PPSC Data Entry Operator | BS-15 — GUESS PAPER 2026 (Set 2 of 2) · Predicted Questions

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator | BS-15 · **Set:** 2 of 2 · **Questions:** 100 predicted — 0 repeated questions, 92 verified facts predicted to recur, 8 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-15 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.

> **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 Do not quote any item as "asked in the 2026 exam" — nothing here has been asked yet.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 Studies

If JAVA is written as LCXC in a code, how is BASIC written?

- A. CBJTD
- B. DCUKE ✓ **Predicted answer**
- C. EDVLF
- D. FEWMG

Why this answer? JAVA to LCXC shifts each letter by +2 (J to L, A to C, V to X, A to C), so BASIC becomes DCUKE (B to D, A to C, S to U, I to K, C to E).

ed [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q23 (verified item — correct answer: DCUKE).

Question 2 Computer Studies

Outlook Tasks are mainly used for what?

- A. Manage client data
- B. Send and receive e-mail
- C. Schedule appointments and meetings
- D. Manage to-do items ✓ **Predicted answer**

Why this answer? Outlook Tasks are used to manage to-do items.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q24 (verified item — correct answer: Manage to-do items).

Question 3 Computer Studies

A do-while loop checks its condition after running the body, so it is called which kind of loop?

- A. Entry control
- B. Exit control ✓ **Predicted answer**
- C. Entry enrolled
- D. None of these

Why this answer? A do-while loop checks its condition after the body, so it is an exit-controlled loop.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q25 (verified item — correct answer: Exit control).

4 Computer Studies

In a 3-D formula, what comes right after the sheet name?

- A. Exclamation point ✓ **Predicted answer**
- B. Colon
- C. Parentheses
- D. Period

Why this answer? In a 3-D formula the sheet name is followed by an exclamation point, as in =SUM(Sheet1:Sheet3!A1).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q26 (verified item — correct answer: Exclamation point).

Question 5 Computer Studies

Hovering the mouse over a chart object shows what?

- A. Key Tip
- B. Screen Tip ✓ **Predicted answer**
- C. Chart Tip
- D. Chart Key

Why this answer? Hovering the mouse over a chart object shows a Screen Tip.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q28 (verified item — correct answer: Screen Tip).

Question 6 Computer Studies

What does protecting a worksheet mean?

- A. No cell in a worksheet can be changed
- B. Saving the workbook in a hidden folder
- C. No additional changes can be made to a worksheet

ock cells in the worksheet so that a user cannot inadvertently change them ✓ **Predicted answer**

Why this answer? Protecting a worksheet locks its cells so they cannot be changed by accident.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q30 (verified item — correct answer: To lock cells in the worksheet so that a user cannot inadvertently change them).

Question 7 Computer Studies

Which protocol gives reliable communication?

- A. TCP ✓ **Predicted answer**
- B. IP
- C. UDP
- D. None of these

Why this answer? TCP (Transmission Control Protocol) is the reliable, connection-oriented protocol.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q32 (verified item — correct answer: TCP).

Question 8 Computer Studies

What is the name for shaped, decorative text in Word?

- A. WordArt ✓ **Predicted answer**
- B. TextArt
- C. TextWord
- D. WordText

Why this answer? WordArt is the feature that creates shaped (decorative) text.

ed [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q33 (verified item — correct answer: WordArt).

Question 9 Computer Studies

Your choice of systems software depends mainly on what?

- A. Is the applications software you want to use compatible with it?
- B. Is it expensive?
- C. Is it compatible with your hardware?
- D. Both A and C ✓ **Predicted answer**

Why this answer? The choice of system software depends on both application compatibility and hardware compatibility.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q35 (verified item — correct answer: Both A and C).

Question 10 Computer Studies

A drive that can be taken out or put in while the computer is running is said to be what?

- 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 is running is hot swappable.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q36 (verified item — correct answer: Hot swappable).

11 Computer Studies

Before making labels such as name tags, you set their size by selecting what?

- A. Label Options ✓ **Predicted answer**
- B. Layout
- C. Format
- D. Templates

Why this answer? Before creating labels you specify their size in the Label Options dialog.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q37 (verified item — correct answer: Label Options).

Question 12 Computer Studies

In a Rich Text content control field, what can the text do?

