PPSC Data Entry Operator | BS-14 — GUESS PAPER 2026 (Set 2 of 2) · Predicted Questions

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator | BS-14 · **Set:** 2 of 2 · **Questions:** 100 predicted — 0 repeated questions, 30 verified facts predicted to recur, 70 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-14 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. 70 of the 100 questions below are syllabus anchors on this post's recurring topics, because the verified archive for this post holds only 98 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 Do not quote any item as "asked in the 2026 exam" — nothing here has been asked yet.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 Science

In a worksheet, what name is given to the single box where you type a value?

- A. Workbook
- B. Cell ✓ **Predicted answer**
- C. Column

Why this answer? The basic unit of a worksheet is the cell.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q58 (the basic unit of a worksheet is the cell)

Question 2 Computer Science

Which term names a small program a user writes to automate Excel tasks?

- A. Program
- B. Procedure
- C. Macros ✓ **Predicted answer**
- D. All of these

Why this answer? User-developed instructions for Excel are called macros.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q59 (user-developed instructions for Excel are called macros)

Question 3 Computer Science

What do we call the spreadsheet cell marked by a heavy border?

- A. Cell containing a formula
- B. Active cell ✓ **Predicted answer**
- C. Locked cell
- D. Cell

Why this answer? A cell highlighted with a heavy border is the active cell.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q60 (a cell highlighted with a heavy border is the active cell)

4 Computer Science

Music and voice recordings are commonly stored in which file type?

- A. DAT files
- B. LOG files
- C. WAV Files ✓ **Predicted answer**
- D. DRV Files

Why this answer? WAV files are sound files.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q61 (WAV files are sound files)

Question 5 Computer Science

To put an extra slide into the presentation you are working on, press what?

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

Why this answer? Ctrl+M inserts a new slide in the current presentation.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q62 (Ctrl+M inserts a new slide in the current presentation)

Question 6 Computer Science

What term describes turning a clip-art image so it faces the other way?

- A. Mirror
- B. Rotate
- C. Group

✓ Predicted answer

Why this answer? Flip changes the direction an image faces (horizontal or vertical).

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q63 (flip changes the direction an image faces)

Question 7 Computer Science

Which PowerPoint view shows just the titles and bullet text?

- A. Slide sorter show
- B. Slide view
- C. Outline view ✓ **Predicted answer**
- D. Notes page view

Why this answer? Outline view displays only the text (titles and bullets) of a presentation.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q64 (Outline view displays only the text (titles and bullets))

Question 8 Computer Science

Which toolbar gives options in the different master views?

- A. Standard toolbar
- B. Formatting toolbar
- C. Common tasks toolbar ✓ **Predicted answer**
- D. Drawing tool bar

Why this answer? The Common Tasks toolbar provides options in different master views.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q65 (the Common Tasks toolbar provides options in different master views)

9 Computer Science

What do you use to type into the notes text box?

- A. Slide shows
- B. Insert ✓ **Predicted answer**
- C. Zoom
- D. Slide master

Why this answer? The Insert menu is used to add a text box for notes.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q66 (the Insert menu is used to add a text box for notes)

Question 10 Computer Science

What is the usual page orientation of PowerPoint slides?

- A. Landscape ✓ **Predicted answer**
- B. Portrait
- C. Vertical
- D. None of these

Why this answer? The default page setup orientation of PowerPoint slides is landscape.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q67 (the default page setup orientation of PowerPoint slides is landscape)

Question 11 Computer Science

From which menu do you reach a text box, picture or chart?

- A. View
- B. Insert ✓ **Predicted answer**

- D. File

Why this answer? Text Box, picture and chart are accessed from the Insert menu.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q68 (Text Box, picture and chart are accessed from the Insert menu)

Question 12 Computer Science

Lists, titles and charts appear in a layout; what is added separately?

- A. Lists
- B. Titles
- C. Animations ✓ **Predicted answer**
- D. Charts

Why this answer? Animations are not part of a slide layout; they are added separately.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q70 (animations are not part of a slide layout)

Question 13 Computer Science

How do you bring slides from another presentation into the current one?

