

## Computer Applications

1. Which pointing device action should you use for selecting objects or commands, opening menus, or other items on the taskbar?

- A. double clicking
- B. dragging
- C. clicking
- D. pointing

2. A file on a computer which tells it how to communicate with an add-on piece of equipment is called a(n):

- A. application
- B. driver
- C. installer
- D. program

3. The general term for stored data such as a computer program is:

- A. hardware
- B. RAM
- C. software
- D. PROM

4. What is the function key for the help feature found in word processing software packages?

- A. F7
- B. F10
- C. F2
- D. F1

5. A laser printer would be considered:

- A. digital
- B. software
- C. network
- D. hardware

6. Software provided at no cost to a user is known as:

- A. application
- B. software
- C. hardware
- D. freeware

7. What are pictures and words to represent functions called?

- A. clipart

- B. graphical user interface
- C. icons
- D. word art

8. The performance of a hard drives other storage device.

- A. access time
- B. command
- C. batching
- D. downtime

9. The \_\_\_\_\_ is the portion of the computer system that carries out the instructions of a computer program and is the primary element carrying out the computer's functions.

- A. USB
- B. CPU
- C. PSU
- D. Cache

10. The processing of storing a document to retrieve later is called:

- A. store
- B. pack
- C. save
- D. bundle

11. A program used to view web is:

- A. Browser
- B. Search
- C. Explore
- D. Filter

12. Formatting professional business documents can include:

- A. inserting comments
- B. previewing results
- C. adding fonts
- D. tracking changes

13. A message that appears on screen, usually to tell you something went wrong.

- A. command
- B. dialog
- C. error
- D. alert

14. One way to clean up files you no longer use is by using:

- A. Disk Cleanup
- B. Damp Cleanup
- C. Dry Cleanup
- D. Don't Cleanup

15. How do you check hard disk space?

- A. My PC
- B. My Computer
- C. My Desktop
- D. My Laptop

16. The top directory in a file management system is called a:

- A. Hierarchy
- B. Sub-directory
- C. Root directory
- D. Folder

17. What is a peripheral device?

- A. memory
- B. terminal
- C. processor
- D. keyboard

18. 1,024 megabytes is a:

- A. kilobyte
- B. gigabyte
- C. megabyte
- D. terabyte

19. This toolbar shows the progress of page loading and is useful when you are not sure if the page loading is progressing.

- A. View
- B. Status
- C. Address
- D. Title

20. This network covers a large geographic area, such as a state or country.

- A. NAN
- B. MAN
- C. LAN
- D. WAN

21. The world's most popular WAN is:

- A. Internet
- B. Facebook
- C. Twitter
- D. Pandora

22. A reputable Web site or online journal should contain \_\_\_\_\_ for every article.

- A. a bibliography or list of references
- B. the author's name
- C. a unique URL
- D. a slideshow

23. What is an option of a web browser?

- A. Return
- B. Reply
- C. Main
- D. Home

24. The concept of partitioning a physical network to where distinct broadcast domains are created and allows access controls between these domains is known as:

- A. ACLs
- B. VPNs
- C. Virtual LANs
- D. DHCP

25. A printer which includes a scanner and can copy paper documents or send a fax is known as a:

- A. Dot-Matrix printer
- B. combined device
- C. compact printer
- D. MFD or AIO Device

26. The first step when clearing a paper jam is:

- A. turn off the printer and unplug the power cable
- B. open the printer cover
- C. use a screwdriver to disassemble the printer
- D. remove the toner cartridge

27. When trying to find help on the local computer's Windows' operating system, the \_\_\_\_\_ application would be the first place to visit.

- A. Help & Support
- B. Microsoft Web site
- C. Office Help

D. Internet Explorer

28. As a category, the fastest type of memory on a system is known as:

- A. cache
- B. system memory
- C. EEPROM
- D. RAM

29. Some printers come with a \_\_\_\_\_ card preinstalled to allow connections to a wireless local area network.

- A. Toner
- B. Inkjet
- C. Silicon
- D. WLAN

30. The components used to connect computers together so that they can share files and printers is called:

- A. system devices
- B. web storage
- C. network devices
- D. satellites systems

31. In most computer applications, simply pressing \_\_\_\_\_ on the keyboard will bring up the help menu.

- A. PrtScn/SysRq
- B. F11
- C. F1
- D. F12

32. Microsoft Word stores the document which opens by default in a template called:

- A. Bat
- B. Ini
- C. Dot
- D. Doc

33. When using tables in a word processing program, pressing \_\_\_\_\_ at the end of a row moves the insertion point to the first cell in the next row.

