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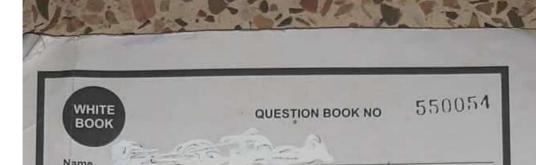
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Education Hub

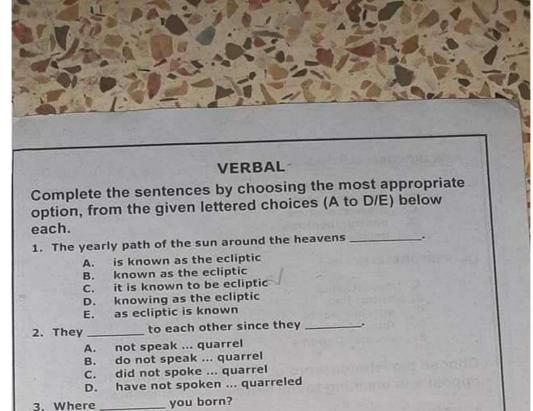
5 - COMPUTER OPERATOR

BPS-14/14

### INSTRUCTIONS

- CANDIDATE IS ADVISED TO CHECK HIS/HER QUESTION BOOK (PAGE NO. & QUESTION NO.) BEFORE THE START OF TEST AND REPORT ANY MISPRINTING, PAGE MISSING OR QUESTION MISSING TO NTS INVIGILATOR SO THAT YOUR BOOK CAN BE CHANGED. NTS WILL NOT BE RESPONSIBLE FOR ANY SUCH COMPLAINT REPORTED AFTER THE START OF TEST.
- PLEASE DO REMEMBER YOUR ROLL NO FOR FUTURE CORRESPONDENCE
- . Duration of test is 120 MINUTES (100 Questions).
- . Fill only one circle for each question. All questions carry equal marks.
- · Question Books are in five colours and Shuffles.
- Do not write or mark any thing on Question Book except Name, Roll No and Signature on Title of the Question Book. Do not tear off or remove any paper from Question book.
- No mobile phones, calculators and wrist watches with calculator are allowed in the Examination Hall.
- Put all your belongings under your seats.
- Two plain papers are given inside the Question Book for rough work. No extra sheet will be provided.
- You are not allowed to leave your seat during test.
- · All the papers will be collected at the end of the test.
- You will not leave your seat after test until advised by the Chief Supervisor.
- See back of your Question Book for instructions regarding solving & filling the Answer sheet.
- In the Case of any confusion get help from invigilation staff.





A. is

was B.

were C. have

D.

\_ your watch is not accurate. 4. The time \_

A. on

B. by

C. in.

D. with

asked to speak in public. 5. Mr. Khalid \_\_

A. has been rarely

B. has every day been

C. every day has been

D. has rarely been

Five lettered pairs (A to E) follow a related pair of words given in capitals. Select the lettered pair that best expresses a relationship similar to that expressed in the original pair in capitals.

6. TIGER: CAT::

A. ostrich: bird

B. lizard: frog

C. bud: leaf

D. gust: storm

E. caterpillar: moth



### 7. WARDROBE: CLOTHES::

- A. stove: crockery
- B. bookcase: books C. drawer: shelves
- D. pantry: medicine
- E. necklace: earrings

### 8. PERFORATE: HOLES::

- repeat: sins B. enter: hall
  C. /speckle: spots
  Div filter: water

  - E. decorate: rooms

Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters.

### 9. GRAB:

- A. releaseV
- B. snatch
- C. protest D. upset

### 10.SOOTHE:

- A. annoy
- B. pacify
- C. join
  D. restrict

### 11.CATCHING!

- A. appealing
- B. enchanting
- C. winning
  D. revolting

### 12.ALARMING:

- A. usual
- B. frightful
- C. terrible
- D. warning



Choose the word most similar in meaning to the capitalized ones.

