PPSC Data Entry Operator | BS-12 — GUESS PAPER 2026 (Set 1 of 2) · Predicted Questions

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator | BS-12 · **Set:** 1 of 2 · **Questions:** 100 predicted — 0 repeated questions, 48 verified facts predicted to recur, 52 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. 52 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 Do not quote any item as "asked in the 2026 exam" — nothing here has been asked yet.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

When several documents are based on the same Word template, what do they share through that template?

- A. Content
- B. Style

- D. Theme

Why this answer? A Word template stores the common structure of documents based on it.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q1 (a Word template stores the common structure of documents)

Question 2 Computer

What does CPU stand for?

- A. Central Processing Unit ✓ **Predicted answer**
- B. Computer Personal Unit
- C. Central Program Utility
- D. Control Processing Unit

Why this answer? CPU stands for Central Processing Unit, the part of the computer that carries out instructions.

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

Question 3 Computer

Of these storage levels, which one can the processor reach the quickest?

- A. Hard disk
- B. Registers ✓ **Predicted answer**
- C. RAM
- D. Cache

Why this answer? Registers are the fastest storage in a computer.

ed [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q2 (registers are the fastest storage in a computer)

Question 4 Computer

Which device is used to type text into a computer?

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

Why this answer? The keyboard is the device used to type text and commands into a computer.

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

Question 5 Computer

What do we call the address that takes you to a particular page on the web?

- A. Directory
- B. URL ✓ **Predicted answer**
- C. Domain
- D. Protocol

Why this answer? A webpage address is called a URL.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q3 (a webpage address is called a URL)

Question 6 Computer

How many bytes are there in one kilobyte?

- B. 1024 ✓ **Predicted answer**
- C. 512
- D. 2048

Why this answer? One kilobyte equals 1024 bytes.

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

Question 7 Computer

Which key combination opens the Font dialogue box in Word so you can change the typeface?

- A. Ctrl+Shift+F ✓ **Predicted answer**
- B. Ctrl+F
- C. Alt+Ctrl+F
- D. Shift+Alt+F

Why this answer? Ctrl+Shift+F opens the Font dialog to change the font.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q4 (Ctrl+Shift+F opens the Font dialog to change the font)

Question 8 Computer

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

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

swer? The Delete key removes the character to the right of the cursor.

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

Question 9 Computer

In Access, which field type fills in the next number in sequence all by itself?

- A. Auto number ✓ **Predicted answer**
- B. Memo
- C. Number
- D. Text

Why this answer? The AutoNumber data type automatically generates consecutive numbers.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q5 (the AutoNumber data type automatically generates consecutive numbers)

Question 10 Computer

What is the shortcut to copy selected text?

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

Why this answer? Ctrl+C copies the selected text to the Clipboard.

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

11 Computer

In a spreadsheet IF formula, what mark separates the test, the value-if-true and the value-if-false?

- A. Commas ✓ **Predicted answer**
- B. Dashes
- C. Asterisks
- D. Semicolons

Why this answer? The three parts of an IF function are separated by commas.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q6 (the three parts of an IF function are separated by commas)

Question 12 Computer

What is the shortcut to paste copied text?

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

Why this answer? Ctrl+V pastes the text held on the Clipboard.

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

Question 13 Computer

Which cell alignment stretches the contents so they fill the whole width of the cell?

- A. Distributed ✓ **Predicted answer**
- B. Center

- D. Indent

Why this answer? Distributed alignment spreads the data across the width of the cell.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q7 (Distributed alignment spreads the data across the width of the cell)

Question 14 Computer

Which shortcut saves a document in Word?

- A. Ctrl+S ✓ **Predicted answer**
- B. Ctrl+P
- C. Ctrl+N
- D. Ctrl+O

Why this answer? Ctrl+S saves the document you are working on.

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

Question 15 Computer

Which kind of interface sends data one bit after another along a single line?

- A. Parallel
- B. Serial ✓ **Predicted answer**
- C. SCSI
- D. FireWire

Why this answer? A serial interface transmits one bit at a time.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q8 (a serial interface transmits one bit at a time)

16 Computer

What is the file extension of an Excel workbook?

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

Why this answer? An Excel workbook is saved with the .xlsx extension.

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

Question 17 Computer

What material makes up the inner core of an optical fibre?

- A. Copper
- B. Bimetallic
- C. Liquid
- D. Glass or plastic ✓ **Predicted answer**

Why this answer? The inner core of an optical fiber is glass or plastic.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q9 (the inner core of an optical fiber is glass or plastic)

Question 18 Computer

What is the file extension of a PowerPoint presentation?

