

Computer Applications - 2006 SLC

- 1) A computer can be defined as a set of tools that helps you perform information-processing tasks.
A) True
B) False
- 2) Internal memory (RAM) holds software instructions and information for the CPU. Information in RAM is permanently stored.
A) True
B) False
- 3) Software is the set of instructions that the hardware devices carry out, while hardware can be defined as the physical components of a computer.
A) True
B) False
- 4) Computer hardware includes monitors, disk drives, processors, and the operating system
A) True
B) False
- 5) Organizations that are heavily involved in research and “number crunching” employ supercomputers because of the speed with which they can process information.
A) True
B) False
- 6) The terms “Internet” and “Web” define the same concept.
A) True
B) False
- 7) Web browser software allows you to surf the Web.
A) True
B) False
- 8) An Internet service provider (ISP) is a company that provides individuals, organizations, and businesses access to the Internet.
A) True
B) False
- 9) You use the Start button to close down Windows.
A) True
B) False
- 10) In Excel, deleting cells is the same as clearing cells.
A) True
B) False
- 11) You can use Windows Explorer to rename a file.
A) True
B) False
- 12) A user interface is a combination of software and hardware.
A) True
B) False
- 13) When you store information on a computer storage device, that information is always lost when you turn off your computer.
A) True
B) False
- 14) In Excel, if cell A7 contains the formula – A4 + A5 and row 5 is deleted, then Excel assigns the formula =A4 + #REF! to cell A6 (originally cell A7) and displays the error message #REF! in cell A6.
A) True
B) False
- 15) In the formulas version of a worksheet, Excel converts all the formulas to lowercase.

- A) True
B) False
- 16) The three basic tasks that are performed to keep data in a database up to date are: adding new records, changing data in existing records, and deleting existing records.
A) True
B) False
- 17) Fields can be added to an Access table structure and deleted from an Access table structure.
A) True
B) False
- 18) An Access field has the format < in the Format property box. If me93 is typed in the field, Access will display it as ME93.
A) True
B) False
- 19) Word documents are saved with the file extension.doc.
A) True
B) False
- 20) Everything in a computer system falls into one of two categories:
A) software or hardware.
B) hardware or browsers.
C) software or procedures.
D) hardware or protocols.
- 21) A keyboard, mouse, and an Internet video camera are considered forms of
A) output devices.
B) scanning devices.
C) pointing devices.
D) input devices.
- 22) Small hand-held computers that help you perform simple tasks such as note taking, maintaining a calendar, appointment book, and address book would be classified as
A) desktops.
B) notebooks.
C) laptops.
D) PDAs.
- 23) The largest, fastest, and most powerful of all types of computers are called
A) megacomputers.
B) server computers.
C) mainframe computers.
D) supercomputers.
- 24) A(n)_____ is a clickable text or an image that allows you to move from one Web site to another or move to difference places within the same Web site.
A) interlink
B) hyperlink
C) insertion point
D) scroll bar
- 25) A private version of a chat room in which you communicate only with people you choose is a(n)
A) instant messaging.
B) think room.
C) short messaging service.
D) debate room.
- 26) A vast network of networked computers (hardware and software) that connects millions of people all over the world is referred to as the
A) Domain name.
B) Internet.

- C) Web.
D) URL.
- 27) A(n) _____ is the software that allows you to surf the Web.
A) browser
B) URL
C) site address
D) Web site
- 28) The technical term for a Web site address is
A) Web browser.
B) domain name.
C) Web page.
D) Web site.
- 29) The speed of an ink-jet printer is measured by the number of it can print.
A) manuscripts per hour (mph)
B) lines per minute (lpm)
C) characters per second (cps)
D) pages per minute (ppm)
- 30) All of the following except is commonly used application system software.
A) operating system software
B) word processing software
C) database software
D) electronic spreadsheet software
- 31) Valid format symbols that can be entered with a number in an Excel worksheet include all of the following except the
A) comma (,).
B) dollar sign (\$).
C) asterisk (*).
D) percent sign (%).
- 32) To specify an absolute reference in an Excel formula, enter a(n) before any column letters or row numbers that should be kept constant in formulas copied.
A) asterisk (*)
B) number sign (#)
C) dollar sign (\$)
D) ampersand (@)
- 33) Looking for all customers located in Westport is an example of
A) seeking.
B) questioning.
C) searching.
D) looking.
- 34) To delete a record in an Access table, click the row selector for the record to be deleted and then press
A) CTRL + Y.
B) the DELETE key.
C) CTRL + DELETE.
D) CTRL + D.
- 35) Physically rearranging the records in an Access table is called
A) sorting.
B) seeking.
C) indexing.
D) repositioning.
- 36) Which button on the Standard toolbar is used to copy character formatting already applied to text to different locations in the document?
A) Format painter
B) Drawing

