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1. C' in CPU denotes …
   a) **Central**   b) Common   c) Convenient
   d) Computer   e) None of these

2. Which of the following uses a handheld operating system?
   a) supercomputer   b) personal computer   c) Laptop
   d) **PDA**   e) None of these

3. To display the contents of a folder in Windows Explorer you should _____
   a) **click on it**   b) collapse it   c) name it
   d) give it a password   e) None of these

4. The CPU comprises of Control, Memory and _____ units
   a) Microprocessor   b) **Arithmetic/Logic** c) Output
   d) ROM   e) None of these

5. _____ is the most important/powerful computer in a typical network
   a) Desktop   b) Network client   c) **Network server**
   d) Network station   e) None of these

6. A(n) _____ appearing on a web page opens another document when clicked
   a) anchor   b) URL   c) **hyperlink**
   d) reference   e) None of these

7. Which of the following refers to the rectangular area for displaying information and running programs?
   a) Desktop   b) Dialog box   c) Menu
   d) **Window**   e) None of these

8. _____ is a windows utility program that locates and eliminates unncessary fragments and rearranges filed and unused disk space to optimize operations
   a) Backup   b) Disk cleanup   c) **Disk defragmenter**
   d) Restore   e) None of these

9. Which of the following refers to too much electricity and may cause a voltage surge?
   a) Anomaly   b) Shock   c) **Spike**
   d) Virus   e) None of these

10. The software that is used to create text-based documents are referred to as _____
    a) DBMS   b) Suites   c) Spreadsheets
    d) **Word processors**   e) None of these

11. _____ devices convert human understandable data and programs into a form that the computer can process.
    a) Printing   b) Output   c) Solid state
    d) **Input**   e) None of these

12. Allows users to upload files to an online site so they can be viewed and edited from another location
    a) General purpose applications

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   b) **Microsoft Outlook**
   c) Web-hosted technology
   d) Office live
   e) None of these

13. What feature adjusts the top and bottom margins so that the text is centered vertically on the printed page?
   a) **Vertical justifying**
   b) Vertical adjusting
   c) Dual centering
   d) Horizontal centering
   e) None of these

14. Which of these is not a means of personal communication on the internet?
   a) Chat   b) Instant messaging   c) **Instanotes**
   d) Electronic mail   e) None of these

15. What is the overall term for creating editing, formatting, storing, retrieving and printing a text document?
   a) **Word processing**   b) Spreadsheet design   c) Web design
   d) Database management   e) None of these

16. Fourth generation mobile technology provides enhanced capabilities allowing the transfer of both _____ data, including full-motion video, high-speed internet access, and video conferencing.
   a) video data and information
   b) **voice and non-voice**
   c) music and video
   d) video and audio
   e) None of these

17. _____ is a form of denial of service attack in which a hostile client repeatedly sends SYN packets to every port on the server using fake IP addresses.
   a) **Cybergaming crime**
   b) Memory shaving
   c) Syn flooding
   d) Software piracy
   e) None of these

18. Which of these is a point and draw device?
   a) **Mouse**   b) Scanner   c) Printer
   d) CD-ROM   e) None of these

19. A set of rules for telling the computer what operations to perform is called a
   a) procedural language
   b) structures
   c) natural language
   d) **programming language**
   e) None of these

20. A detailed written description of the programming cycle and the program, along with the test results and a printout of the program is called

a) **documentation**
b) output
c) reporting
d) spec sheets
e) None of these

21. Forms that are used to organize business data into rows and coloumns are called
    a) transaction sheets
    b) registers
    c) business forms
    d) **spread sheets**
    e) None of these

22. In power point, the header and footre button can be found on the insert tab in what group?
    a) Illustrations group
    b) Object group
    c) **Text group**
    d) Tables group
    e) None of these

23. A(n) _____ is a set of programs designed to manage the resources of a computer, including starting the computer, managing programs, managing memory and coordinating tasks between input and output devices.
    a) application suite
    b) compiler
    c) input/output system
    d) **operating system**
    e) None of these

24. A typical slide in a slide presentation would not include
    a) photo images charts, and graphs
    b) graphs and clip art
    c) **clip art and audio clips**
    d) full motion video
    e) None of these

25. The PC productivity tool that manipulates data organized in rows and coloumn is called a
    a) **spreadhsheet**
    b) word processing document
    c) presentation mechanism
    d) database record manager
    e) None of these

26. In the absence of parentheses, the order of operation is
    a) exponentiation, addition of subtraction, muliplication of division
    b) addition or subtraction, multiplication or division, exponentiation
    c) multiplication or division, exponenitation, addition or subtraction
    d) **exponentiation, multiplication or division, addition of subtraction**
    e) None of these

