



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), Office Cadre (Equivalent to BPS-17)

Exam Code: 07

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 Optical Mark Recognition (OMR) or 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 is listed below:
 - ❖ **Essential Skills in Office Management & Administration (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: Essential Skills in Office Management & Administration

Please answer the multiple-choice questions below.

- Which of the following best describes the principle of "unity of command" in office management?
 - Each employee should report to multiple managers.
 - Each employee should report to only one manager.
 - Each manager should report to multiple employees.
 - Each manager should report to only one employee.
- Which of the following is NOT typically included in an office procedure manual?
 - Job descriptions
 - Emergency protocols
 - Employee personal information
 - Standard operating procedures
- What is the primary goal of records management?
 - To ensure quick and efficient retrieval of information.
 - To reduce office space usage.
 - To minimize employee interaction.
 - To increase paper usage in the office.
- Which system is commonly used for the alphabetical filing of records?
 - Numeric system
 - Subject system
 - Chronological system
 - A-Z system
- Which of the following tools can help improve time management in an office setting?
 - Personal phone calls
 - Social media breaks
 - Task prioritization lists
 - Extended lunch hours
- You are responsible for a result- and goal-oriented process of planning, recruiting, selecting, developing, managing, and compensating employees in a holistic and integrated manner. What management tool will help you best fulfill your responsibility?
 - job analysis.
 - HR alignment.
 - strategic planning.
 - talent management.
- When you carry out your managerial responsibilities while taking a talent management approach, then which one of the following activities will be most helpful?
 - coordinate recruitment and compensation activities.
 - use different competencies for recruitment and development.
 - rely primarily on applicant testing results for hiring decisions.
 - manage employees based on their experience with the organization.

8. You are responsible for assigning work to employees and you need to determine what duties have not been assigned. Of the following, which activity will help you obtain required information on the essential duties to be assigned?
- work activities.
 - job context.
 - job analysis.
 - performance standards.
9. As part of your managerial responsibilities, you have carried out detailed analyses of some critical jobs. As the final step of analyzing the jobs, what you should be doing?
- writing job descriptions and job specifications.
 - validating all of the collected job data.
 - collecting data on specific job activities.
 - reviewing relevant background information.
10. Your department has been assigned some additional work to be carried out. You have employees working at different hierarchical levels. You assign additional responsibilities to different employees by matching their hierarchical level with the level of activities to be performed. The managerial tool you used is.
- job enrichment.
 - job assignment.
 - job enlargement.
 - job rotation.
11. As the HR manager of your department, you have carried out competency-based job analyses of different positions in the department. You are now writing a job description based on your analysis. Which one of the following questions you will address?
- What are the typical duties associated with the job?
 - What are the working conditions and safety issues related to the job?
 - What opportunities for advancement are available to an employee in the job?
 - What should the employee be able to do to competently perform the job?
12. The employees working in your department do not appear to be motivated and efficient in their work. You want to redesign their jobs in ways that increase the opportunities for your employees to experience the feelings of responsibility, achievement, growth, and recognition. Which management tool is likely to help you achieve your objective?
- job rotation.
 - job enrichment.
 - job reengineering.
 - job enlargement.
13. You have been assigned the responsibility of managing a department with multiple staff members reporting directly to you. Your staff does not know what their roles and responsibilities are. You plan to use detailed questionnaires to obtain information about the jobs of your staff to analyze further. What is the primary disadvantage of using questionnaires to gather the required information?
- Questionnaires are the most expensive method of collecting data.
 - Supervisors are required to verify all collected questionnaire data.
 - Questionnaires are too open-ended for statistical information.
 - Developing and testing questionnaires is time-consuming.

14. Your staff includes some individuals with disabilities. Your recently appointed department head is formulating a policy for reasonable accommodations to be made for disabled individuals. Which of the following conditions the policy should incorporate for making reasonable accommodations for disabled individuals?

- a. if a disabled person has the necessary skills, education, and experience to perform the job but is prevented by the job's current structure.
- b. when an employer fails to provide a job description for a position that a disabled person would most likely be able to perform.
- c. if making changes would present the employer with an undue hardship.
- d. each time that a disabled individual applies for a position.