13.BITTER: -> Ojos war

- A. sweet
- B. calm
- C. weak
- D. sour

#### 14.FRIEND: r

- A. stranger
- B. assistant
- C. superior D. companion

#### 15.TROUBLE:

- A. enlighten
- B. problem V
- C. solution
- D. explain

### 16.CRITICIZE: \_ LITTLE

- A. disapprove
- B. authorize C. for
- D. excuse

### Questions 17-20 are based on the following passage.

One of the most potentially dangerous international problems is that of mass tourism. Of the more than six billion people in the world, an increasing number of them are determined to travel. Annually a huge number of travel-hungry tourists traipse around the globe, and thousands of perfect beaches, attractive villages, historic cities, and regions of exquisite natural beauty have fallen under developers' building schemes. Attempts to accommodate these people have led to the destruction of the very attractions that they have come to enjoy and have made daily living almost impossible for the local residents.

#### 17. The effects of Tourism include:

- collapse of regions of natural beauty due to building schemes
- B. destruction of the attractions of tourists due to over adjustments
- almost impossible daily living for the local residents
- D. All of the above



### IO

- 21. If A is the "father" of B, but B is not the son of A. What is the relation of B to A?
  - A. B.
  - Daughter Mother Nephew
  - C.
  - D. Nephew
- 22.It takes 3-minutes to boil a single egg on an oil-stove. How many minutes will it take to boil 7-eggs together?

  - B. 8
  - C. 3∾
  - D. 10
- 23. Think of a single letter which when added anywhere to the body of the following words forms an entirely new word. "BUST" "FIST" "TICK" "BOW"
  - A. W
  - B. S/
  - C. R
- 24. Which of the following objects is different from the others?
  - A. Book
  - B. Paper
  - Pencil
  - C. D. Ink
  - E. Boat
- 25.Fill in the blank with a suitable word.

"Sunday is to Monday as today is to

- A. Tomorrow
- B. Yesterday
- C. Evening
- D. Every-day
- 26.If "BOY" is coded as 539 and "GIRL" is coded as 8627. Then how would you encode "GLORY"?
  - A. 23879
  - B. 98732
  - C. 86932
  - D. 87329



## 18. The phrase "these people" in the passage refers to:

- A. people in the world
- B. tourists
- C. developers
- D. residents

### 19. The phrase "mass tourism" means:

- large amount of people traveling around the globe
- В. frequent visits of villagers to zoos
- C. huge constructions in places of exquisite beauty
- D. the number of people hired to entertain foreigners

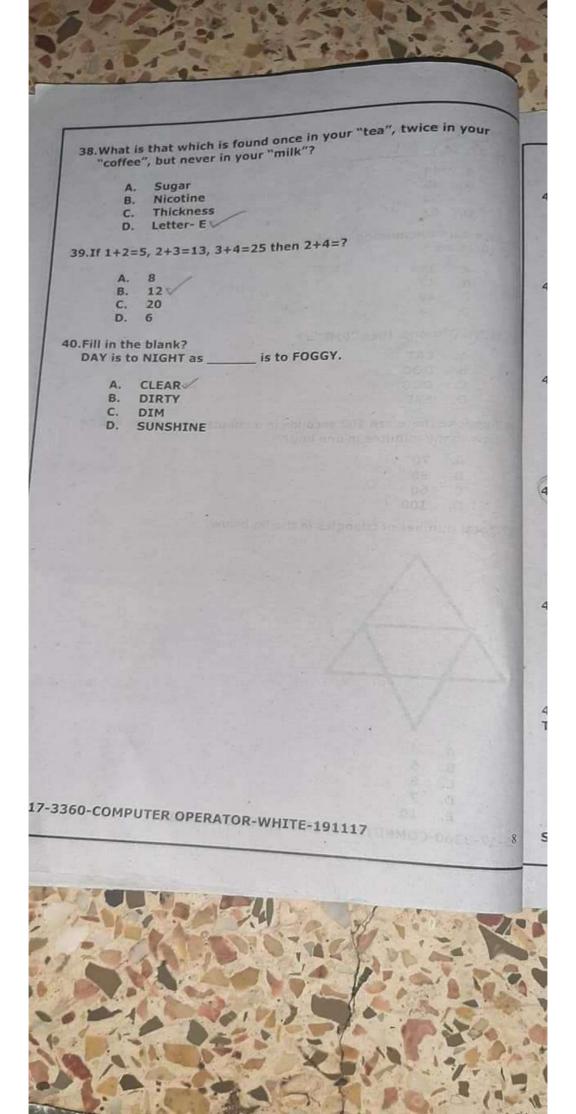
### 20. More than six billion people is the:

