**Computer Applications - 2016 SLC**

1)  Which pointing device action should you use for selecting objects or commands, opening menus, or other items on the taskbar?

A) double clicking

B) pointing

C) clicking

D) dragging

2)  A file on a computer which tells it how to communicate with an add-on piece of equipment is called a(n):

A) installer

B) driver

C) program

D) application

3)  The general term for stored data such as a computer program is:

A) software

B) PROM

C) hardware

D) RAM

4)  What is the function key for the help feature found in word processing software packages?

A) F1

B) F10

C) F2

D) F7

5)  A laser printer would be considered:

A) network

B) digital

C) software

D) hardware

6)  Software provided at **no** cost to a user is known as:

A) application

B) hardware

C) software

D) freeware

7)  What are pictures and words to represent functions called?

A) graphical user interface

B) word art

C) clipart

D) icons

8)  The performance of a hard drives other storage device.

A) batching

B) command

C) downtime

D) access time

9)  The \_\_\_\_\_ is the portion of the computer system that carries out the instructions of a computer program and is the primary element carrying out the computer’s functions.

A) PSU

B) Cache

C) CPU

D) USB

10)  The processing of storing a document to retrieve later is called:

A) save

B) store

C) bundle

D) pack

11)  A program used to view web is:

A) Filter

B) Browser

C) Search

D) Explore

12)  Formatting professional business documents can include:

A) inserting comments

B) tracking changes

C) previewing results

D) adding fonts

13)  A message that appears on screen, usually to tell you something went wrong.

A) command

B) dialog

C) alert

D) error

14)  One way to clean up files you no longer use is by using:

A) Don’t Cleanup

B) Disk Cleanup

C) Damp Cleanup

D) Dry Cleanup

15)  How do you check hard disk space?

A) My Computer

B) My Desktop

C) My PC

D) My Laptop

16)  The top directory in a file management system is called a:

A) Folder

B) Root directory

C) Hierarchy

D) Sub-directory

17)  What is a peripheral device?

A) keyboard

B) processor

C) memory

D) terminal

18)  1,024 megabytes is a:

A) gigabyte

B) terabyte

C) megabyte

D) kilobyte

19)  This toolbar shows the progress of page loading and is useful when you are **not** sure if the page loading is progressing.

A) Address

B) Status

C) Title

D) View

20)  This network covers a large geographic area, such as a state or country.

A) MAN

B) LAN

C) WAN

D) NAN

21)  The world's most popular WAN is:

A) Facebook

B) Pandora

C) Twitter

D) Internet

22)  A reputable Web site or online journal should contain \_\_\_\_\_ for every article.

A) a bibliography or list of references

B) a slideshow

C) the author’s name

D) a unique URL

23)  What is an option of a web browser?

A) Main

B) Return

C) Reply

D) Home

24)  The concept of partitioning a physical network to where distinct broadcast domains are created and allows access controls between these domains is known as:

A) Virtual LANs

B) DHCP

C) ACLs

D) VPNs

25)  A printer which includes a scanner and can copy paper documents or send a fax is known as a:

A) compact printer

B) Dot-Matrix printer

C) combined device

D) MFD or AIO Device

26)  The first step when clearing a paper jam is:

A) remove the toner cartridge

B) turn off the printer and unplug the power cable

C) use a screwdriver to disassemble the printer

D) open the printer cover

27)  When trying to find help on the local computer’s Windows' operating system, the \_\_\_\_\_ application would be the first place to visit.

A) Help & Support

B) Microsoft Web site

C) Internet Explorer

D) Office Help

28)  As a category, the fastest type of memory on a system is known as:

A) EEPROM

B) cache

C) system memory

D) RAM

29)  Some printers come with a \_\_\_\_\_ card preinstalled to allow connections to a wireless local area network.

A) Silicon

B) WLAN

C) Inkjet

D) Toner

30)  The components used to connect computers together so that they can share files and printers is called:

A) network devices

B) web storage

C) system devices

D) satellites systems

31)  In most computer applications, simply pressing \_\_\_\_\_ on the keyboard will bring up the help menu.

A) F1

B) F11

C) F12

D) PrtScn/SysRq

32)  Microsoft Word stores the document which opens by default in a template called:

A) Dot

B) Doc

C) Bat

D) Ini

33)  When using tables in a word processing program, pressing \_\_\_\_\_\_\_\_\_ at the end of a row moves the insertion point to the first cell in the next row.

A) ctrl

B) tab

C) enter

D) spacebar

34)  What are bold and italics examples of?

