

**Hi, my name is OBADIAH OPOKU-BAMFOH, a level
300 Biological Sciences student.
I have put down some past questions to help you in
your preparation towards your exam.
Hope it would be of great help to you. Good
luck!**

BOMSO'21

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY CSM 183 INTRODUCTION TO COMPUTERS First Semester Examination

1. I am a wireless, data transfer port attached to some state-of-the-art computers and hardware peripherals such as printers. Who am I ?
 - a. Serial port
 - b. FireWire port
 - c. Ethernet port
 - d. SCSI port
 - e. **Infrared port**
2. The computer's main circuit board is called board.
 - I. Main
 - II. System
 - III. CPU
 - IV. Mother
 - a. I & II only
 - b. II & III only
 - c. III & IV only
 - d. I & III only
 - e. **II & IV only**
3. Which of the following memories needs refreshing
 - a. **SRAM**
 - b. DRAM
 - c. ROM
 - d. All of above
4. Pick the odd one among the following
 - a. Coaxial cable
 - b. Fiber optics cable
 - c. Modem
 - d. Network card
 - e. **Processor**

5. Which of these classification of computers are multi-task and multi-user computers and usually connected to about 100 or more PCs in a Local Area Network? a. Micro computers
b. Super computers
c. **Minicomputers**
d. Mainframe computers
e. Micro chips
6. An output device that uses words or messages recorded on a magnetic medium to produce audio response
is
a. Magnetic tape
b. Voice response unit
c. **Voice recognition unit**
d. Voice band
7. SCSI is an acronym for
a. Serial Computer System Interface
b. Several Computer System Interconnections
c. Scientific Computer Systems Interconnections
d. Special Computer Serial Interface
e. **Small Computer Systems Interface**
8. Which of these are secondary storage devices?
I. Flash drive
II. CD-R disks
III. RAM
IV. Tape cartridges
a. I & II only
b. III & IV only
c. I, II & III only
d. **I, II & IV only**
e. II, III & IV only
9. These are valid measurement units of storage
I. Terabyte

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- II. Petabytes III. Gigabytes
- IV. Exabytes
- I & II only
 - II & III only
 - I, II & III only
 - I, II & IV only
 - I, II, III & IV
10. Which of these ports lets you attach a variety of devices such as mice, printers, keyboards, web cameras, to your computer quickly without requiring you to reboot your computer before you can use the new device? a. SCSI port
- Serial port
 - USB port
 - Ethernet port
 - PS/2 port
11. Unicode coding scheme can represent characters
- 16
 - 32
 - 256
 - 65536
 - 1024
12. If the character F is represented in ASCII as 01000110, how will the character D be represented? a. 0100 1000
- 0101 0100
 - 0101 0101
 - 0100 0100
13. is/are volatile
- Microprocessor
 - RAM
 - ROM

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IV. Cache

- a. I & II only
- b. I & III only
- c. **II & IV only**
- d. I, II & III only
- e. I, II & IV only

14. The CPU is responsible for performing all the calculations done on a computer system. The main component(s) of the CPU are _____ a. **The ALU and the Control Unit**
- b. The Control Unit and Registers
 - c. The ALU and the Registers
 - d. The Processor and the Registers
 - e. The ALU, the Registers and the Control Unit
15. Which of these is the odd one out?
- a. Joystick
 - b. Touchpad
 - c. Mouse
 - d. **Digital camera**
 - e. Trackball
16. Which keys on the keyboard are used to enter some software specific commands to the CPU? a. Numeric keys
- b. **Functions key**
 - c. Directional keys
 - d. Software keys
 - e. PageUp, PageDn
17. EBCDIC is an acronym for _____
- a. Extended binary character decimal interchange code
 - b. **Extended binary coded decimal interchange code**
 - c. Extended binary character decimal interchange coded

- d. External binary code decimal interchange character
18. _____ is a type of cable that consists of hundreds of thousands of thin strands of glass that transmits pulsating beams of light? a. **Fiber optic**
- b. Coaxial
c. Serial
d. Modem
e. d character digital interchange code
19. Which of these units of measure of computer processing speeds is the highest measure? a. MIPS
b. BIPS
c. Megaflops
d. **Gigaflops**
20. The number of bits a register can hold and process at one time and can be transferred to and from memory through its internal bus is its _____ a. Processing speed
b. RAM Capacity
c. Bus size
d. **Wordsize**
e. Register width
21. is the continuous representation of data.
a. Hybrid
b. **Analogue**
c. Digital
d. Purpose

