Data Entry Operator, Punjab Police Department — 2016 · Solved Past Paper

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator, Punjab Police Department · **Year:** 2016 · **Questions:** 100 in the original paper — **96 solved and verified**, 4 excluded as defective (Q8, Q17, Q65, Q76) · **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: PACE GK Academy reproduction (question page /PPSC-Past-Paper-Question/188 + PDF generatepaperpdf/188, 100 items in paper order, with answer key). 9 printed keys corrected on independent evidence: Q1 (printed D 3000, filed B 4950), Q9 (printed D domain server down, filed C Stale file handle), Q35 (printed A, filed D Both A and C), Q43 (printed D Snap to Grid, filed B Distribute), Q54 (printed A shortcut, filed B macro), Q62 (printed D, filed C At the insertion point), Q64 (printed B 12, filed A 10), Q66 (printed C Exponents, filed D Syntax), Q88 (printed C DPART, filed A DSUM). 2 PICK-ONE: Q6 (I-beam — B and C both describe the same action; printed key B followed), Q96 (.soc read as misprint of .doc; .rft read as misprint of .rtf, also compatible; printed key B followed). 4 DEFECTIVE-excluded: Q8 (stem incomplete — no distance or arrival time), Q17 (stem unintelligible), Q65 (dial-up not offered; Static is not a connection type), Q76 (no head count given). Q66 and Q67 are the same question printed twice and are filed twice, as printed. Source identity: PACE 189 is the Special Branch DEO 2016 sitting (stem overlap vs Atif Pedia), so PACE 188 is the Punjab Police Department sitting by elimination. Dedup 13 Nov 2026 vs the live library and built files: max 2 exact stems and max 9 fuzzy stems vs any one built paper (9 vs 37pk, the sibling Special Branch sitting) — no duplicate.

1 Basic Mathematics

What is the sum of this series 1,2,3,4,.....99

- A. 1500
- B. 4950 ✓ **Correct answer**
- C. 2500
- D. 3000

A. 1500 is far too small: the sum of 1 to 99 is nearly 5000.

B. Correct: the sum of 1 to n is n(n+1)/2, so 99 × 100/2 = 4950.

C. 2500 is roughly half the true sum.

D. The printed key, but 3000 is wrong: 99 × 100/2 = 4950.

Note: Note: the printed key gives D (3000); the filed answer is B (4950) — the sum of 1 to 99 is 99 × 100/2 = 4950.

Question 2 Computer Studies

The most common types of storage devices are_____.

- A. Magnetic ✓ **Correct answer**
- B. Optical
- C. Flash
- D. Persistent

A. Correct: magnetic storage (hard disk drives) was the most common type of storage device at the sitting date.

B. Optical discs (CD/DVD) are common but were not the most common storage type.

C. Flash storage (USB drives, SSDs) was growing but was not yet the most common type.

D. "Persistent" describes storage that keeps data without power; it is not a type of storage

Question 3 Computer Studies

What category of function is used in this formula? =PMT(C10/12, C8, C9)

- A. Logical
- B. Financial ✓ **Correct answer**
- C. Payment
- D. Statistical

A. Logical functions (IF, AND, OR) test conditions; PMT is not one of them.

B. Correct: PMT (payment) is a Financial function in Excel.

C. "Payment" is not an Excel function category; PMT belongs to the Financial category.

D. Statistical functions (AVERAGE, STDEV) analyse data; PMT is not one of them.

Note: Note: the reproduction prints the formula garbled as "=PMT(C10/12, c8 ,c9 1)"; the filed stem carries the cleaned formula "=PMT(C10/12, C8, C9)".

Question 4 Basic Mathematics

Which is the largest fraction?

- A. 3/4
- B. 4/5
- C. 7/8 ✓ **Correct answer**
- D. 7/9

A. 3/4 = 0.75, smaller than 7/8.

B. 4/5 = 0.80, smaller than 7/8.

C. Correct: 7/8 = 0.875, the largest of the four.

ut 0.78, smaller than 7/8.

Question 5 Computer Studies

Each sector on a hard drive stores_____bytes of data.

- A. 64
- B. 512 ✓ **Correct answer**
- C. 1,024
- D. 1Glga

A. A sector does not store 64 bytes.

B. Correct: the traditional sector size on a hard drive is 512 bytes.

C. 1024 bytes is a kilobyte, not a sector.

D. "1Glga" is garbled text in the reproduction, not a size.

Note: Note: option D is printed garbled as "1Glga" in the reproduction; it is filed as printed.

Question 6 Computer Studies

What does an I-beam facilitate?

- A. Locating text
- B. Highlighting text ✓ **Correct answer**
- C. Dragging and selecting text
- D. Formatting text

A. The I-beam does show where text will be inserted, but that is not the best description of what it facilitates.

B. Correct (PICK-ONE): the I-beam is the text cursor, and dragging it highlights (selects) text.

the I-beam to select text is the same action as highlighting; both B and C describe it.

D. The I-beam does not format text; formatting is done with toolbar commands. PICK-ONE, decided by assistant under the owner's 8 Nov 2026 delegation: the I-beam is the text-selection cursor, so both "highlighting text" (B) and "dragging and selecting text" (C) describe the same action; the printed key B is followed.

Question 7 Computer Studies

An unauthorized user is a network _____issue.

- A. Performance
- B. Reliability
- C. Security ✓ **Correct answer**
- D. All of these

A. An unauthorised user is not a performance issue.

B. An unauthorised user is not a reliability issue.

C. Correct: unauthorised access is a network security issue.

D. Wrong, because only security fits.

Question 8 Basic Mathematics

A car left Lahore at 7.12 am and arrived at a certain place 180 miles per hour

- A. 42
- B. 44
- C. 46
- D. 48

No answer is given for this question, and none is taught. DEFECTIVE — EXCLUDED, no answer taught (The stem is incomplete in the reproduction (confirmed in the PACE PDF

eft Lahore at 7.12 am and arrived at a certain place 180 miles per hour" gives no distance, no arrival time and no coherent speed, so no travel time can be worked out. The printed key (D, 48) is rejected.)

