Data Entry Operator (BS-15), Case 27H2025 — 2025 · Solved Past Paper

Body: Punjab Public Service Commission (PPSC) · **Post:** Data Entry Operator (BS-15), Case 27H2025 · **Year:** 2025 · **Questions:** 70 in the original paper — **69 solved and verified**, 1 excluded as defective (Q29) · **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 2025 sitting.

Source note: test360.pk reproduction (all 70 stems, each with 4 options and a printed key). Q29 excluded as DEFECTIVE by the assistant under the owner's 8 Nov 2026 delegation.

Question 1 Computer Studies

Who is widely known as the "Father of the computer"?

- A. Alan Turing
- B. John Napier
- C. Bill Gates
- D. Charles Babbage ✓ **Correct answer**

A. Turing is the father of computer science and artificial intelligence, not of the computer itself.

B. Napier invented logarithms and Napier's bones, an early calculating aid, not the computer.

C. Co-founder of Microsoft, a software figure, not the father of the computer.

designed the Analytical Engine in the 1830s, the first general-purpose programmable computer design, and is universally called the Father of the Computer.

Question 2 Computer Studies

Who is the co-founder of Microsoft corporation?

- A. Steve jobs
- B. Bill Gates ✓ **Correct answer**
- C. Larry page
- D. Jeff bezos

A. Steve Jobs co-founded Apple, not Microsoft.

B. Bill Gates co-founded Microsoft with Paul Allen in 1975.

C. Larry Page co-founded Google, not Microsoft.

D. Jeff Bezos founded Amazon, not Microsoft.

Question 3 Computer Studies

What was used in the third generation of computers?

- A. Transistor
- B. Vacuum tube
- C. Microprocessors
- D. IC(integrated Circuit) ✓ **Correct answer**

A. Transistors defined the second generation of computers.

B. Vacuum tubes defined the first generation.

C. Microprocessors defined the fourth generation.

D. Integrated circuits defined the third generation (roughly 1964–1971), packing many transistors onto one silicon chip.

4 Computer Studies

Silicon Chip is mainly used for which of the following?

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

A. ROM is one kind of memory chip, not the main use of silicon chips as a class.

B. PROM is a programmable form of ROM, a narrower use.

C. RAM is memory, one use of silicon chips, but not the headline one asked for.

D. The silicon chip is most famously the microprocessor — the CPU itself is built as a silicon integrated circuit, and "silicon chip" is the standard shorthand for it.

Question 5 Computer Studies

Computer that process both analogue and digital is called------?

- A. Analog computer
- B. Digital computer
- C. Hybrid computer ✓ **Correct answer**
- D. Mainframe computer

A. An analog computer processes continuous (analog) signals only.

B. A digital computer processes discrete (digital) data only.

C. A hybrid computer combines analog and digital processing in one machine.

D. A mainframe is a large, powerful digital computer, not a mixed analog/digital one.

6 Computer Studies

What is the main purpose of cashe memory in a computer?

- A. Backup
- B. Speed up processing ✓ **Correct answer**
- C. Graphics
- D. Permanent storage

A. Backup is copying data for safety, not the job of cache memory.

B. Cache is small, very fast memory that holds data the CPU is likely to need next, so the CPU waits less and processing speeds up.

C. Graphics are handled by the GPU and video memory, not by cache.

D. Permanent storage is the hard disk or SSD; cache is temporary and volatile.

Question 7 Computer Studies

Which of the following is not a software?

- A. MS Excel
- B. Motherboard ✓ **Correct answer**
- C. Operating system
- D. Antivirus

A. MS Excel is application software (a spreadsheet program).

B. The motherboard is hardware — the physical circuit board that connects the CPU, memory and other parts.

C. An operating system is system software.

D. Antivirus is software (a security program).

8 Computer Studies

What is the function of Task Manager in windows?

- A. Update software
- B. Monitor and manage system tasks ✓ **Correct answer**
- C. Scan viruses
- D. Install apps

A. Software updates are handled by Windows Update, not Task Manager.

B. Task Manager shows running processes, CPU/memory use, and lets the user end tasks and manage startup programs.

C. Virus scanning is the job of antivirus software, not Task Manager.

D. Apps are installed from installers or the Store, not from Task Manager.

Question 9 Computer Studies

Which system is used for starting or restarting a computer?