- A. annual number of tourists
- B. population of the world
- C. number of locals being effected by tourism
- D. number of developers



### 27. Choose the best answer for the following statement from the give options. "We prefer to wear woolen clothes in winter because \_ A. Woolen clothes are bad conductor of heat B. Woolen clothes are good conductor of heat C. Woolen clothes are more durable D. Woolen clothes are thicker that cotton 28.I am 6th in the queue starting from either end. How many are there in the queue? A. 9 B. 13 C. 11 D. 12 29.If 34+35=15, 55+86=24, 78+19=25, then 24+24=? A. 48 B. 24 C. 12√ D. 32 30.If 20-4=10, 30-6=10, then 40-8=? A. 32 B. 10 C. 30 D. 22 31. Javed will be 6-times as old in 50-years as he is now. What is the A. 10 years B. 12 years C. 15 years D. 20 years 32.Complete the series. 0/1, 2/3, 4/9, 6/27,\_\_\_\_ A. 10/243 B. 7/49 C. 8/64 D. 8/81 17-3360-COMPUTER OPERATOR-WHITE-191117





### 54. Which slide shows the first slide of the presentation? A. Next slide B. Page down C. Ctrl + Home D. Ctrl + Up 55.Bullets in MS Word are used to: A. Specify spacing B. Specify Page layout C. Specify Key Points D. Specify Heading E. Both c and dv 56. What is the Font size range of text in MS Word? A. 6.5 - 60 B. 7 - 65 C. 8 - 72 V D. 8.5 - 72 57. Where is the header and footer located in MS Word?

A. On the first page B. / On the current page C. On every page

D. On selected page

### 58. What shortcut key is used for line break?

A. Ctrl + EnterV B. Ctrl + F7 C. Shift + Enter D. Space

#### 59.F7 is used for:

A. Spell check B. Center align C. Insert table D. Open insert option

### 60.F11 is used in MS Excel for:

A. Creating a new row B. Creating a new column To insert chart for the selected cells C. To apply formula D.



# 47. How is data represented when copied from Excel to Word?

- Embedded
- B. Coded
- C. In a table of MS Word \
  D. Graphically

### 48. Why files of Excel are called a Work Book?

- A. They contain data
- B. They contain data which can be formatted
- They contain a number of Formulas
- C. They contain a number of Formulas

  D. They contain a number of Work sheets and Chart sheets

### 49.IF, NOT, OR, XOR are:

- A. Logical functions
- B. Mathematical functions
- C. Statistical functions
  D. Business functions

### 50. Which short key is used to hide a column?

- A. Ctrl + I
- B. Ctrl + H
- C. Ctrl + 9 V D. Ctrl + 12

### 51.By using which short key, Presentation starts from current slide?

- A. Alt + F4
- B. Alt + F5
- C. Shift + F5
- D. Shift + F4

### 52.In Slide layout how many slides are available by default?

- В. 3
- C. 4
- D.

### 53. Which option of menu bar shows textbox, pictures, and animations in MS Power Point?

- A. Tools
- B. Tables
- C. Format
- D. Insert



# SUBJECT 41.Bold, Italic and Underline are: A. Font Sizes B. Font Effects C. Font Colors D. Font Styles 42. What is the function of Justify? A. It aligns the text to left B. It aligns the text to right C. It aligns the text in the center D. It aligns the text equally from all sides 43. What functions can be applied with a Header A. Text B. Page Numbering C. Water Mark D. Table E. Both a and b 44.In MS word formulas are inserted as: A. Numbers B. Text C. Field code D. Value E. Symbol 45. Shortcut key to select all text: A. Ctrl+ W B. Ctrl + A C. Ctrl + H D. Ctrl + P 46.= Min E3:E9 The above function shows A. Minimum value in row E

