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Computer Capsule for IBPS PO Main 5

Computer :

A **Computer** is a General purpose **machine**, commonly consisting of **digital** circuitry, that accepts (inputs), stores, manipulates, and generates (outputs) data as numbers, text, graphics, voice, video files, or electrical signals, in accordance with instructions called a **program**.

Mains Parts of computer

Hardware - Computer hardware is what you can physically touch includes the computer case, monitor, keyboard, and mouse. It also includes all the parts inside the computer case, such as the hard disk drive, motherboard, video card, and many others.

Input Devices - In computing, an input device is a peripheral (piece of computer hardware equipment) used to provide data and control signals to an information processing system such as a computer or information appliance.
Examples: keyboards, mice, scanners, digital cameras and joysticks.

Keyboard – A Keyboard is the most fundamental input device for any computer system. It helps to enter data in computer.

Mouse - A mouse is used to input data by sending a signal to the computer, based on hovering the cursor and selecting with the left mouse button. The left mouse acts as a 'enter' button. The right mouse button can be selected and will often pop up a window of choices. The scrolling wheel is used to move the view of the screen up or down. By moving your mouse to a location in a document, on a digital photo or over a choice of music, you can click the left mouse button to place the cursor.

Trackballs - A trackball is an input device used to enter motion data into computers or other electronic devices. It serves the same purpose as a mouse, but is designed with a moveable ball on the top, which can be rolled in any direction. Instead of moving the whole device, you simply roll the moveable ball on top of the trackball unit with your hand to generate motion input.

Barcode reader - A barcode reader (or barcode scanner) is an electronic device that can read and output printed barcodes to a computer. Like a flatbed scanner, it consists of a light source, a lens and a light sensor translating optical impulses into electrical ones.

Digital camera - a camera which produces digital images that can be stored in a computer and displayed on screen.

Gamepad - a handheld controller for video games.

Joystick - a lever that can be moved in several directions to control the movement of an image on a computer or similar display screen. It mainly used in playing games.

Microphone - an instrument for converting sound waves into electrical energy variations which may then be amplified, transmitted, or recorded.

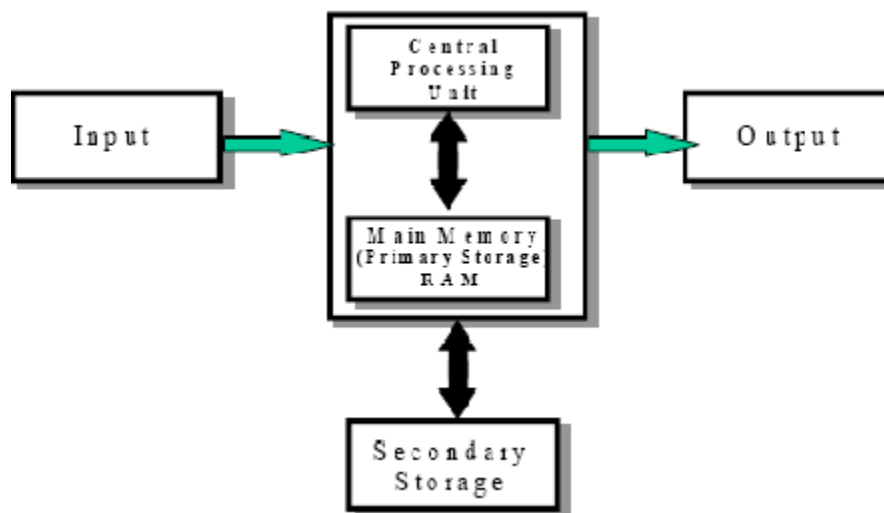**Scanner** - a device that scans documents and converts them into digital data.

Webcam - a video camera connected to a computer, allowing its images to be seen by Internet users.

Optical character recognition (OCR) - is the mechanical or electronic conversion of images of typed, handwritten or printed text into machine-encoded text.

Digitizer - It converts analog information into digital form.

Optical Mark reading (OMR) - Optical Mark Readers reads pencil or pen marks made in pre-defined positions on paper forms as responses to questions or tick list prompts.

Basci structure of CPU

CPU (Central processing unit)
A central processing unit (CPU) is the electronic circuitry within a computer that carries out the instructions of a computer program by performing the basic arithmetic, logical, control and input/output (I/O) operations specified by the instructions.

Output devices
An output device is any device used to send data from a computer to another device or user. Most computer data output that is meant for humans is in the form of audio or video. Examples include monitors, projectors, speakers, headphones and printers.

Monitors - A **Monitor** is a TV-like display attached to the computer on which the output can be displayed and viewed. It can either be a monochrome display or a colour display.
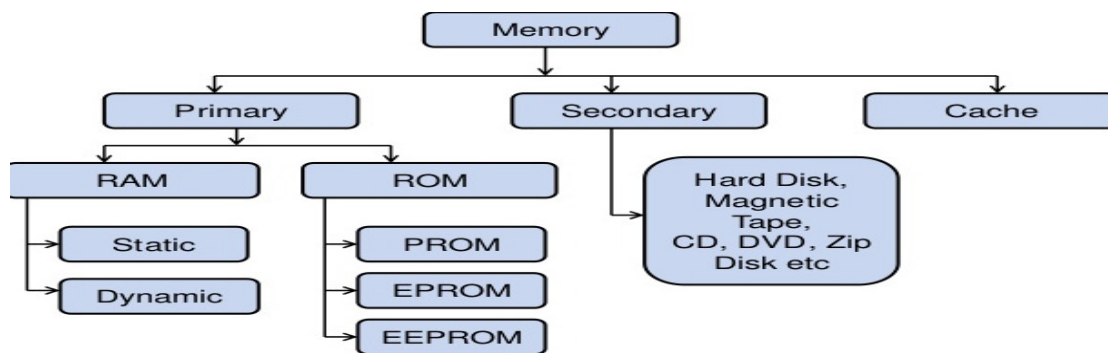
There are two kinds of monitors

1. **CRT (Cathode ray tube) -** The cathode ray tube (CRT) is a vacuum tube containing one or more electron guns, and a phosphorescent screen used to view images.
2. **Thin-Film-Transistor Liquid-Crystal Display (TFT LCD)** - A thin-film-transistor liquid-crystal display (TFT LCD) is a variant of a liquid-crystal display (LCD) that uses thin-film transistor technology to improve image qualities such as addressability and contrast.

Printer - Printer is a output device for printing text or pictures.

1. Impact printer - An impact printer is a printer that strikes a print head against an ink ribbon to mark the paper. Common examples include dot matrix and daisy-wheel printers.
2. **Non-Impact printer** - Non-impact printers print the characters without using ribbon. Two common types of non-impact printers include inkjet printers, which spray small drops of ink onto each page, and laser printers, which roll ink onto the paper using a cylindrical.

Memory

Primary Memory : **There are two types of primary memory**

RAM (Random access memory) - Random Access Memory (RAM) is a type of data storage used in computers that is generally located on the motherboard. This type of memory is **volatile** and all information that was stored in RAM is lost when the computer is turned off.

There are two types of Random access memory
- **Dynamic RAM -** dynamic indicates that the memory must be constantly refreshed (reenergized) or it will lose its contents.
- **Static Memory -** A computer memory that contains fixed information and retains its programmed state as long as the power is on.

ROM (Read only memory) - Once data has been written onto a ROM chip, it cannot be removed and can only be read. Unlike main memory (RAM), ROM retains its contents even when the computer is turned off.ROM is referred to as being **nonvolatile**.

There are three types of Read only memory (ROM)

- **PROM -** PROM stands for **Programmable Read Only Memory**. This form of ROM is initially blank. The user or manufacturer can write data/program on it by using special devices. However, once the program or data is written in PROM chip, it cannot be changed. If there is an error in writing instructions or data in PROM, the error cannot be erased. PROM chip becomes unusable.
- **EPROM -** EPROM stands for **Erasable Programmable Read Only Memory.** This form of ROM is also initially blank. The user or manufacturer can write program or data on it by using special devices. Unlike PROM, the data written in EPROM chip can be erased by using special devices and ultraviolet rays. So program or data written in EPROM chip can be changed and new data can also be added. When EPROM is in use, its contents can only be read.
- **EEPROM -** EEPROM stands for **Electrically Erasable Programmable Read Only Memory.** This kind of ROM can be written or changed with the help of electrical devices. So data stored in this type of ROM chip can be easily modified.

