



Test V
Computer Knowledge

201. The operation of combining two cells into a single cell in Excel is referred to as _____
- (1) Join Cells
 - (2) Merge Cells
 - (3) Merge Table
 - (4) Join Table
 - (5) None of these
202. Which of the following can be used to store a large number of files in a small amount of storage space?
- (1) File adjustment
 - (2) File copying
 - (3) File reading
 - (4) File compatibility
 - (5) File compression
203. In a computer most processing takes place in _____
- (1) Memory
 - (2) RAM
 - (3) Motherboard
 - (4) CPU
 - (5) None of these
204. Data is organized in a worksheet as _____
- (1) charts and diagrams
 - (2) rows and columns
 - (3) tables and boxes
 - (4) graphs
 - (5) None of these
205. Which of the following is an example of a binary number?
- (1) 6AH1
 - (2) 100101
 - (3) 005
 - (4) ABCD
 - (5) 23456
206. Spell Check will find errors in which of the following?
- (1) Today is a rainy day
 - (2) Today is a rainy a day
 - (3) Is a rainy
 - (4) Rainy today a day
 - (5) None of these
207. Which of the following is not a storage medium?
- (1) hard disk
 - (2) flash drive
 - (3) DVD
 - (4) CD
 - (5) Keyboard
208. In Excel, when the contents and attributes of a cell or range of cells have to be erased using the menu, the user must _____
- (1) Select the cells, choose Edit, and select Clear, the All
 - (2) Select the cells, and click delete on the keyboard

- (3) Select the cells, choose Tools, and select Clear, the Formats
- (4) Select the cells, choose Tools, and select Formula Audit, the Delete
- (5) None of these
209. The computer abbreviation KB usually means _____
- (1) Key Block
- (2) Kernel Boot
- (3) Kilo Byte
- (4) Kit Bit
- (5) None of these
210. If an Excel Worksheet is to be linked for use in PowerPoint presentation, the following should be clicked _____
- (1) Edit, Paste Special
- (2) Edit, Paste
- (3) Edit, Copy
- (4) File, Copy
- (5) None of these
211. RAM stands for _____
- (1) Random Access Memory
- (2) Ready Application Module
- (3) Read Access Memory
- (4) Remote Access Machine
- (5) None of these
212. Which of the following is hardware and not software?
- (1) Excel
- (2) Printer driver
- (3) Operating System
- (4) PowerPoint
- (5) Control Unit
213. In Word, which menu would the user select to print a document?
- (1) Tools
- (2) File
- (3) View
- (4) Window
- (5) None of these
214. Which of the following is not true about computer files?
- (1) They are collections of data saved to a storage medium.
- (2) Every file has a filename.
- (3) A file extension is established by the user to indicate the data it was created
- (4) Usually files contain data.
- (5) None of these
215. The common name for a modulator-demodulator is _____
- (1) modem
- (2) joiner
- (3) networker
- (4) connector
- (5) demod
216. What do you see when you click the right mouse button?
- (1) The same effect as the left click
- (2) A special menu
- (3) No effect
- (4) A mouse cannot be right clicked
- (5) Computer goes to sleep mode
217. In order to choose the font for a sentence in a WORD document _____
- (1) select Fond in the Format menu

- (2) select Font in the Edit menu
(3) select Font in the Tools menu
(4) select Font in the Insert menu
(5) None of these
218. The ALU performs _____ operations.
(1) logarithm-based
(2) ASCII
(3) algorithm-based
(4) arithmetic
(5) None of these
219. Excel is a program that is used to prepare a _____.
(1) Database
(2) Text Document
(3) Spreadsheet
(4) Slide Presentation
(5) None of these
220. _____ consists of volatile chips that temporarily store data or instructions.
(1) CPU (2) ROM
(3) RMA (4) RAM
(5) None of these
221. How many kilobytes make a megabyte?
(1) 128 (2) 1024
(3) 256 (4) 512
(5) 64
222. In order to delete a sentence from a document you would use _____
(1) highlight and copy
(2) cut and paste
(3) copy and paste
(4) highlight and delete
(5) select and paste
223. Editing a document that has been created means _____.
(1) saving it
(2) printing it
(3) scanning it
(4) correcting it
(5) None of these
224. In a computer, how many bits does a nibble signify?
(1) 4 (2) 8
(3) 16 (4) 32
(5) 64
225. Which of the following is not true about a computer?
(1) Translates instruction of a high level language into machine language
(2) Translates entire source program into machine language program
(3) It is involved in program's execution
(4) Is a translating program
(5) Is useful to run program
226. Keyboards, scanners, and microphones are example of _____.
(1) software programs
(2) input devices
(3) output devices
(4) utilities
(5) None of these
227. In Excel, the contents of the active cell are displayed in the _____