- A. tab
- B. enter
- C. spacebar
- D. ctrl

34. What are bold and italics examples of?

- A. fonts
- B. font styles
- C. font effects
- D. text effects

35. If you want uniform spacing lines and paragraphs, apply the \_\_\_\_\_ style to the document.

- A. Sort
- B. No Spacing
- C. Line Spacing
- D. Increase Indent

36. The process of adjusting the spacing between characters in a proportional font to achieve a visually pleasing result is known as:

- A. font
- B. vertical placement
- C. orientation
- D. kerning

37. Which tab contains the tools for inserting and managing footnotes and endnotes?

- A. Insert
- B. Page Layout
- C. Review
- D. References

38. Which automatic feature causes green wavy lines to appear under words as you type?

- A. AutoCorrect
- B. Grammar
- C. Spelling
- D. AutoComplete

39. The information imported into the main document to complete a mail merge is called a \_\_\_\_\_ document.

- A. Mailing
- B. Data Source
- C. File
- D. Destination

40. Pre-formatted documents designed to make creating a document faster and easier is called a:

- A. Template
- B. Designer
- C. Pattern
- D. Platter

41. An intersection of a column and row is referred to as a/an:
- A. grid
  - B. active cell
  - C. cell pointer
  - D. cell
42. The following command is used to locate and work with a subset of data in a worksheet.
- A. filter
  - B. freeze panes
  - C. template
  - D. sort
43. Which of the following is not a data type?
- A. Currency
  - B. HTML
  - C. Date/Time
  - D. Text
44. In Excel the default print command prints the:
- A. Selection
  - B. Active sheet
  - C. Range
  - D. Workbook
45. In Excel, to delete the entire column click on the:
- A. document
  - B. row heading
  - C. column heading
  - D. shortcut button
46. With Microsoft Excel 2007 and above you use the ribbon tab's \_\_\_\_\_ group to change the font.
- A. Data
  - B. Formatting
  - C. Font
  - D. Appearance
47. DBMS stands for:
- A. Database Management System
  - B. Database Marketing System
  - C. Data Board Management System
  - D. Database Management Structure

48. What does descending order displays records do?
- A. Reverse order
  - B. Top down
  - C. Low to high
  - D. ABC order
49. Which one of the following is not a component of the query Design view?
- A. field list(s)
  - B. navigation bar
  - C. table pane
  - D. design grid
50. The \_\_\_\_\_ tool provides the fastest way to create reports because it generates reports immediately.
- A. chart
  - B. report
  - C. graph
  - D. pivot table
51. When using PowerPoint, to print a handout of all slides with lines for taking notes, use:
- A. Handouts (1 Slides Per Page)
  - B. Handouts (4 Slides Per Page)
  - C. Handouts (2 Slides Per Page)
  - D. Handouts (3 Slides Per Page)
52. Which software application allows multimedia presentations to be created?
- A. PowerPoint
  - B. Word
  - C. Access
  - D. Publisher
53. To insert a new slide in Microsoft PowerPoint you can:
- A. use the keyboard shortcut Ctrl + I + N
  - B. on the insert tab, click the objects group, choose new slide
  - C. on the drawing tab, click the slides group, choose the template for the slide you want
  - D. on the home tab, in the slides group, click the arrow below new slide
54. To create a PowerPoint presentation from a Word outline, click the \_\_\_\_\_, then click Slides from Outline.
- A. Insert tab
  - B. New Slide list arrow
  - C. Insert Slide list arrow



D. Object button

55. To change the fonts throughout a presentation:

- A. on the view tab in the master views group choose slide master
- B. use the keyboard shortcut Alt + M + Insert
- C. on the slides tab in the master group choose view slides
- D. on the master tab in the view group choose slide master

56. To remove an animation effect use the:

- A. transitions group or the File menu
- B. animation pane or the ribbon
- C. animation ribbon or the transitions pane
- D. file menu or the master group

57. PowerPoint will support \_\_\_\_\_ and \_\_\_\_\_ if you have the appropriate plugins.

- A. QuickTime(.mov,.mp4), Adobe Flash (.swf)
- B. FLAC; MPART
- C. MPEG6 (.mp6); MPEG7(.mp7)
- D. TAR; ZIP

58. PowerPoint supports \_\_\_\_\_ to create brochures, pamphlets, fliers, and newsletters.

- A. AutoCad Files
- B. templates
- C. Adobe Indesign
- D. the Open Presentation Framework

59. Examples of templates in Publisher include all of the following except:

- A. Sidebars and Pull Quotes
- B. Brochures
- C. Newsletters
- D. Calendars

60. To draw a shape that has both curved and straight segments, choose:

- A. line
- B. freeform
- C. multiline
- D. draw shape

61. Which type of graphic editing program offers artists and editors the ability to control textures, shading, and fine detail?