- A. Booting ✓ **Correct answer**
- B. Operating system
- C. Firmware
- D. BIOS

A. Booting is the process of starting (or restarting) a computer, loading the system into memory.

B. The operating system is the software loaded during booting, not the starting process itself.

C. Firmware is low-level software stored on hardware; it assists booting but is not the process name.

D. The BIOS is the firmware that runs first during booting, not the name of the starting

Question 10 Computer Studies

Which of the following requires large computer memory?

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

A. Images, especially high-resolution ones, take large amounts of memory.

B. Audio (voice) recordings also take large amounts of memory.

C. Graphics files are large too.

D. Images, voice and graphics all require large computer memory, so all three are correct together.

Question 11 Computer Studies

The ------ is firmware that contains a computer's startup instructions:

- A. BIOS ✓ **Correct answer**
- B. CMOS
- C. DIOS
- D. POST

A. The BIOS (Basic Input/Output System) is the firmware holding the computer's startup instructions, run when the machine is switched on.

B. CMOS is the small battery-backed memory that stores BIOS settings, not the startup firmware itself.

C. There is no such firmware; "DIOS" is a distractor.

ver-On Self-Test) is the diagnostic check the BIOS runs at startup, not the firmware itself.

Question 12 Computer Studies

We can use ------- in a calculator:

- A. Values ✓ **Correct answer**
- B. Field
- C. Label
- D. Formula

A. A calculator works on values — the numbers you enter and the results it computes.

B. A field is a data-entry box in a form or database, not what a calculator uses.

C. A label is a text caption, not what a calculator computes with.

D. A formula belongs to a spreadsheet; a basic calculator takes values and operators, not formulas.

Question 13 Computer Studies

What is a "Dumb Terminal" used for -------?

- A. Gaming
- B. Processing
- C. Display only ✓ **Correct answer**
- D. Data entry

A. A dumb terminal has no local power for gaming.

B. A dumb terminal does no processing of its own; the mainframe does it.

C. A dumb terminal is a keyboard plus a screen with no local processing: it only displays what the central computer sends and sends back keystrokes.

y is done through it, but its defining use is display only; it cannot process or store the data itself.

Question 14 Computer Studies

-------- is used for international business and government policies?

- A. Radio
- B. Television
- C. Internet ✓ **Correct answer**
- D. Telephone

A. Radio broadcasts, but it is not the medium used for international business transactions and government policy work.

B. Television broadcasts, but it is not the working medium for international business and government.

C. The internet is the medium used for international business, e-commerce, communication and government policy exchange worldwide.

D. The telephone is used for voice calls, but it is not the general medium for international business and government policies.

Question 15 Computer Studies

Which of the following is an online communication channel that connects to the internet?

- A. Wi-Fi ✓ **Correct answer**
- B. HDMI
- C. Bluetooth
- D. USB

A. Wi-Fi is the wireless channel that connects devices to the internet through a router.

cable for video and audio between a device and a display, not an internet channel.

C. Bluetooth is a short-range wireless link between nearby devices (phone to earphones), not an internet connection.

D. USB is a wired connection for peripherals and charging, not an internet channel.

Question 16 Computer Studies

What is it called when multiple devices are connected to a central server?

- A. Connection sharing
- B. Network ✓ **Correct answer**
- C. Star Topology
- D. Broadcasting

A. Connection sharing is sharing one internet connection among devices, not the name for devices linked to a server.

B. Multiple devices connected to a central server form a network.

C. Star topology is one specific layout of a network (all devices linked to a central hub), not the general name for the connection.

D. Broadcasting is sending a message to all devices at once, not the name of the connection itself.

Question 17 Computer Studies

What does HTTP stand for --------?

- A. Hyperlink text transfer process
- B. Hyperlink Transfer verifiable
- C. Expensive and Exclusive
- D. None of these ✓ **Correct answer**

xpansion of HTTP.

B. The printed key, but wrong: there is no such expansion.

C. Not an expansion of anything; a nonsense distractor.

D. Correct: HTTP stands for **HyperText Transfer Protocol**, which appears in none of the options A–C, so "None of these" is the right choice. Sources: Wikipedia ("HTTP (Hypertext Transfer Protocol) is an application layer protocol...") and IONOS ("HTTP stands for Hypertext Transfer Protocol").

