



Lahore University of Management Sciences (LUMS)

## LUMS Written Exam for EOBI Recruitment 2024

Employees' Old-Age Benefits Institution  
Ministry of Overseas Pakistanis and Human Resource Development  
Government of Pakistan, Islamabad

### Sample Question Paper:

**Assistant Director (Grade-7), Finance, Accounts, Audit & Investment Cadre  
(Equivalent to BPS-17)**

**Exam Code: 05**

**Name:** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_

**Caution:** The questions in this sample paper serve as an example. The difficulty level of questions in the actual exam may differ significantly.

#### **Guidelines for Candidates**

- Do not open this exam until you are instructed to do so.
- You will have a maximum of 90 minutes to complete the exam.
- All answers must be provided on the bubble sheet that accompanies the question paper.
- Use a black or blue ballpoint pen to mark your answers on the answer sheet.
- This exam is divided into four sections. The section names and their corresponding marks scheme are listed below:
  - ❖ **Finance, Accounting, Auditing, and Investment Management (40%):** The test is designed to be completed in 36 minutes; however, you are free to use more or less time as you see fit.
  - ❖ **Communication Skills (20%):** The suggested time for this test is 18 minutes, but you may adjust this time based on your needs.
  - ❖ **Analytical Skills & Data Response (20%):** This test is planned for 18 minutes of completion time, but you are welcome to adjust the time as you need.
  - ❖ **IT Skills (20%):** The intended duration for this test is 18 minutes, but you may extend or shorten this time according to your preference.
- Return both your question paper and answer sheet.
- A calculator may be required for this exam.

## Section 1: Finance, Accounting, Auditing, and Investment Management

**Please answer the multiple-choice questions below.**

1. Under International Financial Reporting Standards (IFRS)
  - a. the cash-basis method of accounting is acceptable.
  - b. **events are recorded in the period in which the event occurs.**
  - c. interim period financial statements are either a calendar year or a fiscal year.
  - d. a fiscal year is an accounting time period encompassing less than 12 months.
  
2. The accounting process involves all of the following except
  - a. identifying economic events that are relevant to the business.
  - b. communicating financial information to users by preparing financial reports.
  - c. **recording non-quantifiable economic events.**
  - d. analyzing and interpreting financial reports.
  
3. Which of the following would not be considered an external user of accounting data for a listed company on PSX?
  - a. Taxing authority representative.
  - b. **Management.**
  - c. Creditors.
  - d. Customers.
  
4. The final step in solving an ethical dilemma is to
  - a. Identify and analyze the principal elements in the situation.
  - b. Recognize an ethical situation.
  - c. **Identify the alternatives and weigh the impact of each alternative on stakeholders.**
  - d. Recognize the ethical issues involved.
  
5. XYZ's Inc. purchased land for Rs. 50,000,000 in 2010. At December 31, 2020, an appraisal determined the fair value of the land is Rs. 65,000,000. If XYZ's follows the historical cost principle, in the 2020 financial statements, the land will be reported at
  - a. **Rs. 50,000,000 on the statement of financial position.**
  - b. Rs. 65,000,000 on the statement of financial position.
  - c. Rs. 50,000,000 on the income statement.
  - d. Rs. 65,000,000 on the income statement.
  
6. Which of the following is not an advantage of the corporate form of business organization?
  - a. Limited liability of shareholders
  - b. Transferability of ownership
  - c. **Unlimited personal liability for shareholders**
  - d. Unlimited life
  
7. Equity is best depicted by the following:
  - a. Assets = Liabilities.
  - b. Liabilities + Assets.
  - c. Residual equity + Assets.
  - d. **Assets – Liabilities.**

8. As of December 31, 2020, Oxford Inc. had assets of Rs. 9,780,000, liabilities of Rs. 2,970,000, and share capital of Rs. 4,230,000. Retained earnings as of that date are
- Rs. 2,580,000.
  - Rs. 5,550,000.
  - Rs. 6,810,000.
  - Rs. 7,200,000.
9. Fatima Fertilizer sold ordinary shares for Rs. 2,200,000. This transaction will increase
- Cash and increase Retained Earnings by Rs. 2,200,000.
  - Cash and increase Share Capital by Rs. 2,200,000.
  - Service Revenue and increase Share Capital by Rs. 2,200,000.
  - Service Revenue and increase Cash by Rs. 2,200,000.
10. Kohinoor Company began the year with equity of Rs. 651,000. During the year, Kohinoor issued ordinary shares for Rs. 882,000, recorded expenses of Rs. 2,520,000, and paid dividends of Rs. 168,000. If Kohinoor's ending equity was Rs. 1,593,000, what was the company's revenue for the year?
- Rs. 2,580,000.
  - Rs. 2,748,000.
  - Rs. 3,462,000.
  - Rs. 3,630,000.
11. During June, RTC Inc. sold ordinary shares for Rs. 22,900,000, earned revenue of Rs. 4,040,000, incurred expenses of Rs. 2,060,000, and paid dividends of Rs. 60,000. Net income for June is
- Rs. 1,980,000.
  - Rs. 1,920,000.
  - Rs. 24,820,000.
  - Rs. 26,940,000.