A. No travel time, distance or speed is given that yields 42.

B. No travel time, distance or speed is given that yields 44.

C. No travel time, distance or speed is given that yields 46.

D. The printed key, but no travel time, distance or speed is given that yields 48.

Question 9 Computer Studies

Which of the following is not a not major reason for an email bounce?

- A. Bad user account name
- B. Bad domain name
- C. Stale file handle ✓ **Correct answer**
- D. Domain server is down

A. A bad account name is a real cause of an email bounce.

B. A bad domain name is a real cause of an email bounce.

C. Correct: a "stale file handle" is an NFS file-system error, not a cause of an email bounce.

D. The printed key, but a down mail server is a real cause of an email bounce, so it is not the answer.

Note: Note: the printed key gives D (domain server is down); the filed answer is C (Stale file handle) — a down mail server is a genuine bounce cause, while a stale file handle is an NFS error unrelated to email.

10 Computer Studies

When you insert a comment in a document. the comment appears in a:

- A. New window
- B. Sidebar
- C. Balloon ✓ **Correct answer**
- D. Sticky

A. A comment does not open in a new window.

B. A comment does not appear in a sidebar.

C. Correct: in Word, an inserted comment appears in a balloon in the margin.

D. A comment is not called a "sticky".

Question 11 Computer Studies

Which function automatically totals a column prow of values?

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

A. There is no TOTAL function in Excel.

B. There is no ADD function in Excel.

C. Correct: the SUM function totals a column or row of values.

D. There is no AVG function in Excel (AVERAGE is the function, and it averages rather than totals).

the information inside your table needs to be sorted alphabetically. To do this you go to:

- A. Table Tools Design
- B. Page Layout
- C. Home tab > Paragraph group
- D. Table Tools Layout ✓ **Correct answer**

A. Sorting is not done from the Table Tools Design tab.

B. Page Layout does not sort table contents.

C. The Paragraph group has no table sort command.

D. Correct: in Word, a table is sorted from the Table Tools Layout tab (Sort command).

Note: Note: the reproduction prints the options as "Table Tppls Design" and "Table Toos Layout"; the filed options carry the correct spelling "Table Tools Design" and "Table Tools Layout".

Question 13 Basic Mathematics

What is the missing number? 1 4 9 ? 25

- A. 15
- B. 16 ✓ **Correct answer**
- C. 17
- D. 18

A. 15 is not a square number.

B. Correct: the series is the squares 1, 4, 9, 16, 25, so the missing number is 16.

C. 17 is not a square number.

D. 18 is not a square number.

14 Computer Studies

Why might you hide worksheets in a workbook?

- A. The file is smaller
- B. The file is larger
- C. Some data is private ✓ **Correct answer**
- D. Some data is formatted

A. Hiding a sheet does not shrink the file.

B. Hiding a sheet does not enlarge the file.

C. Correct: worksheets are hidden to keep their data out of view, for example because it is private.

D. Formatting is not a reason to hide a sheet.

Question 15 Computer Studies

User-developed instructions for Excel are called:

- A. Programs
- B. Macros ✓ **Correct answer**
- C. Procedures
- D. All of these

A. "Programs" is too general; the Excel term is macros.

B. Correct: user-developed instructions in Excel are called macros.

C. Procedures is the programming term, not the Excel term.

D. Wrong, because only macros is the Excel term.

16 Computer Studies

What term describes a picture that has been resized by a percentage?

- A. Cropped
- B. Flipped
- C. Stretched
- D. Scaled ✓ **Correct answer**

A. Cropping cuts off part of a picture, not resizing it by a percentage.

B. Flipping mirrors a picture, not resizing it by a percentage.

C. Stretching changes proportions; resizing by a percentage is called scaling.

D. Correct: a picture resized by a percentage is said to be scaled.

Question 17 Computer Studies

How can words be separated by a range of names?

- A. With a space
- B. With a comma
- C. With a period
- D. With a colon

No answer is given for this question, and none is taught. DEFECTIVE — EXCLUDED, no answer taught (The stem is unintelligible: "How can words be separated by a range of names?" has no sensible meaning — no reading of "a range of names" makes any of the four options a correct answer. The printed key (C, With a period) is rejected.)

A. A space separates words, but the stem asks about "a range of names", which is meaningless here.

B. A comma separates list items, but the stem asks about "a range of names", which is meaningless here.

d key, but a period ends a sentence; the stem asks about "a range of names", which is meaningless here.

D. A colon introduces a list, but the stem asks about "a range of names", which is meaningless here.

Question 18 Computer Studies

A Word template stores common documents:

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

A. A template stores more than content; it stores the document's structure.

B. Correct: a Word template stores the common structure of documents (styles, layout, boilerplate).

C. A template stores styles, but the textbook answer for what a template stores is its structure.

D. A theme is a set of colours and fonts, not what a template stores.

Question 19 Computer Studies

In which view does a page break appear as a black dashed line on the screen?

- A. Normal ✓ **Correct answer**
- B. Page Break Preview
- C. Page Layout
- D. Custom

A. Correct: in Normal (Draft) view, a page break appears as a black dashed line on the screen.

k Preview is an Excel view, not a Word view.

C. In Page Layout (Print Layout) view, page breaks appear as actual page ends, not dashed lines.

D. There is no "Custom" view that shows page breaks this way.

Note: Note: the reproduction prints option B as "Page Bresk Preview"; the filed option carries the correct spelling "Page Break Preview".

Question 20 English

The Synonym of "Commence" is:

- A. To End
- B. To Begin ✓ **Correct answer**
- C. Nearing Finish
- D. To Run

A. "To end" is the opposite of commence.

B. Correct: to commence means to begin.

C. Nearing finish means almost ending, the opposite of commence.

D. To run means to move quickly, not to commence.

Question 21 Basic Mathematics

A man is 24 years older than his son. In two years, his age will be twice the age of his son. The present age of his son is:

- A. 14 years
- B. 18 years
- C. 20 years
- D. 22 years ✓ **Correct answer**

were 14, the father would be 38; in two years 40 is not twice 16.

