**DATA ENTRY OPERATOR SOLVED PAPER 2013**

**DATA ENTRY OPERATOR (ST DEVELOPMENT)**

**EXAM DATE:08-03-2013**

**1.In a document you can label a graphic or part of a graphic by inserting a:**

A.Field

B.Object

C.Comment

**D.Text box**

Ans:D

**2.In MS Word you can force a page break by:**

**A.Positioning the cursor at appropriate place and press Ctrl+Enter**

B.Positioning the cursor at appropriate place and press Alt+Enter

C.Using F12 key

D.None of the above

Ans:A

**3.Which tool you will use to join some cells and place the content at the middle of joined cell?**

A.From formal cells dialog box click merge cells check box

B.From format cells dialog box select the centered alignment

**C.Click on merge and center tool on formatting tool bar**

D.From format cells dialog box choose merge cells and wrap text check boxes

Ans:C

**4.Which of the following is not correct method of editing the cell content?**

**A.Press F6 key**

B.Press F2 key

C.Click on the formula bar

D.Double click the cell

Ans:A

**5.Whcih of the following options are not available in paste special dialog box of MS Excel?**

A.Add

B.Subtract

**C.SQRT**

D.None of these

Ans:C

**6.Which command will you choose to convert a column of data into row in MS Excel?**

**A.Edit->Paste->Special->Transpose**

B.Cut->Paste

C.Both of above

D.None of above

Ans:A

**7.Which of the cell pointer indicate that you can move the content to other cell in MS Excel?**

A.Doctor’s Symbol (Big Plus)

