PPSC Data Entry Operator | BS-12 — GUESS PAPER 2026 (Set 2 of 2) · Predicted Questions

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator | BS-12 · **Set:** 2 of 2 · **Questions:** 100 predicted — 0 repeated questions, 47 verified facts predicted to recur, 53 syllabus anchors · **Price:** Free

GUESS PAPER — predicted questions for the upcoming exam, NOT a past paper. Every question below is a prediction: it is here because the same question, the same fact, or the same topic appeared in verified PPSC Data Entry Operator | BS-12 past papers. **No pass guarantee.** A guess paper raises the odds; it does not promise a result. Answers are the best-supported answers, not exam keys.

[C]-HEAVY PAPER — thin verified pool. 53 of the 100 questions below are syllabus anchors on this post's recurring topics, because the verified archive for this post holds only 100 items. Those questions are flagged [C] on every one of them: they are predictions about the syllabus, not verified facts. Study the topic, not just the answer.

> **How to use this paper:** study the basis under each question, not just the answer — the real paper will ask the same topics in different words. Revise the underlying topic, not only the four options. Do not quote any item as "asked in the 2026 exam" — nothing here has been asked yet.

Question 1 Computer

Which type of Access query pulls matching records out of one or more tables?

- A. Summary
- B. Parameter
- C. Select ✓ **Predicted answer**

Why this answer? A Select query locates data from one or more tables.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q51 (a Select query locates data from one or more tables)

Question 2 Computer

What does ALU stand for?

- A. Advanced Logic Utility
- B. Arithmetic Logic Unit ✓ **Predicted answer**
- C. Automatic Learning Unit
- D. Applied Logic Unit

Why this answer? ALU stands for Arithmetic Logic Unit, the part of the CPU that does arithmetic and logic.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the CPU and its role recurs in every sitting of this post.

Question 3 Computer

What must a computer have free before you can fit an extra card inside it?

- A. Bay
- B. Bus
- C. Expansion slot ✓ **Predicted answer**
- D. USB port

Why this answer? An internal card must go into an open expansion slot.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q52 (an internal card must go into an open expansion

Question 4 Computer

Which shortcut cuts selected text?

- A. Ctrl+C
- B. Ctrl+V
- C. Ctrl+Z
- D. Ctrl+X ✓ **Predicted answer**

Why this answer? Ctrl+X cuts the selected text so it can be pasted elsewhere.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

Question 5 Computer

Which spreadsheet function chops off the digits after the decimal point?

- A. TRUNC ✓ **Predicted answer**
- B. CUTOFF
- C. ROUNDUP
- D. TRIM

Why this answer? TRUNC removes the decimal portion of a value.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q53 (TRUNC removes the decimal portion of a value)

Question 6 Computer

Which shortcut opens a new document in Word?

- A. Ctrl+O
- B. Ctrl+S

- D. Ctrl+N ✓ **Predicted answer**

Why this answer? Ctrl+N opens a new blank document in Word.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

Question 7 Computer

Where does copied material wait until you paste it?

- A. Driver
- B. Terminal
- C. Clipboard ✓ **Predicted answer**
- D. Prompt

Why this answer? Data copied from an application is stored in the Clipboard.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q54 (data copied from an application is stored in the Clipboard)

Question 8 Computer

Which shortcut makes selected text bold?

- A. Ctrl+I
- B. Ctrl+U
- C. Ctrl+E
- D. Ctrl+B ✓ **Predicted answer**

Why this answer? Ctrl+B makes the selected text bold.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

9 Computer

What is a stored set of instructions and keystrokes that you can replay in a document called?

- A. A shortcut
- B. A macro ✓ **Predicted answer**
- C. A keystroke
- D. A function

Why this answer? A macro is a combination of instructions and keystrokes stored and used in documents.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q55 (a macro is a combination of instructions and keystrokes stored and used in documents)

Question 10 Computer

Which shortcut underlines selected text?

- A. Ctrl+B
- B. Ctrl+I
- C. Ctrl+U ✓ **Predicted answer**
- D. Ctrl+D

Why this answer? Ctrl+U underlines the selected text.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

Question 11 Computer

In Excel, which box shows the address of the cell you are working in?

