Data Entry Operator (BS-12), Special Branch — 2016 · Solved Past Paper

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator (BS-12), Special Branch · **Year:** 2016 · **Questions:** 100 in the original paper — **100 solved and verified**, none excluded · **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 2016 sitting.

Source note: Atif Pedia full reproduction, 'PPSC Data Entry Operator in Special Branch 2016' (100 questions, no printed keys served; accessed 9 Nov 2026). No built paper of this sitting exists. Every answer was determined independently from standard computer knowledge, since the reproduction serves no printed key at all. Q24, Q61 and Q75 serve only three options (A-C); the fourth option's text is not shown in the reproduction and is filed as '[fourth option not shown in the reproduction]' per the 37ew precedent. Answers verified independently against reference facts, worked derivations and targeted sources.

Question 1 Computer

A word template stores common document:

- A. Content
- B. Structure ✓ **Correct answer**
- C. Style
- D. Theme

A. A template does not store the document's content.

mplate stores the common structure of documents based on it.

C. Styles are part of a template, but the template as a whole stores the structure.

D. A theme is a colour and font scheme, not what a template stores.

Note: Note: No printed key in the reproduction; every answer in this paper was verified independently. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 2 Computer

Which of the following is fastest?

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

A. A hard disk is slower than registers.

B. Registers are the fastest storage in a computer.

C. RAM is slower than registers.

D. Cache is slower than registers.

Question 3 Computer

What is the name for a webpage address?

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

A. A directory is a folder, not a webpage address.

is part of an address, not the whole address.

C. A webpage address is called a URL.

D. A protocol is the access method, not the address.

Question 4 Computer

What is shortcut to change the font?

- A. Ctrl+F
- B. Ait+Ctri+F
- C. Shift+Alt+F
- D. Ctrl+Shift+F ✓ **Correct answer**

A. Ctrl+F opens Find, it does not change the font.

B. Alt+Ctrl+F is not the font shortcut.

C. Shift+Alt+F is not the font shortcut.

D. Ctrl+Shift+F opens the Font dialog to change the font.

Question 5 Computer

Which of the following data types automatically generates a consecutive number?

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

A. The AutoNumber data type automatically generates consecutive numbers.

B. Memo stores long text, it does not auto-number.

C. The Number type needs values entered, it does not auto-number.

s characters, it does not auto-number.

Question 6 Computer

The three parts of an IF function are separated by

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

A. Dashes do not separate the parts of an IF function.

B. Asterisks do not separate the parts of an IF function.

C. Semicolons separate parts in some locales, but the standard separator is the comma.

D. The three parts of an IF function are separated by commas.

Question 7 Computer

Which alignment choice (spreads the data across the width of the cell?

- A. Center
- B. Distributed ✓ **Correct answer**
- C. Justify
- D. Indent

A. Center aligns text in the middle, it does not spread it across the cell.

B. Distributed alignment spreads the data across the width of the cell.

C. Justify spreads wrapped text, it is not the cell-width alignment.

D. Indent moves text inward, it does not spread it across the cell.

8 Computer

The interface transmits one bit at a time.

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

A. A parallel interface sends several bits at once.

B. SCSI is a parallel interface, not a one-bit-at-a-time interface.

C. A serial interface transmits one bit at a time.

D. FireWire is a serial bus but the general term here is serial.

Question 9 Computer

The inner core of an optical fiber is in composition.

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

A. The inner core of an optical fiber is glass or plastic.

B. Copper is used in wires, not in a fiber core.

C. Bimetallic cores are not used in optical fibers.

D. Liquid is not the composition of a fiber core.

Question 10 Computer

In Microsoft Power Point the following will not advance the slides in a slide show view:

space bar

- B. The mouse button
- C. The enter key
- D. Esc key ✓ **Correct answer**

A. The space bar advances slides.

B. The mouse button advances slides.

C. The enter key advances slides.

D. The Esc key ends the slide show instead of advancing it.

Question 11 Computer

The following are examples of data types EXCEPT:

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

A. Functions are operations, not a data type.

B. Sound is a data type.

C. Video is a data type.

D. Text is a data type.

Question 12 Computer

What is the filename extension for an Outlook data file? ;i

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

A. RTF is a text format, not an Outlook data file.

B. PST is the filename extension for an Outlook data file.

C. DAT is a generic data extension, not Outlook's.

D. XLS is an Excel extension, not Outlook's.

Question 13 Computer

You can modify alignment, line spacing, and paragraph spacing in the:

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

A. The Layout menu does not hold these paragraph settings.

B. Alignment, line spacing and paragraph spacing are changed in the Paragraph dialog box.

C. The Format tab does not hold these settings together.

D. The Styles group applies styles, it does not set these spacings.

Question 14 Computer

Smallest unit of memory is:

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

e smallest unit of memory.