- A. podcast
- B. compressed

- C. vector
- D. bitmapped

62. You can crop any picture except \_\_\_\_\_ by using the crop command.

- A. animated GIF
- B. JPG
- C. PNG
- D. TIFF

63. When you save a presentation as a PDF:

- A. each slide becomes a JPG picture
- B. the document becomes readable but not editable
- C. each slide becomes a GIF picture
- D. the entire document becomes one JPG picture

64. If you already have access to the Adobe Creative Suite of products, you can use \_\_\_\_\_ to create embedded video for your presentation.

- A. Indesign
- B. Flash
- C. Photoshop
- D. Movie Maker

65. If the Web toolbar is not displayed:

- A. go to customize and choose Web toolbar
- B. point to toolbars on the view menu and click Web
- C. point to insert and click toolbars and choose Web
- D. on the insert group choose Web toolbar

66. Because it is designed as spreadsheet software, sometimes it is easier to create a spreadsheet in \_\_\_\_\_ and then insert it into Word.

- A. Lync
- B. Excel
- C. PowerPoint
- D. Outlook

67. To complete a mail merge, you must connect the document to a:

- A. Web site
- B. data source
- C. e-mail server
- D. FTP server

68. This allows people to add an emotional tone to online communication.

- A. animated emotions
- B. emoticons
- C. amticons
- D. emotional faces

69. Include a subject line:

- A. only when you are writing an official memo
- B. if the person you are sending it to requires one
- C. in all e-mail messages
- D. only in personal names

70. Which situation would be most appropriate to use the "forward" feature of an e-mail program?

- A. you want to reply to all recipients of an e-mail message
- B. you want to share a joke you receive on your company e-mail
- C. you received an e-mail intended for someone else
- D. you want to reply to an e-mail message

71. Which command do you use to show the differences between an original document and an edited copy of the original?

- A. Changes
- B. Tracking
- C. Combine
- D. Compare

72. When you compare documents, the differences between the two documents are shown as:

- A. highlighted text
- B. tracked changes
- C. bolded text
- D. comments

73. Which one of the following is not a group on the Review tab?

- A. Changes
- B. Collaborate
- C. Tracking
- D. Comments

74. When working on a collaborative document, you can tell which author modified sections of the document by:

- A. highlighting text
- B. writing a Visual Basic script to connect to the SQL data store
- C. tracking changes
- D. using the help function

75. Which one of the following applications allows you to share files with people and automatically keeps any changes synchronized among all machines?

- A. Gmail
- B. Hotmail
- C. AOL Instant Messenger
- D. Dropbox

76. \_\_\_\_\_ is one of several copyright licenses that allows the distribution of copyrighted works. This particular license is used when an author wants to give people the right to share, use, and even build upon a work they have created.

- A. BSD License
- B. GNU
- C. Creative Commons License
- D. FSF License

77. This term is used to describe the making of illegal copies of copyrighted software.

- A. copying
- B. software piracy
- C. electronic distribution
- D. browsing

78. \_\_\_\_\_ is software that can be used, studied, and modified without restriction, and that can be copied and redistributed in modified or unmodified form either without restriction, or with restrictions that only ensure that further recipients have the same rights under which it was obtained.

- A. Collaborative
- B. Open Source
- C. Free
- D. Commercial

79. Scrolling the screen in a chat room is acceptable when:

- A. it is never acceptable to scroll in the chat screen
- B. you want to see what people are saying
- C. you need to get your fellow chatter's attention
- D. you are bored by the "conversation" and you want to liven things up

80. The technical name for \_\_\_\_\_ is the copyright infringement of software.

- A. compiling
- B. downloading software
- C. software piracy
- D. coding

81. The use of someone else's computer resources unless authorized is:

- A. unethical
- B. cheating
- C. ethical
- D. bully

82. It is acceptable to forward or post an e-mail message that you received if:

- A. it does not contain any copyrighted material
- B. the message is typed in all capitals
- C. the author of the message has given you permission to forward or post it
- D. the author of the message hasn't marked it as confidential

83. The Golden Rule of Netiquette is:

- A. never flame a friend
- B. remember the human
- C. a smiley in every message
- D. follow the other rules of netiquette

