

1. A computer consists of two or more computers and other devices that are connected for the purpose of sharing data and programs.

- (A) network
- (B) system
- (C) workstation
- (D) device
- (E) None of these

Ans : (A)

2. The taskbar is located—

- (A) on the Start menu
- (B) at the bottom of the screen
- (C) on the Quick Launch toolbar
- (D) at the top of the screen
- (E) None of these

Ans : (B)

3. Once information is input into a computer, it becomes—

- (A) objects
- (B) data
- (C) ideas
- (D) facts
- (E) None of these

Ans : (B)

4. Generally, you access the Recycle Bin through an icon located—

- (A) on the desktop
- (B) on the hard drive
- (C) on the shortcut menu
- (D) in the Properties dialog box
- (E) None of these

Ans : (A)

5. Computer programs are written in a high-level programming language; however, the humanreadable version of a program is called—

- (A) cache
- (B) instruction set
- (C) source code
- (D) word size
- (E) None of these

Ans : (C)

6. The Recycle Bin stores discarded items until—

- (A) another user logs on
- (B) the computer is shut down
- (C) the end of the day
- (D) you empty it
- (E) None of these

Ans : (D)

7. A is a collection of information saved as a unit.

- (A) folder
- (B) file
- (C) path
- (D) file extension
- (E) None of these

Ans : (B)

8. Input, output, and processing devices grouped together represent a(n)—

- (A) mobile device
- (B) information processing cycle
- (C) circuit board
- (D) computer system
- (E) None of these

Ans : (D)

9. One thousand bytes is a—

- (A) kilobyte
- (B) megabyte
- (C) gigabyte
- (D) terabyte
- (E) None of these

Ans : (E)

10. What part of the computer provides only temporary storage of files ?

- (A) ROM memory
- (B) RAM memory
- (C) Hard drive
- (D) Mother board
- (E) Processor

Ans : (B)

11. A small picture that represents something on your screen...such as a(n)—

- (A) table
- (B) application
- (C) photo
- (D) modem
- (E) icon

Ans : (E)

12. When a file is saved for the first time—

- (A) a copy is automatically printed
- (B) file name and folder name must be the same
- (C) it does not need a name
- (D) it only needs a name if it is not going to be printed
- (E) it must be given a name to identify it

Ans : (E)

13. Example of non-numeric data is—

- (A) Employee Name
- (B) Test score
- (C) Bank Account No.
- (D) All of these
- (E) None of these

Ans : (A)

14. Which type of file is created by word processing programs ?

- (A) Database file
- (B) Storage file
- (C) Worksheet file
- (D) Document file
- (E) Graphical file

Ans : (D)

15. The information you put into the computer is called—

- (A) directory
- (B) facts
- (C) data

- (D) files
- (E) output

Ans : (C)

16. This can be another word for program—

- (A) peripheral
- (B) disk
- (C) floppy
- (D) hardware
- (E) software

Ans : (E)

17. If a previously saved file is edited—

- (A) it cannot be saved again
- (B) the changes will automatically be saved in the file
- (C) the file will only have to be saved again if it is more than one page in length
- (D) its name must be changed
- (E) the file must be saved again to store the changes

Ans : (E)

18. Mr. XYZ wants to send an electronic message to a friend. He should use this type of application

- (A) word processing
- (B) email
- (C) spreadsheet
- (D) paper and pencil
- (E) None of these

Ans : (B)

19. To print a document—

- (A) select the Print command and then select OK
- (B) select the Ready Printer command then select OK
- (C) type PRINT and then press Enter
- (D) close the document, select the Print command, then select OK
- (E) None of these

Ans : (A)

20. Each on a menu performs a specific action.

- (A) client
- (B) server
- (C) node
- (D) command
- (E) folder

Ans : (D)

21. A small picture that represents something on your screen...such as a(n)—

- (A) table
- (B) application
- (C) photo
- (D) modem
- (E) icon

Ans : (E)

22. When a file is saved for the first time—

- (A) a copy is automatically printed
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- (E) it must be given a name to identify it

Ans : (E)

23. Example of non-numeric data is—

- (A) Employee Name
- (B) Test score
- (C) Bank Account No.
- (D) All of these
- (E) None of these

Ans : (A)

24. Which type of file is created by word processing programs ?

- (A) Database file
- (B) Storage file
- (C) Worksheet file
- (D) Document file
- (E) Graphical file

Ans : (D)

25. The information you put into the computer is called—

- (A) directory
- (B) facts
- (C) data
- (D) files
- (E) output

Ans : (C)