B.Small thin plus icon

**C.Mouse pointer with anchor at the tip**

D.None of the above

Ans:C

**8.In Ms Excel,you can sum a large range of data by simply selecting a tool button called?**

A.Auto fill

**B.Auto sum**

C.Auto format

D.Auto correct

Ans:B

**9.Which of the following is the oldest spreadsheet package?**

A.Lotus1-2-3

B.Excel

C.Star Calc

**D.Visicalc**

Ans:D

**10.What is motion path in MS Power Point?**

**A.A type of animation effect**

B.A method of moving items on a slide

C.A method of advancing slides

D.A method of creating slides

Ans:A

**11.Which of the following should you use if you want all the slides in the presentation to have same look?**

A.Outline view

B.Add a slide option

C.The slide layout option

**D.A presentation design template**

Ans:D

**12.In MS Power Point,what is a trigger?**

A.The name of a motion path

**B.An item on the slide that performs an action when clicked**

C.An action that advances to the next slide

D.None of these

Ans:B

**13.In MS Power Point the special effects used to Introduce slides in a presentation are called:**

A.Transitions

**B.Custom animations**

C.Effects

D.Animations

Ans:B

**14.The number of times a monitor scans the entire screen each second is called:**

A.Resolution rate

**B.Refresh rate**

C.Pixels

D.Scanning rate

Ans:B

**15.In magnetic disk reading and writing is performed by:**

**A.Head**

B.Disk

C.Spindle

D.Ultra violet rays

Ans:A

**16.The study of creating an efficient,comfortable and healthy work place while working with a computer is called:**

A.Mechanics

B.Computricks

**C.Erogonomics**

D.None of these

Ans:C

**17.Which of the following devices can be used to read cheques in banks?**

A.Optical Character Reader

**B.Magnetic Ink Character Recognition**

C.Bar Code Reader

D.All the above

Ans:B

**18.What is the attribute for<IMG>tag in HTML?**

A.pic

B.url

C.path

**D.src**

Ans:D

**19.Which of the following tags below are used for a multi-line text input control?**

A.Textml tag

B.Text tag

**C.Textarea tag**

D.Both (A) and (B) above

Ans:C

**20.What is cell padding in HTML?**

A.Used to provide width to a cell

B.Used to provide height to a cell

**C.Used to set space between cells**

D.Used to separate cells walls from their contents

Ans:C

**21.For frames in HTML,how do you specify the rest of the screen?**

A.Using &

B.Using $

**C.Using \***

D.Using #

Ans:C

**22.Choose the correct HTML tag for the largest heading:**

A.<H6>

**B.<H1>**

C.<HEAD>

D.<TITLE>

Ans:B

**23.How can you make list that lists the items with bubbles?**

A.<ol>

**B.<ul>**

C.<list>

D.<dl>

Ans:B

**24.What is a Firewall in Computer Network?**

**A.A system designed to prevent unauthorized access**

B.An operating system used in computer network

C.A web browsing software

D.A physical boundary of Network

Ans:A

**25.DNS is the abbreviation of:**

A.Dynamic Name System

**B.Domain Name System**

C.Dynamic Network System

D.Domain Network System

Ans:B

**26.What is the meaning of Bandwidth in Network?**

**A.Transmission capacity of communication channels**

B.IP address used in a network

C.Frequency of the signal transmitted

D.None of these

Ans:A

**27.Whcih command in Ms Dos divides the surface of the blank disk into sectors and assigns unique address to each one?**