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22. Given EBCDIC value of 5 to be 11110101, find the EBCDIC value of 8
- 11111000
 - 11111100
 - 10101010
 - 11001100
23. The clock speed of a processor is measured in
- Kilo Hertz(KHz)
 - Giga Hertz (GHz).
 - Mega Hertz(MHz)
 - Tera Hertz(THz)
 - 10001000
24.are like PROM chips except that the contents can be erased, using special equipment and new data or instructions can be written. A special device that uses ultraviolet light is used to erase its contents.
- a. PROM
 - b. EEPROM
 - c. EPROM
 - d. ERROM
25. Binary circuit elements have
- One stable state
 - Two stable state
 - Three stable state
 - None of above
26. Which of the following is associated with error detector?
- Odd parity bit
 - Even parity bit
 - Both of the above
 - None of above
27. Which of the following is not purely output device?
- Screen
 - Printer

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- c. Speaker
 - d. Plotter
28. In computer systems..... are generally used to support or enhance existing programs built in for common purposes.
- a. Device Drivers
 - b. **Utility Programs**
 - c. Operating System
 - d. Output Devices
29. Given ASCII code for C to be 01000011, find the EBCDIC value for H
- a. 01001000
 - b. **11001000**
 - c. 110000100
 - d. 01101100
 - e. 10010010
30. After several save and delete operations, there remain many scattered areas of stored data that are too small to be used productively. This is referred to as:
- a. Defragmentation
 - b. **Fragmentation**
 - c. Defragger
 - d. Fragmenter
31. An interpreter allows errors to be corrected more quickly than a compiler. a. False
b. True
32. Special computer programs that are specifically designed and written to perform specific tasks are referred to as:
- a. Software
 - b. Operating System
 - c. **Application Software**
 - d. Microsoft Office suite

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33. A is a window through which the user provides some needed information that the computer or the application program require to perform some task.
- Pop-up Menu
 - Dialog Box**
 - Answer space
 - Menu bar
34. A computer Network must meet three criteria and these include:
- Performance, security and reliability**
 - Reliability, Safety and Speed
 - Fastness, Safeness and speediness
35. Computer instructions written with the use of English words instead of binary machine code is called
- Mnemonics**
 - Symbolic code
 - Gray codes
 - Opcode
36. Information processed by the computer is translated into human readable form by..... a.
Processing devices
- Output medium
 - Output devices**
37. Input medium Which of the following statements is not correct
- Bytes (BT): 2^5 or 32 bits**
 - Kilobyte (KB): 2^{10} or 1024 bytes
 - Megabyte (MB): 2^{20} or 1 million bytes (round off)
 - Gigabyte (GB): 2^{30} or 1 billion bytes (round off)
 - Terabyte (TB): 2^{40} or 1 trillion bytes (round off)
38. Cursor is a _____
- Pixel

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- b. Thin blinking line
 - c. Pointing device
 - d. None of these
39. Which of the following is part of Main Memory?
- a. ROM
 - b. VROM
 - c. VRAM
 - d. PROM
 - e. CACHE
40. management involves simultaneous running of more than one program and servicing the needs of such programs. a. Task
- b. Job
 - c. File
 - d. Program
41. If the different types of computers are said to be hybrid, digital and analog then the classification is based on what?
- a. Purpose
 - b. Storage data
 - c. Speed
 - d. Data representation
42. Which of the following is also known as the printer port?
- a. Plotter port
 - b. Print port
 - c. Serial port
 - d. Parallel port
 - e. Series port
43. Which of the following is usually defined as the electronic highway by which bits of data are transferred within the processor and also between the processor and other devices? a. Electronic path
- b. Data path

- c. Bus
 - d. Super highway
 - e. Motorway
44. The word “bit” refers to:
- a. 0 or 1 value
 - b. Computer language
 - c. Digital representation of an alphabetical character
 - d. CPU instruction
45. Expansion cards plug into slots on the
- a. Drive bay
 - b. Motherboard
 - c. System unit
 - d. CPU
46. What does POST stand for?
- a. Powered-on-self-test
 - b. Power-on-self-text
 - c. Powered-on-self-text
 - d. Power-on-self-test
47. What is the full meaning of the acronym COBOL?
- a. Close Output Business Output Logic
 - b. Combined Organization Business Oriented Language
 - c. Common Business Oriented Logic
 - d. Combined Business Oriented Language
 - e. Common Business Oriented Language
48. 1024 bytes is equivalent to 1