- A. From Insert menu choose Slides from presentation
- B. From Insert menu choose Slides
- C. From Insert menu choose Slides from Files ✓ **Predicted answer**
- D. None of these

Why this answer? To insert slides from another presentation, choose Insert > Slides from Files.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY

LAHORE-HIGH-COURT Q71 (to insert slides from another presentation, choose Insert > Slides from Files)

Question 14 Computer Science

Which shortcut adds a hyperlink to a slide?

- A. Press Ctrl+K ✓ **Predicted answer**
- B. Typing the word hyperlink
- C. Hyperlink can't be interested in slides
- D. Both A and B

Why this answer? Ctrl+K inserts a hyperlink in a slide.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q74 (Ctrl+K inserts a hyperlink in a slide)

Question 15 Computer Science

Every machine online carries what unique label?

- A. E- mail address
- B. Street address
- C. IP address ✓ **Predicted answer**
- D. None of the above

Why this answer? A computer on the internet is identified by its IP address.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q75 (a computer on the internet is identified by its IP address)

Question 16 Computer Science

Telnet belongs to which category?

- B. Browser
- C. Protocol ✓ **Predicted answer**
- D. Getaway

Why this answer? Telnet is a protocol for remote login.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q76 (Telnet is a protocol for remote login)

Question 17 Computer Science

Which of these links computers together so they can share?

- A. Floppy Disk
- B. Internet ✓ **Predicted answer**
- C. Data
- D. Power card

Why this answer? The internet is the example of connectivity.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q77 (the internet is the example of connectivity)

Question 18 Computer Science

IP, HTTP and TCP belong to the internet; which one does not?

- A. IP
- B. BSNL ✓ **Predicted answer**
- C. HTTP
- D. TCP

Why this answer? BSNL is an Indian telecom company, not an internet term.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY

LAHORE-HIGH-COURT Q78 (BSNL is a telecom company, not an internet term)

Question 19 Computer Science

What should you avoid when sending an email?

- A. Wrong email address ✓ **Predicted answer**
- B. Re-reading
- C. Subject line
- D. Smileys

Why this answer? A wrong email address must be avoided in email.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q79 (a wrong email address must be avoided in email)

Question 20 Computer Science

Which domain ending is used by a profit-making business?

- A. .com ✓ **Predicted answer**
- B. .org
- C. .edu
- D. .net

Why this answer? .com is the domain used by profit businesses.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q80 (.com is the domain used by profit businesses)

Question 21 Computer Science

Which was the first network behind the internet?

- A. ARAPANET
- B. AAPARANET

ANET ✓ **Predicted answer**

- D. PARA NET

Why this answer? ARPANET was the first network that provided the basis for the internet.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q81 (ARPANET was the first network that provided the basis for the internet)

Question 22 Computer Science

Which language do web designers use to write page code?

- A. WinZip
- B. URL
- C. Perl
- D. Hypertext markup language ✓ **Predicted answer**

Why this answer? Web page code is written using Hypertext Markup Language (HTML).

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q82 (web page code is written using Hypertext Markup Language (HTML))

Question 23 Computer Science

To join the internet, every computer needs what?

- A. Be an IBM PC
- B. Have a modern connection
- C. Be internet compatible
- D. Have a unique IP address ✓ **Predicted answer**

Why this answer? A computer connected to the internet must have a unique IP address.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-

LAHORE-HIGH-COURT Q83 (a computer connected to the internet must have a unique IP address)

Question 24 Computer Science

What is the name of the Excel feature that swaps rows and columns?

- A. Hyperlink
- B. Index
- C. Rows
- D. Transpose ✓ **Predicted answer**

Why this answer? Transpose displays row data as columns and column data as rows.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q97 (Transpose displays row data as columns and column data as rows)

Question 25 Computer Science

All of a program's commands are listed on which bar?

- A. Menu bar ✓ **Predicted answer**
- B. Standard tool bar
- C. Formatting toolbar
- D. Drawing tool bar

Why this answer? Every command can be found on the menu bar.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q98 (every command can be found on the menu bar)

Question 26 Computer Science

Can sound clips and movie clips both be added to a PowerPoint presentation?