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

C. A character is usually a byte, larger than a bit.

D. A word is several bytes, larger than a bit.

Question 15 Computer

There are two methods you can use to move text-cut and paste or.

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

A. Move and copy is not the other way to move text.

B. Select and shift is not the other way to move text.

C. Highlight and place is not the other way to move text.

D. Text can be moved by cut and paste or by drag and drop.

Question 16 Computer

Which of these arithmetic operators takes the highest precedence?

- A. < (lesser than)
- B. > (greater than)
- C. / (division)
- D. * (exponentiation) ✓ **Correct answer**

A. Less-than has lower precedence than exponentiation.

B. Greater-than has lower precedence than exponentiation.

as lower precedence than exponentiation.

D. Exponentiation has the highest precedence of these operators.

Note: Note: Option D's symbol is misprinted as '*' (multiplication); the option's label, exponentiation, is what carries the highest precedence. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 17 Computer

What does HTML mean?

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

A. High Top Math Level is not the expansion of HTML.

B. Hyper True Math Language is not the expansion of HTML.

C. HTML means Hypertext Markup Language.

D. Hyper Text Memory Language is not the expansion of HTML.

Question 18 Computer

In a laser printer, the transfers the image to the paper.

- A. Laser
- B. Roller
- C. Toner
- D. Drum ✓ **Correct answer**

A. The laser writes the image, it does not transfer it to paper.

B. The roller moves paper, it does not transfer the image.

ne powder, the drum carries it to the paper.

D. The drum transfers the toner image to the paper.

Question 19 Computer

There are bits in one byte.

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

A. There are not 4 bits in one byte.

B. There are 8 bits in one byte.

C. There are not 16 bits in one byte.

D. There are not 32 bits in one byte.

Question 20 Computer

Use the button to reverse your iast change. .

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

A. Undo reverses the last change.

B. Cut removes selected text, it does not reverse a change.

C. Redo re-applies a change, it does not reverse it.

D. Paste inserts copied text, it does not reverse a change.

21 Computer

To view vford field codes in your documer1 press:

- A. AH+F9 ✓ **Correct answer**
- B. F4
- C. Shift+V
- D. Shift+F1

A. Alt+F9 shows Word field codes in a document.

B. F4 repeats an action, it does not show field codes.

C. Shift+V does not show field codes.

D. Shift+F1 shows formatting, not field codes.

Note: Note: Option A is misprinted 'AH+F9' in the reproduction; it is Alt+F9. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 22 Computer

What is defined by the handout master?

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

A. Slide formatting is set by the slide master, not the handout master.

B. The handout master defines the layout of audience handout notes.

C. Word export formatting is not set by the handout master.

D. The handout master does define this layout, so this is wrong.

23 Computer

Indentation is a?

- A. Left margin
- B. Right margin
- C. Left space of paragraph ✓ **Correct answer**
- D. Top

A. Indentation is not the left margin itself.

B. Indentation is not the right margin.

C. Indentation is the left space of a paragraph from the margin.

D. Indentation is not the top of a paragraph.

Question 24 Computer

I/O is the short term for:

- A. Income/Outcome
- B. Input/Output ✓ **Correct answer**
- C. Inner/Outer
- D. [fourth option not shown in the reproduction]

A. I/O is not Income/Outcome.

B. I/O is short for Input/Output.

C. I/O is not Inner/Outer.

D. [fourth option not shown in the reproduction]

Note: Note: The reproduction serves only three options for this question; the fourth option's text is not shown. The answer, Input/Output, is verified regardless. Decided by the assistant under the owner's 8 Nov 2026 delegation.

25 Computer

A file which contains readymade styles that can be used for presentations is called?

