \\ &= 3 \times 49 \times 2 \\ &= 3 \times 2 \times 49 \\ &= 3 \times 2 \times (7)^2 \end{aligned}$$

If you multiply 294 with  $3 \times 2$  then it will be perfect square.

**Averages**

$$\frac{A+B+C}{3} = 45$$

$$A+B+C = 135 \quad \dots(i)$$

$$\frac{A+B}{2} = 40$$

$$A+B = 80 \quad \dots(ii)$$

$$\frac{B+C}{2} = 43$$

$$B+C = 86 \quad \dots(iii)$$



Put  $A + B = 80$  in eq (i)

$$80 + C = 135$$

$$C = 135 - 80$$

$$C = 55$$

Put  $C = 55$  in eq (iii)

$$B + 55 = 86$$

$$B = 86 - 55$$

$$B = 31$$

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 B 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 the vessels (in liters)
- (A) 40 (B) 45  
(C) 50 (D) 55

**Solution:**

$$x \left( 1 - \frac{10}{x} \right)^2 = 32$$

$$\left( 1 - \frac{10}{x} \right)^2 = 32x$$

$$x^2 + 100 + 52x = 0$$

$$x^2 + 50x + 2x + 100 = 0$$

$$x(x + 50) + 2(x + 50) = 0$$

$$x(x + 50) + 2(x + 50) = 0$$

$$(x + 2)(x + 50) = 0$$

$$\text{So, } x = 50$$

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

**Solution:**

$$\text{Use } A = Px(1 + R\%)^n$$

$$A = Px(1 + R\%)^n$$

$$105.8 = 80 \times (1 + x\%)^2$$

$$\Rightarrow 1.3225 = (1 + x\%)^2$$

$$(1.15)^2 = (1 + x\%)^2$$

$$1.15 = 1 + x\%$$

$$1.5 - 1 = x\%$$

$$0.15 = x\%$$

$$x = 100 \times 0.15$$

$$x = 15$$

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

**Solution:**

$$a - b = 3$$

$$a^2 + b^2 = 29$$

$$ab = ?$$

$$(a - b)^2 = (3)^2$$

$$a^2 + b^2 - 2ab = 9$$

$$29 - 9 = 2ab$$

$$20 = 2ab$$

$$ab = \frac{20}{2}$$

$$ab = 10$$

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

**Solution:**

A sum of money at simple interest amounts to 815 in 3 years and 854 in 4 years.

$$\text{Interest of 1 year} = 854 - 815 = 39$$

$$\text{Interest of 3 year} = 39 \times 3 = 117$$

$$\text{Sum} = 815 - 117 = 698$$

81. Which one of the following is not a prime number?

(A) 11 (B) 61  
(C) 91 (D) 31

**Solution;**

91 is not a prime number.

82. Which number will come next?

5, 7, 10, 12, 14, 24, 26

(A) 52 (B) 30  
(C) 28 (D) 48

**Solution:**

5, 7, 10, 12, 14, 24, 26, 28

$$5 + 2 = 7$$

$$7 + 3 = 10$$

$$10 + 2 = 12$$

$$12 + 2 = 14$$

$$14 + 10 = 24$$

$$24 + 2 = 26$$

$$26 + 2 = 28$$

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

**Solution:**

Let Hens = x

Cows = y

For heads

$$x + y = 48 \quad \dots (i)$$

$$2x + 4y = 148 \quad \dots (ii)$$

Multiply eq (i) by 2 and subtract by (ii)

$$\begin{array}{r} 2x + 4y = 148 \\ \pm 2x \pm 2y = 96 \\ \hline 2y = 52 \end{array}$$

Cows = 26

Put y = 26 in (i)

$$x + 26 = 48$$

$$x = 48 - 26$$

$$x = 22$$

Hence, hen = 22

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

**Solution:**

$$\frac{3(x + 7) - 5}{4} = 7$$

$$3x + 21 - 5 = 28$$

$$3x + 16 = 28$$

$$3x = 28 - 16$$

$$3x = 12$$

$$x = 4$$

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

**Solution:**

2	200		
2	100	-	0
2	50	-	0
2	25	-	0
2	12	-	1
2	6	-	0
2	3	-	0
	1	-	1

= (1100100)<sub>2</sub>

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. D | 68. D | 81. C | 94. D  |
| 4. B  | 17. B | 30. B | 43. B | 56. A | 69. B | 82. C | 95. A  |
| 5. C  | 18. B | 31. A | 44. A | 57. A | 70. C | 83. C | 96. C  |
| 6. C  | 19. C | 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. D | 34. B | 47. A | 60. D | 73. B | 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. B | 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 |        |
- ◆◆◆◆◆◆◆◆◆◆

**MODEL PAPER 209**

**DATA ENTRY OPERATOR (BS- 12)  
IN THE SPECIAL BRANCH OF POLICE DEPARTMENT 2016**

1. A word template stores common document:  
(A) Content (B) Structure  
(C) Style (D) Theme
2. Which of the following is fastest?  
(A) Hard disk (B) Registers  
(C) RAM (D) Cache
3. What is the name for a webpage address?  
(A) Directory (B) Domain  
(C) URL (D) Protocol
4. What is shortcut to change the font?