- B. Sound clips can be inserted but not movie clips
- C. Movie clips can be inserted but not sound clips
- D. Both cannot be inserted

Why this answer? In PowerPoint both sound clips and movie clips can be inserted.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q99 (in PowerPoint both sound clips and movie clips can be inserted)

Question 27 Computer Science

What does USB stand for?

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

Why this answer? USB stands for Universal Serial Bus.

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

Question 28 Computer Science

Which memory keeps its data even when the power is off?

- A. ROM ✓ **Predicted answer**
- B. RAM
- C. Cache
- D. Register

Why this answer? ROM is permanent memory, so it keeps its data without power.

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

Question 29 Computer Science

Which of these is a pointing device?

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

Why this answer? A mouse points at items on the screen, so it is a pointing device.

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

Question 30 Computer Science

Which device prints output on paper?

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

Why this answer? A printer prints output on paper.

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

Question 31 Computer Science

What does PDF stand for?

- A. Portable Document Format ✓ **Predicted answer**

- C. Printed Document Format
- D. Public Document File

Why this answer? PDF stands for Portable Document Format.

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

Question 32 Computer Science

Which shortcut cuts selected text?

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

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

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

Question 33 Computer Science

Which shortcut opens a file?

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

Why this answer? Ctrl+O opens a file.

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

34 Computer Science

Which shortcut prints a document?

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

Why this answer? Ctrl+P prints the open document.

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

Question 35 Computer Science

Which shortcut makes selected text bold?

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

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

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

Question 36 Computer Science

Which shortcut underlines selected text?

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

swer? Ctrl+U underlines the selected text.

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

Question 37 Computer Science

Which shortcut makes selected text italic?

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

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

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

Question 38 Computer Science

Which key starts a new line in a document?

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

Why this answer? The Enter key starts a new line or paragraph.

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

Question 39 Computer Science

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

kspace ✓ **Predicted answer**

- B. Delete
- C. Enter
- D. Tab

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

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

Question 40 Computer Science

What is the main function of the monitor?

- A. To type text
- B. To display output ✓ **Predicted answer**
- C. To store data
- D. To print pages

Why this answer? The monitor displays the output of the computer on its screen.

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

Question 41 Computer Science

Which storage device inside the computer holds data permanently?

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

Why this answer? The hard disk stores data permanently inside the computer.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: storage

rs in every sitting of this post.

Question 42 Computer Science

How many megabytes are there in one gigabyte?

- A. 1000 MB
- B. 512 MB
- C. 100 MB
- D. 1024 MB ✓ **Predicted answer**

Why this answer? One gigabyte equals 1024 megabytes.

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

Question 43 Computer Science

Which of these is a search engine?

- A. Google ✓ **Predicted answer**
- B. MS Word
- C. Facebook
- D. WhatsApp

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

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

Question 44 Computer Science

What is the main job of the CPU?

- A. To print documents
- B. To store files permanently

- D. To process data ✓ **Predicted answer**

Why this answer? The CPU processes data and carries out instructions.

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

Question 45 Computer Science

Which program is used to browse the internet?

- A. MS Excel
- B. Notepad
- C. Media Player
- D. Web browser ✓ **Predicted answer**

Why this answer? A web browser is used to open and browse websites.

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

Question 46 Computer Science

What is email used for?

- A. Printing documents
- B. Playing videos
- C. Sending messages over the internet ✓ **Predicted answer**
- D. Storing files

Why this answer? Email is used to send and receive messages over the internet.

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

47 Computer Science

Where do the letters www appear?

- A. In email passwords
- B. In file names
- C. In web addresses ✓ **Predicted answer**
- D. In phone numbers

Why this answer? The letters www appear at the start of many web addresses.

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

Question 48 Computer Science

Which shortcut inserts the current date in Excel?

- A. Ctrl+Shift+;
- B. Ctrl+; ✓ **Predicted answer**
- C. Ctrl+D
- D. Ctrl+T

Why this answer? Ctrl+; (Control plus semicolon) inserts the current date in Excel.