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

A. An auto style is not a file of readymade presentation styles.

B. A file of readymade styles for presentations is a template.

C. A wizard guides a task, it is not a style file.

D. Pre-formatting is not a file of readymade styles.

Note: Note: Option C is misprinted as '(G) Wizard' in the reproduction; it is Wizard, the third option. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 26 Computer

A message with replies on a newsgroup is often called a

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

A. A post is a single message, not the message with its replies.

B. A list is a mailing list, not a newsgroup thread.

C. A message with its replies on a newsgroup is called a thread.

D. A comment is a single reply, not the whole thread.

27 Computer

In MS Word shortcut key CTRL+W is used for?

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

A. Ctrl+W does not open the Print dialog box.

B. Ctrl+W does not update a web page.

C. Ctrl+W closes the current window in MS Word.

D. Ctrl+W does close the window, so this is wrong.

Question 28 Computer

GUI stands' for which oi: the following?

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

A. 'Graphic User Interface' is the common misnomer, not the standard expansion.

B. GUI stands for Graphical User Interface.

C. The singular 'Interface' is standard, not 'Interfaces'.

D. 'Graphs under Interplay' is not the expansion.

Question 29 Computer

What is a web browser?

- B. A program used to view html documents
- C. It enables user to access the resources of internet
- D. Ail of these. ✓ **Correct answer**

A. A browser does display web pages.

B. A browser does view HTML documents.

C. A browser does enable access to internet resources.

D. All three describe a web browser.

Question 30 Computer

Drive access time is measured in

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

A. Drive access time is not measured in nanoseconds.

B. Drive access time is measured in milliseconds.

C. Drive access time is not measured in microseconds.

D. Drive access time is not measured in picoseconds.

Question 31 Computer

Which of the following protocol is used to access web pages on World Wide Web?

- A. TCP/IP
- B. Gopher
- C. HTTP ✓ **Correct answer**

A. TCP/IP is the transport suite, not the page-access protocol.

B. Gopher is an old protocol, not the web page protocol.

C. HTTP is the protocol used to access web pages.

D. HTML is the page language, not the access protocol.

Question 32 Computer

Microsoft PowerPoint is a:

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

A. PowerPoint is not a database program.

B. PowerPoint is not a spreadsheet program.

C. Microsoft PowerPoint is a presentation program.

D. PowerPoint is not a word processing program.

Question 33 Computer

Changing to newer, usually more powerful or sophisticated versions of hardware components, is termed:

- A. Expansion
- B. Plug-and-play
- C. Upgrading ✓ **Correct answer**
- D. Upsiz/ng

adds capacity, it is not the general term for newer versions.

B. Plug-and-play is automatic configuration, not upgrading.

C. Moving to newer, more powerful hardware versions is termed upgrading.

D. Upsizing means scaling up, not the general term for newer versions.

Question 34 Computer

What is the function of print manager?

- A. Print queue
- B. Print cancel
- C. Print stop
- D. All of these. ✓ **Correct answer**

A. The print manager does manage the print queue.

B. The print manager does allow cancelling a print.

C. The print manager does allow stopping a print.

D. The print manager does all of these.

Question 35 Computer

In Microsoft PowerPoint to add a header or footer to your handout, you can use:

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

A. The title master controls titles, not handout headers.

B. Headers and footers on a handout are added with the handout master.

master controls slides, not handouts.

D. Text alone does not add a handout header or footer.

Question 36 Computer

In Microsoft Power Point two kinds of sound effects files that can be added to the presentation are?

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

A. PowerPoint sound effects use .wav and .mid files.

B. .gif files are images, not sound effects.

C. .jpg files are images, not sound effects.

D. .jpg and .gif files are images, not sound effects.

Question 37 Computer

Which of the following terms refers to the ability of a computer to automatically configure a new hardware component that is added to it?

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

A. Formatting prepares a disk, it does not auto-configure hardware.

B. Multiprocessing is parallel processing, not auto-configuration.

C. Multiprogramming runs several programs, not auto-configuration.

olay lets a computer automatically configure new hardware.

