



Part V  
Computer Knowledge

201. The smallest unit of information a computer can understand and process is known as a \_\_\_\_\_
- (1) digit                      (2) byte  
(3) megabyte                (4) kilobyte  
(5) bit
202. Compatibility, with regard to computers, refers to \_\_\_\_\_
- (1) the software doing the right job for the user  
(2) it being versatile enough to handle the job  
(3) the software being able to run on the computer  
(4) software running with only other previously installed software  
(5) software permanently available in the computer
203. A \_\_\_\_\_ use pressure as a user presses it with a stylus to send signals.
- (1) touchpad                (2) TrackPoint  
(3) graphics tablet  
(4) trackpad  
(5) keyboard
204. The justification that aligns text on both margins of a document in Word is \_\_\_\_\_
- (1) Justify                    (2) Bold  
(3) Center                    (4) Right  
(5) Balanced
205. A partially completed workbook that contains formulas and formatting, but no data is called a \_\_\_\_\_
- (1) prototype                (2) template  
(3) model                      (4) function  
(5) None of these
206. A byte can represent any number between 0 and \_\_\_\_\_
- (1) 2                              (2) 255  
(3) 256                        (4) 1024  
(5) 1025
207. Connectivity for a new computer means \_\_\_\_\_

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- (1) allowing a printer to be connected to it
  - (2) having a modern and/or network connection to communicate with other computers
  - (3) connecting to software to the hardware of the system
  - (4) connecting a mouse, a keyboard, and a printer-all essential hardware pieces for the average user
  - (5) software permanently available in the computer
208. A \_\_\_\_\_ is used to read handwritten or printed text to make a digital image that is stored in memory.
- (1) printer
  - (2) laser beam
  - (3) scanner
  - (4) touchpad
  - (5) keyboard
209. The shortcut key Ctrl + F in Word is used for \_\_\_\_\_
- (1) To view document in full view
  - (2) To open the Formula dialog box
  - (3) To save the file
  - (4) To open the Find and Replace dialog box
  - (5) None of these
210. Each cell in a Microsoft Office Excel document is referred to by its cell address, which is the \_\_\_\_\_
- (1) cell's column label
  - (2) cell's column label and worksheet tab name
  - (3) cell's row label
  - (4) cell's row and column labels
  - (5) cell's contents
211. The most widely used code that represents each character as a unique 8-bit code is \_\_\_\_\_
- (1) ASCII
  - (2) Unicode
  - (3) Binary numbering system
  - (4) EBCDIC
  - (5) ACSII
212. Operating system and utility programs are in a class of software known as \_\_\_\_\_
- (1) application software
  - (2) sequential software
  - (3) software suites
  - (4) BIOS software
  - (5) System software
213. OCR stand for \_\_\_\_\_
- (1) Optical Coding Recognizer
  - (2) Ostensibly Characterized Reader
  - (3) Original Code Reader
  - (4) Original Character Reader
  - (5) Optical Character Recognition
214. The Open, Print, and save buttons are all located on the \_\_\_\_\_
- (1) Status bar
  - (2) Formatting toolbar
  - (3) Standard toolbar
  - (4) Title bar
  - (5) Status and title bars
215. To copy a cell, you would drag the cell border while simultaneously holding down the Ctrl key when \_\_\_\_\_
- (1) You have one more to copy.
  - (2) Only some of the cells are visible in the window.
  - (3) You don't want to refer to absolute references.

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- (4) The distance between cells is short and they are both visible in the window.
- (5) None of these
216. The permanently etched program in ROM that automatically begins executing the computer's instructions is the \_\_\_\_\_
- (1) BIOS                      (2) ROM  
(3) CMOS                      (4) RAM  
(5) None of these
217. Information stored in RAM is considered volatile, which name it is \_\_\_\_\_
- (1) stored there permanently.  
(2) not held permanently, only temporarily.  
(3) stored when the electricity is shut off.  
(4) stored permanently in the CPU device.  
(5) None of these
218. The display size of a monitor is measured \_\_\_\_\_
- (1) zig-zag  
(2) horizontally  
(3) vertically  
(4) from center to the further corner.  
(5) diagonally
219. The name of a Microsoft Office Word document is displayed in both the \_\_\_\_\_ and the taskbar.
- (1) Menu bar  
(2) Task bar  
(3) Formatting toolbar  
(4) Standard toolbar  
(5) Title bar
220. Excel is designed to provide visual cues to the relationship between the cells that provide values to the formulas or the cells that depend on the formulas by \_\_\_\_\_
- (1) Bolding the cell references to match the color coding of the borders around the referenced worksheet cells.  
(2) Highlighting the cell references.  
(3) Color coding the cell references in the formula to match the border around the referenced worksheet cells.  
(4) Bolding the cell references.  
(5) None of these
221. A limitation of software that digitizes voice data is that it \_\_\_\_\_
- (1) is prohibitively expensive.  
(2) must be trained to recognize individual voices.  
(3) can only be used on high-end computers.  
(4) cannot be used to laptop computers.  
(5) cannot be used on desktop computers.
222. External devices such as printers, keyboards, and modems are known as \_\_\_\_\_
- (1) add-on devices.  
(2) Peripherals.  
(3) Extra hardware devices.  
(4) PC expansion slot add-ons.  
(5) special-buys
223. The higher the resolution of a monitor, the \_\_\_\_\_
- (1) larger the pixels

