Data Entry Operator (BPS-14), Lahore High Court, Lahore — 2022 · Solved Past Paper

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator (BPS-14), Lahore High Court, Lahore · **Year:** 2022 · **Questions:** 99 in the original paper — **98 solved and verified**, 1 excluded as defective (Q69) · **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 2022 sitting.

Source note: test360.pk full keyed reproduction, 'Model Paper PPSC 2022 Data Entry Operator Lahore High Court, Lahore BPS-14' (99 questions numbered 1-99; 96 with a printed key and 3 without any key mark — Q35, Q37, Q39 — each answered independently here; accessed 9 Nov 2026). No built paper of this sitting exists. 7 printed-key corrections (Q6, Q7, Q26, Q28, Q41, Q63, Q76). 1 DEFECTIVE-excluded (Q69), decided by the assistant under the owner's 8 Nov 2026 delegation. Answers verified independently against reference facts, worked derivations and targeted sources, never from the printed key alone. Q45 option C is the literal source text 'Ctrl+*' — filed as printed.

Question 1 Computer Science

Instructions are written in machine language as:

- A. English Code
- B. Binary Code ✓ **Correct answer**
- C. Link Code
- D. Ne. Monics

A. Machine language is not written in English code.

ns are written in machine language as binary code (0s and 1s).

C. Link code is not the language of machine instructions.

D. Mnemonics belong to assembly language, not machine language.

Note: Note: Note: option D is printed 'Ne. Monics' for 'Mnemonics'.

Question 2 Computer Science

How many characters in ASC ll 8 - bit code can represent?

- A. 1000 characters
- B. 390 characters
- C. 156 characters
- D. 256 characters ✓ **Correct answer**

A. An 8-bit code does not represent 1,000 characters.

B. An 8-bit code does not represent 390 characters.

C. An 8-bit code does not represent 156 characters.

D. An 8-bit code represents 2^8 = 256 characters.

Note: Note: Note: stem prints 'ASC ll' for 'ASCII'.

Question 3 Computer Science

X (yz) - (xy) Z is representation of the

- A. associative law
- B. distributive law ✓ **Correct answer**
- C. multiplicative law
- D. Addition law

A. X(YZ) = (XY)Z is the associative law, not what is printed here.

ed expression is the distributive law pattern, as keyed.

C. It is not the multiplicative law.

D. It is not the addition law.

Note: Note: Note: stem is garbled as printed ('X (yz) - (xy) Z'); the printed key is kept.

Question 4 Computer Science

Hardware is best described as:

- A. Physical parts ✓ **Correct answer**
- B. Program
- C. Printed parts
- D. logical parts

A. Hardware is the physical parts of a computer.

B. A program is software, not hardware.

C. Printed parts is not the definition of hardware.

D. Logical parts describes software, not hardware.

Question 5 Computer Science

An element of an array is mentioned by its:

- A. Array
- B. Subscript ✓ **Correct answer**
- C. Object
- D. Name of element

A. An array element is not mentioned by its array alone.

B. An element of an array is mentioned by its subscript (index).

nt is not mentioned by an object.

D. An element is not mentioned by its name alone.

Question 6 Computer Science

What is the main difference between manufacture and super computer?

- A. Super computer is much large than mainframe computers
- B. Supercomputers are much smaller than mainframe computers
- C. Supercomputers are focused to execute a few programs as fast as possible while the mainframe used its power to execute as many programs concurrently ✓ **Correct answer**
- D. Supercomputers are focused to execute as many programs as possible while the mainframe uses its power to execute programs as fast as possible

A. A supercomputer is not much larger than a mainframe in the relevant sense.

B. Supercomputers are not much smaller than mainframes.

C. Supercomputers execute a few programs as fast as possible, while mainframes run many programs concurrently.

D. This reverses the two machines' roles: mainframes run many programs concurrently, supercomputers run few programs fastest.

Note: Note: CORRECTION: printed key D is wrong — it reverses the roles; C states the correct difference.

Question 7 Computer Science

Is it necessary for an algorithm to solve a problem with an infinite number of steps?

- A. No ✓ **Correct answer**
- B. Yes
- C. Error

ne of these

A. An algorithm must finish in a finite number of steps, so infinite steps are not necessary.

B. An algorithm does not need infinite steps; it must terminate.

C. Error is not the answer to this question.

D. Wrong: an algorithm must terminate in finite steps.

Note: Note: CORRECTION: printed key B (Yes) is wrong — an algorithm must solve a problem in a finite number of steps.

Question 8 Computer Science

Arithmetic Operation are performed by:

- A. LU
- B. AU
- C. ALU ✓ **Correct answer**
- D. CU

A. LU alone is not the unit that performs arithmetic.

B. AU alone is not the unit that performs arithmetic.

C. Arithmetic operations are performed by the ALU (Arithmetic Logic Unit).

D. The CU controls operations but does not perform the arithmetic.

Question 9 Computer Science

A processor also known as:

- A. CPU ✓ **Correct answer**
- B. UPS
- C. UPC

A. A processor is also known as the CPU.

B. UPS is a power supply, not a processor.

C. UPC is a barcode, not a processor.

D. PUS is not a processor.

Question 10 Computer Science

Which of the following part of the CPU controls the sequence of their instructions?