- a. KB
 - b. MB
 - c. GB
 - d. TB
49. Pick the odd one out.
- a. Pen drive
 - b. Hard-disk
 - c. Diskette
 - d. Scanner
50. Which of the following is internal memory?
- a. Disks
 - b. Pen Drives
 - c. RAM
 - d. CDs
51. Which of these coding schemes is the wildly used scheme in mainframe computers? a. Unicode
b. ASCII-16
c. ASCII
d. EBCDIC
52. Circuit boards that provide more memory or control peripheral devices are known as
a. System boards
b. Motherboards
c. Microprocessor circuit boards
d. Expansion boards
53. Which of these keys can be used in conjunction with other keys to issue commands that are specific to the software been used? a. Ctrl, PgUp, Shift
b. Ctrl, Alt, Shift

- c. Shift, F1, Home
d. Alt, Del, End
54. Which type of file contains no formatting?
a. Image files
b. Audio files
c. **ASCII files**
d. Video files
55. The ASCII code is a 7-bit encoding system developed to represent up to characters.
a. 64
b. 70
c. **128**
d. 140
e. 512
56. A piece of hardware needed for conversion of signals from digital form into analog form and vice versa is known as
a. Modulation device
b. Demodulation device
c. **Modem**
d. Network card
e. Communication device
57. What is the full meaning of the acronym ENIAC?
a. Element Numeric Internal Access Computer
b. Electronic Numerical Integrated and Calculator
c. External Numerical Integrated Automatic Computer
d. Electronic Numerical Integrated AND Computer
e. **None of the above.**

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58. The term FORTRAN was derived from which two words?
- I. FORWARD
 - II. TRANSLATED
 - III. FORMULA
 - IV. FORMULATED
 - V. TRANSLATOR
 - a. I and II
 - b. I and IV
 - c. III and IV
 - d. **V and III**
59. A collection of related instructions organized for a common purpose is referred to as a.
- a. File
 - b. Database
 - c. **Program**
 - d. None of above
60. The three main parameters used to measure the POWER of a computer are.....
- a. RAM size, motherboard and ROM size
 - b. Expansion slots, processor speed and RAM size
 - c. **Processor speed, RAM size and wordsize**
 - d. Wordsize, ROM size and processor speed
61. I/O devices are essentially storage devices. A. True
B. False
62. Modem is not peripheral
- A. True
 - B. False
63. Digital computers are exclusively used for commercial data processing
- A. True
 - B. False
64. The development of LAN preceded the development of WAN
- A. True
65. How many keys are on the standard keyboard? A. 256 B. 128 C. 102 D. 26
66. Which keys of numeric key pad can be used as navigational keys in numlock mode?
- A. 1, 4, 7, 9
 - B. 3, 6, 9, 11
 - C. 2, 5, 8, 10
 - D. 2, 8, 4, 6
 - E. 3, 7, 5, 9
67. Examples of super computers include:
- I. Power PC II. UNIX
 - III. Option Red
 - IV. INTEL
 - V. Blue Gene/L
 - VI. Cray – 1

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- A. I, II and V only
B. II and IV only
C. II, III and IV only
D. III, V and VI only
E. I, II and VI only
68. Select the ODD item in the following set.
A. Tab Key
B. Esc Key
C. Control Key
D. Shift Key
E. Alt Key
69. When a program is written in a machine language which of the following will be required to convert the program into a language which the computer understands? A. Compiler
B. Interpreter
C. Assembler
D. Language translator
E. None of the above
70. What is the meaning of the acronym 'flops'?
A. Floating point operating systems
B. Float point operations per systems
C. Floating point operating per system
D. Floating point operations systems
E. **Floating point operations per second**
71. Which of the following does **NOT** use light for facilitating data input?
A. OCR
B. MICR
C. Optical Mouse
- D. Hand held scanner
E. Flatbed scanner
72. What is the name for a private network typically used internally by a single organization utilizing the same technologies as the Internet, but disconnected and isolated from the internet by firewalls?
A. LAN
B. Intranet
C. MAN
D. Extranet
E. WAN
73. This device receives program instructions and performs arithmetic and logical operations. It resides on a single chip plugged into the main circuit board. The above device is the
A. Mother board
B. DELL chip
C. CPU
D. IBM chip
E. Microsoft board
74. Which of the following contains a 16 – bit chip?
A. 80486
B. 80286
C. 80386
D. 80586
75. The speed of a computer is measured in