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- (2) less clear the screen is  
(3) further apart the pixels  
(4) closer together the pixels  
(5) None of these
224. To select a Word, you click it \_\_\_\_\_  
(1) once           (2) twice  
(3) three times   (4) four times  
(5) none of these
225. The Excel feature includes functions to calculate an Average, Minimum, and Count.  
(1) Format       (2) Number  
(3) AutoSum   (4) Calculate  
(5) MIN
226. For a computer to recognize and understand analog data, it must first be \_\_\_\_\_  
(1) sent a mainframe for interpretation  
(2) analyzed by the ALU of the CPU  
(3) decoded  
(4) analyzed for viruses  
(5) digitized
227. Expansion cards are inserted into \_\_\_\_\_  
(1) slots  
(2) peripheral devices  
(3) the CPU  
(4) the back of the computer  
(5) pegs
228. Which types of software is distributed free but requires the users to pay some amount for further use?  
(1) freeware   (2) shareware  
(3) rentalware  
(4) public-domain software  
(5) abandonware
229. Using Print Preview is useful when you want to \_\_\_\_\_  
(1) Colour the document  
(2) Save the document  
(3) Delete the document  
(4) Copy the document  
(5) View how the document will appear when printed
230. What does a Web site address uniquely specify?  
(1) Web browser  
(2) Web site  
(3) PDA  
(4) Storage  
(5) Hard-disk
231. A pixel is a \_\_\_\_\_  
(1) picture element of dot on a screen.  
(2) point of ink on a laser-printed page.  
(3) point of ink on a ink-jet printed page.  
(4) light beam used as an input device.  
(5) None of these
232. The most common pointing input device is the \_\_\_\_\_  
(1) trackball.   (2) touchpad.  
(3) touchscreen. (4) mouse.  
(5) scanner.
233. The file that is created through word processing is a \_\_\_\_\_  
(1) database file  
(2) storage file  
(3) worksheet file  
(4) document file  
(5) graphical file

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234. Web pages are saved in \_\_\_\_\_ format.  
(1) http:// (2) HTML  
(3) DOC (4) URL  
(5) None of these
235. What are the two parts of an E-mail address?  
(1) User name and street address  
(2) Legal name and phone number  
(3) User name and domain name  
(4) Initials and password  
(5) Login name and password
236. If employees reside in different parts of the country and need to meet monthly, useful computer technology would be \_\_\_\_\_  
(1) video-display software  
(2) video-digitizing  
(3) videoconferencing  
(4) video scanning  
(5) None of these
237. The wheel located between the two standard buttons on a mouse is used to \_\_\_\_\_  
(1) click in Web pages  
(2) shut down  
(3) click and select items  
(4) jump to different Web pages  
(5) scroll
238. Which type of software is used in the design of products, structures, civil engineering drawings, and maps?  
(1) CAD programs  
(2) desktop programs  
(3) drawing programs  
(4) painting programs  
(5) video/audio programs
239. Advanced word processing features include all except creation of \_\_\_\_\_  
(1) alternate headers and footers.  
(2) columns.  
(3) detailed architectural drawings.  
(4) stylesheets.  
(5) None of these
240. The computer that hosts your e-mail account is known as (a(n) \_\_\_\_\_  
(1) Host  
(2) E-mail client  
(3) E-mail server  
(4) Listserv  
(5) None of these
241. \_\_\_\_\_ can interpret voice data into words that can be understood by the computer.  
(1) Speech input hardware  
(2) talking software  
(3) word recognition software  
(4) speech recognition software  
(5) adobe reader
242. A touchpad responds to \_\_\_\_\_  
(1) light (2) pressure  
(3) clicking  
(4) the sense of heat from fingertips  
(5) None of these
243. What is the term of calculations used within spreadsheets?  
(1) analyses (2) ranges  
(3) formulas (4) recalculations  
(5) values
244. This is a set of value that you want to chart in Excel.  
(1) Object (2) Numbers  
(3) Data Mart (4) Formulas  
(5) Data series

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245. Before you can begin using e-mail, you must have a(n) \_\_\_\_\_
- (1) Browser.      (2) Modem.
  - (3) Server      (4) Scanner
  - (5) Account
246. Until a computer can recognize handwriting, an input device must \_\_\_\_\_
- (1) store the information in secondary storage
  - (2) optimize the information
  - (3) digitize the information
  - (4) show the information of a screen
  - (5) become an output device also
247. The pointing device that comes built into a laptop computer can be any except a \_\_\_\_\_
- (1) mouse      (2) trackball
  - (3) touchpad      (4) pointing stick
  - (5) None of these
248. The button that displays the window over the entire screen is \_\_\_\_\_
- (1) Scroll box
  - (2) Downsize
  - (3) Restore Down
  - (4) Minimize
  - (5) Maximize
249. The .xls extension is used for \_\_\_\_\_ files.
- (1) Windows      (2) Access
  - (3) PowerPoint      (4) Word
  - (5) Excel
250. Which of the following are tasks that may be completed when configuring your e-mail client?
- (1) Provide the IP address of your ISP's mail server
  - (2) Provide the name of your e-mail account
  - (3) Specify that mail is to be deleted from the host computer after it is downloaded to your computer.
  - (4) All of these
  - (5) None of these