Question 18 Computer Studies

A useful website should be ------ :

- A. Fancy and flashy
- B. Expensive and Exclusive
- C. Reliable and verifiable ✓ **Correct answer**
- D. None of these

A. Flashy design does not make a website useful; it often makes it harder to use.

B. Cost and exclusivity say nothing about a website's usefulness.

C. A useful website must be reliable (works, stays up, information is dependable) and verifiable (its claims can be checked).

D. Wrong, since C is the right description.

Question 19 Computer Studies

Cookies are used for ------:

- A. Tracking
- B. Security
- C. Data storage

of these ✓ **Correct answer**

A. Cookies do track users (e.g. analytics and advertising), but that is only one use.

B. Cookies do support security (e.g. keeping a login session), but that is only one use.

C. Cookies do store small data on the user's browser, but that is only one use.

D. Cookies are used for tracking, for security (sessions) and for small-scale data storage, so all three are correct together.

Question 20 Computer Studies

Which language is primarily used for structuring content in web development?

- A. Java
- B. Python
- C. HTML ✓ **Correct answer**
- D. C++

A. Java is a general-purpose programming language, not the language that structures web content.

B. Python is a programming language (often server-side), not the content-structuring language.

C. HTML (HyperText Markup Language) is the standard language for structuring content on web pages — headings, paragraphs, links, tables.

D. C++ is a systems programming language, not a web content language.

Question 21 Computer Studies

----- is used for sharing documents in real time ?

- A. Voice mail
- B. Internet printing

ine meeting ✓ **Correct answer**

- D. None of these

A. Voice mail stores voice messages; it does not share documents in real time.

B. Internet printing sends a document to a remote printer; it is not real-time document sharing.

C. Online meeting tools (Zoom, Teams, Meet) let participants share documents and screens live in real time, which is the intended answer among the options given.

D. Wrong, since C is the intended answer.

Question 22 Computer Studies

Preferred search engine -------?

- A. Bing
- B. Yahoo
- C. Any
- D. Google ✓ **Correct answer**

A. Bing is a real search engine, but it is not the world's preferred one.

B. Yahoo is a search engine, but it is not the preferred one.

C. "Any" is not a search engine.

D. Google is by far the world's most used and preferred search engine.

Question 23 Computer Studies

Which of the following is an example of applications software?

- A. BIOS
- B. Keyboard
- C. MS word ✓ **Correct answer**

A. BIOS is firmware (system software), not application software.

B. A keyboard is hardware, not software at all.

C. MS Word is application software — a program the user runs to do a task (word processing).

D. A hard disk is hardware (storage), not software.

Question 24 Computer Studies

Which of the following is not valid version of MS office?

- A. Office Vista ✓ **Correct answer**
- B. Office 2007
- C. Office 2003
- D. None of these

A. There is no "Office Vista": Vista was a Windows operating system (Windows Vista), never an Office version.

B. Office 2007 is a real Microsoft Office version.

C. Office 2003 is a real Microsoft Office version.

D. Wrong, since A is the invalid version.

Question 25 Computer Studies

Page down keyboard key is used in Microsoft word to-----?

- A. Moves the cursor one page down
- B. Moves the cursor one screen down ✓ **Correct answer**
- C. Moves the cursor one line down
- D. Moves the cursor one paragraph down

n moves by one screen, which is not necessarily a whole page.

B. Page Down scrolls the view (and moves the cursor) down by one screenful.

C. One line down is the Down arrow key, not Page Down.

D. One paragraph down is Ctrl+Down arrow, not Page Down.

Question 26 Computer Studies

Ctrl+Q us used for -------?

- A. Savs file
- B. Close tab
- C. Quit word
- D. Remove paragraph formatting ✓ **Correct answer**

A. Saving a file is Ctrl+S, not Ctrl+Q.

B. Closing a tab is Ctrl+W (or Ctrl+F4), not Ctrl+Q.

C. Quitting Word is Alt+F4, not Ctrl+Q.

D. In MS Word, Ctrl+Q removes paragraph-level formatting (alignment, spacing, indents) from the selected paragraph.

Question 27 Computer Studies

Ctrl+C is used for ------?