B. Minimum value in Column E

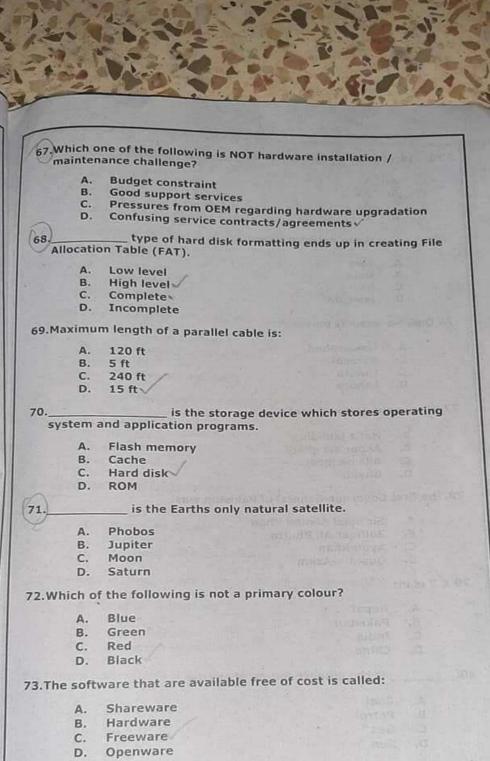
C. Minimum value from 3rd to 9th cell in row E

D. Minimum value from 3rd to 9th cell in column E



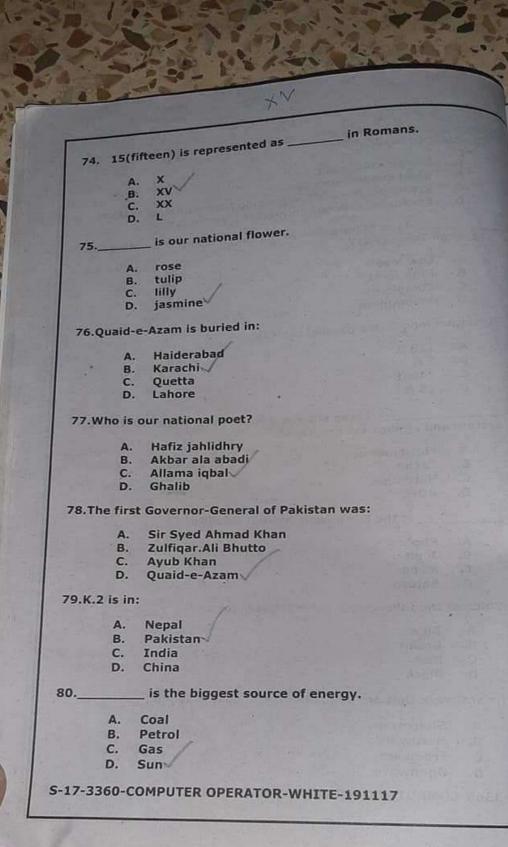
- 61 Checks that should be performed before downloading a software includes :
  - A. System release date information
  - System life time verification
  - System requirements verification C.
  - System manufacturers verification
- 62. Generally the most useful help document during the installation of software is:
  - A. Release notes
  - В. Readme file
  - C. Developer notes
  - D. License information
- 63. Which one of the following can be the most trusted source to the software installation?
  - A. Official website
  - B. Licensed CD/DVD
  - C. Online purchase
  - Verified 3rd party developer
- 64. Generally one of the best practices during the installation of software is:
  - A. Close all the system's programs
  - B. Disconnect the unnecessary hardware
  - Close the internet connection
  - D. Close all the user's running programs
- 65. Most of the installation begin by auto run feature otherwise the installation can be started by selecting:
  - A. setup.exe
  - B. readme
  - C. info.txt
  - D. release notes
- 66. Which is the most important consideration while installing / hardware?
  - A. Switch off power supply and earth all the wires
  - B. Make sure that all components are available and are new
  - The system is attached to a power source C.
  - There is an installation manual to help you through