Question 38 Computer

The default font for Microsoft word is:

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

A. Times New Roman was the default in older Word versions, not the current one.

B. Calibri has been the default font of Microsoft Word since Word 2007.

C. Verdana is not the default Word font.

D. Helvetica is not the default Word font.

Note: Note: Judged by the exam date (2016): Word's default font has been Calibri since Word 2007; Times New Roman was the default only in older versions. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 39 Computer

You can customize all of your document's properties in the:

- A. Preview Window
- B. Options Menu
- C. Page Layout Tab
- D. Backstage View ✓ **Correct answer**

A. The Preview Window shows a preview, it does not hold document properties.

B. The Options Menu holds settings, not document properties.

C. The Page Layout tab holds layout settings, not document properties.

t properties are customized in the Backstage View.

Question 40 Computer

What does the AVERAGiE function calculate for a range of cells?

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

A. The AVERAGE function calculates the mean of a range.

B. The SUM function calculates the sum, not the average.

C. The MEDIAN function calculates the median, not the mean.

D. The MODE function calculates the mode, not the mean.

Question 41 Computer

Which of the following is a spread sheet

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

A. MS Excel is a spreadsheet.

B. MS Outlook is for email, not a spreadsheet.

C. MS PowerPoint is for presentations, not a spreadsheet.

D. MS Word is for documents, not a spreadsheet.

42 Computer

What property works with the Protect Sheet command?

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

A. The Locked property works with the Protect Sheet command.

B. Property is a generic term, not the one that works with Protect Sheet.

C. Protection is the feature, the Locked property is what it acts on.

D. Thumbnails are not related to Protect Sheet.

Question 43 Computer

The browser's keeps a list of web pages you have visited during the current session.

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

A. The browser's History keeps the pages visited in the current session.

B. The cache stores page copies, not the visit list.

C. Favorites are saved pages, not the session visit list.

D. Trail is not the name of the browser's visit list.

Question 44 Computer

DNS refers to?

- B. Digital Network Service
- C. Domain Name Service ✓ **Correct answer**
- D. Disk Numbering System

A. DNS is not Data Number Sequence.

B. DNS is not Digital Network Service.

C. DNS is the Domain Name Service, which maps names to addresses.

D. DNS is not Disk Numbering System.

Note: Note: The standard expansion is Domain Name System; the option as printed says Service, which is the same service by its common name. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 45 Computer

Which option in the Find/Replace dialog box makes a search task case-sensitive?

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

A. Match strings is not the case-sensitive option.

B. Match case makes a Find/Replace search case-sensitive.

C. String sensitive is not the option name.

D. Case sensitive describes the effect, but the option is called Match case.

46 Computer

To place a sound into a Word document, you would use the feature of Windows:

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

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

B. The Clipboard only holds copied data, it does not place a sound.

C. Paste only inserts copied data, it does not place a sound.

D. Task Switching changes windows, it does not place a sound.

Question 47 Computer

A virus that replicates itself called

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

A. A bug is an error, not a self-replicating virus.

B. A worm is a virus that replicates itself.

C. A vaccine is an anti-virus, not a replicating virus.

D. A Trojan Horse hides inside other software, it does not replicate itself.

Question 48 Computer

To automatically insert the last date a document was saved, add:

ord field ✓ **Correct answer**

- B. A date field
- C. A numeric field
- D. A function

A. The last saved date is inserted with a Word field, the SaveDate field.

B. A date field alone does not insert the last saved date.

C. A numeric field does not insert a date.

D. A function does not insert the last saved date.

Note: Note: The field inserted is Word's SaveDate field. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 49 Computer

A drive that can be removed or inserted while the computer is running is said to be

- A. Robust
- B. Dynamic
- C. Hotswappabte ✓ **Correct answer**
- D. SCSI

A. Robust means sturdy, not removable while running.

B. Dynamic is not the term for removal while running.

C. A drive that can be removed or inserted while the computer runs is hot-swappable.

D. SCSI is an interface, not the term for removal while running.

Note: Note: Option C is misprinted 'Hotswappabte' in the reproduction; it is Hot-swappable. Decided by the assistant under the owner's 8 Nov 2026 delegation.

50 Computer

Which key should be pressed to start a new paragraph in MS-Word?

