امتحانات
المستوى

حاسوب

1- one of these is NOT from the computer system components :
a. software   b. hardware   c. operating system   d. none of them

2- 1 byte = ... bits :
a. 8 bits   b. 6 bits   c. 20 bits   d. 16 bits

3. ALU is an abbreviation for :
a. arithmetic and logic unit   b. applied logical unit

c. Array of logistical unit   d. Absolute lower utility

4. in excel the intersection of a column and row is called :
a. range   b. block   c. selection   d. cell

5. how many rows is on excel worksheet :
a. 1024   b.65536   c.256   d. 6000

6. a new blank workbook contains how many worksheets :

a. 1   b. 2   c. 3   d. 4

7. a rectangular block of cells is called :
a. data block   b. paragraph   c. range   d. row

8. what are the two types of constants :
a. text and numbers   b. label and text   c. formula and number
 d. relative and absolute

9. the way that information appears in a cell is referred to cells :
a. format   b. style   c. mode   d. attributes

10. CPU is an abbreviation for :
a. central programing unit   b. categorized program unit

c. central processing unit   d. central program uniform

11. folders are used to :
a. organizes files   b. deletes files   c. open files   d. close files

12. one of these is an input :
a. keyboard   b. printer   c. speakers   d. none of them

13. one of these is an output :
a. keyboard   b. mouse   c. scanner   d. printer

14. screen is an input unit :
a. yes   b. no

15. what is the font that is use in this doc :

a. Andalus
b.Calibri
c. Times new roman
d. Arial

16. The size of the font is:

a.14
b.16
c.20
d.30

17. the align of the text is to :

a.right
b.center
c. left
d. none of them

18. the style of the text is:

a. normal   b. strong   c. quote   d. emphasis

19. the condition that is applied on the word "pain" is :

a.bold
b.italic
c.underline
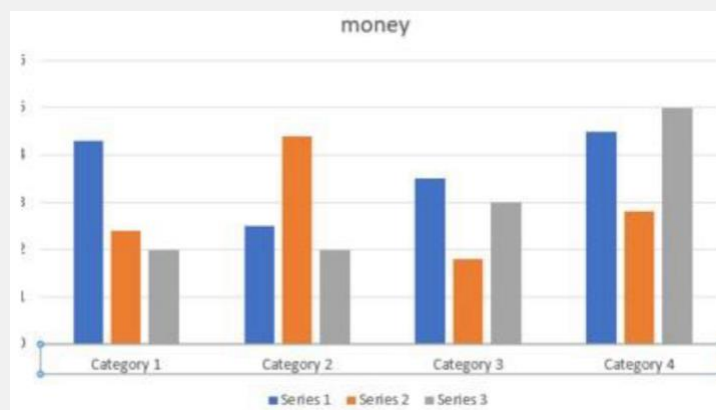d.none of them

20. the color of the highlighter is :

a.yellow   b.red   c.pink   d.white

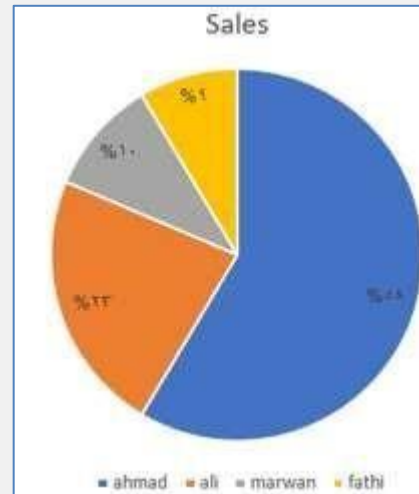**21.** the title of this chart is :

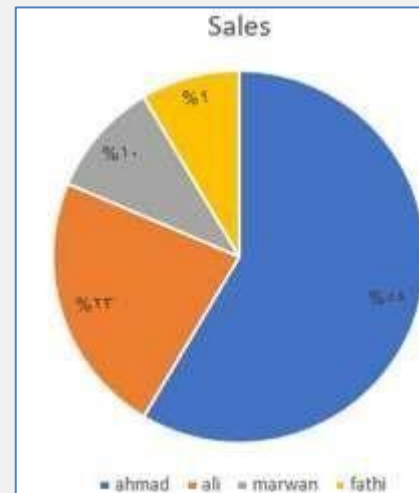a. bank   b. money   c. category   d. series

22. Ahmad, Ali and Marwan are an example for :

a. title
b. legend
c. label
d. none of them

23. 58% is an example for :

a. title   b. Legend   c. Label   d. none of them

24. number of pages :

Page 7 of 11   1176 words

a. 11 pages   b. 20 pages   c. 7 pages   d. 6 pages

25. number of words :

Page 7 of 11   1176 words

a.1176 words   b. 7 words   c. 11 words   d. 76 words

26. what is the name of the active cell :

| C17 | | fx | 180 |

	B	C	D
12	191	185	6
13	193	190	3
14	176	175	1
15	212	210	2
16	177	173	4
17	183	180	3
18	211	204	7
19	198	192	6
20	157	152	5
21	213	209	4
22	161	153	8

a. c17   b. d22   c. b12   d. c15

27. what is the name of the yellow cell :

| C17 | | fx | 180 |

	B	C	D
12	191	185	6
13	193	190	3
14	176	175	1
15	212	210	2
16	177	173	4
17	183	180	3
18	211	204	7
19	198	192	6
20	157	152	5
21	213	209	4
22	161	153	8

a. c17   b. b17   c. d17   d. b20

LEGAN ALDOFAAT

28. what is the content of cell d20 :

	B	C	D
C17		fx	180
12	191	185	6
13	193	190	3
14	176	175	1
15	212	210	2
16	177	173	4
17	183	180	3
18	211	204	7
19	198	192	6
20	157	152	5
21	213	209	4
22	161	153	8

a. 5   b. 161   c. 157   d. 152

29. the function that is applied on the cell is :

fx   =SUM(C12:C26)

a. count   b. max

c.min   d.sum

30. the range of cells :

fx   =SUM(C12:C26)

a. c12:c26   b. b27:c27   c. c12: c27   d. none of them

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31. detect the active sheet :

| General | **Sorting ,Subtotal** | Chart | Pie Chart | Filtering | Scenario |
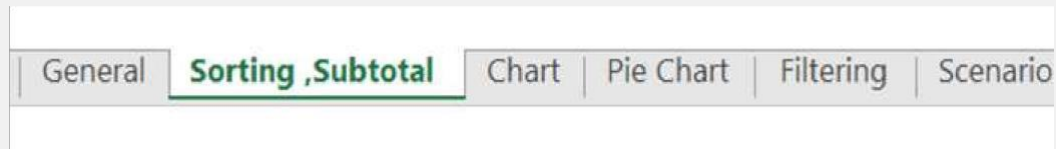
a. general   b. chart   c. scenario   d. sorting, subtotal

32. GB equals:
a. 0 or 1   b. 1024 : 1024 KB   c. 8 bits   d. 2^{10} KB

33. Gigabyte is :
a. 8 bits   b. 1024 megabyte   c. 1024 byte   d. 1024 kilobyte

34. which one of these devices can accept both input and output data :
a. light pen   b. speaker   c. touch screen   d. printer

35.temporary memory is called :
a. DOS   b. COD   c. ROM   d. RAM

36. TOUCH SCREEN IS Considered as input and output device :
a. true   b. false

37. the extension for "Microsoft power point" is ppt :
a. true   b. false

38.the extension for "Microsoft word " is :
a.ppt   b. doc   c. xlsx   d. pdf

39.DVD is an abbreviation for " display video disk:

True   False

40.RAM is an abbreviation for "random access memory" :

 True   False

41.the speed of a computer CPU can be measured in megahertz :

True   False

42.which one of the following should be used to change your password in your computer :

a. internet explorer   b. Anti-virus software

c. control panel   d. windows firewall

43. which is the smallest unit of computer storage :
a, byte   b. bit   c. kilo bit   d. megabyte

44. what is a URL :
a. an email address

b. the tittle of a web site

c. the address of a page on the World Wide Web

d. a communication method between computers and printers

45. which of the following is a storage device :
a. keyboard   b. monitor   c. speaker   d. disk drive

46. which of these is NOT a storage device :
a. RAM   b. USB   c. printer   d. hard disk

1	C	24	A
2	A	25	A
3	A	26	A
4	D	27	B
5	B	28	A
6	C	29	D
7	A	30	A
8	A	31	D
9	A	32	B
10	C	33	B
11	A	34	C
12	A	35	D
13	D	36	A
14	B	37	A
15	A	38	B
16	A	39	FALSE
17	C	40	TRUE
18	A	41	TRUE
19	A	42	C
20	A	43	B
21	B	44	C

22	B	45	D
23	C	46	C

1. CD-ROM stands for:
a-Compact disk read only memory.   c- Compact disk random only memory.
b-Computer device read only memory.   d- Computer disk random online memory.