- A. Can be formatted ✓ **Predicted answer**
- B. Cannot be formatted
- C. Is limited to lower case
- D. Cannot contain space

Why this answer? Text in a Rich Text content control can be formatted (bold, italic, fonts).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q39 (verified item — correct answer: Can be formatted).

Question 13 Computer Studies

In the formula =10+5+15+25/5, which part does Excel work out first?

- A. 25/5 ✓ **Predicted answer**
- B. 10+5
- C. 5+15
- D. 15+25

swer? Excel computes division first, so 25/5 is evaluated before the additions.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q40 (verified item — correct answer: 25/5).

Question 14 Computer Studies

Where is the address of the active cell shown?

- A. Row heading
- B. Status bar
- C. Name Box ✓ **Predicted answer**
- D. Formula bar

Why this answer? The Name Box, at the left of the formula bar, displays the address of the active cell.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q41 (verified item — correct answer: Name Box).

Question 15 Computer Studies

Which Table Tool evens out the spacing in columns and rows?

- A. Equalize
- B. Distribute ✓ **Predicted answer**
- C. Mirror
- D. Snap to Grid

Why this answer? The Distribute Rows / Distribute Columns command evens out spacing in rows and columns.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q43 (verified item — correct answer: Distribute).

16 Computer Studies

What describes the size, weight and spacing of a character in a Word document?

- A. Font ✓ **Predicted answer**
- B. Typeface
- C. Points
- D. Typography

Why this answer? The font describes a character's size, weight and spacing.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q44 (verified item — correct answer: Font).

Question 17 Computer Studies

To combine cells in a table row, you do what?

- A. Merge ✓ **Predicted answer**
- B. Simplify
- C. Join
- D. Link

Why this answer? Combining cells in a table row is called merging cells.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q45 (verified item — correct answer: Merge).

Question 18 Computer Studies

Besides embedding, what is the other way to insert content from one application into another?

- A. Importing
- B. Integrating
- C. Linking ✓ **Predicted answer**

Why this answer? The two ways are embedding and linking (OLE).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q46 (verified item — correct answer: Linking).

Question 19 Computer Studies

What gives Excel extra capability beyond its built-in features?

- A. Add-in ✓ **Predicted answer**
- B. Trend lining
- C. Enhancement bit
- D. Thumbnail

Why this answer? An add-in is a feature that gives Excel enhanced capability.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q47 (verified item — correct answer: Add-in).

Question 20 Computer Studies

Which Word tool is best for making a hierarchical flow chart?

- A. WordArt
- B. Shapes
- C. SmartArt ✓ **Predicted answer**
- D. Tables

Why this answer? SmartArt provides ready-made hierarchical (organisation chart) graphics.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q49 (verified item — correct answer: SmartArt).

21 Computer Studies

Who co-founded Microsoft with Paul Allen in 1975?

- A. Bill Gates ✓ **Predicted answer**
- B. Steve Jobs
- C. Larry Page
- D. Jeff Bezos

Why this answer? Bill Gates co-founded Microsoft with Paul Allen in 1975.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q2 (verified item — correct answer: Bill Gates).

Question 22 Computer Studies

A silicon chip is mainly used for which of these?

- A. ROM
- B. PROM
- C. RAM
- D. Microprocessor ✓ **Predicted answer**

Why this answer? The silicon chip is most famously the microprocessor: the CPU itself is built as a silicon integrated circuit.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q4 (verified item — correct answer: Microprocessor).

Question 23 Computer Studies

Which of these is NOT software?

- A. MS Excel
- B. Motherboard ✓ **Predicted answer**
- C. Operating system

Why this answer? The motherboard is hardware, the physical circuit board that connects the CPU, memory and other parts.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q7 (verified item — correct answer: Motherboard).

Question 24 Computer Studies

Images, voice and graphics all need plenty of memory. Which choice covers them all?

- A. Images
- B. Voice
- C. Graphics
- D. All of these ✓ **Predicted answer**

Why this answer? Images, voice and graphics all require large computer memory, so all three are correct together.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q10 (verified item — correct answer: All of these).

Question 25 Computer Studies

The letters HTTP stand for which phrase?