A.chkdsk

B.scandisk

**C.format**

D.mkdir

Ans:C

**28.Which command in MS Dos displays all the files having the same name but different extensions?**

A.dir filename.ext

**B.dir filename.\***

C.dir\*.ext

D.dir dilename.#

Ans:B

**29.Which command in MS Dos creates a directory subdirectory?**

A.cd

**B.md**

C.dir

D.crtdir

Ans:B

**30.Which of the following commands is given to reboot the computer?**

**A.Ctrl+Alt+Del**

B.Ctrl+Alt+Tab

C.Ctrl+F3

D.Ctrl+Alt+F2

Ans:A

**31.Which of the following circuit is used as a memory device’ in computers?**

A.Diode

B.Rectifier

**C.Flip-Flop**

D.Comparator

Ans:C

**32.The topology with highest reliability is:**

A.Bus topology

**B.Mesh topology**

C.Ring topology

D.Star topology

Ans:B

**33.In a braud sense a railway track is an example of:**

A.Full-duplex

**B.Half duplex**

C.Simplex

D.All of the above

Ans:B

**34.Which is the first search engine?**

A.Google

B.Yahoo

C.Alta vista

**D.Archie**

Ans:D

**35.A software that acts as an interface between the user and the inner workings of the internet is called:**

A.Search engine

**B.Browser**

C.World Wide Web

D.All the above

Ans:B

**36.What do you need to have a dial up internet connection?**

A.Internet account withISP

B.Telephone line

C.Computer with modem

**D.All the above**

Ans:D

**37.Which of the following is the command used to display files in a directory in Unix System?**

A.mv

B.man

**C.is**

D.dir

Ans:C

**38.Expand the term SMPS:**

A.Simple Microprocessor System

B.Simple Mode  Processing System

**C.Switched Mode Power Supply**

D.None of these

Ans:C

**39.In fiber optic cable,data is transferred in the form of:**

**A.Light**

B.Charge

C.Electricity

D.Sound

Ans:A

**40.One of the following is an Antivirus software.Find it out:**

A.Mozilla Firefox

B.Acrobat Reader

C.PC Wizard

**D.Quick Heal**

Ans:D

**41.In Internet the files are transferred using the Protocol:**

A.HTTP

B.TCP/IP

C.DHCP

**D.FTP**

Ans:D

**42.In which year Linux Kernel created by Linus Torvalds released?**

**A.1991**

B.1994

C.2000

D.1997

Ans:A

**43.MIPS stands for:**

A.Multiple Instructions Per Second

B.Multiple Instruction Processing System

**C.Millions Instructions Per Second**

D.None of these

Ans:C

**44.BIOS of a computer is stored with in:**

A.Hard disk

B.RAM

C.CD

**D.ROM**

Ans:D

**45………….enables computers to communicate via telephone line**

**A.Modem**

B.Motherboard

C.NIC  
D.ISP

Ans:A

**46.The short cut key Alt+F4 is used to:**

**A.Close the active program**

B.Switch to next window

C.Refresh a window

D.Selects all files and folders

Ans:A

**47.The number of digits in a number system is called:**

A.Byte

**B.Bit**

C.Complement

D.Base

Ans:B

**48.The address of a web page is called:**

A.Hypertext

B.Worlde Wide Web

C.Domain name

**D.Uniform Resource Locator**

Ans:D

**49.The financial business transaction that occur over an electronic network is known as:**

**A.E-Commerce**

B.Online Shopping

C.Online Auction

D.Internet Banking

Ans:A

**50.In which printer heated pins are used to print characters?**

A.Dot matrix printer

B.Chain printer

**C.Thermal printer**

D.Daisy wheel printer

Ans:C

**51.Hamming code is used in:**

A.Programming language

B.Operating system

C.Processor

**D.Data communication**

Ans:D

**52.Choose the odd one:**

A.Mouse

**B.Webcam**

C.Joystick

D.Trackball

Ans:B

**53.Which type of folder view displays complete information about a folder in Windows Environment?**

A.List view

B.Large icons view

**C.Details view**

D.None of the above

Ans:C

**54.OS that permits multiple programs to be run simultaneously using a single processor is reffered to as:**

**A.Multitasking**

B.Multithreading

C.Multiuser

D.Multipricessing

Ans:A

**55.In MS Word the tool bar,which contains icons for changing the look style of text:**

A.Outlining

B.Drawing

C.Autotext

**D.Formatting**

Ans:D

**56.In MS.Word,the file that contains the form letter is called as:**

A.Data source

**B.Main document**

C.Word field

D.None of these

Ans:B

**57.Which of the following is classified as an impact printer?**

**A.Daisywheel printer**

B.Laser printer

C.Thermal printer

D.All the above

Ans:A

**58.PPP stands for:**

**A.Point to Point Protocol**

B.Public Piracy Protocol

C.Portable Peripheral Point

D.None of these

Ans:A

**59.In a mail account the incoming messages are stored in the :**

A.Tools

B.Outbox

**C.Inbox**

D.Compose

Ans:C

**60.Outbox Express is a :**

A.E-mail client

B.Scheduler

C.Address book

**D.All the above**

Ans:D

**61.When the scroll boxes are not present in the scroll bars this indicate that:**

A.There is an error in the software

**B.The complete text is visible in the same window**

C.Indication of a virus attack.

