

1. Commands at the top of a screen such as FILE-EDIT-FONT-TOOLS to operate and change things within programs.
  - a) user friendly
  - b) word processor
  - c) tool bar
  - d) **menu bar**
2. The ..... file format is a method of encoding pictures on a computer.
  - a) URL
  - b) FTP
  - c) **JPEG**
  - d) HTML
3. A place that a user can create to store files.
  - a) Boot
  - b) Cursor
  - c) **Folder**
  - d) Text
4. On which button does help menu exist?
  - a) Restart
  - b) Turn off
  - c) End
  - d) **Start**
5. The “desktop” of a computer refers to .....
  - a) The inside of a folder
  - b) The top of the mouse pad
  - c) The area around the monitor
  - d) **The visible screen**
6. Which of the following menu types is also called a drop-down menu?
  - a) **Pull-down**
  - b) Pop-up
  - c) Cascading
  - d) Fly-but
7. Which of the following is available in the form of a PC now?
  - a) **Micro computer**
  - b) Mini computer
  - c) Mainframe
  - d) None of these
8. When a chart is placed on this, it is much larger and there is no other data on it
  - a) Reference sheet
  - b) Primary sheet
  - c) Exclusive sheet
  - d) **Chart sheet**
9. The ..... of software contains lists of commands and options.
  - a) Formula bar
  - b) Title bar
  - c) Tool bar
  - d) **Menu bar**
10. Which most popular input device is used today for interactive processing and for the one-line entry of data for batch processing?
  - a) Mouse
  - b) **Visual display terminal**
  - c) Card punch
  - d) Magnetic disk
11. What is MP3?
  - a) A scanner
  - b) **A sound format**
  - c) A printer
  - d) A mouse
12. Which of the following types of menus shows further sub-choices?
  - a) **Pulled Down**
  - b) Scrolled
  - c) Template
  - d) Reverse
13. A symbol or question on the screen that prompts you to take action and tells the computer what to do next .....
  - a) Information seeker
  - b) **Prompts and dialog box**
  - c) Questionnaire
  - d) Scanner
14. A screen list of options in a program that tells you what is in that program .....
  - a) Backup
  - b) **Menu**
  - c) Icon
  - d) Screen
15. Plotter accuracy is measured in terms of repeatability and .....
  - a) Colour combination
  - b) **Resolution**
  - c) Paper size
  - d) Vibrance

16. The rectangular area of the screen that displays a program, data and/or information is a
  - a) **Window**
  - b) Button
  - c) Dialog box
  - d) Title bar
17. Another name for a computer clip is
  - a) Execute
  - b) Select
  - c) Micro chip
  - d) **Microprocessor**
18. A small figure which depicts some application on the screen is called
  - a) **Icon**
  - b) Modem
  - c) Photo
  - d) Menu
19. Physical connections between Microprocessor Memory and other parts is called
  - a) Hub
  - b) **Address bus**
  - c) Path
  - d) All of the above
20. In an information system, alphanumeric data normally takes the form of
  - a) Human voice and other sounds
  - b) Graphic shapes and figures
  - c) **Numbers and alphabetical characters**
  - d) Sentences and paragraphs
21. You can keep your personal files/folders in
  - a) My Text
  - b) My Files
  - c) **My Documents**
  - d) My folder
22. The ..... icon represents an e-mail message that has not been read.
  - a) Highlighted envelope
  - b) Flashing letter
  - c) Red envelope
  - d) **Closed envelope**
23. A framework in which circuit boards can be mounted is
  - a) Switch circuit
  - b) Chip
  - c) Barcode
  - d) **Card cage**
24. Anything written on the screen is called .....
  - a) Cursor
  - b) Boot
  - c) **Text**
  - d) Folder
25. Any letter, number, or symbol found on the keyboard that you can type into the computer.
  - a) Print
  - b) Type
  - c) **Character**
  - d) Output
26. All the computations are really performed by
  - a) Monitor
  - b) Hard disk
  - c) Keyboard
  - d) **CPU**
27. A computer system used solely for manipulation of text is called
  - a) Dedicated computer system
  - b) Dedicated DBMS
  - c) **Dedicated word processor**
  - d) Dedicated data processor
28. The information you put into the computer is called
  - a) Directory
  - b) **Data**
  - c) Files
  - d) Facts
29. Which key is used to delete one character to the left of the current position of the cursor?
  - a) Esc
  - b) Delete
  - c) Insert
  - d) **Backspace**
30. The ..... settings are automatic and standard.
  - a) Peripheral
  - b) **Default**
  - c) User friendly
  - d) CPU