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27. To find the Paste Special option, you use the clipboard group on the _____ tab of power point
    a) Design   b) Slide show   c) Page layout
    d) **Home**   e) None of these

28. A(n) _____ program is one that is ready to run and does not need to be altered in any way.
    a) Interpreter   b) High level   c) Compiler
    d) **Executable**   e) None of these

29. Usually downloaded into folders that hold temporary internet files, _____ are written to your computer's hard disk by some of the websites you visit.
    a) anonymous files
    b) behaviour files
    c) banner ads
    d) **cookies**
    e) None of these

30. What is the easiest way to change the phrase, revenues, profits, gross margin, to read revenues, profits, and gross margin?
    a) **Use the insert mode, position the cursor before the g in the gross, then type the word and followed by a space**
    b) Use the insert mode, position the cursor after the g in gross, then type the word and followed by a space
    c) Use the overtype mode, position the cursor before the g in gross, then type the word and followed by a space
    d) None of these

31. A program either talk or music, that is made available in digital format for automatic download over the internet is called a
    a) Wiki   b) Broadcast   c) Vodcast
    d) **Blog**   e) None of these

32. Which power point view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
    a) **Slide sorter**   b) Slide show   c) Slide master
    d) Notes page   e) None of these

33. Different components on the motherboard of a PC unit are linked together by se ts of parallel electrical conducting lines. What are these lines called?
    a) Conductors   b) **Buses**   c) Connectors
    d) Consecutives   e) None of these

34. What is the name given to those applications that combine text, sound, graphics, motion video, and/or animation?
    a) Motionware   b) Anigraphics   c) Videoscapes
    d) **Multimedia**   e) None of these

35. A USB communication device that supports data encryption for secure wireless communication for notebook users is called a
    a) **USB wireless network adapter**
    b) wireless switch

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c) wireless hub
d) router
e) None of these

36. A(n) _____ language reflects the way people think mathematically.
    a) cross-platform programming
    b) 3GL business programming
    c) event driven programming
    d) **functional**
    e) None of these

37. When entering text within a document, the Enter key is normally pressed at the end of every
    a) Line   b) **Sentence**   c) Paragraph
    d) Word   e) None of these

38. When a real time telephone call between people is made over the Internet using computers, it is called
    a) a chat session
    b) an e-mail
    c) an instant message
    d) **internet telephony**
    e) None of these

39. Which of the following is the first step in sizing a window?
    a) **Point to the title bar**
    b) Pull down the view menu to display the toolbar
    c) Point to any corner or border
    d) Pull down the view menu and change to large icons
    e) None of these

40. Which of the following software could assist someone who cannot use their hands for computer input?
    a) Video conferencing
    b) **Speech recognition**
    c) Audio digitizer
    d) Synthesizer
    e) None of these

41. _____ a document means the file is transferred from another computer to your computer
    a) Uploading
    b) **Really Simple Syndication**
    c) Accessing
    d) Downloading
    e) None of these

42. Which computer memory is used for storing programs and data currently being processed by the CPU?
    a) Mass memory
    b) **Internal memory**
    c) Non-volatile memory
    d) PROM

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    e) None of these

43. Computers that control processes accept data in a continuous
    a) data traffic pattern
    b) data highway
    c) **infinite loop**
    d) feedback loop
    e) None of these

44. What refers to a set of characters of a particular design?
    a) Keyface   b) Formation   c) **Calligraph**
    d) Stencil   e) None of these

45. _____ is used by public and private enterprises to publish and share financial information with each other and industry analysis across all computer platforms and the Internet.
    a) Extensible Markup Language
    b) **Extensible Business Reporting Language**
    c) Enterprise Application Integration
    d) Sales Force Automation Software
    e) None of these

46. Which part of the computer is used for calculating and comparing?
    a) **ALU**   b) Control unit   c) Disk unit
    d) Modem   e) None of these

47. The method of Internet access that requires a phone line, but offers faster access speeds than dial-up is the _____ connection.
    a) cable access
    b) satellite access
    c) fiber-optic service
    d) **modem**
    e) None of these

48. ____ software creates a mirror image of the entire hard disk, including the operating system, applications, files and data.
    a) Operating system
    b) **Backup software**
    c) Utility programs
    d) Driver imaging
    e) None of these

49. What is a URL?
    a) A computer software program
    b) A type of programming object
    c) **The address of a document or page on the World Wide Web**
    d) An acronym for Unlimited resources for Learning
    e) None of these