Memory units

1	8 bit	1 byte
2	1024 B	1 KB (Kilo byte)
3	1024 KB	1 MB
4	1024 MB	1 GB

5	1024 GB	1 TB
6	1024 TB	1 PB
7	1024 PB	1 XB
8	1024 XB	1 ZB
9	1024 ZB	1 YB

Secondary memory - Secondary memory is a type of computer memory that is not directly accessed by the central processing unit (CPU) of a computer and is usually available as non-volatile memory. One of the most common forms of this memory is the hard drive of a computer, which is used to store the operating system (OS) and other programs. Other forms of secondary memory include disc drives for compact discs (CDs) or digital versatile discs (DVDs), as well as removable flash memory.

- **Hard Drive -** a rigid non-removable magnetic disk with a large data storage capacity.
- **Floppy disk-** A floppy disk, also called a diskette or just disk, is a type of disk storage composed of a disk of thin and flexible magnetic storage medium, sealed in a rectangular plastic carrier lined with fabric that removes dust particles. Floppy disks are read and written by a floppy disk drive (FDD).
- **Magnetic Tape –** Magnetic tape used in recording sound, pictures, or computer data.
- **Flash memory -** a kind of memory that retains data in the absence of a power supply.

Mother board - A motherboard is the main circuit board inside a computer that connects the different parts of a computer together. It has sockets for the CPU, RAM and expansion cards (e.g. discrete graphics cards, sound cards, network cards, storage cards etc)... and it also hooks up to hard drives, disc drives and front panel ports with cables and wires.Also known as mainboard, system board.

Development of computer

Abacus - Abacus is known to be the first mechanical calculating device. Which was used to be performed addition and subtraction easily and speedily.Abacus is made up of wooden frame in which rod where fitted across with rounds beads sliding on the rod.

Pascal Calculator - In the year 1642, Blaise Pascal a French scientist invented an adding machine called Pascal's calculator, which represents the position of digit with the help of gears in it.

Analytical Engine - a scientist form England knows to be Charles Babbage invented such a machine.This device was called Analytical engine and it deemed the first mechanical computer. It included such feature which is used in today's computer language. For this great invention of the computer, Sir **Charles Babbage** is also **known as the father of the computer.**

Generation of computer

Generation	Components	Language
1. First Generation (1940-1956)	Vacuum Tubes	Machine language
2. Second Generation (1956-1963)	Transistors	Assembly language
3. Third Generation (1964-1971)	Integrated Circuits	High level language
4. Fourth Generation (1971-Present)	Microprocessors	4GL
5. Fifth Generation	Super large scale integrated chips	Artificial Intelligence(5GL)

Classification on working system

1. **Digital computer -** digital computer is the most commonly used type of computer and is used to process information with quantities using digits, usually using the binary number system. Ex - MacBook.
2. **Analog Computer -** a computer that operates with numbers represented by directly measurable quantities (as voltages or rotations) — compare digital computer, hybrid computer.
3. **Hybrid Computer -** a computer that combines the characteristics of a digital computer and an analog computer by its capacity to accept input and provide output in either digital or analog form and to process information digitally.

Classification on size

1. **Mainframe computer -** A mainframe computer is a very large computer capable of handling and processing very large amounts of data quickly. They are used by large institutions, such as government agencies and large corporations.
2. **Mini Computer -** a computer with processing and storage capabilities smaller than those of a mainframe but larger than those of a microcomputer.
3. **Micro computer -** A microcomputer is a complete computer on a smaller scale and is generally a synonym for the more common term, personal computer or PC , a computer designed for an individual.
4. **Personal computer -** A personal computer (PC) is a small, relatively inexpensive computer designed for an individual user. In price, All are based on the microprocessor technology that enables manufacturers to put an entire CPU on one chip.
5. **Supercomputert -** The fastest type of computer. Supercomputers are very expensive and are employed for specialized applications that require immense amounts of calculations.

Networking and nternet

Computer Networking : A computer network is a set of connected computers. Computers on a network are called nodes. The connection between computers can be done via cabling, most commonly the Ethernet cable, or wirelessly through radio waves. Connected computers can share resources, like access to the Internet, printers, file servers, and others.

Transmission Channel:

Simplex channels - simplex is a communications channel that operates in one direction at a time.
Half duplex channel - A half-duplex channel can send and receive data, but not at the same time.
Full duplex channel - Refers to the transmission of data in two directions simultaneously.

Types Data communication medium

- Standard Telephone Line
- Microwave Tranmission
- Optical Fibers
- Co-Axial Cable
- Satellite Communication

Network devices

> ▪ Repeaters   ▪ hub   ▪ switches   ▪ Routers   ▪ Gateways

Types of Network

- **Local area netwok -** a computer network that links devices within a building or group of adjacent buildings.
- **Wide area network -** a computer network in which the computers connected may be far apart.
- **Metropolitan area network -** A metropolitan area network (MAN) is a network that interconnects users with computer resources in a geographic area or region larger than that covered by even a LAN but smaller than the area covered by WAN.

Network toplolgy

- **Mesh topology -** Mesh is a network topology in which devices are connected with many redundant interconnections between network nodes.
- **Star topology -** Star topology is a network topology where each individual piece of a network is attached to a central node.
- **Ring topology -** Ring topology refers to a specific kind of network setup in which devices are connected in a ring and pass information to each other according to their adjacent in the ring structure.
  Bus topology - Bus topology is a specific kind of network topology in which all of the various devices in the network are connected to a single cable or line.

OSI MODEL

OSI : The Open Systems Interconnection model (OSI Model) is a conceptual model that characterizes and standardizes the communication functions of a telecommunication or computing system without regard of their underlying internal structure and technology.

Seven layers of OSI Model

1. **Physical layer -** The physical layer is the first layer of the OSI Model. that deals with bit-level transmission between different devices and supports electrical or mechanical interfaces connecting to the physical medium for synchronized communication.
2. **Data Link Layer -** The data link layer is the second layer of OSI model.This layer is the protocol layer that transfers data between adjacent network nodes in a wide area network or between nodes on the same local area network segment.
3. **Network Layer -** The network layer is the third level of the OSI Model and the layer that provides data routing paths for network communication. Data is transferred in the form of packets via logical network paths in an ordered format controlled by the network layer.
4. **Transport Layer -** The transport layer is the layer in the OSI model responsible for end-to-end communication over a network. It provides logical communication between application processes running on different hosts within a layered architecture of protocols and other network components.
5. **Session Layer -** In the OSI model, the session layer is the fifth layer, which controls the connections between multiple computers. The session layer tracks the dialogs between computers, which are also called sessions.
6. **Presentation Layer -** The presentation layer is layer 6 in OSI model. It is used to present data to the application layer (layer 7) in an accurate, well-defined and standardized format. The presentation layer is sometimes called the syntax layer.

7. **Application Layer -** The application layer is a layer in the OSI model and in the TCP/IP protocol suite. It consists of protocols that focus on process-to-process communication across an IP network and provides a firm communication interface and end-user services.

Data transmission

- **NIC-Network interface card -** A network interface card (NIC) is a computer circuit board or card that is installed in a computer so that it can be connected to a network.
- **Wireless technology -** Wireless communications is a type of data , a wireless signal through wireless communication technologies and devic.

Internet

- **Internet-** a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
  Modem - a combined device for modulation and demodulation, for example, between the digital data of a computer and the analogue signal of a telephone line.
- **Web Browser -** Web browser is a software application used to locate, retrieve and display content on the World Wide Web, including Web pages, images and video.

Some important file extensions

.doc	Microsoft Word Document
.ppt	PowerPoint Presentation
.bmp	Bitmap Image File
.jpg	JPEG Image
.xls	Excel Spreadsheet
.exe	Windows Executable File
.bak	Backup File

Software

Software - the programs and other operating information used by a computer.

