Computer Knowledge

1. You can keep your personal files/folders in—
   (A) My folder
   (B) My Documents
   (C) My Files
   (D) My Text
   (E) None of these

2. The primary purpose of software is to turn data into—
   (A) Web sites
   (B) Information
   (C) Programs
   (D) Objects
   (E) None of these

3. A directory within a directory is called—
   (A) Mini Directory
   (B) Junior Directory
   (C) Part Directory
   (D) Sub Directory
   (E) None of these

4. A compiler translates a program written in a high-level language into—
   (A) Machine language
   (B) An algorithm
   (C) A debugged program
   (D) Java
   (E) None of these

5. When you turn on the computer, the boot routine will perform this test—
   (A) RAM test
   (B) Disk drive test
   (C) Memory test
   (D) Power-on self-test
   (E) None of these

6. A . . . . . is a unique name that you give to a file of information.
   (A) device letter
   (B) folder
   (C) filename
   (D) filename extension
   (E) None of these

7. Hardware includes—
   (A) all devices used to input data into a computer
   (B) sets of instructions that a computer runs or executes
   (C) the computer and all the devices connected to it that are used to input and output data
   (D) all devices involved in processing information including the central processing unit, memory and storage
   (E) None of these

8. A . . . . .contains specific rules and words that express the logical steps of an algorithm.
   (A) programming language
   (B) syntax
   (C) programming structure
   (D) logic chart
   (E) None of these

9. All the deleted files go to—
   (A) Recycle Bin
   (B) Task Bar
   (C) Tool Bar
   (D) My Computer
   (E) None of these

10. The simultaneous processing of two or more programs by multiple processors is—
    (A) Multiprogramming
    (B) Multitasking
    (C) Time-sharing
    (D) Multiprocessing
    (E) None of these

11. The secret code that restricts entry to some programs—
    (A) Password
    (B) Passport
    (C) Entry-code
    (D) Access-code
    (E) None of these

12. Computers use the . . . . .number system to store data and perform calculations.
    (A) binary   (B) octal
    (C) decimal   (D) hexadecimal
    (E) None of these

13. The main function of the ALU is to—
    (A) Perform arithmetic and logical operations
    (B) Store data and information for future use
    (C) Control computer output, such as printing
    (D) Monitor all computer activities
    (E) None of these

14. . . . . . is the process of carrying out commands.
    (A) Fetching   (B) Storing
    (C) Executing   (D) Decoding
    (E) None of these

15. Softcopy is the intangible output, so then what is hardcopy ?
    (A) The physical parts of the computer
    (B) The printed parts of the computer
    (C) The printed output
    (D) The physical output devices
    (E) None of these

16. A(n) . . . . is a program that makes the computer easier to use.
    (A) utility
    (B) application
    (C) operating system
    (D) network
    (E) None of these

17. A complete electronic circuit with transistors and other electronic components on a small silicon chip is called a(n)—
    (A) Workstation
    (B) CPU
    (C) Magnetic disk
    (D) Integrated circuit
    (E) None of these

18. Computer systems are comprised of—
(A) Hardware, programs, processors, procedures and people
(B) Hardware, programs, information, people and procedures
(C) Hardware, programs, information, people and networks
(D) Hardware, software, procedures, networks and people
(E) None of these

19. An error in a computer program—
(A) Crash
(B) Power Failure
(C) Bug
(D) Virus
(E) None of these

20. What is output ?
(A) What the processor takes from the user
(B) What the user gives to the processor
(C) What the processor gets from the user
(D) What the processor gives to the user
(E) None of these

21. The person who writes and tests computer programs is called a—
(A) programmer
(B) computer scientist
(C) software engineer
(D) project developer
(E) None of these

22. A set of instructions telling the computer what to do is called—
(A) mentor   (B) instructor
(C) compiler   (D) program
(E) None of these

23. What menu is selected to print ?
(A) Edit   (B) Special
(C)' File   (D) Tools
(E) None of these

24. What is backup ?
(A) Adding more components to your network
(B) Protecting data by copying it from the original source to a different destination
(C) Filtering old data from the new data
(D) Accessing data on tape
(E) None of these