50. What is the significance of a faded (dimmed) command in a pull-down menu?
    a) The command is not currently accessible
    b) A dialog box appears if the command is selected

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     c) A help window appears if the command is selected
     d) **There are no equivalent keystrokes for the particular command**
     e) None of these

51. Your business has contracted with another company to have them host and run an application for your company over the Internet. The company providing this service to your business is called an
     a) Internet service provider
     b) Internet access provider
     c) Application service provider
     d) **Outsource agency**
     e) None of these

52. A(n) _____ allows you to access your e-mail from anywhere.
     a) forum   b) **webmail interface**   c) message board
     d) weblog   e) None of these

53. Which of the following would you find on Linkedin?
     a) Games   b) **Connections**   c) Chat
     d) Applications   e) None of these

54. _____ is a technique that is used to send more than one call over a single line.
     a) Digital transmission
     b) Infrared transmission
     c) Digitizing
     d) **Multiplexing**
     e) None of these

55. The search companion can
     a) **locate all files containing a specified phrase**
     b) restrict its search to a specified set of folders
     c) locate all files containing a specified phrase and restrict its search to a specified set of folders
     d) cannot locate all files containing a specified phrase or restrict its search to a specified set of folders
     e) None of these

56. Which of the following cannot be part of an e-mail address?
     a) Period   b) At sign   c) **Space**
     d) Underscore   e) None of these

57. Which of the following must be contained in a URL?
     a) A protocol identifier
     b) The letters www.
     c) The unique registered domain name
     d) **www.and the unique registered domain name**
     e) None of these

58. Which of the following information systems focuses on making manufacturing processes more efficient and of higher quality?
     a) **Computer aided manufacturing**

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    b) Computer integrated manufacturing
    c) Computer aided software engineering
    d) Computer aided system engineering
    e) None of these

59. A mistake in an algorithm that causes incorrect results is called a
    a) logical error
    b) **syntax error**
    c) procedural error
    d) compiler error
    e) None of these

60. A device for changing the connection on a connector to a different configuration is
    a) a converter
    b) a competent
    c) an attachment
    d) **an adapter**
    e) None of these

61. To navigate to a new web page for which you know the URL, type that URL in the browser's …
and press Enter
    a) **Address bar**
    b) Domain bar
    c) Address button
    d) Name button
    e) None of these

62. The CPU also called the … when talking about PCs, does the vast majority of the processing for a
computer.
    a) Macroprocessor
    b) RAM
    c) Memory system
    d) **microprocessors**
    e) None of these

63. A computer's type, processor and operating system define its …
    a) Brand   b) Size   c) Platform
    d) **Speed**   e) None of these

64. A kiosk
    a) is data organised and presented in a manner that has additional value beyond t he value of the
data itself
    b) combines microscopic electronic components on a single integrated circuit that processes bits
according to software instructions
    c) **is a computer station that provides the public with specific and useful information and
service**
    d) describes a computer's type, processor, and operating system
    e) None of these

65. The part of the CPU that accesses and decodes programme instructions, and coordinates the flow
of data among various system components is the

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    a) ALU   b) **Control unit**   c) Megabertz
    d) Motherboard   e) None of these

66. Computer programs are written in a high level programming language, however, the human readable version of a program is called
    a) cache
    b) instruction set
    c) **source code**
    d) word size
    e) None of these

67. What is the difference between a CD-ROM and a CD-RW?
    a) They are the same just two different terms used by different manufacturers
    b) A CD-ROM can be written to and a CD-RW cannot
    c) **A CD-RW can be written to, but a CD-ROM can only be read from**
    d) A CD-ROM holds more information than a CD-RW
    e) None of these

68. What is the term for how words will appear on a page?
    a) **Text formatting**
    b) Character formatting
    c) Point size
    d) Typeface
    e) None of these

69. The process of a computer receiving information form a server on the Internet is known as
    a) Pulling   b) Pushing   c) **Downloading**
    d) Transfering   e) None of these

70. When sending an e-mail, the … line describe the contents of the message
    a) **Subject**   b) To   c) Contents
    d) CC   e) None of these

71. All the deleted files go to
    a) **Recycle bin**   b) Task bar   c) Tool bar
    d) My computer   e) None of these

72. You organise files by storing them in
    a) Archives   b) **Folders**   c) Indexes
    d) Lists   e) None of these

73. A website address is a unique name that identifies a specific ___ on the web
    a) **Web browser**   b) Website   c) PDA
    d) Link   e) None of these