15. You need to hire trained and experienced staff for some vacant positions and decide to advertise the vacancies. However, the department does not have enough budget to hire experienced individuals. Therefore, you need to hire untrained individuals and train them on the job. What information specified in the advertisement will attract the most suitable yet untrained individuals?

- a. age and gender.
- b. past job performance.
- c. relevant certification.
- d. personality traits.

16. What is the objective of general-purpose financial reporting?

- a. to provide financial information about the reporting entity that is useful to present and potential equity investors, lenders, and other creditors in making decisions in their capacity as capital providers.
- b. to provide companies with the option to select information that favors one set of interested parties over another.
- c. to provide users with financial information that implies total freedom from error.
- d. to provide a metric for financial information used to determine when the boundary between two or more entities should be disregarded and the entities considered to be a licensing arrangement.

17. Use the following information (in thousands):

Sales revenue	Rs. 300,000
Gain on sale of equipment	90,000
Cost of goods sold	164,000
Interest expense	16,000
Selling & administrative expenses	30,000
Income tax rate	30%

Determine the amount of net income.

- a. Rs. 126,000
- b. Rs. 21,000
- c. Rs. 42,000
- d. Rs. 63,000

18. LHC Corp.'s trial balance of income statement accounts for the year ended December 31, 2019, included the following:

	<u>Debit</u>	<u>Credit</u>
Sales revenue		140,000
Cost of sales	60,000	
Administrative expenses	25,000	
Loss on sale of equipment	9,000	
Commissions to salespersons	8,000	
Interest revenue		5,000
Freight-out	3,000	
Loss on disposition of wholesale division	17,000	
Bad debt expense	<u>3,000</u>	
Totals	<u>Rs125,000</u>	<u>Rs145,000</u>

Other information:

LHC's income tax rate is 30%. Merchandise inventory:

January 1, 2019.	Rs.80,000
December 31, 2019.	70,000

On LHC's income statement for 2019, merchandise purchases are

- a. Rs. 73,000.
- b. Rs. 70,000.
- c. Rs. 53,000.
- d. **Rs. 50,000.**

19. Seasons Construction is constructing an office building under contract for Cannon Company and uses the percentage-of-completion method. The contract calls for progress billings and payments of Rs. 1,550,000 each quarter. The total contract price is Rs. 18,600,000 and Seasons estimates total costs of Rs. 17,750,000. Seasons estimates that the building will take 3 years to complete and commences construction on January 2, 2018.

On December 31, 2018, Seasons estimates that it is 30% complete with the construction, based on costs incurred. What is the total amount of Revenue from Long-Term Contracts recognized for 2018 and what is the balance in the Accounts Receivable account assuming Cannon Company has not yet made its last quarterly payment?

	<u>Revenue</u>	<u>Accounts Receivable</u>
a.	Rs. 6,200,000	Rs. 6,200,000
b.	Rs. 5,325,000	Rs. 1,550,000
c.	Rs. 5,580,000	Rs. 1,550,000
d.	Rs. 5,325,000	Rs. 6,200,000

20. In 2019, Royal Palm Inc issued 1,000,000 ordinary shares of Rs. 10 par value for land worth Rs. 40,000,000. If Royal Palm uses IFRS, how would the company most likely report the transaction on the statements of cash flows?

- a. It is reported as net cash provided by financing activities.
- b. It is reported as net cash used by financing activities.
- c. **It is not presented on the statement of cash flows; it will be presented in the notes to the financial statement as significant non-cash transactions.**
- d. None of these answer choices are acceptable

21. Style Textile Corp.'s trial balance reflected the following account balances on December 31, 2019:

Accounts receivable (net)	Rs. 24,000
Trading securities	6,000
Accumulated depreciation—equipment	15,000
Cash	21,000
Inventory	30,000
Equipment	25,000
Patent	4,000
Prepaid expenses	2,000
Land held for future business site	18,000

In Style's December 31, 2019, statement of financial position, the current assets total is