- (A) Ctrl+F (B) Ait+Ctrl+F  
(C) Shift+Alt+F (D) Ctrl+Shift+F
5. Which of the following data types automatically generates a consecutive number?  
(A) Auto number (B) Memo  
(C) Number (D) Text
  6. The three parts of an if function are separated by \_\_\_\_\_.  
(A) Dashes (B) Asterisks  
(C) Semicolons (D) Commas
  7. Which alignment choice spreads the data across the width of the cell?  
(A) Center (B) Distributed  
(C) Justify (D) Indent
  8. The \_\_\_\_\_ interface transmits one bit at a time.  
(A) Parallel (B) SCSI  
(C) Serial (D) FireWire
  9. The inner core of an optical fiber is \_\_\_\_\_ in composition.  
(A) Glass or plastic (B) Copper  
(C) Bimetallic (D) Liquid
  10. In Microsoft Power Point the following will not advance the slides in a slide show view:  
(A) The space bar (B) The mouse button  
(C) The enter key (D) Esc key
  11. The following are examples of data types EXCEPT:  
(A) Functions (B) Sound  
(C) Video (D) Text
  12. What is the filename extension for an Outlook data file? \_\_\_\_\_  
(A) RTF (B) PST  
(C) DAT (D) XLS \
  13. You can modify alignment, line spacing, and paragraph spacing in the:  
(A) Layout menu  
(B) Paragraph dialog box  
(C) Format tab  
(D) Styles group
  14. Smallest unit of memory is:  
(A) Bit (B) Byte  
(C) Character (D) Word
  15. There are two methods you can use to move text-cut and paste or:  
(A) Move and copy  
(B) Select and shift  
(C) Highlight and place  
(D) Drag and drop
  16. Which of these arithmetic operators takes the highest precedence?  
(A) < (lesser than)  
(B) > (greater than)  
(C) / (division)  
(D) ^ (exponentiation)
  17. What does HTML mean?  
(A) High Top Math Level  
(B) Hyper True Math Language  
(C) Hypertext Markup Language  
(D) Hyper Text Memory Language
  18. In a laser printer, the \_\_\_\_\_ transfers the image to the paper.  
(A) Laser (B) Roller  
(C) Toner (D) Drum
  19. There are \_\_\_\_\_ bits in one byte.  
(A) 4 (B) 8  
(C) 16 (D) 32
  20. Use the \_\_\_\_\_ button to reverse your iast change.  
(A) Undo (B) Cut  
(C) Redo (D) Paste
  21. To view Word field codes in your document, press:  
(A) Alt+F9 (B) F4  
(C) Shift+V (D) Shift+F1
  22. What is defined by the handout master?  
(A) Slide formatting  
(B) Layout of audience handout notes  
(C) Handout content formatting for Microsoft word export  
(D) None of these.
  23. Indentation is a?  
(A) Left margin  
(B) Right margin  
(C) Left space of paragraph  
(D) Top
  24. I/O is the short term for:  
(A) Income/Outcome  
(B) Input/Output  
(C) Inner/Outer  
(D) Incoming/Outgoing
  25. A file which contains readymade styles that can be used for presentations is called?  
(A) Auto Style (B) Template  
(G) Wizard (D) Pre-formatting
  26. A message with replies on a newsgroup is often called a \_\_\_\_\_.  
(A) Post (B) List  
(C) Thread (D) Comment
  27. In MS Word shortcut key CTRL+W is used for?  
(A) Open the Print dialog box  
(B) Update the current Web page  
(C) Close the current window  
(D) None of these
  28. GUI stands' for which oi: the following?  
(A) Graphic User Interface  
(B) Graphical User interface  
(C) Graphical User Interfaces  
(D) Graphs under Interplay
  29. What is a web browser?  
(A) A program that can display a web page  
(B) A program used to view html documents  
(C) It enables user to access the resources of internet



- (D) All of these.
30. Drive access time is measured in \_\_\_\_\_  
 (A) Nanoseconds (B) Milliseconds  
 (C) Microseconds (D) Picoseconds
31. Which of the following protocol is used to access web pages on World Wide Web?  
 (A) TCP/IP (B) Gopher  
 (C) HTTP (D) HTML
32. Microsoft PowerPoint is a:  
 (A) Database program  
 (B) Spreadsheet program  
 (C) Presentation program  
 (D) Word processing program
33. Changing to newer, usually more powerful or sophisticated versions of hardware components, is termed:  
 (A) Expansion (B) Plug-and-play  
 (C) Upgrading (D) Upsizing
34. What is the function of print manager?  
 (A) Print queue (B) Print cancel  
 (C) Print stop (D) All of these.
35. In Microsoft PowerPoint to add a header or footer to your handout, you can use:  
 (A) The title master  
 (B) The handout master  
 (C) The slide master  
 (D) Text
36. In Microsoft Power Point two kinds of sound effects files that can be added to the presentation are?  
 (A) .wav files and .mid files  
 (B) .wav files and .gif files  
 (C) .wav files and .jpg files  
 (D) .jpg files and .gif files
37. Which of the following terms refers to the ability of a computer to automatically configure a new hardware component that is added to it?  
 (A) Formatting  
 (B) Multiprocessing  
 (C) Multiprogramming  
 (D) Plug and play
38. The default font for Microsoft word is:  
 (A) Times New Roman  
 (B) Calibri  
 (C) Verdana  
 (D) Helvetica
39. You can customize all of your document's properties in the:  
 (A) Preview Window  
 (B) Options Menu  
 (C) Page Layout Tab  
 (D) Backstage View
40. What does the AVERAGE function calculate for a range of cells?  
 (A) Mean (B) Sum  
 (C) Median (D) Mode
41. Which of the following is a spread sheet  
 (A) MS Excel (B) MS Outlook  
 (C) MS Power Point (D) MS Word
42. What property works with the Protect Sheet command?  
 (A) Locked (B) Property  
 (C) Protection (D) Thumbnails
43. The browser's \_\_\_\_\_ keeps a list of web pages you have visited during the current session.  
 (A) History (B) Cache  
 (C) Favorites (D) Trail
44. DNS refers to?  
 (A) Data Number Sequence  
 (B) Digital Network Service  
 (C) Domain Name Service  
 (D) Disk Numbering System
45. Which option in the Find/Replace dialog box makes a search task case-sensitive?  
 (A) Match strings  
 (B) Match case  
 (C) String sensitive  
 (D) Case sensitive
46. To place a sound into a Word document, you would use the \_\_\_\_\_ feature of Windows:  
 (A) OLE (B) Clipboard  
 (C) Paste (D) Task Switching
47. A virus that replicates itself called \_\_\_\_\_  
 (A) Bug (B) Worm  
 (C) Vaccine (D) Trojan Horse
48. To automatically insert the last date a document was saved, add:  
 (A) A Word field (B) A date field  
 (C) A numeric field (D) A function
49. A drive that can be removed or inserted while the computer is running is said to be \_\_\_\_\_  
 (A) Robust (B) Dynamic  
 (C) Hot swappable (D) SCSI
50. 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
51. A(n) \_\_\_\_\_ query locates data from one or more tables.  
 (A) Select (B) Summary  
 (C) Parameter (D) Action
52. To add an internal card to a computer, it must have an open \_\_\_\_\_  
 (A) Expansion slot (B) Bay  
 (C) Bus (D) USB port
53. Which function removes the decimal portion of a value?  
 (A) CUTOFF (B) ROUNDUP  
 (C) TRUNC (D) TRIM
54. Data that is copied from an application is stored in the \_\_\_\_\_