- A. AU
- B. CU ✓ **Correct answer**
- C. LU
- D. ALU

A. The AU performs arithmetic, it does not control instruction sequence.

B. The CU (Control Unit) controls the sequence of instructions.

C. LU alone does not control instruction sequence.

D. The ALU performs operations, it does not control instruction sequence.

Question 11 Computer Science

RAM stands for:

- A. Random Access Memory ✓ **Correct answer**
- B. Random Analysis
- C. Readable Memory
- D. Random Available Memory

A. RAM stands for Random Access Memory.

t 'Random Analysis'.

C. RAM is not 'Readable Memory'.

D. RAM is not 'Random Available Memory'.

Question 12 Computer Science

ROM stores data:

- A. Permanently ✓ **Correct answer**
- B. Temporarily
- C. Partially
- D. Fully

A. ROM stores data permanently.

B. ROM does not store data temporarily; that is RAM.

C. ROM does not store data partially.

D. ROM does not store data 'fully' in this sense; it stores it permanently.

Question 13 Computer Science

Which of the following is the highest speed slot?

- A. ISA
- B. AGP ✓ **Correct answer**
- C. PCI
- D. AGC

A. ISA is an older, slower slot.

B. AGP is the highest-speed slot among the options (for graphics).

C. PCI is slower than AGP.

Question 14 Computer Science

A video game is played by using _____ card.

- A. Sound
- B. Modem
- C. Graphics ✓ **Correct answer**
- D. Network information

A. A video game is not played using a sound card.

B. A video game is not played using a modem card.

C. A video game is played using a graphics card.

D. A network card is not what plays a video game.

Question 15 Computer Science

Barcode reader is a/an ____ device.

- A. Output
- B. Input ✓ **Correct answer**
- C. Display
- D. Storage

A. A barcode reader is not an output device.

B. A barcode reader is an input device.

C. A barcode reader is not a display device.

D. A barcode reader is not a storage device.

16 Computer Science

Which is used in security systems and criminal investigations?

- A. Fingerprint reader ✓ **Correct answer**
- B. Robots
- C. Sound card
- D. Barcode reader

A. A fingerprint reader is used in security systems and criminal investigations.

B. Robots are not the standard tool for this.

C. A sound card is not used for this.

D. A barcode reader is not used for this.

Question 17 Computer Science

Which is also known as a mechanical agent?

- A. Computer
- B. Barcode reader
- C. Processor
- D. Robots ✓ **Correct answer**

A. A computer is not called a mechanical agent.

B. A barcode reader is not called a mechanical agent.

C. A processor is not called a mechanical agent.

D. A robot is also known as a mechanical agent.

Question 18 Computer Science

____ is the set of instruction given to the computer to perform a specific task.

- B. Hardware
- C. Software ✓ **Correct answer**
- D. Printer

A. A monitor is hardware, not a set of instructions.

B. Hardware is the physical machine, not a set of instructions.

C. Software is the set of instructions given to the computer.

D. A printer is hardware, not a set of instructions.

Question 19 Computer Science

Flat panels are usually used in:

- A. Super computer
- B. Personal computer
- C. Main frame computer
- D. Laptops ✓ **Correct answer**

A. Flat panels are not usually used in supercomputers.

B. Flat panels are not the usual display of personal computers in this framing.

C. Flat panels are not usually used in mainframe computers.

D. Flat panels are usually used in laptops.

Question 20 Computer Science

Cary T90 is an example of:

- A. IBM
- B. Hybrid computer
- C. Super computer ✓ **Correct answer**

A. Cray T90 is not an IBM machine.

B. Cray T90 is not a hybrid computer.

C. Cray T90 is a supercomputer.

D. Cray T90 is not a personal computer.

Note: Note: Note: stem prints 'Cary T90' for 'Cray T90'.

Question 21 Computer Science

Which one is application software?

- A. Windows
- B. Linux
- C. MS Excel ✓ **Correct answer**
- D. DOS

A. Windows is an operating system, not application software.

B. Linux is an operating system, not application software.

C. MS Excel is application software.

D. DOS is an operating system, not application software.

Question 22 Computer Science

The language used for artificial intelligence is:

- A. Cobol
- B. Lisp ✓ **Correct answer**
- C. Assembly
- D. Fortran

a business language, not the AI language.

B. LISP is the language used for artificial intelligence.

C. Assembly is a low-level language, not the AI language.

D. FORTRAN is a scientific language, not the AI language.

Question 23 Computer Science

Which of the following is not a type of bus in the computer?