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- A. Megabytes
B. Kilohertz
C. Terabytes
D. Megahertz
E. Pentahertz
76. What are the two binary coding schemes used in the representation of data?
- A. **ASCII and EBCDIC**
B. AISIC and EBCCID C. ASICI and EDCBCI
D. ASCII and EBCDCI
E. ACIIS and EDCIC
77. Data could be corrupted in times of transmission by disturbance, weather conditions or interference in communication lines. These corruptions can be detected using the
- A. Accuracy bit
B. Bit check
C. Parity bit
D. Accuracy byte
E. Parity byte
78. I am the software that converts a program from High Level Language to Machine language. Who am I?
- A. Operating System
B. Apple Software
C. Basic Software
D. Translator
E. Converter Software
79. Which of these statements is/are **TRUE**?
- I. A byte is used to hold a number, letter, or a special character
- II. A character that consists of eight bits occupies eighth bits of memory space
- III. Every character presentation is a combination of 0's and 1's.
- A. I and II ONLY
B. II and III ONLY
C. III and I ONLY
D. III ONLY
E. I, II and III
80. The main memory capacity of Supercomputers is measured in
-
- A. Bytes
B. Gigabytes
C. Megabytes
D. **Terabytes**
E. Kilobytes
81. The processor works with the main memory and registers to process data or execute programs. I connect these components and the other parts of the microcomputer together. Who am I?
- A. A byte
B. A bit
C. **A bus**
D. A linkage
E. A chip
82. The computer executes instructions through its processor in a series of steps known as
- After**

- the very first step**, it performs the next step known as the During this step the ALU executes instruction and stores the result in a register.
- A. Instruction cycle, control cycle
 - B. Execution cycle, machine cycle
 - C. Machine cycle, control cycle
 - D. Execution cycle, instruction cycle
 - E. Machine cycle, execution cycle
83. The speed of is measured in megaflops and gigaflops.
- A. Mainframes
 - B. Workstations
 - C. Option Red
 - D. Minicomputers
 - E. Microcomputers
84. The most important parameter(s) used to determine the processing power of a computer system is/are
- I. RAM capacity
 - II. Wordsize capacity
 - III. Processor speed
- A. I and II ONLY
 - B. II and III ONLY
 - C. I and III ONLY
 - D. III ONLY
 - E. I, II and III
85. Parallel ports are normally those that work with 8 – line bus to enable 8 bits of data to be transferred simultaneously. They are principally used to connect
- A. The Mouse
 - B. The Keyboard
- C. **Printers**
- D. Pen drives
 - E. CD – ROM units
86. Add-on boards are also known as and are circuit boards that provide more memory or control peripheral devices.
- A. Extension boards
- B. Expansion boards**
- C. Adapter boards
 - D. Plug-in boards
 - E. Control boards
87. Describing a computer as an electronic device is too broad a definition. But what makes a computer system unique is that
- I. it accepts, processes, and outputs data
 - II. it has an on-board microchip
 - III. it has a cooling fan
 - IV. it is connected to the mains
- A. I and II ONLY**
- B. II and III ONLY**
- C. III and IV ONLY**
- D. I and IV ONLY**
- E. None of the above**
88. Input/Output devices that are located outside the system unit are referred to as
- A. I/O devices
 - B. Remote devices
 - C. Link devices
- D. Peripheral devices**
- E. Adaptable devices

89. Computers may be classified according to how they process data. The one that process data as a continuously varying quantity is known as a/an
-
- A. Digital computer
B. Supercomputer
C. Analogue computer
D. Hybrid computer
E. Personal computer
90. The classification of the as an INPUT DEVICE is a bit blurred and it is sometimes referred to as a POINTING DEVICE.
- A. Keyboard
B. Microphone
C. **Mouse**
D. Digital Camera
E. Scanner
91. The CPU is responsible for performing all the calculations done on a computer system assisted by the Arithmetic and Logical Unit (ALU). The MAIN component(s) of the CPU are
-
- A. **The ALU and the Control Unit**
B. The Control Unit and Registers
C. The ALU and the Registers
D. The Processor and the Registers
E. The ALU, the Registers and the Control Unit
92. I may be considered as a temporary working area, because I hold the information and instructions that any CPU is CURRENTLY working
-
- on. I am also highly volatile. Who am I?
- A. The CD – ROM
B. The temporary ROM
C. **The RAM**
D. The ALU
E. The secondary storage
93. Application programs are the ones developed by programmers. Programming languages like C, C++, Java and Visual Basic are collectively referred to as
-
- A. Coded languages
B. Machine languages
C. **High level languages**
D. Polymorphic languages
E. Complex languages
94. The suite of computer programs that control the basic operations of the computer and act as interface between the user and the computer is
-
- A. application software
B. system software
C. language translators
D. operating software
E. None of the above
95. The operating system is a/an
-
- A. application software
B. **system software**
C. language translator
D. utility software