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

Question 49 Computer Science

Which Word tab holds the font settings?

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

swer? Font settings such as size and style are on the Home tab.

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

Question 50 Computer Science

In Excel, what is the meeting point of a row and a column called?

- A. Cell ✓ **Predicted answer**
- B. Range
- C. Sheet
- D. Table

Why this answer? The meeting point of a row and a column is called a cell.

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

Question 51 Computer Science

How are numbers aligned by default in Excel?

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

Why this answer? Numbers are aligned to the right by default in Excel.

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

Question 52 Computer Science

How is text aligned by default in Excel?

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

Why this answer? Text is aligned to the left by default in Excel.

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

Question 53 Computer Science

Which PowerPoint view shows all the slides as small thumbnails?

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

Why this answer? Slide Sorter view shows all the slides as small thumbnails.

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

Question 54 Computer Science

Which shortcut closes the open document in Word?

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

Why this answer? Ctrl+W closes the open document.

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

Question 55 Computer Science

Which shortcut creates a new blank document in Word?

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

Why this answer? Ctrl+N creates a new blank document.

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

Question 56 Computer Science

What does URL stand for?

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

Why this answer? URL stands for Uniform Resource Locator.

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

Question 57 Computer Science

What does ISP stand for?

- A. Internet System Program
- B. Internal Service Provider

- D. Internet Service Provider ✓ **Predicted answer**

Why this answer? ISP stands for Internet Service Provider.

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

Question 58 Computer Science

What is a modem used for?

- A. Connecting a computer to the internet ✓ **Predicted answer**
- B. Printing documents
- C. Storing data
- D. Typing text

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

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

Question 59 Computer Science

Which device connects different networks together?

- A. Modem
- B. Router ✓ **Predicted answer**
- C. Switch
- D. Hub

Why this answer? A router connects different networks together and forwards data between them.

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

60 Computer Science

What does WAN stand for?

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

Why this answer? WAN stands for Wide Area Network.

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

Question 61 Computer Science

Which type of network is limited to a single building or office?

- A. WAN
- B. LAN ✓ **Predicted answer**
- C. MAN
- D. Internet

Why this answer? A LAN is a network limited to a small area such as one building or office.

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

Question 62 Computer Science

What is data entry?

- A. Deleting files
- B. Entering data into a computer system ✓ **Predicted answer**
- C. Printing documents

Why this answer? Data entry means entering data into a computer system accurately.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: typing and data entry recurs in every sitting of this post.

Question 63 Computer Science

Which skill matters most for a data entry operator?

- A. Drawing skill
- B. Singing skill
- C. Driving skill
- D. Typing speed and accuracy ✓ **Predicted answer**

Why this answer? A data entry operator needs fast and accurate typing above all.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: typing and data entry recurs in every sitting of this post.

Question 64 Computer Science

What does WPM stand for in typing?

- A. Words Per Month
- B. Work Per Minute
- C. Words Per Minute ✓ **Predicted answer**
- D. Words Per Message

Why this answer? WPM stands for Words Per Minute, the measure of typing speed.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: typing and data entry recurs in every sitting of this post.

65 Computer Science

In touch typing, which finger rests on the F key?

- A. Left index finger ✓ **Predicted answer**
- B. Right index finger
- C. Left little finger
- D. Right thumb

Why this answer? In touch typing the left index finger rests on the F key.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: typing and data entry recurs in every sitting of this post.

Question 66 Computer Science

Which keys form the home row on a QWERTY keyboard?

- A. Q W E R T Y U I
- B. Z X C V B N M
- C. 1 2 3 4 5 6 7
- D. A S D F J K L ; ✓ **Predicted answer**

Why this answer? The home row keys are A S D F on the left and J K L ; on the right.

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: typing and data entry recurs in every sitting of this post.

Question 67 Computer Science

What is the shortcut to redo an action in Word?

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

swer? Ctrl+Y redoes an action that was undone.

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

Question 68 Computer Science

What is the shortcut to find text in a document?