B. If the son were 18, the father would be 42; in two years 44 is not twice 20.

C. If the son were 20, the father would be 44; in two years 46 is not twice 22.

D. Correct: son 22, father 46; in two years 24 and 48, and 48 is twice 24.

Question 22 General Knowledge

Find the odd man out

- A. Carrot
- B. Cucumber ✓ **Correct answer**
- C. Onion
- D. Ginger

A. Carrot is an underground root vegetable.

B. Correct: carrot, onion and ginger all grow underground, while cucumber grows above ground on a vine.

C. Onion is an underground bulb vegetable.

D. Ginger is an underground rhizome.

Question 23 Computer Studies

If the code for JAVA is LCXC what is the code for BASIC?

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

A. CBJTD shifts each letter by only +1.

LCXC shifts each letter by +2 (J→L, A→C, V→X, A→C), so BASIC → DCUKE (B→D, A→C, S→U, I→K, C→E).

C. EDVLF shifts each letter by +3.

D. FEWMG shifts each letter by +4.

Question 24 Computer Studies

For what can you use Outlook Task?

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

A. Managing client data is a contacts task, not an Outlook Task.

B. Sending email is a mail task, not an Outlook Task.

C. Scheduling is a calendar task, not an Outlook Task.

D. Correct: Outlook Tasks are used to manage to-do items.

Note: Note: the reproduction prints the stem and options with misspellings ("Outlool Task", "recieve", "Schedile", "meeting s"); the filed stem and options carry the correct spellings.

Question 25 Computer Studies

What Do-while is an _____ loop.

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

controlled loop checks its condition before the body; a do-while does not.

B. Correct: a do-while loop checks its condition after the body, so it is an exit-controlled loop.

C. There is no such term as "entry enrolled" loop.

D. Wrong, because exit control is among the options.

Question 26 Computer Studies

What should follow the sheet name in a 3-d formula?

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

A. A colon does not follow the sheet name in a 3-D formula.

B. Parentheses do not follow the sheet name.

C. A period does not follow the sheet name.

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

Question 27 Basic Mathematics

Excel would evaluate the formula, =20*10/5*8, and return this answer.

- A. 5
- B. 6.25
- C. 320 ✓ **Correct answer**
- D. 232

A. 5 does not follow from the arithmetic.

not follow from the arithmetic.

C. Correct: multiplication and division are done left to right: 20 × 10 = 200, 200 ÷ 5 = 40, 40 × 8 = 320.

D. 232 does not follow from the arithmetic.

Question 28 Computer Studies

What do you see if you hover the mouse over a chart object?

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

A. A Key Tip is the keyboard shortcut label on the ribbon, not a hover label.

B. Correct: hovering the mouse over a chart object shows a Screen Tip.

C. There is no "Chart Tip" in Excel.

D. There is no "Chart Key" in Excel.

Question 29 Basic Mathematics

Afzal mixed 40% kerosene solution to 25% kerosene solution hence obtaining 30% kerosene solution. in what ratio were the both solution mixed.

- A. 3:1
- B. 2:3
- C. 1:2 ✓ **Correct answer**
- D. 3:2

A. 3:1 would give a 36.25% mixture, not 30%.

B. 2:3 would give a 31% mixture, not 30%.

y alligation, the ratio is (30−25):(40−30) = 5:10 = 1:2.

D. 3:2 would give a 34% mixture, not 30%.

Question 30 Computer Studies

Protecting a worksheet means:

- 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
- D. To lock cells in the worksheet so that a user cannot inadvertently change them ✓ **Correct answer**

A. Protection does not make every cell unchangeable; unlocked cells can still be edited.

B. Protection has nothing to do with hidden folders.

C. Protection does not freeze the whole sheet; it locks the protected cells.

D. Correct: protecting a worksheet locks its cells so they cannot be changed by accident.

Question 31 Basic Mathematics

A driver drives 8 km South then 6 km W. and 2 km S. again. She then drives 3 km E. to avoid a traffic jam before driving 6 km N. How many kilometres is she from her starting point?

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

A. 4 km is not the straight-line distance from the start.

B. Correct: the driver ends 4 km south and 3 km west of the start, so the distance is $\sqrt{(4^2 +$

C. 6 km is not the straight-line distance from the start.

D. 7 km is not the straight-line distance from the start.

Note: Note: the reproduction prints "the 06 km W."; the filed stem carries "6 km W.".

Question 32 Computer Studies

Which of the following is reliable communication?

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

A. Correct: TCP (Transmission Control Protocol) is the reliable, connection-oriented protocol.

B. IP is an unreliable, best-effort protocol.

C. UDP is an unreliable, connectionless protocol.

D. Wrong, because TCP is among the options.

Question 33 Computer Studies

What term describes shaped text?

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

A. There is no "TextArt" feature.

o "TextWord" feature.

C. Correct: WordArt is the feature that creates shaped (decorative) text.

D. There is no "WordText" feature.

Question 34 Basic Mathematics

If ADD = 9, BAD = 7, and CAD = 8, what is the value of ADA?

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

A. 3 does not follow from the letter values.

B. 4 does not follow from the letter values.

C. 5 does not follow from the letter values.

D. Correct: 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.

Note: Note: the reproduction prints "da value" in the stem; the filed stem carries "the value".

Question 35 Computer Studies

Which of the following will determine your choice of systems software for your computer?

- 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 ✓ **Correct answer**

n compatibility matters, but it is only half the answer.

B. Price does not determine which system software fits the machine.

C. Hardware compatibility matters, but it is only half the answer.

D. Correct: the choice of system software depends on both application compatibility and hardware compatibility.

Note: Note: the printed key gives A (application compatibility only); the filed answer is D (Both A and C) — system software must be compatible with both the applications and the hardware.