- A. .pptx ✓ **Predicted answer**
- B. .xlsx
- C. .docx
- D. .pdf

swer? A PowerPoint presentation is saved with the .pptx extension.

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

Question 19 Computer

During a PowerPoint slide show, which of these keys does NOT move you on to the next slide?

- A. The space bar
- B. The mouse button
- C. Esc key ✓ **Predicted answer**
- D. The enter key

Why this answer? The Esc key ends the slide show instead of advancing it.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q10 (the Esc key ends the slide show instead of advancing it)

Question 20 Computer

Which part of the computer is often called its brain?

- A. Hard disk
- B. Monitor
- C. Keyboard
- D. CPU ✓ **Predicted answer**

Why this answer? The CPU is called the brain of the computer because it does the thinking and processing.

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

21 Computer

Which of these is NOT normally counted as a data type?

- A. Sound
- B. Video
- C. Text
- D. Functions ✓ **Predicted answer**

Why this answer? Functions are operations, not a data type.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q11 (functions are operations, not a data type)

Question 22 Computer

What does RAM stand for?

- A. Read Access Memory
- B. Random Access Memory ✓ **Predicted answer**
- C. Run Access Memory
- D. Rapid Action Memory

Why this answer? RAM stands for Random Access Memory, the computer's working memory.

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

Question 23 Computer

Which extension belongs to the file where Outlook keeps its mailbox data?

- A. RTF
- B. PST ✓ **Predicted answer**
- C. DAT

Why this answer? PST is the filename extension for an Outlook data file.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q12 (PST is the filename extension for an Outlook data file)

Question 24 Computer

Which device displays text and pictures on a screen?

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

Why this answer? The monitor displays text and pictures on a screen.

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

Question 25 Computer

Where in Word do you change a paragraph's alignment, line spacing and spacing before or after it?

- A. Layout menu
- B. Format tab
- C. Styles group
- D. Paragraph dialog box ✓ **Predicted answer**

Why this answer? Alignment, line spacing and paragraph spacing are changed in the Paragraph dialog box.

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

BS12-SPECIAL-BRANCH Q13 (alignment, line spacing and paragraph spacing are changed in the Paragraph dialog box)

Question 26 Computer

Which of these is an input device?

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

Why this answer? A mouse is an input device; it sends your movements and clicks into the computer.

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

Question 27 Computer

What is the tiniest unit in which a computer measures memory?

- A. Bit ✓ **Predicted answer**
- B. Byte
- C. Character
- D. Word

Why this answer? A bit is the smallest unit of memory.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q14 (a bit is the smallest unit of memory)

Question 28 Computer

What does WWW stand for?

- B. Wide World Web
- C. Web World Wide
- D. World Wide Web ✓ **Predicted answer**

Why this answer? WWW stands for World Wide Web.

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

Question 29 Computer

Besides cut and paste, what is the other way to shift selected text to a new spot?

- A. Drag and drop ✓ **Predicted answer**
- B. Move and copy
- C. Select and shift
- D. Highlight and place

Why this answer? Text can be moved by cut and paste or by drag and drop.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q15 (text can be moved by cut and paste or by drag and drop)

Question 30 Computer

What is the full form of URL?

- A. Universal Record Link
- B. United Resource Locator
- C. Uniform Resource Locator ✓ **Predicted answer**
- D. Uniform Reading Location

Why this answer? URL stands for Uniform Resource Locator, the address of a resource on

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

Question 31 Computer

What do the letters HTML stand for?

- A. High Top Math Level
- B. Hyper True Math Language
- C. Hypertext Markup Language ✓ **Predicted answer**
- D. Hyper Text Memory Language

Why this answer? HTML means Hypertext Markup Language.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q17 (HTML means Hypertext Markup Language)

Question 32 Computer

Which shortcut selects all the text in a document?

- A. Ctrl+E
- B. Ctrl+L
- C. Ctrl+A ✓ **Predicted answer**
- D. Ctrl+R

Why this answer? Ctrl+A selects everything in the document.

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

Question 33 Computer

Inside a laser printer, which part carries the toner image across onto the sheet of paper?

- B. Drum ✓ **Predicted answer**
- C. Roller
- D. Toner

Why this answer? The drum transfers the toner image to the paper.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q18 (the drum transfers the toner image to the paper)

Question 34 Computer

Which shortcut redoes an action that was undone?