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96. The underlisted are application software except A. computer games
B. spreadsheets
C. word processing
D. virus protection
97. The area in memory where the copied item is held temporarily before and even after it is pasted to a destination is the
A. Copy area B.
Macro
C. Clipboard
D. OLE
98. is a small, on screen pictorial object that represent a program or file. A.
A dialog box
B. **An icon**
C. A picture
D. A scrollbar
99. Microsoft Access, Fox Pro, Paradox, filemaker are **A. database software**
B. spread sheets
C. presentation programs
D. word processing programs
100. Microsoft PowerPoint, Lotus Freelance graphics and SPC Harvard graphics are A.
database software
B. spread sheets
C. **presentation programs**
D. word processing programs
101. The operating system a computer is running on is often referred to as its A. base
B. base form
C. **platform**
D. software
102. The following are utility programs except A. systems diagnostic software
B. data recovery software
C. device drivers
D. anti-virus
103. is a window through which the user provides some needed information that the computer or the application program require to perform some task.
A. document window
B. application window
C. computer box
D. dialog box
104. Microsoft word is a spread sheet
A. True
B. **False**
105. If you double-click an item in a list
A. it enables you to make a choice from a group of possible command options
B. you can select or deselect an item
C. you select the item and close the dialog box as if you clicked OK D. activate an item in the list

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106.is/are used to either accept or reject the changes you have made in a dialog box.
- A. OK button
 - B. ENTER key
 - C. Close button
 - D. Command buttons
107. Pressing the ESC key is similar to
- A. select an item and deactivate the dialog box
 - B. cancel the changes made to the dialog box and close the box at the same time
 - C. deactivate an item in the dialog box
 - D. accept the changes made in the dialog box
108. There are ways of starting the PC.
- A. 4 B. 2 C. 3
 - D. 5
109. This icon shows the file system for your computer and network
- A. My computer
 - B. My document
 - C. Network places
 - D. Status bar
110. You can use the Start button to do the following
- I. Start programs
 - II. Close Windows explorer
 - III. Search for files
 - IV. Run programs
- V. Print files
- A. All of the above
 - B. V, I, III
 - C. I, III, IV
 - D. I, II, III, IV
111. Icons are small graphical items found only on the desktop
- A. True
 - B. False
112. The mouse is represented on the screen by different symbols, depending on what the mouse is pointing to.
- A. True
 - B. False
113. An ellipsis (...) at the end of a menu item indicates
- A. a dialog box will be displayed when you select the menu option
 - B. a toggle type of menu command
 - C. another menu of options will be displayed
 - D. several options will be available
114. The default view for displaying the contents of a window is
- A. icons
 - B. list
 - C. details
 - D. tiles
115. What's This (?). This feature provides
- A. a handy way for you to get information about dialog options

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- B. a multiple sections or pages of a dialog box
C. the user help
D. a command button which carries out the command
116. You may change the background or wallpaper of your windows system by following the steps below:
I. Click start to display the start menu
II. In the start menu, click on Control Panel
III. In the control panel, locate and double-click the Display icon
IV. In the display window, select Desktop tab, then choose desired image
V. Click Apply, then OK
A. II, I, II, IV, V
B. II, I, III, V, IV C. I, III, II, V, IV
D. I, II, III, IV, V
117. POST is done during
A. Posting of system information
B. Cold boot
C. **Warm boot**
D. Soft boot
118. The system tray display icons or programs that
A. can easily be maximized or minimized
B. **can be displayed on the taskbar**
C. can be displayed on the taskbar
D. run continuously in the background
119. Short – cut menus provide a quicker way of making use of some features that are associated with or listed in a menu.
- A. TRUE
B. FALSE
120. A new folder could be created from all of the following except
A. My Documents
B. My Computer
C. **Windows Explorer**
D. All Programs
121. The following is the shortcut key combination for Copy.
A. CTRL + Y
B. CTRL + P
C. **CTRL + C**
D. CTRL + X
122. The following key is used in combination with the mouse to select multiple non-contiguous files /folder
A. **CTRL**
B. Shift
C. Alt
D. Shift + Alt
123. The following key is used in combination with the mouse to select multiple contiguous files/folders.
A. Ctrl
B. **Shift**
C. Alt
D. Shift + Alt
124. To select all the files and folders in a folder, you can either choose Edit, Select All from the menu or press CRTL + A.