- A. Row heading

ne Box ✓ **Predicted answer**

- C. Status bar
- D. Formula bar

Why this answer? The address of the active cell is displayed in the Name Box.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q56 (the address of the active cell is displayed in the Name Box)

Question 12 Computer

Which shortcut makes selected text italic?

- A. Ctrl+I ✓ **Predicted answer**
- B. Ctrl+B
- C. Ctrl+U
- D. Ctrl+K

Why this answer? Ctrl+I makes the selected text italic.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

Question 13 Computer

How would you best describe Microsoft Outlook?

- A. Database manager
- B. Messaging client ✓ **Predicted answer**
- C. Presentation client
- D. Spreadsheet manager

Why this answer? Outlook is best described as a messaging client.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY

BS12-SPECIAL-BRANCH Q57 (Outlook is best described as a messaging client)

Question 14 Computer

What is the extension of a plain text file?

- A. .docx
- B. .xlsx
- C. .txt ✓ **Predicted answer**
- D. .jpg

Why this answer? A plain text file is saved with the .txt extension.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: file extensions recurs in every sitting of this post.

Question 15 Computer

Which kind of memory forgets everything as soon as the power goes off?

- A. Nonvolatile
- B. Static
- C. ROM
- D. Random ✓ **Predicted answer**

Why this answer? Random (RAM) memory loses its content when power is lost.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q58 (Random (RAM) memory loses its content when power is lost)

Question 16 Computer

Which program is used to create spreadsheets?

- A. MS Word

- Excel ✓ **Predicted answer**
- C. MS PowerPoint
- D. MS Outlook

Why this answer? MS Excel is the program used to create spreadsheets.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 17 Computer

What lets you mail a large group of people all at once?

- A. Group
- B. Alias
- C. Listserv ✓ **Predicted answer**
- D. Mail server

Why this answer? A Listserv sends email to a large group at one time.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q59 (a Listserv sends email to a large group at one time)

Question 18 Computer

Which of these is a database program?

- A. MS Word
- B. MS Paint
- C. MS PowerPoint
- D. MS Access ✓ **Predicted answer**

Why this answer? MS Access is a database program.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: databases recurs in

of this post.

Question 19 Computer

What comes first in a complete web address, telling the browser how to reach the resource?

- A. Address
- B. Name
- C. Protocol ✓ **Predicted answer**
- D. Location

Why this answer? The first part of a complete URL is the protocol.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q60 (the first part of a complete URL is the protocol)

Question 20 Computer

How many bytes are there in one megabyte?

- A. 1,024 bytes
- B. 1,048,576 bytes ✓ **Predicted answer**
- C. 1,000,000 bytes
- D. 102,400 bytes

Why this answer? One megabyte equals 1,048,576 bytes.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: units of memory recurs in every sitting of this post.

Question 21 Computer

Which storage unit holds about one billion characters?

- A. Byte

byte

- C. Megabyte
- D. Gigabyte ✓ **Predicted answer**

Why this answer? A gigabyte represents one billion characters.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q62 (a gigabyte represents one billion characters)

Question 22 Computer

What is the address bar in a browser used for?

- A. Playing music
- B. Printing pages
- C. Typing a web address ✓ **Predicted answer**
- D. Saving files

Why this answer? The address bar is where you type the web address you want to visit.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs in every sitting of this post.

Question 23 Computer

What are the Ctrl, Shift and Alt keys known as?

- A. Adjustment
- B. Modifier ✓ **Predicted answer**
- C. Function
- D. Alphanumeric

Why this answer? Ctrl, Shift and Alt are called modifier keys.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q63 (Ctrl, Shift and Alt are called modifier keys)

24 Computer

Which of these is an output device?

- A. Printer ✓ **Predicted answer**
- B. Keyboard
- C. Mouse
- D. Microphone

Why this answer? A printer is an output device; it produces printed pages.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: output devices recurs in every sitting of this post.

Question 25 Computer

What is the name of the software used to store data and get it back when needed?

- A. Table
- B. DBMS ✓ **Predicted answer**
- C. Query
- D. Report

Why this answer? A DBMS is the software tool to store or access data.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q64 (a DBMS is the software tool to store or access data)

Question 26 Computer

What is the full form of ISP?