**Use the following information to answer questions 12 and 13.**

Green Corporation began operations on January 1, 2020. Presented below is selected information related to Green on December 31, 2020.

Equipment	Rs. 435,000	Utilities Expense	Rs. 54,000
Cash	126,000	Accounts Receivable	123,000
Service Revenue	972,000	Salaries and Wages Expense	363,000
Rent Expense	117,000	Notes Payable	144,000
Accounts Payable	66,000	Dividends	135,000
Share Capital-Ordinary	252,000	Salaries and Wages Payable	24,000
Supplies	45,000	Advertising Expense	60,000

12. The statement of financial position on December 31, 2020, reports total assets of
- Rs. 480,000.
  - Rs. 606,000.
  - Rs. 684,000.
  - Rs. 729,000.

13. Retained earnings reported on the statement of financial position at December 31, 2020 is
- Rs. 495,000.
  - Rs. 378,000.
  - Rs. 252,000.
  - Rs. 243,000.
14. Niagara Corporation purchased a one-year insurance policy in January 2019 for Rs. 24,000. The insurance policy is in effect from March 2019 through February 2020. If the company neglects to make the proper year-end adjustment for the expired insurance
- Net income and assets will be understated by Rs. 20,000.
  - Net income and assets will be overstated by Rs. 20,000.
  - Net income and assets will be understated by Rs. 4,000.
  - Net income and assets will be overstated by Rs. 4,000.
15. Long-term creditors are usually most interested in evaluating
- liquidity and solvency.
  - solvency and marketability.
  - liquidity and profitability.
  - profitability and solvency.
16. A liquidity ratio measures the
- income or operating success of an enterprise over a period of time.
  - ability of the enterprise to survive over a long period of time.
  - short-term ability of the enterprise to pay its maturing obligations and to meet unexpected needs for cash.
  - number of times interest is earned.
17. The best measure of a company's ability to generate sufficient cash to continue as a going concern is net cash provided by
- financing activities.
  - investing activities.
  - operating activities.
  - processing activities.
18. Which of the following is accurate, as indicated in the principles underlying an audit?
- Management is expected to provide the auditors with all needed evidence prior to the beginning of audit work.
  - An auditor is unable to obtain absolute assurance that the financial statements are free from material misstatement.
  - Auditors are responsible for having appropriate competence to perform the audit without the assistance of outside specialists.
  - Management is responsible for preparing accurate financial statement amounts, while auditors are responsible for auditing those amounts and for preparing note disclosures related to those amounts.
19. In the context of agency theory, information asymmetry refers to the idea that:
- Information can vary in its reliability.
  - Information can vary in its relevance.
  - Management has more information about the entity's true financial position than do the absentee owners (i.e. shareholders).
  - Management likely will not act in the best interests of the absentee owners.

