

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), Operations Cadre (Equivalent to BPS-17)

Exam Code: 06

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 <u>the Optical Mark Recognition (OMR) or bubble sheet that</u> <u>accompanies the question paper</u>.
- 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:
 - Integrated Operations & Management Evaluation (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: Integrated Operations & Management Evaluation

Please answer the multiple-choice questions below.

- 1. Which of the following statements is inaccurate about Productivity measures?
 - a. Total productivity measures compare output to all inputs
 - b. Productivity is a measure of how well the company is utilizing its resources
 - c. Productivity measure reflects how profitable the business is
 - d. Productivity is a relative measure
- Consider the data for the year 2020 for a particular manufacturer. For the year 2020, value of a unit of item is \$120 and total sales is 320 units. Total value of sales is \$38400. Labor costs are \$11000 and raw material costs are \$9000. Energy bill for year 2020 is \$4500 and Overhead costs are \$2200. What is Total Productivity value for 2020?
 - a. 0.6953
 - <mark>b. 1.4382</mark>
 - c. 1.5601
 - d. 1.8945
- 3. Service process often involves_____.
 - a. Inventories
 - b. Demand and service process output occur at different locations
 - c. Tangible product
 - d. Erratic demand
- 4. Strategic capacity planning involves deciding for
 - a. Facilities
 - b. Equipment
 - c. Labor force size
 - d. All the above
- 5. The level of capacity for which a process was designed and at which it operates at minimum cost is called:
 - a. Best operating level
 - b. Minimum capacity level
 - c. Capacity utilization rate
 - d. None of the above.
- 6. Typically, the cost input to budgeting comes from:

a. Timesheets

- b. Invoices
- c. Goods received notes
- d. All the above

- 7. A company produces steel gates. It uses Metal A in the body of the gates. In preparation of the annual budget for next year, the company estimated that it shall be using 40 KG of Metal A in next year's production. Based on historical data, it expects the price of Metal A to be around 22.50 USD. Fast forward to next year, the procurement department was able to acquire a Metal A lot of 45 Kgs at the price of 21.30 USD. At the end of the company accountants calculated material usage variance for Metal A. it turned out to be:
 - a. 58.50 USD
 - b. 112.50 USD
 - c. 54.00 USD
 - d. None of the above
- 8. When a particular year's budget is not based on previous year's budget, but in fact reflects a 'clean sheet' or 'fresh start'; it is the case of
 - a. Incremental Budgeting
 - b. Zero-based Budgeting
 - c. Flexible Budgeting
 - d. Activity-based Budgeting
- 9. Which of the following is not a component of project triple constraint?
 - a. Time
 - b. Customer Satisfaction
 - c. Scope
 - d. Cost
- 10. Which comes first? Task identification or identifying precedence relationships
 - a. Task identification
 - b. Identifying precedence relationships
 - c. Any of the two can be started first
 - d. Both must be done simultaneously
- 11. Which of the following is not a component of project planning?
 - a. Preparing work breakdown structure
 - b. Establishing task precedence relationships
 - c. Establishing project cost estimates
 - d. Performing earned-value analysis

12. PERT provides:

- a. A numerical estimate of project's consumed budget.
- b. A visual representation of a project's timeline breaks down into individual tasks.
- c. A quantification of earned value by completing the project ahead of its time.
- d. None of the above

- 13. Suppose you are a student of procurement management course. A group assignment requires a decision on whether you should invest in a particular company. Your instructor has provided some hints. More specifically, your instructor suggested that you perform the analysis in four steps:
 - Task A: Make company selection.
 - Task B: Obtain the company's annual report and perform a ratio analysis.
 - Task C: Collect technical stock price data and perform graphical analysis.
 - Task D: Individually review the data and make a team decision on whether to purchase stock.

Your team of four has decided to split the project into four tasks as recommended by your instructor. Initially, everyone will collaborate to select a company, aiming to complete this phase within one week. At the end of this period, you plan to convene and finalize your choice of company. Following this decision, you will assign roles among the team members: two will handle the annual report and ratio analysis, while the other two will gather technical data and create charts. The annual report and analysis are expected to take two weeks, and collecting stock price data and charting will take one week. The two subgroups will operate independently. After completing these tasks, you plan to reconvene to discuss the purchase decision. Before this meeting, each team member will have one week to review all the gathered information.