- A. Cut
- B. Paste
- C. Copy ✓ **Correct answer**
- D. None of these

A. Cut is Ctrl+X.

:rl+V.

C. Ctrl+C copies the selected text or object to the clipboard.

D. Wrong, since C is correct.

Question 28 Computer Studies

Which key is used to change the case of the font in word?

- A. Ctrl+ f3
- B. Alt+f3
- C. Ctrl+shift+f3
- D. Shift+ f3 ✓ **Correct answer**

A. Ctrl+F3 cuts the selection to the Spike, it does not change case.

B. Alt+F3 creates an AutoText entry, it does not change case.

C. Ctrl+Shift+F3 pastes the contents of the Spike, it does not change case.

D. Shift+F3 cycles selected text through UPPER CASE, lower case and Title Case.

Question 29 Computer Studies

Which key is not used to close word file /documen?

- A. Ctrl + f3
- B. Alt + ctrl + F4
- C. Ctrl + w
- D. Alt +F4

No answer is given for this question, and none is taught. DEFECTIVE-excluded by assistant decision under owner's 8 Nov delegation — no answer taught. Two options are correct; printed key B is not asserted.

A. Ctrl+F3 cuts the selection to the Spike, it does NOT close a document, so it satisfies the

B. Alt+Ctrl+F4 is not a defined Word close shortcut; it does NOT close a document, so it also satisfies the stem (this is the printed key).

C. Ctrl+W closes the current document, so it does not satisfy "not used to close".

D. Alt+F4 closes the Word window/application, so it does not satisfy "not used to close". Since BOTH A and B are keys not used to close a Word file, the item has two correct answers and no single letter can be asserted. Sources: Microsoft support, "Cut the selected content to the Spike — Ctrl+F3" and "Close the document — Ctrl+W"; prepp.in analysis of the same option set. **DEFECTIVE-excluded** — this question must never be taught as having an answer.

Question 30 Computer Studies

Ctrl+= is used for ------?

- A. All caps
- B. Drop cap
- C. Subscript ✓ **Correct answer**
- D. Superscript

A. All caps is set with Ctrl+Shift+A, not Ctrl+=.

B. A drop cap is a large first letter at a paragraph start, not a Ctrl+= effect.

C. Ctrl+= applies subscript formatting (text lowered below the baseline, as in H_2O).

D. Superscript is Ctrl+Shift+=, not Ctrl+=.

Question 31 Computer Studies

Which key is used for superscript?

- A. Ctrl+Shift + = ✓ **Correct answer**

- C. Ctrl+-
- D. Alt+S

A. Ctrl+Shift+= applies superscript formatting (text raised above the baseline, as in x^2).

B. Ctrl+= is subscript, the opposite.

C. Ctrl+- has no superscript function in Word.

D. Alt+S is not the superscript shortcut in Word.

Question 32 Computer Studies

Which shortcut key increase the font size of selected text in MS word?

- A. Ctrl + shift + 7
- B. Ctrl ++
- C. Ctrl + shift+> ✓ **Correct answer**
- D. Ctrl+ Alt+ up

A. Ctrl+Shift+7 has no font-size function in Word.

B. Ctrl++ is not the Word shortcut for growing font size.

C. Ctrl+Shift+> increases the font size of the selected text (its pair, Ctrl+Shift+<, decreases it).

D. Ctrl+Alt+Up has no font-size function in Word.

Question 33 Computer Studies

File extension in MS Word is ------?

- A. .ppt
- B. .xls
- C. .wrd

: ✓ Correct answer

A. .ppt is a PowerPoint presentation file.

B. .xls is an Excel spreadsheet file.

C. .wrd is not a Word file extension.

D. .doc is the classic MS Word document extension (modern Word also uses .docx).

Question 34 Computer Studies

Which is not a character spacing option?

- A. Raise
- B. Condense
- C. Age ✓ **Correct answer**
- D. Expand

A. "Raised" is a character spacing Position option in Word's Font dialog (Advanced tab).

B. "Condensed" is a character spacing option (narrows the space between letters).

C. "Age" is not a character spacing option at all; it is a distractor word.

D. "Expanded" is a character spacing option (widens the space between letters). See also Q44.

Question 35 Computer Studies

In MS Word the header and footer options are available under which tab?