Types of software

System software	Application software	Programming software
Operating software	Educational software	Text editor
Loader	Spreadsheet software	Compiler
Data driver	Word processors	interpreter
Firmware		

- **Operating system software -**An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs. The operating system is a component of the system software in a computer system.
- **Functions of operating system -** The basic functions of an operating system are: Booting the computer. Performs basic computer tasks eg managing the various peripheral devices eg mouse, keyboard. Provides a user interface, e.g. command line, graphical user interface (GUI).

- **Spreadsheet software -** A software interface consisting of an interactive grid made up of cells in which data or formulas are entered for analysis or presentation.
- **Word processors -** a program or machine for storing, manipulating, and formatting text entered from a keyboard and providing a printout.
- **Compiler -** A compiler is a computer program (or a set of programs) that transforms source code written in a programming language (the source language) into another computer language (the target language), with the latter often having a binary form known as object code.
- **Interpreter -** a program that can analyse and execute a program line by line.
- **Database management system -** software that handles the storage, retrieval, and updating of data in a computer system.
- **Antivirus Software -** Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.
- **Boot -** The boot process is the name for the various steps the computer takes after you turn it on, all the way until the operating system is loaded.
- **Cold Boot -** The start-up of a computer from a powered-down, or off, state.Also called a hard boot.
- **Warm Boot -** restarting a computer via the operating system.

Microsoft Office

MS Office: Microsoft Office or Microsoft Office System is a collection of computer programs made by Microsoft. The programs are created for all users. There are different versions of the software for home users and for business users.
- It was first announced by **Bill Gates of Microsoft** on August 1, 1988 at COMDEX in Las Vegas.
- MS office primarily includes Word, Excel, PowerPoint, Access and Outlook. It also includes OneNote, Groove, InfoPath and Publisher.

MS Word

- Microsoft Word is a word processor developed by **Microsoft.**
- It is used for creating, editing, formatting, storing, retrieving and printing of a text document.
- Microsoft Word's native file formats are denoted either by a **.doc** or **.docx** file extension.

Some Important Tools in Microsoft Word -

- ✓ **Header and Footer** option is used to display information such as title and page number of the document.
- ✓ **Title Bar -**The bar at the top of the window that bears the name of the window.
- ✓ **Menu Bar -** A screen element of MS Word that is usually located below the title bar that provides categorisedoption.
- ✓ **Thesaurus -** is used for finding a synonym for a word in the document.
- ✓ **Style -** Changes the style of the selected text
- ✓ **Font -** Changes the font for the selected text
- ✓ **Font Size** - Changes the point size of the selected text
- ✓ **Bold -** Makes the selected text bold
- ✓ **Italic -** Makes the selected text italic
- ✓ **Underline -** Underlines the selected text
- ✓ **Align Left,Align Right,Center -** Aligns the selected text/paragraph
- ✓ **Justify -** Justifies the selected text/paragraph
- ✓ **New -** Creates a new, blank document
- ✓ **Open -** Displays the Open dialog box so that you can retrieve an existing document
- ✓ **Save,Print,Print Preview -** Saves the active document to a specified location,Prints active document Displays what the document will look like when you print it

- ✓ **Spell Checker -** Checks active document for spelling and grammatical errors
- ✓ **Cut,Copy,Paste -** Cuts the selected text and places it on the clipboard then Copies Select text and Pastes the contents of the clipboard to a new location
- ✓ **Undo -** Undoes the last document change
- ✓ **Redo -** Redoes the last action that was undone
- ✓ **Insert Hyperlink -** Creates a hyperlink from the selected text.

Short cut keys and Function keys

Shorcut keys	Functions
Ctrl + Shift + Spacebar	Create a non breaking space
Ctrl + B	Make letters bold
Ctrl + I	Make letters italic
Ctrl + U	Make letters underline
Ctrl + Shift+ <	Decrease font size one value
Ctrl + Shift + >	Increase the font size one value
Ctrl + Spacebar	Remove paragraph or character formatting
Ctrl + C	Copy the selected text or object
Ctrl + X	Cut the selected text or object
Ctrl + V	Paste text or an object
Ctrl + Alt + V	Paste special
Ctrl + Shift + V	Paste formatting only
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
F1	Get help or visit Microsoft office Online.
F4	Repeat the last action
F7	Choose the spelling command
F5	Choose the Go To command
F12	Choose the Save As command

MS Excel

- Microsoft Excel is a software program developed by Microsoft Corp. that allow users to organize, format and calculate data with formulas using a spreadsheet system.

- It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

Some Important Terms used in Excel :

- ✓ **Cell –** A cell is the intersection of a row and a column. A cell can contain a label, a numeric value, or a formula.
- ✓ **Cell address** - A cell address is the location of a cell on a worksheet and is defined by the column letter and the row number.
- ✓ **Active Cell -** cell in which we are currently working .
- ✓ **Formula bar -** The formula bar is located under the toolbars at the top of the working screen. It contains the edit line for working with formulas, and provides information regarding cell addresses.
- ✓ **Functions -** A function is a preset formula. Functions consist of the function name and its arguments. The function name tells Excel what calculation you want it to perform.

- ✓ **PivotTable Wizard -** The PivotTable Wizard is a series of dialog boxes that guides you step-by-step through the process of creating a PivotTable.
- ✓ **Print Preview Controls -** Print Preview mode offers a set of control buttons to make the feature more useful. Click Close to exit Print Preview mode.
- ✓ **Spreadsheet -** Spreadsheet is the generic term for applications, such as Excel, that you can use to enter, analyze, and calculate data. It performs mathematical calculations and projections based on data entered. Common spreadsheet uses include analysis, charting, and budgeting.
- ✓ **Syntax -** The syntax of the function refers to the order of the functions arguments. In some functions, the order of the arguments determines how Excel solves the function.
- ✓ **Worksheet -** A worksheet is an electronic spreadsheet that lets you enter, analyze, and calculate data. Within a workbook, worksheets can share information, and calculations pertaining to several worksheets can be performed at one time. The default number of worksheets in a new workbook is three.

Shortcut keys of Ms Excel

Shortcut keys	Functions
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Ctrl + Space/Shift + Space	Select entire column/Select entire row
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Arrow key	Move to next section to text
F2	Edit the selected cell
F5	Go to a specific cell
Ctrl + F6	Switch between open workbooks/window
F7	Spell check selected text and/or document
F11	Create chart

Ms Powerpoint

- • The application software that can create professional looking visual aids is called Presentation Graphics Software.
- • **MS-PowerPoint** can be started by clicking at Start—Program---Microsoft PowerPoint.
- • A slide can contain one or more of these components: **Titles, Graphs, Drawing objects, ClipArt** and **Pictures**.
- • The slide components that are used for reference are: **Handouts, Notes ,Outlines**.

A new presentation can be created through one of these methods:
(i) **Auto content Wizard** (ii) **Design Templates** (iii) **Sample Presentation** and (iv) **Blank Presentation**

Some important terms :

- ✓ **Animations -** Animations are effects that allow you to reveal the points on a slide one by one.
- ✓ **AutoClipArt -** Use the AutoClipArt command to begin a concept keyword search of your slideshow. PowerPoint searches your slideshow for keywords that relate to the keywords associated with clip art images in the Clip Gallery.
- ✓ **Background -** The Background dialog box provides various options that let you change the background look of a single slide or every slide in the presentation.

- ✓ **Presentation -** A presentation is a collection of slides, handouts, speaker's notes, and an outline, all combined into a file that can be printed onto transparencies or projected from a computer.
- ✓ **Slides -** Slides are the individual pages of your presentation. Slides can be designed with different titles, graphics, text, and much more.
- ✓ **Slide Sorter Toolbar -** The Slide Sorter toolbar is available only in Slide Sorter view, and allows quick access to special PowerPoint effects such as transitions, builds, rehearse timing, and hide slides.
- ✓ **Slide Sorter View -** Slide Sorter View displays a reduced image of all the slides in a grid-like fashion. This view makes it easier to rearrange the slides in a presentation and add transitions and special effects.
- ✓ **Slide View -** Slide View allows you to work on one slide at a time. While in Slide View, you can add any element to a slide, including text, graphics, shapes, and graphs.