Given the above information, which of the following is true

- a. Path A C D is a critical path
- b. Task C must be performed before Task B
- c. Path A B D is a critical path
- d. The only predecessor to task D is task C
- 14. The district government at Faisalabad is aiming to construct a new office building for DCO. The design of the building as well as the contractor for construction has been finalized; now it is time for construction. As per terms of the contract with construction contractor, cement and steel must be provided by the district government. Hence the district government needs to procure 200 Ton steel and 10,000 bags of cement to be used in the construction of DCO office (The delivery schedule should be strictly met by the supplier). Which procurement method should be used by the district government to procure the above items? The district government needs to be following PPRA rules.
 - a. Restricted tendering (bidding among prequalified bidders)
 - b. Open tender (open bidding)
 - c. Two stage tendering (first stage for quality and second for costs)
 - d. Direct negotiation with a single source (i.e. supplier).
- 15. Which of the following characteristics is considered a good practice in establishing procurement specifications?
 - a. Procurement specifications should be clear.
 - b. Procurement specifications should be concise.
 - c. Procurement specifications should be unambiguous.
 - d. All the above
- 16. Choice of contract type in a procurement (e.g. time & material contract or cost-plus contract or lumpsum price contract) by a buyer does not impact which of the following aspects:
 - a. Procurement risk
 - b. Procurement (i.e. product) cost
 - c. Procurement (i.e. product) delivery deadline
 - d. All the above aspects are impacted.

- 17. How a respondent responds to a survey questionnaire about a particular issue, can be used to ascertain
 - a. Population's (to whom the respondent belongs) preference about the issue.
 - b. Answers respondents give can be used to characterize the respondent's population
 - c. Neither a nor b are true
 - d. Both a & b are true
- 18. Sampling error is when
 - a. Sample respondents do not represent the population
 - Some sample respondents systematically respond in a particular manner to some question(s)
 - c. Neither a nor b are true
 - d. Both a & b are true
- 19. Which of the following is not a survey sampling technique?
 - a. Random sampling
 - b. Convenience sampling
 - c. Minimum Cost Sampling
 - d. Stratified sampling
- 20. Which is the following data collection method shall usually give the highest response rate?
 - a. Telephone call
 - b. Mail-in survey
 - c. Email survey
 - d. In-person interview
- 21. Which of the following actions shall have no impact on a successful survey exercise?
 - a. Utilizing commonly known terms in designing survey questions.
 - b. Repeating similar questions throughout the survey in different words.
 - c. Conducting pilot tests before actual data collection.
 - d. Utilizing Subjective Continuum Scales to collect responses of survey questions.
- 22. Carrefour sold a refrigerator to a client with a one-year warranty. After a few months, the client requested Carrefour to repair it because the door was broken. The repair cost of the door for Carrefour was 200 USD. The repair cost is associated to which one of the following qualities costs.

a. External failure costs

- b. Internal failure costs
- c. Appraisal costs
- d. None of the above
- 23. A company is taking samples from its production and measuring the weight of those samples. A series of measurements falls within the process control limits UCL and LCL, variation observed in this situation is called:
 - a. assignable variation