- A. HyperText Transfer Protocol ✓ **Predicted answer**
- B. Hyperlink Text Transfer Process
- C. Hyperlink Transfer Verifiable
- D. None of these

Why this answer? HTTP stands for HyperText Transfer Protocol, the protocol of the web.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q17 (verified item — correct answer: HyperText Transfer Protocol, stated in

verified explanation).

Question 26 Computer Studies

In Excel, which function looks up a value in the first column of a table and returns a value from the same row?

- A. Search worksheets
- B. Edit formulas
- C. Look up values in rows
- D. Find values vertically ✓ **Predicted answer**

Why this answer? VLOOKUP (Vertical Lookup) searches for a value in the first column of a table and returns a value from the same row in a later column.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q67 (verified item — correct answer: Find values vertically).

Question 27 Computer Studies

Which feature adds different names and addresses to a document for sending to many recipients?

- A. Envelop
- B. Mail merge ✓ **Predicted answer**
- C. Address differentiation
- D. None of these

Why this answer? Mail Merge combines a main document with a list of names and addresses to produce personalised letters, labels or envelopes for many recipients.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q42 (verified item — correct answer: Mail merge).

28 Computer Studies

In the View tab of Word, which choice switches between different page views?

- A. 1 page and 2 page
- B. 2 page and 3 page
- C. 1 page and multiple page ✓ **Predicted answer**
- D. None of these

Why this answer? The View tab's Zoom group offers One Page and Multiple Pages, which switch between single-page and multi-page views.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q43 (verified item — correct answer: 1 page and multiple page).

Question 29 Computer Studies

Raised, Condensed and Expanded are all character spacing options. Which choice is therefore the one that is NOT character spacing?

- A. Raised
- B. Condensed
- C. Expanded
- D. None of these ✓ **Predicted answer**

Why this answer? Since Raised, Condensed and Expanded are all character spacing options, none of them is "not character spacing", so "None of these" is the right choice.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q44 (verified item — correct answer: None of these).

Question 30 Computer Studies

In MS Office, the Copy and Paste commands sit on which tab?

- A. Insert

- C. Office clipboard
- D. Home ✓ **Predicted answer**

Why this answer? Copy, Paste and Cut sit in the Clipboard group of the Home tab.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q45 (verified item — correct answer: Home).

Question 31 Computer Studies

Which tool copies formatting so it can be applied in many places?

- A. Paint Brush
- B. Text highlight
- C. Format painter ✓ **Predicted answer**
- D. Clipboard

Why this answer? Format Painter copies the formatting of selected text and applies it elsewhere; double-clicking it lets you apply it to many locations.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q46 (verified item — correct answer: Format painter).

Question 32 Computer Studies

In PowerPoint, the boxes that mark where text belongs are called what?

- A. Text box
- B. Caption
- C. Field
- D. Placeholder ✓ **Predicted answer**

Why this answer? In PowerPoint, placeholders are the boxes that show where text, pictures or charts belong.

ed [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q47 (verified item — correct answer: Placeholder).

Question 33 Computer Studies

What sits at the very top of the Word window, above the ribbon?

- A. Formula bar
- B. Quick Access toolbar ✓ **Predicted answer**
- C. Title bar
- D. Standard bar

Why this answer? The Quick Access Toolbar sits at the very top of the Word window, above the ribbon, holding Save, Undo and Redo.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q48 (verified item — correct answer: Quick Access toolbar).

Question 34 Computer Studies

What is the name for the space between the margins and the text in a paragraph?

- A. Indentation ✓ **Predicted answer**
- B. Line spacing
- C. Font style
- D. Alignment

Why this answer? Indentation is the distance between the margins and the text of a paragraph (left indent, right indent, first-line indent).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q49 (verified item — correct answer: Indentation).

35 Computer Studies

To begin a PowerPoint show from the first slide, which key do you press?

- A. F1
- B. F5 ✓ **Predicted answer**
- C. F6
- D. None of these

Why this answer? F5 starts the slide show from the beginning in PowerPoint.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q50 (verified item — correct answer: F5).

Question 36 Computer Studies

What is PowerPoint mainly used for?

- A. To browse internet
- B. To create presentations ✓ **Predicted answer**
- C. To draw
- D. To create videos

Why this answer? PowerPoint's main purpose is creating slide presentations.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-27h2025-2025 Q51 (verified item — correct answer: To creat presentations).

Question 37 Computer Studies

Which shortcut saves the current document in MS Word?