- a. Rs.101,000.
 - b. Rs. 92,000.
 - c. Rs. 87,000.
 - d. **Rs. 83,000.**
22. Which of the following is a key responsibility of a meeting facilitator?
- a. To take minutes of the meeting.
 - b. **To control the discussion and keep it on track.**
 - c. To distribute the agenda.
 - d. To prepare refreshments.
23. When planning a business event, what is the most important factor to consider first?
- a. The color of the decorations.
 - b. The menu for the event.
 - c. **The purpose and objectives of the event.**
 - d. The entertainment options.
24. What is an essential step in travel planning for a business trip?
- a. Choosing a tourist destination.
 - b. **Booking accommodations and transportation.**
 - c. Selecting travel companions.
 - d. Planning leisure activities.
25. What is the primary function of correspondence management in an office?
- a. To create personal letters.
 - b. **To organize and track official communications.**
 - c. To manage social media accounts.
 - d. To decorate the office space.
26. Which of the following best describes administrative law?
- a. Laws related to criminal activities.
 - b. **Regulations and rules that govern the activities of administrative agencies.**
 - c. Guidelines for personal conduct.
 - d. Procedures for organizing social events.

27. Why is ethics important in public service?
- To increase personal wealth.
 - To ensure public trust and accountability.
 - To reduce work hours.
 - To enhance social status.
28. Which of the following is a principle of ethical behavior in public service?
- Self-interest
 - Confidentiality
 - Nepotism
 - Exploitation
29. Under the Companies Act, 2017, which body is responsible for the oversight and regulation of companies in Pakistan?
- State Bank of Pakistan (SBP)
 - Securities and Exchange Commission of Pakistan (SECP)
 - Pakistan Stock Exchange (PSX)
 - Federal Board of Revenue (FBR)
30. In the context of office management, what is a key component of a compliance and risk management program?
- Ensuring employees take regular vacations.
 - Conducting regular audits and risk assessments.
 - Organizing social events for team building.
 - Reducing office operating hours.

Section 2: Communication Skills

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

Wasim Akram was the master swing bowler of the modern era. With Waqar Younis he formed one of the most lethal fast-bowling partnerships in the history of the game. When Wasim and Waqar were in their pomp during the mid-1990s they were a formidable force, decimating batting line-ups, and making Pakistan one of the world's best teams.

Wasim provided a finesse in his bowling that was rare in fast bowlers. Waqar, the perfect foil, pounded into bowl fast and furiously. He also had great skill, but Wasim was the magician when it came to deception.

I only played against Wasim on a handful of occasions at the tail-end of his career. The first time was in the Champions Trophy in Kenya. He bowled just one delivery at me - a fast, skiddy bouncer that I ducked under. The next time was in Sharjah, where he uprooted my stumps with a vicious, swinging yorker with the new ball. The only time I prospered was in an innings in Morocco, back in 2002. During those brief encounters I discovered first-hand just why the world's great batsmen, the Tendulkars, Laras, de Silvas and Jayasuriyas, spoke of Wasim with such awe and respect.

Wasim was probably the most skillful and deceptive fast bowler I have watched. Nothing was ever the same twice in a row. He tested every single part of your game as a batsman, probing away for chinks in your technique.

He would seem to be rushing towards you at the end of his run-up. He had great balance and a quick arm action, coupled with very strong shoulders, and had the ability to bowl deliveries that could be anywhere between 120 and 145kph with no discernible change in his action. This rapid change in pace from one delivery to the next was lethal.

Long before I seriously thought about a future career in cricket, I remember watching two of the most unforgettable deliveries ever, in the final of the 1992 World Cup. England were chasing 249 for victory and going well on 141 for 4 when Wasim came back for a mid-innings spell.

The first ball was the one round the wicket to Allan Lamb, England's match-winner during that period. The ball seemed to swing into the batsman, only to nip away at the last minute and take his off stump. It was a wicked, unplayable delivery. The next was perhaps even better, swinging about two feet to bowl Chris Lewis' first ball. Lewis looked dumbfounded.

These deliveries were produced in the middle of the innings with the old ball. It was this unmatched ability to reverse-swing the ball that was Wasim's hallmark. It was an ability that was dogged by controversy, with many accusations around the world that reverse swing was the product of ball-tampering. I think these controversies took the focus away from what was a supreme skill.

