SOLVED QUESTION PAPER OF DATA ENTRY OPEATOR/DATA MANAGER

1. Who is considered the "father of the computer"?
a) Alan Turing   b) Charles Babbage   c) Bill Gates   d) Steve Jobs

B

2. What does CPU stand for?
a) Central Processing Unit   b) Computer Processing Unit
c) Control Processing Unit   d) Command Processing Unit

A

3. Which of the following is NOT a characteristic of a computer?
a) Accuracy   b) Speed   c) Intelligence   d) Diligence

C

4. What is the smallest unit of data in a computer?
a) Bit   b) Byte   c) Kilobyte   d) Megabyte

A

5. The list of coded instructions is called?
a) Computer Program b) Algorithm   c) Flowchart   d) Utility Program

A

6. Which of the following is NOT an input device?
a) Keyboard   b) Mouse   c) Monitor   d) Scanner

C

7. What is the purpose of a compiler?
a) To translate high-level language into machine code   b) To execute programs
c) To store data   d) To connect to the internet

A

8. What does URL stand for?
a) Uniform Resource Locator   b) Universal Resource Link
c) Unique Resource Location   d) United Resource List

A

9. What is the binary equivalent of the decimal number 10?
a) 1010   b) 1100   c) 1000   d) 1111

A

10. What is the purpose of antivirus software?
a) To protect against malware   b) To speed up computer performance
c) To create backups   d) To improve internet speed

A

11. What is the primary function of the operating system?
a) To run applications   b) To manage hardware and software resources
c) To store data   d) To display graphics

B

12. Which of the following is NOT a version of the Windows operating system?
a) Windows 95   b) Windows NT
c) Windows Vista   d) Windows Linux

D

13. What is the primary function of the Windows Task Manager?
a) To manage and monitor running processes b) To configure network settings
c) To control the volume of the computer   d) To install and uninstall software

A

14. Which of the following is NOT a common file extension in Windows?
a) .txt   b) .doc   c) .pdf   d) .apk

D

15. What is the shortcut key combination to open the Windows Run dialog box?
a) Ctrl + Alt + Del   b) Windows + R   c) Alt + Tab   d) Ctrl + Shift + Esc

B

16. Which of the following is a common file system used in Windows?
a) FAT32   b) NTFS   c) EXT4   d) Both A and B

D

17. What is the purpose of the Recycle Bin in Windows?
a) To permanently delete files   b) To temporarily store deleted files
c) To compress files   d) To restore system settings

B

18. What is the default web browser in Windows?
a) Google Chrome   b) Mozilla Firefox   c) Microsoft Edge   d) Safari

C

19. Which of the following is a feature of Windows that allows you to restore your computer to an earlier point in time?
a) System Restore   b) Disk Clean-up
c) Task Scheduler   d) Device Manager

A

20. What is the purpose of the Windows Firewall?
a) To protect your computer from unauthorized network access
b) To speed up internet connections   c) To manage printer settings
d) To create backups of your files

A

21. What is word processing software primarily used for?
a) Creating and editing text documents.   b) Designing websites.
c) Managing databases.   d) Playing games.

A

22. Which of the following is NOT a common word processing software?
a) Microsoft Word   b) Google Docs
c) Adobe Photoshop   d) LibreOffice Writer

C

23. What is the shortcut key to "Undo" the last action in most word processors?
a) Ctrl + C   b) Ctrl + V   c) Ctrl + X   d) Ctrl + Z

D

24. What is the purpose of "Find and Replace" in a word processor?
a) To change the font size of all text.   b) To create a table of contents
c) To locate and change specific words or phrases.
d) To insert images into the document.

C

25. What is a "font" in a word processor?
a) The style and appearance of the text (e.g., Arial, Times New Roman).
b) The size of the text.   c) The spacing between lines of text.
d) The colour of the text.

A

26. What is the purpose of "bold" formatting?
a) To make the text italicized.   b) To make the text appear darker and thicker.
c) To underline the text.   d) To change the font colour.

B

27. What is "mail merge" used for?
a) To create personalized letters or documents   b) To create a table of contents.
c) To send emails from within the word processor.
d) To insert a picture into the document.

A

28. What is a "footer" in a word processing document?
a) The first paragraph of the document.   b) A list of all the pages in the document.
c) Text that appears at the top of every page.
d) Text that appears at the bottom of every page.

D

29. What is a "bullet point" used for?
a) To create a numbered list.   b) To create a list of unordered items.
c) To insert a picture into the document.   d) To change the font size of the text.

B

30. What is "nibble" used for?
a) 4 bits.   b) 2 bits.   c) 1 bit.   d) None.

A

31. What is the purpose of adjusting line spacing in a document?
a) To change the font colour.
b) To control the vertical space between lines of text.
c) To add a border to the page.   d) To insert a page break.

B

32. Which of the following is NOT a core component of the Windows operating system?
a) Kernel   b) Shell   c) Device Drivers   d) BIOS

D

33. What is the purpose of using tabs in a document?
a) To align text evenly.   b) To change the font colour.
c) To insert a page break.   d) To create a numbered list.

A

34. What is the use of a watermark in a document?
a) To add a subtle image or text overlay to the background.
b) To change the font size of all text.   c) To create a table of contents.
d) To insert a picture into the document.