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

Why this answer? Ctrl+F opens the Find box to search for text.

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

Question 69 Computer Science

What is the shortcut to replace text in a document?

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

Why this answer? Ctrl+H opens Find and Replace to replace text.

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

Question 70 Computer Science

Which Word feature checks the spelling of a document?

- B. Thesaurus
- C. Word Count
- D. Track Changes

Why this answer? Spelling and Grammar checks the spelling of the words in a document.

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

Question 71 Computer Science

What does a formula begin with in Excel?

- A. Plus sign
- B. Equals sign ✓ **Predicted answer**
- C. Minus sign
- D. Dollar sign

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

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

Question 72 Computer Science

Which sign is used for multiplication in Excel?

- A. Asterisk ✓ **Predicted answer**
- B. Plus sign
- C. Slash
- D. Caret

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

Why predicted [C] — Syllabus anchor: syllabus anchor — Computer Science: MS Excel

ry sitting of this post.

Question 73 Computer Science

Which Excel function finds the largest value?

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

Why this answer? The MAX function returns the largest value in a set of cells.

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

Question 74 Computer Science

Which Excel function finds the smallest value?

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

Why this answer? The MIN function returns the smallest value in a set of cells.

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

Question 75 Computer Science

Which Excel function counts cells that hold numbers?

- A. SUM
- B. MAX

- D. AVERAGE

Why this answer? The COUNT function counts the cells that hold numbers.

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

Question 76 Computer Science

Which Excel function finds the average of numbers?

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

Why this answer? The AVERAGE function finds the average of the numbers in the cells.

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

Question 77 Computer Science

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

- A. Taskbar ✓ **Predicted answer**
- B. Menu bar
- C. Title bar
- D. Status bar

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

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

78 Computer Science

Which button opens the Start menu in Windows?

- A. Start button ✓ **Predicted answer**
- B. Close button
- C. Scroll button
- D. Power button

Why this answer? The Start button opens the Start menu in Windows.

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

Question 79 Computer Science

What is a file in a computer?

- A. A part of the CPU
- B. A type of cable
- C. A collection of data stored under a name ✓ **Predicted answer**
- D. A kind of printer

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

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

Question 80 Computer Science

What is a folder used for?

- A. Printing documents
- B. Running programs
- C. Cooling the CPU
- D. Storing and organising files ✓ **Predicted answer**

Answer: A folder is used to store and organise files.

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

Question 81 Computer Science

Which is the largest unit among byte, KB, MB and GB?

- A. MB
- B. KB
- C. Byte
- D. GB ✓ **Predicted answer**

Why this answer? Of byte, KB, MB and GB, the gigabyte is the largest.

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

Question 82 Computer Science

Which is the smallest unit among byte, KB, MB and GB?

- A. KB
- B. Byte ✓ **Predicted answer**
- C. MB
- D. GB

Why this answer? Of byte, KB, MB and GB, the byte is the smallest.

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

Question 83 Computer Science

Which key opens the Help window in most programs?

✓ **Predicted answer**

- B. F2
- C. F5
- D. F7

Why this answer? F1 opens the Help window in most programs.

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

Question 84 Computer Science

Which device is used to speak into a computer?

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

Why this answer? A microphone is used to speak into a computer.

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

Question 85 English

Which word describes glass-like material that snaps instead of bending?

- A. Resilient
- B. Flexible
- C. Supple
- D. Brittle ✓ **Predicted answer**

Why this answer? Something hard but likely to crack easily is called brittle.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-

LAHORE-HIGH-COURT Q94 (something hard but likely to crack easily is called brittle)

Question 86 English

Which word names a helper in a criminal act?

- A. Cuckold
- B. Amateur
- C. Changeling
- D. Accomplice ✓ **Predicted answer**

Why this answer? A person who helps another commit a crime is called an accomplice.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q95 (a person who helps another commit a crime is called an accomplice)

Question 87 English

Stale bread is old and dry; what word means the reverse?

- A. Fresh ✓ **Predicted answer**
- B. Old
- C. Break
- D. Tale

Why this answer? The antonym of stale is fresh.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q96 (the antonym of stale is fresh)

Question 88 English

Which word is closest in meaning to brave?