20. In Pakistan, as per Corporate Governance Regulations 2017, all listed companies' other than those in the financial sector shall, at the minimum, rotate the engagement partner after every:
- 3 years
  - 5 years
  - 7 years
  - 8 years
21. Which of the following statements is true about occurrence of fraud:
- the responsibility for the prevention and detection of fraud and error rests with both those charged with the governance and the auditors
  - the responsibility for the prevention and detection of fraud and error rests with both the management and the auditors
  - fraud detection is a primary audit objective as set by the ISAs
  - the auditor must assess the risk that material fraud or error has occurred during planning phase of the audit
22. Which of the following will most likely indicate the existence of related parties?
- Writing down obsolete inventory prior to year-end.
  - Failing to correct deficiencies in the client's internal control.
  - An explained increase in gross margin.
  - Borrowing money at a rate significantly below the market rate.
23. According to the Companies Act, 2017 in Pakistan, all of the following are duties of the auditor *except*
- Conducting the audit in compliance with ISA as adopted by ICAP.
  - Obtaining unrestricted access to the company's books, accounts and vouchers.
  - Giving an opinion on whether or not the financial statements give a true and fair view.
  - Giving an opinion on whether or not the company has kept proper books of accounts.
24. Which of the following statements is correct regarding internal control?
- A well-designed internal control environment ensures the achievement of an entity's control objectives
  - An inherent limitation to internal control is the fact that controls can be circumvented by management override
  - A well-designed and operated internal control environment should detect collusion perpetrated by two people
  - Internal control is a necessary business function and should be designed and operated to detect all errors and fraud
25. According to the net present value rule, an investment in a project should be made if the
- net present value is greater than the cost of investment.
  - net present value is greater than the present value of cash flows.
  - net present value is positive.
  - net present value is negative.
26. The opportunity cost of capital for a risky project is
- the expected rate of return on a government security having the same maturity as the project.
  - the expected rate of return on a well-diversified portfolio of common stocks.
  - the expected rate of return on a security of similar risk as the project.
  - the expected rate of return on a typical bond portfolio.

## Section 2: Communication Skills

Please read the following passage and answer the multiple-choice questions that follow.

"Everybody thinks we are all terrorists," our friend and driver Asif tells us, "That's why there are no tourists here these days. But look around you, nobody is bothering you, people are happy that you are here." We are sitting at a street restaurant in the old city of Lahore, near the astonishing Mughal citadel of the Lahore fort and the Badshahi mosque, ordering bowl after bowl of utterly delicious chickpeas stewed in a chicken and coriander stock, served with nan bread fresh baked in their clay oven. Lahore surely has some of the world's great street food, often served by one-dish restaurants, which its famously Epicurean inhabitants will cross the city to sample. The food is not always for the faint-hearted; before we settle on the chickpea joint, we are taken as a treat to a restaurant where we are offered the three bovine options on the menu: brain, hoof or tongue.

Alongside its culinary arts, Lahore's other cultural treasure is its music, which is why we are here. Qawwali is a form of Muslim mystic – Sufi – devotional music. Its roots go back seven centuries, although it was the great qawwal Nusrat Fateh Ali Khan who brought it to international exposure. Nusrat, who died in 1997, was based in Lahore, and today the city is full of musicians of all sorts. Sam, my producer and guitarist and I have come from London to connect with this deeply rooted and hugely popular form of devotional music. We're part of a British Council/Southbank Centre project called 'The Language of Love' that facilitates collaborations between musicians from India, Pakistan and the west.

Sufism is often celebrated as the softer face of Muslim culture. Celebrating the union of Sufi saints with the divine, qawwali is designed to create an ecstatic trance mood, and is most typically performed at Sufi shrines. Sufi saints are thought to be channels of "baraka" – divine blessing – and to have powers of intercession. Qawwali can be pious but also transgressive in its adoration of the saints and its glorification of states of "intoxication" and loss of self. The performers stand or fall on their ability to deliver a sense of rapture to the audience; the most famous qawwals command huge fees and when shrine performances occur, banknotes are showered on performers who make a lyric or sentiment hit home.

The singers draw on a repertoire of hundreds of songs which are sung mainly in Urdu or Punjabi. A main voice is backed by others singing in unison, sometimes in call and response, and sometimes taking the lead and it's impossible not to be swept away on the tide of their emotion. There are moments of improvisation, but these are tunes built around killer hooks. Handclaps, "table" and other hand percussion drive the music forward relentlessly. The magnificent Nusrat Fateh Ali Khan typified how qawwali is performed with such passion that you sense the singer trying to tear away the veil of separation between himself and the "beloved".

27. The tone of this article can best be summed up as one of
- Disdain.
  - Belief.
  - Fascination.
  - Derision.
28. Lahoris are presented as
- Intrusive and overly friendly.
  - Stand-offish.
  - Hyper and menacing.
  - Welcoming and fun-loving.
29. Qawwali is a devotional music
- That goes against the tenets of Islam.
  - That has a huge following in Lahore.
  - Which attempts to appropriate political Islam.
  - That is normally performed at Sufi shrines.

30. The author's opinion about Qawwali is one of
- Adoration.
  - Grudging acceptance.
  - Acknowledgment.
  - Incomprehensibility.
31. The word 'Epicurean' means
- Mercurial.
  - Slouch.
  - European.
  - Connoisseur.
32. Nusrat Fateh Ali Khan was, according to this passage
- A singer who liked to tear people's clothes.
  - A singer who had a lot of potential.
  - Someone who epitomized the art of Qawwali.
  - A singer who was deeply influenced by Western music.