- A. Ctrl+Z
- B. Ctrl+R
- C. Ctrl+D
- D. Ctrl+Y ✓ **Predicted answer**

Why this answer? Ctrl+Y redoes an action that was undone with Ctrl+Z.

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

Question 35 Computer

How many bits make up a single byte?

- A. 4
- B. 8 ✓ **Predicted answer**
- C. 16
- D. 32

Why this answer? There are 8 bits in one byte.

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

BS12-SPECIAL-BRANCH Q19 (there are 8 bits in one byte)

Question 36 Computer

How many bits are there in a nibble?

- A. 2
- B. 8
- C. 4 ✓ **Predicted answer**
- D. 16

Why this answer? A nibble is made of 4 bits, half a byte.

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

Question 37 Computer

Which button undoes the most recent change you made?

- A. Cut
- B. Redo
- C. Undo ✓ **Predicted answer**
- D. Paste

Why this answer? Undo reverses the last change.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q20 (Undo reverses the last change)

Question 38 Computer

Which number system uses only the digits 0 and 1?

- A. Decimal
- B. Octal

adecimal

- D. Binary ✓ **Predicted answer**

Why this answer? The binary number system uses only 0 and 1.

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

Question 39 Computer

Which keys reveal the field codes hidden in a Word document?

- A. F4
- B. Shift+V
- C. Shift+F1
- D. Alt+F9 ✓ **Predicted answer**

Why this answer? Alt+F9 shows Word field codes in a document.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q21 (Alt+F9 shows Word field codes in a document)

Question 40 Computer

What is the main job of an operating system?

- A. To print documents
- B. To browse the internet
- C. To store files only
- D. To manage the hardware and software of the computer ✓ **Predicted answer**

Why this answer? An operating system manages the hardware and software so programs can run.

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

41 Computer

In PowerPoint, what does the handout master control?

- A. Slide formatting
- B. Handout content formatting for Microsoft word export
- C. Layout of audience handout notes ✓ **Predicted answer**
- D. None of these.

Why this answer? The handout master defines the layout of audience handout notes.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q22 (the handout master defines the layout of audience handout notes)

Question 42 Computer

Which of these is an operating system?

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

Why this answer? Windows is an operating system; the others are application programs.

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

Question 43 Computer

What does indentation mean for a paragraph?

- A. Left margin
- B. Right margin
- C. Top

: space of paragraph ✓ **Predicted answer**

Why this answer? Indentation is the left space of a paragraph from the margin.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q23 (indentation is the left space of a paragraph from the margin)

Question 44 Computer

What is a folder used for?

- A. To print pages
- B. To send email
- C. To play music
- D. To store files ✓ **Predicted answer**

Why this answer? A folder is used to store and organise files.

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

Question 45 Computer

What do you call a ready-made file of styles that you can base a new presentation on?

- A. Auto Style
- B. Template ✓ **Predicted answer**
- C. Wizard
- D. Pre-formatting

Why this answer? A file of readymade styles for presentations is a template.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q25 (a file of readymade styles for presentations is a template)

46 Computer

Which program do you need to open and read websites?

- A. A web browser ✓ **Predicted answer**
- B. A spreadsheet
- C. A media player
- D. A text editor

Why this answer? A web browser is the program used to open and read websites.

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

Question 47 Computer

On a newsgroup, what name is given to an opening message together with all its replies?

- A. Post
- B. List
- C. Thread ✓ **Predicted answer**
- D. Comment

Why this answer? A message with its replies on a newsgroup is called a thread.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q26 (a message with its replies on a newsgroup is called a thread)

Question 48 Computer

What does HTTP stand for?

- A. High Text Transfer Program
- B. Hyperlink Text Transport Protocol

erText Transfer Protocol ✓ **Predicted answer**

- D. Home Tool Transfer Protocol

Why this answer? HTTP stands for HyperText Transfer Protocol.

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

Question 49 Computer

In Word, what does pressing Ctrl+W do?

- A. Open the Print dialog box
- B. Close the current window ✓ **Predicted answer**
- C. Update the current Web page
- D. None of these

Why this answer? Ctrl+W closes the current window in MS Word.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q27 (Ctrl+W closes the current window in MS Word)

Question 50 Computer

Which device connects a computer to the internet over a telephone line?

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

Why this answer? A modem connects a computer to the internet over a telephone line.

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

51 Computer

What is the full form of the abbreviation GUI?