Database Management system (DBMS) -Database Management System is About Managing and structuring the collections of data held on computers. A database consists of an organized collection of data for one or more uses, typically in digital form. Database involves the type of their contents.
Eg:- bibliographic, document - text, statistical.

Important Questions

To edit the selected cell in ms excel_____
1) Press F1
2) Press F2
3) Press F4
4) Press F5

Which of the following storage media provides sequential access only_____
1) Floppy disk
2) Magnetic disk
3) Magnetic tape
4) Optical disk

The set of parallel electrical conducting lines through which different components on the mother board of a PC unit are linked together are called_____
1) Conductors
2) Buses
3) Slide Master
4) Consecutives

One byte represents_____
1) Eight characters
2) Eight bits
3) A single digit with two possible states
4) A word

Saving files in HTML format_____
1) Makes it possible for anyone to view the file in a Web browser
2) Increases file conversion costs
3) Decreases software compatibility
4) All of the above

Which of the following computer types is most powerful_____
1) Professional workstation
2) Internet appliance

3) Desktop computer
4) Network computer

What is the flow of data between countries commonly called_____
1) International information system
2) EDI
3) Outsourcing
4) Trans border data flow

In MS-Word 'alt + shift + d' does what_____
1) Automatically inserts the date
2) Inserts the time
3) Inserts the day
4) All of the above

In Word you can force a page break_____
1) By positioning your cursor at the appropriate place and pressing the F1 key
2) By positioning your cursor at the appropriate place and pressing Ctrl +Enter
3) By using the Insert/Section Break
4) By changing the font size of your document

An E-mail protocol for storage, management and change, especially in corporate offices_____
1) Message handling service
2) Postal service's
3) Data storage
4) All of the above

A connection from one HTML document to another HTML document is called_____
1) Hyper Link
2) Connecting Link
3) Icon
4) All of these

RAID stands for_____
1) Reproduce Array of Intelligent Disks
2) Reproduce Array of Inexpensive Disks
3) Redundant Array of Inexpensive Drives
4) Redundant Array of Inexpensive Disks

JavaScript was developed by _____ to run inside of web pages.
1) Microsoft
2) Sun
3) Oracle
4) Netscape

The _____is a special database that holds information about the computer's user, installed programs and hardware devices.
1) dynamic link library
2) initialization file
3) compiled help module
4) Windows Registry

Which of the following information systems focuses on making manufacturing
processes more efficient and of higher quality_____
1) Computer-aided manufacturing
2) Computer-integrated manufacturing
3) Computer-aided software engineering
4) Computer-aided system engineering

_____is a technique that is used to send more than one call over a single
line.
1) Digital transmission
2) Infrared transmission
3) Digitizing
4) Multiplexing

Your business has contracted with another company to have thorn host and run an application for your
company over the Internet. The company providing this service to your business is called an_____
1) internet service provider
2) internet access provider
3) application service provider
4) application access provider

What is the significance of a faded (dimmed) command in a pull-down menu_____
1) The command is not currently accessible.
2) A dialog box appears if the command is selected.
3) A Help window appears if the command is selected.
4) There are no equivalent keystrokes for the particular command.

Which of the following can be used for quick access to commonly used commands and tools_____
1) Status bar
2) Tool bar
3) Menu bar
4) Title bar

Which of the following Is best for quick copy operation_____
1) Copy and Paste
2) Windows Clipboard
3) Drag and Drop
4) Auto Text

Who invented the high level language C_____
1) Dennis M. Ritchie
2) Niklaus Writh
3) Seymour Papert
4) Donald Kunth

Two or more computers connected to each other for sharing information form a _____
1) pipeline
2) router
3) server
4) tunnel
5) network

Which file is responsible to start MS Word_____
1) Winword.exe
2) Win.exe
3) Word.exe
4) Wordwin.exe

Asynchronous communication is_____
1)Communication between independent operating units
2)Communication between dependent operating units
3)Communication between independent and dependent operating units.
4)Communication within similar operating system

Which of the following is a computer code_____
1) EPROM
2) JAVA
3) All of the above
4) EBCDIC

CD-ROM can store upto _____ MB of data.
A) 600 MB
B) 400 Floppy disk
C) 320 MB
D) Both (A) and (B)

Which of the following memories has the shortes access times_____
1) Cache memory
2) Magnetic bubble memory
3) Magnetic core memory
4)RAM

PARAM and ANURAG is super computer developed in_____
1) China
2) USA
3) India
4) England

Which of the following device can store large amount of data_____
1) Floppy Disk
2) Hard Disk
3) CDROM
4) Zip Disk

Memory is made up of_____
1) Set of wires
2) Set of circuits
3) Large number of cells
4) All of the above

What is the shortcut key to "Insert link"_____
1) Ctrl + L
2) Ctrl + Shift + K
3) Ctrl + K
4) Ctrl + Shift + L

In MS Excel, what is the shortcut key to "Create a formula to sum all of the above cells"_____
1) Alt + =
2) Ctrl + =
3) Alt + Shift + =
4) Ctrl + Shift + =

In MS word short cut key CTRL +W is used for_____
1) Open the Print Dialog box
2) Update the current web page
3) Close the current window
4) Open the new window

Which type of network would use phone lines_____
1) WAN
2) LAN
3) WWAN
4) Wireless

Find the correct set of three types of data found in a spreadsheet_____
1) Data, words, numbers
2) Equations, data, numbers
3) Words, numbers, labels
4) Numbers, formulas, labels

Which of the following is included in the organizational perspective of information_____
1) Time
2) Flow
3) Process
4) Form

A daisy wheel is a type of_____
1) Printer
2) Storage device
3) Pointing device
4) All of the above

A (n)_____is a program that makes the computer easier to use.
1) Operating system
2) Application
3) Network
4) Utility

_____ cables carry data signals in the form of light_____
1) Coaxial
2) Fiber-optic
3) Twisted-pair
4) all of above

The person contributing the idea of the stored program was_____
1) Daniel Thomas
2) Charles Babbage
3) Howard Aiken
4) John Neumann

Storage that retains its data after the power is turned off is referred to as_____
1) non-volatile storage
2) volatile storage
3) sequential storage
4) direct storage

Who is known as the father of supercomputer_____
1) David J. Brown
2) Gene Amdahl
3) Adam Dunkels
4) Seymour Cray

Rotational delay time is also known as_____
1) Seek time
2) Shift time
3) Latency
4) Access time

The amount of data that a disk may contains known as the disk's_____
1) Volume
2) Size
3) All of the above
4) Storage capacity

Multiprocessor is a computer system_____
1) Where many CPU under a common control
2) Consisting of more than one input devices under common control
3) Where many output devices under
4) All of the above

Who is known as the father of internet_____
1) Alan Perlis
2) Jean E. Sammet
3) Vint Cerf
4) Steve Lawrence

NORTON' is an_____
1) Software
2) Anti-Virus Program
3) Network
4) Program

At a time how many operating system can be at work on a computer_____
1) Only one
2) Two
3) Three
4) Four

What is Oracle_____
1) A Co-ordination System
2) Word Software
3) Database Software

4) All of the above

Device on one network can communicate with devices on another network via_____
1) File Server
2) Utility Server
3) Printer Server
4) Gateway

The screen background is known as the_____
1) Application
2) Window
3) Desktop
4) Frames

_____Command we can use to close the windows.
1) Alt+ F1
2) Alt+ S
3) Alt+ End
4) Alt+F4

When more than one window is open, to switch to the next window — is the key combination_____
1) CTRL+F5
2) CTRL+F6
3) CTRL+F7
4) CTRL+F8

What is the correct syntax for typing a function into a cell_____
1) Equal sign, Function Name, Matching brackets
2) Function Name, Equal sign, Matching brackets
3) Equal sign, Matching brackets, Function Name
4) None of the above

