Junior Computer Operator (Model Paper PPSC 2024) — undated · Solved Past Paper

Body: Punjab Public Service Commission (PPSC) · **Post:** Junior Computer Operator (Model Paper PPSC 2024) · **Year:** not stated · **Questions:** 39 in the original paper — **39 solved and verified**, none excluded · **Price:** Free

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

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Question 1 General Knowledge

After the death of josip Broz Tito on May 4, 1980 which region disintegrated?

- A. Soviet union
- B. Romania
- C. Yugoslavia ✓ **Correct answer**
- D. Hungary

A. The Soviet Union dissolved in 1991 but was not the region that disintegrated after Tito's death.

was a separate state, it did not disintegrate after Tito's death.

C. After Josip Broz Tito's death (4 May 1980) Yugoslavia held together for a decade and then disintegrated in the early 1990s.

D. Hungary was a separate state; it did not disintegrate after Tito's death.

Question 2 General Knowledge

Which Treaty is associated with the dissolution of the USSR (1991) by the European Union?

- A. Belovezha accords ✓ **Correct answer**
- B. Paris Treaty
- C. Washington Treaty
- D. Maastricht treaty

A. The Belovezha Accords (December 1991) dissolved the USSR and created the CIS.

B. The Paris Treaty is not associated with the dissolution of the USSR.

C. The Washington Treaty founded NATO; it is not associated with the dissolution of the USSR.

D. The Maastricht Treaty created the EU; it is not associated with the dissolution of the USSR.

Question 3 General Knowledge

Which continent is covered wholly with an ice sheet?

- A. Asia
- B. Antarctica ✓ **Correct answer**
- C. Australia
- D. Europe

: wholly covered with an ice sheet.

B. Antarctica is the continent covered wholly (almost entirely) with an ice sheet.

C. Australia is not covered with an ice sheet.

D. Europe is not covered with an ice sheet.

Question 4 General Knowledge

Sharm ul Sheikh Egyptian seaport on which sea?

- A. Black Sea
- B. Red sea ✓ **Correct answer**
- C. Mediterranean sea
- D. Caspian sea

A. Sharm el-Sheikh is not on the Black Sea.

B. Sharm el-Sheikh is an Egyptian resort on the Red Sea (Sinai coast).

C. Sharm el-Sheikh is not on the Mediterranean Sea.

D. Sharm el-Sheikh is not on the Caspian Sea.

Question 5 Everyday Science

Movement of air is called ----?

- A. Wind ✓ **Correct answer**
- B. Climate
- C. Mixture of gases
- D. Weather

A. Movement of air is called wind.

B. Climate is the long-term pattern of weather, not the movement of air.

xture of gases, but its movement is called wind.

D. Weather is the state of the atmosphere, not the movement of air.

Question 6 Everyday Science

What is the cause of acid rain?

- A. Chlorine
- B. Carbon dioxide
- C. Sulphur and Nitrogen ✓ **Correct answer**
- D. Ozone

A. Chlorine alone does not cause acid rain.

B. Carbon dioxide makes rain slightly acidic but is not the cause of acid rain.

C. Acid rain is caused mainly by sulphur dioxide and nitrogen oxides.

D. Ozone does not cause acid rain.

Question 7 Pakistan Studies

Who wrote the book "In the Line of Fire"?

- A. Pervaiz Musharraf ✓ **Correct answer**
- B. Benazir Bhutto
- C. Nawaz sharif
- D. Imran Khan

A. 'In the Line of Fire' is the memoir of Pervez Musharraf.

B. Benazir Bhutto wrote 'Daughter of the East', not 'In the Line of Fire'.

C. Nawaz Sharif did not write 'In the Line of Fire'.

D. Imran Khan wrote 'Pakistan: A Personal History', not 'In the Line of Fire'.

8 Pakistan Studies

In what year did Allama Iqbal join the Punjab Legislature Assembly?

- A. 1926 ✓ **Correct answer**
- B. 1927
- C. 1928
- D. 1930

A. Allama Iqbal was elected to the Punjab Legislative Assembly in 1926.

B. Iqbal did not join the Punjab Legislative Assembly in 1927.

C. Iqbal did not join the Punjab Legislative Assembly in 1928.

D. Iqbal did not join the Punjab Legislative Assembly in 1930.

Question 9 Current Affairs

When did the COVID-19 virus campaign start in Pakistan in 2021?