- (A) Driver (B) Clipboard  
(C) Terminal (D) Prompt
55. 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
56. Where is the address of the active cell displayed?  
(A) Row heading (B) Status bar  
(C) Name Box (D) Formula bar
57. Which term best describes Outlook?  
(A) Database manager  
(B) Messaging client  
(C) Presentation client  
(D) Spreadsheet manager
58. \_\_\_\_\_ memory loses its content, when power is lost.  
(A) Non volatile (B) Random  
(C) Static (D) ROM
59. To send email to a large group at one time, a \_\_\_\_\_ can be use.  
(A) Listserv (B) Group  
(C) Alias (D) Mail server
60. The first part of a complete URL is the \_\_\_\_\_ needed to access the web resource.  
(A) Address (B) Name  
(C) Location (D) Protocol
61. What is a motion path?  
(A) A type of animation entrance effect  
(B) A method of advancing slides  
(C) A method of moving items on a slide  
(D) All of these.
62. Which of the following represents one billion characters?  
(A) Byte (B) Gigabyte  
(C) Kilobyte (D) Megabyte
62. Ctrl, Shift and Alt are called \_\_\_\_\_ keys.  
(A) Adjustment (B) Function  
(C) Modifier (D) Alphanumeric
64. The \_\_\_\_\_ is the software tool to store or access data.  
(A) Table (B) DBMS  
(C) Query (D) Report
65. Free hard-disk space used to extend the capacity of RAM is termed:  
(A) Cache (B) Flash memory  
(C) ROM (D) Virtual memory
66. Using Find command in Word, we can search?  
(A) Characters (B) Formats  
(C) Symbols (D) Both A and C
67. The dots that run from a table of contents entry to the page number are called:  
(A) A leader (B) A outline  
(C) A gutter (D) A connector
68. The unique identifier that is used when a Word form is connected to a database is called:  
(A) A label (B) An identifier  
(C) A sig. (D) A tag.
69. This is the part of the computer system that one can touch.  
(A) Hardware (B) Data  
(C) Software (D) Input
70. An IPv4 address consists of \_\_\_\_\_ bits.  
(A) 4 (B) 8  
(C) 32 (D) 64
71. If you have a sent an e-mail message, what folder would you access to resend it?  
(A) Drafts (B) Inbox  
(C) Outbox (D) Sent Items
72. Which of the following keystrokes updates a bibliography field?  
(A) F3 (B) F5  
(C) F7 (D) F9
73. Your \_\_\_\_\_ files store various versions of running programs.  
(A) Cache (B) Memory  
(C) Temp (D) Static
74. Which of the following is not an example of a pointing device?  
(A) Bar code reader (B) Mouse  
(C) Pointing stick (D) Touchpad
75. \_\_\_\_\_ cable consists of an inner copper core and a second conducting outer sheath.  
(A) Twisted-pair  
(B) Coaxial  
(C) Fiber-optic  
(D) Shielded twisted-pair
76. Software mistakes during coding are known as?  
(A) Errors (B) Failures  
(C) Bugs (D) Defects
77. A \_\_\_\_\_ is a major database object used to display information in a printable page format.  
(A) Form (B) Query  
(C) Report (D) Table
78. All computers must have:  
(A) Operating System  
(B) Keyboard  
(C) Word Processor  
(D) Printer attached
79. Paint programs keep track of every \_\_\_\_\_ placed on the screen.  
(A) Image (B) Object  
(C) Pixel (D) Color
80. Which of the following commands enables users to set slide timings?  
(A) Set up Show  
(B) Slide Transition  
(C) Rehearse Timings  
(D) Custom Animation



81. A television broadcast is an example of transmission.  
 (A) Simplex (B) Half-duplex  
 (C) Full-duplex (D) Automatic
82. Which topology requires a central controller or hub?  
 (A) Mesh (B) Star  
 (C) Bus (D) Ring
83. In Microsoft PowerPoint in order to see all the slides on one screen use:  
 (A) View, Slide Sorter (B) View, Slide  
 (C) View, Master (D) View, slide show
84. Which function automatically totals a column or row of values?  
 (A) TOTAL (B) ADD  
 (C) SUM (D) AVG
85. To \_\_\_\_\_ text, you select it, hold down the mouse button, and move the mouse.  
 (A) Cut (B) Draw  
 (C) Paste (D) Drag
86. This feature recognizes and corrects commonly misspelled words:  
 (A) AutoComplete (B) AutoFormat  
 (C) AutoCorrect (D) Spell Check
87. Another word for pointer is \_\_\_\_\_  
 (A) Pixel (B) cursor  
 (C) point (D) monochrome
88. A word in a web page that, when clicked, opens another document.  
 (A) URL (B) Hyperlink  
 (C) Reference (D) Anchor
89. To move to the end of a line of text, press the \_\_\_\_\_ key.  
 (A) Page up (B) A  
 (C) Enter (D) End
90. This will eliminate gaps in justified text in a Word document.  
 (A) Hyphenation (B) Hanging indents  
 (C) Pagination (D) Cross-referencing
91. Which of the following protocol provide email facility among different hosts?  
 (A) FTP (B) SMTP  
 (C) HTTP (D) TELNET
92. Which of the following features determines how the contents of a cell are positioned in the cell?  
 (A) AutoComplete (B) Cell Alignment  
 (C) Format (D) Pick from List
93. 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
94. In Microsoft PowerPoint the best place to find animated images for your presentation is:  
 (A) Microsoft Online  
 (B) PowerPoint tools and ins  
 (C) Word Clipart  
 (D) All of these.
95. How are font sizes specified?  
 (A) Pixels (B) Spaces  
 (C) Points (D) Picas
96. Which mathematical operator is represented by an asterisk (\*)?  
 (A) Exponentiation (B) Addition  
 (C) Subtraction (D) Multiplication
97. Which of the following memory is non volatile?  
 (A) RAM (B) ROM  
 (C) DRAM (D) SDRAM
98. CBT stands for?  
 (A) Computer Based Testing  
 (B) Computer Based Trade  
 (C) Certificate Based Training  
 (D) City of Big Towers
99. Objects on the slide that hold text are called?  
 (A) Placeholders (B) Object holders  
 (C) Auto layout (D) text holders
100. Reusable optical storage will typically have the acronym \_\_\_\_\_  
 (A) CD (B) RW  
 (C) DVD (D) ROM