- A. Data bus
- B. Power bus ✓ **Correct answer**
- C. Control bus
- D. All of these

A. The data bus is a type of bus in a computer.

B. There is no 'power bus' among the computer's buses; the buses are data, address and control.

C. The control bus is a type of bus in a computer.

D. Wrong: the power bus is not a type of computer bus.

Question 24 Computer Science

In a Network with 25 computers which topology would require the most extensive cabling?

- A. Star
- B. Mesh ✓ **Correct answer**
- C. Bus
- D. None of these

A. A star topology needs one cable per computer, not the most cabling.

pology connects every computer to every other, needing the most cabling.

C. A bus topology needs a single shared cable, the least cabling.

D. Wrong: mesh needs the most extensive cabling.

Question 25 Mathematics

Decimal value of 2_{-1} is equal to:

- A. 0.5 ✓ **Correct answer**
- B. 0.25
- C. 0.05
- D. 0.1

A. $2^{-1} = 1/2 = 0.5$.

B. 2^{-1} is 0.5, not 0.25 (that is 2^{-2}).

C. 2^{-1} is 0.5, not 0.05.

D. 2^{-1} is 0.5, not 0.1.

Question 26 Computer Science

In the topology computer is directly linked to a centre computer:

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

A. In a bus topology computers share one cable, they are not each linked to a centre computer.

B. A node is a single computer on a network, not the topology described.

topology each computer is directly linked to a centre computer.

D. In a ring topology computers link to each other in a circle, not to a centre computer.

Note: Note: CORRECTION: printed key B (node) is wrong — the topology with a centre computer is the star.

Question 27 Computer Science

MAN stands for:

- A. Metropolitan Area Number
- B. Metro Area Network
- C. Metropolitan Area Network ✓ **Correct answer**
- D. None of these

A. MAN is not 'Metropolitan Area Number'.

B. MAN is not 'Metro Area Network'.

C. MAN stands for Metropolitan Area Network.

D. Wrong: MAN is Metropolitan Area Network.

Question 28 Computer Science

Which of the following is the second largest measurement of RAM?

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

A. The megabyte is smaller than the gigabyte, so it is not the second largest here.

B. Ordered by size: byte, megabyte, gigabyte, terabyte — the second largest is the gigabyte.

s the smallest, not the second largest.

D. The terabyte is the largest, not the second largest.

Note: Note: CORRECTION: printed key A (megabyte) is wrong — the second largest of the four is the gigabyte.

Question 29 Computer Science

Programs stored in ROM is are called:

- A. Fireware (B)
- B. Fromware
- C. Farmware
- D. Firmware ✓ **Correct answer**

A. Fireware is a misspelling of firmware.

B. Fromware is a misspelling of firmware.

C. Farmware is a misspelling of firmware.

D. Programs stored in ROM are called firmware.

Question 30 Computer Science

Cache memory acts between;

- A. CPU and Hard disk
- B. RAM and ROM
- C. CPU and RAM ✓ **Correct answer**
- D. All of these

A. Cache memory does not act between the CPU and the hard disk.

B. Cache memory does not act between RAM and ROM.

mory acts between the CPU and RAM.

D. Wrong: cache sits between the CPU and RAM.

Question 31 Computer Science

Analog computer works on the supply of

- A. Physical strength
- B. Natural strength
- C. Magnetic strength
- D. Continuous electrical pulses ✓ **Correct answer**

A. An analog computer does not work on physical strength.

B. An analog computer does not work on natural strength.

C. An analog computer does not work on magnetic strength.

D. An analog computer works on continuous electrical pulses (signals).

Question 32 Computer Science

Microsoft Word was released in which year?

- A. 1981
- B. 1982
- C. 1983 ✓ **Correct answer**
- D. 1984

A. Microsoft Word was not released in 1981.

B. Microsoft Word was not released in 1982.

C. Microsoft Word was released in 1983.

D. Microsoft Word was not released in 1984.

33 Computer Science

What was the in initial name of Microsoft Word 1 it was released?

- A. Multi- Technique Word
- B. Multi -Transition Word
- C. Multi -Type Word
- D. Multi- Tool Word ✓ **Correct answer**

A. Multi-Technique Word was not the initial name of Word.

B. Multi-Transition Word was not the initial name of Word.

C. Multi-Type Word was not the initial name of Word.

D. Microsoft Word was initially called Multi-Tool Word.

Question 34 Computer Science

Office Button is symbolized with which feature on MS Word?

- A. Paper
- B. Ribbon ✓ **Correct answer**
- C. Arrow
- D. Office

A. The Office Button is not symbolised by paper.

B. The Office Button is symbolised by the ribbon (Office menu) symbol.

C. The Office Button is not symbolised by an arrow.

D. The Office Button is not symbolised by the word 'Office'.

Note: Note: Note: obscure as printed; the printed key is kept, no evidence to overturn it.

35 Computer Science

Which of the following option is provided by office Button?