- A. Down Cursor Key
- B. Enter Key ✓ **Correct answer**
- C. Shift + Enter
- D. Ctrl + Enter [ads-post]

A. The Down Cursor key moves the cursor, it does not start a paragraph.

B. The Enter key starts a new paragraph in MS Word.

C. Shift+Enter starts a new line, not a new paragraph.

D. Ctrl+Enter starts a new page, not a new paragraph.

Question 51 Computer

A(n) query locates data from one or more tables.

- A. Select ' ✓ **Correct answer**
- B. Summary
- C. Parameter
- D. Action

A. A Select query locates data from one or more tables.

B. A Summary query aggregates data, it does not simply locate it.

C. A Parameter query asks for values, it is not the general locating query.

D. An Action query changes data, it does not locate it.

Question 52 Computer

To add an internal card to a computer, it must have an open .

ansion slot ✓ **Correct answer**

- B. Bay
- C. Bus
- D. USB port

A. An internal card must go into an open expansion slot.

B. A bay holds a drive, not an internal card.

C. A bus is the data path, not the socket for a card.

D. A USB port is external, not for an internal card.

Question 53 Computer

Which function removes the decimal portion of a value?

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

A. CUTOFF is not the function that removes the decimal portion.

B. ROUNDUP rounds a value up, it does not simply drop the decimal portion.

C. TRUNC removes the decimal portion of a value.

D. TRIM removes spaces, not the decimal portion.

Question 54 Computer

Data that is copied from an application is stored in the

- A. Driver
- B. Clipboard ✓ **Correct answer**
- C. Terminal

A. A driver controls hardware, it does not store copied data.

B. Data copied from an application is stored in the Clipboard.

C. A terminal is a device, not the copied-data store.

D. A prompt asks for input, it does not store copied data.

Question 55 Computer

A combination of instructions and keystrokes that are stored arid used in documents is called:

- A. A shortcut
- B. A,|iacro ✓ **Correct answer**
- C. A keystroke
- D. A function

A. A shortcut is a key combination, not stored instructions and keystrokes.

B. A macro is a combination of instructions and keystrokes stored and used in documents.

C. A keystroke is a single key press, not a stored combination.

D. A function is a formula, not a stored combination of keystrokes.

Note: Note: Option B is misprinted 'A,|iacro' in the reproduction; it is A macro. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 56 Computer

Where is the address of the active cell displayed?

- A. Row heading
- B. Status bar

- ne Box ✓ **Correct answer**
- D. Formula bar

A. The row heading shows the row number, not the active cell address.

B. The status bar shows status, not the active cell address.

C. The address of the active cell is displayed in the Name Box.

D. The formula bar shows cell contents, not the cell address.

Question 57 Computer

Which term best describes Outlook?

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

A. Outlook is not a database manager.

B. Outlook is best described as a messaging client.

C. Outlook is not a presentation client.

D. Outlook is not a spreadsheet manager.

Question 58 Computer

memory loses its content, when power is lost.

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

le memory keeps its content when power is lost.

B. Random (RAM) memory loses its content when power is lost.

C. Static memory is a type of RAM, but 'Random' is the term for the volatile memory here.

D. ROM keeps its content when power is lost.

Question 59 Computer

To send email to a large group at one time, a can be use.

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

A. A Listserv sends email to a large group at one time.

B. A Group is not the mailing mechanism itself.

C. An Alias is a nickname, not the group mailing mechanism.

D. A Mail server delivers mail, it is not the group list itself.

Question 60 Computer

The first part of a complete URL is the needed to access the web resource.

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

A. Address is not the first part of a URL.

B. Name is not the first part of a URL.

s not the first part of a URL."

D. The first part of a complete URL is the protocol.

Question 61 Computer

What is a motion path?

- A. A type of animation entrance effect
- B. A method of advancing slides
- C. A method of moving items on a slide ✓ **Correct answer**
- D. [fourth option not shown in the reproduction]

A. A motion path is not an entrance effect.

B. A motion path does not advance slides.

C. A motion path is a method of moving items on a slide.

D. [fourth option not shown in the reproduction]

Note: Note: The reproduction serves only three options for this question; the fourth option's text is not shown. The answer, a method of moving items on a slide, is verified regardless. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 62 Computer

Which of the following represents one billion characters?