31. Who did Wasim Akram form a lethal fast-bowling partnership with?

- a. Imran Khan
- b. Waqar Younis
- c. Shoaib Akhtar
- d. Shahid Afridi

32. In which period were Wasim and Waqar considered to be at their peak?

- a. Early 1980s
- b. Mid-1980s
- c. Mid-1990s
- d. Early 2000s

33. Which delivery did Wasim Akram use to dismiss the author of this passage in Sharjah?
- A fast, skiddy bouncer
 - A slower ball
 - A vicious, swinging yorker
 - A length ball
34. What unique ability did Wasim Akram demonstrate with the old ball?
- Bowling bouncers
 - Bowling reverse swing
 - Bowling slower deliveries
 - Bowling spin
35. Which World Cup final did Wasim Akram deliver two unforgettable deliveries in?
- 1983
 - 1987
 - 1992
 - 1996
36. Who was bowled by Wasim Akram's delivery that swung two feet in the 1992 World Cup final?
- Allan Lamb
 - Chris Lewis
 - Graham Gooch
 - Mike Gatting

Please complete the multiple-choice questions below.

37. To give a great presentation, the speaker must have
- A bit of apprehension.
 - Stage fright.
 - Good PowerPoint slides.
 - Confident body language.
38. 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.
39. "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.
40. 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.

41. 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.
42. 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.

43. 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.
- undermining happiness
 - laying sadness
 - planning rejection
 - charting rejoicing
44. 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.
- flooded ordered
 - flocked disregarded
 - backed requested
 - returned proposed
45. 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.
- unearthed positive
 - harbored embarrassing
 - partnered valuable
 - kept unmentionable
46. _____ 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.
- rinsing cleanses
 - Coating washes
 - massaging washing
 - covering spews

47. 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

48. 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.

49. She is the only one of the applicants who have the necessary qualifications.

- a. applicants who have the necessary qualifications.
- b. **applicants who has** the necessary qualifications.
- c. applicants who having the necessary qualifications.
- d. applicants which have the necessary qualifications.

50. Neither the teacher nor the students was aware of the changes in the schedule.

- a. was aware of the changes in the schedule.
- b. **were aware of the changes** in the schedule.
- c. is aware of the changes in the schedule.
- d. has been aware of the changes in the schedule.

51. The project was completed by he and his team.

- a. by he and his team.
- b. **by him and his team**.
- c. by him and team.
- d. by him and his teams.

52. The professor, along with his students, are attending the conference.

- a. are attending the conference.
- b. **is attending the conference**.
- c. were attending the conference.
- d. be attending the conference.

53. Each of the players have to give their best performance.

- a. have to give their best performance.
- b. have to give his or her best performance.
- c. has to give their best performance.
- d. **has to give his or her best performance**.

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
Total	210.13	227.35	242.05

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

54. **(Logical Reasoning):** Which age group shows the highest percentage increase in population from 2020 to 2030?

- a. 00-04
- b. 15-19
- c. 65+
- d. 40-44

55. **(Logical Reasoning):** Which age group has the smallest population in 2030?

- a. 00-04
- b. 55-59
- c. 60-64
- d. 65+

56. **(Critical Thinking):** Considering the age group 30-34 years, which statement is accurate based on the population data from 2020 to 2030?

- a. The population remains constant.
- b. The population decreases steadily.
- c. The population increases, then decreases.
- d. The population increases steadily.

57. **(Critical Thinking):** Analyze the population data for the age group 45-49 years from 2020 to 2030. What can be inferred about this age group?

- a. The population decreases then increases.
- b. The population increases steadily.
- c. The population remains unchanged.
- d. The population decreases steadily.

58. **(Problem Solving):** If the population of the age group 20-24 years decreases from 2020 to 2025 but increases again by 2030, what is the net change in population for this age group from 2020 to 2030?