25. The term bit is short for—
(A) Megabyte
(B) Binary language
(C) Binary digit
(D) Binary number
(E) None of these

26. A saved document is referred to as a—
(A) file   (B) word
(C) folder   (D) project
(E) None of these

27. Specialized programs that assist users in locating information on the Web are called—
(A) Information engines
(B) Search engines
(C) Web browsers
(D) Resource locators
(E) None of these

28. An application program has which one of the following functions ?
(A) It specifies the information-processing procedures required by a particular information-processing job
(B) It controls the input/output and storage functions of the computer system
(C) It provides various support services for the computer system
(D) It supervises the operations of the CPU
(E) None of these

29. In page preview mode—
(A) You can see all pages of your document
(B) You can only see the page you are currently working
(C) You can only see pages that do not contain graphics
(D) You can only see the title page of your document
(E) None of these

30. An operating system that can do multitasking means that—
(A) The operating system can divide up work between several CPUs
(B) Several programs can be operated concurrently
(C) Multiple people can use the computer concurrently
(D) All of the above
(E) None of these

31. The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use the . . . . command.
(A) Replace   (B) Find
(C) Lookup   (D) Search
(E) None of these

32. What is the default file extension for all Word documents ?
(A) WRD   (B) TXT
(C) DOC   (D) FIL
(E) None of these

33. With a CD you can—
(A) Read
(B) Write
(C) Read and Write
(D) Either Read or Write
(E) None of these

34. A collection of interrelated records is called a—
(A) Utility file
(B) Management information system
(C) Database
(D) Spreadsheet
(E) None of these

35. To move to the beginning of a line of text, press the . . . . key.
(A) PageUp   (B) A
(C) Home   (D) Enter
(E) None of these

36. The term 'user interface' refers to—
(A) What the user sees on the screen and how they can interact with it
(B) How the operating system responds to user commands
(C) the means by which the user interacts with the peripheral devices on the computer
(D) The monitor that is available for the computer
(E) None of these

37. The background of any Word document—
(A) Is always white colour
(B) Is the colour you preset under the Options menu
(C) Is always the same for the entire document
(D) Can have any colour you choose
(E) None of these

38. Reusable optical storage will typically have the acronym—
    (A) CD   (B) DVD
    (C) ROM   (D) RW
    (E) None of these

39. For creating a document, you use ....command at File Menu.
    (A) Open   (B) Close
    (C) New   (D) Save
    (E) None of these

40. The contents of........are lost when the computer turns off.
    (A) storage   (B) input
    (C) output   (D) memory
    (E) None of these

41. Grouping and processing all of a firm's transactions at one time is called—
    (A) A database management system,
    (B) Batch processing
    (C) A real-time system
    (D) An on-line system
    (E) None of these

42. A printer is this kind of device—
    (A) Input
    (B) Word processing
    (C) Processing
    (D) Output
    (E) None of these

43. Text in a column is generally aligned—
    (A) Justified   (B) Right
    (C) Center   (D) Left
    (E) None of these

44. What type of device is a computer mouse ?
    (A) Input   (B) Output
    (C) Software   (D) Storage
    (E) None of these

45. In Excel, Charts are created using which option ?
    (A) Chart Wizard
    (B) Pivot Table
    (C) Pie Chart
    (D) Bar Chart
    (E) None of these

46. What is the permanent memory built into your computer called ?
    (A) RAM   (B) ROM
    (C) CPU   (D) CD-ROM
    (E) None of these

47. If text was highlighted and 'Edit' 'Copy' was clicked, what would happen ?
    (A) Text would be copied from the document and placed in the clipboard
    (B) Text would be removed from the document and placed in the clipboard
    (C) Text from the clipboard would be placed in the document at the place where the cursor is blinking
    (D) (B) and (C) above
    (E) None of these

48. You can start Microsoft Word by using........button.
    (A) New
    (B) Start
    (C) Program
    (D) Control Panel
    (E) None of these

49. You click at B to make the text—
    (A) Italics
    (B) Underlined
    (C) Italics and Underlined
    (D) Bold
    (E) None of these

50. The.....becomes different shapes depending on the task you are performing.
    (A) Active tab
    (B) Insertion point
    (C) Mouse pointer
    (D) Ribbon
    (E) None of these