2. Control Unit (CU) is :
a- Main unit of the computer and sometimes is called the brain of the computer.

b-Unit that controls and coordinates all other computer components.

c-Main memory of any computer system.

d-Unit that is responsible for performing all the computer calculations.

3. Which of the following factors you should consider when buying a computer?
a-Size of the RAM.   b- Speed of the CPU.   c- Size of the hard disk.

d- All the above.

4. The term "end user" is used to describe people:
a-Use the output from computers (the end product).
b-Use computers to preform information processing tasks.
c-Are the last to use a computer or the information from a computer.

5.In which areas of today's business world would you expect to find microcomputers?
a-In nearly all areas of business.
b-Only in areas that require extensive mathematical processing.
c-In areas that demand exact answers or word processing.
d-In large corporation with big data processing budgets.

6.The largest computers used mainly for research, are called:

a-Microcomputers.   b- Maxicomputers   c- Mainframe computers.

d-Super computers.

7.Software used to interact between user programs and the computer is called:

a-Application software.   b-System software.   c-Operation software.
d-Custom made software.

8.Microcomputers are divided into two general categories:

a- High speed and low speed.   b-Graphic and non-graphic.

c-Portable and desktop.   d-Math-based and text based.

9. A magnetic tape is an example of:

a- Direct access storage device.

b-Random access storage device.

c-Sequential access storage device.

d- Straight line access storage device.

10. Temporary or volatile storage is also known as:

a- RAM.   b-ROM.   c- Megs.   d-Disk.

11. When you delete a file:

a- a copy of the file will be sent to the desktop.

b- You sent the file to the recycle bin.

c- The file won't be affected.

d- A copy of the file will be stored in your active folder.

12. Which of the following is correct according to control panel?

a- You can open control panel from

windows explorer.

b- You can open control panel from

setting on start menu.

c- You can open control panel from my

computer.

d- All the above.

13. The document that is located in start menu store:

a- The last 15 file you have delete.   b-The last 15 file you have copy.

 c-The last 15 file you have open.   d-None of the above.

14. An example of data is:

a- The average rainfall in Amman for 1995.

b- The names of children in Irbid in 1950.

c- Mean of your credit card balance for the past 3 years.

d- The percentage of brown eyes people in your class.

e- All the above.

15. Control Unit (CU) is the:

a- Main unit of the computer and sometimes it called the brain of the computer.

b- Unit that coordinates and controls all other computer components.

c-Main memory of any computer system.

d-Unit that is responsible for performing all the computer calculations.

16. The desktop is:

a- A folder.　　　　b-A file.　　　　c-A window.

d-An example of hardware device.

17. When you select MS-Prompt from program on start menu:

a- You will move to DOS window.

b-You will close your computer.

c-You will close DOS window.

d-None of the above.

18.The shutdown icon on start menu means:

a- Close all windows.　　b-Close the current window.

c-Close your computer.　　d- none of theabove.

19.When you select find icon from start menu and type S*S.doc , this means that :

a-The computer will find all files that have extension doc only.

b-The computer will find all files that have only three letters and extension is doc.

c-The computer will find all files that have first and last letter is S and extension is doc.

d- None of the above.

20. The easiest way to move a file from one folder to another is to:

a- Use copy and paste.   b-Use cut and copy.   c-Use drag and drop.

d-Use cut and drop.

21. To open a minimized window you can click on the:

a- Window's button on the body of taskbar

b-Maximized button on the title bar.

c-Restore button on the title bar.

d-All the above.

22. You can slow or fast the movement of the mouse from:

a- Mouse icon on control panel.

b-System icon on control panel.

c-Add/remove program icon on control panel.

d-None of the above.

23. To lunch an application in windows, you can _____ on its icon.

a- Click   b-Drag.   c-Double click.   d-None of the above.

24. The ADD new hardware panel is used to:

a- Add new hardware to your computer.

b- Delete some hardware from your computer.

c- Stop the work of some hardware.

d- None of the above.

25. We can copy, paste, move and rename files and folders by using:

a- Windows explorer.   b-My computer.   c- a+b.

d-none of the above.

26. When you select find icon from start menu and type ???.txt , this means that :

a- The computer will find all files that have extension txt

only.

b- The computer will find all files that have only three

letters with all extension.

c- The computer will find all files that have three letter

and extension txt only.

d- None of the above.

27. To open a minimized window, you can click on:

a- Window's button on the body of the taskbar.

b- Maximized button on the title bar.

c- Restore bar on the title bar.

d- All the above.

28. The number of bites in a byte is:

a- 4   b-8   c-16   d-32

29. You can change the background of the desktop from:

a- Task bar properties.

b- Add/Remove program on control panel.

c- Display properties.

d- None of the above.

30. Screen saver enables you to:

a- Save the power dissipated by computer when you leave it operates alone.

b- Protect your computer from accessing by other users when you make password enabled.

c- Display another picture for your screen after specified time.

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31. In MS-excel the formula bar is used to:

a- Show the current cell that is ready to accept data.

b- Show the name of the file that is open.

c- Show the address of the selected cell.

d- Show the mathematical function, logical function or

data of the selected cell.

32. You can change the icon of any shortcut on desktop by:

a- Right click on the icon and select properties.

b- Right click on the icon and select create short cut.

c- Triple click of the mouse on the icon.

d- None of the above.

33. Which of the following is correct about the INFORMATION:

a-Must be available at the right time and useful.

b-Should be available within one minute.

c-Should have a good accuracy.

d-a+c.

34. The operating system is a computer program which has many functions, one of these functions is:

a- Can link it-self to other programs.

b- Can store huge amount of data.

c- Managing computer files.

d- Used to store user programs and data.

35. What is the command that lists all the files that have a second letter as b without extension?

a- dir ?b*.*   b-dir b? .   c-dir ?b*.   d-dir?b.?

36. What is the command that lists all the files in the directories and subdirectories with their information?

a-dir*.*/p   b-dir*.*/w   c-dir*.*/s   d-dir*.*/oe

37. The abbreviation of www, which is used in the internet represent:

a- World wide web.   b-Wide world web.   c-Web wide world.

d-Web worldwide.

38. The ftp stands for:

a- File transfer program.   b- File transfer protocol.

c- File text program.   d- file text protocol.

39. The most popular net browsers are:

a- The Netscape and ftp.

b- Internet explorer an ftp.

c- Netscape and Internet explorer.

d- Internet explorer and the e-mail.

40. Using the internet you may:

a- Send and receive e-mail message.

b- Transfer data and files to and from computers around the world.

c- Share point of view on specific subject with other online groups.

d- All the above.

41. E-mail message consist of:

a- Header, body and signature (footer).   b- Body only.

c- Signature (footer) only.   d- None of the above.

42. A machine with 32M of RAM has a capacity of how many bytes?

a- 33554432   b-32768   c-3200   d-32000000

43. How many bytes are required to store the word SUMMER in computer memory?

a- 7   b-6   c-8   d-48

44. The memory RAM of a personal computer is part of the system's:

a- Hardware.   b-Software.   c-Operating system.

45. When your hard desk is infected with a virus < then the first thing you should do :

a- Copy all your files to a floppy diskette.

b- clean the virus from a clean floppy

diskette.

c- Shut down the computer and turn it on

again.

d- Copy the infected files to a diskette and

continue working.

46. The CPU consist of :

a- ALU, CU and RAM.   b-ROM, ALU and RAM.   c-CU, PU and ALU.

d-ALU, Register and CU.

47. The main memory:

a- Consists of RAM, ROM and hard disk.

b- Could be temporarily or permanent.

c- Used to store data and user programs

whole running. d- b+c .

48. In the highlighted statement below what is the type of font that is used?

a- Arial.   b-Calibri.   c-Time new roman.   d-Cambria.

49. Which of the following is the first step in sizing a window?

a-Point to the title part.

b-Pull down the view menu to display the toolbar.

c-Point to any corner or border.

d-Pull down the view menu and change to large icons.

50. Which of the following can't be part of an-email address?

a- Period   b-At sign   c-Space   d-Underscore

امتحانات المستوى

1	A	26	D
2	B	27	C
3	D	28	B
4	C	29	C
5	A	30	D
6	D	31	D
7	B	32	A
8	C	33	D
9	C	34	D
10	A	35	A
11	B	36	A
12	C	37	A
13	D	38	B
14	E	39	C
15	B	40	D
16	A	41	A
17	A	42	D
18	C	43	B
19	C	44	A
20	C	45	A
21	D	46	D
22	A	47	D
23	C	48	A
24	A	49	A
25	A	50	C

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1) When you select find icon from start menu and type ? this means that :

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b- The computer will find all files that have only three letters with all extension.
c- The computer will find all files that have three letter and extension txt only.
d- None of the above.