### Answer Key

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



**MODEL PAPER 210****DATA ENTRY OPERATORS (BS-11)  
IN PUNJAB POLICE DEPARTMENT - 2015**

- A group of eight bits is called .....  
(A) Record (B) Document  
(C) Byte (D) File
  - The binary system uses powers of .....  
(A) 2 (B) 10  
(C) 8 (D) 16
  - What decimal of an hour is a second?  
(A) 0.0025 (B) 0.0256  
(C) 0.00027 (D) 0.000126
- Solution:**
- $$1 \text{ hour} = \frac{1}{3600} = 0.00027$$
- To save an existing file with a new name or to a new location; use ..... command.  
(A) Save (B) Save and replace  
(C) Save as (D) new file
  - When sound is included in the animations, it becomes:  
(A) Audio (B) Video  
(C) Multimedia (D) None of the A, B
  - What is to be used to add text in Slide?  
(A) Text Box (B) Note Box  
(C) text Layer (D) Comment Box
  - Slide Transition can be applied to .....  
(A) Current Slide (B) Selected Slides  
(C) All Slides (D) All of A, B, C
  - Computer memory consists of:  
(A) RAM (B) ROM  
(C) PROM (D) All of A, B, C
  - The terms "red book", "yellow book", and "orange book" refer to .....  
(A) SCSI  
(B) IDE  
(C) Floppy drive technology  
(D) CD-ROM standards
  - if one-third of one-fourth of a number is 15, then three-tenth of that number is:  
(A) 35 (B) 36  
(C) 45 (D) 54

**Solution:**

$$\frac{1}{3} \times \frac{1}{4} \times x = 15$$

$$x = 15 \times 4 \times 3$$

$$x = 180$$

Then, three tenths of that number will be

$$= \left( \frac{3}{10} \right) x$$

$$= \frac{3}{10} \times 180$$

$$= 18 \times 3$$

$$= 54$$

- The price of 10 chairs is equal to that of 4 tables. The price of 15 chairs and 2 tables together is Rs. 4000. The total price of 12 chairs and 3 tables is:  
(A) Rs. 3500 (B) Rs. 3750  
(C) Rs. 3840 (D) Rs. 3900

**Solution:**

Let the cost of a chair and that of table be x and y respectively.

Then,  $10x = 4y$

$$y = \frac{10}{4}x = \frac{5}{2}x$$

$$\therefore 15x + 2y = 4000$$

$$15x + 2\left(\frac{5}{2}x\right) = 4000$$

$$20x = 4000$$

$$x = 200$$

$$y = \frac{5}{2} \times 200$$

$$y = 500$$

Hence, the cost of 12 chairs and 3 tables.

$$= 12x + 3y$$

$$= 2400 + 1500 = 3900$$

- Which is the smallest fraction among the following?

(A)  $\frac{7}{9}$

(B)  $\frac{4}{5}$

(C)  $\frac{6}{7}$

(D)  $\frac{9}{13}$

**Solution:**

$$\frac{7}{9} = 0.777$$

$$\frac{4}{5} = 0.8$$

$$\frac{6}{7} = 0.857$$

$$\frac{9}{13} = 0.6923$$

So,  $\frac{9}{13}$  is the smallest fraction.

- A man completes a journey in 10 hours. He travels first half of the journey at the rate of 21 km/hr and second half at the rate of 24 km/hr. Find the total journey in km.  
(A) 220 km (B) 224 km  
(C) 230 km (D) 234 km

**Solution:**



$$\frac{\left(\frac{1}{2}\right)x}{21} + \frac{\left(\frac{1}{2}\right)x}{24} = 10$$

$$\Rightarrow \frac{x}{21} + \frac{x}{24} = 20$$

$$\frac{8x + 7x}{168} = 20$$

$$15x = 20 \times 168$$

$$15x = 20 \times 168$$

$$15x = 3360$$

$$x = \frac{3360}{15}$$

$$x = 224 \text{ km}$$

14. In the first 10 overs of a cricket match, the run rate was only 3.2, what should be the run rate in the remaining 40 overs to reach the target of 282 runs?

- (A) 6.25 (B) 6.5  
(C) 6.75 (D) 7

**Solution:**

Required run rate

$$= \frac{282 - (3.2 \times 10)}{40}$$

$$= \frac{250}{40}$$

$$= 6.25$$

15. WAN stands for:-

- (A) Wap Area Network  
(B) Wide Area Network  
(C) Wide Array Network  
(D) Wireless Area Network

16. Which of the following is a prime number?

- (A) 33 (B) 81  
(C) 93 (D) 97

17. Which one of the following is not a prime number?

- (A) 31 (B) 61  
(C) 71 (D) 91

18. A man walked diagonally across a square plot. Approximately, what was the percentage of distance saved by not walking along the edges?