- a. -0.10 million
- b. 0.09 million
- c. 1.09 million
- d. 2.09 million

59. By how much is the population of children under 15 years of age projected to decrease between 2025 and 2030?

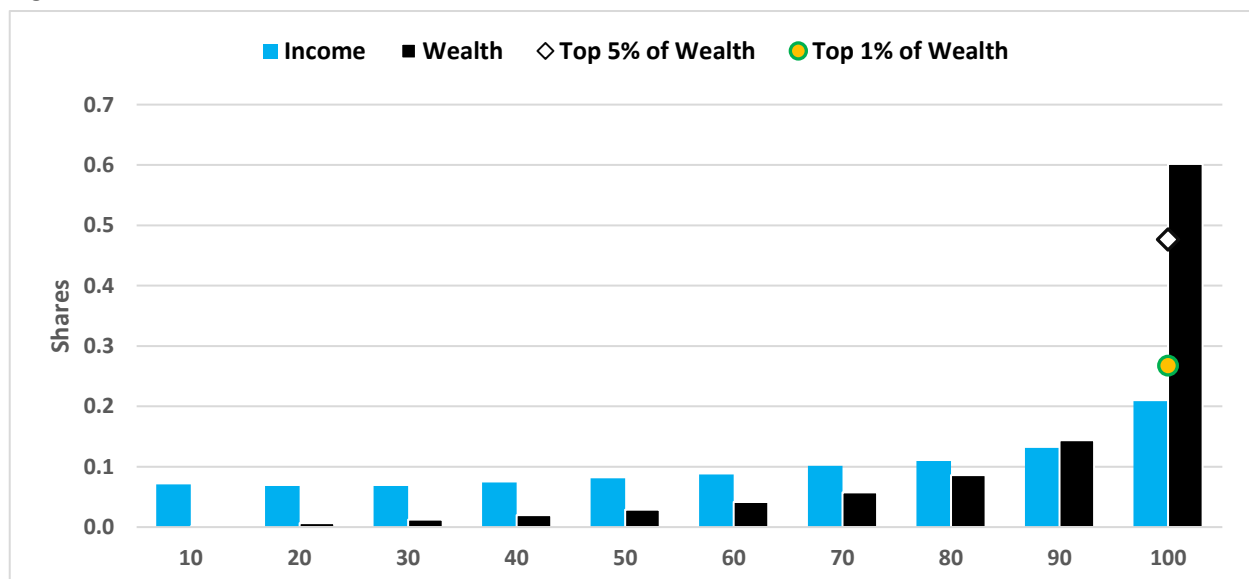
- a. 1.46 million
- b. 2.26 million
- c. 1.98 million
- d. 0.96 million

60. 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%

Instructions: Figure 3.1 presents the distribution of income and wealth in Pakistan by deciles, revealing that the distribution of wealth is relatively more unequal than the distribution of income. Answer the following questions:

Figure 3.1: Share of households in wealth and income across deciles in Pakistan, 2013-14



Source: Calculations based on Pakistan Social & Living standard Measurement Survey (PSLM) 2013-14

61. According to Figure 3.1, what is the share of the top 1 percent of households in total wealth in Pakistan?

- a. 8%
- b. 10%
- c. 15%
- d. 20%

62. What is the share of the top 5 percent of households in total wealth in Pakistan?

- a. 20%
- b. 25%
- c. 30%
- d. 48%

63. What is the share of the top 10 percent of households in total wealth in Pakistan?

- a. 45%
- b. 50%
- c. 55%
- d. 60%

64. How does the income share of the top 10 percent of households compare with the wealth share of the top 10 percent of households in percentage terms?

- a. Income share is 39% less than wealth share
- b. Income share is 15% less than wealth share
- c. Income share is 20% less than wealth share
- d. Income share is 25% less than wealth share

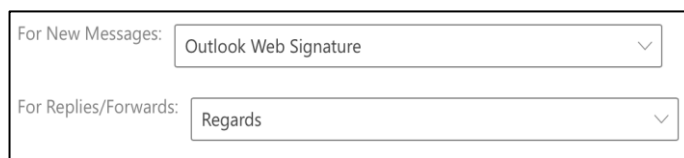
65. Based on the distribution of wealth and income by deciles in Pakistan, which decile shows the greatest disparity between income and wealth shares?

- a. Bottom 10%
- b. Middle 50%
- c. Top 5%
- d. Top 10%

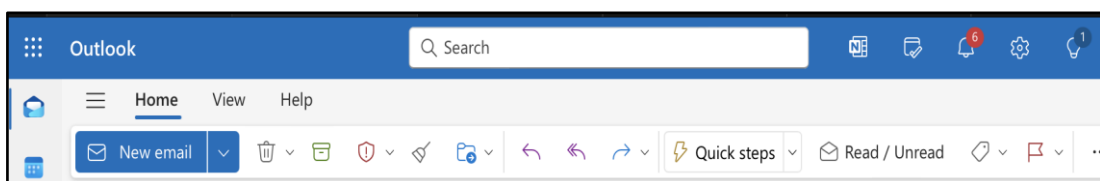
Section 4: IT Skills

Instructions: Please complete the multiple-choice questions below.