- A. Home
- B. Layout
- C. Design
- D. Insert ✓ **Correct answer**

A. The Home tab holds font, paragraph and clipboard tools, not header/footer.

B. The Layout tab holds margins, orientation and page setup, not header/footer.

C. The Design tab (Header & Footer Tools) appears only while editing a header/footer; the options themselves live on Insert.

D. The Insert tab's Header & Footer group holds the Header, Footer and Page Number options.

Question 36 Computer Studies

How many types of text alignment are there in MS Word?

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

A. Too few: Word has four alignment types, not three.

B. Word offers four text alignments: Left, Center, Right and Justified.

C. There is no fifth alignment type in Word.

D. Far too many; Word has four.

Question 37 Computer Studies

Header and footer can be removed under which tab in word?

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

A. The Design tab (Header & Footer Tools) appears while editing a header/footer, but

one from the Insert tab's dropdowns.

B. The View tab switches document views; it does not remove headers or footers.

C. Insert > Header > Remove Header (and Insert > Footer > Remove Footer) is how a header or footer is removed.

D. The Layout tab holds page setup, not header/footer removal.

Question 38 Computer Studies

Which tool is used to remove an entire paragraph involved in word?

- A. Format painter
- B. Delete key ✓ **Correct answer**
- C. Backspace
- D. Eraser tool

A. Format Painter copies formatting from one place to another; it removes nothing.

B. Selecting a whole paragraph and pressing Delete removes it; that is the intended answer.

C. Backspace deletes characters to the left of the cursor one at a time; it is not the tool for removing an entire selected paragraph.

D. Word has no "Eraser tool" for paragraphs (the Eraser exists in tables, for table lines, not paragraphs).

Question 39 Computer Studies

Paragraph dialogue box in MS word helps in?

- A. Page setup
- B. Paragraph formatting ✓ **Correct answer**
- C. Spell check

A. Page setup (margins, orientation) is handled by the Page Setup dialog, not the Paragraph dialog.

B. The Paragraph dialog box controls alignment, indentation, line spacing and spacing before/after paragraphs.

C. Spell check is a separate proofing tool, not the Paragraph dialog.

D. Font settings (typeface, size, bold) are handled by the Font dialog, not the Paragraph dialog.

Question 40 Computer Studies

Which option is used to protect a document in MS Word?

- A. Save as
- B. Share
- C. Protect document ✓ **Correct answer**
- D. Track changes

A. Save As saves a copy under a new name; it does not protect the document.

B. Share sends or shares the document; it does not protect it.

C. File > Info > Protect Document restricts editing (and can encrypt with a password).

D. Track Changes records edits for review; it is a review feature, not document protection.

Question 41 Computer Studies

The zoom in/out function is available under which tab in MS Word?

- A. Insert
- B. Layout
- C. View ✓ **Correct answer**

A. The Insert tab adds objects (tables, pictures, headers); it has no zoom.

B. The Layout tab holds page setup; it has no zoom.

C. The View tab's Zoom group holds Zoom, 100%, One Page, Multiple Pages and Page Width.

D. The Home tab holds clipboard, font and paragraph tools; it has no zoom.

Question 42 Computer Studies

Which feature is used to add different names and addresses to a document for sending to many recipients?

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

A. An envelope is one output of a mail merge, not the feature itself (and "Envelop" is misspelt).

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

C. Not a Word feature.

D. Wrong, since B is the feature.

Question 43 Computer Studies

In the view tab of MS Word which option allows switching between different page views?

- A. 1 page and 2 page
- B. 2 page and 3 page

- D. None of these

A. The View tab has no "1 page and 2 page" option.

B. The View tab has no "2 page and 3 page" option.

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

D. Wrong, since C names the real View-tab options.

Question 44 Computer Studies

Which of the following is not character spacing?

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

A. Raised IS a character spacing option: in the Font dialog's Advanced (Character Spacing) tab, Position can be set to Raised or Lowered. The printed key is wrong.

