

FBQ1: Control + J is short cut for _____

Answer: Justify

FBQ2: N.P. indicated by the side of a word in a sentence, indicates starts a new _____

Answer: Paragraph

FBQ3: Letters written or received from relatives and friends are termed as _____

Answer: Personal Letters

FBQ4: There is no communication if the receiver cannot decode (interpret) What has been sent? True or False_____?

Answer: True

FBQ5: You are not to use other people's computer resources without _____

Answer: Authorisation

FBQ6: You are not to use a computer to _____ other people.

Answer: Harm

FBQ7: Software virus is parasitic programmes which can _____themselves.

Answer: Replicate

FBQ8: The value in A2 is subtracted from the value in A1means _____

Answer: A1-A2

FBQ9: the value in X4 is divided by the value in Y4means _____

Answer: =X4/Y4

FBQ10: The value 2 is raised to the power of 8., it means_____

Answer: =2^8

FBQ11: Statistics is often referred to as a subset of_____

Answer: Mathematics

FBQ12: Mode is the arithmetic value that occurs _____ in a set of data.

Answer: Most frequently

FBQ13: Standard deviation is a measure of how widely data values are _____ from the arithmetical mean

Answer: Dispersed

FBQ14: There are _____ basic ways of managing large worksheets.

Answer: Three

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: Graphics could be charts, diagrams or _____

Answer: Pictures

FBQ19: Paint Programs allow the user to integrate _____ into a document.

Answer: Arts

FBQ20: CAD programme is used for computer-aided drafting and used to assist designers of products in _____

Answer: Drawing plan

FBQ21: Other graphics software include CorelDraw and_____

Answer: Photoshop

FBQ22: A collection of organised data with relationship in their elements is referred to as _____

Answer: A database

FBQ23: Learn to blink at regular intervals when you use computer this would help reduce_____

Answer: Strain

FBQ24: Ctrl + V is a short cut for _____

Answer: Paste

FBQ25: The acronym MDT stands for _____

Answer: Mobile Data Terminal

FBQ26: Ctrl + B is a short cut for _____

Answer: Bold

FBQ27: _____ Compatibility is very important when upgrading your personal computer.

Answer: Memory

FBQ28: Legal and medical office management systems are examples of _____

Answer: Vertical applications.

FBQ29: The _____ enables you to change setting while typing

Answer: Ruler

FBQ30: What determine the kind of computer hardware and software that organisation would need_____?

Answer: Need

FBQ31: A dual layer Blue -ray can store data up to _____

Answer: 50GB

FBQ32: Rows in a table are called _____

Answer: Records

FBQ33: Columns in a table are called_____

Answer: Fields

FBQ34: It is best to use _____ when you want a particular text to appear at the bottom of every page of a document except the first page

Answer: Footer

FBQ35: The international size of paper for typing long letters and memoranda is _____

Answer: A4 portrait

MCQ1: When the first line in a paragraph is flushed to the left hand margin, while the subsequent lines are indented, it means _____ paragraph is used.

Answer: Hanging

MCQ2: When all lines in a document begin at the left-hand margin, it means _____ paragraph is used

Answer: blocked

MCQ3: 'OS' Computer abbreviation usually means_____?

Answer: Operating System

MCQ4: The short cut of launching the find command is _____

Answer: ctrl + f

MCQ5: _____ can be calculated in Access by selecting the desired values by using Query

Answer: Grand total

MCQ6: One of the careers that can be made from computer is _____

Answer: Graphic artist

MCQ7: The following relates to health industry except _____

Answer: E-learning

MCQ8: To track sales, one of the following would be most useful _____

Answer: Database management

MCQ9: Problems cannot be separated from _____

Answer: normal human daily activities

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

Answer: Ribbon

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

Answer: Query

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

Answer: Agree

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

Answer: Moulding

MCQ14: Graphing programs include all Except _____

Answer: Paint

MCQ15: The following are the types of charts excel provides Except _____

Answer: all the options

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: Corel Draw

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

Answer: Password

MCQ19: Data or information generated or received need to be secure for the following reasons Except _____

Answer: For intruders

MCQ20: All are challenges that are usually encountered in tabular work Except _____

Answer: Copying

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: Agree

MCQ23: To track assigned task in Access, click _____

Answer: Option

MCQ24: Any business should avoid _____

Answer: computer misuse

MCQ25: Any business should avoid _____

Answer: computer misuse

MCQ26: All are most commonly used business documents EXCEPT _____

Answer: Map

MCQ27: CPU means _____

Answer: Central Processing Unit

MCQ28: To prevent virus use any antivirus programme like _____

Answer: Symantec Antivirus for Macintosh, Norton Antivirus & McAfee Virus Scan

MCQ29: The information that need to be documented in radiology may come from _____

Answer: Tele-pathology

MCQ30: The following are the main problems associated with business except _____

Answer: Manage list of contacts

MCQ31: Formatting means choosing a style with which a document could be _____

Answer: Display

MCQ32: One of the careers that can be made from computer is _____

Answer: graphic artist

MCQ33: Where is the headquarter of Microsoft office located _____?

Answer: Washington

MCQ34: _____ in computer is used for security.

Answer: Firewall

MCQ35: Right justification in a text means _____

Answer: only the right hand margin would be justified