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

swer? Ctrl+S saves the current document in Word.

Why predicted [C] — Syllabus anchor: syllabus anchor — MS Word shortcut keys recur in every sitting of this post.

Question 38 Computer Studies

On which Word tab are Bold, Italic and Underline found?

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

Why this answer? Bold, Italic and Underline sit in the Font group of the Home tab in Word.

Why predicted [C] — Syllabus anchor: syllabus anchor — MS Word tabs and their commands recur in every sitting of this post.

Question 39 Computer Studies

What does CPU stand for?

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

Why this answer? CPU stands for Central Processing Unit, the processor of a computer.

Why predicted [C] — Syllabus anchor: syllabus anchor — computer abbreviations recur in every sitting of this post.

40 Computer Studies

Which file extension belongs to a PowerPoint presentation?

- A. .doc
- B. .xls
- C. .pptx ✓ **Predicted answer**
- D. .txt

Why this answer? .pptx is the modern PowerPoint presentation file extension.

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

Question 41 Computer

Which shortcut switches Word 2007 to Outline view?

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

Why this answer? Alt+Ctrl+O switches Word to Outline view.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q34 (verified item — correct answer: ALT+CTRL+O).

Question 42 Computer

Which program is used to view and manage images?

- A. System viewer
- B. File viewer
- C. Multimedia software
- D. Image viewer ✓ **Predicted answer**

swer? An image viewer is the program used to view and manage images.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q35 (verified item — correct answer: Image viewer).

Question 43 Computer

When a computer starts, what checks all the devices and loads their drivers?

- A. File manager
- B. Application software
- C. Operating system ✓ **Predicted answer**
- D. Utility program

Why this answer? The operating system checks devices and loads their drivers at start-up.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q36 (verified item — correct answer: Operating system).

Question 44 Computer

What loads the system files into RAM and gives the user an interface?

- A. MS Office
- B. Reference software
- C. Productivity software
- D. Operating system ✓ **Predicted answer**

Why this answer? The operating system loads into RAM at start-up and provides the user interface.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q37 (verified item — correct answer: Operating system).

45 Computer

A light pen contains what?

- A. Refillable ink
- B. Light sensitive elements ✓ **Predicted answer**
- C. Pencil lead
- D. Blue ink

Why this answer? A light pen contains a light-sensitive cell that detects the screen's light.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q38 (verified item — correct answer: Light sensitive elements).

Question 46 Computer

The drivers of computer hardware are which kind of software?

- A. Application Software
- B. Utility programs
- C. System software ✓ **Predicted answer**
- D. Productivity software

Why this answer? Device drivers are system software that lets the operating system control hardware.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q39 (verified item — correct answer: System software).

Question 47 Computer

A device cannot work properly if which of these is not installed?

- A. Application software
- B. Educational software
- C. Device driver ✓ **Predicted answer**

Why this answer? Without its driver, the operating system cannot control the device properly.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q40 (verified item — correct answer: Device driver).

Question 48 Computer

Which software is used to draw pictures, 3D images and animation?

- A. Graphic software ✓ **Predicted answer**
- B. Multimedia software
- C. Word processing software
- D. Spread sheet software

Why this answer? Graphic software draws pictures, 3D images and animation.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q41 (verified item — correct answer: Graphic software).

Question 49 Computer

Devices used to enter data into a computer are known as what?

- A. Input devices ✓ **Predicted answer**
- B. Output devices
- C. Communication devices
- D. All of these

Why this answer? Keyboards, mice and scanners are input devices that enter data into a computer.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q42 (verified item — correct answer: Input devices).

50 Computer

What is the long narrow socket on a motherboard for expansion cards called?

- A. Expansion slot ✓ **Predicted answer**
- B. CD ROM
- C. Power Supply
- D. Processor

Why this answer? An expansion slot is the long narrow socket on the motherboard for expansion cards.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q43 (verified item — correct answer: Expansion slot).

Question 51 Computer

Which processor component performs mathematical operations such as division?

- A. CU (Control Unit)
- B. AU (Arithmetic Unit) ✓ **Predicted answer**
- C. LU (Logic Unit)
- D. Both A and C

Why this answer? The Arithmetic Unit performs mathematical operations including division.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q44 (verified item — correct answer: AU (Arithmetic Unit)).