Answer: d

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c- Restore bar on the title bar.
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Answer: a

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a- 4
b- 8
c- 16
d- 32

Answer: b

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d- Web world wide.   Answer: a

LEGAN ALDOFAAT

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b- At sign
c- Space
d- Underscore

Answer: c

استخدام التكنولوجيا الحديثة للتعامل مع البيانات وادارتها ويطلق عليها مصطلح

المعدات

*تكنولوجيا المعلومات

الشبكة

البرنامج

2. جيل الحاسوب الذي استخدمت فيه الصمامات المفرغة هو

الأول

الرابع

الثاني

الثالث

الإجابة : الأول

3. جيل الحاسوب الذي اعتمد على لغة الالة فقط هو :

الثالث   الرابع   الثاني   الأول

الأجابة :الأول

4. جيل الحاسوب الذي استخدم فيه الدوائر المتكاملة الكبيرة هو

الثاني   الثالث   الرابع   الأول

5. ما هو جيل الحاسوب الذي ظهر فيه الذكاء الاصطناعي :

الأول   الثاني   الرابع   الخامس

6. الحواسيب التي تستقبل البيانات بشكل متقطع تسمى الحواسيب

الرقمية   الممنهجة   الأغراض الخاصة   التناظرية

الإجابة : الرقمية

7. الحواسيب التي تم تصميمها من أجل أداء وظيفة محددة تسمى

أ. حواسيب الأغراض الخاصة   ب. حواسيب تناظرية   ج. حواسيب مهجنة

الإجابة : أ

8. سلسلة الأوامر والتعليمات التي تخبر الحاسوب ماذا يعمل تسمى :

أ. البرمجيات   ب. تكنولوجيا المعلومات   ج. الاتصالات والمعلومات   د. المعدات

9. أسرع أنواع الحواسيب هي :

أ. الحواسيب الفائقة   ب. الحواسيب الكبيرة   ج. الحواسيب المتوسطة   د. الحواسيب الصغيرة

الإجابة : أ

10. وظيفة ساعة النظام في جهاز الحاسوب هي

أ. تحديد الوقت   ب. تحديد سرعة تنفيذ العمليات   ج. تحديد التاريخ   د. تحديد نوع الحاسوب

الإجابة : ب

11. أساس النظام العشري هو :

أ. 10   ب.8   ج. 1   د. 2

الإجابة د

12. الحواسيب التي تم استخدامها في شتى المجالات تسمى

أ. حواسيب الأغراض الخاصة   ب. حواسيب تناظرية   ج. حواسيب مهجنة   د. حواسيب الأغراض العامة

الإجابة : د

13. عملية قراءة البيانات من وسط التخزين وايصالها للذاكرة الرئيسية تسمى

أ.الاخراج   ب. الادخال   ج. السيطرة   د. المعالجة

الإجابة : الادخال

14. الكيلو بايت الواحد يتكون من :

أ. 1024 بايت   ب. 512 بايت   ج. 1000بايت   د.32بايت

الإجابة أ

15. الواسيب المستخدمة في الأجهزة المنزلية مثل الغسالات والتلفزيون تصنف ضمن الحواسيب

أ. المتوسطة   ب. العملاقة   ج. الصغيرة   د. الكبيرة

16. ماهو ناتج تحويل الرقم الثنائي 1101 الى نظام العشري :

أ.13   ب.15   ج.16   د.8

الإجابة : أ

17. الحواسيب المستخدمة من قبل المهندسين والمصممين لعمل الخرائط وتتميز بسرعة كبيرة

أ. محطات العمل   ب. المتوسطة   ج. العملاقة   د. الكبيرة:

18. المنفذ الذي يقوم بنقل البيانات على شكل مجموعات من البتات بشكل متزامن :

أ التناظري   ب. المتوازي   ج. المتسلسل   د.العشوائي

19. : Which key combination can be used to paste an already copied file into a new folder?

A) Ctrl + P   B) Ctrl + C   C) Ctrl + T   D) Ctrl + V

Answer ; D

20. : What extension would a Word 2010 file have:

A) doc   B) rtf   C) docx   D) txt

Answer: c

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21. : What does CPU stand for?

A) Central Processing Unit   B) Computer Processing Unit
C) Computer Programming Unit   D) Central Power Unit

Answer: a

22. : Which of these is NOT a storage device?

A) RAM   B) USB Thumb Drive   C) Hard Disk Drive   D) Printer

Answer: d

23. : What is a trackball?

A) A monitoring system   B) A type of speaker
C) An alternative to the mouse   D) A storage device

Answer: c

24. : Which of these is an input device?

A) Monitor   B) Speaker   C) Scanner   D) Plotter

Answer: c

25. : Which is the smallest unit of computer storage?

A) Byte   B) Bit   C) Kilobit   D) Megabyte

Answer: b

26. Which of these is an output device?

A) CD-ROM   B) Mouse   C) Printer   D) Zip drive

Answer: c

27. : Which of these storage devices holds the most data?

A) Floppy disk   B) CD-rom   C) Hard Disk drive
D) Thumb drive

Answer: c

28. : Which one of the following measures the speed of the CPU?

A) gigabytes   B) megabytes   C) bits per second   D) gigahertz

Answer: d

29: Which of the following is an operating system?

A) Excel   B) PowerPoint 2007   C) Windows XP   D) Netscape

Answer: c

30: to resend a received Email to other recipients use:

A) Forward   B) Reply   C) Reply All   D)attach

Answer: A

31: (BCC) in the Email Stands For:

A) Behind Carbon Copy   B) Basic Carbon Copy
C) Blind carbon Copy   D) Back carbon copy

Answer: A

32: To remove an installed program from your computer:

A) Control Panel---> Program and features-->Remove

B) Control Panel--->Program--->Delete program

C) Control Panel---> Program----> Uninstall Program

D) None of them

Answer: c

33: Is an Example of Operating System?

A) Windows 8   B) Computer Games   C) MS-word 2016   D) Utilities

Answer: A

34 : Windows,Android,Mac,OS,and IOS are all example of:

A) Utilities   B) Device drivers
C) Operating Systems   D) Language translators

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Answer: C

35: The window which shows icons for things like the mouse, sound, and display, where you can change setting and customize the functionality of your PC is :

A) My Computer   B) Windows Explorer
C) Taskbar   D) Control Panel

Answer: D

36: If you delete a file from the Hard disk, the file will be:

A) Moved to Recycle Bin   B) Remove permanently
C) None of them

Answer: A

37. To retrieve data from recycle bin use:

A) Empty recycle bin   B) Restore
C) Properties   D) Delete

Answer: B

38: To copy files and folders using keyboard we use:

A) CTRL+C   B) Shift + C   C) CTRL + v   D) Enter

Answer: A

40: We use restart computer if:

A) The application has not responded

B) Computer consumes less power

C) (a + b)

D) you install a new application

Answer: C

41 : To reduce amount of space (size) of a storage device, use:

A) Control panel   B) file compression
C) file extraction   D) none of them

Answer: B

42: To copy the entire screen as it appears on your screen, you press
_____ on

the keyboard

A) Print Screen   B) Ctrl + V   C) Shift   D) Alt+C

Answer: A

43 : A computer storage area that contains one or more web pages:

A) Hyperlink   B) Home Page   C) website   D) Email

Answer: C

44: The first web page you see when you launch internet explorer

A) Hyperlink   B) Home Page   C) ISP   D) Email

Answer: B

45: A piece of text that performs an action when the user clicks on it.

A) Hyperlink   B) Home Page   C) ISP   D) Email

Answer: A

46: The unique record locator (or web address) for a specific webpage.

A) HTML   B) Protocol   C) URL   D) Modem

Answer: C

47: The type of the elearning.ju.edu.jo website is:

A) Educational   B) Commercial   C) Organizational   D) Governmental

Answer: A

48: The Domain Name in the www.google.com website

A) WWW   B) .com   C) google   D)google.com

Answer: c

49: The domain name in the email address Baiscs2020@ju.edu.jo is:

A) Baiscs2020   B) .ju   C) .edu   D) .jo

Answer: C

50. : The .org in the website "www.Provider.org" is the:

A) domain name   B) top-level domain name
C) commercial domain type   D) Protocol

Answer: B

51: The username in the Email is (Basics2020), so the correct Email address is:

A) Basics2020@yahoo.com

B) Basics2020.Yahoo.com

C) Basics2020@com

D) www. Basics2020@yahoo.com

Answer: A

52: An example of a search engine:

A) translate.google.jo   B) www.google.com
C) www.ju.edu.jo   D) www.MSN.com

Answer: B

53: To exclude (eliminate) word from resulted pages in a search engine use:

A) +   B) -   C) *   D) ""

Answer: B

54: To deleted Emails are usually stored in the:

A) Spam   B) Draft   C) Trash   D) outbox

Answer: C

55: Which key combination can be used to cut a file?