- A. 2nd February ✓ **Correct answer**
- B. 1nd February
- C. 5th February
- D. 4th February

A. Pakistan's COVID-19 vaccination campaign was launched on 2 February 2021.

B. The campaign did not start on 1 February 2021 (the option also misprints '1st' as '1nd').

C. The campaign did not start on 5 February 2021.

D. The campaign did not start on 4 February 2021.

Note: Note: PRINTED-KEY CORRECTION — D to A: Pakistan launched its COVID-19 vaccination campaign on 2 February 2021, not 4 February. Decided by assistant under owner's 8 Nov 2026 delegation.

10 English

Analogy:: Eye : Blindness::------

- A. Rain: weather
- B. Tooth : plague ✓ **Correct answer**
- C. Stomach: Indigestion
- D. Weaken: Disable

A. Rain and weather are not an organ-and-ailment pair like eye and blindness.

B. Eye is to blindness as tooth is to plaque (the option misprints 'plaque' as 'plague'): the organ and its ailment.

C. Stomach and indigestion also parallel the pattern, but the printed/intended pair is tooth and plaque.

D. Weaken and disable are verbs, not an organ-and-ailment pair.

Note: Note: PICK-ONE — the analogy is loose (stomach:indigestion also parallels eye:blindness) and option B misprints 'plaque' as 'plague'; B is the printed/intended pair (organ and its ailment). Decided by assistant under owner's 8 Nov 2026 delegation.

Question 11 English

What is the antonym of "deny"?

- A. Acknowledge ✓ **Correct answer**
- B. Reject
- C. Ignore
- D. Avoid

A. To 'acknowledge' is to admit or accept, the opposite of 'deny'.

B. To 'reject' is close to 'deny', not its antonym.

C. To 'ignore' means to pay no attention; it is not the antonym of 'deny'.

means to keep away from, it is not the antonym of 'deny'.

Question 12 Mathematics

Smallest prime number among the following is------?

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

A. 1 is not a prime number.

B. 2 is the smallest prime number.

C. 3 is prime but larger than 2.

D. 5 is prime but larger than 2.

Question 13 Mathematics

A tank can be filled by pipe a in 3 hours and by pipe b in 5 hours. When the tank is full it can be drained by pipe C in 4 hours. If the tank is initially empty an all three pipes are open how many hours will it take to fill up the tanke

- A. 9/17
- B. 1 9/17
- C. 9 9/17
- D. 3 9/17 ✓ **Correct answer**

A. Pipe A fills 1/3 per hour, pipe B 1/5, pipe C drains 1/4: net rate 1/3 + 1/5 - 1/4 = 17/60 per hour, so the time is 60/17 hours = 3 9/17 hours, not 9/17.

B. 1 9/17 hours is not the net time; the correct net time is 60/17 = 3 9/17 hours.

C. 9 9/17 hours is far too long; the net rate is 17/60 per hour.

1/3 + 1/5 - 1/4 = 17/60 per hour, so the tank fills in 60/17 = 3 9/17 hours.

Question 14 Mathematics

The total cost of placing an advertisement in a newspaper comprises a fixed cost of $3.50 and a variable cost of 25 cents per word . What is the total cost for placing an advertisement containing 22 words ?

- A. 7.5 $
- B. 8.5 $
- C. 8$
- D. 9 $ ✓ **Correct answer**

A. Fixed $3.50 plus 25 cents x 22 words = $3.50 + $5.50 = $9.00, not $7.50.

B. Fixed $3.50 plus 25 cents x 22 words = $9.00, not $8.50.

C. Fixed $3.50 plus 25 cents x 22 words = $9.00, not $8.00.

D. Fixed $3.50 plus 25 cents x 22 words = $3.50 + $5.50 = $9.00.

Question 15 Urdu

خطبات احمدیہ کن کی تصنیف ہے(1Time)

A. اقبال

Correct answer ✓ B. سر سید

C. غالب

D. حالی

A. Iqbal did not write Khutbat-e-Ahmadiya.

B. Khutbat-e-Ahmadiya is the work of Sir Syed Ahmed Khan.

C. Ghalib did not write Khutbat-e-Ahmadiya.

ot write Khutbat-e-Ahmadiya.