- A. Graphical User Interface ✓ **Predicted answer**
- B. Graphic User Interface
- C. Graphical User Interfaces
- D. Graphs under Interplay

Why this answer? GUI stands for Graphical User Interface.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q28 (GUI stands for Graphical User Interface)

Question 52 Computer

What is email short for?

- A. Electronic mail ✓ **Predicted answer**
- B. Electric mail
- C. Express mail
- D. Easy mail

Why this answer? Email is short for electronic mail.

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

Question 53 Computer

Which description best fits a web browser?

- A. All of these. ✓ **Predicted answer**
- B. A program that can display a web page
- C. A program used to view html documents
- D. It enables user to access the resources of internet

swer? All three describe a web browser.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q29 (all three describe a web browser: displays pages, views HTML, enables access to internet resources)

Question 54 Computer

Which symbol separates the user name from the domain in an email address?

- A. @ ✓ **Predicted answer**
- B. #
- C. &
- D. *

Why this answer? The @ symbol separates the user name from the domain in an email address.

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

Question 55 Computer

In which unit is the access time of a disk drive usually measured?

- A. Nanoseconds
- B. Milliseconds ✓ **Predicted answer**
- C. Microseconds
- D. Picoseconds

Why this answer? Drive access time is measured in milliseconds.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q30 (drive access time is measured in milliseconds)

56 Computer

What is the shortcut to print a document?

- A. Ctrl+P ✓ **Predicted answer**
- B. Ctrl+O
- C. Ctrl+N
- D. Ctrl+B

Why this answer? Ctrl+P opens the Print command.

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

Question 57 Computer

Which protocol does your browser use to fetch pages from the World Wide Web?

- A. TCP/IP
- B. Gopher
- C. HTML
- D. HTTP ✓ **Predicted answer**

Why this answer? HTTP is the protocol used to access web pages.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q31 (HTTP is the protocol used to access web pages)

Question 58 Computer

Which Word tool underlines words it does not recognise?

- A. AutoCorrect
- B. Word Count
- C. Find and Replace
- D. Spell Check ✓ **Predicted answer**

swer? Spell Check underlines words it does not recognise so you can correct them.

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

Question 59 Computer

What kind of program is Microsoft PowerPoint?

- A. Database program
- B. Presentation program ✓ **Predicted answer**
- C. Spreadsheet program
- D. Word processing program

Why this answer? Microsoft PowerPoint is a presentation program.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q32 (Microsoft PowerPoint is a presentation program)

Question 60 Computer

In Excel, what is a cell?

- A. A row of data
- B. The intersection of a row and a column ✓ **Predicted answer**
- C. A whole worksheet
- D. A chart

Why this answer? A cell is the intersection of a row and a column in a worksheet.

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

61 Computer

What is it called when you replace hardware parts with newer, more powerful versions?

- A. Expansion
- B. Plug-and-play
- C. Upgrading ✓ **Predicted answer**
- D. Upsizing

Why this answer? Moving to newer, more powerful hardware versions is termed upgrading.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q33 (moving to newer, more powerful hardware versions is termed upgrading)

Question 62 Computer

In Excel, what does a formula begin with?

- A. A letter
- B. An equals sign ✓ **Predicted answer**
- C. A number
- D. A comma

Why this answer? Every Excel formula begins with an equals sign.

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

Question 63 Computer

Which jobs can the print manager carry out?

- A. Print queue
- B. All of these. ✓ **Predicted answer**

t cancel

- D. Print stop

Why this answer? The print manager does all of these.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q34 (the print manager does all of these: queue, cancel and stop)

Question 64 Computer

Which Excel function finds the largest value in a range?

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

Why this answer? The MAX function returns the largest value in a range.

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

Question 65 Computer

To put a header or footer on a PowerPoint handout, which master do you use?

- A. The title master
- B. The handout master ✓ **Predicted answer**
- C. The slide master
- D. Text

Why this answer? Headers and footers on a handout are added with the handout master.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q35 (headers and footers on a handout are added with

Question 66 Computer

Which Excel function finds the smallest value in a range?

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

Why this answer? The MIN function returns the smallest value in a range.

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

Question 67 Computer

Which two file types can be added to a PowerPoint presentation as sound effects?

- A. .wav files and .mid files ✓ **Predicted answer**
- B. .wav files and .gif files
- C. .wav files and .jpg files
- D. .jpg files and .gif files

Why this answer? PowerPoint sound effects use .wav and .mid files.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q36 (PowerPoint sound effects use .wav and .mid files)

Question 68 Computer

What is the default file extension of a Word document?