Question 52 Computer

Which processor component compares two quantities and answers true or false?

- A. AU (Arithmetic Unit)
- B. LU (Logic Unit) ✓ **Predicted answer**

- D. None of these

Why this answer? The Logic Unit compares two quantities and answers true or false.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q45 (verified item — correct answer: LU (Logic Unit)).

Question 53 Computer

The ALU of a processor is made up of which parts?

- A. AU (Arithmetic Unit)
- B. LU (Logic Unit)
- C. Both A and B ✓ **Predicted answer**
- D. None of these

Why this answer? The Arithmetic Logic Unit consists of the Arithmetic Unit and the Logic Unit together.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q46 (verified item — correct answer: Both A and B).

Question 54 Computer

What are the components of a computer?

- A. Hardware
- B. Software
- C. Both A and B ✓ **Predicted answer**
- D. None of these

Why this answer? A computer consists of hardware (physical parts) and software (programs).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-

Question 55 Computer

Which devices are used to display data?

- A. Storage devices
- B. Communication devices
- C. Input devices
- D. Output devices ✓ **Predicted answer**

Why this answer? Output devices (monitors, printers) display data to the user.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q48 (verified item — correct answer: Output devices).

Question 56 Computer

A set of light and dark bars of different widths pasted on products is called what?

- A. Barcode ✓ **Predicted answer**
- B. Secret code
- C. Computer code
- D. Fingerprint

Why this answer? A barcode is the set of light and dark bars on a product that stores its information.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q49 (verified item — correct answer: Barcode).

Question 57 Computer

MS PowerPoint is an example of which kind of software?

- A. Multimedia software ✓ **Predicted answer**

phics software

- C. Spread sheet
- D. Entertainment software

Why this answer? PowerPoint combines text, images, audio and video for presentations, so it is multimedia software.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q51 (verified item — correct answer: Multimedia software).

Question 58 Computer

In Windows, which program is known as the File Manager?

- A. Windows Explorer ✓ **Predicted answer**
- B. MS Word
- C. MS Excel
- D. Device Driver

Why this answer? Windows Explorer (File Explorer) is the file manager of Windows.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q52 (verified item — correct answer: Windows Explorer).

Question 59 Computer

Which program helps a user locate, rename, move, copy and delete files?

- A. File Manager ✓ **Predicted answer**
- B. MS Word
- C. Device Driver
- D. MS Excel

Why this answer? A file manager locates, renames, moves, copies and deletes files.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-

Question 60 Computer

Robots controlled by software in a chip are used in which fields?

- A. Manufacturing
- B. Military
- C. Medical
- D. All of these ✓ **Predicted answer**

Why this answer? Robots serve manufacturing, military and medical fields.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q54 (verified item — correct answer: All of these).

Question 61 Computer

"Add or Remove Programs" in Windows is what kind of program?

- A. Productivity software
- B. File manager
- C. Utility program ✓ **Predicted answer**
- D. Device driver

Why this answer? Add or Remove Programs is a system utility for installing and uninstalling software.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q55 (verified item — correct answer: Utility program).

Question 62 Computer

How many bits make one byte?

- A. 4

Predicted answer

- C. 16
- D. 32

Why this answer? One byte is made of 8 bits.

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

Question 63 Computer Science

What lets you create a new presentation with ready-made fonts, colours and graphic effects?

- A. Presentation Template
- B. Master Slide
- C. Design Template ✓ **Predicted answer**
- D. Animation Scheme

Why this answer? A design template gives ready-made font, colour and graphic effects for a new presentation.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q10 (verified item — correct answer: Design Template).

Question 64 Computer Science

When an Excel workbook is linked into a Word document, what is stored in the Word document?

- A. A copy of the actual data
- B. The word document cannot be edited
- C. The word document must contain a hyperlink
- D. A reference to the original source application ✓ **Predicted answer**

swer: When an Excel workbook is linked, the Word document holds a reference to the original source application.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q13 (verified item — correct answer: The word document contains a reference to the original source application).

Question 65 Computer Science

How many users can open a shared MS Excel 2016 file at the same time?

- A. 100
- B. 50
- C. 256 ✓ **Predicted answer**
- D. None of these

Why this answer? Up to 256 users can open a shared MS Excel file at the same time.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q14 (verified item — correct answer: 256).