BISYNC is an abbreviation for_____
1) Binary Input/Binary Output
2) Binary synchronous
3) Binary digit
4) All of the above

A process of trying out a new product by independent users before it is finally manufactured/developed_____
1) Alpha test
2) Beta Test
3) Gamma test
4) All of the above

What is the keyboard shortcut for creating a chart from the selected cells_____
1) F3
2) F5
3) F7
4) F11

Which file starts MS Word_____
1) Winword.exe
2) Word.exe

3) Msword.exe
4) Word2003.exe

The point at which the flow of text in a document moves to the top of a new page_____
1) Page insert
2) Page break
3) Page format
4) All of the above

Non-document files are_____
1) Pure ASCII files that can be listed for any word processing software
2) Non ASCII files that can be listed for any word processing software
3) Pure ASCII files that can be listed for specific word processing software
4) Non ASCII files that can be listed for specific word processing software

EDVAC stands for_____
1) Electronic Discrete Variable Automatic Computer
2) Electronic Discrete Value Automatic Computer
3) Electronic Device Variable Automatic Computer
4) Electronic Discrete Variable Advanced Computer

How can you disable extended selection mode_____
1) Press F8 again to disable
2) Press Del to disable
3) Press Esc to disable
4) Press Enter to disable

_____is the key to close a selected drop – down list; cancel a command and close a dialog box.
1) TAB
2) SHIFT
3) ESC
4) F10

The ROM chip which can be rewritten several times and requires the action of ultraviolet radiations to erase its contents is_____
1) Flash memory
2) PROM
3) EEPROM
4) EPROM

A terabyte comprises_____
1) 1024 gigabyte
2) 1024 kilobyte
3) 1024 megabyte
4) 1024 byte

Where are data and program stored when the processor uses them_____
1) Main memory
2) Secondary memory
3) Disk memory
4) Program memory

The maximum Zoom percentage in MS PowerPoint is_____
1) 100%
2) 200%
3) 400%
4) 500%

Which type of transmission media is known as regular telephone wire_____
1) Wi-Fi
2) Twisted-pair wire
3) Fiber optic cable
4) Coaxial cable

Where does most data go first with in a computer memory hierarchy_____
1) RAM
2) ROM
3) BIOS
4) CACHE

What is the other name for programmed chip_____
1) RAM
2) ROM
3) LSIC
4) PROM

_____ Store data temporarily and pass it on as directed by the control unit.
1) Address
2) Register
3) Number
4) Memory

RAID stands for_____
1) Reproduce Array of Intelligent Disks
2) Reproduce Array of Inexpensive Disks
3) Redundant Array of Inexpensive Drives
4) Redundant Array of Inexpensive Disks

_____is the study of molecules and structures whose size ranges from 1 to 100 nanometers.
1) Nanoscience
2) Microelectrodes
3) Computer forensics
4) Artificial intelligence

_____ makes it possible for shoppers to make purchases using their computers.
1) E-world
2) Ecommerce
3) E-spend
4) E-business

A computer_____is a set of program instructions that can attach itself to a file, reproduce itself,
1) worm
2) virus
3) trojan horse
4) phishing scam

A is a device that not only provides surge protection, but also furnishes your computer with battery backup power during a power outage_____
1) surge strip
2) USB
3) UPS
4) battery strip

To minimize all open windows and display the desktop_____
1) Windows logo +D
2) Windows logo + E
3) Windows logo + F
4) Windows logo + G

A list of rules for transferring data over a network is called_____
1) Protocol
2) Program code
3) Rules
4) Flowchart

Programs stored in ROM are called _____
1) Hardware
2) Firmware
3) Software
4) utility

_____ is the science that attempts to produce machines that display the same type of intelligence that humans do.
1) Nanoscience
2) Nanotechnology
3) Simulation
4) Artificial intelligence

The name for the way that computers manipulate data into information is called_____
1) programming
2) processing
3) storing
4) organizing

The Java program file extension is_____
1) .jav
2) .java
3) .ja
4) .jvm

The first mechanical computer designed by Charles Babbage was called_____
1) Abacus
2) Processor
3) Calculator
4) Analytical Engine

The transformation of a message into an encoded form is known as_____
1) Mnemonics
2) Encoding

3) Encryption
4) Decoding

Which is device that interconnect two or more network, enabling data transfer to be made between them_____
1) Plotter
2) Joystick
3) Gateway
4) Path

Which of the following is directory controlled from a keyboard_____
1) Card punch
2) punched paper tape
3) Magnetic disk
4) Magnetic tape

The unit KIPS is used to measure the speed of_____
1) Processor
2) Disk drive
3) Printer
4) Tape drive

IC are classified on the basis of_____
1) Manufacturing company
2) Type of computer
3) Number of transistors
4) a and b

MDR (Memory Data Register) holds the_____
1) Address of memory location
2) Segment number
3) Number of transistors
4) a and b

An IPO chart consists of _____ columns.
1) three
2) four
3) five
4) unlimited

The _____is a special database that holds information about the computer's user, installed programs and hardware devices.
1) dynamic link library
2) initialization file
3) compiled help module
4) Windows Registry

The phrase _____describes viruses, worms, Trojan horse attack applets, and attack scripts.
1) malware
2) spam
3) phish
4) virus

A hacker contacts you my phone or email and attempts to acquire your password_____
1) spoofing
2) phishing
3) spamming
4) bugging

A _____is a small program embedded inside of a GIF image.
1) web bug
2) cookie
3) spyware application
4) spam

In the right setting a thief will steal your information by simply watching what you type_____
1) snagging
2) spying
3) social engineering
4) shoulder surfing

Algorithm and Flow chart help us to_____
1) Know the memory capacity
2) Identify the base of a number system
3) Direct the output to a printer
4) Specify the problem completely and clearly

Dot matrix and band printers are _____ printers.
1) laser
2) impact
3) ink jet
4) thermal

The term overflow means_____
1) An excess of Internal storage
2) An excess of external storage
3) A situation where record cannot fit in to its right place
4) A device, which controls the level of humidity in the computer room

Superscript, subscript, outline, emboss, engrave are known as _____
1) font styles
2) font effects
3) word art
4) text effects

Documents converted to_____can be published to the Web.
1) .doc file
2) http
3) machine language
4) HTML

Holding the mouse button down while moving an object or text is known as _____
1) Moving
2) Dragging
3) Dropping
4) Highlighting

What happens when we try to delete the fries on the floppy_____
1) The files get moved to the Recycle Bin
2) Files on a floppy cannot be deleted
3) The files get deleted and can be restored again from Recycle Bin
4) The files get deleted and cannot be restored again

An educational institution would generally have the following in its domain name_____
1) .org
2) .edu
3) .inst
4) .com

Which of the following can input graphical images and pictures for a computer_____
1) Plotter
2) Scanner
3) Mouse
4) Printer

The purpose of an application program is to_____
1) Meet specific user needs
2) Make equivalent run better
3) Allow the operating system to control resources better
4) Convert program written in high-level language to machine level language

Which of the following printers generates character from a grid_____
1) Inkjet
2) Laser
3) Daisy wheel
4) Dot matrix

Accumulator is a _____
1) Hardwired unit
2) Sequential circuit
3) Finite state machine
4) Register

An e-mail address typically consists of a user ID followed by the _____sign and the name of the e-mail server that manages the user's electronic post office box.
1) @
2) #
3) &
4) *

The motherboard is the_____
1) circuit board that houses peripheral devices
2) same as the CPU chip
3) the first dup that is accessed when the
computer is turned on
4) circuit board that contains a CPU and other chips

In MS-Word 'alt + shift + d' does what_____
1) Automatically inserts the date

2) Inserts the time
3) Inserts the day
4) All of the above

The _____ is the smallest meaningful unit of data.
1) cell
2) field
3) application
4) all of the above

Using output devices one can_____
1) input data
2) store data
3) scan data
4) view or print data

Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information_____
1) floppy diskette
2) hard disk
3) permanent disk
4) optical disk

