[Answer the following Questions (30X1=30)]

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
    Chip
    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