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QUESTION BOOK NO

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Name _____

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Education Hub

5 - COMPUTER OPERATOR

BPS - 14/16

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.

Do not open/tear off the seal till advised

VERBAL

Complete the sentences by choosing the most appropriate option, from the given lettered choices (A to D/E) below each.

1. The yearly path of the sun around the heavens _____.

- A. is known as the ecliptic
- B. known as the ecliptic
- C. it is known to be ecliptic ✓
- D. knowing as the ecliptic
- E. as ecliptic is known

2. They _____ to each other since they _____.

- A. not speak ... quarrel
- B. do not speak ... quarrel
- C. did not spoke ... quarrel
- D. have not spoken ... quarreled

3. Where _____ you born?

- A. is
- B. was
- C. were ✓
- D. have

4. The time _____ your watch is not accurate.

- A. on
- B. by ✓
- C. in
- D. with

5. Mr. Khalid _____ asked to speak in public.

- 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::

- A. repeat: sins
- B. enter: hall
- C. speckle: spots ✓
- D. 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. release ✓
- 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

S-17-3360-COMPUTER OPERATOR-WHITE-191117

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

13. BITTER: → سفت و ترش

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

14. FRIEND: ✓

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

15. TROUBLE: رنج و اندوه

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

16. CRITICIZE: — تمسخر و تخریب

- A. disapprove ✓
- B. authorize
- C. forgive
- 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:

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

IQ

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. Aunt
- B. Daughter ✓
- C. Mother
- 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?

- A. 6
- 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
- D. K

24. Which of the following objects is different from the others?

- A. Book
- B. Paper
- C. Pencil
- 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:

- A. large amount of people traveling around the globe ✓
- B. 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

17-3360-COMPUTER OPERATOR-WHITE-191117

27. Choose the best answer for the following statement from the given 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 than 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 present age of Javed?

- A. 10 years
- B. 12 years
- C. 15 years
- D. 20 years

32. Complete the series.

$0/1, 2/3, 4/9, 6/27, \underline{\hspace{2cm}}$

- A. $10/243$ ✓
- B. $7/49$
- C. $8/64$
- D. $8/81$

38. What is that which is found once in your "tea", twice in your "coffee", but never in your "milk"?

- A. Sugar
- B. Nicotine
- C. Thickness
- D. Letter- E ✓

39. If $1+2=5$, $2+3=13$, $3+4=25$ then $2+4=?$

- A. 8
- B. 12 ✓
- C. 20
- D. 6

40. Fill in the blank?

DAY is to NIGHT as _____ is to FOGGY.

- A. CLEAR ✓
- B. DIRTY
- C. DIM
- D. SUNSHINE



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 d ✓

56. What is the Font size range of text in MS Word?

- A. 6.5 - 60
- B. 7 - 65
- C. 8 - 72 ✓
- 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 + Enter ✓
- 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
- C. To insert chart for the selected cells
- D. To apply formula ✓

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

- A. 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
- 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 ✓
- 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?

- A. 2
- B. 3
- C. 4 ✓
- D. 5

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
- B. System life time verification
- C. System requirements verification ✓
- D. System manufacturers verification

62. Generally the most useful help document during the installation of software is:

- A. Release notes
- B. 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
- D. 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
- C. 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 (unused)
- C. The system is attached to a power source
- D. There is an installation manual to help you through installation

67. Which one of the following is NOT hardware installation / maintenance challenge?

- A. Budget constraint
- B. Good support services
- C. Pressures from OEM regarding hardware upgradation
- D. Confusing service contracts/agreements ✓

68. _____ type of hard disk formatting ends up in creating File Allocation Table (FAT).

- A. Low level
- B. High level ✓
- C. Complete
- D. Incomplete

69. Maximum length of a parallel cable is:

- A. 120 ft
- B. 5 ft
- C. 240 ft ✓
- D. 15 ft

70. _____ is the storage device which stores operating system and application programs.

- A. Flash memory
- B. Cache
- C. Hard disk ✓
- D. ROM

71. _____ is the Earth's only natural satellite.

- A. Phobos
- B. Jupiter
- C. Moon ✓
- D. Saturn

72. Which of the following is not a primary colour?

- A. Blue
- B. Green
- C. Red
- D. Black ✓

73. The software that are available free of cost is called:

- A. Shareware
- B. Hardware
- C. Freeware ✓
- D. Openware

XV

74. 15(fifteen) is represented as _____ in Romans.