- B. Weak
- C. Fearful
- D. Courageous ✓ **Predicted answer**

Why this answer? Courageous means brave, so it is closest in meaning to brave.

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

Question 89 English

Which word is the opposite of rich?

- A. Poor ✓ **Predicted answer**
- B. Wealthy
- C. Costly
- D. Valuable

Why this answer? Poor is the opposite of rich.

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

Question 90 English

What is the plural of man?

- A. Mans
- B. Men ✓ **Predicted answer**
- C. Manes
- D. Mens

Why this answer? The plural of man is men.

Why predicted [C] — Syllabus anchor: syllabus anchor — English: English grammar

ry sitting of this post.

Question 91 English

What is the past tense of go?

- A. Went ✓ **Predicted answer**
- B. Goed
- C. Gone
- D. Going

Why this answer? The past tense of go is went.

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

Question 92 English

Which of the following is a noun?

- A. Quickly
- B. Beautiful
- C. Honesty ✓ **Predicted answer**
- D. Run

Why this answer? Honesty is a noun, the name of a quality.

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

Question 93 English

Choose the correctly spelled word.

- A. Beautifull
- B. Beautiful ✓ **Predicted answer**

tiful

- D. Beautifel

Why this answer? Beautiful is the correct spelling of the word.

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

Question 94 General Knowledge

For which group of people was the Braille reading system devised?

- A. Deaf
- B. Blinds ✓ **Predicted answer**
- C. Handicap
- D. Labours

Why this answer? The Braille system was introduced for the blind.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2022-DATA-ENTRY-OPERATOR-LAHORE-HIGH-COURT Q91 (the Braille system was introduced for the blind)

Question 95 General Knowledge

What is the capital of Punjab?

- A. Multan
- B. Faisalabad
- C. Lahore ✓ **Predicted answer**
- D. Rawalpindi

Why this answer? Lahore is the capital of Punjab.

Why predicted [C] — Syllabus anchor: syllabus anchor — General Knowledge: Pakistan general knowledge recurs in every sitting of this post.

96 General Knowledge

Which is the largest city of Pakistan?

- A. Karachi ✓ **Predicted answer**
- B. Lahore
- C. Islamabad
- D. Faisalabad

Why this answer? Karachi is the largest city of Pakistan.

Why predicted [C] — Syllabus anchor: syllabus anchor — General Knowledge: Pakistan general knowledge recurs in every sitting of this post.

Question 97 General Knowledge

What is the currency of Pakistan?

- A. Taka
- B. Dinar
- C. Riyal
- D. Rupee ✓ **Predicted answer**

Why this answer? The currency of Pakistan is the rupee.

Why predicted [C] — Syllabus anchor: syllabus anchor — General Knowledge: Pakistan general knowledge recurs in every sitting of this post.

Question 98 General Knowledge

Who is the founder of Pakistan?

- A. Allama Iqbal
- B. Liaquat Ali Khan
- C. Quaid-e-Azam Muhammad Ali Jinnah ✓ **Predicted answer**
- D. Sir Syed Ahmed Khan

Why this answer? Quaid-e-Azam Muhammad Ali Jinnah is the founder of Pakistan.

Why predicted [C] — Syllabus anchor: syllabus anchor — General Knowledge: Pakistan general knowledge recurs in every sitting of this post.

Question 99 Mathematics

What is 10 percent of 500?

- A. 25
- B. 50 ✓ **Predicted answer**
- C. 100
- D. 500

Why this answer? 10 percent of 500 is 50.

Why predicted [C] — Syllabus anchor: syllabus anchor — Mathematics: basic arithmetic recurs in every sitting of this post.

Question 100 Mathematics

What is 15 plus 27?

- A. 32
- B. 42 ✓ **Predicted answer**
- C. 41
- D. 43

Why this answer? 15 plus 27 equals 42.

Why predicted [C] — Syllabus anchor: syllabus anchor — Mathematics: basic arithmetic recurs in every sitting of this post.

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