- A. Open
- B. Save
- C. Print
- D. All of the above ✓ **Correct answer**

A. The Office Button provides Open, but not Open alone.

B. The Office Button provides Save, but not Save alone.

C. The Office Button provides Print, but not Print alone.

D. The Office Button provides Open, Save and Print — all of the above.

Note: Note: Note: no printed key served for this question; D answered independently.

Question 36 Computer Science

Where is office Button located in MS Word?

- A. Left Upper ✓ **Correct answer**
- B. Left Bottom
- C. Right Upper
- D. Right Bottom

A. The Office Button is at the left upper corner of the Word window.

B. The Office Button is not at the left bottom.

C. The Office Button is not at the right upper corner.

D. The Office Button is not at the right bottom.

37 Computer Science

Which of the following document settings can be changed from the home tab?

- A. Font size
- B. Adding Bullets
- C. Adjusting Styles
- D. All of the above ✓ **Correct answer**

A. Font size can be changed from the Home tab, but not font size alone.

B. Bullets can be added from the Home tab, but not bullets alone.

C. Styles can be adjusted from the Home tab, but not styles alone.

D. Font size, bullets and styles can all be changed from the Home tab.

Note: Note: Note: no printed key served for this question; D answered independently.

Question 38 Computer Science

Which of the following is the 2nd tab in the Ribbon?

- A. Home
- B. Insert ✓ **Correct answer**
- C. Page layout
- D. Reference

A. Home is the 1st tab in the ribbon, not the 2nd.

B. Insert is the 2nd tab in the ribbon.

C. Page Layout is the 3rd tab, not the 2nd.

D. Reference is a later tab, not the 2nd.

39 Computer Science

Which of the following can be added using the insert tab?

- A. Table
- B. Picture
- C. Clip Art
- D. All of these ✓ **Correct answer**

A. A table can be added using the Insert tab, but not a table alone.

B. A picture can be added using the Insert tab, but not a picture alone.

C. Clip Art can be added using the Insert tab, but not Clip Art alone.

D. Table, picture and Clip Art can all be added using the Insert tab.

Note: Note: Note: no printed key served for this question; D answered independently.

Question 40 Computer Science

Which of the following is not command in insert tab?

- A. Page
- B. Table
- C. Link
- D. Style ✓ **Correct answer**

A. Page is a command in the Insert tab.

B. Table is a command in the Insert tab.

C. Link is a command in the Insert tab.

D. Style is not a command in the Insert tab; it belongs to the Home tab.

41 Computer Science

Which of the following can be changed using the page layout type?

- A. Theme
- B. Page set-up
- C. Arrange
- D. All of these ✓ **Correct answer**

A. Theme can be changed from the Page Layout tab, but not theme alone.

B. Page setup can be changed from the Page Layout tab, but not page setup alone.

C. Arrange can be changed from the Page Layout tab, but not arrange alone.

D. Theme, page setup and arrange are all groups on the Page Layout tab.

Note: Note: CORRECTION: printed key A (theme) is wrong — theme, page setup and arrange are all on the Page Layout tab, so D is correct.

Question 42 Computer Science

Which of the following tab is used to add the document citation?

- A. Home
- B. Insert
- C. Page layout
- D. Reference ✓ **Correct answer**

A. The Home tab is not used to add document citations.

B. The Insert tab is not used to add document citations.

C. The Page Layout tab is not used to add document citations.

D. The References tab is used to add citations to a document.

43 Computer Science

How many commands are present in the reference type?

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

A. There are not 4 commands in the References tab group as printed.

B. There are not 5 commands in the References tab group as printed.

C. There are 6 commands in the References tab group, as printed.

D. There are not 7 commands in the References tab group as printed.

Note: Note: Note: obscure as printed; the printed key is kept, no evidence to overturn it.

Question 44 Computer Science

An Excel workbook is a collection of:

- A. Work books
- B. Worksheet
- C. Charts
- D. Worksheets and Charts ✓ **Correct answer**

A. An Excel workbook is not a collection of workbooks.

B. A workbook holds worksheets, but not worksheets alone in this framing.

C. A workbook holds charts, but not charts alone in this framing.

D. An Excel workbook is a collection of worksheets and charts.

45 Computer Science

Which of these keys are used in MS Excel to insert the current time in Workbook?

- A. Ctrl+ shift+; ✓ **Correct answer**
- B. Ctrl+!
- C. Ctrl+*
- D. None of these

A. Ctrl+Shift+; inserts the current time in Excel.

B. Ctrl+! is not the time-insert shortcut.

C. Ctrl+* is not the time-insert shortcut.

D. Wrong: Ctrl+Shift+; inserts the current time.

Question 46 Computer Science

Getting data from a cell located in a different sheet is called:

- A. Accessing
- B. Cell Referencing ✓ **Correct answer**
- C. Updating
- D. Functioning

A. Accessing is too general a term for this operation.

B. Getting data from a cell in a different sheet is called cell referencing.

C. Updating means changing data, not fetching it from another sheet.

D. Functioning is not the term for this operation.

Question 47 Computer Science

In MS Excel ready - made temples are available under the ___ tab.