Total memory of system can be known using_____
1) DIR command
2) MEM commands
3) Warm boot
4) TOT MEM commands

The term overflow means_____
1) An excess of Internal storage
2) An excess of external storage
3) A situation where record cannot fit in to its right place
4) A device, which controls the level of humidity in the computer room

CRC stands for_____
1) Cyclic Read Check
2) Cyclic Redundancy Check
3) Cyclic Replicate Check
4) control message control

Software applies ____ also called algorithms, to process data.
1) arithmetic
2) procedures
3) objects
4) rules

A Web_____consists of one or more Web pages located on a Web server.
1) hub
2) site
3) story
4) template

_____ camera is a peripheral device used to capture still images in a digital format that can be easily transferred into a computer and manipulated using graphics software.
1) digital
2) analog
3) classic
4) film

ICMP stands for_____
1) Intranet Control Message Protocol
2) Internet Control Message Protocol
3) Information Control Master Protocol
4) internet communication message protocol
5) None of the above

What is defined as the number of bits that the CPU processes as a unit_____
1) A computer sentence
2) A computer word
3) A computer phrase
4) A computer term

In the OSI model, the actual transmission of data is handled in the_____layer.
1) data link
2) physical
3) network
4) transport
5) none of these

When there is little or no exchange of information within an organization's information systems, we say that the systems are _____.
1) independent
2) autonomous
3) self-sufficient
4) decentralized

When we run a program in HTML coding _____ is used as backend and ____ works as front-end.
1) Notepad – Internet-Explorer
2) Notepad – Msn-messenger
3) MS-Word – Internet Explorer
4) Both (1) and (2)

How can the user determine what programs are available on a computer_____
1) Checking the hard disk properties
2) Viewing the installed programs during the booting process
3) Checking the operating system for a list of installed programs.
4) Checking the existing files saved on the disk

Which process checks to ensure the components of the computer and operating are connected properly_____
1) Booting
2) Processing
3) Saving

4) Editing

The term "host" with respect to the internet, means _____
1) A computer that is a stand alone computer
2) A computer that is connected to the Internet
3) A computer reserved for use by the host
4) A large collection of computers

What is a common medium used for thieves to steal others' identities'_____
1) Telephone
2) Pick pocketing
3) Burglary
4) Email

What type of monitoring file is commonly used on and accepted from Internet sites_____
1) Phishes
2) Smartware
3) Cookies
4) Trojans

What type of software secretly collects information about you and your internet habits_____
1) Detectware
2) Spam
3) Spyware
4) Pharming

_____software creates a mirror image of the entire hard disk, including the operating system, applications, files, and data.
1) Operating system
2) Backup software
3) Utility programs
4) Driver imaging

What is a URL_____
1) A computer software program
2) A type of programming object
3) The address of a document or "page" on the World Wide Web
4) An acronym for Unlimited Resources for Learning

The method of Internet access that requires a phone line, but offers faster access speeds than dial-up is the_____connection.
1) cable access
2) satellite access
3) fibre-optic service
4) digital subscriber line (DSL)

Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides_____
1) Slide sorter
2) Slide show
3) Slide master
4) Notes page

A mistake in an algorithm that causes incorrect results is called a_____
1) logical error
2) syntax error
3) procedural error
4) compiler error

_____is a technique that is used to send more than one call over a single
line.
1) Digital transmission
2) Infrared transmission
3) Digitizing
4) Multiplexing

Your business has contracted with another company to have thorn host and run an application for your
company over the Internet. The company providing this service to your business is called an_____
1) internet service provider
2) internet access provider
3) application service provider
4) application access provider

Which part of the computer is used for calculating and comparing_____
1) ALU
2) Control unit
3) Disk unit
4) Modem

A(n)_____allows you to access your e-mail from anywhere.
1) forum
2) webmail interface
3) message board
4) weblog

What is the significance of a faded (dimmed) command in a pull-down menu_____
1) The command is not currently accessible.
2) A dialog box appears if the command is selected.
3) A Help window appears if the command is selected.
4) There are no equivalent keystrokes for the particular command.

What Excel tool allows you to create quickly and automatically summary data from a large data
set_____
1) Conditional formatting
2) Sorting
3) Pivot tables
4) Field lists

JavaScript was developed by _____ to run inside of web pages.
1) Microsoft
2) Sun
3) Oracle
4) Netscape

The _____is a special database that holds information about the computer's user, installed programs and hardware devices.
1) dynamic link library
2) initialization file
3) compiled help module
4) Windows Registry

A _____'s main purpose is to prohibit unauthorized access to your computer via the Internet.
1) popup blocker
2) firewall
3) spyware blocker
4) spam assassin

Which of the following is the direct entry input device_____
1) Optical scanner
2) Mouse
3) Light pen
4) Digitizer
5) All of the above.

Which of the following is the secondary memory device_____
1) CPU
2) ALU
3) Floppy disk
4) Mouse

Which is the computer memory that does not forget_____
1) ROM
2) RAM
3) PROM
4) All of the above

A computer derives its basic strength from_____
1) Speed
2) Accuracy
3) Memory
4) all of the above

A collection of eight bits is called_____
1) Byte
2) Word
3) Record
4) file

Which can read data and convert them to a form that a computer can use_____
1) Logic
2) Storage
3) Control
4) Input device

Software instruction intended to satisfy a user's specific processing needs are called_____
1) System software
2) A microcomputer

3) Documentation
4) Applications software

Which of the following people probably has the least amount of technical knowledge_____
1) Programmer
2) User
3) System analyst
4) Computer operator

What type of web technology creates an online community where people can make statements and others can read and respond to those statements_____
1) I-Journal
2) Podcast
3) ASP
4) Blog

A _____ organizes the web into categories.
1) search engine
2) encyclopedia
3) archive
4) directory

_____ is the protocol that supports linking from one web page to another page.
1) HTML
2) IP
3) HTTP
4) FTP

A word in a web page that, when clicked, opens another document_____.
1) anchor
2) URL
3) Hyperlink
4) reference

To read the system messages and warnings, access the _____ in Windows.
1) system manager
2) control panel
3) event viewer
4) message screen

Which of the following will not protect you from spam_____
1) spam blockers
2) e-mail rules
3) popup blocker
4) filters

A(n) _____ converts all the source code into machine code, creating an executable file.
1) linker
2) compiler
3) assembler
4) interpreter

Which of the following is graphics solution for Word Processors_____
1) Clipart
2) WordArt
3) Drop Cap
4) All of above

The keystrokes Ctrl + I is used to_____
1) Increase font size
2) Inserts a line break
3) Indicate the text should be bold
4) Applies italic format to selected text

Which layer of OSI determines the interface of the system with the user_____
1) Network
2) Application
3) Data link
4) Session

Rows of a relation are called_____
1) Relation
2) Tuples
3) Data structure
4) An entity

Hypertext is a _____
1) Text stored in the memory of the computer
2) Text displayed on the screen of the computer
3) Special text used in developing Internet developing package
4) A system of managing textual Information by creating associations between different documents

To minimize all open windows and display the desktop_____
1) Windows logo +D
2) Windows logo + E
3) Windows logo + F
4) Windows logo + G

In MS-Word 'alt + shift + d' does what_____
1) Automatically inserts the date
2) Inserts the time
3) Inserts the day
4) All of the above

A list of rules for transferring data over a network is called_____
1) Protocol
2) Program code
3) Rules
4) Flowchart

One megabyte equals approximately _____
1) 1,000 bits
2) 1,000 bytes
3) 1 million bytes
4) 1 million bits

Which input device cannot be used to work in MS Office_____
1) Scanner
2) Mouse
3) Keyboard
4) Joy stick

VLSI (Very Large Scale Integration) Integration Circuit Technology was used in which generation_____
1) first generation
2) second generation
3) third generation
4) fourth generation

Which layer layer of OSI determines the interface of the system with the user_____
1) Network
2) Application
3) Data link
4) Session

Use this when you want to make all letters capital without having to use the shift key for each character_____
1) shifter
2) upper case
3) caps lock key
4) icon