**Please complete the multiple-choice questions below.**

33. To give a great presentation, the speaker must have
- A bit of apprehension.
  - Stage fright.
  - Good PowerPoint slides.
  - Confident body language.
34. Keeping your audience's perspective in mind can help
- In tailoring your message.
  - In writing a short speech.
  - In knowing what questions will be asked.
  - In finishing the presentation on time.
35. "Respect" is an important component of communication skills because
- You have earned it by being in a good position.
  - Others will be more open if you convey it for them and their ideas.
  - You deserve it if people want to benefit from your knowledge.
  - Everyone wants it.
36. Which one of the following actions would you consider to be a good example of non-verbal behavior while giving a formal speech?
- Speaking loudly.
  - Making occasional eye-contact with some members of the audience.
  - Putting both your hands on the dais to show your confidence.
  - Point to some members of the audience in the last row.
37. What is the most effective way to give verbal feedback after someone has made a poor presentation?
- Tell the person that his/her presentation was terrible.
  - Tell the person that she/he made a wonderful presentation.
  - Mention something good about the presentation and suggest ways in which it can be improved.
  - Tell them that you will work with them every day till they perfect the art of presentations.
38. The first and most important reason for communicating is to
- Enforce one's ideas on others.
  - Intimidate the audience with one's brilliance.
  - Test the new vocabulary at one's disposal.
  - Build relationships with other people.

**Please complete the fill-in-the-blanks questions below.**

39. To watch the head of the Egyptian armed forces, General Sisi pronounce 'the roadmap' \_\_\_\_\_ the country's future was not a moment for \_\_\_\_\_ by true democrats, although for hours before and afterwards celebratory fireworks were being set off in and around Tahrir Square doing just that.
- a. undermining                      happiness
  - b. laying                                sadness
  - c. planning                            rejection
  - d. **charting**                            **rejoicing**
40. Protesters in Brazil have \_\_\_\_\_ to the streets in low-income suburbs of Sao Paulo to demand better education, transport and health services, one day after President Dilma Rousseff \_\_\_\_\_ a wide range of actions to reform the country's political system.
- a. flooded                                ordered
  - b. flocked                                disregarded
  - c. backed                                 requested
  - d. **returned**                            **proposed**
41. For nearly 28 years the U.S. government has \_\_\_\_\_ an increasingly \_\_\_\_\_ secret: A CIA tip to South African intelligence agents led to the arrest that put Black Nationalist leader Nelson Mandela in prison for most of his adult life.
- a. unearthed                            positive
  - b. **harbored**                            **embarrassing**
  - c. partnered                            valuable
  - d. kept                                     unmentionable
42. \_\_\_\_\_ solar panels with an 8-nanometer-thick hydrophobic material keeps rain and condensation from accumulating on the panel, which also \_\_\_\_\_ away the dust and pollen that would normally accumulate and reduce the energy efficiency of the panel.
- A. rinsing                                cleanses
  - B. **Coating**                            **washes**
  - C. massaging                            washing
  - D. covering                              spews
43. While early adopters were quick to jump on the \_\_\_\_\_ energy bandwagon solely for sustainability reasons, the rising cost of traditionally sourced energy and lower costs of renewable systems have \_\_\_\_\_ growth in wind and solar systems.
- a. **renewable**                            **spurred**
  - b. profitable                                underachieved
  - c. solar                                     reduced
  - d. new                                        blasted
44. Pakistan and China signed eight \_\_\_\_\_ agreements, paving the way for inflow of multi-billion-dollar Chinese investment in Pakistan and further \_\_\_\_\_ the mutually cherished bilateral strategic relationship.
- a. **cooperation**                            **strengthening**
  - b. financial                                controlling
  - c. barter                                    strengthen
  - d. strategically                            weakening