A) Ctrl + X   B) Ctrl + U   C) Ctrl + W   D) Ctrl + R

Answer; A

56: Which device could you use for the output of a music file?

A) Microphone   B) Speaker   C) Digitizer   D) Speech synthesizer

Answer: D

57: Where should you click to restart the computer?

A) Start button   B) Office button
C) Internet Explorer   D) Taskbar

Answer: A

58. Which of the following is an application?

A) Folder   B) Music – shortcut   C) Recycle bin
D) Internet Explorer

Answer: D

59: Software Piracy is : Select one:

A) Virus.

B) Multiuser.

C) is the illegal distribution and reproduction of software for business or personal use.

D) none of them

Answer: C

60: Software Piracy is : Select one:

A) Don't copy software and files of others without their approval, unless the files were free.

B) use the Internet in to spread news of others.

C) A + B

Answer: A

61: Software piracy is deemed ? a crime, Select one:

A) True   B) False   answer: A

62: System unit is:

A) The tool that is used to receive, process, store, and transmit data in an electronic form

through computers

B) The container in which most of the electronic components that make a computer system are

placed

C) The computer part that is responsible for controlling all computer units

D) none of them

Answer: B

63. : CPU performance is measured by:

A) Byte   B) Giga Hertz   C) MB   D) GB

Answer: B

64. : ALU Stands for:

A) Art and Logic Unit Unit   B) Arithmetic and Logic Unit
C) Application and logic   D) None of them

Answer: B

65: An input device that reads scanned text as image and converts into printed

characters is referred to as:

A) Scanner

 B) Trackball

 C) Optical-Character Recognition (OCR)

D) None of the above

Answer:C

66: The type of computer memory that has very small capacity and keeps the

instructions that make the computer work when turning it on is:

A) RAM   B) ROM   C) Flash memory   D) None of the above

Answer: A

67: 8 KB equals to:

A) 8*1024 Bits   B) 210 Bits   C) 8*1024 *8 Bits   D) 8 *8 Bits

Answer: C

68: SSDS stands for:

A) Solid-safety storage

 B) Safety-solid storage

C) Solid-state storage

 D) State-solid storage

Answer: C

69: _____ is responsible for monitoring and system security:

A) Operating system

B) Applications software

C) Utility

D) Applications software

Answer: C

70: The least data storage measure is:

A) Bit   B) Byte   C) Kilobyte   D) Megabyte

Answer: A

71. To place a shape anywhere on a slide. We use

لوضع شكل في أي مكان على الشريحة, نستخدم

A. Placeholders

*B. AutoShapes

C. Text boxes

D. WordArt

72. Which of the following file types is a music file?

أي نوع من الملفات التالية هو ملف موسيقى ؟

A. exe

*B. mp3

C. doc

D. pdf

73. Copying and selling a commercial software by a user is considered:

قيام المستخدم بنسخ وبيع البرمجيات التجارية يعتبر

A. legal and Ethical واخالقي قانوني

*B. Not legal مخالف للقانون

C. Legal but unethical

D. None of the answers

74. Why is it important to make regular back-ups of computer data?

لماذا من المهم عمل النسخ الاحتياطية بشكل منتظم لبيانات في الحاسوب؟

A. Because the law forces individuals to backup their data

B. To increase the processing speed of data

*C. To protect data from being damaged or lost

D. To keep RAM from becoming full

75. In Excel, the _____ function, provides a convenient way to count the number of cells that

are not empty.

في الكسل, دالة _____ تقوم بعد جميع الخلايا الغير فارغة.

A. COUNTE function

B. COUNT function

*C. COUNTA function

D. COUNTB function

76. Which of the following is a correct cell address in Excel?

أي من الخيارات التالية صحيح بخصوص عنوان خلية فى تطبيق اكسل

A. Row1

B. Cell1

C. 1A

*D. A1

77. When you type a lot of text in capital letters it is better to use

عند التعامل مع نص تكثر فيه الحروف الكبيرة فإننا نستخدم

A. Enter key---- مفتاح الإنتر

B. Ctrl key----مفتاح الكونترول

*C. Caps Lock key---مفتاح الكابس لوك

D. Insert key---مفتاح الإنسيرت

78. (CPU) stands For:

CPU هي اختصار ل

A. Central Programming Unit.

B. Categorized Program Unit.

*C. Central Processing Unit.

D. Central Program Uniform

79. The main objective of ALU in the processor (CPU) is to:

ما الوظيفة الرئيسية ل ALU

*A. Perform all computation and logic operations

B. Direct the operation of internal processor components

C. Read and interpret the program instruction

D. Control the flow of program

80. Which of the following will have the most impact on the performance of your computer?

أي من الاتيه له اثر كبير على أداء جهاز الكمبيوتر الخاص بك؟

*A. Adding more RAM

B. Adding a Hard disk

C. Disconnecting the Printer

D. Disconnecting the Internet

81. The advantage(s) of e-commerce:

من إيجابيات التجارة الإلكترونية:

A. It is available 24 hours 7 days a week----- أيام سبعة ساعة 24 ألسبوع مدار على تتوافر

B. You can compare the products of many companies---- الشركات من الكثير منتجات تقارن أن تستطيع

C. It saves time of receiving the product---- المنتج إلستالم الوقت توفر

*D. All of the answers--- صحيح ذكر ما كل

82. What is a URL?

ماهوURL

A. An email address

B. The title of a web site

*C. The address of a page on the World Wide Web

D. A communication method between computers and printers

83. Which of the following network connects usually the computers in one building or in a single

room?

أي من الشبكات التالية عادة تربط الحواسيب فى بناية واحدة أو فى غرفة واحدة فقط ؟

A. WAN

*B. LAN

C. FAN

D. MAN

84. In MS PowerPoint slide you can insert

في شريحة عرض برنامج بوربوينت يمكنك اضافة

A. Audio---صوت

B. Video---فيديو

C. Picture----صورة

*D. All of the answers---- صحيحة الإجابات

85. Multitasking refers to: _____.

تعدد المهام يعني._____ :

A. Having several programs stored in the Hard disk---برنامج فى الهارد ديسك وجود أكثر من

B. The ability to open several files at the same time---عدة ملفات بنفس الوقت القدرة على فتح

C. Writing programs in multiple languages---كتابة برامج بأكثر من لغة

*D. None of the answers---ليس مما ذكر

86. 1 byte is equivalent to:

البايت الواحد يساوي

A. 16 bits

B. 32 bits

*C. 8 bits

D. 64 bits

87. Folders are used to:

المجلدات (Folders)ل تستخدم:

*A. organize files---تنظيم الملفات

B. delete files---حذف الملفات

C. open files---فتح الملفات

D. close files---إغلاق الملفات

88. The program we use to write a book is:

اي مما يلي من البرامج يستخدم لكتابة وتحرير كتاب

A. Excel

*B. Word

C. PowerPoint

D. Access

89. In Word, you can force a page break by pressing the keys

في ملف الورد يمكنك فرض فاصل الصفحات باستخدام أي من المفاتيح التالية

A. Alt+Home

B. Ctrl+Shift

*C. Ctrl+Enter

D. Alt+Shift

90. Google, Yahoo, and Bing are examples of:

A. Search engines

*B. Internet explorer

C. FTP

D. HTML

.91. Which of the following cannot be part of an e-mail address?

a) At sign

b) Underscore

*c)Space

d)Period

.92, in CPU denotes…

a)Computer

b)convenient

c)central *

d)common

e)none of these

93. _____ a document means the fle is transferred from another computer to your computer.

a)Uploading

b)Really simple syndicaton *

c)Accessing

d)Downloading

94. A typical slide in slide presentaton would not include

a)Photo images charts, and graphs

b)Graphs and clip art

c)Clip art and audio clips *

d)Full moton video

95. Which of the following sofware could assist someone who cannot use their hands for

computer input ?