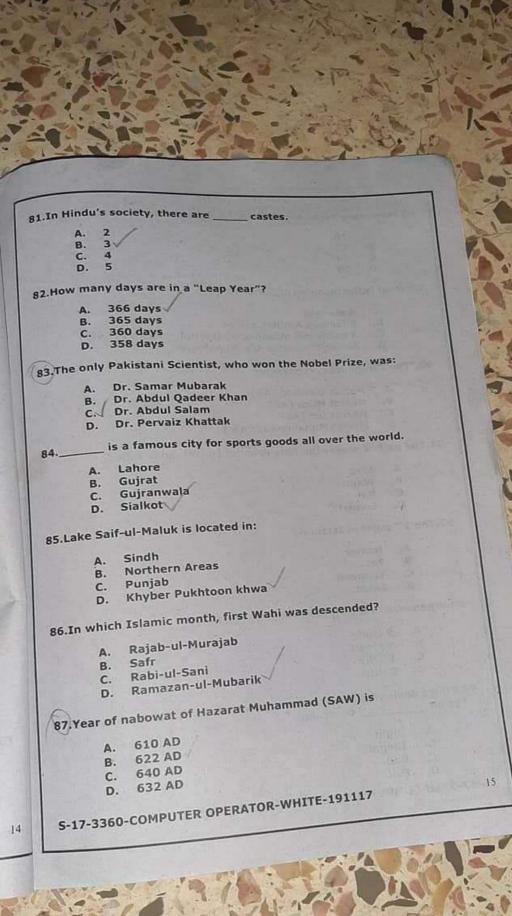


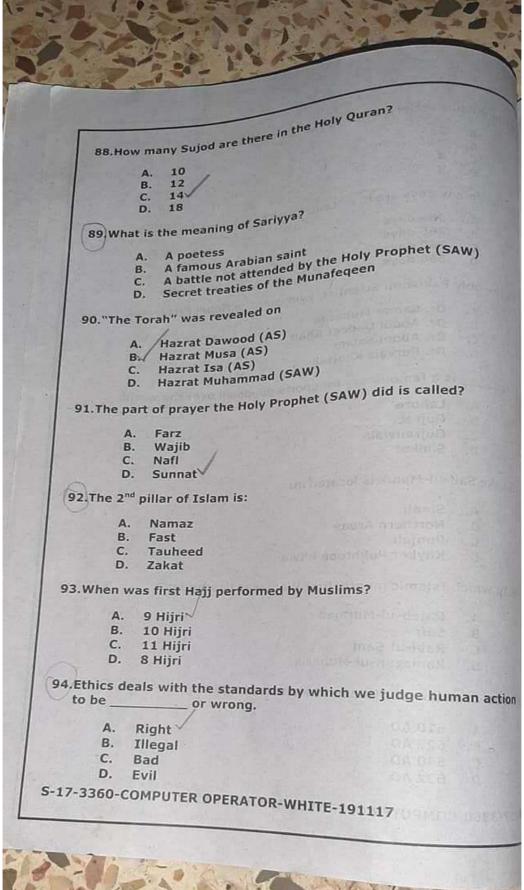




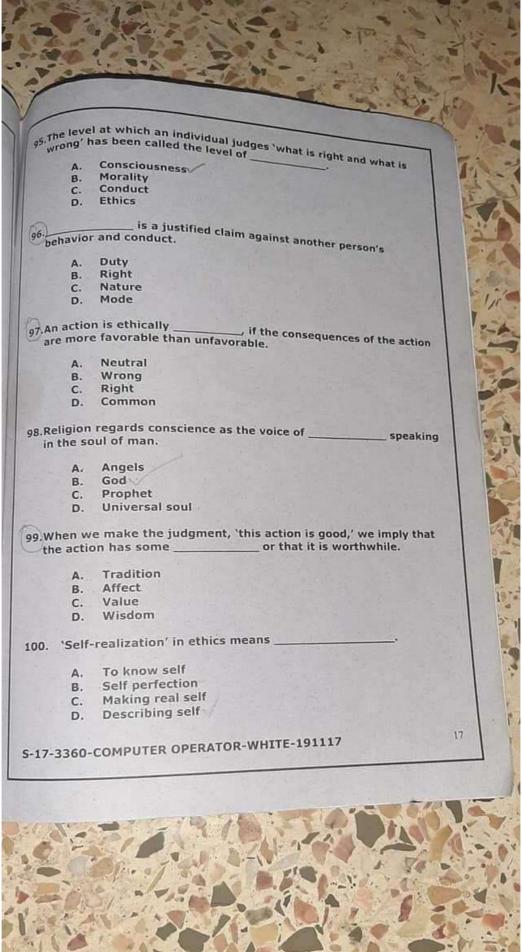














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