Multiple choice practice

Part A

Complete the sentences (1–7) with the words in the box.

> Display ■ screen saver ■ folders ■ Recycle Bin
> ■ files ■ deleted ■ desktop

1 The _____ icon lets you change the way your desktop looks.
2 If you remove a file by mistake, you can find it in the _____.
3 The _____ appears when you don't use the mouse or keyboard.
4 I didn't use that program very much so I _____ it from my desktop.
5 I have a great program on my _____ that I use for playing music.
6 Windows Explorer lets you move _____ from one folder to another.
7 _____ contain documents or files.

1 – display   v

2 – Recycle Bin   v

3 – screen saver   v

4 – delete   v

5 – desktop   v

6 – files   v

7 – Folders   v

Part B

Choose the correct word.

1 Most people can easily learn a _____ language and become programmers.
   a low-level   b high-level   c binary

2 You can use a mouse or keyboard to _____ data into the computer.
   a output   b input   c process

3 Some children _____ very badly when they can't have something they want.
   a process   b solve   c behave

4 You can draw _____ for many simple procedures.
   a an algorithm   b a code   c data

5 Computers _____ programming language into machine language.
   a use   b develop   c translate

6 A computer can _____ large amounts of data at very high speeds.
   a process   b result   c complete

1 – b

2 – b

3 – c

4 – a

5 – c

6 – a

<u>Part C</u>

A. Choose the correct word to fill the spaces.

1. Turn on your computer. It will usually take a few minutes to _____.
    a. boot itself   **b.** boot up   **c.** get booted

2. Windows XP, Macintosh OSX and Linux are _____.
    a. operating systems   **b.** operating tools   **c.** operators

3. On my computer, I have a picture of my cat as the _____.
    a. desktop background   **b.** desktop picture   **c.** desktop scene

4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or _____.
    a. applicators   **b.** appliers   **c.** applications

5. To open Microsoft Word, click on the _____.
    a. picture   **b.** symbol   **c.** icon

6. I keep all my digital photos in a _____ called "Photos".
    a. folder   **b.** packet   **c.** box

1 – b

2 – a

3 – a

4 – c

5 – c

6 – a

Part D

1. A basic spreadsheet is a _____ of spaces for data.
   a. grid   **b.** cage   **c.** ladder

2. A spreadsheet consists of columns and _____.
   a. lengths   **b.** lines   **c.** rows

3. A spreadsheet grid is called a worksheet. A file containing one or more worksheets is called a _____.
   a. workout   **b.** work   **c.** workbook

4. In the worksheet above, the _____ cell is in column B, row 3.
   a. important   **b.** active   **c.** focus

5. Use the mouse pointer to select a single cell or _____ of cells.
   a. bunch   **b.** group   **c.** block

6. It's easy to adjust the column _____.
   a. size   **b.** width   **c.** space

7. Is it possible to open Microsoft Excel _____ in Word?

    a. texts   **b.** files   **c.** pages

8. In Microsoft Word, to start typing a new letter, open a new _____.

    a. document   **b.** page   **c.** paper

9. When you _____ a document, it's sent to the recycle bin.

    a. destroy   **b.** erase   **c.** delete

10. Deleted documents stay in the recycle bin until you _____ it.

    a. wash   **b.** empty   **c.** clean

11. In Windows, the icon is just a _____ to the application. If you delete the icon, the application will still be on your computer.

    a. connector   **b.** shortcut   **c.** link

12. If the computer crashes, you can try pressing the _____ button.

    a. restart   **b.** recommence   **c.** replay

13. When I've finished using my computer, I always _____.

    a. close it down   **b.** shut it down   **c.** shut it off

14. If I leave my computer on without using it, after a while it goes into _____ mode.

    a. stand down   **b.** waiting   **c.** standby

1 – a

2 – c

3 – c

4 – b

5 – b

Part E

1. ADSL* is more commonly known as _____.
      a. longband   **b.** broadband   **c.** wideband

2. Broadband internet connection is much faster than _____.
      a. dial-in   **b.** dial-through   **c.** dial-up

3. Before you can connect to the internet for the first time, you have to _____ an account with an ISP.
      a. set   **b.** set up   **c.** set in

4. Each time you want to connect to your ISP's system, you have to enter a log-in name and a _____.
      a. security word   **b.** safe word   **c.** password

5. You can set your computer to _____ your log-in details, so you don't have to type them in each time.
      a. store   **b.** remember   **c.** recall

6. With a broadband connection, you usually have to pay a _____.
      a. fixed monthly price   **b.** fixed monthly fee   **c.** fixed monthly cost

7. With dial-up, you can usually choose a _____ tariff.
      a. pay-as-you-go   **b.** pay-what-you-want   **c.** pay-if-you-like

8. Some broadband contracts limit the amount of _____ you can have each month.
    a. pages   **b.** traffic   **c.** use

9. Looking at web pages can be called "navigating the Web" but is more commonly called _____.
    a. "surfing the net"   **b.** "skiing the net"   **c.** "swimming the net"

10. You can often find the answer to a question by _____ on the internet.
    a. looking at it   **b.** looking for it   **c.** looking it up