- A. .txt
- B. .docx ✓ **Predicted answer**

- D. .pptx

Why this answer? A Word document is saved with the .docx extension by default.

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

Question 69 Computer

What name is given to the feature that lets a computer set up a newly added piece of hardware by itself?

- A. Formatting
- B. Multiprocessing
- C. Multiprogramming
- D. Plug and play ✓ **Predicted answer**

Why this answer? Plug and play lets a computer automatically configure new hardware.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q37 (plug and play lets a computer automatically configure new hardware)

Question 70 Computer

Which key moves the cursor to the beginning of a line?

- A. End
- B. Page Down
- C. Tab
- D. Home ✓ **Predicted answer**

Why this answer? The Home key moves the cursor to the beginning of the line.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer: keyboard keys

ry sitting of this post.

Question 71 Computer

Which typeface does Microsoft Word use by default?

- A. Calibri ✓ **Predicted answer**
- B. Times New Roman
- C. Verdana
- D. Helvetica

Why this answer? Calibri has been the default font of Microsoft Word since Word 2007.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q38 (Calibri has been the default font of Microsoft Word since Word 2007)

Question 72 Computer

Which key moves the cursor forward to the next field or cell?

- A. Shift
- B. Tab ✓ **Predicted answer**
- C. Alt
- D. Caps Lock

Why this answer? The Tab key moves the cursor forward to the next field or cell.

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

Question 73 Computer

Where can you view and change all the properties of a Word document?

- A. Preview Window

kstage View ✓ **Predicted answer**

- C. Options Menu
- D. Page Layout Tab

Why this answer? Document properties are customized in the Backstage View.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q39 (document properties are customized in the Backstage View)

Question 74 Computer

What is the full form of PDF?

- A. Personal Data File
- B. Printed Document Form
- C. Portable Document Format ✓ **Predicted answer**
- D. Public Document Format

Why this answer? PDF stands for Portable Document Format.

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

Question 75 Computer

When you apply AVERAGE to a range of cells, what value does it return?

- A. Sum
- B. Median
- C. Mean ✓ **Predicted answer**
- D. Mode

Why this answer? The AVERAGE function calculates the mean of a range.

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

BS12-SPECIAL-BRANCH Q40 (the AVERAGE function calculates the mean of a range)

Question 76 Computer

Which device prints documents on paper?

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

Why this answer? A printer prints documents on paper.

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

Question 77 Computer

Which of these programs is a spreadsheet?

- A. MS Outlook
- B. MS Power Point
- C. MS Excel ✓ **Predicted answer**
- D. MS Word

Why this answer? MS Excel is a spreadsheet.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q41 (MS Excel is a spreadsheet)

Question 78 Computer

How many kilobytes make one megabyte?

- A. 100

- C. 10240
- D. 1024 ✓ **Predicted answer**

Why this answer? One megabyte equals 1024 kilobytes.

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

Question 79 Computer

Which cell property does the Protect Sheet command act on?

- A. Property
- B. Locked ✓ **Predicted answer**
- C. Protection
- D. Thumbnails

Why this answer? The Locked property works with the Protect Sheet command.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q42 (the Locked property works with the Protect Sheet command)

Question 80 Computer

Which of these is a search engine?

- A. Windows
- B. Google ✓ **Predicted answer**
- C. Excel
- D. Outlook

Why this answer? Google is a search engine used to find information on the web.

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

Question 81 Computer

Which browser feature keeps the record of pages you visited in the current session?

- A. Cache
- B. Favorites
- C. History ✓ **Predicted answer**
- D. Trail

Why this answer? The browser's History keeps the pages visited in the current session.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q43 (the browser's History keeps the pages visited in the current session)

Question 82 Computer

What does USB stand for?

- A. United System Bus
- B. Universal Serial Bus ✓ **Predicted answer**
- C. Universal Storage Box
- D. Unique Serial Button

Why this answer? USB stands for Universal Serial Bus.

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

Question 83 Computer

What does the abbreviation DNS stand for?

- A. Data Number Sequence

- C. Domain Name Service ✓ **Predicted answer**
- D. Disk Numbering System

Why this answer? DNS is the Domain Name Service, which maps names to addresses.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q44 (DNS is the Domain Name Service, which maps names to addresses)

Question 84 Computer

Which part of the computer stores data permanently?

- A. RAM
- B. Cache
- C. Register
- D. Hard disk drive ✓ **Predicted answer**

Why this answer? The hard disk drive stores data permanently, even when the power is off.