Which of the following is used to connect a personal computer to a network_____
1) Modem
2) NIC
3) PIC
4) CPU

Which of the following is a memory management technique that makes the random access memory appear larger than it is_____
1) Byte mapping
2) Preemptive multitasking
3) Read-only memory
4) Virtual memory

A mistake in an algorithm that causes incorrect results is called a_____
1) Logical error
2) Syntax error
3) Machine Error
4) Compiler error

A(n)_____program is one that is ready to run and does not need to be altered in any way.
1) Interpreter
2) High-level
3) Compiler
4) Executable

A_____is a collection of data that is stored electronically as a series of records in a table.
1) spreadsheet
2) presentation
3) database
4) web page

The ascending order of a data hierarchy is_____
1) Bit-byte-record-field-file-database
2) Byte-bit-field-record-file-database
3) Bit-byte-field-record-file-database
4)Byte-bit-record-file-field-database
Which of the Following is used in banking industary_____
1) MICR
2) OCR
3) OMR
4) All of above

Computer can not do anything without a_____
1) Chip
2) Memory
3) Output device
4) Programme

A hacker contacts you my phone or email and attempts to acquire your password_____
1) spoofing
2) phishing
3) spamming
4) bugging

BCD stands for_____
1) Binary Coded Decimal
2) Bit Coded Decimal
3) Binary Coded Digit
4) Bit Coded Digit

The ability to find an individual item in a file immediately_____ is used.
1) File allocation table
2) Directory
3) Sequential access
4) Direct access

Most database management systems allow you to have more than one key so that you can sort records in different ways. One of the keys is designated the _____and must hold a unique value for each record.
1) Unique Key
2) Prime attribute
3) Index key
4) primary key

'Replace' option is available in_____
1) Edit menu
2) Tools menu
3) None of these
4) space

An oracle server index_____
1) Is a schema object
2) Is used to speed up the retrieval of rows by using a pointer
3) Is independent of the table it indexes
4) All of these

In the binary language each letter of the alphabet, each number and each special character is made up of a unique combination of_____
 1) eight bytes
 2) eight kilobytes
 3) eight characters
 4) eight bits

Algorithm and Flow chart help us to_____
1) Know the memory capacity
2) Identify the base of a number system
3) Direct the output to a printer
4) Specify the problem completely and clearly

Which one of the following allows users to continue to operate computers while printing is in progress?
1) Spooler
2) Job Control Program
3) Os Supervisor
4) compiler

Where is the disk put in a computer_____
1) In the modem
2) In the hard drive
3) Into the CPU
4) In the disk drive

_____ is an icon on the desktop that provides a user with immediate access to a program or file.
1) Kernel
2) Buffer
3) Shortcut
4) Spooler

Bridge operates in which of the following OSI layers_____
1) Physical
2) Network
3) Data link
4) Both 1) and 3)

A language based on graphics for use in education is called_____
1) PROLONG
2) LOGO
3) COBOL
4) BASIC

The software component of an expert system that draws conclusions is the_____.
1) User interface
2) database
3) inference engine

4) I/O controller

What is the name for the process that is used to convert a series of instructions, or programs, written in high-level language into instructions (or a program) that can be run on a computer?
1) Assembling
2) Compiling
3) Translating
4) Uploading

To move to the bottom of a document, press _____
1) insert key
2) home key
3) ctrl + end
4) end key

What is a firmware_____
1) A program started in RAM.
2) A program started in a file.
3) A program started in boot sector.
4) A program started in ROM.

What happens when you boot up your PC_____
1) Portions of the operating system are copied from disk into memory.
2) Portions of the operating system are copied from memory onto disk.
3) Portions of the operating system are compiled.
4) Portions of the operating system are emulated.

A _____is a pre-designed document that already has coordinating fonts, a layout, and a background.
1) guide
2) model
3) ruler
4) template

A complete electronic circuit with transistors and other electronic components on a small silicon chip is called a(n)_____
1) workstation
2) CPU
3) magnetic disk
4) integrated circuit

The _____enables you to simultaneously keep multiple pages open in one browser window.
1) status bar
2) menu bar
3) tab row
4) address bar

Bubble memory is only a_____
1) Sequential access device
2) Direct access device
3) Combination of sequential and direct access devices
4) Interactive device

Which view of the start menu has Turn Off option_____
1) Modem view
2) Classic view
3) Advanced view
4) Normal view

What database key uniquely identifies a record within a table_____
1) Primary key
2) Foreign key
3) Secondary key
4) Relational key
What database key links one table to another_____
1) Primary key
2) Foreign key
3) Secondary key
4) Relational key

Which device can understand difference between data & programs_____
1) Input device
2) Output device
3) Memory
4) Microprocessor

The _____prevents unlawful access to voice communications by wire.
1) Electronic Communications Privacy Act
2) Freedom of Information Act
3) USA Patriot Act
4) Privacy Act of 1974

_____ are text files containing OS commands.
1) Initialization files
2) Batch files
3) Executable files
4) Help files

To read the system messages and warnings, access the _____ in Windows.
1) system manager
2) control panel
3) event viewer
4) message screen

If configured correctly, the _____ will prevent interaction with your computer after a specified time period.
1) firewall
2) filter
3) screen saver
4) popup blocker

Computer terminology

- **Access -** To call up information out of storage.
- **Access time -** The amount of time it takes for requested information to be delivered from disks and memory.
- **Adapter -** A circuit board that plugs into a computer and gives it additional capabilities.
- Algorithm - A step-by-step procedure designed to solve a problem or achieve an objective.
- Antivirus software - A program designed to look for and destroy viruses that may infect the memory of a computer or files stored on a computer.
- **Backup -** Storage of duplicate files on disks, diskettes, or some other form of magnetic medium (such as tapes) as a safety measure in case the original medium is damaged or lost.
- **Basic Input Output System (BIOS) -** Also known as ROM BIOS. It provides a abstraction layer for the hardware, i.e., a consistent way for application programs and operating system to interact with input/output devices.
- **Binary code -** The language used by computers in which data and instructions are represented by a series of 1s and 0s.
- **Bug -** A software bug is an error, flaw, failure, or fault in a computer program or system produces an incorrect or unexpected result.
- **Bus -** A pathway along which electronic signals travel between the components of a computer system.
- Binary numbering system - A numbering system in which all numbers are represented by various combinations of the digits 0 and 1.
- **Cache -** It is a memory storage area that keeps frequent use data readily available to the computer so that the computer does not retrieve them from slow storage devices.
- **Command -** An instruction that causes a program or computer to perform a function.
- **Chat -** A method of communication in which people type text messages to each other, thereby holding a
- conversation over a network such as the Internet.
- **Clipboard -** A holding area in memory where information that has been copied or cut (text, graphics,
- sound, or video) can be stored until the information is inserted elsewhere.
- **Cookie -** A packet of information that travels between a browser and the web server.
- **Data -** Information consisting of letters, numbers, symbols, sound, or images—in a form that can be processed by a computer.
- **Debugging -** Locating and eliminating defects in a program.
- **Delete -** A command to erase information in storage.
- **Directory -** A list of the files stored on a disk.
- **Editing -** The process of changing information by inserting, deleting, replacing, rearranging, and reformatting.
- **Ethernet Card -** A network adapter that enables a computer to connect to an ethernet.
- **Export -** To save information from one computer or program to another.
- **Fax -** To transmit a copy of a document electronically.
- **Fax modem -** A device built into or attached to a computer that serves as a facsimile machine and a
- modem.
- **Field -** A group of related characters treated as a unit (such as a name); also, the area reserved for the
- entry of a specified piece of information.
- **File -** A collection of information stored electronically and treated as a unit by a computer. Every file
- must have its own distinctive name.
- **File transfer protocol (FTP) -** A set of guidelines or standards that establish the format in which files
- can be transmitted from one computer to another.
- **Firewall -** A security system usually consisting of hardware and software that prevents unauthorized
- persons from accessing certain parts of a program, database, or network.
- **GB –** Gigabyte.