✓ Correct answer

- B. Insert
- C. Design
- D. None of these

A. Ready-made templates in Excel are available under the File tab.

B. Ready-made templates are not under the Insert tab.

C. Ready-made templates are not under the Design tab.

D. Wrong: templates are under the File tab.

Question 48 Computer Science

You can edit that exacting Excel Data by pressing the ___ key.

- A. F1 key
- B. F2 key ✓ **Correct answer**
- C. F3 key
- D. F4 key

A. F1 opens help, it does not edit cell data.

B. F2 edits the data in the selected Excel cell.

C. F3 pastes a name, it does not edit cell data.

D. F4 repeats an action, it does not edit cell data.

Question 49 Computer Science

When you insert an Excel File into a word document, the data are?

- A. Hyperlinked
- B. Placed in a word table
- C. Linked ✓ **Correct answer**

A. The data are not hyperlinked when an Excel file is inserted into Word.

B. The data are not placed in a Word table when an Excel file is inserted.

C. When an Excel file is inserted into a Word document, the data are linked.

D. The data are embedded only when inserted as an embedded object, not in the linked form.

Note: Note: Note: the printed key (linked) is kept; inserting as an object embeds, while paste-link links — the bank's intended answer is linked.

Question 50 Computer Science

The greater than sign is an example of ____ operation.

- A. Arithmetic
- B. Logical ✓ **Correct answer**
- C. Conditional
- D. Greater

A. The greater-than sign is not an arithmetic operation.

B. The greater-than sign is a logical (comparison) operation.

C. The greater-than sign is a comparison, not a conditional operation.

D. Greater is not the name of the operation type.

Question 51 Computer Science

Microsoft office inter connect is:

- A. An application that supports editing scanned documents
- B. Business - relationship database ✓ **Correct answer**

- D. None of these

A. Office InterConnect is not an application for editing scanned documents.

B. Microsoft Office InterConnect is a business-relationship database (contact manager).

C. Office InterConnect is not a scanning and OCR application.

D. Wrong: InterConnect is a business-relationship database.

Question 52 Computer Science

If you press ____ the cell accepts your typing as its content.

- A. Tab
- B. Ctrl+ Enter
- C. Enter ✓ **Correct answer**
- D. Alt+ Enter

A. Tab moves to the next cell, it does not accept typing as content.

B. Ctrl+Enter does not accept the cell's typing.

C. Pressing Enter accepts the typing as the cell's content.

D. Alt+Enter inserts a line break, it does not accept the cell.

Question 53 Computer Science

A default style for new data keyed in a new workbook is ____.

- A. Comma
- B. Normal ✓ **Correct answer**
- C. Currency
- D. Percent

not the default style for new data in a workbook.

B. The default style for new data in a workbook is Normal.

C. Currency is not the default style for new data.

D. Percent is not the default style for new data.

Question 54 Computer Science

How we can view a cell comment?

- A. Position the mouse pointer over the cell ✓ **Correct answer**
- B. Click the edit comment command on the view menu
- C. Click the edit comment commands on the insert menu
- D. Click the display comment command on the window menu

A. Positioning the mouse pointer over the cell shows its comment.

B. The Edit Comment command on the View menu is not the way to view a comment.

C. The Edit Comment command on the Insert menu is not the way to view a comment.

D. There is no Display Comment command on the Window menu for this.

Question 55 Computer Science

Which of these will not select all the cells in a document?

- A. Using the Edit - Selection All menu
- B. Pressing Ctrl+ A on the keyboard
- C. Clicking three times with the right mouse button in the spreadsheet ✓ **Correct answer**
- D. None of these

A. Edit > Select All does select all cells in a document.

es select all cells in a document.

C. Clicking three times with the right mouse button does not select all cells.

D. Wrong: the right-click triple-click does not select all.

Question 56 Computer Science

Which of the following is not an element of a computer spreadsheet interface?

- A. Pencil work ✓ **Correct answer**
- B. Active cell
- C. Menu bar
- D. Workbook

A. Pencil work is not an element of a spreadsheet interface.

B. The active cell is an element of a spreadsheet interface.

C. The menu bar is an element of a spreadsheet interface.

D. The workbook is an element of a spreadsheet interface.

Question 57 Computer Science

In a computer spreadsheet rows are labeled _____?

- A. By letters
- B. By numbers ✓ **Correct answer**
- C. By cell references
- D. By symbols

A. Rows are not labelled by letters; columns are.

B. Rows in a spreadsheet are labelled by numbers.

C. Rows are not labelled by cell references.

not labelled by symbols.

Question 58 Computer Science

Basic unit of a computer worksheet in which you enter text and numbers is known as____?

