CS001

MIDTERMS PAST PAPER

Question 1 (Marks: 1)

There are three types of data found in a spreadsheet.

- Data, words, numbers
- Equations, data, numbers
- Words, numbers, labels
- **Numbers, formulas, labels**

Question 2 (Marks: 1)

A Constant is another name for this type of data:

- **Number**
- Equations
- Formula
- Description

Question 3 (Marks: 1)

Which is an absolute address?

- **C4**
- 10700-105 Ave.
- C4
- None of these

Question 4 (Marks: 1)

What Program do you use to create a spreadsheet?

- Word
- **Excel**
- Access
- PowerPoint

Question 5 (Marks: 1)

Which Button on the standard toolbar gives you quick access to the Sum, Average, Count, Min and Max functions?

- **AutoSume**
- Insert Function
- AutoFill
- Paste

Question 6 (Marks: 1)

What do you use to create a chart?

- **Chart Wizard**
- Pie Wizard
- Excel Wizard
- Data Wizard

Question 7 (Marks: 1)

Which Type of chart shows the pattern or relationships between sets of data points?

- Line
- **Pie**
- Area
- XY (scatter)

Question 8 (Marks: 1)

On an Excel sheet the active cell in indicated by ------?

- A dark wide border
- A dotted border
- A blinking border
- **All of these**

Question 9 (Marks: 1)

A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

- Do to FILE - SAVE AS – SAVE AS TYPE – Excel. Work sheet
- **Right click on the spreadsheet tab and select DELETE**
- Right click on the spreadsheet and select INSERT – ENTIRE COLUMN
- None of these

Question 10 (Marks: 1)

The Word Wide Web (WWW) is….

- **A part off the Internet**
- The Internet
- Not a part of internet
- ALL of these

Question 11(Marks: 1)

Uniform Resource Locator (URL) is….

- The same as search engines

- **The addresses of specific documents and resources on the WWW**
- Never more that 11 characters long
- All of these

Question 12 (Marks: 1)

The-----standard defines how data transmits across telephone lines or other means.

- TCO/IP
- EDI (Electronic Data Interchange)
- Electronic funds transfer (EFT)
- **Ethernet**

Question 13 (Marks 1)

A (n) ------line typically costs $1,000 or more per month.

- ISDN
- T3
- ATM
- **T1**

Question 14 (Marks 1)

A----------is a Web site that uses encryption techniques to secure its data.

- **Digital certificate**
- Secure HTTP (S-HTTP)
- Wallet program
- Secure site

Question 15 (Marks 1)

The process of converting readable data into unreadable characters to prevent unauthorized use is called----------,

- Normalization
- Decryption

- Validation
- **Encryption**

Question 16 (Marks 1)

-------Repeats the last command or action, if possible in excel.

- F1
- F2
- F3
- **F4**

Question 17 (Marks 1)

Which of the following is primary storage?

- Hard disk
- Floppy disk
- **Ram**
- Optical dick

Question 18 (Marks 1)

The device used to store data is called

- Input device
- Out put device
- **Storage device**
- None of these

Question 19 (Marks 1)

Which of the following is intangible?

- **Software**
- Hard disk
- Optical disk

⬦ Computer mouse

Question 20 (Marks 1)

Tab key is a

⬦ Non-typing key
⬦ **Typing key**
⬦ Toggle key
⬦ Application key