B. Condensed IS a character spacing option (Spacing: Expanded/Condensed).

C. Expanded IS a character spacing option.

D. Correct: since Raised, Condensed and Expanded are ALL character spacing options, none of them is "not character spacing", so "None of these" is the right choice. Sources: live2tech ("Position: Raised / Lowered" under Character Spacing; "Spacing: Expanded / Condensed"), flylib (Character Spacing tab: Scale, Spacing, Position, Kerning), bettersolutions ("position by — greater than zero then raised"). See also Q34, where "Age" is the real non-option.

45 Computer Studies

The copy and paste commands are found in which tab in MS office?

- A. Insert
- B. Review
- C. Office clipboard
- D. Home ✓ **Correct answer**

A. The Insert tab adds objects; it does not hold Copy/Paste.

B. The Review tab holds proofing and comments, not Copy/Paste.

C. The Office Clipboard is a pane (opened from the Home tab), not a tab.

D. Copy, Paste and Cut sit in the Clipboard group of the Home tab.

Question 46 Computer Studies

Which tool is used to apply the same formating to many locations?

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

A. "Paint Brush" is not the Word tool's name; the tool is Format Painter (its icon looks like a paintbrush).

B. Text Highlight colours text like a highlighter; it does not copy formatting to other places.

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

D. The Clipboard stores copied text, it does not apply formatting.

47 Computer Studies

Boxes displayed to indicate the place of text are called:

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

A. A text box is a container you insert for text; the dotted boxes marking where text goes in a slide layout are placeholders.

B. A caption is a title or label under a picture, not a place-marker box.

C. A field is a code that inserts data (date, page number), not a place-marker box.

D. In PowerPoint (and Word templates), placeholders are the boxes that show where text, pictures or charts belong.

Question 48 Computer Studies

The top of the ribbon in Word windows is called:

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

A. The Formula bar belongs to Excel, showing cell contents, not Word's ribbon top.

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

C. The title bar is the window's top strip showing the document name; the toolbar sits just below it, at the top of the ribbon area, and is the intended answer.

D. There is no "Standard bar" in modern Word.

49 Computer Studies

What is the term for the space between the left and right margins and then text in a paragraph?

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

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

B. Line spacing is the vertical space between lines, not the margin-to-text distance.

C. Font style (bold, italic) is about the look of letters, not spacing.

D. Alignment is how text lines up (left, centre, right, justified), not the margin-to-text distance.

Question 50 Computer Studies

Which key is used to start slide show view in PowerPoint?

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

A. F1 opens Help, not the slide show.

B. F5 starts the slide show from the beginning in PowerPoint.

C. F6 moves between panes, it does not start the slide show.

D. Wrong, since B is correct.

51 Computer Studies

What is the main purpose of using PowerPoint?

- A. To browse internet
- B. To creat presentations ✓ **Correct answer**
- C. To draw
- D. To creat videos

A. Browsing the internet is a web browser's job, not PowerPoint's.

B. PowerPoint's main purpose is creating slide presentations.

C. Drawing can be done in PowerPoint, but it is not its main purpose.

D. Videos can be exported from PowerPoint, but that is not its main purpose.

Question 52 Computer Studies

What is the name of the first slide by default in Microsoft PowerPoint?

- A. Intro
- B. Slide 1
- C. Heading
- D. Title ✓ **Correct answer**

A. There is no default slide called "Intro".

B. "Slide 1" is the slide's name in the pane, not the name of its layout.

C. There is no default slide layout called "Heading".

D. A new presentation opens with a Title Slide (title + subtitle) as its first slide.

Question 53 Computer Studies

Which view in PowerPoint display only text like bullets and titles?

- B. Notes page
- C. Outline view ✓ **Correct answer**
- D. Reading view

A. Slide Sorter shows thumbnails of all slides, not text only.

B. Notes Page shows a slide with its speaker notes, not text only.

C. Outline view shows only the text of the slides (titles and bullet points) as an outline, with no graphics.

D. Reading view shows slides full-screen for reading, with graphics included.

Question 54 Computer Studies

The insert key does not overwrite which side of the cursor?

- A. Top
- B. Right
- C. Left ✓ **Correct answer**
- D. Center

A. "Top" is not a side of the cursor in text editing.

B. The printed key, but wrong: when overtype mode is on (toggled by the Insert key), typed text replaces the characters to the RIGHT of the insertion point, so the right side IS overwritten.