66. 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?
- Adobe notepad
 - Power point
 - Spreadsheets**
 - Word processors
67. 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?
- Store on Google Drive
 - Store on Microsoft Databank
 - Store the file on iCloud Drive.
 - Store the file on OneDrive.**
68. What is Chat GPT?
- It is a large language model that relies on human operators to provide answers.
 - It is a large language model that uses artificial intelligence to generate answers.**
 - It is a social media platform that uses artificial intelligence to generate answers.
 - It is an online chatting application that helps users of an e-commerce company GPT to connect to its customer service center.
69. 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?
- View menu
 - Settings icon**
 - OneNote icon
 - Bell icon



A screenshot of the Outlook signature settings dialog box. It contains two dropdown menus. The first dropdown is labeled "For New Messages:" and is set to "Outlook Web Signature". The second dropdown is labeled "For Replies/Forwards:" and is set to "Regards".

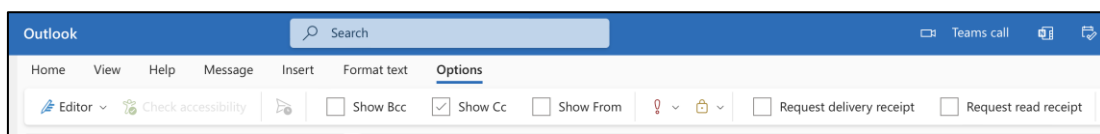


70. You are editing the header of a document and are required to exclude the header from the title page of the document. Which one of the following options will you select?

- a. Close Header and Footer
- b. Header
- c. Different First Page
- d. Header from Top

71. 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

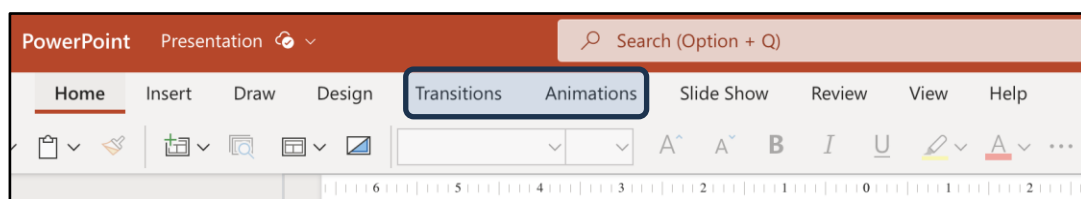


72. In some cases, unauthorized people need to be prevented from accessing and editing documents. For a Microsoft document:

- 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.

73. 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.



74. 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

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

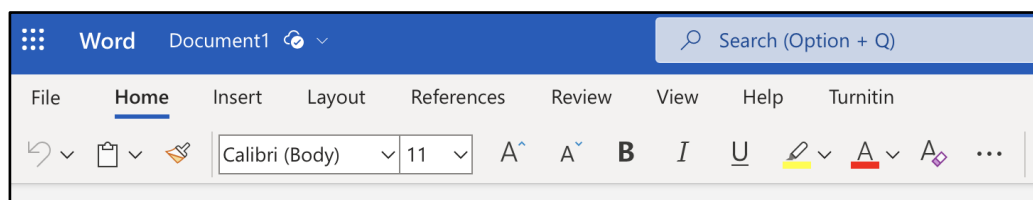
- a. It aligns the text to both left and right margin.
- b. It aligns the text to center.
- c. It aligns the text to the left margin.
- d. It aligns the text to the right margin.

76. 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.

77. 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.



78. 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

79. Which of the following applications are used for Internet browsing?

- a. Google chrome
- b. Microsoft safari
- c. Apple explorer
- d. Foxpro DB

80. "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

81. 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.

82. Formulas in Excel start with

- a. %
- b. =
- c. +
- d. -

83. 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

84. 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

[About LUMS](#) | [Create Account](#) | [Sign in](#)

85. In the context of computers what is 'WiFi'?

- a. Wireless Functionality
- b. Weird Functions
- c. Wireless Fidelity
- d. Winning Fidelity