- A. Internal System Program
- B. Internet Safety Protocol
- C. Information Service Point

ernet Service Provider ✓ **Predicted answer**

Why this answer? ISP stands for Internet Service Provider.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs in every sitting of this post.

Question 27 Computer

What is it called when spare space on the hard disk is used as extra working memory?

- A. Cache
- B. Virtual memory ✓ **Predicted answer**
- C. Flash memory
- D. ROM

Why this answer? Free hard-disk space used to extend RAM is virtual memory.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q65 (free hard-disk space used to extend RAM is virtual memory)

Question 28 Computer

What does Wi-Fi allow a computer to do?

- A. Connect to a network without wires ✓ **Predicted answer**
- B. Print without ink
- C. Store more files
- D. Run faster

Why this answer? Wi-Fi allows a computer to connect to a network without wires.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: networking recurs in every sitting of this post.

29 Computer

With Word's Find command, what can you look for in a document?

- A. Characters
- B. Formats
- C. Symbols
- D. Both A and C ✓ **Predicted answer**

Why this answer? Using Find in Word, we can search both characters and symbols.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q66 (using Find in Word, we can search both characters and symbols)

Question 30 Computer

Which key deletes the character to the left of the cursor?

- A. Backspace ✓ **Predicted answer**
- B. Delete
- C. Enter
- D. Space

Why this answer? The Backspace key deletes the character to the left of the cursor.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: keyboard keys recurs in every sitting of this post.

Question 31 Computer

What are the dotted lines that join a contents entry to its page number called?

- A. A leader ✓ **Predicted answer**
- B. A outline
- C. A gutter

Why this answer? The dots from a table of contents entry to the page number are called a leader.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q67 (the dots from a table of contents entry to the page number are called a leader)

Question 32 Computer

What is a file?

- A. A collection of data stored under a name ✓ **Predicted answer**
- B. A piece of hardware
- C. A web page
- D. A password

Why this answer? A file is a collection of data stored under a name.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: files and folders recurs in every sitting of this post.

Question 33 Computer

Which part of a computer system can you physically touch?

- A. Data
- B. Software
- C. Input
- D. Hardware ✓ **Predicted answer**

Why this answer? Hardware is the part of the computer system that one can touch.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q69 (hardware is the part of the computer system that

Question 34 Computer

What is the Recycle Bin used for?

- A. To store deleted files temporarily ✓ **Predicted answer**
- B. To print documents
- C. To send email
- D. To browse the web

Why this answer? The Recycle Bin stores deleted files temporarily so they can be restored.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: operating systems recurs in every sitting of this post.

Question 35 Computer

How many bits long is an IPv4 address?

- A. 4
- B. 32 ✓ **Predicted answer**
- C. 8
- D. 64

Why this answer? An IPv4 address consists of 32 bits.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q70 (an IPv4 address consists of 32 bits)

Question 36 Computer

Which Windows feature lets you find a file by its name?

- A. Search ✓ **Predicted answer**

- C. Notepad
- D. Calculator

Why this answer? Windows Search lets you find a file by its name.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: operating systems recurs in every sitting of this post.

Question 37 Computer

After sending an email, in which folder would you look for it to send it again?

- A. Drafts
- B. Inbox
- C. Outbox
- D. Sent Items ✓ **Predicted answer**

Why this answer? Sent Items holds sent email, where a sent message is found to resend it.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q71 (Sent Items holds sent email, where a sent message is found to resend it)

Question 38 Computer

What is the main screen of Windows called?

- A. Taskbar
- B. Desktop ✓ **Predicted answer**
- C. Control Panel
- D. Start menu

Why this answer? The main screen of Windows is called the desktop.

ed [C] — Syllabus anchor: syllabus anchor — Computer: operating systems recurs in every sitting of this post.

Question 39 Computer

Which function key refreshes a field, such as a bibliography field, in Word?

- A. F3
- B. F9 ✓ **Predicted answer**
- C. F5
- D. F7

Why this answer? F9 updates a field, including a bibliography field.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q72 (F9 updates a field, including a bibliography field)

Question 40 Computer

Which of these is a word processing program?

- A. MS Word ✓ **Predicted answer**
- B. MS Excel
- C. MS Access
- D. MS PowerPoint

Why this answer? MS Word is a word processing program.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: word processing recurs in every sitting of this post.