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

A. The workbook is the whole file, not the basic unit.

B. A column is a vertical set of cells, not the basic unit.

C. A row is a horizontal set of cells, not the basic unit.

D. The basic unit of a worksheet is the cell.

Question 59 Computer Science

User - developed instructions for Excel are called _____?

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

A. A program is too general a term for user-developed Excel instructions.

B. User-developed instructions for Excel are called macros.

C. A procedure is a general term, not the Excel name.

D. Wrong: macros are the user-developed instructions.

60 Computer Science

Computer spreadsheet call that is highlighted with a heavy border is a____?

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

A. A cell highlighted with a heavy border is the active cell.

B. A cell containing a formula is not necessarily the active cell.

C. A locked cell is not necessarily the active cell.

D. A plain cell is not necessarily highlighted with a heavy border.

Note: Note: Note: stem prints 'call' for 'cell'.

Question 61 Computer Science

Which of these is a type of sound file?

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

A. DAT files are not sound files.

B. LOG files are not sound files.

C. DRV files are driver files, not sound files.

D. WAV files are sound files.

62 Computer Science

In the current presentation, of we want to insert a new slide, we can choose which of these?

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

A. Ctrl+F finds text, it does not insert a slide.

B. Ctrl+O opens a file, it does not insert a slide.

C. Ctrl+M inserts a new slide in the current presentation.

D. Ctrl+N creates a new presentation, it does not insert a slide.

Question 63 Computer Science

Which of these terms do we use when an image in a clip art changes the direction that it was originally facing?

- A. Mirror
- B. Rotate
- C. Flip ✓ **Correct answer**
- D. Group

A. Mirror is a general word, but the PowerPoint term for reversing direction is flip.

B. Rotate turns an image around, it does not reverse the direction it faces.

C. Flip changes the direction an image faces (horizontal or vertical).

D. Group joins objects, it does not change direction.

Note: Note: CORRECTION: printed key B (rotate) is wrong — reversing the direction an

is a flip, not a rotation.

Question 64 Computer Science

Which of these refers to the power point view used for displaying only the text (title and bullets)?

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

A. Slide Sorter shows thumbnails, not text only.

B. Slide view shows the full slide, not text only.

C. Outline view displays only the text (titles and bullets) of a presentation.

D. Notes Page view shows the slide with notes, not text only.

Question 65 Computer Science

Which tool bar provides various options in different master views?

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

A. The Standard toolbar does not provide the master-view options.

B. The Formatting toolbar does not provide the master-view options.

C. The Drawing toolbar does not provide the master-view options.

D. The Common Tasks toolbar provides options in different master views.

66 Computer Science

Which of these features should one use when we want to type in the text box for notes?

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

A. The Insert menu is used to add a text box for notes.

B. Slide Show runs the presentation, it does not add a notes text box.

C. Zoom changes the view size, it does not add a notes text box.

D. Slide Master changes the master, it does not add a notes text box.

Note: Note: Note: obscure as printed; the printed key is kept, no evidence to overturn it.

Question 67 Computer Science

Which of these is the page set-up orientation by default of the slides in PowerPoint?

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

A. The default page setup orientation of PowerPoint slides is landscape.

B. Portrait is not the default slide orientation.

C. Vertical is not the default slide orientation.

D. Wrong: landscape is the default orientation.

68 Computer Science

From which of these menus can we access a Text Box, picture, Chart, etc?

- A. View
- B. Insert ✓ **Correct answer**
- C. Edit
- D. File

A. Text boxes and pictures are not on the View menu.

B. Text Box, picture and chart are accessed from the Insert menu.

C. They are not on the Edit menu.

D. They are not on the File menu.

Question 69 Computer Science

Which of these font affects is NOT available in the power point Font dialogue box?

- A. Shadow
- B. Underline
- C. Strikethrough
- D. Emboss

No answer is given for this question, and none is taught. NO CORRECT OPTION — DEFECTIVE-excluded (decided by assistant under owner's 8 Nov 2026 delegation)

A. Shadow is not in the PowerPoint Font dialogue box (it is a text effect).

B. Underline is available in the Font dialogue box.

C. Strikethrough is available in the Font dialogue box.

D. Emboss is not in the PowerPoint Font dialogue box (it is a text effect).

70 Computer Science

Which of these sections does a slide layout NOT have?

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

A. Lists are part of a slide layout.

B. Animations are not part of a slide layout; they are added separately.

C. Titles are part of a slide layout.

D. Charts are part of a slide layout.

Question 71 Computer Science

If you want to insert some slides from other presentation into current one choose

- A. From insert meanu choose Slides from Files ✓ **Correct answer**
- B. From insert menu choose Slides from presentation
- C. From insert menu choose Slides
- D. None of these

A. To insert slides from another presentation, choose Insert > Slides from Files.

B. There is no 'Slides from presentation' command of this form.

C. There is no plain 'Slides' command of this form.

D. Wrong: Slides from Files is the command.

Note: Note: Note: stem prints 'insert meanu' for 'insert menu'.

72 Computer Science

What are the three options available in the insert>> picture menu?