C. Correct: overtype replaces text to the right of the cursor, so the text to the LEFT of the cursor is never overwritten.

D. "Center" is not a side of the cursor. Sources: Microsoft Q&A ("in Overtype mode, the text you type replaces any existing text to the right of the insertion point"); testbook ("You type over text to the right of the insertion point when editing text in the Overtype mode").

55 Computer Studies

The animation that controls the visual effect between slides in PowerPoint is called-------?

- A. Transition ✓ **Correct answer**
- B. Motion path
- C. Emphasis
- D. Entrance

A. A transition is the visual effect applied between one slide and the next (fade, wipe, push).

B. A motion path is an animation that moves an object along a path within a slide.

C. An emphasis animation makes an object already on a slide stand out (grow, spin, change colour).

D. An entrance animation controls how an object appears on a slide, not the effect between slides.

Question 56 Computer Studies

A predefined set of graphics used in a presentation is called?

- A. Layout
- B. Theme ✓ **Correct answer**
- C. Template
- D. Smart art

A. A layout is the arrangement of placeholders on one slide, not a predefined set of graphics for the whole presentation.

B. A theme is a predefined set of colours, fonts and effects (graphics styling) applied across a whole presentation.

C. A template is a whole file (.potx) containing a theme plus sample slides; the predefined

itself is the theme.

D. SmartArt is a tool for drawing diagrams (lists, processes, cycles), not a predefined set of presentation graphics.

Question 57 Computer Studies

Shortcut key to minimize all workbook in Excel:

- A. Alt + F4
- B. Ctrl + N
- C. Ctrl+M
- D. Windows + D ✓ **Correct answer**

A. Alt+F4 closes the active window/application, it does not minimise workbooks.

B. Ctrl+N opens a new blank workbook, it does not minimise anything.

C. Ctrl+M has no minimise function in Excel.

D. Windows+D shows the desktop, minimising all open windows including all Excel workbooks; it is the intended answer.

Question 58 Computer Studies

By default a new sheet in MS Excel is saved by which name?

- A. Sheet
- B. Sheet 1
- C. Sheet one
- D. Sheet1 ✓ **Correct answer**

A. "Sheet" alone is not the default name.

B. The default name has no space: it is "Sheet1", not "Sheet 1".

C. Excel names sheets with numbers, not words.

el workbook's first worksheet is named "Sheet1" by default.

Question 59 Computer Studies

How many rows are there in MS Excel 2007 and letter version?

- A. 16,203
- B. 10,8475
- C. 65,536
- D. 1,048 ,576 ✓ **Correct answer**

A. 16,384 is the number of columns in Excel 2007 and later, not rows.

B. Not the row count of any Excel version.

C. 65,536 rows was the limit in Excel 2003 and earlier.

D. Excel 2007 and later versions have 1,048,576 rows per worksheet (and 16,384 columns).

Question 60 Computer Studies

What is the use of autofill in Excel?

- A. Fill cell borders
- B. Quickly fill a Pattern or data ✓ **Correct answer**
- C. Move cells
- D. Format cells

A. Borders are set with the Borders tool, not AutoFill.

B. AutoFill (dragging the fill handle) quickly fills a series or pattern — numbers, dates, repeated values — into neighbouring cells.

C. Moving cells is done with Cut and Paste or dragging, not AutoFill.

D. Formatting is done with Format Cells, not AutoFill.

61 Computer Studies

A to z data sorting in excel is available under which tab?

- A. View
- B. Home
- C. Data ✓ **Correct answer**
- D. Insert

A. The View tab controls how the workbook is displayed, not sorting.

B. The Home tab has a Sort & Filter button in the Editing group, but the main sorting tools live on the Data tab.

C. The Data tab's Sort & Filter group holds Sort A to Z, Sort Z to A and the full Sort dialog.

D. The Insert tab adds tables, charts and objects, not sorting.

Question 62 Computer Studies

Adding data in a series and sorting data is known as ?