Question 41 Computer

Which files hold the temporary versions of programs while they are running?

- A. Temp ✓ **Predicted answer**

- C. Memory
- D. Static

Why this answer? Temp files store the various temporary versions of running programs.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q73 (Temp files store the various temporary versions of running programs)

Question 42 Computer

In Excel, what is a worksheet?

- A. A printed report
- B. A single sheet of cells in a workbook ✓ **Predicted answer**
- C. A chart
- D. A formula

Why this answer? A worksheet is a single sheet of cells inside a workbook.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 43 Computer

Which of these is NOT a pointing device?

- A. Mouse
- B. Pointing stick
- C. Bar code reader ✓ **Predicted answer**
- D. Touchpad

Why this answer? A bar code reader reads codes, it is not a pointing device.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-

BS12-SPECIAL-BRANCH Q74 (a bar code reader reads codes, it is not a pointing device)

Question 44 Computer

In Excel, which function counts the numbers in a range?

- A. SUM
- B. COUNT ✓ **Predicted answer**
- C. MAX
- D. AVERAGE

Why this answer? The COUNT function counts the numbers in a range.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheet functions recurs in every sitting of this post.

Question 45 Computer

What do programmers call mistakes made while writing code?

- A. Errors
- B. Failures
- C. Bugs ✓ **Predicted answer**
- D. Defects

Why this answer? Software mistakes during coding are known as bugs.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q76 (software mistakes during coding are known as bugs)

Question 46 Computer

Which symbol is used for multiplication in Excel formulas?

; (+)

- B. Asterisk (*) ✓ **Predicted answer**
- C. Minus (-)
- D. Slash (/)

Why this answer? The asterisk sign is used for multiplication in Excel formulas.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 47 Computer

Which Access object presents information in a layout ready for printing?

- A. Form
- B. Query
- C. Report ✓ **Predicted answer**
- D. Table

Why this answer? A report is the database object used to display information in a printable page format.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q77 (a report is the database object used to display information in a printable page format)

Question 48 Computer

Which chart type shows parts of a whole?

- A. Bar chart
- B. Pie chart ✓ **Predicted answer**
- C. Line chart
- D. Column chart

swer? A pie chart shows parts of a whole as slices.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 49 Computer

What must every computer have in order to run?

- A. Keyboard
- B. Operating System ✓ **Predicted answer**
- C. Word Processor
- D. Printer attached

Why this answer? All computers must have an operating system.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q78 (all computers must have an operating system)

Question 50 Computer

In PowerPoint, what is a slide?

- A. A single page of a presentation ✓ **Predicted answer**
- B. A sound file
- C. A printer setting
- D. A spreadsheet

Why this answer? A slide is a single page of a presentation.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: presentations recurs in every sitting of this post.

Question 51 Computer

In a paint program, what is tracked for every mark placed on the screen?

- B. Image
- C. Object
- D. Color

Why this answer? Paint programs keep track of every pixel placed on the screen.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q79 (paint programs keep track of every pixel placed on the screen)

Question 52 Computer

Which PowerPoint view is used to present slides to an audience?

- A. Normal view
- B. Slide Sorter view
- C. Slide Show view ✓ **Predicted answer**
- D. Outline view

Why this answer? Slide Show view is used to present the slides to an audience.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: presentations recurs in every sitting of this post.

Question 53 Computer

Which PowerPoint command lets you practise and record how long each slide stays on screen?

- A. Rehearse Timings ✓ **Predicted answer**
- B. Set up Show
- C. Slide Transition
- D. Custom Animation

swer: Rehearse Timings lets users set slide timings.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q80 (Rehearse Timings lets users set slide timings)

Question 54 Computer

Which key starts a slide show from the first slide?

- A. F1
- B. F5 ✓ **Predicted answer**
- C. F7
- D. F9

Why this answer? Pressing F5 starts the slide show from the first slide.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: presentations recurs in every sitting of this post.

Question 55 Computer

A TV broadcast sends signals in one direction only. What is that mode of transmission called?

- A. Half-duplex
- B. Full-duplex
- C. Simplex ✓ **Predicted answer**
- D. Automatic

Why this answer? A television broadcast is one-way, so it is simplex transmission.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q81 (a television broadcast is one-way, so it is simplex transmission)

56 Computer

Which key ends a slide show?