**Please choose the best version from the various options of the underlined portion of the sentence.**

45. Accessing to the fast-growing Chinese economy is prized by policymakers and businesspeople but concerns that European firms are missing out on the Chinese boom have led to soul-searching concerning Europe's competitiveness and to criticism leveled at Chinese protectionism.
- Accessing to the fast-growing Chinese economy is prized by policymakers and businesspeople
  - Accessible to the fast-growing Chinese economy is prized by policymakers and businesspeople
  - Access to the fast-growing Chinese economy is prized by policymakers and businesspeople**
  - Access to the fast-grow Chinese economy is prized by policymakers and businesspeople.
46. Wheat, rice, and maize are highly substitutable in the global market for calories, and when aggregate stocks decline to minimal feasible levels, price become highly sensitive to small shocks, consistent with the economics of storage behavior.
- price become highly sensitive to small shocks, consistent with the economics of storage behavior.
  - prices becoming highly sensitive to small shocks, consistent with the economics of storage behavior.
  - prices become highly sensitivity to small shocks, consistent with the economics of storage behavior.
  - prices become highly sensitive to small shocks, consistent with the economics of storage behavior.**
47. In equilibrium, the speeds of adjustment of mean returns and of capital between the two markets are increase in the degree to which capital is imbalanced between them, and can be reduced by competition among intermediaries.
- In equilibrium, the speeds of adjustment of mean returns and of capital between the two markets are increase
  - In equilibrium, the speeds of adjustment of mean returns and of capital between the two markets are increasing**
  - In equilibrium, the speeds of adjustment of mean returns and of capital between the two markets are increased
  - In equilibrium, the speeds of adjustment of mean returning and of capital between the two markets are increasing
48. A number of promotional strategies, which includes selective food availability, cooking techniques, creative meal preparation and presentation, positive role-modeling, teaching and instruction, and media reinforcement, can be used to enhance healthy nutritional patterns.
- A number of promotional strategies, which includes selective food availability
  - A number of promotional strategies, which include selective food availability**
  - A number of promotional strategies, which including selective food availability
  - A number of promotional strategies, which include selectively food availability
49. Across South Asia, climate changes is making the monsoon more erratic, less dependable and even dangerous, with more violent rainfall as well as worsening dry spells.
- Across South Asia, climate change is made the monsoon more erratic, less dependable and even dangerous, with more violent rainfall.
  - Across Southern Asia, climate change is making the monsoon more erratically, less dependable and even dangerous, with more violent rainfall.
  - Across South Asia, climate change is making the monsoon more erratic, less dependables and evenly dangerous, with more violent rainfall.
  - Across South Asia, climate change is making the monsoon more erratic, less dependable and even dangerous, with more violent rainfall.**

### Section 3: Analytical Skills & Data Response

Instructions: Review the population data by age groups in Pakistan in Table 3.1 and answer the multiple-choice questions that follow. Select only one answer by circling the correct option. According to Table 3.1, Pakistan's population is projected to increase from 210.13 million in 2020 to 242.05 million by 2030.

**Table 3.1. Population by Age Groups, Pakistan**

(Million, Numbers)

Age Group (Years)	2020	2025	2030
00 -04	23.28	22.44	20.35
05-09	22.35	22.95	22.18
10-14	21.24	22.28	22.88
15-19	20.01	21.19	22.24
20-24	20.05	19.95	21.14
25-29	19.71	19.98	19.89
30-34	17.04	19.62	19.91
35-39	14.62	16.94	19.53
40-44	12.27	14.49	16.81
45-49	10.20	12.01	14.31
50-54	8.26	9.95	11.84
55-59	6.57	7.93	9.60
60-64	5.13	6.14	7.45
65+	9.39	11.39	13.93
<b>Total</b>	<b>210.13</b>	<b>227.35</b>	<b>242.05</b>

Source: GoP (2015). *Pakistan Economic Survey, 2014-15*, Economic Adviser's Wing, Ministry of Finance, Islamabad

50. The average population of children aged 0-4 months between 2020 and 2025 is:

- a. 22.44 million.
- b. 22.86 million.
- c. 23.28 million.
- d. 15.24 million.