11. When your computer is not connected to the internet, it is _____.
    a. out of line   **b.** offline   **c.** off the line

12. Internet banking is also called _____.
    a. online banking   **b.** on the line banking   **c.** inline banking

13. An unexpected disconnection from the internet is called a _____.
    a. lost connection   **b.** missed connection   **c.** dropped connection

14. A file which is copied from the internet onto your computer is called _____
    a. an upload   **b.** a download   **c.** a load

15. Downloading files from the internet can _____ your computer with a virus.
    a. infect   **b.** contaminate   **c.** dirty

1 – b

2 – c

3 – b

4 – c

5 – b

6 – b

7 – a

8 – b

9 – a

10 – c

11 – b

12 – a

13 – c

Part F

1. "The website gets a thousand hits a week" means the website has a thousand _____ a week.

    a. sales   **b.** visits   **c.** search engine matches

2. The words, images and other material that make up a website are called _____.

    a. the contents   **b.** the content   **c.** the filling

3. Designs and drawings in websites are usually called _____.

    a. web pictures   **b.** web graphics   **c.** web illustrations

4. Moving pictures in websites are usually called _____.

    a. cartoons   **b.** movies   **c.** animations

5. Websites with sounds and/or video clips and/or animations have _____ content.

    a. multimedia   **b.** many-media   **c.** mixed-media

6. A space in a website where you enter information (address, password etc.) is called a _____.

    a. box   **b.** strip   **c.** field

7. A hyperlink (see 3.3) is often called just _____.

    a. a link   **b.** a hyper   **c.** an HL

8. In real time (see 3.4) means _____.

      a. during working hours   **b.** instantly   **c.** in British Standard Time

9. A place with computers for public internet use is usually called an internet café or _____.
even if they don't serve coffee.

      a. web café   **b.** computer café   **c.** cyber café

10. Internet cafés offer internet _____.

      a. connection   **b.** availability   **c.** access

11. A program that adds functions to a browser (eg Shockwave) is called a _____.

      a. plug   **b.** plugged-in   **c.** plug-in

12. Temporary internet files are stored in the _____.

      a. cash   **b.** cache   **c.** cashe

13. Colours which all browsers can display without problems are called _____ colours.

      a. browser safe   **b.** browser acceptable   **c.** browser easy

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1 – b

2 – b

3 – b

4 – c

5 – a

6 – c

7 – a

8 – b

9 – c

10 – a

11 – c?

12 – b

13 – b

A. Choose the best words to go into each of the spaces.

1. A person who illegally accesses somebody else's computer over the internet is called a
_____.

     a. pirate   **b.** hack   **c.** hacker

2. A website which (in theory) cannot be accessed by a hacker is _____.
     a. strong   **b.** secure   **c.** clean

3. A website which can only be viewed by authorised people has _____ access.
     a. reduced   **b.** small   **c.** restricted

4. Unwanted advertising emails are popularly known as _____.
     a. meatloaf   **b.** spam   **c.** sausages

5. Software which blocks attempts by others to access your computer over the internet is called a
_____.

     a. firewall   **b.** fire blanket   **c.** fire engine

6. It's essential to _____ your anti-virus protection regularly.
     a. up-to-date   **b.** date   **c.** update

7. Anti-virus software can _____ your computer for viruses.
     a. detect   **b.** review   **c.** scan

8. Anti-virus software can also _____ viruses on removable media, such as floppy disks.
     a. detect   **b.** control   **c.** see

9. When your anti-virus software subscription _____...
     a. ends   **b.** stops   **c.** expires

10. ... it's a good idea to _____ it immediately.
     a. renew   **b.** renovate   **c.** replace

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1 – c

2 – b

Part H

III. Choose the correct answer to complete the sentences

1. It's important _____ programming languages with markup languages.
   a. not confuse   b. not to confuse   c. don't confuse

2. Markup languages are used _____ the structure of web documents.
   a. for describe   b. describe   c. to describe

3. You must learn _____ effective business letters.
   a. to write   b. write   c. writing

4. Mr Keller has asked me _____ you these files.
   a. send   b. sending   c. to send

5. This program will make this old PC _____ faster.
   a. running   b. run   c. to run

6. We use high-level languages because machine code is too difficult_____, understand and debug.
   a.   read   b. reading   c. to read

7. I went on the course _____ how to be a better programmer
   a. learn   b. to learn   c. for to learn

8. I'm not interested in _____ that computer language
   a. learn   b. learning   c. to learn

9. He refuses _____ the project with me.
   a. do   b. doing   c. to do

10. The engineers warned the employees not _____ the cables.

   a. touch   b. touching   **c. to touch**

11. They may not _____ to the conference.

   a. come   b. coming   c. to come

12. Spyware can make your PC _____ more slowly.

   a. perform   b. performing   c. to perform

13. This program is too slow_____ the simulation.

   a. do   b. to do   **c. for doing**

1 – b

2 – c

3 – a

4 – c

5 – c

6 – b

7 – b

8 – b

9 – c

10 – c

11 – a

12 – a

13 – c