- **Gateway -** A machine that links two networks using different protocols.
- **Gigabyte -** A measurement of the storage capacity of a device. One gigabyte represents 1024
- **megabytes -** This term may be abbreviated as G or GB (meaning 1 billion)
- **Gigahertz (Ghz) -** A measurement used to identify the speed of the central processing unit.
- **Hard copy -** Text or graphics printed on paper; also called a printout.
- **Hard disk -** A rigid type of magnetic medium that can store large amounts of information.
- **Hardware -** The physical components of a computer.
- **Home page -** The main page for a Web site established by an organization or an individual; it usually
- serves as the entrance for a series of related pages.
- **Host computer -** A computer that provides information or a service to other computers on the Internet.
- I**nstant messaging -** A chat program that lets people communicate over the Internet in real time.
- **Integrated circuit -** Multiple electronic components combined on a tiny silicon chip.
  Interface - The electrical connection that links two pieces of equipment so that they can communicate
- with each other.
- **Internet protocol (IP) address -** A unique set of numbers that identifies a computer over a network.
- **Intranet -** A private network established by an organization for the exclusive use of its employees.
- **Firewalls -** prevent outsiders from gaining access to an organization's intranet.
- **Java -** A programming language designed for programs or applets used over the Internet.
- J**ustification -** Aligning lines of text at the left margin, the right margin, both margins, or the center.
- **Linux -** A type of open source software. When combined with other components, Linux serves as an
- increasingly popular operating system that competes with Microsoft Windows.
- **Malware -** Software that disrupts normal computer functions or sends a user's personal data without
- the user's authorization.
- **Megahertz (Mhz) -** A measurement used to identify the speed of the central processing unit. One
- **Memory -** The part of a computer that stores information.
- **Menu -** A list of choices shown on the display screen.
- **Notebook computer -** A portable computer. Also known as a laptop computer.
- **Operating system (OS) -** Software that manages the internal functions and controls the operations of a
- computer.
- **Optical character reader (OCR) -**A device that can scan text from hard copy and enter it automatically
- into a computer for storage or editing. Also called an optical scanner.
- **Password -** A user's secret identification code, required to access stored material.
- **Phishing -** A type of computer fraud that tries to trick users into revealing their passwords and other con-
- fidential information.
- **Plug-and-play -** The ability to plug in a peripheral and have it work without difficulty.
- **Program -** An established sequence of instructions that tells a computer what to do. The term program
- means the same as software.
- **Protocol -** A set of standards that permits computers to exchange information and communicate with
- each other.
- **Push technology -** A process that allows a user to obtain automatic delivery of specified information
- from the Internet to the user's computer—for example, stock market quotes, weather forecasts, and
- sports scores.
- **Response time -** The time a computer takes to execute a command.
- **Retrieve -** To call up information from memory or storage so that it can be processed in some way.
- **Scroll -** To move information horizontally or vertically on a display screen so that one can see parts of a
- document that is too wide or too deep to fit entirely on one screen.
- **Search engine -** A free program that helps Web users locate data by means of a keyword or concept.
- **Server -** A computer that delivers data to other computers (clients) linked on the same network.
- **Shareware -** Software that usually may be downloaded and used initially without charge.
- **Spyware -** Software that enables a user to track someone's computer activities without that person's

- consent.
- **Telecommunications -** The process of sending and receiving information by means of telephones, satellites, and other devices.
- **Teleconferencing -** Conducting a conference by using computers, video, and telecommunications to
- share sound and images with others at remote sites.
- **Telnet -** A protocol that allows a computer to connect with a host computer on the Internet.
- **Terminal -** Any device that can transmit or receive electronic information.
- **Text -** Broadly speaking, the material displayed on a screen or printed on paper.
- **Touchpad -** The device on a laptop computer that takes the place of a mouse.
- **Trojan horse -** A type of computer virus that is hidden within an innocent-looking program.
- **Universal Serial Bus (USB) -** A common standard for connecting multiple peripherals to a computer
- as needed.
- **User-friendly -** Describes hardware or software that is easy to use.
- **Virus -** A piece of computer code designed as a prank or malicious act to spread from one computer to
- another by attaching itself to other programs.
- **Web site -** One or more related pages created by an individual or an organization and posted on the World
- **Webcam -** A video camera that sends live images over the Internet to a Web site.
- **Worm -** A type of computer virus that runs a program to destroy data on a user's hard drive. Worms
- spread by sending copies of themselves to everyone on the user's list of e-mail addresses.

Important computer abbreviation

HTTP - Hyper Text Transfer Protocol.	CD-RW - Compact disc-rewritable.
HTML - Hyper Text Markup Language	WBMP - Wireless Bitmap Image
WAP - Wireless Application Protocol.	XMF - Extensible Music File
M4A - MPEG-4 Audio File	M3G - Mobile 3D Graphics
DOC - Document (Microsoft Corporation)	PDF - Portable Document Format
PNG - Portable Network Graphics	BMP – Bitmap
JPEG - Joint Photographic Expert Group	GIF - Graphic Interchangeable Format
AAC - Advanced Audio Coding	JAD - Java Application Descriptor
AMR - Adaptive Multi-Rate Codec	SIM - Subscriber Identity Module.
UMTS - Universal Mobile Telecommunication System.	CDMA - Code Division Multiple Access.
GSM - Global System for Mobile Communication.	AI -Artificial intelligence.
USB - Universal Serial Bus.	URL - Uniform Resource Locator.
IP - Internet Protocol.	HTTPS - Hyper Text Transfer Protocol Secure.
WBMP - Wireless Bitmap Image	DAT - Digital Audio Tape.
DVD-ROM - Digital video disc–read-only memory.	DVD-RAM - Digital video disc–random-access memory.
UPS – Uninterruptible Power Supply.	HSDPA - High Speed Downlink Packet Access.
DVD - Digital video disc or digital versatile disc.	DNS - Domain name system.
DOS – Disk operating system.	CD-R - Compact disc-recordable.

CD-ROM - Compact disc-read-only memory. A form of optical storage.	GIF - Graphic Interchangeable Format
CRT - Cathode ray tube .	CPU - Central processing unit.
ARPANET - Advanced Research Project Agency Network.	WLAN - Wireless Local Area Network.
WAP - Wireless Application Protocol.	TCP - Transmission Control Protocol .
WLAN - Wireless Local Area Network	ARPANET - Advanced Research Project Agency Network
XMF - Extensible Music File	DOC - Document (Microsoft Corporation)
PDF - Portable Document Format	PNG - Portable Network Graphics
WAV - Waveform Audio	WMA - Windows Media Audio
WMV - Windows Media Video	SWF - Shock Wave Flash
BMP – Bitmap	GUI - Graphical User Interface.
DOS - Disk Operating System.	DAT - Digital Audio Tape.
CRT - Cathode Ray Tube.	DVD - Digital Versatile Disk.
WML - Wireless Markup Language CD - Compact Disk.	GSM - [Global System for Mobile Communication] Evolution.
DOS - Disk Operating System.	GUI - Graphical User Interface.
IBM - International Business Machines.	GUI - Graphical user interface.
ISP - Internet Service Provider.	UMTS - Universal Mobile Telecommunication System.
IBM - International Business Machine	CDMA - Code Division Multiple Access.
GSM - Global System for Mobile Communication.	URL - Uniform Resource Locator.
UPS - Uninterruptible Power Supply.	CRT - Cathode Ray Tube.
SIM - Subscriber Identity Module.	USB - Universal Serial Bus.
GPRS - General Packet Radio Service.	UHF - Ultra High Frequency.
VHF - Very High Frequency.	ISP - Internet Service Provider.
DVD-RW - Digital video disc–read/write.	Wi-Fi - Wireless fidelity.
WAIS - Wide-Area Information Server.	Insert - To add information to a file.
TCP -Transmission Control Protocol	JPEG - Joint Photographic Expert Group
P2P - Peer-to-peer	PDF - Portable Document Format.
PDA - Personal digital assistant.	VIRUS - Vital Information Resource Under Seized.
WML - Wireless Markup Language	OCR - Optical character reader.

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