Question 66 Computer Science

In MS Word 2016, how do you extend a selection to the next cells of a table?

- A. Hold down Shift and press an arrow key repeatedly ✓ **Predicted answer**
- B. Press Alt+A
- C. Ctrl+Alt+H
- D. Alt+End

Why this answer? Holding Shift and pressing an arrow key extends the selection to adjacent cells in a Word table.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q16 (verified item — correct answer: Hold down SHIFT and

ow key repeatedly).

Question 67 Computer Science

If you delete a text box object from a PowerPoint slide, what happens?

- A. The object is deleted but text box and the text inside is left on the slide
- B. The text box is deleted and the text is pasted the slide
- C. The text box and text both are deleted ✓ **Predicted answer**
- D. None of these

Why this answer? Deleting a text box deletes both the box and the text inside it.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q18 (verified item — correct answer: The text box and text both are deleted).

Question 68 Computer Science

Which of these methods cannot be used to enter data in an Excel cell?

- A. Pressing an arrow key
- B. Pressing the Tab key
- C. Pressing the Esc key ✓ **Predicted answer**
- D. Clicking on the Formula bar

Why this answer? Pressing the Esc key cancels data entry, so it cannot be used to enter data in a cell.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q32 (verified item — correct answer: Pressing the Esc key).

Question 69 Computer Science

Where are replied emails stored?

- B. Inbox
- C. Sent ✓ **Predicted answer**
- D. Trash

Why this answer? All replied (sent) emails are stored in the Sent folder.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q33 (verified item — correct answer: Sent).

Question 70 Computer Science

When two people work on the same online document at the same time, they are collaborating how?

- A. In CloudEdit
- B. By Tracking
- C. Synchronously ✓ **Predicted answer**
- D. Independently

Why this answer? Two people collaborating on an online document at the same time are collaborating synchronously.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q34 (verified item — correct answer: Synchronously).

Question 71 Computer Science

The binary system uses the values 1 and 0. What does 0 stand for?

- A. On
- B. Of
- C. Start
- D. Low ✓ **Predicted answer**

swer? In the binary system 0 means Low (off), and 1 means High (on).

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q35 (verified item — correct answer: Low).

Question 72 Computer Science

The part of a computer that runs programs by following instructions is which chip?

- A. RAM
- B. Modem
- C. Processor ✓ **Predicted answer**
- D. Hard disk

Why this answer? The processor is the silicon chip that carries out instructions and processes data.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q37 (verified item — correct answer: Processor).

Question 73 Computer Science

What was the first network called?

- A. CNNET
- B. NSFNET
- C. ASAPNET
- D. ARPANET ✓ **Predicted answer**

Why this answer? ARPANET was the first network.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q38 (verified item — correct answer: ARPANET).

74 Computer Science

Which file type shows that a file is a Word document?

- A. .doc ✓ **Predicted answer**
- B. .wrd
- C. .exe
- D. .txt

Why this answer? The .doc file type indicates a Word document.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q41 (verified item — correct answer: .doc).

Question 75 Computer Science

HTTP is the protocol used mainly for what?

- A. Sending email
- B. Transferring web pages ✓ **Predicted answer**
- C. Printing documents
- D. Storing files

Why this answer? HTTP (HyperText Transfer Protocol) is the protocol browsers use to fetch and transfer web pages.

Why predicted [C] — Syllabus anchor: syllabus anchor — internet protocols recur in every sitting of this post.

Question 76 Computer Science

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

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

Why this answer? ROM is non-volatile memory: it keeps its data when the power is off, while RAM loses its data.

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

Question 77 Basic Mathematics

A driver goes 8 km south, then 6 km west, then 2 km south again, then 3 km east, then 6 km north. How far is she from her starting point?

- A. 4
- B. 5 ✓ **Predicted answer**
- C. 6
- D. 7

Why this answer? The driver ends 4 km south and 3 km west of the start, so the distance is the square root of (4 squared + 3 squared) = 5 km.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q31 (verified item — correct answer: 5).

Question 78 Basic Mathematics

Letters stand for digits here: ADD is 9, BAD is 7 and CAD is 8. Work out ADA.

- A. 3
- B. 4
- C. 5
- D. 6 ✓ **Predicted answer**

Why this answer? A = 1, B = 2, C = 3, D = 4, so ADD = 1 + 4 + 4 = 9, BAD = 2 + 1 + 4 = 7, CAD = 3 + 1 + 4 = 8, and ADA = 1 + 4 + 1 = 6.

ed [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q34 (verified item — correct answer: 6).

Question 79 Basic Mathematics

A cube has a volume of 8 cubic metres. If each side is doubled, what is the new volume?

- A. 16
- B. 32
- C. 48
- D. 64 ✓ **Predicted answer**

Why this answer? The cube's volume is 8, so each side is 2; doubling the side to 4 gives 4 cubed = 64.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q48 (verified item — correct answer: 64).

Question 80 Basic Mathematics

What comes next in this number series: 3, 7, 6, 5, 9, 3, 12, 1, 15, (....)?

- A. 18
- B. 13
- C. -1 ✓ **Predicted answer**
- D. 3

Why this answer? The series interleaves 3, 6, 9, 12, 15 (adding 3) and 7, 5, 3, 1, -1 (subtracting 2), so the next term is -1.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q50 (verified item — correct answer: -1).

81 Basic Mathematics

By which least number must 294 be multiplied to make it a perfect square?

- A. 2
- B. 3
- C. 6 ✓ **Predicted answer**
- D. 12

Why this answer? 294 = 2 x 3 x 7 squared, so multiplying by 2 x 3 = 6 gives 1764 = 42 squared.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q51 (verified item — correct answer: 6).

Question 82 Basic Mathematics

The average weight of A, B and C is 45 kg. The average of A and B is 40 kg and of B and C is 43 kg. What is the weight of B?

- A. 17 kg
- B. 20 kg
- C. 26 kg
- D. 31 kg ✓ **Predicted answer**

Why this answer? A + B + C = 135, A + B = 80, B + C = 86, so B = 80 + 86 - 135 = 31 kg.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q52 (verified item — correct answer: 31 kg).

Question 83 General Knowledge

Which one of these does not grow underground like the others?

- A. Carrot
- B. Cucumber ✓ **Predicted answer**

- D. Ginger

Why this answer? Carrot, onion and ginger all grow underground, while cucumber grows above ground on a vine.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q22 (verified item — correct answer: Cucumber).

Question 84 General Knowledge

Which is the odd one out: Japan, China, London, Canada?

- A. Japan
- B. China
- C. London ✓ **Predicted answer**
- D. Canada

Why this answer? Japan, China and Canada are countries, while London is a city.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q42 (verified item — correct answer: London).

Question 85 General Knowledge

Who was the first Pakistani cricketer to score 1000 runs in T20 internationals?

- A. Shahid Afridi
- B. Muhammad Hafeez ✓ **Predicted answer**
- C. Umar Akmal
- D. Imran Nazir

Why this answer? Muhammad Hafeez was the first Pakistani to score 1,000 runs in T20 internationals (2013).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-

verified item — correct answer: Muhammad Hafeez).

Question 86 General Knowledge

Which of these countries does not have veto power in the UN?

- A. USA
- B. Canada ✓ **Predicted answer**
- C. UK
- D. France

Why this answer? Canada is not a permanent member of the Security Council, so it has no veto.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q85 (verified item — correct answer: Canada).

Question 87 General Knowledge

While Islamabad was being built, which city served as Pakistan's temporary capital in 1960?

- A. Lahore
- B. Karachi
- C. Rawalpindi ✓ **Predicted answer**
- D. Quetta

Why this answer? Rawalpindi became the interim capital in 1959-1960 while Islamabad was built (the seat moved there in 1960).

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q88 (verified item — correct answer: Rawalpindi).

88 General Knowledge

Which is the largest hot desert in the world?

- A. Gobi
- B. Sahara ✓ **Predicted answer**
- C. Kalahari
- D. Arabian

Why this answer? The Sahara is the largest hot desert in the world.

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

Question 89 Pakistan Studies

Who was Pakistan's first Foreign Minister?

- A. Jogindarnath Mandal
- B. Liaquat Ali Khan
- C. Raja Ghazanfar Ali Khan
- D. Sir Zafarullah Khan ✓ **Predicted answer**

Why this answer? Sir Zafarullah Khan was Pakistan's first Foreign Minister.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q62 (verified item — correct answer: Sir Zafarullah Khan).

Question 90 Pakistan Studies

In which province is the Nai Gaj Dam being built?

- A. Punjab
- B. Sindh ✓ **Predicted answer**
- C. Balochistan
- D. KPK

swer: Nai Gaj Dam is being constructed in Sindh (Dadu district).

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q65 (verified item — correct answer: Sindh).

Question 91 Pakistan Studies

Who made up the Muslim League delegation at the Simla Conference?

- A. Jinnah and Liaquat
- B. Liaquat and Nazim-ud-Din
- C. Jinnah and Nazimuddin
- D. Jinnah, Liaquat and Nazim-ud-Din ✓ **Predicted answer**

Why this answer? The Muslim League delegation at the Simla Conference was Jinnah, Liaquat Ali Khan and Khwaja Nazim-ud-Din.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q68 (verified item — correct answer: Jinnah, Liaquat and Nazim-ud-Din).

Question 92 Pakistan Studies

Who is the youngest person in Pakistan to receive the Nishan-e-Haider?

- A. Capt. Mohd. Sarwar
- B. Major Aziz Bhatti
- C. Hawaldar Lalak Jan
- D. Flt. Lt. Rashid Minhas ✓ **Predicted answer**

Why this answer? Flight Lieutenant Rashid Minhas, martyred at age 20, is the youngest person to receive the Nishan-e-Haider.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q77 (verified item — correct answer: Ft. Lt. Rasheed Minhas).

93 English

What is a synonym for "Contradict"?

- A. Predict
- B. To Support
- C. External
- D. To oppose by words ✓ **Predicted answer**

Why this answer? To contradict is to oppose by words, to say the opposite.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2016 Q74 (verified item — correct answer: To oppose by words).

Question 94 English

Choose the word that completes this sentence: "I paid the fees ___ the end of the course."

- A. in
- B. at ✓ **Predicted answer**
- C. about
- D. of

Why this answer? "At the end of the course" is the fixed phrase for a point in time.

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q87 (verified item — correct answer: at).

Question 95 English

Fill in the blank: "They always ___ back home late."

- A. come ✓ **Predicted answer**
- B. will come
- C. came

come

Why this answer? "Always" with a habit needs the present simple: "They always come back home late".

Why predicted [B] — Verified fact, predicted to recur: ppsc-data-entry-operator-police-2017 Q90 (verified item — correct answer: come).

Question 96 English

Fill in the blank: "Aslam is senior ___ me."

- A. On
- B. To ✓ **Predicted answer**
- C. Of
- D. For

Why this answer? The correct sentence is "Aslam is senior to me".

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q54 (verified item — correct answer: To).

Question 97 Islamic Studies

Food and rain are provided through which angel, according to Islamic teaching?

- A. Hazrat Gabriel (A.S)
- B. Hazrat Israfeel (A.S)
- C. Hazrat Mikael (A.S) ✓ **Predicted answer**
- D. Hazrat Izrail (A.S)

Why this answer? Hazrat Mikael (Meekail) is the angel appointed for providing food and rain.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q23 (verified item — correct answer: Hazrat Meekail(A.S)).

98 Sports

Which team won the 50-over Men's Cricket World Cup in 2015?

- A. India
- B. West Indies
- C. Pakistan
- D. Australia ✓ **Predicted answer**

Why this answer? Australia won the 50-over Men's Cricket World Cup in 2015.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q30 (verified item — correct answer: Australia).

Question 99 Urdu

راجہ گدھ ناول کس کی تحریر ہے؟

A. خدیجہ مستور

Predicted answer ✓ B. بانو قدسیہ

C. الطاف فاطمہ

D. بشریٰ رحمان

Why this answer? The famous novel Raja Gidh was written by Bano Qudsia.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q91 (verified item — correct answer: بانو قدسیہ).

Question 100 Mathematics

Count the people in a queue where I stand sixth from the front and sixth from the back. How many are there in total?

- A. 11 ✓ **Predicted answer**

- C. 12
- D. 13

Why this answer? Sixth from the front and sixth from the back means 5 people in front, 5 behind, plus me: 11 people in total.

Why predicted [B] — Verified fact, predicted to recur: PPSC-2020-DATA-ENTRY-OPERATOR-PUNJAB-POLICE Q36 (verified item — correct answer: 11).

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