- A. Enter
- B. Tab
- C. Space
- D. Esc ✓ **Predicted answer**

Why this answer? The Esc key ends a slide show.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: presentations recurs in every sitting of this post.

Question 57 Computer

In which network layout does every computer connect through one central hub?

- A. Mesh
- B. Bus
- C. Star ✓ **Predicted answer**
- D. Ring

Why this answer? Star topology requires a central controller or hub.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q82 (Star topology requires a central controller or hub)

Question 58 Computer

What is cache memory used for?

- A. To print documents
- B. To store files permanently
- C. To connect to the internet
- D. To speed up access to frequently used data ✓ **Predicted answer**

swer? Cache memory speeds up access to data that is used frequently.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: memory types recurs in every sitting of this post.

Question 59 Computer

How can you view every slide of a presentation together on one screen?

- A. View, Slide
- B. View, Master
- C. View, Slide Sorter ✓ **Predicted answer**
- D. View, slide show

Why this answer? View, Slide Sorter shows all the slides on one screen.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q83 (View, Slide Sorter shows all the slides on one screen)

Question 60 Computer

Which of these is a storage device?

- A. Monitor
- B. Keyboard
- C. Speaker
- D. Pen drive ✓ **Predicted answer**

Why this answer? A pen drive is a storage device.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: storage devices recurs in every sitting of this post.

61 Computer

Which Excel function adds up a column or row of numbers by itself?

- A. TOTAL
- B. ADD
- C. AVG
- D. SUM ✓ **Predicted answer**

Why this answer? The SUM function automatically totals a column or row.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q84 (the SUM function automatically totals a column or row)

Question 62 Computer

What is the full form of CD?

- A. Computer Disk
- B. Central Drive
- C. Common Data
- D. Compact Disc ✓ **Predicted answer**

Why this answer? CD stands for Compact Disc.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: storage devices recurs in every sitting of this post.

Question 63 Computer

What is the mouse action called when you select text, hold the button down and move it?

- A. Cut
- B. Drag ✓ **Predicted answer**
- C. Draw

Why this answer? To drag text, you select it, hold the mouse button and move the mouse.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q85 (to drag text, you select it, hold the mouse button and move the mouse)

Question 64 Computer

What is the full form of DVD?

- A. Digital Video Disc
- B. Digital Versatile Disc ✓ **Predicted answer**
- C. Data Video Drive
- D. Direct Video Disk

Why this answer? DVD stands for Digital Versatile Disc.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: storage devices recurs in every sitting of this post.

Question 65 Computer

Which Word feature spots words you often misspell and puts them right as you type?

- A. AutoComplete
- B. AutoFormat
- C. Spell Check
- D. AutoCorrect ✓ **Predicted answer**

Why this answer? AutoCorrect recognizes and corrects commonly misspelled words.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q86 (AutoCorrect recognizes and corrects commonly

Question 66 Computer

Which device reads printed text into a computer?

- A. Printer
- B. Monitor
- C. Speaker
- D. Scanner ✓ **Predicted answer**

Why this answer? A scanner reads printed text and pictures into a computer.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: input devices recurs in every sitting of this post.

Question 67 Computer

What is another name for the pointer on the screen?

- A. cursor ✓ **Predicted answer**
- B. Pixel
- C. point
- D. monochrome

Why this answer? Another word for pointer is cursor.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q87 (another word for pointer is cursor)

Question 68 Computer

What is the internet?

- A. A single computer
- B. A program for typing

orldwide network of computers ✓ **Predicted answer**
- D. A type of printer

Why this answer? The internet is a worldwide network of computers.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs in every sitting of this post.

Question 69 Computer

What do you call a clickable word on a web page that opens a different document?

- A. URL
- B. Reference
- C. Anchor
- D. Hyperlink ✓ **Predicted answer**

Why this answer? A word in a web page that opens another document when clicked is a hyperlink.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q88 (a word in a web page that opens another document when clicked is a hyperlink)

Question 70 Computer

What is a website?

- A. A single computer
- B. A printer
- C. A password
- D. A collection of related web pages ✓ **Predicted answer**

Why this answer? A website is a collection of related web pages.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs

ng of this post.

