

1. Memory, also called random access memory, or RAM.....

(A) contains the electronic circuits that cause processing to occur

(B) makes the information resulting from processing available for use

(C) allows data, programs, commands, and user responses to be entered into a computer

(D) consists of electronic components that store data

(E) None of these

Ans : (D)

2. Correcting errors in a program is referred to as.....

(A) debugging

(B) bugging

(C) rectifying

(D) modifying

(E) None of these

Ans : (A)

3. An assembler is used to translate a program written in.....

(A) a low level language

(B) machine language

(C) a high level language

(D) assembly language

(E) None of these

Ans : (D)

4. The capability of the operating system to enable two or more than two programs to execute simultaneously in a single computer system by using a single processor is.....

(A) Multiprocessing

(B) Multitasking

(C) Multiprogramming

(D) Multiexecution

(E) None of these

Ans : (B)

5. The basic goal of computer process is to convert data into.....

(A) information

(B) tables

(C) files

(D) graphs

(E) None of these

Ans : (A)

6. A hard copy of a document is ...

(A) stored in the hard disk

(B) stored on a floppy

(C) stored on a CD

(D) printed on the printer

(E) None of these

Ans : (D)

7. Which of the following is not an output device ?

(A) Plotter

(B) Printer

(C) Scanner

(D) Monitor

(E) None of these

Ans : (C)

8. Which keys can be used together with other keys for special tasks ?

(A) Insert, Delete

(B) Ctrl, Shift

(C) Left Arrow, Right Arrow

(D) Page up, Page Down

(E) None of these

Ans : (B)

9. Which is the part of a computer that one can touch and feel ?

(A) Programs

(B) Software

(C) Hardware

(D) Output

(E) None of these

Ans : (C)

10. Computers gather data, which means they allow users to..... data.

(A) present

(B) store

(C) output

(D) input

(E) None of these

Ans : (D)

11. CPU stands for.....

(A) CD-run on memory

(B) central processing unit

(C) call powers up

(D) create programs user

(E) None of these

Ans : (B)

12. Moves the cursor one space to the right to puts spaces in between words.....

(A) control key

(B) space bar

(C) printer

(D) mouse

(E) None of these

Ans : (B)

13. Use this when you want to make all letters capital without having to use the shift key for each character.....

(A) shifter

(B) upper case

(C) caps lock key

(D) icon

(E) None of these

Ans : (C)

14. A device that reads the information contained on a disk and transfers it to the computer's memory.....

(A) monitor

(B) screen

(C) keyboard

(D) disk drive

(E) None of these

Ans : (D)

15. Which of the following is not the major function of a computer ?

(A) Processing data into information

(B) Storing data or information

(C) Gathering data

(D) Analysing data or information

(E) None of these

Ans : (D)

16. A disk on which you store information.....

(A) plate

(B) data disk

(C) paper disk

(D) TV disk

(E) None of these

Ans : (B)

17. Allows you to print.....

(A) ribbon

(B) monitor

(C) go now

(D) Control-P

(E) None of these

Ans : (D)

18. Easy to use.....

(A) user friendly

(B) select

(C) helpful

(D) ever-ready

(E) None of these

Ans : (A)

19. When your computer stops working suddenly, it is referred to as a.....

(A) crash

(B) die

(C) death

(D) penalty

(E) None of these

Ans : (E)

20. The smallest item of useful information a computer can handle...

(A) bite

(B) byte

(C) bit

(D) bait

(E) None of these

Ans : (C)

21. Devices that let the computer communicate with you.....

(A) input

(B) output

(C) type

(D) print

(E) None of these

Ans : (B)

22. Devices that allow you to put information into the computer

(A) input

(B) output

(C) type

(D) print

(E) None of these

Ans : (A)

23. Eight bits of data.....

(A) octabit

(B) word

(C) sentence

(D) byte

(E) None of these

Ans : (D)

24. The secret code that gives you access to some programs.....

(A) clue

(B) cue

(C) password

(D) help

(E) None of these

Ans : (C)

25. The different styles of lettering in a word processing program.....

- (A) font
- (B) calligraphy
- (C) writing
- (D) manuscript
- (E) None of these

Ans : (A)

26. Any letter, number, or symbol found on the keyboard that you can type into the computer.....

- (A) output
- (B) character
- (C) type
- (D) print
- (E) None of these

Ans : (B)

27. A symbol or question on the screen that prompts you to take action and tell the computer what

to do next.....