26. This can be another word for program—

- (A) peripheral
- (B) disk
- (C) floppy
- (D) hardware
- (E) software

Ans : (E)

27. If a previously saved file is edited—

- (A) it cannot be saved again
- (B) the changes will automatically be saved in the file
- (C) the file will only have to be saved again if it is more than one page in length
- (D) its name must be changed
- (E) the file must be saved again to store the changes

Ans : (E)

28. Mr. XYZ wants to send an electronic message to a friend. He should use this type of application —

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- (B) email
- (C) spreadsheet
- (D) paper and pencil
- (E) None of these

Ans : (B)

29. To print a document—

- (A) select the Print command and then select OK
- (B) select the Ready Printer command then select OK
- (C) type PRINT and then press Enter
- (D) close the document, select the Print command, then select OK
- (E) None of these

Ans : (A)

30. Each on a menu performs a specific action.

- (A) client
- (B) server
- (C) node
- (D) command
- (E) folder

Ans : (D)

31. A(n) backup contains a copy of every program, data, and system file on a computer.

- (A) restoration
- (B) bootstrap
- (C) differential
- (D) full
- (E) None of these

Ans : (D)

32. Every component of your computer is either—

- (A) application software or system software
- (B) software or CPU/RAM
- (C) hardware or software
- (D) input devices or output devices
- (E) None of these

Ans : (C)

33. A blinking symbol on the screen that shows where the next character will appear—

- (A) delete key
- (B) arrow key
- (C) cursor
- (D) return key
- (E) Esc key

Ans : (C)

34. Being means being familiar enough with computers that you understand their capabilities and limitations.

- (A) computer literate
- (B) computer competent
- (C) computer savvy
- (D) technology literate
- (E) None of these

Ans : (A)

35. Which of the following could you do to remove a paragraph from a report you had written ?

- (A) Delete and edit
- (B) Copy and paste
- (C) Cut and paste
- (D) Undo typing
- (E) Highlight and delete

Ans : (E)

36. The computer monitor is which type of device ?

- (A) Scanning
- (B) Input
- (C) Processor
- (D) Software
- (E) Output

Ans : (E)

37. The arrow keys can be used to—

- (A) delete text
- (B) move the cursor in the text that has already been entered

- (C) save the document
- (D) move the cursor while deleting text
- (E) None of these

Ans : (B)

38. Numbers in table columns are usually—

- (A) right-aligned
- (B) left-aligned
- (C) justified
- (D) centered
- (E) None of these

Ans : (A)

39. To indent the first paragraph of your report, you should use this key—

- (A) esc
- (B) space bar
- (C) return key
- (D) shift key
- (E) tab key

Ans : (E)

40. Each box in a spreadsheet is called a—

- (A) cell
- (B) empty space
- (C) record
- (D) field
- (E) table

Ans : (A)

41. Information on a computer is stored as what ?

- (A) Analog data
- (B) Digital data
- (C) Modem data
- (D) Watts data
- (E) None of these

Ans : (B)

42. C, BASIC, COBOL and Java are examples of languages.

- (A) low-level
- (B) computer
- (C) system programming
- (D) high-level
- (E) None of these

Ans : (D)

43. Most Web sites have a main page, the, which acts as a doorway to the rest of the Web site pages.

- (A) search engine
- (B) home page
- (C) browser
- (D) URL
- (E) None of these

Ans : (B)

44. An email account includes a storage area, often called a(n)—

- (A) attachment
- (B) hyperlink
- (C) mailbox
- (D) IP address

(E) None of these

Ans : (C)

45. The is the box that houses the most important parts of a computer system.

(A) software

(B) hardware

(C) input device

(D) system unit

(E) None of these

Ans : (D)

46. What type of computer could be found in a digital watch ?

(A) Mainframe computer

(B) Supercomputer

(C) Embedded computer

(D) Notebook computer

(E) None of these

Ans : (C)

47. What is a modem connected to ?

(A) Processor

(B) Mother board

(C) Printer

(D) Phone line

(E) None of these

Ans : (D)

48. A(n) is a collection of information that determines which files you can access and which settings you use.

(A) network

(B) user account

(C) operating system

(D) file system

(E) None of these

Ans : (B)

49. The space in your computer that loads and works with data—

(A) cache memory

(B) CPU

(C) megabyte

(D) RAM memory

(E) ROM memory

Ans : (D)

50. hard drives are permanently located inside the system unit and are not designed to be removed, unless they need to be repaired or replaced.

(A) Static

(B) Internal

(C) External

(D) Remove

(E) None of these

Ans : (B)