a)Video conferencing

b)Speech recogniton *

c)Audio digitzer

d)Synthesizer

96. A complete electronic circuit with transistors and other electronic components on a small

silicon chip is called a(n)

a)Workstaton

b)CPU

c)Magnetc disk

d)Integrated circuit *

97. The part of the CPU that accesses and decodes programme instructons, and coordinates the

flow of data among various system components is the n

a)ALU

b)Control unit *

c) Megabertz

d)Motherboard

.98 When a real time telephone call between people is made over the internet using

computers,it is called :

a) A chat session

b) an e-mail

c) an instant message

d) internet telephoney *

e)none of these

99. Which of the following file names is not accepted ?

a) find.exe

b) exe.find *

.100 which one is type of font used in writng

a)Arial

b)Time new roman

c)Cambria

d)All*

101. A program either talk or music, that is made available in digital format for automatic

download over the internet is called a

a)Wiki

b)Broadcast

c) podcast*

d)Blog

102. A compiler translate a program written in a high-level language into

a) Machine language *

b) An algorithm

c) A debugged program

d) Java

.103. A(n) _____ allows you to access your e-mail from anywhere

a)Forum

b)Webmail interface *

c)Message board

d)Weblog

104. _____ Is used by public and private enterprises to publish and share fnancial

information with each other and industry analysis across all computer platorms and the

internet.

a)Extensible markup language

b)Extensible business reportng language. *

c)Enterprise applicaton integraton

d)Sales force automaton software

105. A directory within a directory is called n

a)Junior directory

b)Part directory

c)Mini directory

d)Sub directory *.

.106. Which of these is not a mean of personal communication on the internet?

a)Chat

b)Instant messaging

c)Instanotes *

d)Electronic mail

107. What is URL

a)A computer sofware program

b)A type of programming object

c)The address of a document or page in the world wide web *

d)An acronym for unlimited resources for learning.

108An error in a computer program

a)Crash

b)Power failure

c)Bug *

d)Virus

109. A _____ contains specifc rules and words that express the logical steps of an algorithm

a)Programming language *

b)Syntax error

c)Programming structure

d)Logic chart

110. All the deleted fles go to

a)Recycle bin *

b)Task bar

c)Toolbar

d)My computer.

111. 8. Which of the following is the frst step in sizing a window ?

a)Point to the ttle bar *

b)Pull down the view menu to display the toolbar

c)Point to any corner or border

d)Pull down the view menu and change to large icons

112. A website address is a unique name that identfes a specifc ____ on the web.

a)Web browser *

b)Website

c)PDA

d)Link

113. The sofware that is used to create text-based documents are referred to as____

a)DBMS

b)Suites

c)Spreadsheets

d)Word processors *

114. What is the easiest way to change the phrase, revenues, profts, gross margin, to read

revenues, profts and gross margin ?

a. Use the insert mode, positon the cursor before the g in gross, then type the word and

followed by a space. *

b. Use the insert mode, positon the cursor afer the g in gross, then type the word and followed

by a space.

c. Use the overtype mode, positon the cursor before the g in gross, then type the word and

followed by a space.

d. None of these.

115. The PC productvity tool that manipulates data organized in rows and coloumn is called a

a)Spread sheet *

b)Word processing document

c)Presentaton mechanism

d)Database record manager

116. A set of rules for telling the computer what operatons to perform is called a

a)Procedural language

b)Structures

c)Natural language

d)Programming language *

117. 4 .Your business has contracted with another company to have them host and run an

applicaton for your company over the internet. The company providing this service to your

business is called an :

a)Internet service provider

b)Internet accesses provider

c)Applicaton service provider *

d)Outsource ag

118.When entering text within a document, the enterkey is normally pressed at the end of

every :

a)Line

b)Sentence *

c)Paragraph

d)Word

119 .A _____ is a unique name that you give to a fle of informaton .

a)Device leter

b)Folders

c)File name

d)File name extensions *

120. What refers to a set of characters of a partcular design?

a)Keyface

b)Formaton

c)Calligragh *

d)Stencil

121. The secret code that restricts entry to some programs

a)Password*

b)Passport

c)Entry code

d)Access code

122. You organize fles by storing them in

a)Archives

b)Folders *

c)Indexes

d)Lists

123. _____ is a technique that is used to send more than one call over a single line.

a)Digital transmission

b)Infrared transmission

c)Digitzing

d)Multplexing *

124. Which power point view displays each slide of the presentaton as a thumbnail and is useful

for rearranging slides?

a)Slide sorter *

b)Slide show

c)Slide Master

d)Notes page

125. 3. word document have the _____ fle type

a) .xls

b) .doc*

c) .wrd

d) .mdb

126. _____ is the process of carrying commands.

a)Fetching

b)Storing

c)Executng *

d)Decoding

127. What feature adjusts the top and botom margins so that the text is centered vertcally on

the printed page?

a)Vertcal justfying *

b)Vertcal adjustng

c)Dual centering

d)Horizontal centering

128. Usually downloaded into folders that hold temporary internet fles, ___ are writen to your

computer's hard disk by some of the websites you visit.

a)Anonymous fles

b)Behavior fles

c)cookies*

d)banner ads

129. Distributed processing involves

a) Solving computer component problems from a diferent computer .

b) Solving computer problems by breaking them into smaller parts that are separately processed

by diferent computers.*

c)Allowing users to share fles on a network.

d) Allowing users to access network resources away from the ofce.

130. The method of internet access that requires a phone line, bur ofers faster access speeds

than dial- up is the _____ connecton.

a)Cable access

b)Satellite access

c)Fiber-optc service

d)Modem*

131. Computers use the ___ number system to store data and perform calculatons.

a)Binary*

b)Octal

c)Decimal

d)Hexadecimal

132. 0. The main functon of the ALU is to n

a)Perform arithmetc and logical operatons *

b)Store data and informaton for future use.

c)Control computer output, such as printng

d)Monitor all computer actvites.

133. A computers type, processor and operatng system defne it's n

a)Brand

b)Size

c)Platorm

d)Speed *

134. 3. The CPU comprises of control, memory and ____ units.

a)Microprocessor

b)Arithmetc/ logic *

c)Rom

135. 57.Temporary memory is called

a) RAM*

b) ROM

c)COD

d) DOS

136. Forms that are used to organize business date into rows and coloumns are calledn

a)Transacton

b)Registers

c)Business forms

d)Spread sheets *

137.In the email adress sami@revco.com part' revco' refers to

a)domain*

b)username

c)host

d)none

138. ___ sofware creators a mirror image Of the entre hard disk, including the operatng system,

applicatons, fles and data.

a)Operatng system

b)Backup sofware *

c)Utlity programs

d)Driver imaging

139. A _____appearing on a web page opens another document when clicked.

a)Anchor

b)URL

c)Hyperlink *

d)Reference

140. 2. When sending an e-mail , the _____ describe the contents of the message

a. Subject *

b. To

c. Content

d. Cc

141. Which of the following refers to the rectangular area for displaying information and

running programs

a. Desktop

b. Dialog box

c. menu

d. Window *

142. in power point, the header and footer button can be found on the insert tab in what

group

a. Illustration group.

b. Object group.

c.Text group*

d. Tables group.

143. _____ are specially designed computer chips that reside inside on their devices,

such as your car or your electronic thermostat

a. Servers

b. Embedded computers*

c. Robotic computers

d. Mainframes

144. 6. In the absence of parentheses, the order of operation is:

a. exponentiation, addition of subtraction, multiplication of division.

b. addition or subtraction, multiplication or division, exponentiation.

c. multiplication or division, exponentiation, addition or subtraction.

d. exponentiation, multiplication or division, addition of subtraction *

145. You can't insert an organization chart to your presentation: *

a. True

b. False *

146. What are the right steps to create a shortcut of Microsoft PowerPoint?

a. Start/Programs/MS PowerPoint/Left click/Send To/Create shortcut

b. Start/Programs/MS PowerPoint/Right click/Send To/Create shortcut*

c. Start/Programs/MS PowerPoint/Double click/Send To/Create shortcut

147. 1 .The computers in your office building are connected together so staff can share files and

printers. What is this arrangement of computers called * ?

a. the internet

b. the world wide web

c. a local area network *

d. a network port

148 .what is the best way of preventing your computer from being infected with a virus * ?

a. Only virus-check e-mail attachments

b. Have update-able anti-virus software running on your computer *

c. Have anti-virus software running on your computer

d. Never open any e-mail attachments

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149.Which one of the following can protect a computer from the risk of unwanted emails ?

a. Anti-spam software *

b. Anti-virus software

c. Anti-spyware software

d. PC diagnostic software

150..Which one of the following should be used to change your password in your computer? *

a. Internet Explorer.

b. Anti-virus software.

c. Control Panel *

d. Windows Firewall.