A) fonts

B) font styles

C) text effects

D) font effects

35)  If you want uniform spacing lines and paragraphs, apply the \_\_\_\_\_\_\_\_\_\_style to the document.

A) No Spacing

B) Increase Indent

C) Sort

D) Line Spacing

36)  The process of adjusting the spacing between characters in a proportional font to achieve a visually pleasing result is known as:

A) kerning

B) font

C) orientation

D) vertical placement

37)  Which tab contains the tools for inserting and managing footnotes and endnotes?

A) Review

B) Insert

C) References

D) Page Layout

38)  Which automatic feature causes green wavy lines to appear under words as you type?

A) AutoCorrect

B) Grammar

C) AutoComplete

D) Spelling

39)  The information imported into the main document to complete a mail merge is called a \_\_\_\_\_ document.

A) Destination

B) File

C) Mailing

D) Data Source

40)  Pre-formatted documents designed to make creating a document faster and easier is called a:

A) Template

B) Designer

C) Platter

D) Pattern

41)  An intersection of a column and row is referred to as a/an:

A) cell pointer

B) cell

C) grid

D) active cell

42)  The following command is used to locate and work with a subset of data in a worksheet.

A) sort

B) filter

C) freeze panes

D) template

43)  Which of the following is **not** a data type?

A) Text

B) Currency

C) Date/Time

D) HTML

44)  In Excel the default print command prints the:

A) Active sheet

B) Selection

C) Workbook

D) Range

45)  In Excel, to delete the entire column click on the:

A) row heading

B) shortcut button

C) document

D) column heading

46)  With Microsoft Excel 2007 and above you use the ribbon tab’s \_\_\_\_\_ group to change the font.

A) Formatting

B) Font

C) Data

D) Appearance

47)  DBMS stands for:

A) Data Board Management System

B) Database Management System

C) Database Marketing System

D) Database Management Structure

48)  What does descending order displays records do?

A) Top down

B) Low to high

C) Reverse order

D) ABC order

49)  Which one of the following is **not** a component of the query Design view?

A) navigation bar

B) table pane

C) field list(s)

D) design grid

50)  The \_\_\_\_\_ tool provides the fastest way to create reports because it generates reports immediately.

A) report

B) graph

C) chart

D) pivot table

51)  When using PowerPoint, to print a handout of all slides with lines for taking notes, use:

A) Handouts (1 Slides Per Page)

B) Handouts (4 Slides Per Page)

C) Handouts (3 Slides Per Page)

D) Handouts (2 Slides Per Page)

52)  Which software application allows multimedia presentations to be created?

A) Word

B) Publisher

C) PowerPoint

D) Access

53)  To insert a new slide in Microsoft PowerPoint you can:

A) use the keyboard shortcut Ctrl + I + N

B) on the insert tab, click the objects group, choose new slide

C) on the drawing tab, click the slides group, choose the template for the slide you want

D) on the home tab, in the slides group, click the arrow below new slide

54)  To create a PowerPoint presentation from a Word outline, click the \_\_\_\_, then click Slides from Outline.

A) Insert tab

B) Insert Slide list arrow

C) Object button

D) New Slide list arrow

55)  To change the fonts throughout a presentation:

A) on the view tab in the master views group choose slide master

B) use the keyboard shortcut Alt + M + Insert

C) on the master tab in the view group choose slide master

D) on the slides tab in the master group choose view slides

56)  To remove an animation effect use the:

A) animation ribbon or the transitions pane

B) animation pane or the ribbon

C) transitions group or the File menu

D) file menu or the master group

57)  PowerPoint will support \_\_\_\_\_ and \_\_\_\_\_ if you have the appropriate plugins.

A) TAR;  ZIP

B) FLAC; MPART

C) QuickTime(.mov,.mp4), Adobe Flash (.swf)

D) MPEG6 (.mp6); MPEG7(.mp7)

58)  PowerPoint supports \_\_\_\_\_ to create brochures, pamphlets, fliers, and newsletters.

A) the Open Presentation Framework

B) AutoCad Files

C) templates

D) Adobe Indesign

59)  Examples of templates in Publisher include all of the following **except**:

A) Sidebars and Pull Quotes

B) Brochures

C) Newsletters

D) Calendars

60)  To draw a shape that has both curved and straight segments, choose:

A) multiline

B) line

C) draw shape

D) freeform

61)  Which type of graphic editing program offers artists and editors the ability to control textures, shading, and fine detail?

A) vector

B) compressed

C) bitmapped

D) podcast

62)  You can crop any picture **except** \_\_\_\_\_ by using the crop command.