- A. Byte
- B. Gigabyte ✓ **Correct answer**
- C. Kilobyte
- D. Megabyte

A. A byte is one character, not one billion.

B. A gigabyte represents one billion characters.

is about one thousand characters, not one billion.

D. A megabyte is about one million characters, not one billion.

Question 63 Computer

Ctrl, Shift and Alt are called keys.

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

A. Ctrl, Shift and Alt are not called adjustment keys.

B. Ctrl, Shift and Alt are not called function keys.

C. Ctrl, Shift and Alt are called modifier keys.

D. Ctrl, Shift and Alt are not called alphanumeric keys.

Note: Note: This question is printed with the number '62' a second time in the reproduction; it is filed here as Q63, the next question in served order. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 64 Computer

The is the software tool to store or access data.

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

A. A table stores data, it is not the software tool itself.

B. A DBMS is the software tool to store or access data.

trieves data, it is not the storage tool.

D. A report displays data, it is not the storage tool.

Question 65 Computer

Free hard-disk space used to extend the capacity of RAM is termed:

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

A. Cache is fast memory, not hard-disk space used as RAM.

B. Flash memory is storage, not hard-disk space used as RAM.

C. ROM is read-only memory, not hard-disk space used as RAM.

D. Free hard-disk space used to extend RAM is virtual memory.

Question 66 Computer

Using Find command in Word, we can search?

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

A. Find can search characters.

B. Formats are not the search target in this question's options.

C. Find can search symbols.

D. Using Find in Word, we can search both characters and symbols.

67 Computer

The dots that run from a table of contents entry to the page number are called:

- A. A leader ✓ **Correct answer**
- B. A outline
- C. A gutter
- D. A connector

A. The dots from a table of contents entry to the page number are called a leader.

B. An outline is a document structure, not the dots.

C. A gutter is the binding margin, not the dots.

D. A connector is not the name for the dots.

Question 68 Computer

The unique identifier that is used when a Word form is connected to a database is called:

- A. A label
- B. An identifier
- C. Asig.
- D. A tag. ✓ **Correct answer**

A. A label is display text, not the unique identifier.

B. An identifier is the generic term, the Word field is the tag.

C. 'Asig.' is not the identifier name.

D. The unique identifier used when a Word form is connected to a database is called a tag.

Note: Note: The tag is the identifier carried by a Word form field or content control when it is linked to a data source. Decided by the assistant under the owner's 8 Nov 2026 delegation.

69 Computer

This is the part of the computer system that one can touch.

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

A. Hardware is the part of the computer system that one can touch.

B. Data cannot be touched.

C. Software cannot be touched.

D. Input is an action, not a touchable part.

Question 70 Computer

An IPv4 address consists of bits.

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

A. An IPv4 address is not 4 bits.

B. An IPv4 address is not 8 bits.

C. An IPv4 address consists of 32 bits.

D. An IPv4 address is not 64 bits.

Question 71 Computer

If you have a sent an e-mail message, what folder would you access to restnd it?

- B. Inbox
- C. Outbox
- D. Sent Items ✓ **Correct answer**

A. Drafts holds unsent messages, not sent ones.

B. Inbox holds received messages, not sent ones.

C. Outbox holds messages waiting to be sent.

D. Sent Items holds sent email, where a sent message is found to resend it.

Question 72 Computer

Which of the following keystrokes updates a bibliography field?

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

A. F3 does not update a field.

B. F5 does not update a field.

C. F7 runs the spell check, it does not update a field.

D. F9 updates a field, including a bibliography field.

Question 73 Computer

Your files store various versions of running programs.

- A. Cache
- B. Memory
- C. Temp ✓ **Correct answer**

A. Cache files speed access, they do not store versions of running programs.

B. Memory holds running programs, not files of their versions.

C. Temp files store the various temporary versions of running programs.

D. Static files are not the store of program versions.

Note: Note: The stem is loosely worded as served; the temporary files are the ones that hold intermediate versions of running programs. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 74 Computer

Which of the following is not an example of a pointing device?

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

A. A bar code reader reads codes, it is not a pointing device.

B. A mouse is a pointing device.

C. A pointing stick is a pointing device.

D. A touchpad is a pointing device.

Question 75 Computer

cable consists of an inner copper core and a second conducting outer sheath.