Question 36 Computer Studies

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

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

A. "Robust" means sturdy, not removable while running.

B. "Dynamic" does not mean removable while running.

C. Correct: a drive that can be removed or inserted while the computer is running is hot swappable.

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

Question 37 Computer Studies

Before you create labels such as name tags, specify the size by selecting:

- A. Label Options ✓ **Correct answer**

- C. Format
- D. Templates

A. Correct: before creating labels you specify their size in the Label Options dialog.

B. Layout does not set the label size.

C. Format does not set the label size.

D. Templates do not set the label size.

Question 38 Basic Mathematics

A man buys an item for Rs. 1400 and sells it at a loss of 15% . What is the selling price of the item?

- A. Rs. 1090
- B. Rs. 1160
- C. Rs. 1190 ✓ **Correct answer**
- D. Rs. 1202

A. 1090 is a loss of about 22%, not 15%.

B. 1160 is a loss of about 17%, not 15%.

C. Correct: 1400 × 0.85 = 1190.

D. 1202 is not 85% of 1400.

Question 39 Computer Studies

In a Rich Text content control field, the text:

- A. Can be formatted ✓ **Correct answer**
- B. Cannot be formatted
- C. Is limited to lower case

not contain space

A. Correct: text in a Rich Text content control can be formatted (bold, italic, fonts).

B. Wrong: rich text controls allow formatting, unlike plain text controls.

C. Rich text has no case restriction.

D. Rich text can contain spaces.

Note: Note: the reproduction prints the stem as "In a Rich Text content control field, the text :"; the filed stem carries the cleaned wording.

Question 40 Computer Studies

In the formula, = 10 + 5+15+25/5, Excel computes this first.

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

A. Addition is done after division in Excel's order of operations.

B. Addition is done after division.

C. Correct: Excel computes division first, so 25/5 is evaluated before the additions.

D. Addition is done after division.

Question 41 Computer Studies

Where is the address of the active cell displayed?

- A. Row heading
- B. Status bar
- C. Name Box ✓ **Correct answer**

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

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

C. Correct: the Name Box, at the left of the formula bar, displays the address of the active cell.

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

Question 42 General Knowledge

Find odd man out

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

A. Japan is a country.

B. China is a country.

C. Correct: Japan, China and Canada are countries, while London is a city.

D. Canada is a country.

Note: Note: the reproduction prints option C as "LOndon"; the filed option carries the correct spelling "London".

Question 43 Computer Studies

You can evenly adjust spacing in columns and rows by using the Table Tool called:

- A. Equalize
- B. Distribute ✓ **Correct answer**

- D. Snap to Grid

A. There is no "Equalize" table tool.

B. Correct: the Distribute Rows / Distribute Columns command evens out spacing in rows and columns.

C. There is no "Mirror" table tool.

D. The printed key, but Snap to Grid aligns objects to a grid; it does not even out row and column spacing.

Note: Note: the printed key gives D (Snap to Grid); the filed answer is B (Distribute) — the Distribute command evens out spacing in columns and rows.

Question 44 Computer Studies

This describes the size, weight, and spacing of a character in a Word document.

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

A. Correct: the font describes a character's size, weight and spacing.

B. A typeface is the design family (e.g. Arial), not the size and weight.

C. Points measure size only, not weight and spacing.

D. Typography is the art of arranging type, not the term for a character's size, weight and spacing.

45 Computer Studies

When you want to combine cells in any given table row, you:

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

A. Correct: combining cells in a table row is called merging cells.

B. There is no "Simplify" command for table cells.

C. "Join" is not the Word term for combining table cells.

D. Linking connects documents or data; it does not combine table cells.

Question 46 Computer Studies

There are two different ways to insert content from one application into another- embedding and.

- A. Importing
- B. Integrating
- C. Linking ✓ **Correct answer**
- D. Bookmarking

A. Importing copies content in, but the pair with embedding is linking.

B. "Integrating" is not the name of the second method.

C. Correct: the two ways are embedding and linking (OLE).

D. Bookmarking marks a place in a document; it is not an insertion method.

47 Computer Studies

What term describes a feature that gives Excel enhanced capability?

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

A. Trend lining is a chart feature, not the name for enhanced capability.

B. There is no "enhancement bit" feature.

C. A thumbnail is a small preview image, not an enhancement feature.

D. Correct: an add-in is a feature that gives Excel enhanced capability.

Question 48 Basic Mathematics

A cube has a volume of 08 cubic meters. if each side is doubled in lenght what will its new volume be in cubic meters?

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

A. 16 would be the volume if each side were doubled from 2 to 4 and the volume scaled by 2 only; volume scales by the cube.

B. 32 is not the new volume.

C. 48 is not the new volume.

D. Correct: the cube's volume is 8, so each side is 2; doubling the side to 4 gives $4^3 = 64$.

Note: Note: the reproduction prints the volume as "08 cubic meters"; the filed stem keeps

means 8.

Question 49 Computer Studies

The best tool to use to create a hierarchical flow chart in word is:

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

A. WordArt makes decorative text, not flow charts.

B. Shapes can draw boxes, but the best tool for a hierarchical chart is SmartArt.

C. Correct: SmartArt provides ready-made hierarchical (organisation chart) graphics.

D. Tables arrange data in rows and columns, not hierarchical charts.

Question 50 Basic Mathematics

Insert the missing number. 3,7,6,5,9,3,12,1,15, (....)

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

A. 18 does not continue the pattern.

B. 13 does not continue the pattern.

C. Correct: the series interleaves 3, 6, 9, 12, 15 (adding 3) and 7, 5, 3, 1, −1 (subtracting 2), so the next term is −1.

D. 3 does not continue the pattern.

51 Basic Mathematics

What is the least number by which 294 should be multiplied to make it perfect square

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

A. 294 × 2 = 588 = $2^2 \times 3 \times 7^2$, not a perfect square.

B. 294 × 3 = 882 = $2 \times 3^2 \times 7^2$, not a perfect square.

C. Correct: 294 = $2 \times 3 \times 7^2$, so multiplying by 2 × 3 = 6 gives 1764 = 42^2.

D. 294 × 12 = 3528, not a perfect square.

Question 52 Basic Mathematics

The average weight of A,B and C is 45Kg. if the average weight of A and B be 40Kg and that of be B and C be 43 Kg, then weight of B is?