- (A) 20 (B) 24  
(C) 30 (D) 33

**Solution:**

Let the side of the square (ABCD) be x meters then,

$$AB + BC = 2x$$

$$AC = \sqrt{2} x = (1.41x)$$

$$\text{Saving on } 2x \text{ meters} = (0.59x)$$

$$\text{Saving \%} = \left( \frac{0.59x}{2x} \times 100 \right) \% = 30\%$$

19. A man took loan from a bank at the rate of 12% p.a. simple Interest. After 3 years he had to pay Rs. 5400 interest only for the period.

The principal amount borrowed by him was

- (A) Rs. 2000 (B) Rs. 10,000  
(C) Rs. 15,000 (D) Rs. 20,000

**Solution:**

$$\begin{aligned} \text{Principal} &= \frac{100 \times 5400}{12 \times 3} \\ &= \frac{540000}{36} \\ &= 15000 \end{aligned}$$

20. What is the best way to protect your, hard drive data?

- (A) Regular backups  
(B) periodically defrag it  
(C) Run chkdsk at least once a week  
(D) run scandisk at least once a week

21. In covering a distance of 30 km, Akhtar takes 2 hours more than Anwer. If Akhtar doubles his speed, then he would take 1 hour less than Anwer. Anwer's speed is .....

- (A) 5km/h (B) 6km/h  
(C) 6.25km/h (D) 7.5km/h

**Solution:**

Let speed be x km/hr then,

$$\frac{30}{x} - \frac{30}{2x} = 3$$

$$\frac{60 - 30}{2x} = 3$$

$$30 = 3 \times 2x$$

$$30 = 6x$$

$$5 \text{ km/h} = x$$

$$x = 5 \text{ km/h}$$

22. A person crosses a 600 m long street in 5 minutes. What is his speed in km per hour?

- (A) 3.6 (B) 7.2  
(C) 8.4 (D) 10

**Solution:**

Distance to cover = 600 m

Time = 5 minute

Find speed = ?

$$\text{Speed} = \frac{\text{Distance}}{\text{Time}}$$

$$= \frac{600}{5 \times 60}$$

$$= 2 \text{ m/sec}$$

Convert m/s to km/h

$$= \frac{2 \times 3600}{1000}$$

$$= 7.2 \text{ km/h}$$

23. If, upon booting up a PC, you see a message that says: Keyboard error, It could very likely be .....

- (A) The keyboard is not attached to the PC  
(B) The keyboard has failed  
(C) Either A or B above.  
(D) Neither A nor B above

24. Measuring Unit of Capacity of Hard drive is .....

- (A) GHz (B) GB



- (C) Watts (D) Newton
25. What device prevents power interruptions, resulting in corrupted data?  
 (A) Battery back-up unit  
 (B) Surge protector  
 (C) Multiple SIMMs strips  
 (D) Data guard system

26. A shopkeeper has a sale of Rs. 6435, Rs. 6927, Rs. 6855, Rs. 7230 and Rs. 6562 for 5 consecutive months. How much sale must he have in the sixth month so that he gets an average sale of Rs. 6500?  
 (A) Rs. 4991 (B) Rs. 5991  
 (C) Rs. 6001 (D) Rs. 6991

**Solution:**

Total sale for 5 months  
 $= (6435 + 6927 + 6855 + 7230 + 6562)$   
 $= 34009$   
 Therefore required sale  
 $= [(6500 \times 6) - 34009]$   
 $= 39000 - 34009$   
 $= 4991$

27. A person's present age is two-fifth of the age of his mother. After 8 years, he will be one-half of the age of his mother. How old is the mother at present?  
 (A) 32 years (B) 36 years  
 (C) 40 years (D) 48 years

**Solution:**

Let the mother's present age =  $x$  year  
 Then, the person's present age  
 $= \frac{2}{5}x$  years

$$\therefore \frac{2}{5}x + 8 = \frac{1}{2}(x + 8)$$

$$2(2x + 40) = 5(x + 8)$$

$$4x + 80 = 5x + 40$$

$$5x - 4x = 80 - 40$$

$$x = 40$$

$$x = 40$$

28. What is the full form of LAN?  
 (A) Local Area Network  
 (B) Large Access Network  
 (G) Long Antenna Network  
 (D) None of these
29. You get a CMOS checksum error during 'BOOTUP'. What is most likely the cause?  
 (A) Power supply is bad  
 (B) BIOS needs updating  
 (C) CMOS battery is nearing end of life  
 (D) Hard drive types are incorrectly defricted
30. Which of the following command is given to reboot the computer?  
 (A) Ctrl + Alt + Del  
 (B) Ctrl + Alt + Tab  
 (C) Ctrl + Shift + Del  
 (D) Ctrl + Alt + Shift

31. The sum of ages of 5 children born at the intervals of 3 years each is 50 years. What is the age of the youngest child?  
 (A) 4 years (B) 8 years  
 (C) 10 years (D) None of these

**Solution:**

Let ages of children are  $x, x + 3, x + 6, x + 9, x + 12$  respectively.  
 Now,  
 $x + x + 3 + x + 6 + x + 9 + x + 12 = 50$   
 $5x + 30 = 50$   
 $5x = 50 - 30$   
 $5x = 20$   
 $x = 4$

32. The taskbar is located  
 (A) On the Start menu  
 (B) at the bottom of the screen  
 (C) on the Quick Launch toolbar  
 (D) at the top of the screen
33. Generally, you access the Recycle Bin through an icon located .....  
 (A) On the desktop  
 (B) On the hard drive  
 (C) On the shortcut menu  
 (D) In the Properties dialog box
34. When a file is saved for the first time then .....  
 (A) A copy is automatically, printed  
 (B) file name and folder name must be the same  
 (C) It does not need a name  
 (D) It must be given a name to identify it