51. What is the projected percentage increase in Pakistan's population between 2020 and 2030?

- a. 10.05%
- b. 12.24%
- c. 15.19%
- d. 20.30%

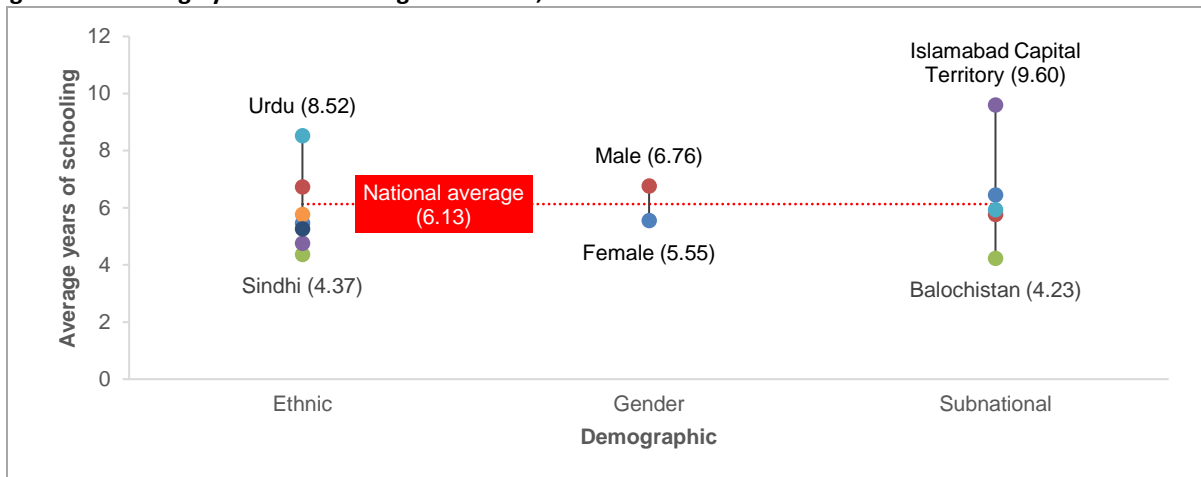
52. What is the projected number of children under 15 years of age in Pakistan in 2025?

- a. 64.23 million
- b. 65.41 million
- c. 66.87 million
- d. 67.67 million

53. By how much is the population of children under 15 years of age projected to decrease between 2025 and 2030?
- a. 1.46 million
  - b. 2.26 million
  - c. 1.98 million
  - d. 0.96 million
54. What is the projected proportion of young people aged 15-24 in Pakistan in 2025?
- a. 41.14/227.35
  - b. 35.29/227.35
  - c. 39.15/227.35
  - d. 37.89/227.35
55. What is the projected percentage of young people (aged 15-24) in Pakistan in 2030?
- a. 15.94%
  - b. 16.32%
  - c. 17.92%
  - d. 18.50%
56. What percentage of the population in Pakistan will be less than 25 years old in 2025?
- a. 44.10%
  - b. 46.50%
  - c. 47.86%
  - d. 50.23%
57. What percentage of the population in Pakistan will belong to the working-age group (15-59 years) in 2025?
- a. 57.49%
  - b. 58.64%
  - c. 59.78%
  - d. 62.48%
58. What percentage of the population in Pakistan will belong to the working-age group (15-59 years) in 2030?
- a. 57.25%
  - b. 58.32%
  - c. 64.15%
  - d. 60.37%

Instructions: Pakistan faces numerous challenges, including political, social, economic, and security issues. Natural disasters, such as floods and earthquakes, a large Afghan refugee population, tensions with neighboring countries, and conflict-related emergencies exacerbate these problems, hindering development (UNICEF, 2016). These instabilities limit the right to education as per Article 25-A of the Constitution. Figure 3.1 shows that inequality across gender, ethnic and geographic groups is particularly notable in Pakistan’s educational system. Answer the multiple-choice questions that follow by encircling the correct option.

**Figure 3.1: Average years of schooling in Pakistan, 2013**



Source: UNICEF (2016). *Access to Education and Social Cohesion in Pakistan: End-line Report*, United Nations Children’s Fund, Islamabad.

59. According to Figure 2.1, what is the gap in educational attainment across ethnic groups in Pakistan?

- a. 4.15 years
- b. 5.37 years
- c. 1.21 years
- d. 3.24 years

60. What is the educational attainment gap for subnational units in Pakistan, as shown in Figure 1?

- a. 4.15 years
- b. 5.37 years
- c. 1.21 years
- d. 3.24 years

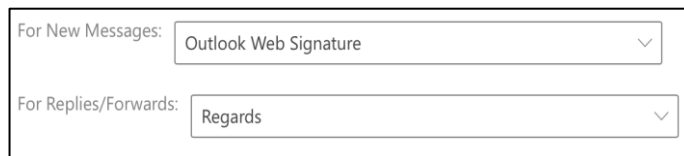
61. How large is the gender gap in educational attainment in Pakistan, according to Figure 1?

