



# **SAMPLE PAPER JUNIOR CLERK**

**ENGLISH**

Complete the sentences by choosing the most appropriate option, from the given lettered choices (A to D) below each.

1. She is gifted \_\_\_\_\_ common sense.

- A. on
- B. by
- C. with
- D. over

2. The players have gone \_\_\_\_\_ the playground.

- A. in
- B. over
- C. with
- D. to

3. My Mother-in-law is blind \_\_\_\_\_ one eye.

- A. from
- B. in
- C. on
- D. of

4. You must \_\_\_\_\_ your work before 2:00.

- A. finish
- B. finished
- C. has finished
- D. will finish

Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters.

5. DRY:

- A. wet
- B. straight
- C. arid
- D. numb

6. UNREAL:

- A. doubtful
- B. genuine
- C. rash
- D. strange



**7. PRIVATE:**

- A. personal
- B. forbidden
- C. public
- D. individual

Choose the word most similar in meaning to the capitalized ones.

**8. DISRESPECT:**

- A. disregard
- B. respect
- C. smooth
- D. blister

**9. STOP:**

- A. prevent
- B. include
- C. permit
- D. begin

**10.CREATE:**

- A. deface
- B. praise
- C. anger
- D. produce

**11.REJECT:**

- A. refuse
- B. agree
- C. allow
- D. accept

Questions 12-15 are based on the following passage.

Snow has fallen every day now for the last week. If it keeps up, there will have accumulated over sixty inches in the last two months. This region has not seen this much snow in one season since the famous bad winter of seven years ago. Over seventy inches of snow fell during that winter. That record may not break this year. Only one week of winter is left. Spring officially begins a week from today, and let's hope it brings some milder weather.

**12.How often has it snowed?**

- A. every hour
- B. daily
- C. only once last week
- D. twice a month



**13. When was the last time the region had this much snow?**

- A. seven years ago
- B. eleven years ago
- C. sixty years ago
- D. seventy years ago

**14. When will winter end?**

- A. today
- B. in one week
- C. in one month
- D. in two months

**15. It can be inferred from the passage that the snow fall in this season may be:**

- A. over seventy inches
- B. less than seventy inches
- C. break all the previous records
- D. persistent in spring as well

**IQ**

**16. What will come next?**

**19    9        29        8        39        ?**

- A. 7**
- B. 4**
- C. 49**
- D. 40**

**17. Identify the pair which is different from others:**

- A. Air and Oxygen**
- B. Mathematics and Geometry**
- C. Teacher and Student**
- D. Flower and Petal**

**18. What comes next in the series: AZBBZCCCZDDD?**

- A. Z**
- B. E**
- C. D**
- D. F**

**19. Cotton is to Quilt as \_\_\_\_\_ is to blanket.**

- A. Wool**
- B. Pillow**
- C. Silk**
- D. Softness**

**20. Which of the following is out of place?**

- A. Infinite**
- B. Very short**
- C. Short**
- D. Medium**
- E. Long**

**21. Complete the series: D, F, H, J, \_\_\_\_\_.**

- A. K**
- B. L**
- C. M**
- D. N**
- E. I**

22. What comes next in the series: 112, 100, 88, \_\_\_\_\_.

- A. 80
- B. 70
- C. 76
- D. 77
- E. 60

23. Select the grouping which is different from the rest.

- A. GHJ
- B. RSV
- C. BCE
- D. WXZ
- E. MNP

24. Insert the missing number:  $\frac{1}{4}$ ,  $\frac{1}{9}$ ,  $\frac{1}{16}$ ,  $\frac{1}{25}$ , \_\_\_\_\_.

- A. 16
- B. 25
- C. 36
- D.  $\frac{1}{36}$
- E.  $\frac{1}{49}$

**GENERAL KNOWLEDGE**

**25. The largest ocean of the world is:**

- A. Atlantic Ocean
- B. Pacific Ocean
- C. Indian Ocean
- D. North Sea

**26. "Jeddah" is the seaport of:**

- A. Jordan
- B. Kuwait
- C. Saudi Arabia
- D. Iraq

**27. 'Air Blue' is the airline of:**

- A. Pakistan
- B. Canada
- C. Japan
- D. None of the above

**28. Which is the biggest sports festival?**

- A. Sydney Olympics
- B. Montreal Olympics
- C. The Olympic Games
- D. Cricket World Cup
- E. Football World Cup