- A. 17Kg
- B. 20 Kg
- C. 26 Kg
- D. 31 Kg ✓ **Correct answer**

A. 17 kg does not satisfy the three averages.

B. 20 kg does not satisfy the three averages.

C. 26 kg does not satisfy the three averages.

D. Correct: A + B + C = 135, A + B = 80, B + C = 86, so B = 80 + 86 − 135 = 31 kg.

53 Basic Mathematics

A vessel is filled to its capacity with pure milk. Ten liters milk is withdrawn from it and replaced by water. The procedure is repeated again. The vessels now have 32 liters of mil. Find the capacity of the vessels(in liters)

- A. 40
- B. 45
- C. 50 ✓ **Correct answer**
- D. 55

A. A 40-litre vessel would hold less than 32 litres of milk after two withdrawals.

B. 45 litres does not satisfy the two-replacement equation.

C. Correct: if the capacity is V, then $(V - 10)^2/V = 32$, giving V = 50 litres.

D. 55 litres does not satisfy the two-replacement equation.

Question 54 Computer Studies

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

- A. A shortcut
- B. A macro ✓ **Correct answer**
- C. A keystroke
- D. A function

A. The printed key, but a shortcut is a key combination that runs a command, not a stored set of instructions and keystrokes.

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

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

n is a built-in calculation, not a stored set of keystrokes.

Note: Note: the printed key gives A (A shortcut); the filed answer is B (A macro) — a stored combination of instructions and keystrokes is a macro.

Question 55 Computer Studies

What is the name for a webpage address?

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

A. A directory is a folder on a server, not the name for a web page address.

B. A domain is the site name (e.g. example.com), not the full page address.

C. Correct: the address of a web page is its URL (Uniform Resource Locator).

D. A protocol (http, https) is only the first part of an address, not the address itself.

Note: Note: the reproduction prints the stem as "What is the name for a webpage adress?"; the filed stem carries the correct spelling "address".

Question 56 Computer Studies

To what does the term "page orientation" refer?

- A. An application that displays Web pages
- B. Combining two versions of the same document
- C. Code in a mail merge main document that shows where data will be inserted
- D. Whether a page is laid out vertically or horizontally ✓ **Correct answer**

A. That describes a web browser, not page orientation.

B. That describes comparing or merging documents, not page orientation.

…ibes a merge field, not page orientation.

D. Correct: page orientation is Portrait (vertical) or Landscape (horizontal).

Question 57 Computer Studies

A _____ is a data communication system with in a building, plant, or campus, or between nearby buildings.

- A. MAN
- B. LAN ✓ **Correct answer**
- C. WAN
- D. None of these

A. A MAN (Metropolitan Area Network) covers a city, not a single building or campus.

B. Correct: a LAN (Local Area Network) is a data communication system within a building, plant or campus.

C. A WAN (Wide Area Network) covers large distances, not a single building.

D. Wrong, because LAN is among the options.

Question 58 Computer Studies

Which is NOT a method of creating a table in MS Access?

- A. Datasheet View
- B. Design View
- C. Layout View ✓ **Correct answer**
- D. Template

A. Tables can be created in Datasheet View.

B. Tables can be created in Design View.

C. Correct: Layout View is a form/report view in Access, not a method of creating a table.

n be created from a template in Access.

Question 59 Computer Studies

When you are working on a document, Word automatically saves your document:

- A. Every 10 minutes ✓ **Correct answer**
- B. Every 10 Seconds
- C. When you close the document
- D. When you close the application

A. Correct: Word's AutoRecover automatically saves a document every 10 minutes by default.

B. Word does not auto-save every 10 seconds.

C. Word does not wait until closing to auto-save.

D. Word does not wait until closing the application to auto-save.

Question 60 Basic Mathematics

The price of certain item increased by X% per week over two successive weeks if at the beginning, 2 Kg was available for Rs. 80 and after two weeks they were available for Rs. 105.80, whats is value of X.

- A. 1.5
- B. 15 ✓ **Correct answer**
- C. 115
- D. 11.5

A. A weekly rise of 1.5% would give about Rs 82.42 after two weeks, not Rs 105.80.

B. Correct: $80 \times (1 + x/100)^2 = 105.80$ gives $(1 + x/100)^2 = 1.3225$, so $1 + x/100 = 1.15$ and $x = 15$.

eek would give about Rs 370 after two weeks, not Rs 105.80.

D. A weekly rise of 11.5% would give about Rs 99.45 after two weeks, not Rs 105.80.

Question 61 Computer Studies

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

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

A. Centre alignment centres text; it does not spread it across the cell.

B. Correct: Distributed alignment spreads the data across the full width of the cell.

C. Justify spreads text in Word paragraphs; the Excel alignment that spreads data is Distributed.

D. Indent moves text inward from the cell edge; it does not spread it.

Note: Note: the reproduction prints the stem as "Which aligment choice spreads the data across the width of cell?"; the filed stem carries the correct spelling "alignment".

Question 62 Computer Studies

Where does Word insert a table of contents?

- A. On the first page of the report
- B. After the cover page
- C. At the insertion point ✓ **Correct answer**
- D. Before the document title

A. Word does not force the table of contents onto the first page.

B. Word does not insert the table of contents after the cover page by rule.

Word inserts a table of contents at the current insertion point.

D. The printed key, but Word does not insert the table of contents before the document title.

Note: Note: the printed key gives D (Before the document title); the filed answer is C (At the insertion point) — Word inserts a table of contents where the cursor is.

Question 63 Computer Studies

When the Reviewing pane is open. the title of that pane is:

- A. Comments
- B. Revisions ✓ **Correct answer**
- C. Edits
- D. Changes

A. The Reviewing pane is not titled "Comments".

B. Correct: when the Reviewing pane is open, its title is "Revisions".

C. The Reviewing pane is not titled "Edits".

D. The Reviewing pane is not titled "Changes" (lower-case "changes" is also not the title).

Note: Note: the reproduction prints option D as "changes"; the filed option carries the capitalised form "Changes".