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- A. True
B. False
125. The following is true when a file or folder is moved.
A. A copy of the file/folder is stored at the new destination
B. The file/folder is now located at the new location
C. The file/folder can be found at both the source and destination
D. A duplicate of the file/folder is stored at the destination.
126. The * wildcard character represent
A. One character
B. Two characters
C. Many characters
D. None of the above
127. To paste a file or folder you use the following key combination.
A. CTRL + V
B. CTRL + P C. CTRL + C
D. CTRL + X
128. My Computer can be used to gain access to all the information you have on your computer.
A. True
B. False
129. will indicate the name of the current opened window.
A. Status Bar
B. Menu Bar
C. Title Bar
D. Tool Bar
130. Input devices translate all data going into the computer into series of
A. Decimal digits
B. 0's and 1's
C. Hexadecimal
D. None of the above
131. are special hard copy devices for creating non-text images
A. ink jet printers
B. coloured laser printers
C. plotters
D. scanners
132. The keys on the keyboard can be divided into Groups.
A. Two
B. Three
C. **Four**
D. Five
133. The following devices belong to the same family except
A. trackball
B. touchpad
C. keyboard
D. joystick
134. Information on a display screen is referred to as
A. **softcopy**
B. hardcopy
C. carbon copy
D. image

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135. Information on paper is referred to as
A. Softcopy
B. Hardcopy
C. Carbon copy
D. Image
136. The smallest display unit on a screen that can be switched on or off is referred to as A. pixel
B. dot - pitch
C. refresh rate
D. none of the above
137. Dot-pitch is the amount of space between pixels. A. True
B. False
138. Terminals can be classified into types.
A. two
B. three
C. four
D. five
139. A terminal is unable to do any processing on its own.
A. True
B. False
140. A font consists of three elements. Namely,
A. Typeface, Type size and Type style
B. Typeface, Type scale and Type size
C. Type weight, Type size and Type style
D. Typeface, Type size and Type edge
141. Formatting text documents in MS – Word includes all the following except
A. Indenting the text
- B. Line spacing the text
C. Creating borders around the text
D. Editing the text
E. Inserting numbers and bullets
142. A text was made bold, underline and italic. Which of the following commands can be used after selecting the text to remove all the text formatting at a go? A. Undo
B. Ctrl + Enter
C. Ctrl + Space bar
D. Alt + Enter
E. Alt + space bar
143. The four (4) main categories of font Styles are;
A. Normal, bold, italics, center align
B. Normal, bold, italics, bold italics
C. Normal, bold, left align, bold italics
D. Normal, bold underline, italics, align
E. Normal, bold, justify, italics
144. Which of the key combinations below align text at left and right margins?
A. **Ctrl + J**
B. Ctrl + E
C. Ctrl + L
D. Ctrl + R
E. Ctrl + A
145. The page break that MS-Word automatically inserts is known as
A. Hard page break
B. Soft page break
C. Automatic break

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- D. User page break
E. Page break
146. Which of the following is NOT true about the Spelling and Grammar checker in MS-Word? By default,
- A. Colour red for spelling error
 - B. Colour green for grammar error
 - C. Both red and green can show in a sentence
 - D. A word like “organized” will be ignored.
 - E. Gives alternative spelling of a word
147. Mention the MS-Word automatic feature that gives you a detailed statistics of your document, such as the number of words in a typed document.
- A. Word Count
 - B. Word Wrap
 - C. Auto Complete
 - D. Word Art
 - E. Auto Correct
148. The command “Ignore Once” ignores every occurrence of such mistakes in the document while “Ignore All” ignores the wrongly spelled word at that position only.
- A. True
 - B. False
149. The alignment one chooses for a text document does not affect the line spacing of the text contained in the document. A. True
B. False
150. The default typeface or font in MS-Word is
- A. Arial
 - B. Times New Roman C. Tahoma
 - D. Bookman Old Style
 - E. Courier
151. Which command is used to quit MS-Word in order to free memory for other applications or at the end of the day when you have finished working?
- A. File – quit
 - B. File – exit
 - C. File – close
 - D. Alt + F4
 - E. All the above
152. The bar in MS-Word which contains a list of options displayed below the title bar of an application is referred to as
- A. Option bar
 - B. Tool bar
 - C. Status bar
 - D. Menu bar
 - E. Formatting bar
153. Pick the odd one out concerning the Status bar in MS-Word. It displays
- A. Line count
 - B. Column position
 - C. Section number
 - D. Current location of the insertion point by page numbers
 - E. Various parts of a document that may not be visible
154. I am a link to the on-screen HELP feature in MS-Word that anticipates the type of help you need and suggest Help topics

