

[Answer the following Questions (42X1=42)]

1. The operating system is loaded into the ... when the PC is switched on.
a) MOUSE
b) ROM
c) RAM
d) Hard disk
2. Which of the following holds true ROM?
a) The operating system is loaded into this when the PC is switched on.
b) The contents of this disappear when the PC is switched off.
c) The contents of this change constantly as the PC switched off.
d) You cannot write to this type of memory.
3. Which statement about computers and the environment is true?
a) If a PC needs to be left ON, you won't save energy by switching off the monitor.
b) Laptops on standby mode use less power than when running normally.
c) You cannot recycle paper from an inject printer.
d) Using an animated screensaver saves power.
4. Which of the following statements about safety precautions applicable to power cables is true when using computers?
a) Faulty cables should be not being repaired using insulating tape.
b) You should shut down your PC unplugging it from the electricity supply.
c) Cables should not be extended across open areas.
d) More than one computer should nit use the same power socket.
5. Which of the following statements about the internet is NOT true?
a) It enables computers with different operating systems to exchange date.
b) It is not controlled by any single organizations.
c) You need a license to published material on the internet.
d) It allows computer to share data over large distance.
6. Freeware is the term that is applied to:
a) Software that you can try free of charge before buying.
b) Software that you don't have to pay for
c) Old versions of commercial software that are out of date.
d) Software that will run under any operating system
7. Which of the following secures our network from being accessed by unauthorized users?
a) Backup
b) Firewall
c) Email
d) e-banking
8. The computers in your office building are connected together so staff can share files printers. What is the arrangement of computer called?
a) FTP
b) LAN
c) HTTP
d) WWW
9. Which of the following task would be more suited to a person rather than a computer?
a) Task that are repetitive.
b) Task that required speed.
c) Task that required complex mathematical processing.
d) Task that required imaginations.
10. Which of the best way of preventing your computer being infected with virus?
a) Only virus check e-mail attachments
b) Have updated anti-virus software running on your computer
c) Have anti-virus software running on your computer
d) Never open any e-mail attachment
11. Which of the following statements describes shareware?
a) shareware is software without copywriter protection
b) Shareware is free software

- c) Shareware is software you may pay for after an initial time period of use.
d) Shareware is software you can use in any way.
12. Which of the following would improve computer performance?
a) Using of the large monitor
b) Increasing the number of applications running
c) Using a faster printer
d) Increasing the RAM size
13. Which of the following is NOT a function of the Central Processing Unit?
a) Executing program instructions
b) Ensuring program instructions are executed in the correct sequence
c) Sending e-mail
d) Carrying out calculations
14. Which of the following statement are true about INTERNET?
a) The internet is global network that links many computer networks together
b) The internet is private company network
c) The internet visual representation of linked document
d) The internet is a network operating system
15. Which of the following activities could lead to the spread of a computer virus?
a) Using floppy disk from unknown sources to exchange data
b) Using standalone computer to output a hard copy data
c) Using retail software that has been checked for viruses
d) Using a graphical user interface (GUI)
16. Which of the following statement about the internet is NOT true?
a) It enables computers with different operating systems to exchange data.
b) It is not controlled by any single organizations
c) You need a license to publish material on the internet.
d) It allows computer to share data over large distances.
17. Which of the following statement about the use of e-commerce is true?
a) An internet connection is optional for e-commerce.
- b) Transactions can occur anywhere in the world where internet & other e-commerce facilities are present.
c) Customers can apply only pay by e-mailing credit card details
d) Customer give up to right to return unsatisfactory goods
18. Which of the following statement(s) is/are not TRUE?
a) The term hardware refers to the physical components of your computer.
b) CPU speed is measured by its MHz or GHz speed.
c) The computer bus performs are memory storage areas within the CPU that the hold data that is awarded on by the ALU
d) None of the above
19. The term "Podcast" is a combination of the words and
a) "IP" and "broadcast"
b) "iPod" and "broadcast"
c) "PC" and "broadcast"
d) "Personal" and "desktop"
20. Where can we store software needed to make a computer run?
a) RAM
b) Hard disks
c) CD-ROM
d) DVD
21. When you run a software application from your hard disk, what MUST happen next?
a) Software is copied from the disk into the computers RAM
b) Software is copied from the disk into the registers inside the CPU
c) Software is copied from the disk into the ROM installed on the motherboard
d) The CPU starts executing the instructions in the software immediately
22. Which of the following holds true for ROM?
a) The operating system is loaded into this when the PC is switched on
b) The contents of this disappear when the PC is switched off.
c) The contents of this change constantly as the PC is used.
d) You cannot write to this type of memory

23. You are using a computer at home. Over time the file in your computer got broken up into pieces all over the hard disk and your computer's performance decreased. Which utility program should you run to overcome this situation?