151.. Which of these storage devices holds the most data? *

a. Floppy disk

b. CD-ROM

c. Hard Disk drive *

d. Thumb drive

152. Which is the smallest unit of computer storage?

byte

Bit *

kilo bit

megabyte

153. Which of these is an input device? *

screen

printer

Scanner*

Plotter

154. Which of the following is an example of the use of e-commerce on the Internet? *

Checking theater availability

Booking train tickets *

Using e-mail

Downloading information

155. Which device could you use for the output of a music file? *

Microphone

Scanner

Digitizer

Speech synthesizer*

156. Which of these statements about Read Only Memory (ROM) is TRUE? *

.aApplication programs can write data to the Read Only Memory

b.The contents of the Read Only Memory are not deleted when the computer is switched off.*

c.The operating system is loaded into the Read Only member when the computer is started.

d.Internet pages are stored in the Read Only Memory while they are being loaded.

157. What is a trackball? *

A monitoring system

A type of speaker

An alternative to the mouse*

A storage device

158. Which of these is NOT an input device? *

Digital camera

Microphone

Scanner

Speaker*

159. Which of these is the major benefit of e-Learning? *

Easier

Cheaper

Reduced contact with other students

Available at any time*

160. Which type of memory is used to store applications while they are running? *

ROM

RAM*

Cache

Auxiliary

161. Which type of computer stores the common files in a network? *

Main frame

Laptop

Desktop

Server*

162. The speed of the Modem is measured in: *

Megahertz (MHz)

Bits per second (Bps)*

Gigabytes (GB)

Megabytes (MB)

163. Where should you click to restart the computer? *

Start button*

Office button

Internet Explorer

Task-bar

164.. Where should you click to get assistance on how to rename files?

Help

Help and support*

Control panel

Support

165. 9. Where should you click to change the screen resolution? *

Backup and restore

Device manager

Color management*

Getting started

166. What is a desktop shortcut? *

A small file that points to a program, folder, document, or Internet location.*

A large file that points to a program, folder, document, or Internet location.

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167. In Excel the intersection of a column and a row is called:

a. Rang

b .Block.

c. Selection

.d. Cell. *

168. Excel workbooks have what file extension?

a. doc

b. xlt

c. xlw

d. xlsx *

169. How deep (how many rows) is an excel worksheet?

a. 1024

b. 1,048,566*

c. 256

d. 60,000.

170 .A new, blank workbook contains how many worksheets ?

a.1

.b.2 .

c.3 *

d.4 .

171 .A rectangular block of cells is called

a. Datablock .

b. Paragraph

.c Codesegment .

d.Range *.

172 .Which computer memory is used for storing data currently being proceeds and

programs

by the CPU * ?

Mass memory .

Internal memory * .

Non-volatile memory .

PROM .

173 .Computer programs are written in high level programming langue. However, the human

readable of a program is called * :

Cache .

Instruction site .

Source code * .

word size

174. What is the overall term of creating , editing, formatting , storing ,retrieving and printing

a text document ? *

Word processing. *

Spreadsheet design.

Web design.

Database management

175. Which of the following must be contained in a URL? *

A protocol identifier.

The letters www.

The unique registered domain name.

www. And the unique registered domain name *.

176. Different components on the motherboard of a PC unit are linked together by sets of

parallel electrical conducting lines. What are these lines called? *

Conductors

Buses *

Connectors

Consecutive

177. A set of rules for telling the computer what operations to perform is called ? *

procedural language

structures

natural language

programming language. *

178. What is the term for how words will appear on a page? *

Text formatting *

Character formatting

Point size

Typeface

179The primary purpose of software is to turn data in……… *

Information *

websites

programs

object

180. Softcopy is the intangible output, so then what is hardcopy? *

The physical parts of the computer.

The printed parts of the computer.

The printed output *.

The physical output devices

181. The process of a computer receiving information form a server on the Internet is known

as _____: *

Pulling

Pushing

Downloading*

Transferring

182. C, in CPU denotes ... *

Central *

Common

Computer

Convenient

183.The search companion can _____ .

a. Locate all files containing a specific phrase. *

b. restrict its search to a specified set of folders.

 c. locate all files containing a specified phrase and restrict its search to a specified set of

folders.

d. cannot locate all files containing a specified phrase or restrict its search to a specified set of

folders.

1) Which computer memory is used for storing data currently being proceeds and programs by the CPU?

a -Mass memory.

b- Internal memory.

c- Non-volatile memory.

d- PROM.

Answer: b

2) Look at the image below, where can you click once to sort the files from smallest to largest?
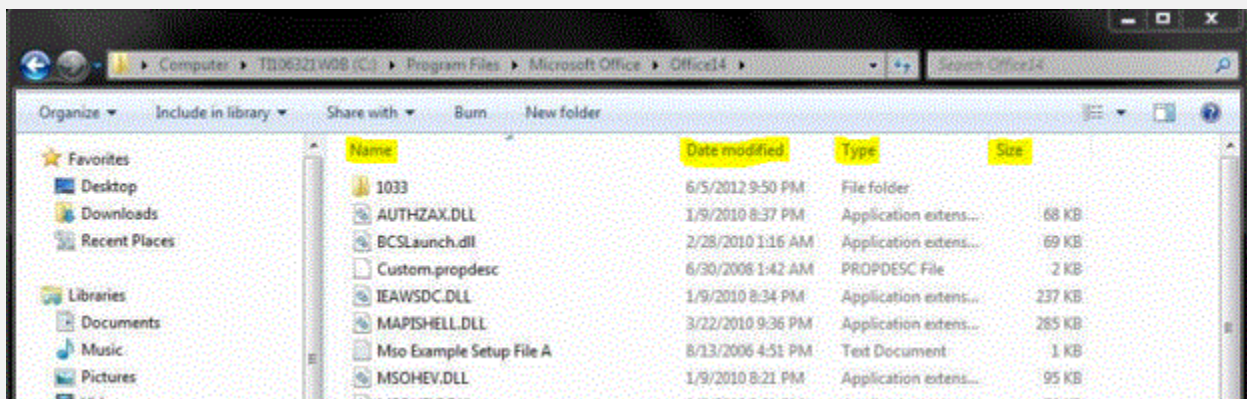
a-name

b-data modified

c-type

d-size

Answer: d

3-What is the easiest way to change the phrase , revenues , profits , gross margin , to read revenues , profits and gross margin ?

a-Use the insert mode , position the courser before the g in gross , then type the word and followed by a space.

b-Use the insert mode , position the courser after the g in gross , then type the word and followed by a space.

c-None of these.

d-Use the over type mode , position the courser before the g in gross , then type the word and followed by a space

Answer: a

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4-When you want to copy the "document" and "work" folders to save them on another device , which key should you use in combination with the mouse in order to select both files
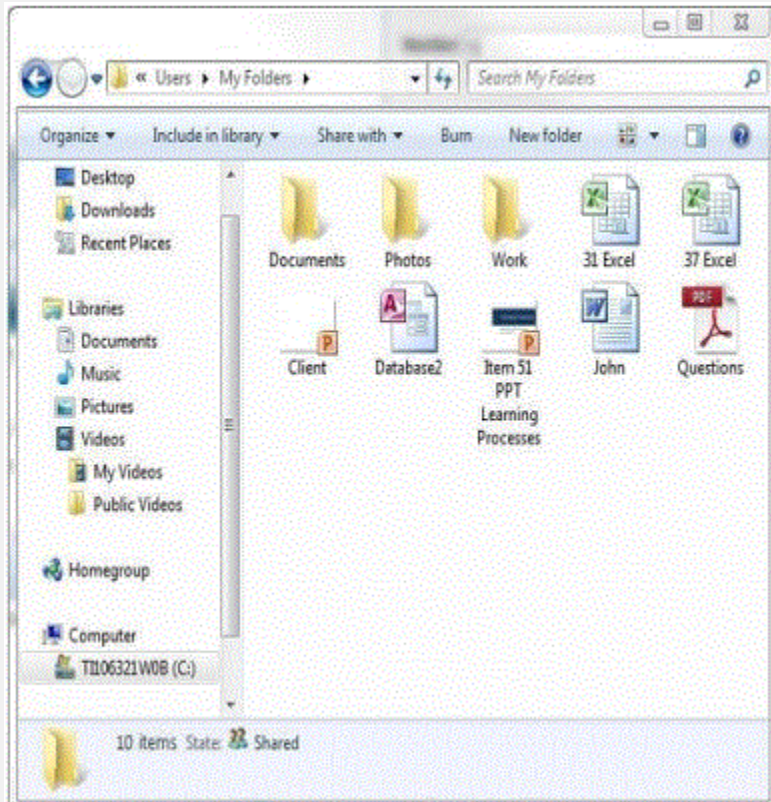
a-CTRL