**29. The new name of Lyallpur is:**

- A. Multan
- B. Faisalabad
- C. Abbottabad
- D. Lahore

**30. Which city is called the 'Little Pakistan'?**

- A. Jeddah
- B. Bradford
- C. Chicago
- D. Dhaka

**31. "Statue of Liberty" is situated in:**

- A. Ottawa
- B. New York
- C. Rome
- D. London

**32. The second Battle of Panipat was fought during the reign of:**

- A. Babur
- B. Akbar
- C. Humayun
- D. Aurangzeb

**33. The second largest continent on the earth by area is\_\_\_\_\_.**

- A. Asia
- B. Africa
- C. Australia
- D. North America

**34. The second largest desert of the world is:**

- A. Thar
- B. Sonoran
- C. Arabian
- D. Namib

**35. Faisalabad is associated with the industry of:**

- A. Textiles
- B. Steel
- C. Woodwork
- D. Rice

**36. The largest district of the Punjab by area is:**

- A. Dera Gazi Khan
- B. Rajanpur
- C. Bahawalpur
- D. Rahim Yar Khan

**37. "Khushal Khan Khattak" was a famous poet of:**

- A. Balochi Language
- B. Urdu Language
- C. Barahvi Language
- D. Pushto Language



## COMPUTER

**38.A Pixel is:**

- A. A computer program that draws picture
- B. A picture stored in secondary memory
- C. The smallest resolvable part of a picture
- D. None of the above

**39.Which number system is usually followed in a typical 32-bit computer?**

- A. Binary
- B. Decimal
- C. Hexadecimal
- D. Octal

**40.What is the suite of Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint called collectively?**

- A. Microsoft Office
- B. Microsoft Database
- C. Microsoft Backup Office
- D. Microsoft Applications

**41.In MS Word, the shortcut for searching in a file is:**

- A. Ctrl + X
- B. Alt + B
- C. Alt + X
- D. Ctrl + F
- E. Ctrl + V

**42.In MS Word, the shortcut for paste command is:**

- A. Ctrl + V
- B. Ctrl + X
- C. Alt + X
- D. Shift + Alt + X
- E. Ctrl + C

**43.What is document, in MS Word?**

- A. A data file
- B. A software
- C. A program
- D. An input device
- E. An output device

44. Press \_\_\_\_\_ key to display the print dialogue box, in MS Word.
- A. Ctrl + B
  - B. Alt + P
  - C. Ctrl + C
  - D. Ctrl + P
45. The intersection of a row and column in MS Excel, is called:
- A. data
  - B. a field
  - C. a cell
  - D. an equation
46. In MS Excel, to select a column the easiest method is to:
- A. Double click any cell in the column
  - B. Drag from the top cell in the column to the last cell in the column
  - C. click the column heading
  - D. click the column label
47. Getting data from a cell located in a different Excel Sheet is called:
- A. Accessing
  - B. Referencing
  - C. Updating
  - D. Functioning
48. If you have a PowerPoint show you created and want to send using email to another person you can add the show to your email message as a (an):
- A. Inclusion
  - B. Attachment
  - C. Reply
  - D. Forward
49. In order to edit a chart in Power Point, you can:
- A. Triple click the chart object
  - B. Click and drag the chart object
  - C. Double click the chart object
  - D. Click the chart object
50. The slide that is used to introduce a topic and set the tone for the presentation is called:
- A. table slide
  - B. graph slide
  - C. bullet slide
  - D. title slide



**ANSWER KEY**

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



50	D
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