- a) Disk Scanning
- b) Disk Checking**
- c) PC Booster
- d) De-fragmentation

24. What step should you take to detect new viruses which are constantly appearing?

- a) Un-install the antivirus software
- b) Keep the antivirus software up-to-date**
- c) Re-install the Operating System
- d) Change the brand of antivirus software everyday

25. Which one of the following is a way to prevent the theft of data from a computer?

- a) Use an up to date anti-virus program.
- b) Backup data on a regular basis.**
- c) Remove the monitor when not in use.
- d) By taking an incremental backup.**

26. Which one of the following is the best way to protect a computer against computer viruses?

- a) Only virus-check e-mail attachments.
- b) Update antivirus software on a regular basis.**
- c) Always make sure that the operating system is up to date.
- d) Only download files from the Internet during business hours.

27. Which one of the following statements about copyrighted software is true?

- a) Text on a web page can be freely copied and re-used
- b) Graphics published on the web are subject to copyright**
- c) When you buy software, you become the owner of the copyright
- d) It is legal to share any audio files on the internet

28. Shareware is the term that is applied to:

- a) An application that is used to track the movement of stocks and shares
- b) Software that you try for free but pay for if you keep it**
- c) Any application for which a multi-user license is available
- d) Any software that can be used on a server

29. Which one of the following statements about an organization's information security policy is true?

- a) It only covers the licensing of software applications**
- b) It solely deals with data held on computers
- c) It is concerned with the handling of confidential data
- d) It applies to actions of the employer, not the employee

30. Which one of the following statements about passwords is true?

- a) You should use the same password for everything
- b) You should write down your password and keep it in a convenient & private place**
- c) Once you create a password, you can't change it
- d) A password should be known at least by three persons

31. Which one of the following practices helps create a good ergonomic working environment?

- a) Protecting computer monitors from reflections and glare by correct positioning.**
- b) Taking very few breaks away from the computer.
- c) Keeping the office cold and using low overhead lighting.
- d) Use of non-adjustable chairs when working with computers.

32. Which one of the following is an advantage of teleworking?

- a) Long commuting times.
- b) Flexible schedules.**
- c) Less emphasis on teamwork.
- d) Lack of human contact.

33. Why is it necessary for an organization to adopt a good password policy?

- a) To allow easy sharing of files across the company network.
- b) To make it easier for the computer to connect to a network.
- c) To protect files against unauthorized use.**
- d) To make it easier to find files on a computer.

34. Which one of the following is NOT a feature of electronic commerce?

- a) Goods can be advertised and prices compared.
- b) There is physical contact between buyer and seller.**
- c) Transactions can be processed quickly.

d) Services are available 24 hours a day.

35. Which one of the following statements about the use of e-commerce is true?

- a) An internet connection is optional for e-commerce
- ☒ b) Transactions can occur anywhere in the world where Internet & other e-commerce facilities are present
- ☒ c) Customers can only pay by e-mailing credit card details
- d) Customers give up the right to return unsatisfactory goods

36. What is the function of the NUM Lock key on the keyboard (If you off the NUM lock light by pressing it)?

- a) It disables the display of decimal numbers
- b) It completely jams the number keys in all ways
- ☒ c) It disables the display of numbers on the number keypad, and instead enables the other function mentioned on the same key
- d) It disables the display of numbers on the number keypad, and instead enables the F1 to F9 keys that act as number keys

37. Which of the following best describes a GUI?

- a) A graphics package for technical illustration
- b) Typing in commands to operate a computer
- ☒ c) A system using windows, a pointer and icons to operate a computer.
- d) Providing graphical online help to assist a computer user

38. Freeware is the term that is applied to:

- a) Software that you can try free of charge before buying
- ☒ b) Software that you don't have to pay for
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- d) Software that will run under any operating system

39. Which one of the following statements about safety precautions applicable to power cables is true when using computers?

- a) Faulty cables should be repaired using insulating tape
- ☒ b) You should shut down your PC by unplugging it from the electricity supply
- ☒ c) Cables should not be extended across open areas
- d) More than one computer should not use the same power socket

40. Which one of the following statements best describes an Intranet?

- ☒ a) A network that is shared between more than one organization
- b) A network of computers, accessible to everyone
- ☒ c) An internal network, using e-mail and Web, within a single organization
- d) A world-wide collection of computer files connected by links

41. In Windows Explorer, for displaying the contents of a certain drive or folder we need to

- a) Click the drive or folder while holding down the Alt key
- b) Triple-click the drive or folder
- ☒ c) Double-click the drive or folder
- d) Right-click the drive or folder

42. Which one of the following describes a computer's operating system?

- a) Software that can retrieve information from a database.
- b) Hardware that can scan and convert photographs into digital files.
- ☒ c) Software that controls the allocation and usage of hardware.
- d) Hardware that can record and send images across the Internet.