b-ESC

c-ALT

d-TAP

Answer: a

5-Computer programs are written in high level programming langue. However, the human readable of a program is called:

a-Cache

b-Instruction site

c-Source code

d-word size

Answer: c

6-Which power point features will allow you to make only the selected word to fly in from the left?
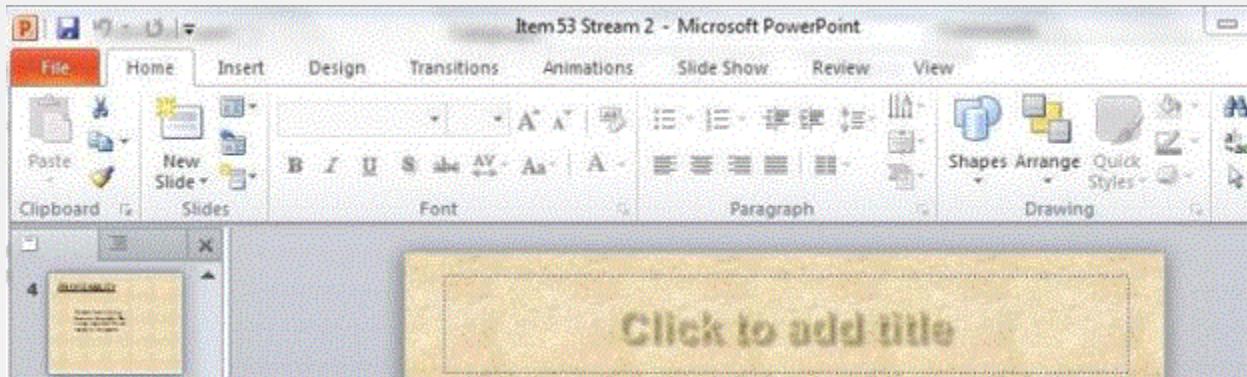
a-Transition

b-Animation

c-Themes

d-smart art

Answer: b

7-What is the overall term of creating , editing, formatting , storing ,retrieving and printing a text document ?

a-Word processing

b-Spreadsheet design

c-Web design

d-Database management

Answer: a

8-Where should you click to add special graphic object such as process, cycle or hierarchy to the current side?
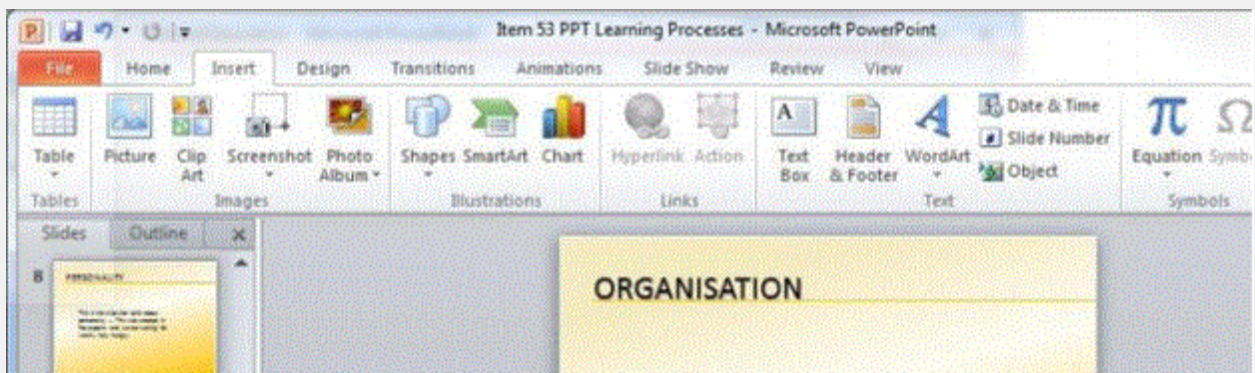
a-Shapes

b-SmartArt

c-Chart

d-WordArt

Answer: b

9-Which of the following must be contained in a URL?

a-A protocol identifier

b-The letters www

c-The unique registered domain name

d-www. And the unique registered domain name

Answer: d

10-Which button can be dragged to control the first-line indent of a paragraph?
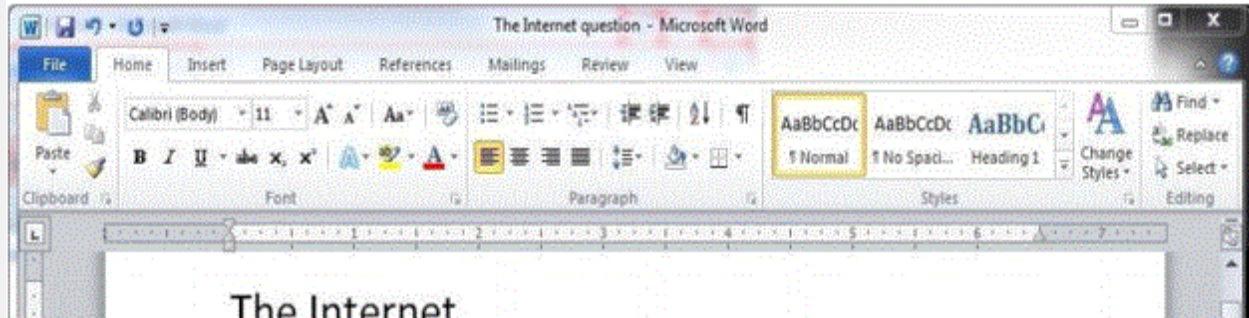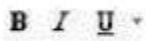
a-

b-

c-

d-

Answer: a

11-Which button when clicked , would immediately merge cells A16:B16 and center the the selected cell inside the merged cell?

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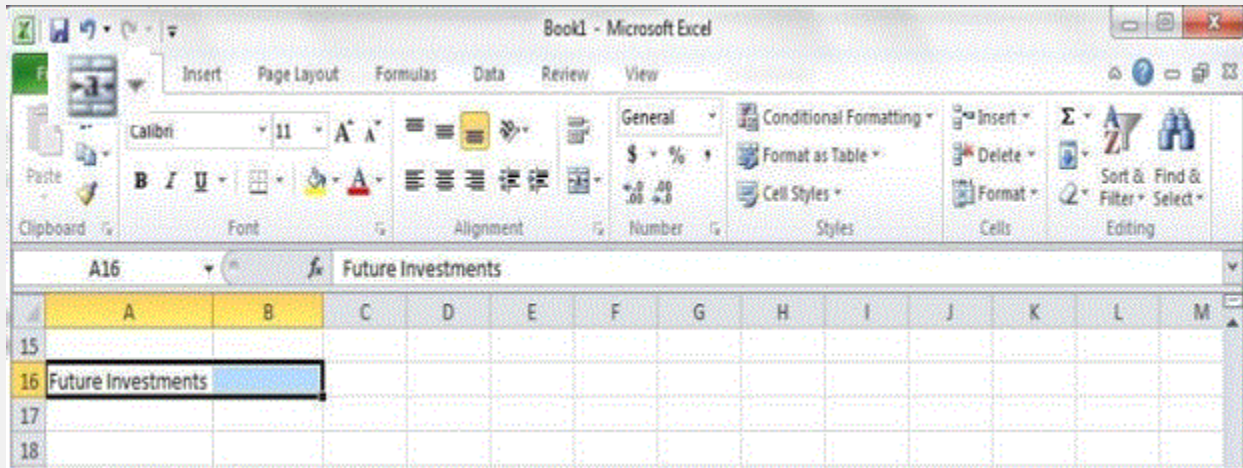
a-

b-

c-

Answer: a

12-Different components on the motherboard of a PC unit are linked together by sets of parallel electrical conducting lines. What are these lines called?

a-Conductors

b-Buses

c-Connectors

d-Consecutive

Answer: b

13-A set of rules for telling the computer what operations to perform is called ?

a-procedural language

b-structures

c-natural language

d-programming language

Answer: d

14-What is the term for how words will appear on a page?

a-Text formatting

b-Character formatting

c-Point size

d-Typeface

Answer: a

15-Which of the following refers to too much electricity and may cause a voltage surge?

a-chock

b-spike

c-virus

d-anomaly

Answer: b

16-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

Answer: d

17-devices convert human ————understandable data and programs into a form that the computer can process.

a-printing

b-output

c-solid state

d-input

Answer: d

18-The primary purpose of software is ————to turn data in.

a-information

b-websites

c-programs

d-objects

Answer: a

19-What is the significance of a faded (dimmed) command in a pull-down menu?

a-The command is not currently accessible

b-A dialog box appears if the command is selected.

c-A help window appears if the command is selected.