A

35. How can you create a bulleted list in a document?
a) By using the "Numbering" option.   b) By using the "Bullets" option.
c) By pressing the Enter key repeatedly.
d) By using the "Insert" menu and selecting "Table."

B

36. What is the purpose of using a table in a document?
a) To organize data in rows and columns.   b) To change the font size of all text.
c) To insert a picture into the document.   d) To create a numbered list.

A

37. Why do we use a template in a document?
a) To start with a pre-designed layout and formatting.
b) To change the font size of all text.   c) To create a table of contents.
d) To insert a picture into the document.

A

38. What is the purpose of using styles in a document?
a) To quickly apply a set of formatting options.   b) To create a table of contents.
c) To change the font size of all text.   d) To insert a picture into the document.

A

39. What does FTP stand for?
a) File Transfer Protocol   b) Fast Track Protocol
c) File Transmission Procedure   d) Frequent Transfer Protocol

A

40. What is the purpose of using footnotes or endnotes in a document?
a) To add additional information or citations at the bottom of the page or at the end of the document.
b) To change the font size of all text.
c) To insert a picture into the document.
d) To create a table of contents.

A

41. What is the purpose of Telnet as listed in the image?
a) For online shopping   b) For remote access to computers
c) For social networking   d) For video streaming

B

42. What does VOIP stand for?
a) Voice Over Internet Protocol   b) Video On Internet Protocol
c) Virtual Online Internet Protocol   d) Voice Output Internet Protocol

A

43. Which of the following is NOT a top-level domain (TLD)?
 a) .com   b) .org   c) .net   d) .windows

D

44. Which of the following is NOT an example of a social network listed in the image?
a) Facebook   b) Twitter   c) Blogs   d) Email

D

45. What is the primary function of an email?
a) To send and receive messages electronically   b) To make video calls
c) To play online games   d) To share files

A

46. What is phishing?
a) A type of malware   b) A technique used to steal personal information
c) A high-speed internet connection   d) A social media platform

B

47. What is the purpose of cookies?
a) To track user activity on websites   b) To protect computers from viruses
c) To speed up internet connections   d) To create websites

A

48. What is the meaning of "bandwidth"?
a) The amount of data that can be transmitted over a network in a given time
b) The speed of a computer's processor   c) The size of a website
d) The number of websites visited

A

49. What is an IP address?
a) A unique identifier assigned to each device connected to the internet.
b) The name of a website.   c) The type of web browser used.
d) The speed of internet connection.

A

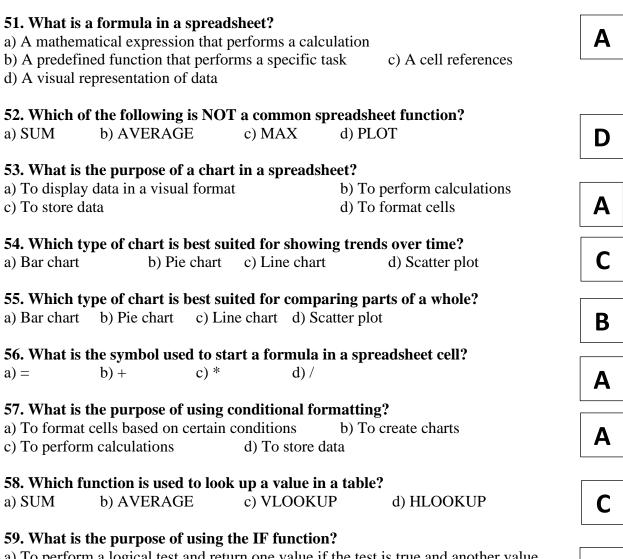**50. What is the use of a domain name system (DNS)?**
a) To translate domain names into IP addresses.
b) To protect computers from viruses.
c) To speed up internet connections.
d) To create websites.

A

51. What is a formula in a spreadsheet?
a) A mathematical expression that performs a calculation
b) A predefined function that performs a specific task   c) A cell references
d) A visual representation of data

A

52. Which of the following is NOT a common spreadsheet function?
a) SUM   b) AVERAGE   c) MAX   d) PLOT

D

53. What is the purpose of a chart in a spreadsheet?
a) To display data in a visual format   b) To perform calculations
c) To store data   d) To format cells

A

54. Which type of chart is best suited for showing trends over time?
a) Bar chart   b) Pie chart   c) Line chart   d) Scatter plot

C

55. Which type of chart is best suited for comparing parts of a whole?
a) Bar chart   b) Pie chart   c) Line chart   d) Scatter plot

B

56. What is the symbol used to start a formula in a spreadsheet cell?
a) =   b) +   c) *   d) /

A

57. What is the purpose of using conditional formatting?
a) To format cells based on certain conditions   b) To create charts
c) To perform calculations   d) To store data

A

58. Which function is used to look up a value in a table?
a) SUM   b) AVERAGE   c) VLOOKUP   d) HLOOKUP

C

59. What is the purpose of using the IF function?
a) To perform a logical test and return one value if the test is true and another value if the test is false
b) To concatenate two or more text strings
c) To find the largest value in a range of cells
d) To calculate the average of a range of cells

A

60. What is the purpose of using the SUMIF function?
a) To sum the values in a range of cells that meet a certain criterion
b) To count the number of cells in a range that meet a certain criterion
c) To find the largest value in a range of cells
d) To calculate the average of a range of cells

A