74. _____ are specially designed computer chips that reside inside o ther devices, such as your car or your electronic thermostat
    a) Servers
    b) **Embedded computers**
    c) Robotic computers
    d) Mainframes

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    e) None of these

75. Which of the following places the common data elements in order from smallest to largest?
    a) Character, file, record, field, database
    b) Character, record, field, file, database
    c) Character, field, record, file, database
    d) **Bit, byte, character, record, field, file, database**
    e) None of these

76. Which of the following statements is false concerning file names?
    a) Files may share the same name or the same extension but not both
    b) Every file in the same folder must have a unique name
    c) File extension is another name for file type
    d) **None of these**

77. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is
    a) Memory only   b) Write only   c) **Read only**
    d) Run only   e) None of these

78. Distributed processing involves
    a) solving computer component problems from a different computer
    b) **solving computing problems by breaking them into smaller parts that are separately processed by different computers**
    c) allowing users to share files on a network
    d) allowing users to access network resources away from the office
    e) None of these

79. The operating system determines the manner in which all of the following occurs except
    a) user creation of a document
    b) **user interaction with the processor**
    c) printer output
    d) data displayed on the monitor
    e) None of these

80. Office LANs that are spread geographically apart on a large scale can be connected using a corporate
    a) CAN   b) LAN   c) **DAN**
    d) WAN   e) None of these

81. You can keep your personal files/folders in
    a) My folder
    b) **My documents**
    c) My files
    d) My text
    e) None of these

82. The primary purpose of software is to turn data into
    a) Websites   b) **Information**   c) Programs
    d) Objects   e) None of these

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83. A directory within a directory is called
    a) Mini Directory
    b) Junior Directory
    c) Part Directory
    d) **Sub Directory**
    e) None of these

84. A compiler translates a program written in a high-level language into
    a) **Machine language**
    b) An algorithm
    c) A debugged program
    d) Java
    e) None of these

85. When your turn on the computer, the boot routine will perform this test
    a) RAM test
    b) disk drive test
    c) memory test
    d) **power on self test**
    e) None of these

86. A _____ is a unique name that you give to a file of information
    a) Device letter   b) Folders   c) File name
    d) **File name extension**   e) None of these

87. Hardware includes
    a) all devices used to input data into a computer
    b) sets of instructions that a computer runs or executes
    c) **the computer and all the devices connected to it that are used to input and output data**
    d) all devices involved in processing information including the central processing unit, memory and storage
    e) None of these

88. A _____ contains specific rules and words t hat express the logical steps of an algorithm
    a) **Programming language**   b) Syntax error   c) Programming structure
    d) Logic chart   e) None of these

89. The simultaneous processing of two or more programs by multiple processors is
    a) **multiprogramming**
    b) multitasking
    c) time-sharing
    d) multiprocessing
    e) None of these

90. The secret code that restricts entry to some programs
    a) **Password**   b) Passport   c) Entry code
    d) Access code   e) None of these

91. Computers use the _____ number system to store data and perform calculations.
    a) **Binary**   b) Octal   c) Decimal
    d) Hexadecimal   e) None of these

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92. The main function of the ALU is to
   a) **perform arithmetic and logical operations**
   b) store data and information for future use
   c) control computer output, such as printing
   d) monitor all computer activities
   e) None of these

93. _____ is the process of carrying commands.
   a) Fetching   b) Storing   c) **Executing**
   d) Decoding   e) None of these

94. Softcopy is the intangible output, so then what is hardcopy?
   a) The physical parts of the computer
   b) The printed parts of the computer
   c) **The printed output**
   d) The physical output devices
   e) None of these

95. A(n) _____ is a program that makes the computer easier to use
   a) utility
   b) application
   c) **operating system**
   d) network
   e) None of these

96. A complete electronic circuit with transistors and other electronic components on a small silicon chip is called a(n)
   a) workstation
   b) CPU
   c) magnetic disk
   d) **integrated circuit**
   e) None of these

97. Computer systems are comprised of
   a) hardware, programs, processors, procedures and people
   b) hardware, programs, information, people and procedures
   c) hardware, programs, information, people and networks
   d) **hardware, software, procedures, networks and people**
   e) None of these

98. An error in a computer program
   a) Crash   b) Power Failure   c) **Bug**
   d) Virus   e) None of these

99. What is output?
   a) What the processor takes from the user
   b) What the user gives to the processor
   c) What the processor gets from the user
   d) **What the processor gives to the user**
   e) None of these

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100. The person who writes and tests computer programs is called a
   a) programmer
   b) computer scientist
   c) **software engineer**
   d) project developer
   e) None of these