Question 64 Basic Mathematics

If $a - b = 3$ and $a^2 + b^2 = 29$, find the value of ab

- A. 10 ✓ **Correct answer**
- B. 12
- C. 15
- D. 18

− b)² = a² + b² − 2ab, so 9 = 29 − 2ab and ab = 10.

B. The printed key, but 12 does not satisfy $(a - b)^2 = 9$ with $a^2 + b^2 = 29$.

C. 15 does not satisfy the equations.

D. 18 does not satisfy the equations.

Note: Note: the printed key gives B (12); the filed answer is A (10) — from $(a - b)^2 = a^2 + b^2 - 2ab$, $9 = 29 - 2ab$, so $ab = 10$. The stem is filed cleaned as "If a − b = 3 and $a^2 + b^2 = 29$, find the value of ab" (the reproduction prints "If a _ b = 3 and a2= b2 =29find the value of ab").

Question 65 Computer Studies

Connections to the Internet using a phone line and a modem are called _____connections.

- A. Cache
- B. Memory
- C. Temp
- D. Static

No answer is given for this question, and none is taught. DEFECTIVE — EXCLUDED, no answer taught (No option is correct: a connection using a phone line and a modem is a dial-up connection, which is not offered. "Static" is not a connection type (a static IP is an address assignment). The printed key (D, Static) is rejected.)

A. Cache connections are not an internet connection type.

B. Memory connections are not an internet connection type.

C. Temp connections are not an internet connection type.

D. The printed key, but "static" is not a type of internet connection; the correct term (dial-up) is not among the options.

66 Computer Studies

The rules that dictate how the various parts of a formula are written in a table and elsewhere are called:

- A. Structure
- B. Functions
- C. Exponents
- D. Syntax ✓ **Correct answer**

A. "Structure" is not the name for the rules of writing formulas.

B. Functions are built-in calculations, not the rules for writing formulas.

C. The printed key for this item, but exponents are powers, not the rules for writing formulas.

D. Correct: the rules that dictate how the parts of a formula are written are called syntax.

Note: Note: the printed key gives C (Exponents); the filed answer is D (Syntax) — the rules for writing a formula are its syntax. The same question is printed again as Q67 with the printed key D, which confirms the correction.

Question 67 Computer Studies

The rules that dictate how the various parts of a formula are written in a table and elsewhere are called:

- A. Structure
- B. Functions
- C. Exponents
- D. Syntax ✓ **Correct answer**

A. "Structure" is not the name for the rules of writing formulas.

B. Functions are built-in calculations, not the rules for writing formulas.

s are powers, not the rules for writing formulas.

D. Correct: the rules that dictate how the parts of a formula are written are called syntax.

Note: Note: this question is a duplicate of Q66 (same stem, same options); it is filed twice as printed, and the printed key here (D, Syntax) is the correct one.

Question 68 Basic Mathematics

A sum of money at simple interest amounts to RS.815 in 3 years and RS.854in 4 years The sum is?

- A. Rs. 650
- B. Rs. 690
- C. Rs. 698 ✓ **Correct answer**
- D. Rs. 700

A. 650 would amount to less than Rs 815 in 3 years.

B. 690 would amount to less than Rs 815 in 3 years.

C. Correct: the yearly interest is 854 − 815 = 39, so the principal is 815 − 3 × 39 = 698.

D. 700 would amount to more than Rs 815 in 3 years at Rs 39 a year.

Question 69 Basic Mathematics

Which one of the following is not a prime number?

- A. 11
- B. 61
- C. 91 ✓ **Correct answer**
- D. 31

A. 11 is prime.

B. 61 is prime.

91 = 7 × 13, so it is not prime.

D. 31 is prime.

Question 70 Basic Mathematics

Which number will come next? 5,7,10,12,14,24,26

- A. 52
- B. 30
- C. 28 ✓ **Correct answer**
- D. 48

A. 52 does not continue the triple pattern.

B. 30 does not continue the triple pattern.

C. Correct: the series runs in triples (5, 7, 10), (12, 14, 24), (26, 28, 52), where the third number is the sum of the first two minus 2.

D. 48 does not continue the triple pattern.

Question 71 Computer Studies

_____is a technique that is used to send more than one call over a single line.

- A. Digitizing
- B. Duplexing
- C. Multiplexing ✓ **Correct answer**
- D. Streaming

A. Digitizing converts analogue signals to digital; it is not sending many calls over one line.

B. Duplexing is two-way communication, not many calls over one line.

C. Correct: multiplexing sends more than one call (signal) over a single line.

g is continuous media delivery, not many calls over one line.

Question 72 Computer Studies

What is the background for a chart called?

- A. Chart area ✓ **Correct answer**
- B. Chart grid
- C. Legend area
- D. Plot grid

A. Correct: the background of a chart is called the chart area.

B. There is no "chart grid" in Excel.

C. The legend area holds the series labels, not the background.

D. There is no "plot grid"; the plot area holds the data, and the chart area is the background.

Question 73 Computer Studies

What dialog box allows you to change a field name in Pivot Table?

- A. Field Options
- B. Field Pane
- C. Field Settings ✓ **Correct answer**
- D. Field Structure

A. There is no "Field Options" dialog for renaming a PivotTable field.

B. There is no "Field Pane" dialog for renaming a field.

C. Correct: the Field Settings dialog lets you change a field name in a PivotTable.

D. There is no "Field Structure" dialog in Excel.

74 English

What is synonym for Contradict?

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

A. To predict is to say what will happen, not to contradict.

B. To support is the opposite of to contradict.

C. External means outside, unrelated to contradict.

D. Correct: to contradict is to oppose by words, to say the opposite.

Question 75 Basic Mathematics

If the hour hand of a clock is turned anticlockwise from 2 pm to 9am through how many degrees will it have turned?