Question 71 Computer

Which key jumps the cursor to the end of the current line?

- A. Page up
- B. A
- C. End ✓ **Predicted answer**
- D. Enter

Why this answer? The End key moves to the end of a line of text.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q89 (the End key moves to the end of a line of text)

Question 72 Computer

What is a homepage?

- A. The last page of a website
- B. A search engine
- C. The first page of a website ✓ **Predicted answer**
- D. A web browser

Why this answer? The homepage is the first page of a website.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs in every sitting of this post.

Question 73 Computer

Which Word feature removes the wide gaps that can appear in justified paragraphs?

- A. Hanging indents
- B. Hyphenation ✓ **Predicted answer**

ination

- D. Cross-referencing

Why this answer? Hyphenation eliminates gaps in justified text.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q90 (hyphenation eliminates gaps in justified text)

Question 74 Computer

Which of these is an email service?

- A. Gmail ✓ **Predicted answer**
- B. Excel
- C. Word
- D. Paint

Why this answer? Gmail is an email service.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: email recurs in every sitting of this post.

Question 75 Computer

Which protocol carries email between different host computers?

- A. FTP
- B. HTTP
- C. SMTP ✓ **Predicted answer**
- D. TELNET

Why this answer? SMTP provides email facility among different hosts.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q91 (SMTP provides email facility among different hosts)

76 Computer

What is a domain name?

- A. A computer virus
- B. The address name of a website ✓ **Predicted answer**
- C. A file extension
- D. A keyboard key

Why this answer? A domain name is the address name of a website, such as example.com.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: the internet recurs in every sitting of this post.

Question 77 Computer

In Excel, which feature decides where the contents sit inside a cell?

- A. AutoComplete
- B. Format
- C. Cell Alignment ✓ **Predicted answer**
- D. Pick from List

Why this answer? Cell Alignment determines how the contents of a cell are positioned.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q92 (Cell Alignment determines how the contents of a cell are positioned)

Question 78 Computer

What is an attachment in an email?

- A. The subject line
- B. The sender's name

- D. A file sent with the message ✓ **Predicted answer**

Why this answer? An attachment is a file sent along with an email message.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: email recurs in every sitting of this post.

Question 79 Computer

Where do you find the ready-made cover pages for a Word report?

- A. Page Layout tab
- B. References tab
- C. Insert tab ✓ **Predicted answer**
- D. Themes menu

Why this answer? Built-in cover pages are on the Insert tab.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q93 (built-in cover pages are on the Insert tab)

Question 80 Computer

What does CC mean in an email?

- A. Computer Copy
- B. Common Code
- C. Carbon Copy ✓ **Predicted answer**
- D. Closed Copy

Why this answer? CC means Carbon Copy; those addresses receive a copy of the email.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: email recurs in every sitting of this post.

81 Computer

Where is the best place to look for animated pictures to use in a presentation?

- A. Microsoft Online ✓ **Predicted answer**
- B. PowerPoint tools
- C. Word Clipart
- D. All of these.

Why this answer? Microsoft Online is the best place to find animated images for a presentation.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q94 (Microsoft Online is the best place to find animated images for a presentation)

Question 82 Computer

Which shortcut opens the Find box in Word?

- A. Ctrl+F ✓ **Predicted answer**
- B. Ctrl+H
- C. Ctrl+G
- D. Ctrl+J

Why this answer? Ctrl+F opens the Find box in Word.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word shortcuts recurs in every sitting of this post.

Question 83 Computer

In what unit are font sizes measured?

- A. Points ✓ **Predicted answer**
- B. Pixels

ces

- D. Picas

Why this answer? Font sizes are specified in points.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q95 (font sizes are specified in points)

Question 84 Computer

Which Word feature counts the words in a document?

- A. Spell Check
- B. Thesaurus
- C. Word Count ✓ **Predicted answer**
- D. AutoCorrect

Why this answer? Word Count shows how many words the document contains.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: Word tools recurs in every sitting of this post.

Question 85 Computer

In computing, which operation does the asterisk sign stand for?