Question 16 Urdu

حیات جاوید کے مصنف کا نام بتائیں ؟

Correct answer ✓ حالی .A•

غالب .B•

علامہ اقبال .C•

شبلی .D•

A. Hayat-e-Javed (the biography of Sir Syed) was written by Altaf Hussain Hali.

B. Ghalib did not write Hayat-e-Javed.

C. Iqbal did not write Hayat-e-Javed.

D. Shibli did not write Hayat-e-Javed.

Question 17 Computer / IT

Which is necessary for sending an email?

- A. Modem
- B. Cable
- C. Internet ✓ **Correct answer**
- D. None of y

A. A modem is not necessary for sending an email; email needs connectivity.

B. A cable alone does not send email; connectivity is what is needed.

C. An internet connection is necessary for sending an email.

D. Something is necessary (the internet), so 'None of these' is wrong.

18 Computer / IT

Before printing a document you do an important task. What is it?(2Time)

- A. Save
- B. Print preview
- C. Page setting
- D. B & C ✓ **Correct answer**

A. Saving is important but the task done specifically before printing is preview/setting.

B. Print preview alone is part of the answer; the printed key combines it with page setting.

C. Page setting alone is part of the answer; the printed key combines it with print preview.

D. Before printing you check print preview and page setting, so 'B & C' is the intended answer.

Question 19 Computer / IT

What is another name for a spreadsheet?(2Times)

- A. Workbook ✓ **Correct answer**
- B. Document
- C. Slide show
- D. Table

A. In Excel a spreadsheet file is called a workbook.

B. A document is a Word file, not a spreadsheet.

C. A slide show is a PowerPoint file, not a spreadsheet.

D. A table is a part of a document, not another name for a spreadsheet.

20 Computer / IT

To return the reminder after the number is divided by a divisor in Excel we use the function?

- A. =SUM0
- B. =AVG0
- C. =MAX0
- D. None of these (MOD) ✓ **Correct answer**

A. =SUM() adds numbers; it does not return a remainder (and '=SUM0' is a misprint).

B. =AVG() averages numbers; it does not return a remainder (and '=AVG0' is a misprint).

C. =MAX() returns the largest value; it does not return a remainder (and '=MAX0' is a misprint).

D. The remainder after division in Excel is returned by the MOD function, so 'None of these (MOD)' is correct.

Question 21 Computer / IT

To quickly add a row at the end of a table click the last cell of the last row and then press the --- key

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

A. Enter starts a new paragraph; it does not add a row at the end of a table.

B. Ctrl alone does not add a row at the end of a table.

C. Space inserts a space; it does not add a row at the end of a table.

D. Pressing Tab in the last cell of the last row adds a new row at the end of a table.

22 Computer / IT

In PowerPoint which view allows users to see a visual overview of all slides in a presentation as miniature representations(2Time)

- A. Normal
- B. Slide show
- C. Slide sorter ✓ **Correct answer**
- D. Master slide

A. Normal view shows one slide at a time, not all slides as miniatures.

B. Slide Show view presents the slides, not an overview of all slides.

C. Slide Sorter view shows all slides as miniature thumbnails.

D. Master Slide view edits the slide master, not an overview of all slides.

Question 23 Computer / IT

In Microsoft Word which tool is used to access a list of synonym and antonyms for a selected word?(1Time)

- A. Thesaurus ✓ **Correct answer**
- B. Dictionary
- C. Grammar
- D. Spell check

A. The Thesaurus in MS Word gives synonyms and antonyms for a selected word.

B. A dictionary gives meanings, not lists of synonyms and antonyms.

C. Grammar check corrects grammar; it does not list synonyms and antonyms.

D. Spell check corrects spelling; it does not list synonyms and antonyms.

24 Computer / IT

When you want to prevent your text from formatting and paragraphing In MS Word which of the following should you use?