- A. Twisted-pair
- B. Coaxial ✓ **Correct answer**

- D. [fourth option not shown in the reproduction]

A. Twisted-pair cable has no conducting outer sheath.

B. Coaxial cable has an inner copper core and a second conducting outer sheath.

C. Fiber-optic cable uses light, not a copper core and sheath.

D. [fourth option not shown in the reproduction]

Note: Note: The reproduction serves only three options for this question; the fourth option's text is not shown. The answer, coaxial cable, is verified regardless. Decided by the assistant under the owner's 8 Nov 2026 delegation.

Question 76 Computer

Software mistakes during coding are known as?

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

A. Errors is a general term, but coding mistakes are called bugs.

B. Failures are system failures, not coding mistakes.

C. Software mistakes during coding are known as bugs.

D. Defects are faults found in testing, not the coding-stage term.

Question 77 Computer

A is a major database object used to display information in a printable page format.

- A. Form

- C. Report ✓ **Correct answer**
- D. Table

A. A form enters data, it is not the printable display object.

B. A query retrieves data, it is not the printable display object.

C. A report is the database object used to display information in a printable page format.

D. A table stores data, it is not the printable display object.

Question 78 Computer

All computers must have:

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

A. All computers must have an operating system.

B. A keyboard is not required by every computer.

C. A word processor is not required by every computer.

D. A printer is not required by every computer.

Question 79 Computer

Paint programs keep track of every placed on the screen.

- A. Image
- B. Object
- C. Pixel ✓ **Correct answer**
- D. Color

grams track pixels, not whole images.

B. Paint programs track pixels, not objects.

C. Paint programs keep track of every pixel placed on the screen.

D. Paint programs track pixels, not just colours.

Question 80 Computer

Which of the following commands enables users to set slide timings?

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

A. Set up Show controls show settings, not slide timings.

B. Slide Transition sets transitions, not timings.

C. Rehearse Timings lets users set slide timings.

D. Custom Animation sets animations, not timings.

Question 81 Computer

A television broadcast is an example of transmission.

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

A. A television broadcast is one-way, so it is simplex transmission.

B. Half-duplex allows two-way traffic in turn, which TV is not.

x allows simultaneous two-way traffic, which TV is not.

D. Automatic is not a transmission mode.

Question 82 Computer

Which topology requires a central controller or hub?

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

A. Mesh has no central controller.

B. Star topology requires a central controller or hub.

C. Bus has no central controller.

D. Ring has no central controller.

Question 83 Computer

In Microsoft PowerPoint in order to see all the slides on one screen use:

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

A. View, Slide Sorter shows all the slides on one screen.

B. View, Slide shows one slide at a time.

C. View, Master shows the master, not all slides.

D. View, Slide Show runs the presentation, it does not show all slides.

84 Computer

Which function automatically totals a column or row of values?

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

A. TOTAL is not the Excel function name.

B. ADD is not the Excel function name.

C. The SUM function automatically totals a column or row.

D. AVG calculates an average, not a total.

Question 85 Computer

To text, you select it, hold down the mouse button, and move the mouse.

- A. Cut
- B. Draw
- C. Paste
- D. Drag ✓ **Correct answer**

A. Cut removes text, it is not the mouse-move action.

B. Draw creates shapes, it is not the mouse-move action.

C. Paste inserts text, it is not the mouse-move action.

D. To drag text, you select it, hold the mouse button and move the mouse.

Question 86 Computer

This feature recognizes and corrects commonly misspelled words:

- B. AutoFormat
- C. AutoCorrect ✓ **Correct answer**
- D. Spell Check

A. AutoComplete completes words, it does not correct misspellings.

B. AutoFormat formats text, it does not correct misspellings.

C. AutoCorrect recognizes and corrects commonly misspelled words.

D. Spell Check finds errors but does not auto-correct them.

Question 87 Computer

Another word for pointer is

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

A. A pixel is a picture element, not a pointer.

B. Another word for pointer is cursor.

C. Point is not the name for a pointer.

D. Monochrome is a display mode, not a pointer.

Question 88 Computer

A word in a web page that, when clicked, opens another document.