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- related to the work you are doing.
- Who am I?
- A. Hyperlink
 - B. AutoCorrect
 - C. Office Assistant
 - D. Tool tip
 - E. None of the above
155. Pick the odd one out
- A. Automatic reader
 - B. Word wrap
 - C. Spacing punctuation
 - D. Automatic Grammar Check
 - E. AutoComplete
156. Which of the key combinations below will move the insertion point to the end of the document assuming it is on the first line of a 2-paged document?
- A. Ctrl + Page Down
 - B. Ctrl + End
 - C. Ctrl + Home
 - D. Ctrl + Enter
 - E. End
157. One difference between the Backspace and the Delete buttons on the keyboard is that, the Delete button removes character left of the insertion pot.
- A. True
 - B. False**
158. From the print dialog box, you can accomplish the following except,
- A. Select the name of the printer
 - B. Select the page range
 - C. Specify the number of copies
 - D. Collate
 - E. Change the name of the document**
159. Print preview in MS-Word allows you to do the following except,
- A. Type or remove text without showing the insertion point on the page**
 - B. Zoom on a particular page
 - C. Move through a document using Page Up or Page Down keys
 - D. Print the document
 - E. Select the name of the printer
160. When you have created a document with MS-Word before clicking on save, which part of the computer is the information kept?
- A. Main memory
 - B. Hard disk
 - C. Library
 - D. Secondary storage
 - E. None of the above
161. None of the following can be used in naming of a file except,
- A. ;
 - B. ?
 - C. >
 - D. SPACE
 - E. None of the above
162. As a word processing program, MSWORD can be used for the following except,
- A. Create documents
 - B. Save documents
 - C. Retrieve documents
 - D. Edit documents
 - E. Scan documents

163. A kind of word wrap in MS-Word in which text is wrapped by pressing the Enter or Return key at the end of a paragraph is referred to as the Soft Return.
- A. True
B. False
164. I allow you to have access and edit MSWord documents that has been saved and closed on the hard disk.
Who am I?
- A. Save Dialog box
B. Open Dialog box
C. Print Dialog box
D. Paragraph box
E. None of the above
165. Word provides..... method(s) for creating a table.
- A. 1 B.
2 C. 3
D. 4
166. You can best draw a table using the toolbar
- A. Drawing
B. Formatting
C. Standard
D. **Tables and Borders**
167. Word does not wrap the entry within a cell of a table.
- A. True
B. False
168. Pressing Shift + Tab will move the insertion point to the next cell
A. up
- B. down
C. to the left
D. to the right
169. Click Footnote to add a footnote or endnote.
- A. Edit
B. Format
C. Insert
D. View
170. To insert a footer or header, you first click on the Menu bar.
- A. Edit
B. Format
C. Insert
D. View
171. The Columns button is located on the toolbar.
- A. Drawing
B. Formatting
C. Outlining
D. Standard
172. Text that flows the bottom of one column to the top of the next column is said to be in column format.
- A. Journal
B. Billboard
C. Newsletter
D. Fixed
173. Each paragraph can have individual tab settings.
- A. True
B. False

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174. Word sets up default tab stops every inch.
- A. $\frac{1}{4}$
 - B. $\frac{1}{2}$
 - C. 1
 - D. $1\frac{1}{2}$
 - E. I, II, & IV only
 - C. I, III & IV only
 - D. II & III only
 - E. I & IV only
175. To delete a tab from the ruler,
- A. click it
 - B. double click it
 - C. click and drag it to a new position on the ruler
 - D. click it and drag it off the ruler
176. Word prints the headers and footers inch/inches from the top and bottom of the page.
- A. $\frac{1}{2}$
 - B. 1
 - C. $1\frac{1}{2}$
 - D. 2
 - A. I, II & III only
 - B. I, II & IV only
 - C. II, III & IV only
 - D. II & IV only
 - E. IV only
177. Which of these printers is the cheapest, noisiest and can work extremely well for multi-page forms?
- A. Plotter
 - B. Laser
 - C. Inkjet
 - D. Dot matrix
 - E. None of the above
178. Which of these can be considered as both an input and an output device?
- I. Touch screen
 - II. Multifunction printer
 - III. LCD
 - IV. Terminals
 - A. I, II & III only
179. In formatting a disk, one will do the following
- I. Clear all data stored on it
 - II. Set up the file allocation table (FAT)
 - III. Protects the diskette from unintentional writing over
 - IV. Define the tracks and sectors on the diskette
180. is a type of hard disk that can be added to your computer system by inserting it into an expansion card.
- A. A hard disk cartridge
 - B. A hard card
 - C. An internal hard disk
 - D. An expansion card
 - E. A graphics card
181. In a hard disk drive, all tracks with the same number, are lined up one above the other to form
- A. concentric circles
 - B. tracks
 - C. a cylinder
 - D. sectors
 - E. columns