A) JPG

B) animated GIF

C) PNG

D) TIFF

63)  When you save a presentation as a PDF:

A) each slide becomes a JPG picture

B) the document becomes readable but not editable

C) the entire document becomes one JPG picture

D) each slide becomes a GIF picture

64)  If you already have access to the Adobe Creative Suite of products, you can use \_\_\_\_\_ to create embedded video for your presentation.

A) Flash

B) Movie Maker

C) Indesign

D) Photoshop

65)  If the Web toolbar is **not** displayed:

A) point to insert and click toolbars and choose Web

B) on the insert group choose Web toolbar

C) point to toolbars on the view menu and click Web

D) go to customize and choose Web toolbar

66)  Because it is designed as spreadsheet software, sometimes it is easier to create a spreadsheet in \_\_\_\_ and then insert it into Word.

A) Outlook

B) Lync

C) PowerPoint

D) Excel

67)  To complete a mail merge, you must connect the document to a:

A) data source

B) Web site

C) FTP server

D) e-mail server

68)  This allows people to add an emotional tone to online communication.

A) animated emotions

B) amticons

C) emotional faces

D) emoticons

69)  Include a subject line:

A) if the person you are sending it to requires one

B) in all e-mail messages

C) only in personal names

D) only when you are writing an official memo

70)  Which situation would be most appropriate to use the “forward” feature of an e-mail program?

A) you want to share a joke you receive on your company e-mail

B) you received an e-mail intended for someone else

C) you want to reply to all recipients of an e-mail message

D) you want to reply to an e-mail message

71)  Which command do you use to show the differences between an original document and an edited copy of the original?

A) Combine

B) Compare

C) Changes

D) Tracking

72)  When you compare documents, the differences between the two documents are shown as:

A) bolded text

B) highlighted text

C) comments

D) tracked changes

73)  Which one of the following is **not** a group on the Review tab?

A) Collaborate

B) Comments

C) Changes

D) Tracking

74)  When working on a collaborative document, you can tell which author modified sections of the document by:

A) tracking changes

B) highlighting text

C) writing a Visual Basic script to connect to the SQL data store

D) using the help function

75)  Which one of the following applications allows you to share files with people and automatically keeps any changes synchronized among all machines?

A) AOL Instant Messenger

B) Gmail

C) Dropbox

D) Hotmail

76)  \_\_\_\_\_ is one of several copyright licenses that allows the distribution of copyrighted works. This particular license is used when an author wants to give people the right to share, use, and even build upon a work they have created.

A) GNU

B) FSF License

C) BSD License

D) Creative Commons License

77)  This term is used to describe the making of illegal copies of copyrighted software.

A) software piracy

B) copying

C) electronic distribution

D) browsing

78)  \_\_\_\_\_ is software that can be used, studied, and modified without restriction, and that can be copied and redistributed in modified or unmodified form either without restriction, or with restrictions that only ensure that further recipients have the same rights under which it was obtained.

A) Collaborative

B) Free

C) Commercial

D) Open Source

79)  Scrolling the screen in a chat room is acceptable when:

A) you need to get your fellow chatter's attention

B) you are bored by the "conversation" and you want to liven things up

C) it is never acceptable to scroll in the chat screen

D) you want to see what people are saying

80)  The technical name for \_\_\_\_\_ is the copyright infringement of software.

A) downloading software

B) software piracy

C) compiling

D) coding

81)  The use of someone else’s computer resources unless authorized is:

A) unethical

B) bully

C) ethical

D) cheating

82)  It is acceptable to forward or post an e-mail message that you received if:

A) the message is typed in all capitals

B) the author of the message hasn't marked it as confidential

C) the author of the message has given you permission to forward or post it

D) it does not contain any copyrighted material

83)  The Golden Rule of Netiquette is:

A) remember the human

B) never flame a friend

C) a smiley in every message

D) follow the other rules of netiquette

84)  Spamming is very poor Netiquette and means:

A) spilling the juice of meat-by products into your keyboard

B) posting or e-mailing unsolicited advertising messages to a wide audience

C) posting a message that contains graphics descriptions of something really gross

D) sending in lines of nonsensical garbage in a chat conversation

85)  Texting or SMS would most likely be used in which one of the following situations?

A) update a Web page

B) ending a relationship

C) applying for a job

D) a quick update as to your location

86)  Gaining access to a computer network, file, or other resource without permission is:

A) interfering

B) hacking

C) authorized access

D) unauthorized use

87)  A(n) \_\_\_\_ lets administrators and users view the event logs on local or remote machines on the Windows NT line of operating systems.