- (1) footer bar
(2) tool bar
(3) task bar
(4) menu bar (5) formula bar
228. When machine instructions are being executed by a computer, the instruction phase followed by the execution phase is referred to as _____
- (1) program cycle
(2) machine instruction
(3) execution cycle
(4) task cycle
(5) machine cycle
229. In Windows ME, what does ME stand for?
- (1) Millennium
(2) Micro-Expert
(3) Macro-Expert
(4) Multi-Expert
(5) My-Expert
230. Which of the following refers to the fastest, biggest and most expensive computers?
- (1) Notebooks
(2) Personal Computers
(3) Laptops
(4) Supercomputers
(5) PDAs
231. Which of not a basic function of a computer?
- (1) Accept and process data
(2) Accept input
(3) Process data
(4) Store data
(5) Scan text
232. Which of the following is not a term pertaining to Email?
- (1) powerpoint
(2) inbox
(3) Sender
(4) receiver
(5) None of these
233. Peripheral device such as printers and monitors are considered to be _____
- (1) data (2) software
(3) hardware (4) information
(5) None of these
234. Which of the following is required to create an HTML document?
- (1) browser (2) internet
(3) text editor (4) search engine
(5) None of these
235. Which language is directly understood by the computer without translation program?
- (1) BASIC language
(2) Assembly language
(3) High level language
(4) C language
(5) Machine language
236. To insert a page break in a WORD document, the following options are used _____
- (1) Insert and Copy
(2) Insert and Enter
(3) Insert and Delete
(4) Insert and Page Layout
(5) Insert and Break
237. Which of the following identifies a cell in Excel?

- (1) formula (2) name
(3) label (4) address
(5) None of these
238. This is the part of the computer system that one cannot touch?
(1) Hardware (2) Printer
(3) Mouse (4) Scanner
(5) Software
239. A computer's ROM is _____
(1) ALU
(2) computer software
(3) operating system
(4) computer hardware
(5) CPU
240. Which selecting multiple worksheets in Excel, the following key must also be used when clicking the sheet tab _____
(1) Shift (2) Alt
(3) Ctrl (4) Insert
(5) Esc
241. Which of the following is part of the System Unit?
(1) Monitor (2) CPU
(3) CD-ROM (4) Floppy Disk
(5) Printer
242. Restarting a computer that is already on is referred to as _____
(1) Logging Off
(2) Cold booting
(3) Shut down
(4) Warm booting
(5) Shutting Off
243. A word processor would be used best to _____
(1) plant a picture
(2) draw a diagram
(3) type a story
(4) work out income and expenses
(5) None of these
244. The file that is linked with an e-mail and sent to the receiver of the e-mail is referred to as _____
(1) annexure (2) appendage
(3) add-on (4) attachment
(5) article
245. Which of the following refers to the process of a computer receiving information from a server on the Internet?
(1) gathering (2) uploading
(3) inputting (4) outputting
(5) downloading
246. A _____ is an example of an input device.
(1) printer (2) monitor
(3) scanner
(4) central processing unit
(5) None of these
247. A hard copy of a document is _____
(1) printed on the printer
(2) stored on a floppy
(3) stored on a CD
(4) stored in hard disk
(5) scanned
248. The term "host" with respect to the internet, means _____
(1) A computer that is 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
- (5) Hyperlink
249. The translator program used in assembly language is called _____
- (1) Compiler (2) Assembler
- (3) Interpreter (4) Translator
- (5) Operating System
250. A set of instruction telling computer what to do is called _____
- (1) mentor (2) instructor
- (3) compiler (4) program
- (5) None of these