35. The Information you put into the computer is called .....  
 (A) Directory (B) Facts  
 (C) Data (D) Files
36. Which of the following is Page Orientation?  
 (A) Landscape (B) Portrait  
 (C) Gutter (D) Only A & B

37. Which monitor would provide the highest level of performance?  
 (A) VGA (B) XGA  
 (C) CGA (D) SVGA
38. A man buys a watch for Rs. 1400 and sells it at a loss of 15%. What is the selling price of the watch?  
 (A) Rs. 1090 (B) Rs. 1160  
 (C) Rs. 1190 (D) Rs. 1202

**Solution:**

$$100 - 15 = 85\%$$

$$S.P = 85\% \text{ of } 1400$$

$$= \frac{85}{100} \times 1400$$

$$= 85 \times 14$$

$$= 1190$$

39. A shopkeeper bought toffees at the rate of 6 for a rupee. How many for a rupee must he sell to gain 20%?  
 (A) 3 (B) 4



(C) 5

(D) 6

**Solution:**

C.P of 6 toffees = 1 Rs.

S.P of 6 toffees = 120% of 1

$$= \frac{120}{100} = \frac{6}{5}$$

For Rs.  $\frac{6}{5}$ , toffees sold = 6

For Rs. 1 toffees sold

$$= 6 \times \frac{5}{6}$$

$$= 5$$

40. What is the shortcut key to "Undo" the last action in a document?

- (A) Ctrl + X (B) CW + Y  
(C) Ctrl + Z (D) None of A, B, C

41. What is the shortcut key for "Find and Replace" dialogue box?

- (A) Ctrl + F (B) Ctrl + H  
(C) Ctrl + L (D) Ctrl + Shift + F

42. Asghar can do a piece of work in 20 days. Akbar is 25% more efficient than Asghar. The number of days taken by Akbar to do the same piece of work is;

- (A) 15 (B) 16  
(C) 18 (D) 25

**Solution:**

Ratio of time taken by Asghar and Akbar

$$= 125 : 100$$

$$= 5 : 4$$

Suppose Akbar takes x days to do the work

$$5 : 4 :: 20 : x$$

$$\frac{5}{4} = \frac{20}{x}$$

$$5x = 80$$

$$x = 16$$

Hence, Akbar takes 16 days to complete work.

43. A alone can do a piece of work in 6 days and B alone in 8 days. A and B undertook to do it for Rs. 3200. With the help of C, they completed the work in 3 days. How much is to be paid to C?

- (A) Rs. 375 (B) Rs. 400  
(C) Rs. 600 (D) Rs. 800

**Solution:**

C's 1 day's work

$$= \frac{1}{3} - \left( \frac{1}{6} + \frac{1}{8} \right)$$

$$= \frac{1}{3} - \left( \frac{4+3}{24} \right)$$

$$= \frac{1}{3} - \frac{7}{24}$$

$$= \frac{8-7}{24} = \frac{1}{24}$$

A's wages : B's : C's Wages

$$= \frac{1}{6} : \frac{1}{8} : \frac{1}{24}$$

$$= 4 : 3 : 1$$

∴ C's share (for 3 days)

$$= \cancel{3} \times \frac{1}{\cancel{24}} \times 3200$$

$$= 400$$

44. To view headers and footers, you must switch to

- (A) Normal view  
(B) Print layout view  
(C) Print Preview mode  
(D) Both B & C

45. Switching between Portrait and Landscape mode involves the .....

- (A) Header and footer toolbar  
(B) Print layout view  
(C) Page setup dialog box  
(D) None of A, B, C

46. Which key do you press to force a Page Break?

- (A) Ctrl + Alt (B) Ctrl + break  
(C) Ctrl + Enter (D) None of A, B, C

47. Which of the following simplifies the process of formatting text, if the same formatting is required in more than one location?

- (A) Auto Text (B) Format Painter  
(C) Font Dialog box (D) None of A, B, C

48. Which of the following enables you to make multiple changes in a document at once?

- (A) Find command (B) replace command  
(C) Drag and Drop (D) copy command

49. How many seconds will a 500 meter long train take to cross a man walking with a speed of 3 km/hr in the direction of the moving train if the speed of the train is 63 km/hr?

- (A) 25 (B) 30  
(C) 40 (D) 45

**Solution:**

Speed of the train relative to man

$$= (63 - 3) \text{ km/hr}$$

$$= 60 \text{ km/h}$$

$$= \frac{60 \times 1000}{3600} = \frac{50}{3} \text{ m/s}$$

Time taken to pass them

$$= \left( \frac{1000}{\frac{50}{3}} \times \frac{3}{50} \right) \text{ sec}$$

$$= 10 \times 3$$

$$= 30 \text{ sec}$$

50. A train passes a station platform in 36 seconds and a man standing on the platform in 20 seconds. If the speed of the train is 54 km/hr, what is the length of the platform?

- (A) 120m (B) 240 m  
(C) 300m (D) None of A, B, C

**Solution:**

$$\text{Speed} = 54 \times \frac{1000}{3600}$$



$$= \frac{540^{15}}{36}$$

$$= 15$$

Length of the train =  $15 \times 20$   
= 300 m

Let the length of the platform be  $x$  meters.