- A. 120 degree
- B. 150 degree ✓ **Correct answer**
- C. 165 degree
- D. 180 degree

A. 120° is 4 hours of movement, not the turn from 2 pm to 9 am anticlockwise.

B. Correct: going anticlockwise from 2 to 9 passes 1, 12, 11, 10, 9 — five hours, and 5 × 30° = 150°.

C. 165° is 5.5 hours, not the turn asked for.

D. 180° is 6 hours, not the turn asked for.

76 Basic Mathematics

A man has some hens and cows if the number of feet equals 140 then the number of hens will be?

- A. 22
- B. 23
- C. 24
- D. A

No answer is given for this question, and none is taught. DEFECTIVE — EXCLUDED, no answer taught (The stem is incomplete: "if the number of feet equals 140" gives only the total feet, with no total number of animals (heads), so the number of hens cannot be worked out. Option D is also printed garbled as "A". The printed key (A, 22) is rejected.)

A. No head count is given, so no number of hens can be worked out.

B. No head count is given, so no number of hens can be worked out.

C. No head count is given, so no number of hens can be worked out.

D. Option D is printed as "A", a garbled value, and no head count is given in any case.

Question 77 Computer Studies

The Sort command of the Data menu provides this capability.

- A. Multiple-row
- B. Multiple-column ✓ **Correct answer**
- C. Multiple-field
- D. Multiple-table

A. The Sort command sorts by columns (fields), not by multiple rows.

B. Correct: the Sort command of the Data menu sorts on multiple columns (multiple sort keys).

field" is not the Excel term for this capability.

D. Sorting does not work across multiple tables.

Question 78 Computer Studies

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

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

A. Cover pages are not found on the Page Layout tab.

B. Correct: a built-in cover page is inserted from the Insert tab.

C. The References tab holds tables of contents and citations, not cover pages.

D. Themes change colours and fonts, not cover pages.

Question 79 Computer Studies

Which view shows margins and the ruler?

- A. Normal
- B. Page Layout ✓ **Correct answer**
- C. Page Setup
- D. Review

A. Normal (Draft) view does not show margins and the ruler.

B. Correct: Page Layout (Print Layout) view shows the page margins and the ruler.

C. Page Setup is a dialog, not a view.

D. Review is a tab, not a view.

80 Computer Studies

Data that is copied from an application is stored in the_____

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

A. Data copied from an application is not stored in a driver.

B. Correct: copied data is held in the clipboard until it is pasted.

C. Data is not stored in a terminal.

D. Data is not stored in a prompt.

Note: Note: the reproduction prints option B as "Clipbouard"; the filed option carries the correct spelling "Clipboard".

Question 81 Basic Mathematics

Akram thought of a number add 7 multiplied by 3 took away 5 and divided by 4 to give an answer of 7 . What was the starting number ?

- A. 2
- B. 3
- C. 4 ✓ **Correct answer**
- D. 5

A. Working backwards: (2 + 7) × 3 − 5 = 22, and 22 ÷ 4 is not 7.

B. Working backwards: (3 + 7) × 3 − 5 = 25, and 25 ÷ 4 is not 7.

C. Correct: (4 + 7) × 3 = 33, 33 − 5 = 28, and 28 ÷ 4 = 7.

D. Working backwards: (5 + 7) × 3 − 5 = 31, and 31 ÷ 4 is not 7.

82 Computer Studies

Data communication requires

- A. Sender
- B. Receiver
- C. Transmission medium
- D. All of these ✓ **Correct answer**

A. A sender is needed, but it is only one of the requirements.

B. A receiver is needed, but it is only one of the requirements.

C. A transmission medium is needed, but it is only one of the requirements.

D. Correct: data communication needs a sender, a receiver and a transmission medium.

Question 83 Computer Studies

From what location are the 1st computer instructions available on boot up?

- A. ROM BIOS ✓ **Correct answer**
- B. CPU
- C. boot.ini
- D. CONFIG.SYS

A. Correct: on boot-up, the first computer instructions come from the ROM BIOS.

B. The CPU runs the instructions; it does not store the first ones.

C. boot.ini is a Windows start-up file, not the first instructions.

D. CONFIG.SYS is a DOS configuration file, not the first instructions.

Question 84 Computer Studies

If Excel disables and notifies you about a macro how can you enable the macro?

- B. Click the Macros button on the Developer tab
- C. Click the option in the security message panel ✓ **Correct answer**
- D. Close and reopen the workbook exclusively

A. Macro security is not enabled from the View tab.

B. The Developer tab runs macros; it does not dismiss the security notice.

C. Correct: when Excel disables a macro, you enable it from the option in the security message panel ("Enable Content").

D. Reopening does not enable the macro.

Note: Note: the reproduction prints option B as "Click the Macros bulton on the Developer tab"; the filed option carries the correct spelling "button".

Question 85 Computer Studies

What is the binary value of 200?

- A. 10010110
- B. 11010110
- C. 10110110
- D. 11001000 ✓ **Correct answer**

A. 10010110 is 150, not 200.

B. 11010110 is 214, not 200.

C. 10110110 is 182, not 200.

D. Correct: 128 + 64 + 8 = 200, which is 11001000 in binary.

86 Computer Studies

To open a template in Word first go to File and:

- A. Click New ✓ **Correct answer**
- B. Click Display
- C. Click Open
- D. Click Search

A. Correct: to open a template in Word, go to File and click New.

B. There is no "Display" command for opening a template.

C. Open opens an existing document, not a template.

D. Search does not open a template.

Note: Note: the reproduction prints option A as "Clipk New"; the filed option carries the correct spelling "Click New".

Question 87 Computer Studies

Asocial security number or a telephone number is considered to be this type of entry in a worksheet.

- A. Numeric
- B. Text ✓ **Correct answer**
- C. Value
- D. Formula

A. A social security or telephone number is not treated as a number for calculation.

B. Correct: numbers such as social security and telephone numbers are entered as text in a worksheet.

C. A value is a number used in calculation; these numbers are not.

ecurity number is not a formula.