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

Question 85 Computer

In the Find and Replace box, which tick-box makes Word respect upper and lower case while searching?

- A. Match strings
- B. String sensitive
- C. Case sensitive
- D. Match case ✓ **Predicted answer**

swer: Match case makes a Find/Replace search case-sensitive.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q45 (Match case makes a Find/Replace search case-sensitive)

Question 86 Computer

What is a computer virus?

- A. A useful program
- B. A type of hardware
- C. A harmful program that can damage files ✓ **Predicted answer**
- D. A web page

Why this answer? A computer virus is a harmful program that can damage files and spread to other computers.

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

Question 87 Computer

Through which Windows feature can a sound be embedded in a Word document?

- A. Clipboard
- B. Paste
- C. Task Switching
- D. OLE ✓ **Predicted answer**

Why this answer? A sound is placed in a Word document through OLE, Object Linking and Embedding.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q46 (a sound is placed in a Word document through

Linking and Embedding)

Question 88 Computer

What protects a computer from viruses?

- A. Antivirus software ✓ **Predicted answer**
- B. A printer
- C. A scanner
- D. A modem

Why this answer? Antivirus software protects a computer from viruses.

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

Question 89 Computer

What is the name of a virus that copies itself from one machine to another?

- A. Bug
- B. Vaccine
- C. Worm ✓ **Predicted answer**
- D. Trojan Horse

Why this answer? A worm is a virus that replicates itself.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q47 (a worm is a virus that replicates itself)

Question 90 Computer

Which key refreshes a web page in the browser?

- A. F1
- B. F9

- D. F5 ✓ **Predicted answer**

Why this answer? Pressing F5 refreshes the web page in the browser.

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

Question 91 Computer

What do you insert so a document always shows the date it was last saved?

- A. A date field
- B. A numeric field
- C. A Word field ✓ **Predicted answer**
- D. A function

Why this answer? The last saved date is inserted with a Word field, the SaveDate field.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q48 (the last saved date is inserted with a Word field, the SaveDate field)

Question 92 Computer

What is the full form of LAN?

- A. Local Area Network ✓ **Predicted answer**
- B. Large Area Network
- C. Long Access Network
- D. Linked Area Node

Why this answer? LAN stands for Local Area Network, a network in a small area such as an office.

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

ng of this post.

Question 93 Computer

What do we call a drive that can be plugged in or pulled out while the computer is still running?

- A. Robust
- B. Dynamic
- C. Hot-swappable ✓ **Predicted answer**
- D. SCSI

Why this answer? A drive that can be removed or inserted while the computer runs is hot-swappable.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q49 (a drive that can be removed or inserted while the computer runs is hot-swappable)

Question 94 Computer

What is the purpose of a password?

- A. To protect access to an account ✓ **Predicted answer**
- B. To speed up the computer
- C. To print faster
- D. To save files

Why this answer? A password protects access so only the right person can use an account.

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

95 Computer

Which key begins a fresh paragraph while you are typing in Word?

- A. Down Cursor Key
- B. Shift + Enter
- C. Enter Key ✓ **Predicted answer**
- D. Ctrl + Enter

Why this answer? The Enter key starts a new paragraph in MS Word.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2016-DATA-ENTRY-OPERATOR-BS12-SPECIAL-BRANCH Q50 (the Enter key starts a new paragraph in MS Word)

Question 96 Computer

In Word, which tab holds the font size and style controls?

- A. Insert
- B. View
- C. Home ✓ **Predicted answer**
- D. Review

Why this answer? The Home tab holds the font size, style and other basic formatting controls.

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

Question 97 Computer

What is the name of the bar at the bottom of the Windows screen?

- A. Menu bar
- B. Title bar
- C. Status bar

kbar ✓ **Predicted answer**

Why this answer? The bar at the bottom of the Windows screen is called the taskbar.

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

Question 98 Computer

Which file format is commonly used for photographs?

- A. MP3
- B. DOCX
- C. JPEG ✓ **Predicted answer**
- D. XLSX

Why this answer? JPEG is a common file format for photographs.

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

Question 99 Computer

What does the term booting mean?

- A. Shutting down the computer
- B. Starting the computer ✓ **Predicted answer**
- C. Printing a document
- D. Saving a file

Why this answer? Booting means starting the computer and loading its operating system.

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

100 Computer

Which device is used to listen to sound from a computer?

- A. Speakers ✓ **Predicted answer**
- B. Microphone
- C. Scanner
- D. Webcam

Why this answer? Speakers are used to listen to sound from a computer.

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

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