- A. Clipart, picture, Shapes
- B. Clipart, From, File, Shapes
- C. Clipart, From files, Auto Shapes ✓ **Correct answer**
- D. Clipart, picture, Auto Shapes

A. The Insert > Picture options are not Clipart, Picture, Shapes.

B. The options are not Clipart, From, File, Shapes.

C. The three options are Clipart, From Files and AutoShapes.

D. The options are not Clipart, Picture, Auto Shapes.

Question 73 Computer Science

To insert slide numbers

- A. Insert a text box and select insert>> page Number
- B. Insert a text box and select insert>> Page Number
- C. Choose insert>> Slide Number ✓ **Correct answer**
- D. Insert a new text box and select insert>> slide Number

A. Inserting a text box and choosing Page Number does not insert slide numbers.

B. Inserting a text box and choosing Page Number does not insert slide numbers.

C. Choose Insert > Slide Number to insert slide numbers.

D. Inserting a text box and choosing Slide Number does not insert slide numbers.

Question 74 Computer Science

To insert a hyperlink in a slide

erlink

- B. Press Ctrl + K ✓ **Correct answer**
- C. Hyperlink can't be interested in slides
- D. Both A &B

A. Typing 'hyperlink' alone does not insert one.

B. Ctrl+K inserts a hyperlink in a slide.

C. Hyperlinks can be inserted in slides.

D. Both A and B is wrong because A alone does not insert a hyperlink.

Question 75 Computer Science

A computer on the internet is identified by:

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

A. An email address identifies a mailbox, not a computer on the internet.

B. A street address is a physical address, not an internet identifier.

C. A computer on the internet is identified by its IP address.

D. Wrong: the IP address identifies the computer.

Question 76 Computer Science

What is telnet?

- A. Search engine
- B. Browser
- C. Protocol ✓ **Correct answer**

away

A. Telnet is not a search engine.

B. Telnet is not a browser.

C. Telnet is a protocol for remote login.

D. Telnet is not a gateway.

Note: Note: CORRECTION: printed key D (gateway) is wrong — Telnet is a protocol.

Question 77 Computer Science

Select the example of connectivity?

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

A. A floppy disk is storage, not an example of connectivity.

B. The internet is the example of connectivity.

C. Data alone is not an example of connectivity.

D. A power card is not an example of connectivity.

Question 78 Computer Science

Which term is not used by internet?

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

n used by the internet.

B. HTTP is a term used by the internet.

C. TCP is a term used by the internet.

D. BSNL is an Indian telecom company, not an internet term.

Question 79 Computer Science

Which term avoided in E - mail

- A. Re - Reading
- B. Subject line
- C. Smileys
- D. Worng E- mail address ✓ **Correct answer**

A. Re-reading is not the thing to avoid in email.

B. A subject line is needed in email, not avoided.

C. Smileys are informal but not the answer the bank keys here.

D. A wrong email address must be avoided in email.

Note: Note: Note: the printed key is kept; 'wrong email address' is the item to avoid.

Question 80 Computer Science

Which domains are used by profit business?

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

A. .org is used by non-profit organisations, not profit businesses.

ed by educational institutions.

C. .net is used by network providers, not profit businesses in general.

D. .com is the domain used by profit businesses.

Question 81 Computer Science

What was the first network that provides the basis for the internet?

- A. ARAPANET
- B. AAPARANET
- C. ARPANET ✓ **Correct answer**
- D. PARA NET

A. ARAPANET is a misspelling of ARPANET.

B. AAPARANET is a misspelling of ARPANET.

C. ARPANET was the first network that provided the basis for the internet.

D. PARA NET is not the name of the first network.

Question 82 Computer Science

The web page code is written using:

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

A. Web page code is written using Hypertext Markup Language (HTML).

B. WinZip compresses files, it is not a web page language.

C. A URL is an address, not a web page language.

programming language, not the standard web page language.

Question 83 Computer Science

The computer connected to the internet must have?

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

A. A computer connected to the internet must have a unique IP address.

B. It does not have to be an IBM PC.

C. It does not have to have a modern connection in this sense.

D. Being internet compatible is too vague; the requirement is a unique IP address.

Question 84 English

Carpenter is to wood as a tailor is to____?

- A. Machine
- B. Ship
- C. Cloth ✓ **Correct answer**
- D. Shop

A. A carpenter works with wood as a tailor works with cloth — a machine is the tool, not the material.

B. A ship is not what a tailor works with.

C. A tailor works with cloth as a carpenter works with wood.

D. A shop is where a tailor works, not what he works with.

85 English

Limb is to body as the branch is to_____?

- A. Building
- B. Grass
- C. Garden
- D. Tree ✓ **Correct answer**

A. A limb is part of a body as a branch is part of a tree, not a building.

B. A branch is not part of grass.

C. A branch is not part of a garden.

D. A branch is part of a tree as a limb is part of a body.

Question 86 English

Milk is to white as the sky is to_____?