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d-There are no equivalent keystrokes for the particular command.

Answer: a

20-A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is _____

a-memory only

b-read only

c-write only

d-run only

Answer: b

21-_____ is the most important/powerful computer in a typical network .

a-Desktop

b-Network client

c-Network server

d-Network station

Answer: c

22-The search companion can————

a-Locate all files containing a specific phrase

b-restrict its search to a specified set of folders.

c-locate all files containing a specified phrase and restrict its search to a specified set of folders.

d-cannot locate all files containing a specified phrase or restrict its search to a specified set of folders.

Answer: a

23-C, in CPU denotes

a-Central

b-Common

c-Computer

d-Convenient

Answer: a

24-Which button should you click in order to start the slide show for you audience?

a-

b-
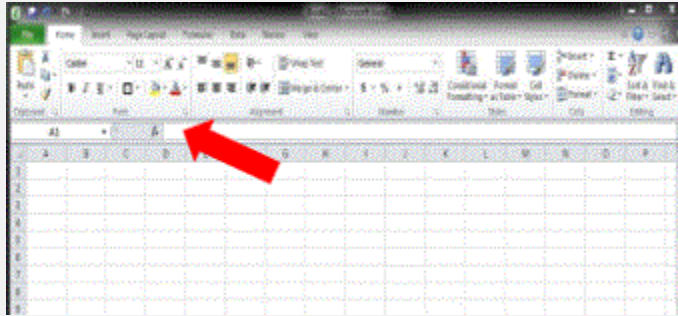

c-

Answer: c

25-What is the name of the thin , white area above the column letters that starts with the "fx" button and stretches all the way to the right edge of the screen ?

a-Ribbon

b-Formula bar

c-Mini toolbar

d-Fix it bar

Answer: b

26-The CPU also called the _____ when talking about PCs, does the vast majority of the processing for a computer.

a-Macroproccessor

b-RAM

c-Memory system

d-Microprocessor
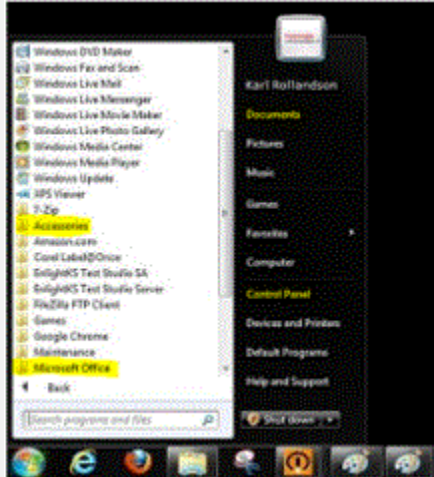
Answer: d

27-A(n) _____ allows you to access your e-mail from anywhere.

a-Forum

b-Webmail interface

c-Message board

d-Weblog

Answer: b

28-Where you would find programs such as Notepad and Calculator?

a-Accessories

b-Microsoft office

c-Document

d-Control panel

Answer: a

29-A mistake in an algorithm that causes incorrect results is called a _____

a-logical error

b-Syntax error

c-Procedural error

d-Compiler error

Answer: a

30-The process of a computer receiving information form a server on the Internet is known as _____:

a-Pulling

b-Pushing

c-Downloading

d-Transferring

Answer: c

31-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.

Answer: c

1- When sending an e-mail, the _____ describe the contents of the message

a-Subject

b-To

c-Content

d-Cc

answer: a

2-You organize files by storing them in_____:

a-Archive

b-Folders

c-Index

d-Lists

answer: b

3- Which of the following refers to the rectangular area for displaying information and running programs?

a-Desktop

b-Dialog box.

c-Menu

d-Window

answer: d

4-in power point, the header and footer button can be found on the insert tab in what group?

a-Illustration group

b-Object group

c-Text group

d-Tables group

answer: c

5- _____ are specially designed computer chips that reside inside on their devices, such as your car or your electronic thermostat

a-Servers

b-Embedded computers

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c-Robotic computers

d-Mainframes

answer: b

6- In the absence of parentheses, the order of operation is:

a-exponentiation, addition of subtraction, multiplication of division.

b-addition or subtraction, multiplication or division, exponentiation.

c-multiplication or division, exponentiation, addition or subtraction.

d-exponentiation, multiplication or division, addition of subtraction

answer: d

7- You can't insert an organization chart to your presentation:

a-True

b-False

answer: b

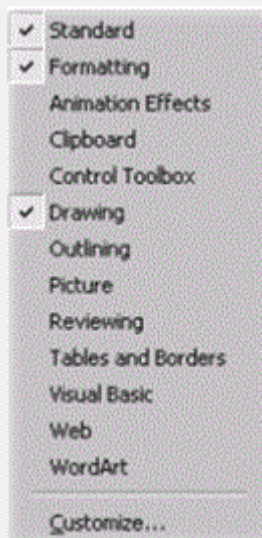What are the right steps to create a shortcut of Microsoft PowerPoint?

a-Start/Programs/MS PowerPoint/Left click/Send To/Create shortcut

b-Start/Programs/MS PowerPoint/Right click/Send To/Create shortcut

c-Start/Programs/MS PowerPoint/Double click/Send To/Create shortcut

answer: b

8-What is this pop-up menu?

a-toolbars

b-clip art

c-drawing

answer: a

9- You can decide what chart type to use in your presentation

a-True

b-False

answer: a

10-What view option is this?

a-Slide view

b-Slide Sorter view

c-Normal view

d-Outline view

answer: b

11-The computers in your office building are connected together so staff can share files and printers. What is this arrangement of computers called?

a-the internet

b-the world wide web

c-a local area network

d-a network port

answer: c

12- what is the best way of preventing your computer from being infected with a virus?

a-Only virus-check e-mail attachments

b-Have update-able anti-virus software running on your computer

c-Have anti-virus software running on your computer

d-Never open any e-mail attachments

answer: b

13- Which one of the following can protect a computer from the risk of unwanted emails?

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a-Anti-spam software

b-Anti-virus software

c-Anti-spyware software

d-PC diagnostic software

answer: b

14-Which one of the following should be used to change your password in your computer?

a-Internet Explorer.

b-Anti-virus software

c-Control Panel

d-Windows Firewall

answer: c

15-Which of these storage devices holds the most data ?

a-Floppy disk

b-CD-ROM

c-Hard Disk drive

d-Thumb drive

answer: c

16-Which is the smallest unit of computer storage ?

a-byte

b-bit

c-kilo bit

d-megabyte

answer: b

17-Which of these is an input device?

a-screen

b-printer

c-Scanner

d-Plotter

answer: c

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18- Which of the following is an example of the use of e-commerce on the Internet?

a-Checking theater availability

b-Booking train tickets

c-Using e-mail

d-Downloading information

answer: b

19- Which device could you use for the output of a music file?

a-Microphone

b-Scanner

c-Digitizer

d-Speech synthesizer

answer: d

20-Which of these statements about Read Only Memory (ROM) is TRUE?

a-Application programs can write data to the Read Only Memory

b-The contents of the Read Only Memory are not deleted when the computer is switched off.

c-The operating system is loaded into the Read Only member when the computer is started

d-Internet pages are stored in the Read Only Memory while they are being loaded.

answer: b

21-What is a trackball?

a-A monitoring system

b-A type of speaker

c-An alternative to the mouse

d-A storage device

answer: c

22- Which of these is NOT an input device?

a-Digital camera

b-Microphone

c-Scanner

d-Speaker

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answer: d

23- Which of these is the major benefit of e-Learning?

a-Easier

b-Cheaper

c-Reduced contact with other students

d-Available at any time

answer: d

24-Which type of memory is used to store applications while they are running?

a-ROM

b-RAM

c-Cache

d-Auxiliary

answer: b

25-Which type of computer stores the common files in a network?

a-Main frame

b-Laptop

c-Desktop

d-Server

answer: d

26- The speed of the Modem is measured in:

a-Megahertz (MHz)

b-Bits per second (Bps)

c-Gigabytes (GB)

d-Megabytes (MB)

answer: b

27-Where should you click to restart the computer?

a-Start button

b-Office button

c-Internet Explorer

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d-Task-bar

answer: a

28-Where should you click to get assistance on how to rename files?

a-Help

b-Help and support

c-Control panel

d-Support

answer: b

29-Where should you click to change the screen resolution?

a-Backup and restore

b-Device manager

c-Color management

d-Getting started

answer: c

30-What is a desktop shortcut?

a-A small file that points to a program, folder, document, or Internet location

b-A large file that points to a program, folder, document, or Internet location

answer: a