- A. Exponentiation
- B. Multiplication ✓ **Predicted answer**
- C. Addition
- D. Subtraction

Why this answer? The asterisk represents multiplication.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q96 (the asterisk represents multiplication)

86 Computer

Which alignment puts text in the middle of the page?

- A. Centre alignment ✓ **Predicted answer**
- B. Left alignment
- C. Right alignment
- D. Justified alignment

Why this answer? Centre alignment puts the text in the middle of the page.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: word processing recurs in every sitting of this post.

Question 87 Computer

Which of these memories keeps its contents even when the power is switched off?

- A. ROM ✓ **Predicted answer**
- B. RAM
- C. DRAM
- D. SDRAM

Why this answer? ROM is non-volatile memory.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q97 (ROM is non-volatile memory)

Question 88 Computer

What is the default page size used in Word in Pakistan?

- A. A4 ✓ **Predicted answer**
- B. A3
- C. Letter
- D. Legal

swer? A4 is the default page size used in Word in Pakistan.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: word processing recurs in every sitting of this post.

Question 89 Computer

What does the abbreviation CBT stand for in computing?

- A. Computer Based Trade
- B. Certificate Based Training
- C. City of Big Towers
- D. Computer Based Testing ✓ **Predicted answer**

Why this answer? CBT stands for Computer Based Testing.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q98 (CBT stands for Computer Based Testing)

Question 90 Computer

In Excel, rows are labelled with what?

- A. Letters
- B. Symbols
- C. Numbers ✓ **Predicted answer**
- D. Dates

Why this answer? In Excel, rows are labelled with numbers.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 91 Computer

What are the boxes on a slide that hold its text called?

- :eholders ✓ **Predicted answer**
- B. Object holders
- C. Auto layout
- D. text holders

Why this answer? Objects on the slide that hold text are called placeholders.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q99 (objects on the slide that hold text are called placeholders)

Question 92 Computer

In Excel, columns are labelled with what?

- A. Numbers
- B. Letters ✓ **Predicted answer**
- C. Symbols
- D. Dates

Why this answer? In Excel, columns are labelled with letters.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 93 Computer

Which letters mark an optical disc as reusable, so it can be written to again?

- A. RW ✓ **Predicted answer**
- B. CD
- C. DVD
- D. ROM

Why this answer? Reusable optical storage typically carries the RW acronym, as in CD-RW

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q100 (reusable optical storage typically carries the RW acronym, as in CD-RW and DVD-RW)

Question 94 Computer

What is a workbook in Excel?

- A. A printed book
- B. A single cell
- C. A chart
- D. A file containing worksheets ✓ **Predicted answer**

Why this answer? A workbook is an Excel file containing one or more worksheets.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: spreadsheets recurs in every sitting of this post.

Question 95 Computer

Which function key shows help in most programs?

- A. F5
- B. F9
- C. F12
- D. F1 ✓ **Predicted answer**

Why this answer? F1 shows help in most programs.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: keyboard keys recurs in every sitting of this post.

96 Computer

What is the full form of ICT?

- A. Internet Communication Tool
- B. Internal Computer Training
- C. Information Computing Technique
- D. Information and Communication Technology ✓ **Predicted answer**

Why this answer? ICT stands for Information and Communication Technology.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: computer basics recurs in every sitting of this post.

Question 97 Computer

Which device connects computers in a network?

- A. Printer
- B. Scanner
- C. Monitor
- D. Router ✓ **Predicted answer**

Why this answer? A router connects computers in a network and directs traffic between them.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: networking recurs in every sitting of this post.

Question 98 Computer

What is the full form of WAN?

- A. World Access Network
- B. Wireless Area Node
- C. Wide Area Network ✓ **Predicted answer**

o Application Network

Why this answer? WAN stands for Wide Area Network, a network spread over a large area.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: networking recurs in every sitting of this post.

Question 99 Computer

What is a computer network?

- A. Computers connected to share data and resources ✓ **Predicted answer**
- B. A single computer
- C. A type of software
- D. A printer

Why this answer? A computer network is a set of computers connected to share data and resources.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: networking recurs in every sitting of this post.

Question 100 Computer

Which of these is a programming language?

- A. Windows
- B. Python ✓ **Predicted answer**
- C. Excel
- D. HTML

Why this answer? Python is a programming language.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: computer basics recurs in every sitting of this post.

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