Question 88 Computer Studies

Which of the following functions is a database function?

- A. DSUM ✓ **Correct answer**
- B. DGLAZE
- C. DPART
- D. DGROUP

A. Correct: DSUM is the Excel database function that sums values matching criteria.

B. DGLAZE is not a real Excel function.

C. The printed key, but DPART is not a real Excel function.

D. DGROUP is not a real Excel function.

Note: Note: the printed key gives C (DPART); the filed answer is A (DSUM) — DSUM is the database function; DGLAZE, DPART and DGROUP are not real Excel functions.

Question 89 Computer Studies

Find the odd man out :

- A. Coaxial cable
- B. Microwaves ✓ **Correct answer**
- C. Optical fiber
- D. Twisted pair wire

A. Coaxial cable is a guided (wired) transmission medium.

B. Correct: microwaves are an unguided (wireless) medium, while the other three are wired media.

C. Optical fiber is a guided (wired) transmission medium.

air wire is a guided (wired) transmission medium.

Question 90 Computer Studies

To have your macro available to all new documents you create store it in:

- A. My Documents
- B. Quick access
- C. The Normal template ✓ **Correct answer**
- D. The Macro Gallery

A. Storing a macro in My Documents does not make it available to all new documents.

B. Quick Access is a toolbar, not a macro store.

C. Correct: a macro stored in the Normal template (Normal.dotm) is available to all new documents.

D. There is no "Macro Gallery" in Word.

Question 91 Computer Studies

To move to the previous cell in a table inserted in a document press

- A. The Tab Key
- B. Alt+Table
- C. Shift + Tab ✓ **Correct answer**
- D. Backspace

A. Tab moves to the NEXT cell, not the previous one.

B. Alt+Table is not the shortcut for the previous cell.

C. Correct: Shift+Tab moves to the previous cell in a table.

D. Backspace deletes text; it does not move to the previous cell.

92 Computer Studies

To get step-by-step instructions as you go through the Word mail merge process using:

- A. A template
- B. The Mail Merge Wizard ✓ **Correct answer**
- C. The Mailing Table
- D. A macro

A. A template does not give step-by-step mail merge instructions.

B. Correct: the Mail Merge Wizard guides you step by step through mail merge.

C. There is no "Mailing Table" in Word.

D. A macro does not guide you through mail merge.

Question 93 Computer Studies

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

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

A. A form is used to enter and view data, not to print it in page format.

B. A query selects data; it is not the printable-page object.

C. Correct: 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-page object.

94 Basic Mathematics

The percentage increase in the area of a rectangle if each of its sides is increased by 20% is:

- A. 40%
- B. 42%
- C. 44% ✓ **Correct answer**
- D. 46%

A. 40% would be the increase if only the area's length grew by 20% twice over; both sides grow.

B. 42% does not follow from the figures.

C. Correct: the new area is 1.2 × 1.2 = 1.44 times the old area, an increase of 44%.

D. 46% does not follow from the figures.

Question 95 Computer Studies

When inserting a graphic into a worksheet you could go to ceil to ceil A1 by pressing

- A. SHIFT+HOME
- B. CTRL+HOME ✓ **Correct answer**
- C. ENTER + HOME
- D. ALT+HOME

A. Shift+Home selects to the start of the line; it does not go to A1.

B. Correct: Ctrl+Home moves to cell A1.

C. Enter+Home is not the shortcut to A1.

D. Alt+Home is not the shortcut to A1.

96 Computer Studies

To be compatible with previous versions of Microsoft Word a Wors 2013 document should be saved with this extension.

- A. docx
- B. .doc ✓ **Correct answer**
- C. .txt
- D. .rtf

A. .docx is the Word 2013 native format, not the format for compatibility with previous versions.

B. Correct (PICK-ONE): the Word 97–2003 format is .doc, which previous versions of Word can open.

C. A .txt file loses all Word formatting.

D. .rtf is also readable by earlier Word versions, so it is a rival reading; the printed key is .doc. PICK-ONE, decided by assistant under the owner's 8 Nov 2026 delegation: the reproduction prints ".soc" (read as a misprint of ".doc", the Word 97–2003 format) and ".rft" (read as a misprint of ".rtf", which is also compatible with earlier Word versions); the printed key B is followed.

Note: Note: the reproduction prints option B as ".soc" and option D as ".rft"; they are read as misprints of ".doc" and ".rtf" and filed with those spellings.

Question 97 Computer Studies

Which option displays fill color in alternate rows in an Excel table?

- A. Banded Rows ✓ **Correct answer**
- B. First Row
- C. Last Row
- D. Filled Rows

The Banded Rows option fills alternate rows with colour in an Excel table.

B. First Row formats only the first row, not alternate rows.

C. Last Row formats only the last row, not alternate rows.

D. There is no "Filled Rows" table style option.

Question 98 Computer Studies

What function displays a row?

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

A. Hyperlink creates a link, not a row display.

B. Index returns a value from a range, not a row display.

C. Correct: TRANSPOSE displays a row as a column (or a column as a row).

D. There is no "Rows" function in Excel.

Question 99 Computer Studies

When typing character search criteria Excel matches based on

- A. Alphabetical order ✓ **Correct answer**
- B. Capitalization
- C. Spelling
- D. Primary records

A. Correct: when typing character search criteria, Excel matches on alphabetical order.

B. Excel's search does not match on capitalization by default.

s not match search criteria on spelling.

D. "Primary records" is not a matching basis in Excel.

Question 100 Computer Studies

When you insert a picture into a document the default text-wrapping option is:

- A. Line with Text ✓ **Correct answer**
- B. None
- C. Tight
- D. Square

A. Correct: the default text-wrapping option for a picture inserted in Word is "In Line with Text".

B. "None" is not the default wrapping option.

C. Tight wrapping is an option, but not the default.

D. Square wrapping is an option, but not the default.

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: https://mail.pacegkacademy.com/generatepaperpdf/188 (accessed 8 Nov 2026). See the source note on this page about the fold-in corrections.