- C) Copy
 - D) Paste
- 37) All of the following can be performed during a spelling and grammar check except
- A) identify and correct common grammar errors.
 - B) identify and correct misspelled words.
 - C) add new words to the custom dictionary.
 - D) offer suggestions for alternatives to over-used words through the Thesaurus.
- 38) Which symbol represents an Excel numeric field that is too wide to display?
- A) (???)
 - B) (\$\$\$)
 - C) (***)
 - D) (###)
- 39) Which Excel function also has an icon that can be used as a short-cut to achieve the results?
- A) AutoSum
 - B) Max
 - C) Average
 - D) Min
- 40) Which view displays PowerPoint slides as miniatures?
- A) Slide sorter view
 - B) Normal view
 - C) Slide show view
 - D) Notes pages view
- 41) How a PowerPoint slide is removed from the screen and how the next slide is displayed is called a
- A) Transposure.
 - B) Transfix.
 - C) Transition.
 - D) Transexperience.
- 42) When the first line of a paragraph is aligned at the left and the remaining lines are aligned .5" indented from the left, it is called a(n)
- A) hanging indent.
 - B) auto-indent.
 - C) formal indent.
 - D) first-line indent.
- 43) Default margins in Word documents are
- A) 1.5" top and bottom; 1" left and right.
 - B) 1" top and bottom; 1.5" left and right.
 - C) 1" top and bottom; 1.25" left and right.
 - D) 1.25" top and bottom; 1" left and right.
- 44) The software that controls and manages the computer is called the
- A) operating system.
 - B) command line system.
 - C) Windows program.
 - D) applications programs.
- 45) To see the pop-up menu for the Taskbar, position the mouse pointer on the Taskbar and
- A) double right click.
 - B) double click.
 - C) right click.
 - D) left click.
- 46) To see the contents of the floppy, hard drive, CD-ROM, and network drives, click on which of the following?
- A) Control Panel
 - B) My Computer
 - C) My documents

- D) Start button
- 47) When you first create a new folder, the default name given to the folder is
A) My folder.
B) Blank Name.
C) New Folder.
D) Folder Name.
- 48) To move the insertion point to the very end of a Word document, press which of the following keys?
A) End
B) CTRL + END
C) Pg Down
D) Pg Down + End
- 49) To move the insertion point to the beginning of the current line in a Word document, press which of the following keys?
A) Home
B) Ctrl + Home
C) Pg Up
D) Backspace
- 50) The default line spacing set by Word is
A) single spacing.
B) 1.5 line spacing.
C) double spacing.
D) triple spacing.
- 51) Which of the following should be used if you want to leave a paragraph intact in a Word document, but you want to repeat the paragraph in another location?
A) Edit and paste
B) Copy and paste
C) Cut and paste
D) Move and paste
- 52) The intersection of a row and a column in a table is referred to as a
A) cell.
B) slot.
C) sector.
D) box.
- 53) Which of the following best describes a footer?
A) Text that you want to appear at the end of a document
B) Text that gives a reference to a quote used in the document
C) Text that you want to appear at the bottom of every page
D) Text that you want to appear at the end of a section
- 54) To enter a value into an Excel cell, click in the cell and type the value into the
A) Task pane.
B) Formula bar.
C) Sheet tab.
D) Name box.
- 55) All formulas in an Excel worksheet must begin with this symbol.
A) =
B) +
C) @
D) %
- 56) When several consecutive cells are to be used in the calculation of a formula, such as the Sum function, this set of cells is usually referred to as a(n) of cells.
A) collection
B) range
C) array

- D) series
- 57) When copying formulas from one cell to another, Excel uses relative addressing, which means that
- A) the same function and the same group of cells will be copied to the new location.
 - B) a similar function will be used with the same group of cells used for the calculation.
 - C) the same function will be used, but the letters or row numbers will be changed relative to the destination location.
 - D) the function is copied to the new location, but you must enter the group of cells you want to use for the calculation.
- 58) In order for an Excel cell address in a formula to not change when the formula is copied, use which of the following?
- A) Conditional addressing
 - B) Relative addressing
 - C) Absolute addressing
 - D) Fixed addressing
- 59) The option to display gridlines on a worksheet is located under which tab in the Page Setup dialog box?
- A) Sheet
 - B) Page
 - C) Margins
 - D) Header/Footer
- 60) New Excel worksheets are inserted
- A) after the last existing worksheet.
 - B) to the right of the active worksheet.
 - C) to the left of the active worksheet.
 - D) before the first existing worksheet.
- 61) If you have a database containing information about students, then all the information about one student would be referred to as a
- A) table.
 - B) field.
 - C) record.
 - D) file.
- 62) If you have a database containing information about students, then the student's last name would be an example of a
- A) table.
 - B) record.
 - C) field.
 - D) file.
- 63) Use this view to display an Access table in columns and rows.
- A) Datasheet view
 - B) Form view
 - C) Table view
 - D) Record view
- 64) A relational database is one in which
- A) databases are joined together.
 - B) records are joined together within a table.
 - C) fields are joined together within a record
 - D) tables are joined together within a database.
- 65) Filtering and sorting a table changes which of the following?
- A) The actual data in the table
 - B) The way the data are displayed
 - C) The design of the table
 - D) All answers are correct
- 66) To convert all data in a Access database field to uppercase, key which symbol into the Format field property box?
- A) Carat symbol (^)
 - B) Greater than symbol (>)
 - C) Exclamation symbol (!)
 - D) Plus sign symbol (+)