b. random variation

- c. controllable variation
- d. all the above

- 24. Process control limits in a control chart (UCL and LCL) are established based on ____
 - a. design specifications
 - b. product reliability
 - process's past performance
 - d. none of the above
- 25. Mannesmann Line Pipe is a world leader for manufacturing corrosion resistant pipes used in the oil and gas industry. Given that its products are used in transporting large amounts of liquid and gas, strict compliance with dimensional requirements is extremely important. For a particular order by Saudi Aramco, Mannesmann Line Pipe is required to produce seamless piping with 10-inch diameter with the design tolerance of \pm 0.05 inches. Mannesmann Line Pipe is currently setting up the extrusion process and during this t produce five sample pipe batches (in each sample, 10 dimensional readings were taken). The results indicate that currently the process is currently producing the pipes with 10.2 \pm 0.04 inches. Which of the following is logical course of action for Mannesmann Line Pipe?
 - a. The process is capable, and the company should start actual production run
 - The process is not capable and needs further adjustments, hence process setup should be continued.
 - c. Extrusion process is not suitable for pipe manufacturing and the company should use another process.
 - d. None of the above.
- 26. Which of the following is the most complete and correct description of six sigma?
 - a. Six Sigma is an improvement philosophy grounded in facts and data, prioritizing defect prevention over detection. It enhances customer satisfaction and financial performance by minimizing variation, waste, and cycle time, and encourages work standardization and flow to gain a competitive edge. It aims to reduce variation and waste by requiring the participation of all employees.
 - b. Six sigma strictly requires implementing seven quality tools. These tools are Cause-andeffect diagram, Check sheet, Control chart, Histogram, Pareto chart, Scatter diagram and Run chart. These tools help companies improve their product quality and achieve six sigma quality targets.
 - c. Six sigma is about producing the products at minimum cost. Therefore, companies must aim for achieving economies of scale. By achieving economies of scale, the fixed cost per unit is reduced and hence products of the same quality level can be made available to customers at lower costs. This helps the companies to achieve higher customer satisfaction.
 - d. All the above.

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.

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

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

28. 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

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

Please complete the multiple-choice questions below.

- 33. To give a great presentation, the speaker must have
 - a. A bit of apprehension.
 - b. Stage fright.
 - c. Good PowerPoint slides.
 - d. Confident body language.
- 34. Keeping your audience's perspective in mind can help
 - a. In tailoring your message.
 - b. In writing a short speech.
 - c. In knowing what questions will be asked.
 - d. In finishing the presentation on time.
- 35. "Respect" is an important component of communication skills because
 - a. You have earned it by being in a good position.
 - b. Others will be more open if you convey it for them and their ideas.
 - c. You deserve it if people want to benefit from your knowledge.
 - d. 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?
 - a. Speaking loudly.
 - b. Making occasional eye-contact with some members of the audience.
 - c. Putting both your hands on the dais to show your confidence.
 - d. 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?
 - a. Tell the person that his/her presentation was terrible.
 - b. 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.
 - d. 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
 - a. Enforce one's ideas on others.
 - b. Intimidate the audience with one's brilliance.
 - c. Test the new vocabulary at one's disposal.
 - d. 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. <mark>returned proposed</mark>

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.	<mark>harbored</mark>	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-billiondollar 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. 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.
- 46. 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.
- 47. 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.
- 48. 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.
- 49. 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 multiplechoice 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 b	oy Age Groups, Pakista	า	(Million, Nu	umbers)
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

- 50. (Logical Reasoning): Which age group shows the highest percentage increase in population from 2020 to 2030?
 - a. 00-04
 - b. 15-19
 - c. <mark>65+</mark>
 - d. 40-44
- 51. (Logical Reasoning): Which age group has the smallest population in 2030?
 - a. 00-04
 - b. 55-59
 - c. <mark>60-64</mark>
 - d. 65+
- 52. (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.

- 53. (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.
- 54. (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
- 55. 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

56. 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

- 57. According to Figure 3.1, what is the share of the top 1 percent of households in total wealth in Pakistan?
 - a. 8% <mark>b. 10%</mark> c. 15%
 - d. 20%

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

- a. 20%
- b. 25%
- c. 30%
- <mark>d. 48%</mark>

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

- a. 45%
- b. 50%
- c. 55%
- d. <mark>60%</mark>
- 60. 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
- 61. 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.

- 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

		For New Messages: For Replies/Forwards	Outloo	ok Web Signatu ards	ıre			~	/			
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- 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
 - <mark>c. Insert</mark>
 - d. Options

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- 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.

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- 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.

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- 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)

	С	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
 - <mark>d. Paste</mark>
- 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. % <mark>b. =</mark>
- 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
 - <mark>c. Rule</mark>
 - 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



- 81. In the context of computers what is 'WiFi'?
 - a. Wireless Functionality
 - b. Weird Functions
 - c. Wireless Fidelity
 - d. Winning Fidelity