- A. Text box
- B. Styles
- C. Placeholder ✓ **Correct answer**
- D. page break

A. A text box holds text apart from the document flow, but it is not the printed/intended answer.

B. Styles apply formatting; they do not prevent text from being formatted.

C. A placeholder is the printed/intended answer for keeping text unformatted in this item.

D. A page break starts a new page; it does not prevent text formatting.

Note: Note: PICK-ONE — the stem is garbled ('prevent your text from formatting and paragraphing'); no option plainly does what the stem asks, and Placeholder is the printed/intended answer, so C is kept. Decided by assistant under owner's 8 Nov 2026 delegation.

Question 25 Computer / IT

Which font position is not available in MS Word?

- A. Right Aligned
- B. Right Aligned
- C. Justified ✓ **Correct answer**
- D. Centered

A. Right Aligned is a paragraph alignment available in Word (and it is duplicated as option B).

ned is the same option as A, a duplicated option cannot be the answer.

C. Justified is the printed/intended answer: it is a distribution of text across the line, not a left/centre/right position.

D. Centered is a paragraph alignment available in Word.

Note: Note: PICK-ONE — the stem confuses 'font position' with paragraph alignment, options A and B are identical ('Right Aligned' twice), and all four are alignments that exist in Word; Justified is kept as the printed/intended answer (the non-positional alignment). Decided by assistant under owner's 8 Nov 2026 delegation.

Question 26 Computer / IT

What is the shortcut for inserting a page break in MS Word?

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

A. Ctrl+Enter inserts a page break in MS Word.

B. Shift+Enter inserts a line break, not a page break.

C. Alt+Enter does not insert a page break in Word.

D. Ctrl+P opens Print; it does not insert a page break.

Question 27 Computer / IT

How can you save the same version of a file in the computer?

- A. MS Word
- B. Word pad
- C. MS Word

of these ✓ Correct answer

A. MS Word alone is not 'all of these'; the printed key combines both programs.

B. WordPad alone is not 'all of these'; the printed key combines both programs.

C. MS Word is repeated from option A; the printed key combines both programs.

D. Both MS Word and WordPad can save a file, so 'All of these' is the intended answer.

Note: Note: PICK-ONE — the stem is garbled ('save the same version of a file'); read as 'which of these can save a file', MS Word and WordPad both can, so 'All of these' is the intended answer. Decided by assistant under owner's 8 Nov 2026 delegation.

Question 28 Computer / IT

How many groups are there in he HOME tab of MS Word?

- A. 6
- B. 7
- C. 5 ✓ **Correct answer**
- D. 8

A. The Word Home tab does not have 6 groups.

B. The Word Home tab does not have 7 groups.

C. The Home tab in MS Word has 5 groups (Clipboard, Font, Paragraph, Styles, Editing).

D. The Word Home tab does not have 8 groups.

Question 29 Computer / IT

What command is used to find command prompt?

- A. Cmd ✓ **Correct answer**
- B. Command

- D. Console

A. Typing 'cmd' opens the Command Prompt.

B. 'Command' is not the command used to open the Command Prompt.

C. 'Terminal' is not the Windows command for the Command Prompt.

D. 'Console' is not the Windows command for the Command Prompt.

Question 30 Computer / IT

An electronic device that converts a computer's digital signals into analogue format for transmission over a phone line is called:

- A. Modulator
- B. Demodulator
- C. Modem ✓ **Correct answer**
- D. None of these

A. A modulator alone only converts digital to analogue; the device that does both is the modem.

B. A demodulator alone only converts analogue to digital; the device that does both is the modem.

C. A modem (modulator-demodulator) converts digital signals to analogue for transmission over a phone line.

D. There is a correct answer (modem), so 'None of these' is wrong.

Question 31 Computer / IT

What are browsing history files commonly known as?

- A. Logs ✓ **Correct answer**

- C. Cookies
- D. Temporary files

A. Browsing history files are commonly known as logs (history logs).

B. Cache is stored page data, not the history files themselves.

C. Cookies are small site data files, not the browsing history.

D. Temporary files are a different category from browsing history logs.

Question 32 Computer / IT

Which of the following is a famous search engine?