- a. 4.15 years
- b. 5.37 years
- c. 1.21 years
- d. 3.24 years

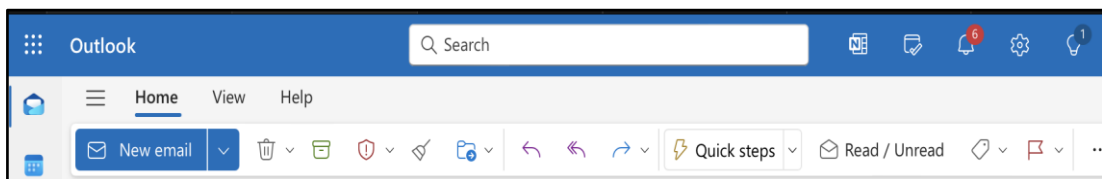
## Section 4: IT Skills

**Instructions:** Please complete the multiple-choice questions below.

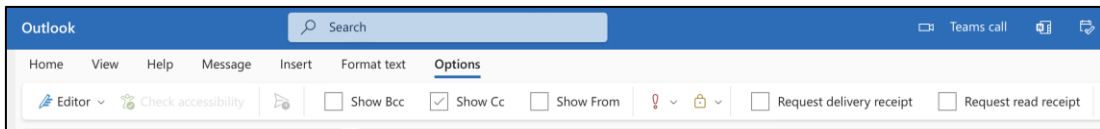
62. You have gathered data of out-of-school children. You would like to see their region-wide distribution. Which of the following tools will you use?
- A. Adobe notepad
  - B. Power point
  - C. Spreadsheets**
  - D. Word processors
63. You are using Microsoft 365 and have prepared a report on EOBI data for employees who are eligible for benefits. Due to the inclusion of graphics and images, the file size has exceeded 50 MB. How can you share this file with your colleagues while staying within the Microsoft environment?
- A. Store on Google Drive
  - B. Store on Microsoft Databank
  - C. Store the file on iCloud Drive.
  - D. Store the file on OneDrive.**
64. What is Chat GPT?
- A. It is a large language model that relies on human operators to provide answers.
  - B. It is a large language model that uses artificial intelligence to generate answers.**
  - C. It is a social media platform that uses artificial intelligence to generate answers.
  - D. It is an online chatting application that helps users of an e-commerce company GPT to connect to its customer service center.
65. You are using Outlook under MS Office 365 to write an email to your staff officer. You would like to use full signatures for new messages compared to initials for replies or forwarding messages as shown in the figure below. Which menu option or icon will you click to take this action?
- A. View menu
  - B. Settings icon**
  - C. OneNote icon
  - D. Bell icon



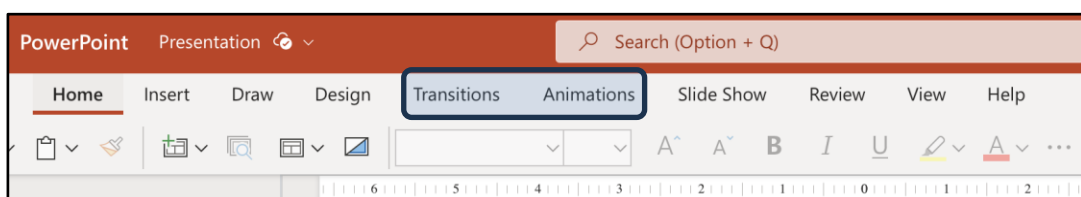
The image shows a screenshot of the Outlook signature settings. It features two dropdown menus. The first dropdown is labeled "For New Messages:" and is currently set to "Outlook Web Signature". The second dropdown is labeled "For Replies/Forwards:" and is currently set to "Regards".



66. You are editing the header of a document and are required to exclude the header from the title page of the document. Which one of the following options will you select?
- A. Close Header and Footer
  - B. Header
  - C. Different First Page
  - D. Header from Top
67. You have prepared a survey report that you would like to send to the Secretary as an attachment to your email. Which navigation menu options will you use to attach this document?
- A. View
  - B. Message
  - C. Insert
  - D. Options



68. In some cases, unauthorized people need to be prevented from accessing and editing documents. For a Microsoft document:
- A. You can “Protect Document” or “Encrypt with Password” option to stop a file from revealing its filename extension.
  - B. You can use “Protect Document” or “Encrypt with Password” option to set different passwords, one to open a document and other to modify a document.
  - C. You can use password to stop a file from being emailed.
  - D. You cannot set passwords for opening and modifying a document.
69. The difference between Transitions and Animations is:
- A. A transition is a special effect that applies to a single element on a slide such as text, a shape, an image, and so on. Whereas an animation is the special effect that occurs when you exit one slide and move on to the next during a presentation.
  - B. An animation is a special effect that applies to a single element on a slide such as text, a shape, an image, and so on. Whereas a transition is the special effect that occurs when you exit one slide and move on to the next during a presentation.
  - C. An animation is a special effect that applies to multiple elements on a slide when you exit a slide and move on to the next during a presentation. Whereas a transition is the special effect that occurs when you click on a single element on a slide.
  - D. An animation is applied to the whole slide, and it is possible for a slide to have multiple transitions effects on it.