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182. Devices make it possible for computers to share information and resources across long distances like cities and even countries.
- A. Input / Output
 - B. Communication
 - C. Remote
 - D. Storage
 - E. Processing
183. Access time for a hard disk is the sum of
- I. Processing speed
 - II. Seek time
 - III. Latency
- A. I, II & III only
 - B. I & II only
 - C. I & III only
 - D. II & III only
184. An optical disk is made up of layers.
- A. 2 B.
 - 3 C. 4
 - D. 5
 - E. 6
185. With optical disk technology, a scans the disk surface to read data.
- A. low power laser light
 - B. high power laser light
 - C. magnetic field sensor
 - D. thermal sensor
 - E. sound detector
186. The keyboard is usually connected to the system unit of the computer through a/an
- A. parallel port
187. are circuit boards that provide more memory or control peripherals devices.
- A. Expansion slots
 - B. Expansion ports
 - C. Expansion buses
 - D. Expansion sockets
 - E. **Expansion cards**
188. The has the highest storage capacity.
- A. CD – RW
 - B. CD – ROM
 - C. **DVD – ROM**
 - D. CD – R
 - E. Floppy Double-density, Doublesided, diskette
189. The trucks on a disk storage device on which data is stored are in
- A. Spiral form
 - B. Straight lines
 - C. Zigzags
 - D. Concentric circles
 - E. Rows and Columns
190. Which storage device uses direct access method and optical storage technology?
- A. Tape streamers
 - B. Floppy diskette drivers
 - C. Reel tape drivers
 - D. Hard disk drives

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- E. CD-ROM drives
191. A monitor with 0.30 dot-pitch will produce a crisper image than a monitor with 0.25 dot-pitch. True or false?
- A. True
B. False
192. Which of these are non - impact printers?
- I. Plotter II. Laser
III. Dot matrix
IV. Ink jet
- A. I, II & IV only
B. I, III & IV only
C. II, III & IV only
D. III & IV only
E. I & IV only
193. Locking at the various applications currently on the computer market, a microcomputer will need at least memory to be able to run them.
- A. 32MB of BIOS
B. 32MB of POST
C. 32MB of ROM
D. MB of RAM
E. MB of CHIP
194. PROM, EPROM, and EEPROM are all variations of the that are used in special situations.
- A. POST software
B. BIOS system
C. RAM chip
D. ROM chip
E. PARALLEL port
195. I am a computer with a larger makes me more suitable for setting up Wide Area Networks connecting cities and countries.
- Who am I?
- A. Mainframe
B. Supercomputer C. Personal Computer
D. Minicomputers
196. Hardware is the term used to describe the touchable parts of a computer system. Which of these fit into this category?
- I. The scanner
II. The plotter
III. The BIOS
IV. The Input/ Output data
- A. I and IV only
B. II and III only
C. I only
D. II and IV only
E. I and II only

197. devices make it possible for computers to share information and resources across long distances like cities and even countries.
- A. Input/ Output
 - B. Communication
 - C. Remote
 - D. Storage
 - E. Processing
198. In wired connections, transmission of information from one computer to another is made possible by a hardware device called It converts digital signals to analog and vice versa.
- A. Modem
 - B. A transmitter
 - C. A conve
 - D. An end-to-end translator
 - E. An interpreter
199. In the creation of a Wide Area Network, this transmission medium used is basically an insulated copper wire wrapped, in a braided shield and housed in an external cover. What is this?
- A. fiber-optic cable
 - B. a telephone line cable
 - C.
 - D. a fiber-glass cable
 - E. a strand-glass cable
200. Compilers or language translators are sometimes known as
- A. Language converters
 - B. Adapter Languages
 - C. Transition converters
 - D. Interpreters
 - E. Application Language

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SECTION B

Instruction: Answers ONLY ONE question from this section

1. (a) Distinguish between a floppy disk and a CD-ROM drive under the following headings
 - I. The technology used in representing data
 - II. Storage capacity
 - III. Method of storage and access
(b) Write briefly on two of the following
 - I. Word processing software
 - II. Presentation software
 - III. Database management system software

2. (a) Briefly describe what a table is, illustrating with a diagram on how areas within it are designated.
List the steps for creating a table
List any five formatting operations that can be performed on a table.

- (b) What are the most important features common to all Windows applications?
Describe at least four of them.

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