D.Text is hidden somewhere in the document

Ans:B

**62.<TD>and<ITD>is used for:**

A.Table border

B.Table row

C.Table heading

**D.None of the above**

Ans:D

**63.What is the full form of HTML?**

**A.Hypertext Markup Language**

B.Hypertext  Manipulation Language

C.Hypertext Machine Language

D.None of the above

Ans:A

**64.<TITLE>,</TITLE>tag must be within:**

A.BODY

B.HTML

**C.HEAD**  
D.FORM

Ans:C

**65.Which of the following tags can be used to change the foreground colour of a webpage to red?**

A.<BODY BGCOLOR=RED>

B.<BODY FORECOLOR=RED>

C.<BODY FONTCOLOR=RED>

D.<BODY TEXT=RED>

Ans:…………

**66.A home page is:**

A.The web page of a search engine

**B.The first page of a website**

C.The contents of the home folder

D.The settings of a browser software

Ans:B

**67.What is the standard type of floppy drive?**

A.1.2 MB ,5.25 inch

B.1.57 KB,3.14 inch

**C.1.44MB,3.5 inch**

D.1.42 MB,5.25 inch

Ans:C

**68.What is the shape of the mouse pointer when drawing a table in MS Word?**

**A.Pencil**

B.Black Plus

C.Arrow

D.None of these

Ans:A

**69.What is a screen tip?**

A.The text displayed on the taskbar

**B.Object’s name or description that appears when you point to it.**

C.The message displayed when you open a software

D.None of these

Ans:B

**70.Paragraph formatting options include all of the following except:**

**A.Spell check**

B.Line spacing

C.Alignment

D.Pagination

Ans:A

**71.The character spacing tab is located in  the \_\_\_\_\_\_\_\_\_ dialog box in Microsoft Word**

A.Text

B.Format

**C.Font**

D.Word Art

Ans:C

**72.Microsoft Word contains built in paragraph formats called:**

A.Gutters

**B.Styles**

C.Bullets

D.Formats

Ans:B

**73.Word Art is available on the \_\_\_\_\_\_\_\_tab**

**A.Insert**

B.Format

C.Clip art

D.Graphics

Ans:A

**74.As compared to the secondary storage devices,primary storage units have:**

A.Faster

B.Costiler

C.Less storage capacity

**D.All the above**

Ans:D

**75.Which is the incorrect statement ?**

A.RAM is Random Access Memory

B.RAM is volatile

**C.We can only perform read operation in RAM**

D.RAM is directly accessed by the CPU

Ans:C

**76.What does MBR stands for?**

A.Memory Bus Register

B.Master Boot Record

C.Microsoft Buffer Register

D.None of the above

Ans:B

**77.The start button and system tray are part of what feature of windows:**

A.Quick launch bar

B.Menu bar

C.Task pane

**D.Task bar**

Ans:D

**78.What will appear on the screen ,if you press Shift+5?**

**A.%**

B.&

C.\*

D.#

Ans:A

**79.What is the full form of ATM?**

A.Automatic Tailoring Machine

B.Any Time Money

**C.Automatic Teller Machine**

D.All Time Money

Ans:C

**80.Charles Babbage Invented:**

A.Electronic Computer

**B.Analytical Engine**

C.ENIAC

D.IBM  
Ans:B

**81.In Windows ,the tool used for managing ,files  and folders are called:**

**A.Windows Explorer**

B.File System

C.My Computer

D.My Documents

Ans:A

**82.To open the font dialog box in MS Word,we can use the short cut key:**

A.Alt+F

B.Ctrl+F

**C.Ctrl+D**  
D.Alt+D

Ans:C

**83.A strip of buttons across the top of the main window in MS Power Point is called:**

A.Menu bar

B.Tool bar

C.Status bar

**D.Ribbon**

Ans:D

**84.In a DTP software,to stretch a short title of a paper across the page,use the\_\_\_\_\_\_\_\_\_\_\_option**

**A.Expanded**

B.Proportional

C.Scale

D.Horizontal Alignment

Ans:A

**85.In addition to the slides tab in Normal View,which view allows a user to select slides in MS Power Point:**

A.Slide show

B.Print preview

C.Outline

**D.Slide sorter**

Ans:D

**86.A slide show begins with the :**

A.animated slide

B.Current slide

C.Bulleted slide

**D.First slide**

Ans:D

**87.What is an I-beam?**

**A.A pointer used to select text**

B.A special tool used in animations

C.Transitions

D.None of these

Ans:A

**88.What is the full form of POST?**

A.Program Oriented System Testing

B.Print On Self Test

C.Private Office Software Trainee

**D.Poewer On Self Test**

Ans:D

**89.The CPU communicate with the memory using:**

A.Control bus

B.Data bus

C.Address bus

**D.All of the above**

Ans:D

**90.How can you save a fiel with a new name in MS Excel?**

**A.Using save as menu**

B.Using save menu

C.Using copy and paste options

D.Using cut and paste options

Ans:A

**91.ASCII stands for :**

A.American Stable Code for Information Interchange

**B.American Standard Code for Infornation Interchange**

C.American Standard Code for international Interchange

D.American Standard Code for Information interaction

Ans:B

**92.Which statement is valid?**

**A.1KB=1024 bytes**

B.1 MB=1024 bytes

C.1 GB=1000 bytes

D.1 KB=2048 bytes

Ans:A

**93.Which language is directly understood by the computer without translation program?**

A.High Level Language

B.Assembly Language

**C.Machine Language**

D.None of above

Ans:C

**94.Whcih statement is valid about interpreter?**

A.It translate the entire program at a time.

B.Object code is saved for future use

**C.It translates one instruction at a time**

D.It is used for testing a program

Ans:C

**95.The octal equivalent of 1110001 is:**

A.71

**B.161**

C.113

D.121

Ans:B

**96.A dumb terminal has:**

A.Microprocessor ,but no memory

B.No microprocessor,but huge amount of memory

**C.A keyboard and a screen**

D.Processor,memory and I/O devices

Ans:C

**97.The process of starting a computer by loading instructions from a secondary storage device into computer memory is called:**

A.Start up

B.Loading

**C.Paging**

D.Booting

Ans:C

**98.The memory which is programmed at the time it is manufactured:**

A.Floppy disk

B.RAM

C.EPROM  
**D.ROM**

Ans:D

**99.Which file starts MS Word?**

A.Windows.exe

B.MSWord.exe

C.Word2007.exe

**D.Word.exe**

Ans:D

**100.What is the short cut key to open the dialog box?**

**A.Ctrl+F12**

B.Alt+F12

C.F12

D.Shift+F12

Ans:A