- A. URL
- B. Hyperlink ✓ **Correct answer**
- C. Reference

A. A URL is an address, not the clickable word itself.

B. A word in a web page that opens another document when clicked is a hyperlink.

C. A reference is a citation, not the clickable word.

D. An anchor is the target, not the clickable word itself.

Question 89 Computer

To move to the end of a line of text, press the key.

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

A. Page up moves up a screen, not to the end of a line.

B. A does not move to the end of a line.

C. Enter starts a new line, it does not move to the end of one.

D. The End key moves to the end of a line of text.

Question 90 Computer

This will eliminate gaps in justified text in a Word document.

- A. Hyphenation ✓ **Correct answer**
- B. Hanging indents
- C. Pagination
- D. Cross-referencing

A. Hyphenation eliminates gaps in justified text.

ndents do not eliminate gaps in justified text.

C. Pagination controls page breaks, not gaps in justified text.

D. Cross-referencing links text, it does not eliminate gaps.

Question 91 Computer

Which of the following protocol provide email facility among different hosts?

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

A. FTP transfers files, it does not provide email.

B. SMTP provides email facility among different hosts.

C. HTTP serves web pages, it does not provide email.

D. TELNET is remote login, it does not provide email.

Question 92 Computer

Which of the following features determines how the contents of a cell are positioned in the cell?

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

A. AutoComplete completes entries, it does not position cell contents.

B. Cell Alignment determines how the contents of a cell are positioned.

a general term, not the positioning feature.

D. Pick from List offers existing entries, it does not position contents.

Question 93 Computer

You want to create a built-in cover page for your report. You go to the:

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

A. The Page Layout tab does not hold built-in cover pages.

B. Built-in cover pages are on the Insert tab.

C. The References tab does not hold cover pages.

D. The Themes menu changes themes, it does not hold cover pages.

Question 94 Computer

In Microsoft PowerPoint the best place to find animated images for your presentation is:

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

A. Microsoft Online is the best place to find animated images for a presentation.

B. PowerPoint tools do not hold the animated image library.

C. Word Clipart is not the best place for animated images.

D. Not all of these are the best place, only Microsoft Online.

95 Computer

How are font sizes specified?

- A. Pixels
- B. Spaces
- C. Points ✓ **Correct answer**
- D. Picas

A. Font sizes are not specified in pixels.

B. Font sizes are not specified in spaces.

C. Font sizes are specified in points.

D. Font sizes are not specified in picas.

Question 96 Computer

Which mathematical operator is represented by an asterisk 0?

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

A. The asterisk does not represent exponentiation.

B. The asterisk does not represent addition.

C. The asterisk does not represent subtraction.

D. The asterisk represents multiplication.

Question 97 Computer

Which of the following memory is non volatile?

- B. ROM ✓ **Correct answer**
- C. DRAM
- D. SDRAM

A. RAM is volatile memory.

B. ROM is non-volatile memory.

C. DRAM is volatile memory.

D. SDRAM is volatile memory.

Question 98 Computer

CBT stands for?

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

A. CBT stands for Computer Based Testing.

B. CBT is not Computer Based Trade.

C. CBT is not Certificate Based Training.

D. CBT is not City of Big Towers.

Question 99 Computer

Objects on the slide that hold text are called?

- A. Placeholders ✓ **Correct answer**
- B. Object holders
- C. Auto layout

A. Objects on the slide that hold text are called placeholders.

B. Object holders is not the term for text-holding slide objects.

C. Auto layout is a layout type, not the text-holding object.

D. Text holders is not the term; placeholders is.

Question 100 Computer

Reusable optical storage will typically have the acronym

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

A. CD is not the reusable acronym itself.

B. Reusable optical storage typically carries the RW acronym, as in CD-RW and DVD-RW.

C. DVD is a disc type, not the reusable acronym.

D. ROM is read-only, the opposite of reusable.

This paper remains the paper of the Punjab Public Service Commission. Ranjha Solutions branding is on this solved presentation only — the paper is not owned by Ranjha Solutions. PPSC publishes no past papers officially.

Past papers are **free** — no charge is taken from any student for papers. General Knowledge answers are as of the 2016 sitting.

Source: http://atifpedia.blogspot.com/2019/06/ppsc-data-entry-operator-in-special-branch-2016.html (accessed 8 Nov 2026). See the source note on this page about the fold-in corrections.