FBQ1: The major difference between personal-business letters and business letters is in the salutation and complimentary close. True or False_____?
Answer: *True*

FBQ2: _____ enables you to add, edit, view and work with data in a table.
Answer: *Table Datasheet View*

FBQ3: Thou shall not use other people's computer resources without _____
Answer: *Authorisation*

FBQ4: A _____ helps you to view, enter and change data directly in a table
Answer: *Form*

FBQ5: Columns in a table are called_____
Answer: *Fields*

FBQ6: Thou shall not use a computer to _____ other people.
Answer: *Harm*

FBQ7: A collection of organised data with relationship in their elements is refer to as _____
Answer: *A database*

FBQ8: =A1-A2 means _____
Answer: *The value in A2 is subtracted from the value in A1*

FBQ9: Specialized categories of software also referred to as _____
Answer: *Vertical applications*

FBQ10: Learn to rest your back when you type to avoid _____
Answer: *Backache *

FBQ11: Learn to blink at regular intervals when using the computer as this would help reduce_____
Answer: *Strain*

FBQ12: Do not stare at the_____ for long hours
Answer: *Screen*

FBQ13: Software virus is parasitic programmes which can _____themselves.
Answer: *Replicate*

FBQ14: Business letter ends with_____
Answer: *"Yours faithfully"*.

FBQ15: How many types of charts are available in excel _____?
Answer: *Eleven*

FBQ16: The ____ finger is used in typing letter E
Answer: *D*

FBQ17: Computer graphics refer to any _____ that can be produced by computer.
Answer: *Pictorial representation*

FBQ18: Letters written or received from relatives and friends are terms as _____
Answer: *Personal Letters*

FBQ19: Every formula in excel starts with _____
Answer: *'=' sign*

FBQ20: In a business letter, a space needs not to be left for the signature of the writer. True or False_____?

Answer: *False*

FBQ21: =2^8, it means____
Answer: *The value 2 is raised to the power of 8*

FBQ22: Statistics is often referred to as a subset of_____
Answer: *Mathematics*

FBQ23: Mode is the arithmetic value that occurs _____ in a set of data.
Answer: *Most frequently*

FBQ24: Standard deviation is a measure of how widely data values are _____ from the arithmetical mean
Answer: *Dispersed*

FBQ25: The acronyms MDT stands for _____
Answer: *Mobile Data Terminal*

FBQ26: There are _____ basic ways of managing large worksheets.
Answer: *Three*

FBQ27: The computer ruler and the manual ruler have the same_____
Answer: *Measurements*.

FBQ28: Legal and medical office management systems are example of _____
Answer: *Vertical applications*.

FBQ29: _____ are essentials in enriching business documents.
Answer: *Graphics*

FBQ30: Graphics could be charts, diagrams or _____
Answer: *Pictures*

FBQ31: A dual layer Blue -ray can store data up to _____
Answer: *50GB*

FBQ32: Paint Programs allows the user to integrate ____ into a document.
Answer: *Arts*

FBQ33: CAD programme is used for computer-aided drafting and used to assist designers of products in _____
Answer: *Drawing plan*

FBQ34: Other graphics software include CorelDraw and_____
Answer: *Photoshop*

FBQ35: Any business should avoid _____
Answer: *Computer misuse*

Multiple Choice Questions (MCQs):
MCQ1: The information that need to be documented in radiology may come from
Answer: X-ray

MCQ2: The product of focus for documentation in manufacturing company are goods, while that of education are
Answer: teachers

MCQ3: The following are the main problems associated with business except
Answer: Increase in productivity

MCQ4: You re-analyse a business problem after
Answer: a problem statement

MCQ5: Which of these can be calculated in Access by selecting the desired values

by using Query
Answer: Tables

MCQ6: Before 1960, computers were categorised as
Answer: Special purpose machines

MCQ7: The following relates to health industry Except
Answer: Medical information

MCQ8: 'MOV' extension refers usually to what kind of file?
Answer: Image file

MCQ9: To reduce stress in the use of computer for long hours. Which of the following is correct?
Answer: learn to touch type

MCQ10: The major features of Microsoft Office Outlook 2007 includes all Except
Answer: Calendar

MCQ11: Which of the following can be used for updating and deleting multiple records at the same time?
Answer: Table

MCQ12: You can copy or cut text or object from paint environment to other environments such as word and excel.
Answer: Disagree

MCQ13: Computer graphics are used in every kind of business Except
Answer: Education

MCQ14: Graphing programs include all Except
Answer: Pie

MCQ15: The following are the type of charts excel provided Except
Answer: Column charts, Bar charts

MCQ16: The mean is the arithmetical average of a set of
Answer: Data

MCQ17: The following are common statistics that are used in problem analysis Except
Answer: Mean

MCQ18: Which of the following can be used to secure access to documents?
Answer: Antivirus

MCQ19: Data or information generated or received need to be secure for the following reasons Except
Answer: For the purpose of future use;

MCQ20: All are challenges that are usually encountered in tabular work Except
Answer: Addition of rows

MCQ21: The memoranda are another form of _____ communication in a business.
Answer: Written

MCQ22: Without the writer's signature, a business letter is disregarded.
Answer: Disagree

MCQ23: To track assigned task in Access, click
Answer: Option

MCQ24: Which of the following is not an operating system?
Answer: DOS

MCQ25: Which of the following is not an operating system?
Answer: DOS

MCQ26: Which one of the following is not a data-base management software?
Answer: COBOL

MCQ27: _____ package is very useful for financial analysis
Answer: Microsoft Word

MCQ28: To prevent virus use any antivirus programme like
Answer: Norton Antivirus

MCQ29: How many number of bit used by the IPv6 address?
Answer: 64bit

MCQ30: The information that need to be documented in radiology may come from
Answer: X-ray

MCQ31: The product of focus for documentation in manufacturing company are
goods, while that of education are
Answer: Teachers

MCQ32: The operating system provide
Answer: the work command

MCQ33: Where is the headquarterof Microsoft office located?
Answer: Washington

MCQ34: Which one is the first search engine in internet?
Answer: WAIS

MCQ35: Jessica Evans was among those who developed a model for problem solving
in year
Answer: 2000