- A. Data Series
- B. Data sorting ✓ **Correct answer**
- C. Data cleaning
- D. Data entry

A. A data series is a row or column of related values (e.g. in a chart), not the act of adding and sorting.

B. Sorting arranges data in order (A to Z, smallest to largest); the stem's intended answer is Data sorting.

C. Data cleaning is fixing errors and removing duplicates, not adding a series and sorting it.

D. Data entry is typing data in, not sorting it.

63 Computer Studies

What is the function of the SUM function in Excel?

- A. To count the number of cells in a range
- B. To add up a range of cells ✓ **Correct answer**
- C. To find the average of a range of cells
- D. To find the maximum value in a range of cells

A. Counting cells is the COUNT function, not SUM.

B. SUM adds together all the numbers in a range (e.g. =SUM(A1:A5)).

C. Averaging is the AVERAGE function, not SUM.

D. The maximum is the MAX function, not SUM.

Question 64 Computer Studies

MS Excel displays the current active cell address in the-------:

- A. Name box ✓ **Correct answer**
- B. Status box
- C. Ribbon
- D. Formula bar

A. The Name Box (left of the Formula Bar) displays the address of the currently active cell (e.g. B7).

B. The status bar shows ready/edit mode, sums and counts, not the active cell address.

C. The ribbon holds command tabs and groups, not the active cell address.

D. The Formula Bar shows the contents of the active cell, not its address.

65 Computer Studies

In MS Excel conditional formatting is in the ------tab?

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

A. The View tab controls display, not conditional formatting.

B. The Page Layout tab controls margins, orientation and print setup, not conditional formatting.

C. The Insert tab adds objects, not conditional formatting.

D. Conditional Formatting sits in the Styles group of the Home tab.

Question 66 Computer Studies

What does the range B1: B4 present in Excel?

- A. B1 to B4 horizontal
- B. B1 to B7
- C. B colum only
- D. B1 to B4 vertically ✓ **Correct answer**

A. B1:B4 runs down column B, not across a row; a horizontal range would be like A1:D1.

B. The range ends at B4, not B7.

C. The range is only cells B1 to B4, not the whole of column B.

D. B1:B4 is the vertical range of cells B1, B2, B3 and B4 in column B.

67 Computer Studies

What is the use of VLOOKUP function in MS Excel?

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

A. Searching worksheets is done with Find (Ctrl+F), not VLOOKUP.

B. Editing formulas is done in the Formula Bar, not by VLOOKUP.

C. Looking up values across rows is HLOOKUP (horizontal lookup), not VLOOKUP.

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

Question 68 Computer Studies

What does the COUNT IF function do in Excel?

- A. Count values matching criteria ✓ **Correct answer**
- B. Count empty cells
- C. Adds numbers
- D. Count all values

A. COUNTIF counts the cells in a range that meet a given condition (e.g. =COUNTIF(A1:A10,">50")).

B. Counting empty cells is COUNTBLANK, not COUNTIF.

C. Adding numbers is SUM (or SUMIF with a condition), not COUNTIF.

D. Counting all values is COUNT (or COUNTA), not COUNTIF.

69 Computer Studies

Database management system is used for?

- A. Managing database ✓ **Correct answer**
- B. Creating websites
- C. Designing logos
- D. Managing storage

A. A DBMS (e.g. MySQL, Oracle, MS Access) is software for creating, storing, retrieving, updating and managing databases.

B. Websites are built with web tools and languages, not with a DBMS (a DBMS may store a site's data, but that is not its purpose).

C. Logos are designed with graphics software, not a DBMS.

D. Storage management is the operating system's or a storage system's job; a DBMS manages databases, which sit on top of storage.

Question 70 Computer Studies

In a local area network it depends on the -----:

- A. Hub
- B. Ring
- C. Server
- D. Node ✓ **Correct answer**

A. A hub is one device that connects parts of a network; a LAN does not depend on a hub specifically.

B. Ring is a network topology (layout), not what a LAN depends on.

C. A server is one kind of machine on a network; a LAN can exist without a dedicated server.

made of nodes — the computers and devices connected to it — and the network depends on its nodes; that is the intended answer.

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 2025 sitting.

Source: https://www.test360.pk/test/data-entry-operator-27h2025-31-05-2025-2358 (accessed 8 Nov 2026). See the source note on this page about the fold-in corrections.