(A) scanner

(B) questionnaire

(C) prompt and dialog box

(D) information seeker

(E) None of these

Ans : (C)

28. Choices are referred to as.....

(A) options

(B) exit

(C) boot

(D) folder

(E) None of these

Ans : (A)

29. Anything written on the screen

(A) cursor

(B) text

(C) folder

(D) boot

(E) None of these

Ans : (B)

30. Lets you leave a screen or program.....

(A) boot

(B) programs

(C) exit

(D) text

(E) None of these

Ans : (C)

31. Instructions that tell the computer what to do. Another name for software.....

(A) programs

(B) CPU

(C) options

(D) folder

(E) None of these

Ans : (A)

32. A program which helps create written documents and lets you go back and make corrections as necessary.....

(A) spreadsheet

(B) personal writer

(C) word printer

(D) word processor

(E) None of these

Ans : (D)

33. A place that a user can create to store files.....

(A) cursor

(B) text

(C) folder

(D) boot

(E) None of these

Ans : (C)

34. Start or restart the computer.....

(A) exit

(B) kick

(C) boot

(D) kick-start

(E) None of these

Ans : (C)

35. A blinking indicator that shows you where your next action will happen.....

(A) CPU

(B) cursor

(C) tool bar

(D) boot

(E) None of these

Ans : (B)

36. Commands at the top of a screen such as : FILE-EDIT-FONT-TOOLS to operate and change things within programs.....

(A) menu bar

(B) tool bar

(C) user friendly

(D) word processor

(E) None of these

Ans : (A)

37. CD-ROM stands for.....

(A) central processing unit

(B) CD-remote open mouse

(C) CD-resize or minimize

(D) CD-read only memory

(E) None of these

Ans : (D)

38. To change written work already done.....

(A) file

(B) edit

(C) cut

(D) close

(E) None of these

Ans : (B)

39. A place in the computer system where data and programs are temporarily stored.....

(A) paste

(B) open

(C) memory

(D) pocket

(E) None of these

Ans : (C)

40. A key that will erase information from the computer's memory and characters on the screen.....

(A) edit

(B) delete key

(C) dummy out

(D) trust key

(E) None of these

Ans : (B)

41. To insert a copy of the clipboard contents, whatever was last cut or copied at the insertion point.....

(A) paste

(B) stick in

(C) fit in

(D) push in

(E) None of these

Ans : (A)

42. The command used to remove text or graphics from a document. The information is then stored on a clipboard so you can paste it.

(A) chop

(B) cut

(C) clip

(D) cart away

(E) None of these

Ans : (B)

43. To exit the program without leaving the application.....

(A) file

(B) edit

(C) copy

(D) close

(E) None of these

Ans : (D)

44. A removable magnetic disc that holds information.....

(A) floppy disk

(B) hard drive

(C) monitor

(D) portable

(E) None of these

Ans : (B)

45. A command that saves what you are working on into the hard drive, or onto a disk.....

(A) view

(B) hold

(C) save

(D) go

(E) None of these

Ans : (E)

46. A command to get a file you worked on from the memory where it was stored.....

(A) close

(B) delete

(C) open

(D) get it

(E) None of these

Ans : (C)

47. To move down a page in a document.....

(A) jump

(B) fly

(C) wriggle

(D) scroll

(E) None of these

Ans : (D)

48. The primary device that a computer uses to store information.....

(A) TV

(B) storehouse

(C) desk

(D) hard drive

(E) None of these

Ans : (D)

49. Screen that comes on when you turn on your computer that shows all the icons.....

(A) desktop

(B) face to face

(C) viewer

(D) view space

(E) None of these

Ans : (A)

50. A program that works like a calculator for keeping track of money and making budgets.....

(A) calculator

(B) spreadsheet

(C) budgeter

(D) financier

(E) None of these

Ans : (B)