- 67) If you need to rearrange PowerPoint slides, which view should you go to?
A) Outline view
B) Slide Sorter view
C) Slide view
D) Normal view
- 68) Underline, shadow, emboss, and superscript are all examples of
A) font colors.
B) font styles.
C) typefaces.
D) formatting effects.
- 69) The Collapse button in PowerPoint does which of the following?
A) It displays the slides in miniature.
B) It displays only the text on the slides.
C) It displays only the titles of the slides.
D) It displays only the graphics on the slides.
- 70) When integrating data between two programs into one document, the program containing the data to be copied is called the
A) pasted data.
B) destination data.
C) copied data.
D) source data.
- 71) How high is a character with a font size of 10 points?
A) 10/36 of an inch
B) 10/72 of an inch
C) 10/12 of an inch
D) 10/24 of an inch
- 72) By default, where does Word place tab stops on the ruler?
A) Every .25" mark
B) Every 1" mark
C) Every .125" mark
D) Every .5" mark
- 73) In which of the following would both the column and row references remain the same in Excel when you copy the cell reference?
A) \$B16
B) \$B\$16
C) B16
D) B\$16
- 74) A is not attached to an edge of a window; that is, it displays in the middle of a window and can be moved anywhere in the window.
A) scroll bar
B) status toolbar
C) floating toolbar
D) menu bar
- 75) In Word, the default alignment for paragraphs is
A) right-aligned, or flush margins at the right edge and jagged edges at the left edge.
B) left-aligned, or flush margins at the left edge and jagged edges at the right edge.
C) justified, or flush margins at both the left and right edges.
D) centered, or equidistant from both the left edge and the right edge.
- 76) Access table names can be not more than _____ characters in length and can contain letters, numbers, and spaces.
A) 64
B) 32
C) 256
D) 128

- 77) To start a new line in a cell in Excel, press after each line, except for the last line, which is completed by clicking the Enter box, pressing the ENTER key, or pressing one of the arrow keys.
A) ALT + ENTER
B) CTRL + ENTER
C) SHIFT + ENTER
D) TAB + ENTER
- 78) The extension of _____ is added automatically to a file name when you save a PowerPoint presentation.
A) .pow
B) .txt
C) .doc
D) .ppt
- 79) You can tell that a command has a submenu, because if it does
A) it has a colored border around it.
B) it is highlighted.
C) there is a right arrow immediately following it on the menu.
D) it has an eclipse (...) immediately following it on the menu.
- 80) Which of the following does not indicate that a window is active?
A) Its name is on a recessed dark blue button on the taskbar.
B) Its Maximize button is selected.
C) Its border is highlighted.
D) It is displayed in the foreground of the screen.
- 81) The paragraph mark (¶) is a formatting mark that indicates where the _____ was pressed.
A) SHIFT key
B) TAB key
C) SPACEBAR
D) ENTER key
- 82) The _____ is the small black square located in the lower right corner of the heavy border around an active cell.
A) fill handle
B) move handle
C) sizing handle
D) marquee
- 83) The _____ defines the appearance of letters, numbers, and special characters.
A) font style
B) font form
C) font size
D) font type
- 84) The difference between copying a file and moving a file is
A) copying a file destroys the original; moving does not destroy anything.
B) nothing; they are exactly the same.
C) when you copy a file, you end up with two copies.
D) moving a file destroys the original; copying does not destroy anything.
- 85) The ENTER key should be pressed in all of the following except
A) to insert a blank line into a Word document.
B) in response to certain Word commands.
C) to begin a new paragraph in a Word document.
D) when the insertion point reaches the right margin in a Word document.
- 86) To save a document with a different file name, click
A) Save As on the File menu.
B) Save on the File menu.
C) Save on the Standard toolbar.
D) Save As on the Standard toolbar.

- 87) To change margin settings in Word, click _____ on the Menu bar and then point to the Page Setup command.
A) Tools
B) File
C) Format
D) Edit
- 88) In Word's normal view, automatic page breaks
A) do not display.
B) display on the Word screen as a line separated by the words "Page Break".
C) display on the Word screen as a single, dotted horizontal line.
D) display on the Word screen above the header and footer.
- 89) A list of choices shown on the display screen is
A) an icon.
B) a merge.
C) a menu.
D) a line.
- 90) What is the default alignment of a label in Excel?
A) Center
B) Right
C) Left
D) