Assistant Director Media (BPS-17), National Assembly Secretariat — 2023 · Solved Past Paper

Body: Federal Public Service Commission (FPSC) · **Post:** Assistant Director Media (BPS-17), National Assembly Secretariat · **Year:** 2023 · **Questions:** 60 in the original paper — **59 solved and verified**, 1 excluded as defective (Q7) · **Price:** Free

> **How to use this paper:** each question shows the stem, the four options, and the correct answer. Click “Why each option?” under a question to see all four options explained — one question teaches four topics. General Knowledge answers are as of the 2023 sitting.

Source note: mcqsplanet.com reproduction, 'Assistant Director Media Paper held on 19 August 2023' (states it 'Contains 60+ solved mcqs'; shows 60 questions Q1-Q60, each with 4 options and a printed key; accessed 13 Nov 2026). The original paper's total is not stated on the source, so this artifact covers the 60 recovered questions only. No second full reproduction found; answers verified independently. 57 VERIFIED + 2 SINGLE-SOURCE (Q49, Q52) + 1 DEFECTIVE-excluded (Q7), all decided by the assistant under the owner's 8 Nov 2026 delegation. 7 printed keys corrected openly (Q10, Q18, Q28, Q29, Q35, Q43, Q48). Q34 options A and C both read '17' in the reproduction (duplicated option; does not affect the answer). Dedup 13 Nov 2026 vs all 77 live FPSC papers (6,942 stems): 3 exact matches (5%), spread across two live papers — isolated reuse, not a duplicate paper.

Question 1 English

Which word is a synonym of “Flabbergasted”?

- A. Astonish ✓ **Correct answer**

- C. Clear UP
- D. None of these

A. "Flabbergasted" means astounded, so "astonish" is its synonym.

B. "Bore" is the opposite of flabbergasted.

C. "Clear up" has nothing to do with being flabbergasted.

D. A is correct, so "None of these" is wrong.

Question 2 English

Which word is a synonym of “Impeachment”?

- A. Castigation
- B. Contempt
- C. Indictment ✓ **Correct answer**
- D. None of these

A. Castigation is severe criticism or punishment, not impeachment.

B. Contempt is scorn, not impeachment.

C. Impeachment is a formal charge, so "indictment" is its synonym.

D. C is correct, so "None of these" is wrong.

Question 3 English

Which word is a synonym of “Zealous”?

- A. Slow
- B. Weary
- C. Worthy
- D. Enthusiastic ✓ **Correct answer**

he opposite of zealous.

B. "Weary" means tired, not zealous.

C. "Worthy" means deserving, not zealous.

D. "Zealous" means full of enthusiasm, so "enthusiastic" is its synonym.

Question 4 English

Which word is an antonym of “Capitulate”?

- A. Conquer
- B. Venerate
- C. Surrender
- D. Resist ✓ **Correct answer**

A. To conquer is to defeat, not the antonym of capitulate.

B. To venerate is to revere, not the antonym of capitulate.

C. "Surrender" is a synonym of capitulate, not its antonym.

D. "Capitulate" means to surrender, so "resist" is its antonym.

Question 5 English

Which word is an antonym of “Erudite”?

- A. Professional
- B. Unimaginative
- C. Ignorant ✓ **Correct answer**
- D. Immature

A. "Professional" is not the antonym of erudite.

B. "Unimaginative" is not the antonym of erudite.

means learned, so "ignorant" is its antonym.

D. "Immature" is not the antonym of erudite.

Question 6 English

Which word is an antonym of “Opaque”?

- A. Misty
- B. Covered
- C. Clear
- D. Transparent ✓ **Correct answer**

A. "Misty" is not the antonym of opaque.

B. "Covered" is close to opaque, not its antonym.

C. "Clear" is near the antonym, but "transparent" is the exact opposite of opaque.

D. "Opaque" means not letting light through, so "transparent" is its antonym.

Question 7 English

To talk one’s head off means?

- A. To talk loudly
- B. To talk in whispers
- C. To talk to oneself
- D. To talk Expressively

No answer is given for this question, and none is taught. No correct option — DEFECTIVE-excluded (decided by assistant under owner's 8 Nov delegation; printed key A "To talk loudly" is WRONG)

A. The printed key, but wrong: "to talk one's head off" is about talking a lot, not talking loudly.

e idiom is not about whispering.

C. Wrong: the idiom is not about talking to oneself.

D. Wrong: the idiom is not about expressiveness. EVIDENCE: "to talk someone's head off" means to talk at great length, incessantly — and no option states that meaning, so no letter can be taught as the answer.

Question 8 English

To keep one’s head means?

- A. To be agile and active
- B. To remain calm ✓ **Correct answer**
- C. To think coherently
- D. None of these

A. "To keep one's head" is not about agility.

B. "To keep one's head" means to remain calm under pressure.

C. Close, but the idiom means staying calm, not just thinking clearly.

D. B is correct, so "None of these" is wrong.

Question 9 English

Find out the correct passive voice of sentence “He read a book”

- A. A book was by read him
- B. A book was by him read
- C. A book was read by him ✓ **Correct answer**
- D. None of these

A. Wrong word order: "by read him" is ungrammatical.

B. Wrong word order: "by him read" is ungrammatical.

ct passive of "He read a book" is "A book was read by him".

D. C is correct, so "None of these" is wrong.

Question 10 English

Find out the correct passive voice sentence " You had played the cricket"

- A. Cricket has been played by you
- B. Cricket had been played by you ✓ **Correct answer**
- C. Cricket have been played by you
- D. None of these

A. Wrong: "has been" is present perfect, but the active sentence is past perfect.

B. The correct passive of "You had played the cricket" is "Cricket had been played by you".

C. The printed key, but wrong: "have been" is the wrong tense and does not agree with "cricket".

D. B is correct, so "None of these" is wrong.

Note: Note: printed key C is WRONG; the answer is B.

Question 11 English

Find out the correct Indirect tense: "He says, I am going to Lahore"

- A. He asked to me that he was going to Lahore
- B. He says that he was going to Lahore
- C. He says that he will be going to Lahore
- D. He says that he is going to Lahore ✓ **Correct answer**

A. Wrong: the reporting verb is "says", not "asked", and the tense is wrongly shifted.

B. Wrong: with a present-tense reporting verb ("says"), the tense is not shifted back.

will be going" changes the meaning.

D. With "says" in the present tense, the reported clause keeps its present tense.

Question 12 English

The Government must ____ the suffering of the people.

- A. Allay ✓ **Correct answer**
- B. Ally
- C. Rid
- D. Palliate

A. "Allay" means to relieve or lessen, so the government must allay the suffering of the people.

B. "Ally" is a noun or verb meaning to join forces, not to lessen suffering.

C. "Rid" needs "of" (rid of), and does not fit the sentence.

D. "Palliate" means to ease symptoms without curing, which is possible but "allay" is the standard word for suffering.

Question 13 English

Urge People who smoke to ___ the habit.

- A. Surrender
- B. Abandon ✓ **Correct answer**
- C. Dewitt
- D. None of these

A. One surrenders to an enemy, not a habit.

B. "Abandon the habit" means to give up smoking.

C. "Dewitt" is not an English word for giving up a habit.

Question 14 English

The grapes are now ___ enough to be picked

- A. Ready
- B. Ripe ✓ **Correct answer**
- C. Advanced
- D. None of these

A. "Ready" is possible, but "ripe" is the word for fruit fit to be picked.

B. Grapes that are ready to be picked are ripe.

C. "Advanced" does not describe fruit ready for picking.

D. B is correct, so "None of these" is wrong.

Question 15 English

Wheat ___ carbohydrates, vitamins, proteins and dietary fiber in our daily diet.

- A. Has
- B. Gives
- C. Yields ✓ **Correct answer**
- D. Provide

A. "Wheat has carbohydrates" is grammatical, but "yields" is the standard word for what a crop provides.

B. "Wheat gives" is possible, but "yields" is the standard word here.

C. Wheat yields (provides) carbohydrates, vitamins, proteins and dietary fibre.

D. Wrong: "provide" does not agree with the singular subject "wheat".

16 English

Which word is spelled correctly:

- A. Eflorescne
- B. Efflorescence ✓ **Correct answer**
- C. Efflorescene
- D. Efflorascene

A. Misspelled: the word is "efflorescence".

B. The correct spelling of the word.

C. Misspelled: the word is "efflorescence".

D. Misspelled: the word is "efflorescence".

Question 17 English

Choose the correct spelling from the following?

- A. Quintessance
- B. Quintessence ✓ **Correct answer**
- C. Quintesance
- D. Quintassence

A. Misspelled: the word is "quintessence".

B. The correct spelling of the word.

C. Misspelled: the word is "quintessence".

D. Misspelled: the word is "quintessence".

Question 18 English

Choose the incorrect spelling from the following?

- B. Chauffer ✓ **Correct answer**
- C. Calibre
- D. Coalesce

A. "Carpenter" is spelled correctly.

B. Misspelled: the correct spelling is "chauffeur".

C. The printed key, but wrong: "calibre" is the correct British spelling.

D. "Coalesce" is spelled correctly.

Note: Note: printed key C is WRONG; the answer is B.

Question 19 English

Choose the Correct Sentence:

- A. I am sick by your lies
- B. I am sick from your lies
- C. I am sick of your lies ✓ **Correct answer**
- D. I am sick to your lies

A. Wrong: "sick by" is not the idiom.

B. Wrong: "sick from" is not the idiom.

C. "Sick of" is the correct idiom.

D. Wrong: "sick to" is not the idiom.

Question 20 English

Choose the correct Sentence:

- A. He was excited for inherit of his father

- *was excited to inherit his father* ✓ **Correct answer**
- C. He was excited on inheritance of his father
- D. He was excited with inheritance of his father

A. Wrong: "for inherit of" is ungrammatical.

B. The intended correct sentence among the options.

C. Wrong: "excited on inheritance" is ungrammatical.

D. Wrong: "excited with inheritance" is ungrammatical.

Question 21 General Knowledge

Time Magazine named as person of the year 2021?

- A. Elon Musk ✓ **Correct answer**
- B. Volodymyr Zelensky
- C. Joe Biden
- D. None if these

A. Time Magazine named Elon Musk its Person of the Year for 2021.

B. Zelensky was Time's Person of the Year for 2022, not 2021.

C. Joe Biden was Time's Person of the Year for 2020, not 2021.

D. A is correct, so "none of these" is wrong.

Question 22 General Knowledge

What is the currency of Sudan?

- A. Shilling
- B. Dollar
- C. Pound ✓ **Correct answer**
- D. None of these

g is not Sudan's currency.

B. The dollar is not Sudan's currency.

C. Sudan's currency is the Sudanese pound.

D. C is correct, so "None of these" is wrong.

Question 23 General Knowledge

What is the name of Capital of “Armenia”?

- A. Yerevan ✓ **Correct answer**
- B. Kampala
- C. Manama
- D. None of these

A. Yerevan is the capital of Armenia.

B. Kampala is the capital of Uganda, not Armenia.

C. Manama is the capital of Bahrain, not Armenia.

D. A is correct, so "None of these" is wrong.

Question 24 General Knowledge

Who is the current Prime Minister of “United Arab Emirates”?

- A. Mohammad bin Zayed Al Nahyan
- B. Muhammad bin Abdulrahman
- C. Mohammed bin Rashid Al Maktoum ✓ **Correct answer**
- D. None of these

A. Mohammed bin Zayed is the President of the UAE, not its Prime Minister.

B. Muhammad bin Abdulrahman is not the UAE Prime Minister.

ed bin Rashid Al Maktoum is the Prime Minister of the UAE.

D. C is correct, so "None of these" is wrong.

Question 25 General Knowledge

Aero Asia is the Airline of ___?

- A. Pakistan ✓ **Correct answer**
- B. Thailand
- C. Indonesia
- D. Malaysia

A. Aero Asia was a Pakistani airline.

B. Aero Asia was not a Thai airline.

C. Aero Asia was not an Indonesian airline.

D. Aero Asia was not a Malaysian airline.

Question 26 General Knowledge

BSS is the news agency of which country?

- A. Belgium
- B. Belarus
- C. Bangladesh ✓ **Correct answer**
- D. Britain

A. BSS is not Belgium's news agency.

B. BSS is not Belarus's news agency.

C. BSS (Bangladesh Sangbad Sangstha) is the news agency of Bangladesh.

D. BSS is not Britain's news agency.

27 General Knowledge

The International Court of Justice is located at?

- A. Geneva
- B. Hague ✓ **Correct answer**
- C. New York
- D. Amsterdam

A. The ICJ is not in Geneva.

B. The International Court of Justice is located at The Hague, Netherlands.

C. The UN headquarters is in New York, but the ICJ is not there.

D. The ICJ is not in Amsterdam.

Question 28 General Knowledge

SAARC was established in?

- A. Kathmandu
- B. Geneva
- C. Thimphu
- D. Dhaka ✓ **Correct answer**

A. The printed key, but wrong: Kathmandu is where SAARC's headquarters is, not where it was established.

B. SAARC was not established in Geneva.

C. SAARC was not established in Thimphu.

D. SAARC was established in Dhaka, Bangladesh, on 8 December 1985.

Note: Note: printed key A is WRONG; the answer is D.

29 General Knowledge

What was the theme of the 2022 World Environment Day?

- A. Solutions to Plastic Pollution
- B. Living Sustainably is Harmony with Nature
- C. Ecosystem Restoration
- D. None of these ✓ **Correct answer**

A. This was the theme of World Environment Day 2023, not 2022.

B. The printed key, but wrong: this was the theme of the 2022 International Day for Biological Diversity, not World Environment Day.

C. This was the theme of World Environment Day 2021, not 2022.

D. The 2022 World Environment Day theme was "Only One Earth", which is not among the options.

Note: Note: printed key B is WRONG; the answer is D.

Question 30 General Knowledge

Who is the current chief Justice of Federal Shariat Court Islamabad Pakistan?

- A. Justice Zahoor Ahmad Shahwani
- B. Justice Sheikh Najam ul Hassan
- C. Justice Muhammad Noor Miskanzal
- D. Justice Iqbal Hameedur Rahman ✓ **Correct answer**

A. Not the Chief Justice of the Federal Shariat Court in 2023.

B. A former Chief Justice of the Federal Shariat Court, not the one in 2023.

C. Not the Chief Justice of the Federal Shariat Court in 2023.

D. Justice Iqbal Hameedur Rahman was the Chief Justice of the Federal Shariat Court in

Note: Note: the question is dated ("current" in 2023).

Question 31 General Knowledge

NASA stands for:

- A. National Aeronautics and Space Act
- B. National Aeronautics and Space Agency
- C. National Aeronautics and Space Administration ✓ **Correct answer**
- D. None of these

A. NASA does not stand for this.

B. NASA does not stand for this.

C. NASA stands for the National Aeronautics and Space Administration.

D. C is correct, so "None of these" is wrong.

Question 32 General Knowledge

How many countries are landlocked in Asia?

- A. 11 Countries
- B. 12 Countries ✓ **Correct answer**
- C. 13 Countries
- D. 14 Countries

A. Wrong: there are 12 landlocked countries in Asia.

B. There are 12 landlocked countries in Asia.

C. Wrong: there are 12 landlocked countries in Asia.

D. Wrong: there are 12 landlocked countries in Asia.

33 General Knowledge

What is the SI unit of temperature?

- A. Kelvin ✓ **Correct answer**
- B. Celsius
- C. Fahrenheit
- D. Centigrade

A. The kelvin is the SI unit of temperature.

B. Celsius is a temperature scale, but not the SI unit.

C. Fahrenheit is a temperature scale, but not the SI unit.

D. Centigrade is the old name for Celsius, not the SI unit.

Question 34 General Knowledge

Europe accounts for nearly ____ percent of world population?

- A. 17
- B. 7.6
- C. 17
- D. 9.32 ✓ **Correct answer**

A. Wrong: Europe is about 9–10% of world population, not 17%.

B. Wrong: Europe's share is about 9.3%, not 7.6%.

C. Wrong: Europe is about 9–10% of world population, not 17%.

D. Europe accounts for about 9.32% of the world's population.

Note: Note: options A and C both read "17" in the reproduction — a duplicated option that does not affect the answer.

35 General Knowledge

Who is the first Pakistani woman to climb Mount Everest?

- A. Samina Alam
- B. Naila Kiyani
- C. Samina Baig ✓ **Correct answer**
- D. Ayesha Khan

A. "Samina Alam" is not the first Pakistani woman on Everest.

B. The printed key, but wrong: Naila Kiani climbed Everest in 2023, ten years after the first.

C. Samina Baig was the first Pakistani woman to climb Mount Everest, in May 2013.

D. Ayesha Khan was not the first Pakistani woman on Everest.

Note: Note: printed key B is WRONG; the answer is C.

Question 36 General Knowledge

In 12-hour clock system, what is “P.M” stands for?

- A. Past Meridiem
- B. Post Meridiem ✓ **Correct answer**
- C. Past Midnight
- D. Post Midnight

A. "P.M." does not stand for "past meridiem".

B. "P.M." stands for post meridiem (after midday).

C. "P.M." does not stand for "past midnight".

D. "P.M." does not stand for "post midnight".

37 Pakistan Studies

When was the Indus Water Treaty signed?

- A. 18th September 1960
- B. 19th September 1960 ✓ **Correct answer**
- C. 20th September 1960
- D. 21st September 1960

A. Not the date the Indus Waters Treaty was signed.

B. The Indus Waters Treaty was signed on 19 September 1960.

C. Not the date the Indus Waters Treaty was signed.

D. Not the date the Indus Waters Treaty was signed.

Question 38 Islamiat

In which Hijri Zakat was made obligatory?

- A. 2nd Hijri ✓ **Correct answer**
- B. 3rd Hijri
- C. 4th Hijri
- D. 5th Hijri

A. Zakat was made obligatory in 2 AH.

B. Zakat was not made obligatory in 3 AH.

C. Zakat was not made obligatory in 4 AH.

D. Zakat was not made obligatory in 5 AH.

Question 39 General Knowledge

The largest producer of Coffee is?

- B. China
- C. Brazil ✓ **Correct answer**
- D. South Africa

A. The USA is not the largest coffee producer.

B. China is not the largest coffee producer.

C. Brazil is the largest producer of coffee in the world.

D. South Africa is not the largest coffee producer.

Question 40 Pakistan Studies

Who built Rohtas for near Jhelum?

- A. Akbar
- B. Shah Jahan
- C. Sher Shah Suri ✓ **Correct answer**
- D. Humayun

A. Akbar did not build Rohtas Fort.

B. Shah Jahan did not build Rohtas Fort.

C. Sher Shah Suri built Rohtas Fort near Jhelum.

D. Humayun did not build Rohtas Fort.

Question 41 Pakistan Studies

After the 25th Amendment, the seats of National Assembly have been reduced to?

- A. 332
- B. 336 ✓ **Correct answer**
- C. 338

A. Wrong: the National Assembly was not reduced to 332 seats.

B. The 25th Amendment (2018) reduced the National Assembly from 342 to 336 seats.

C. Wrong: the National Assembly was not reduced to 338 seats.

D. 342 was the number BEFORE the 25th Amendment.

Question 42 Pakistan Studies

The number of General Seats allocated for Punjab Province in the National Assembly?

- A. 136
- B. 139
- C. 140
- D. 141 ✓ **Correct answer**

A. Wrong: Punjab does not have 136 general seats.

B. Wrong: Punjab does not have 139 general seats.

C. Wrong: Punjab does not have 140 general seats.

D. Punjab has 141 general seats in the National Assembly after the 25th Amendment.

Question 43 Pakistan Studies

After the 25th Amendment, the seats of Senate have been reduced to?

- A. 100
- B. 98
- C. 96 ✓ **Correct answer**
- D. 102

A. The printed key, but wrong: the Senate was not reduced to 100 seats.

e Senate was not reduced to 98 seats.

C. The 25th Amendment (2018) reduced the Senate from 104 to 96 seats (the 8 FATA seats were abolished).

D. Wrong: the Senate was not reduced to 102 seats.

Note: Note: printed key A is WRONG; the answer is C.

Question 44 Pakistan Studies

Who is the Chairman of Council of Common interest?

- A. President
- B. Prime Minister ✓ **Correct answer**
- C. Chief Justice of Pakistan
- D. Speaker National Assembly

A. The President does not chair the Council of Common Interests.

B. The Prime Minister chairs the Council of Common Interests.

C. The Chief Justice does not chair the Council of Common Interests.

D. The Speaker does not chair the Council of Common Interests.

Question 45 Pakistan Studies

Before entering upon Office, The Auditor General of Pakistan shall make oath before ___?

- A. President
- B. Prime Minister
- C. Chief Justice of Pakistan ✓ **Correct answer**
- D. Speaker National Assembly

A. The Auditor-General does not take oath before the President.

or-General does not take oath before the Prime Minister.

C. The Auditor-General of Pakistan takes oath before the Chief Justice of Pakistan.

D. The Auditor-General does not take oath before the Speaker.

Question 46 Pakistan Studies

Every Citizen shall have the right to freedom of speech and expression under the article ___ of the Constitution of 1973?

- A. 18
- B. 19 ✓ **Correct answer**
- C. 19A
- D. 20

A. Article 18 is about freedom of trade, business and profession.

B. Article 19 of the Constitution of 1973 guarantees freedom of speech and expression.

C. Article 19A is about the right to information.

D. Article 20 is about freedom of religion.

Question 47 Pakistan Studies

The state shall provide free and compulsory education to all children of the age of five to sixteen years under the article ___ of the constitution of 1973?

- A. 24
- B. 24A
- C. 25
- D. 25A ✓ **Correct answer**

A. Article 24 is about protection of property rights.

B. There is no Article 24A on education.

is about equality of citizens.

D. Article 25A requires free and compulsory education for children aged 5 to 16.

Question 48 Secretariat Instructions

Which category of Non-Current Record retains record for less than 3 years?

- A. Category A
- B. Category B
- C. Category C
- D. Category D ✓ **Correct answer**

A. The printed key, but wrong: Category A records are kept permanently.

B. Category B records are kept for a longer period (10 years), not less than 3.

C. Category C records are kept for about 3 years or more, not less than 3.

D. Category D records are those kept for less than 3 years.

Note: Note: printed key A is WRONG; the answer is D.

Question 49 Secretariat Instructions

“Retention Schedule” term used in Secretariat instruction which involves?

- A. Categorization of Files ✓ **Correct answer**
- B. Classification of Files
- C. Destruction of Files
- D. Both A and B

A. The retention schedule involves categorising files by how long they are to be retained.

B. Classification is a separate step from the retention schedule.

C. Destruction follows the schedule, but the schedule itself is about categorisation.

's answer is A alone.

Note: Note: the answer follows the printed key alone; marked SINGLE-SOURCE.

Question 50 Secretariat Instructions

As per Secretariat Instructions D.F.A stands for?

- A. Draft For Acceptance
- B. Draft for Amendment
- C. Draft for Approval ✓ **Correct answer**
- D. None of these

A. D.F.A. does not stand for "Draft for Acceptance".

B. D.F.A. does not stand for "Draft for Amendment".

C. Under the Secretariat Instructions, D.F.A. stands for Draft for Approval.

D. C is correct, so "None of these" is wrong.

Question 51 Secretariat Instructions

As per Secretariat Instructions “O/c” stands for?

- A. Official Copy
- B. Office Copy ✓ **Correct answer**
- C. Order Copy
- D. None of these

A. "O/c" does not stand for "Official Copy".

B. Under the Secretariat Instructions, "O/c" stands for Office Copy.

C. "O/c" does not stand for "Order Copy".

D. B is correct, so "None of these" is wrong.

52 Secretariat Instructions

The communication intended to be addressed so the Foreign Missions direct by the Ministries/Divisions etc. Should be in the form of letter ending with ___?

- A. Yours Truly
- B. Yours Faithfully
- C. Yours Sincerely ✓ **Correct answer**
- D. None of these

A. Not the ending the paper gives for letters to Foreign Missions.

B. The usual ending for formal letters, but the paper's answer is C.

C. The paper gives "Yours Sincerely" as the ending for letters addressed to Foreign Missions.

D. C is the paper's keyed answer, so "None of these" is wrong.

Note: Note: the answer follows the printed key alone; marked SINGLE-SOURCE.

Question 53 Secretariat Instructions

___ form of letter should be used for correspondence between the divisions and attached departments and their sub-ordinance offices?

- A. Demi-official
- B. Un-Official
- C. Memorandum
- D. Office Memorandum ✓ **Correct answer**

A. A demi-official letter is used between officers personally, not for this correspondence.

B. An un-official (U.O.) reference is used within a ministry, not for this correspondence.

C. A memorandum is a different form, used for other purposes.

Memorandum is the form used for correspondence between divisions, attached departments and their subordinate offices.

Question 54 Computer

Which of the following is the smallest unit of data in a computer?

- A. Bit ✓ **Correct answer**
- B. KB
- C. Byte
- D. MB

A. The bit is the smallest unit of data in a computer.

B. A kilobyte is 1,024 bytes, far larger than a bit.

C. A byte is 8 bits, larger than a bit.

D. A megabyte is far larger than a bit.

Question 55 Computer

What does GUI stands for:

- A. Graphical User Instruction
- B. General User Instruction
- C. Graphical User Interference
- D. Graphical User Interface ✓ **Correct answer**

A. GUI does not stand for this.

B. GUI does not stand for this.

C. GUI does not stand for this.

D. GUI stands for Graphical User Interface.

56 Computer

Microsoft Word is ___ software?

- A. System
- B. Application ✓ **Correct answer**
- C. Compiler
- D. Programming

A. Microsoft Word is not system software.

B. Microsoft Word is application software.

C. Microsoft Word is not a compiler.

D. Microsoft Word is not programming software.

Question 57 Computer

Which shortcut key is used to bring up the “Find and Replace” dialog box in Microsoft word?

- A. Ctrl + J
- B. Ctrl + H ✓ **Correct answer**
- C. Ctrl + N
- D. Ctrl + M

A. Ctrl+J justifies text, it does not open Find and Replace.

B. Ctrl+H opens the Find and Replace dialog box in Microsoft Word.

C. Ctrl+N opens a new document, it does not open Find and Replace.

D. Ctrl+M indents a paragraph, it does not open Find and Replace.

58 Computer

In an Excel worksheet, each small rectangle or box is known as ___?

- A. Workbook
- B. Column
- C. Row
- D. Cell ✓ **Correct answer**

A. A workbook is the whole Excel file, not a small box.

B. A column is a vertical strip of cells, not one small box.

C. A row is a horizontal strip of cells, not one small box.

D. Each small rectangle in an Excel worksheet is a cell.

Question 59 Computer

Which of the following can be used to navigate document?

- A. Frames
- B. Hyperlinks ✓ **Correct answer**
- C. Web toolbar
- D. None of these

A. Frames divide a page, they are not used to navigate a document.

B. Hyperlinks are used to navigate within and between documents.

C. The Web toolbar is not the navigation device in question.

D. B is correct, so "None of these" is wrong.

Question 60 Computer

What is the function of Ctrl + P in Microsoft word?

- B. Open Format Dialog Box
- C. Open Print Dialog Box ✓ **Correct answer**
- D. None of these

A. Ctrl+P does not open the Paragraph dialog box.

B. Ctrl+P does not open the Format dialog box.

C. Ctrl+P opens the Print dialog box in Microsoft Word.

D. C is correct, so "None of these" is wrong.

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