

1. Most of the commonly available personal computers/laptops have a keyboard popularly known as **QWERTY**
2. **Editing** a document consists of reading through the document you've created then—correcting your errors
3. **Virtual Box** is not a famous operating system
4. **Junk e-mail** is also called **spam**
5. **DOC** is the default file extension for all word documents
6. **.bas, .doc and .htm** are examples of extensions
7. Codes consisting of bars or lines of varying widths or lengths that are computer readable are known as a **bar code**.
8. Convenience, speed of delivery, generally and reliability are all considered as the **advantages of email**.
9. **E-commerce allows** companies to conduct **business over the internet**
10. The most important or powerful computer in a typical network is **network server**
11. **Executing** is the process of carrying out commands
12. The rectangular area of the screen that displays a program, data, and or information is a **window**.
13. The process of a computer receiving information from a server on the internet is known as **downloading**.
14. **Disk drive** is the part of the computer helps to store information
15. **Arithmetic operations** include addition, subtraction, multiplication, and division
16. A **keyboard** is the king of input device
17. An error is known as **bug**
18. A collection of related information sorted and dealt with as a unit is a **file**
19. **Sending an e-mail** is similar to writing a letter
20. **If you receive an e-mail from someone you don't know then** you should delete it without opening it
21. A set of instructions telling the computer what to do is called **program**
22. **LAN** refers to a small single site network

23. A collection of programs that controls how your computer system runs and processes information is called **operating system**.
24. **Device drivers** are small, special-purpose programs
25. **Transformation of input** into output is performed by the CPU
26. Data going into the computer is called **input**.
27. **Binary choice** offer only two options.
28. To indent the first paragraph of your report, you should use **tab key**.
29. **Fields** are distinct item that don't have much meaning to you in a given context
30. A **website address** is a unique name that identifies a specific web site on the web
31. **Modem** is an example of a telecommunications device
32. A set of computer programs used for a certain function such as word processing is the best definition of a **software package**.
33. You can start **Microsoft word** by using start button
34. A blinking symbol on the screen that shows where the next character will appear is a **cursor**
35. Highlight and delete is used to remove a paragraph from a report you had written
36. Data and time are available on the desktop at **taskbar**
37. A directory within a directory is called **sub directory**
38. **Testing** is the process of finding errors in software code
39. In Excel, charts are created using **chart wizard option**
40. **Microcomputer hardware** consists of three basic categories of physical equipment system unit,input/output, memory
50. Windows is not a common feature of software applications
51. A tool bar contains buttons and menus that provide quick access to commonly used **commands**
52. For creating a document, you use **new command at file menu**
53. **Input device** is equipment used to capture information and commands
54. A **programming language** contains specific rules and words that express the logical steps of an algorithm

55. One advantage of **dial-up internet** access is it utilizes existing telephone security
56. Protecting data by copying it from the original source is **backup**
57. Network components are connected to the same cable in the **star topology**
58. Two or more computers connected to each other for sharing information form a network
59. A computer checks the **database** of user name and passwords for a match before granting access
60. Computers that are portable and convenient for users who travel are known as **laptops**
61. **Spam** is the term for unsolicited e-mail
62. **Utility software** type of program controls the various computer parts and allows the user to interact with the computer.
63. Each cell in a Microsoft office excel document is referred to by its cell address, which is the cell's row and column labels
64. Eight digit binary number is called a **byte**
65. **Office LANs** that are spread geographically apart on a large scale can be connected using a corporate WAN
66. **Storage** is the process of copying software programs from secondary storage media to the hard disk
67. The code for a web page is written using **Hyper Text Markup Language**
68. Small application programs that run on a Web page and may ensure a form is completed properly or provide animation are known as **flash**
69. In a relational database, table is a data structure that organizes the information about a single topic into rows and columns
70. The first computers were programmed using assembly language
71. When the pointer is positioned on a **hyperlink** it is shaped like a **hand**
72. **Booting** process checks to ensure the components of the computer are operating and connected properly
73. **Checking** the existing files saved on the disk the user determine what programs are available on a computer
74. Special effect used to introduce slides in a presentation are called **animation**
75. Computers send and receive data in the form of digital signals

76. Most World Wide Web pages contain **HTML** commands in the language
77. Icons are graphical objects used to represent commonly used application
78. **UNIX** is not owned and licensed by a company
79. In any window, the maximize button, the minimize button and the close buttons appear **on the title bar**
80. **Dial-up Service** is the slowest internet connection service
81. Every component of your computer is either **hardware or software**
82. Checking that a pin code number is valid before it is entered into the system is an example of **data validation**
83. A compiler translates higher level programs into a machine language program, which is called **object code**
84. The ability to find an individual item in a file immediately **direct access**
85. Computers connected to a LAN can share information and/or share **peripheral equipment**
86. A **CD-RW** disk can be erased and rewritten
87. The two major categories of software include **system and application**
88. Windows 95, Windows 98 and Windows NT are known as **operating systems**
89. Information on a computer is stored as **analog data**
90. A **spread sheet** that works like a calculator for keeping track of money and making budgets
91. To take information from one source and bring it to your computer is referred to as **download**
92. Each box in a **spread sheet** is called a **cell**
93. Network components are connected to the same cable in the **bus topology**
94. The full form of **MICR** is **magnetic ink character reader**
95. **Swift networks** are used between banks
96. **Panda** is a **virus**
97. **Boot sector** is **hardware**
98. **Debug searches** the fault of any software
99. **OCR** means **optical character recognition**

100. The total printout of a program is called **listing**