84. Spamming is very poor Netiquette and means:

- A. spilling the juice of meat-by products into your keyboard
- B. posting a message that contains graphics descriptions of something really gross
- C. posting or e-mailing unsolicited advertising messages to a wide audience
- D. sending in lines of nonsensical garbage in a chat conversation

85. Texting or SMS would most likely be used in which one of the following situations?

- A. applying for a job
- B. update a Web page
- C. ending a relationship
- D. a quick update as to your location

86. Gaining access to a computer network, file, or other resource without permission is:

- A. authorized access
- B. hacking
- C. unauthorized use
- D. interfering

87. A(n) \_\_\_\_ lets administrators and users view the event logs on local or remote machines on the Windows NT line of operating systems.

- A. event parser
- B. event scanner
- C. log viewer
- D. event viewer

88. The \_\_\_\_\_ is part of an anti-theft system and is a small metal-reinforced hole found on small or portable computers or electronics equipment.

- A. CNR Slot
- B. PCI Slot
- C. ISA Slot
- D. K-Slot

89. One of the most popular virus outbreaks to date, \_\_\_\_\_ includes a highly specialized malware payload that is designed to target only Siemens supervisory control and data acquisition (SCADA) systems that are configured to control and monitor specific industrial processes.

- A. ILOVEYOU
- B. SCADGONE
- C. Stuxnet
- D. SiemensX

90. To avoid being detected by emulation, some viruses rewrite themselves completely each time they are to infect new executables. Viruses that utilize this technique are said to be:

- A. metamorphic
- B. polymorphic
- C. static
- D. diverse

91. In computing, a \_\_\_\_\_ is a network device that monitors the radio spectrum for the presence of unauthorized access points (intrusion detection), and can automatically take countermeasures (intrusion prevention).

- A. WAP
- B. WPA
- C. WEP
- D. WIPS

92. A \_\_\_\_\_ attack is an attempt to make a machine or network resource unavailable to its intended users.

- A. phishing
- B. DOS
- C. crack
- D. hacking

93. A computer \_\_\_\_\_ protects against unauthorized use of your equipment.

- A. lock
- B. mouse
- C. drive

D. keyboard

94. If your computer is running slow what would be the first step to check?

- A. hard drive space
- B. wireless connection
- C. Internet service
- D. version of window

95. A(n) \_\_\_\_\_ can either be software or hardware based and is used to keep a network secure.

- A. mouse
- B. firewall
- C. antipode
- D. file Lock

96. \_\_\_\_\_ is the amount of time a device is actually operating as the percentage of total time it should be operating.

- A. Reliability
- B. Integrity
- C. Confidentiality
- D. Availability

97. To modify the margins of a Word document you go to the Page Layout tab and look in the \_\_\_\_\_ group.

- A. page setup
- B. paragraph
- C. themes
- D. page background

98. To check spelling, use the Spelling & Grammar selection on the \_\_\_\_\_ group of the Review tab.

- A. Proofing
- B. Comments
- C. Tracking
- D. Changes

99. In Word what function key launches the spelling and grammar check?

- A. F0
- B. F9
- C. F7
- D. F8

100. If there is a word which your word processing program does not recognize which you use often, you can:

- A. check grammar
- B. convert the thesaurus
- C. use shift+ F7 to ignore
- D. add it to the dictionary



## Answers

1. C  
2. B  
3. C  
4. D  
5. D  
6. D  
7. B  
8. A  
9. B  
10. C  
11. A  
12. C  
13. D  
14. A  
15. B  
16. C  
17. D  
18. B  
19. B  
20. D  
21. A  
22. A  
23. D  
24. C  
25. D  
26. A  
27. A  
28. A  
29. D  
30. C  
31. C  
32. C  
33. A  
34. B  
35. B  
36. D  
37. D  
38. B  
39. B  
40. A

41. D  
42. A  
43. B  
44. B  
45. C  
46. C  
47. A  
48. A  
49. B  
50. B  
51. D  
52. A  
53. D  
54. B  
55. A  
56. B  
57. A  
58. B  
59. A  
60. B  
61. D  
62. A  
63. B  
64. B  
65. B  
66. B  
67. B  
68. B  
69. C  
70. C  
71. D  
72. B  
73. B  
74. C  
75. D  
76. C  
77. D  
78. C  
79. A  
80. C

81. A  
82. C  
83. B  
84. D  
85. D  
86. B  
87. D  
88. D  
89. C  
90. A  
91. D  
92. B  
93. A  
94. A  
95. B  
96. D  
97. A  
98. A  
99. C  
100. D