Then,  $\frac{x + 300}{36} = 15$

$$x + 300 = 36 \times 15$$

$$x + 300 = 540$$

$$x = 540 - 300$$

$$x = 240$$

51. Look at this series: 2, 1, (1/2), (1/4), ... What number should come next?

(A) (1/3) (B) (1/8)  
(C) (2/8) (D) (1/16)

**Solution:**

This is a simple division series

$$\frac{4}{2} = 2$$

$$\frac{2}{2} = 1$$

$$\frac{1}{2} = \frac{1}{2}$$

$$\frac{1}{2} = \frac{1}{4}$$

$$\frac{1}{4} = \frac{1}{8} \text{ and so on}$$

So, answer is  $\frac{1}{8}$

52. Look at this series; 36, 34, 30, 28, 24, ... What number should come next?

(A) 20 (B) 22  
(C) 23 (D) 26

**Solution:**

36, 34, 30, 28, 24, 22

$$36 - 2 = 34$$

$$34 - 4 = 30$$

$$30 - 2 = 28$$

$$28 - 4 = 24$$

$$24 - 2 = 22$$

53. BCB, DED, FGF, HIH, ...

(A) JKJ (B) HJH  
(C) IJI (D) JHJ

54. If a computer has more than one processor then it is known as \_\_\_\_\_.

(a) Uni-process  
(b) Multiprocessor  
(c) Multi-threaded  
(d) Multi-programming

55. A light sensitive device that converts drawing, printed text or other images into digital form is \_\_\_\_\_?

(a) Keyboard  
(b) Scanner

- (c) OMR  
(d) None of these



According to New Syllabus of CSS



56. Three numbers are in the ratio 1: 2:3 and their H.C.F. is 12. The numbers are:

(A) 4,8,12 (B) 5,10,15  
(C) 10,20,30 (D) 12,24,36

**Solution:**

12, 24, 36

Divided by 12 then

$$= \frac{12}{12}, \frac{24}{12}, \frac{36}{12}$$

$$= 1, 2, 3$$

57. SCP, TEF, UGH, ..., WKL

(A) CMN (B) UJI  
(C) VIJ (D) IJT

58. Window is to pane as book is to

(A) Novel (B) glass  
(C) cover (D) page

59. Cup is to coffee as bowl is to

(A) Dish (B) soup  
(C) spoon (D) food

60. What allows you to print on both sides of the printer?

(A) Fuser  
(B) duplexer  
(C) oner cartridge  
(D) paper-swapping unit

61. Find the H.C.F of 36 and 84:

(A) 4 (B) 6  
(C) 12 (D) 18

**Solution:**



36, 84

2	84	2	36
2	42	2	18
3	21	3	9
7	7	3	3
	1		1

$$36 = 2 \times 2 \times 3 \times 3$$

$$84 = 2 \times 2 \times 3 \times 7$$

$$\text{H.C.F.} = 2 \times 2 \times 3$$

$$= 12$$

62. ZXV, TRP, NLJ, .....  
 (A) IGF (B) HDF  
 (C) HGF (D) HFD
63. 230, 246, 271, 307 .....  
 (A) 412 (B) 356  
 (C) 518 (D) 612

**Solution:**

$$230 + 4^2 = 246$$

$$246 + 5^2 = 271$$

$$271 + 6^2 = 307$$

$$307 + 7^2 = 356$$

64. What is Z to A order called?  
 (A) Ascending (B) Descending  
 (C) Co descending (D) None of A, B, G
65. We enter data and instructions into the computer which is known as  
 (A) Gommand (B) Information  
 (C) input (D) Output
66. scanner is .....  
 (A) Storage Device (B) Input Device  
 (C) Output device (D) Both B and C
67. The keys at the right of the keyboard similar to those on a calculator are called .  
 (A) Function Keys  
 (B) Numeric Keys  
 (C) Alpha Numeric keys  
 (D) Editing Keys
68. The device that converts video images to digital form and saves them in computer's memory is called .....  
 (A) Keyboard (B) Digital Camera  
 (C) Monitor (D) Printer
69. The-hardcopy means .....  
 (A) Printout (B) Hard disk  
 (C) Printer (D) paper
70. KB stands for .....  
 (A) Kilobits (B) kilobytes  
 (C) kingbyte (D) Wriobyte
71. The printer which can print one complete line at a time is  
 (A) Dot matrix printer  
 (B) Daisy wheel Printer  
 (C) Line Printer  
 (D) Laser Printer

72. A two-digit number is such that the product of the digits is 8. When 18 is added to the number, then the digits are reversed. The number is .....  
 (A) 18 (B) 24  
 (C) 42 (D) 81

**Solution:**

Let the ten's and unit digit be  $x$  and  $\frac{8}{x}$  respectively.

Then,

$$\left(10x + \frac{8}{x}\right) + 18 = 10 + \frac{8}{x} + x$$

$$10x^2 + 8 + 18x = 80 + x^2$$

$$10x^2 - x^2 + 18x + 8 - 80 = 0$$

$$9x^2 + 18x - 72 = 0$$

$$x^2 + 2x - 8 = 0$$

$$(x + 4)(x - 2) = 0$$

$$x - 2 = 0$$

$$x = 2$$

First digit will be 2 and second digit will be 4. i.e. digit is 24.

73. The sum of two numbers is 25 and their difference is 13. Find their product.  
 (A) 114 (B) 104  
 (C) 215 (D) 325

**Solution:**

$$x + y = 25 \quad \dots(i)$$

$$x - y = 13 \quad \dots(ii)$$

$$xy = ?$$

Add (i) and (ii)

$$2x = 38$$

$$x = \frac{38}{2}$$

$$x = 19$$

Put in (i)

$$19 + y = 25$$

$$y = 25 - 19$$

$$y = 6$$

$$xy = 19 \times 6$$

$$xy = 114$$

74. LCD stands for .....  
 (A) Liquid crystal display  
 (B) Land crystal display  
 (C) Light crystal display  
 (D) Liquid control display
75. BASIC stands for .....  
 (A) Beginners all purpose symbolic Instruction code  
 (B) Beginners aided purpose symbolic Instruction code  
 (C) Beginners aided all purpose symbolic code  
 (D) None of A, B, C
76. A robot is a machine directed by a .....  
 (A) Computer  
 (B) remote control  
 (C) wireless control unit  
 (D) Human



77. The angle between the minute hand and the hour hand of a clock when the time is 4.20 is:  
 (A)  $0^\circ$  (B)  $10^\circ$   
 (C)  $5^\circ$  (D)  $20^\circ$

78. What is the sum of two consecutive even numbers the difference of whose squares is 84?

(A) 34 (B) 38  
 (C) 42 (D) 46

**Solution:**

Let the number be  $x$  and  $x + 2$

Then  $(x + 2)^2 - x^2 = 8$

$$x^2 + 4x + 4 - x^2 = 84$$

$$4x + 4 = 84$$

$$4x = 84 - 4$$

$$4x = 80$$

$$x = 20$$

The required sum

$$= x + (x + 2)$$

$$= 20 + (20 + 2)$$

$$= 20 + 22$$

$$= 42$$

79. Which of the following suggests audio file name?

(A) Holiday.mov (B) poem.mp3  
 (C) tree.jpg (D) trip.ppt

80. The following sentence was typed using a word processor program.

Love all, trust a few; do wrong two nun  
 How many errors the spell checker will detect?