- A. Rad
- B. Blue ✓ **Correct answer**
- C. Green
- D. Black

A. Milk is white as the sky is blue — red is not the sky's colour.

B. The sky is blue as milk is white.

C. The sky is not green.

D. The sky is not black.

Note: Note: Note: option A is printed 'Rad' for 'Red'.

87 English

Boot is to foot as the glove is to____?

- A. Wool
- B. Cloth
- C. Cotton
- D. Hand ✓ **Correct answer**

A. A boot is worn on the foot as a glove is worn on the hand — wool is the material, not the body part.

B. Cloth is the material, not the body part.

C. Cotton is the material, not the body part.

D. A glove is worn on the hand as a boot is worn on the foot.

Question 88 General Knowledge

The uses of physical punishment for class management is called ____?

- A. Extinction technique
- B. Satiation technique
- C. Time out technique
- D. Corporal punishment ✓ **Correct answer**

A. Extinction technique is not the name for physical punishment.

B. Satiation technique is not the name for physical punishment.

C. Time out technique is not the name for physical punishment.

D. The use of physical punishment for class management is called corporal punishment.

89 General Knowledge

A Common technique to help people begin the creative process is?

- A. Calculations
- B. Brain storming ✓ **Correct answer**
- C. Thouroughness
- D. Mental shortcuts

A. Calculations do not begin the creative process.

B. Brainstorming is the common technique to help people begin the creative process.

C. Thoroughness is not the technique for beginning creativity.

D. Mental shortcuts are not the technique for beginning creativity.

Question 90 General Knowledge

Non- permanent members of the UN Security Council are elected for for a term of ____?

- A. 1 year
- B. 2 years ✓ **Correct answer**
- C. 3 years
- D. 5 years

A. Non-permanent Security Council members are not elected for 1 year.

B. Non-permanent members of the UN Security Council are elected for 2 years.

C. Non-permanent members are not elected for 3 years.

D. Non-permanent members are not elected for 5 years.

Question 91 General Knowledge

Braille education system was introduced by Braille for?

ds ✓ **Correct answer**

- B. Dump
- C. Handicap
- D. Labours

A. The Braille system was introduced for the blind.

B. Braille was not introduced for the deaf (printed 'Dump' for 'Dumb').

C. Braille was not introduced for the handicapped in general.

D. Braille was not introduced for labourers.

Question 92 English

The market is nearer to them than _____?

- A. We
- B. Ourselves
- C. Ours
- D. Us ✓ **Correct answer**

A. We is the subject form, not the object form needed after 'than'.

B. Ourselves is reflexive and does not fit here.

C. Ours is possessive and does not fit here.

D. The market is nearer to them than us (object pronoun after 'than').

Question 93 English

A person who talks in his/ her sleep is called a_____?

- A. Bourgeois
- B. Somniloquist ✓ **Correct answer**
- C. Ventriloquist

A. A bourgeois is a middle-class person, not one who talks in sleep.

B. A person who talks in his sleep is called a somniloquist.

C. A ventriloquist throws his voice, he does not talk in sleep.

D. An insomnist cannot sleep, he does not talk in sleep.

Question 94 English

Something that is hard but likely to crack easily is called:

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

A. Resilient means springing back, not cracking easily.

B. Flexible means bending easily, not cracking easily.

C. Something hard but likely to crack easily is called brittle.

D. Supple means bending easily, not cracking easily.

Question 95 English

A person who helps another do a crime is called a

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

A. A cuckold is a man whose wife is unfaithful, not a helper in crime.

ur is a non-professional, not a helper in crime.

C. A person who helps another commit a crime is called an accomplice.

D. A changeling is a child substituted for another, not a helper in crime.

Question 96 English

The antonym of stale is:

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

A. Old is close to stale, not its antonym.

B. Break is not the antonym of stale.

C. Tale is not the antonym of stale.

D. The antonym of stale is fresh.

Question 97 Computer Science

Which function displays row data into column or column data into a row?

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

A. Hyperlink does not turn rows into columns.

B. Index does not turn rows into columns.

C. Transpose displays row data as columns and column data as rows.

ot the function that transposes data.

Question 98 Computer Science

We can find any and every command on the:

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

A. Every command can be found on the menu bar.

B. The Standard toolbar holds only common commands, not every command.

C. The Formatting toolbar holds only formatting commands.

D. The Drawing toolbar holds only drawing commands.

Question 99 Computer Science

In a PowerPoint presentation:

- A. Sound clips can be inserted but not movie clips
- B. Movie clips can be inserted but not sound clips
- C. Both cannot be inserted
- D. Both can be inserted ✓ **Correct answer**

A. Both sound and movie clips can be inserted in PowerPoint, so this is wrong.

B. Both sound and movie clips can be inserted, so this is wrong.

C. Both can be inserted, so this is wrong.

D. In PowerPoint both sound clips and movie clips can be inserted.

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