A) event viewer

B) event parser

C) event scanner

D) log viewer

88)  The \_\_\_\_\_ is part of an anti-theft system and is a small metal-reinforced hole found on small or portable computers or electronics equipment.

A) K-Slot

B) ISA Slot

C) CNR Slot

D) PCI Slot

89)  One of the most popular virus outbreaks to date, \_\_\_\_\_ includes a highly specialized malware payload that is designed to target only Siemens supervisory control and data acquisition (SCADA) systems that are configured to control and monitor specific industrial processes.

A) ILOVEYOU

B) Stuxnet

C) SiemensX

D) SCADGONE

90)  To avoid being detected by emulation, some viruses rewrite themselves completely each time they are to infect new executables. Viruses that utilize this technique are said to be:

A) polymorphic

B) diverse

C) metamorphic

D) static

91)  In computing, a \_\_\_\_\_ is a network device that monitors the radio spectrum for the presence of unauthorized access points (intrusion detection), and can automatically take countermeasures (intrusion prevention).

A) WIPS

B) WPA

C) WAP

D) WEP

92)  A \_\_\_\_\_ attack is an attempt to make a machine or network resource unavailable to its intended users.

A) hacking

B) crack

C) phishing

D) DOS

93)  A computer \_\_\_\_\_ protects against unauthorized use of your equipment.

A) drive

B) mouse

C) keyboard

D) lock

94)  If your computer is running slow what would be the first step to check?

A) hard drive space

B) wireless connection

C) version of window

D) Internet service

95)  A(n) \_\_\_\_\_ can either be software or hardware based and is used to keep a network secure.

A) antipode

B) mouse

C) file Lock

D) firewall

96)  \_\_\_\_\_ is the amount of time a device is actually operating as the percentage of total time it should be operating.

A) Integrity

B) Availability

C) Reliability

D) Confidentiality

97)  To modify the margins of a Word document you go to the Page Layout tab and look in the \_\_\_\_\_ group.

A) paragraph

B) page background

C) page setup

D) themes

98)  To check spelling, use the Spelling & Grammar selection on the \_\_\_\_ group of the Review tab.

A) Proofing

B) Changes

C) Comments

D) Tracking

99)  In Word what function key launches the spelling and grammar check?

A) F0

B) F8

C) F9

D) F7

100)  If there is a word which your word processing program does **not** recognize which you use often, you can:

A) add it to the dictionary

B) check grammar

C) convert the thesaurus

D) use shift+ F7 to ignore

Computer Applications Key – 2016 SLC

|  |  |
| --- | --- |
| 1) | C |
| 2) | B |
| 3) | A |
| 4) | A |
| 5) | D |
| 6) | D |
| 7) | A |
| 8) | D |
| 9) | C |
| 10) | A |
| 11) | B |
| 12) | D |
| 13) | C |
| 14) | B |
| 15) | A |
| 16) | B |
| 17) | A |
| 18) | A |
| 19) | B |
| 20) | C |
| 21) | D |
| 22) | A |
| 23) | D |
| 24) | A |
| 25) | D |
| 26) | B |
| 27) | A |
| 28) | B |
| 29) | B |
| 30) | A |
| 31) | A |
| 32) | A |
| 33) | B |
| 34) | B |
| 35) | A |
| 36) | A |
| 37) | C |
| 38) | B |
| 39) | D |
| 40) | A |
| 41) | B |
| 42) | B |
| 43) | D |
| 44) | A |
| 45) | D |
| 46) | B |
| 47) | B |
| 48) | C |
| 49) | A |
| 50) | A |
| 51) | C |
| 52) | C |
| 53) | D |
| 54) | D |
| 55) | A |
| 56) | B |
| 57) | C |
| 58) | C |
| 59) | A |
| 60) | D |
| 61) | C |
| 62) | B |
| 63) | B |
| 64) | A |
| 65) | C |
| 66) | D |
| 67) | A |
| 68) | D |
| 69) | B |
| 70) | B |
| 71) | B |
| 72) | D |
| 73) | A |
| 74) | A |
| 75) | C |
| 76) | D |
| 77) | D |
| 78) | B |
| 79) | C |
| 80) | B |
| 81) | A |
| 82) | C |
| 83) | A |
| 84) | D |
| 85) | D |
| 86) | B |
| 87) | A |
| 88) | A |
| 89) | B |
| 90) | C |
| 91) | A |
| 92) | D |
| 93) | D |
| 94) | A |
| 95) | D |
| 96) | B |
| 97) | C |
| 98) | A |
| 99) | D |
| 100) | A |