70. In MS Word, what is meant by the concept of WYSIWYG?

- A. What You Seek Is What You Get
- B. What You See Is What You Get
- C. What You Spend Is What You Give
- D. What You Seek Is What You Gather

71. In MS Word, what does Justify option do?

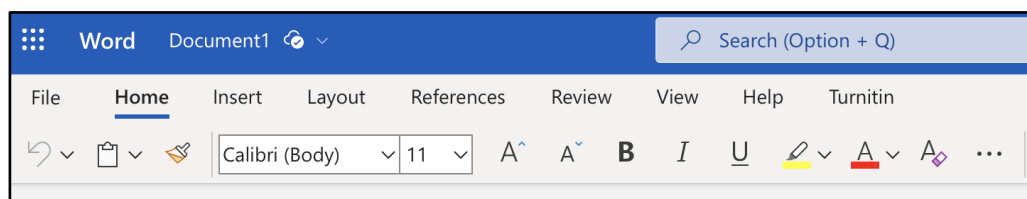
- A. It aligns the text to both left and right margin.
- B. It aligns the text to center.
- C. It aligns the text to the left margin.
- D. It aligns the text to the right margin.

72. Major difference between X and Instagram is:

- A. Instagram does not have a feature like X stories.
- B. Instagram is a short-form news and social media site famous for its strict character limit on all posts, whereas X is a social media platform aimed primarily at sharing media.
- C. Instagram is a social media platform aimed primarily at sharing media, whereas X is a short-form news and social media site famous for its strict character limit on all posts.
- D. While Instagram aligns better with content comprised of text, X generally favors visual content such as images and videos.

73. In MS Word 365 there is a menu option "Turnitin". What is the purpose of this option?

- A. Turnitin is a pre-configured application to be used in Microsoft Word 365 Online for turning documents into a presentation.
- B. Turnitin is a tool that empowers the user to do their work without being detected.
- C. Turnitin is an Internet-based plagiarism detection service that helps the users in plagiarising their work.
- D. Turnitin is a plagiarism detection software that scans documents for matched text by comparing them with publications kept in a secret database.



74. Given the data in a spreadsheet shown, what formula is used in cell D8 that when copied to cell E8 gives the values as shown.

- A. = AVERAGE(\$D\$3:\$D\$7)
- B. = AVERAGE(D3:D7)
- C. = MEAN(\$D\$3:\$D\$7)
- D. = MEAN(D3:D7)

	C	D	E
2	Pensioner ID	Amount Paid (PKR)	Deductions (PKR)
3	101	43,098	1034
4	102	37,890	2893
5	103	36,542	989
6	234	47,290	3475
7	272	50,098	2021
8	Mean	42,984	2,082

75. Which of the following applications are used for Internet browsing?
- A. Google chrome
  - B. Microsoft safari
  - C. Apple explorer
  - D. Foxpro DB
76. “Keep Source Formatting”, “Match Formatting”, and “Keep Text Only” are options of which menu command in Microsoft Word?
- a. Edit
  - b. Format
  - c. Layout
  - d. Paste
77. Internet of Things (IoT) is:
- a. About computerized gadgets that could be accessed on the Internet.
  - b. About household electronic items that could be accessed via the Internet.
  - c. About surveillance cameras that could be accessed via the Internet.
  - d. All of the above.
78. Formulas in Excel start with
- a. %
  - b. =
  - c. +
  - d. -
79. Which of the following allows you to automatically move messages you receive into folders based on specified criteria?
- a. Action
  - b. Exception
  - c. Rule
  - d. Formula
80. If mouse is clicked over the ‘Sign in’ tag, which page is expected to be opened?
- a. A page asking for username and password
  - b. A page asking the user to register first
  - c. A page asking the user to sign a declaration
  - d. A page informing the user about the signing authority

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81. In the context of computers what is ‘WiFi’?
- A. Wireless Functionality
  - B. Weird Functions
  - C. Wireless Fidelity
  - D. Winning Fidelity