

[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
 - 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