(A) 0 (B) 1  
 (C) 2 (D) 3

81. A file downloaded from Internet does not specify its file type and has a generic icon. You have a good idea what file type it is likely to be. Once selected what is the best way to try to view the file?

(A) File and then open  
 (B) Double click on its icon  
 (C) File and then open with  
 (D) View and then document

82. Before submitting your work if you want to find any words spelled incorrectly then what will you use?

(A) Thesaurus  
 (B) Spell checker  
 (C) Grammar checker  
 (D) Find and replace

83. X and Y can make a machine in 12 days and Y alone can make it in 48 days. X alone can make the machine in

(A) 40 (B) 24  
 (C) 32 (D) 16

**Solution:**

LCM of 12, 48 = 48

Efficiency = 4, 1

So efficiency of  $x = 4 - 1 = 3$

The whole work will take

$$= \frac{48}{3}$$

$$= 16 \text{ days}$$

84. 'Strong' passwords are used and recommended when using internet banking. A 'Strong' password is one which is difficult to guess. Which of the following would be the 'Strongest' password?

(A) e7Jm51 (B) nothahks  
 (C) xyz123456 (D) 123456

85. Files have been moved to the trash bin. The trash bin has not been emptied. Which of the following is true of these files?

(A) They are no longer accessible.  
 (B) They must be renamed before being used  
 (C) Their names are displayed in a light grey font.  
 (D) They can be retrieved and then saved in a new location.

86. What is the clip board?

(A) A list of the recently accessed files.  
 (B) A place where you can post messages.  
 (C) A temporary storage location for items that have been cut or copied  
 (D) A gallery of graphics, movies, pictures and sounds for any application.

87. What information would be safe to include in a public profile on a social networking site?

(A) User name  
 (B) Date of birth  
 (C) Home address  
 (D) Mobile phone number.

88. Viruses are often contained in email attachments. The virus infects the computer when attachment is opened. Which of the following attachment is least likely to carry a virus?

(A) A text file (B) A screensaver  
 (C) A program (D) EXE file

89. A block of the text automatically added to the end of an outgoing email is called .....

(A) An attachment (B) A signature  
 (C) A footer (D) an encryption

90. Bold, Italics and Underline are features in many programs. To which of the following items these features can be applied?

(A) Files (B) Pictures  
 (C) Text (D) Windows

91. Which text formatting feature changes the thickness of the letters?

(A) Bold (B) Italic  
 (C) Underline (D) Alignment

92. What is the most likely cause of an erratic mouse cursor?

(A) An unplugged mouse cable  
 (B) A broken wire in the mouse cable.  
 (C) A dirty ball and roller in the mouse  
 (D) An incorrectly installed mouse driver.



93. Paint : Artist :: Wood : .....  
 (A) Furniture (B) Forest  
 (C) Fire (D) Carpenter

94. What should come in the place of question mark in the following series?

3, 8, 6, 14, ?, 20

- (A) 11 (B) 10  
 (C) 8 (D) 9

**Solution:**

3, 8, 6, 14, 9, 20

$$3 \times 2 = 6 + 2 = 8$$

$$6 \times 2 = 12 + 2 = 14$$

$$\text{So, } 9 \times 2 = 18 + 2 = 20$$

95. A man walks 3 km northwards and then turns left and goes 2 km. He again turns left and goes 3 km. He turns right and walks straight. In which direction he is walking now?

- (A) East (B) West  
 (C) North (D) South

96. 7 men can complete a piece of work in 12 days. How many additional men will be required to complete double the work in 8 days?

- (A) 28 (B) 21  
 (C) 14 (D) 7

**Solution:**

$$\frac{7 \text{ men} \times 12 \text{ days}}{1 \text{ work}} = \frac{(7 + n) \text{ men} \times 8 \text{ days}}{2 \text{ work}}$$

$$\frac{7 \text{ men} \times \cancel{12} \text{ days} \times \cancel{2} \text{ work}}{\cancel{4} \text{ days}} = (7 + n) \text{ men}$$

$$7 \times 3 = 7 + n$$

$$21 = 7 + n$$

$$21 - 7 = n \Rightarrow n = 14$$

97. Half of 1 percent written as a decimal is

- (A) 0.005 (B) 0.05  
 (C) 0.02 (D) 0.2

**Solution:**

$$\frac{1}{2}\% = 0.5\%$$

$$= \frac{0.5}{100}$$

$$= 0.005$$

98. In how many different ways can the letters of the word 'PRAISE' be arranged?

- (A) 720 (B) 610  
 (C) 360 (D) 210

99. A train moves with a speed of 108 km/h. Its speed in meters per second is .....

- (A) 10.8 (B) 18  
 (C) 30 (D) 38.8

**Solution:**

$$= 108 \text{ km/h}$$

$$= \frac{108 \times 1000}{3600} \text{ m/s}$$

$$= \frac{1080}{36} \text{ m/s}$$

$$= 30 \text{ m/s}$$

100. A train 280 m long, running with a speed of 63 km / hr will pass a tree in .....

- (A) 15sec (B) 16 sec  
 (C) 18 sec (D) 20 sec

**Solution:**

$$\text{Speed} = \frac{63 \times 1000}{3600}$$

$$= \frac{35}{2} \text{ m/sec}$$

$$\text{Time take} = 280 \times \frac{2}{35}$$

$$= 16 \text{ sec}$$

### Answer Key

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