- A. Crawler
- B. Yahoo
- C. Google ✓ **Correct answer**
- D. Torch

A. A crawler is a program that indexes the web; it is not itself a search engine.

B. Yahoo is a search engine but not the famous one intended here; Google is.

C. Google is the famous search engine.

D. Torch is a minor browser/search tool, not the famous search engine intended here.

Question 33 Computer / IT

Which stores more data than a DVD?

- A. Floppy
- B. Blu-ray-Disc ✓ **Correct answer**
- C. Green-ray disc
- D. Compact Disc

isk stores far less than a DVD.

B. A Blu-ray disc stores more data (25-50 GB) than a DVD (4.7-8.5 GB).

C. 'Green-ray disc' is not a real storage medium.

D. A compact disc (CD) stores less (700 MB) than a DVD.

Question 34 Computer / IT

What is the heart of processor of computer?

- A. Arithmetic and Logic unit
- B. Logic unit
- C. Control unit ✓ **Correct answer**
- D. None of these

A. The ALU performs arithmetic and logic, but the coordinating 'heart' of the processor is the control unit.

B. The logic unit alone is not the heart of the processor.

C. The control unit directs and coordinates all processor operations; it is described as the heart of the processor.

D. There is a correct answer (control unit), so 'None of these' is wrong.

Question 35 Computer / IT

Random access memory is which type of memory?

- A. Permanent memory
- B. Long term memory
- C. Static
- D. None of these ✓ **Correct answer**

A. RAM is not permanent memory; its contents are lost when power is off.

t long-term memory, it is short-term, volatile memory.

C. Only SRAM is static; RAM in general (DRAM) is dynamic, volatile memory — 'static' is wrong as a general description of RAM.

D. RAM is volatile (short-term) memory, which is not listed, so 'None of these' is correct.

Note: Note: PRINTED-KEY CORRECTION — C to D: RAM is volatile memory (standard RAM/DRAM is dynamic); only SRAM is static, so 'Static' is wrong as a general description of RAM and 'None of these' is correct. Decided by assistant under owner's 8 Nov 2026 delegation.

Question 36 Computer / IT

A computer cannot affect which of the following?

- A. System files
- B. Software
- C. Mouse and keyboard ✓ **Correct answer**
- D. Hard Drive

A. A virus can corrupt system files, so it can affect them.

B. A virus can infect software, so it can affect it.

C. A computer virus affects files and software, not hardware such as the mouse and keyboard.

D. A virus can damage data on a hard drive, so it can affect it.

Note: Note: PICK-ONE — the stem omits the word 'virus' ('A computer cannot affect…'); read as 'a computer VIRUS cannot affect…', hardware such as the mouse and keyboard is unaffected, so C is kept. Decided by assistant under owner's 8 Nov 2026 delegation.

37 Computer / IT

What is POP?

- A. Private operation protocol
- B. Point of presence
- C. Public operation protocol
- D. Post office protocol ✓ **Correct answer**

A. 'Private operation protocol' is not what POP stands for.

B. 'Point of presence' is a networking term (POP/PoP), not the email protocol POP.

C. 'Public operation protocol' is not what POP stands for.

D. POP is the Post Office Protocol (the email retrieval protocol).

Note: Note: PRINTED-KEY CORRECTION — A to D: POP stands for Post Office Protocol, not 'Private operation protocol'. Decided by assistant under owner's 8 Nov 2026 delegation.

Question 38 Computer / IT

Which command in the run dialog box is used to find a temp file?

- A. %temp% ✓ **Correct answer**
- B. %temp
- C. %tempfiles%
- D. %temporary%

A. %temp% in the Run dialog opens the temporary files folder.

B. '%temp' without the closing % is not the command.

C. '%tempfiles%' is not the command for the temp folder.

D. '%temporary%' is not the command for the temp folder.

39 Computer / IT

Why is Two-Factor Authentication (2FA) used in securing online accounts?

- A. To make it easier for users to access account
- B. To eliminate the need for passwords altogether
- C. To provide an extra layer of security beyond just a password ✓ **Correct answer**
- D. To prevent the use of biometrics for authentication

A. 2FA does not make access easier; it adds a step.

B. 2FA does not eliminate passwords; it adds a second factor alongside them.

C. Two-Factor Authentication provides an extra layer of security beyond just a password.

D. 2FA does not prevent the use of biometrics; it can work with them.

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