- A. X
- B. XV ✓
- C. XX
- D. L

75. _____ is our national flower.

- A. rose
- B. tulip
- C. lilly
- D. jasmine ✓

76. Quaid-e-Azam is buried in:

- A. Haiderabad
- B. Karachi ✓
- C. Quetta
- D. Lahore

77. Who is our national poet?

- A. Hafiz jahlidhry
- B. Akbar ala abadi
- C. Allama iqbal ✓
- D. Ghalib

78. The first Governor-General of Pakistan was:

- A. Sir Syed Ahmad Khan
- B. Zulfikar. Ali Bhutto
- C. Ayub Khan
- D. Quaid-e-Azam ✓

79. K.2 is in:

- A. Nepal
- B. Pakistan ✓
- C. India
- D. China

80. _____ is the biggest source of energy.

- A. Coal
- B. Petrol
- C. Gas
- D. Sun ✓

81. In Hindu's society, there are _____ castes.

- A. 2
- B. 3 ✓
- C. 4
- D. 5

82. How many days are in a "Leap Year"?

- A. 366 days ✓
- B. 365 days
- C. 360 days
- D. 358 days

83. The only Pakistani Scientist, who won the Nobel Prize, was:

- A. Dr. Samar Mubarak
- B. Dr. Abdul Qadeer Khan
- C. ✓ Dr. Abdul Salam
- D. Dr. Pervaiz Khattak

84. _____ is a famous city for sports goods all over the world.

- A. Lahore
- B. Gujrat
- C. Gujranwala
- D. ✓ Sialkot

85. Lake Saif-ul-Maluk is located in:

- A. Sindh
- B. Northern Areas
- C. Punjab
- D. ✓ Khyber Pukhtoon khwa

86. In which Islamic month, first Wahi was descended?

- A. Rajab-ul-Murajab
- B. Safr
- C. Rabi-ul-Sani
- D. ✓ Ramazan-ul-Mubarik

87. Year of nabowat of Hazarat Muhammad (SAW) is

- A. 610 AD
- B. 622 AD ✓
- C. 640 AD
- D. 632 AD

S-17-3360-COMPUTER OPERATOR-WHITE-191117

88. How many Sujod are there in the Holy Quran?

- A. 10
- B. 12
- C. 14 ✓
- D. 18

89. What is the meaning of Sariyya?

- A. A poetess
- B. A famous Arabian saint
- C. A battle not attended by the Holy Prophet (SAW)
- D. Secret treaties of the Munafeqeen

90. "The Torah" was revealed on

- A. Hazrat Dawood (AS)
- B. Hazrat Musa (AS) ✓
- C. Hazrat Isa (AS)
- D. Hazrat Muhammad (SAW)

91. The part of prayer the Holy Prophet (SAW) did is called?

- A. Farz
- B. Wajib
- C. Nafil
- D. Sunnat ✓

92. The 2nd pillar of Islam is:

- A. Namaz
- B. Fast
- C. Tauheed
- D. Zakat

93. When was first Hajj performed by Muslims?

- A. 9 Hijri ✓
- B. 10 Hijri
- C. 11 Hijri
- D. 8 Hijri

94. Ethics deals with the standards by which we judge human action to be _____ or wrong.

- A. Right ✓
- B. Illegal
- C. Bad
- D. Evil

95. The level at which an individual judges 'what is right and what is wrong' has been called the level of _____.
A. Consciousness ✓
B. Morality
C. Conduct
D. Ethics
96. _____ is a justified claim against another person's behavior and conduct.
A. Duty
B. Right
C. Nature
D. Mode
97. An action is ethically _____, if the consequences of the action are more favorable than unfavorable.
A. Neutral
B. Wrong
C. Right
D. Common
98. Religion regards conscience as the voice of _____ speaking in the soul of man.
A. Angels
B. God ✓
C. Prophet
D. Universal soul
99. When we make the judgment, 'this action is good,' we imply that the action has some _____ or that it is worthwhile.
A. Tradition
B. Affect
C. Value
D. Wisdom
100. 'Self-realization' in ethics means _____.
A. To know self
B. Self perfection
C. Making real self
D. Describing self ✓

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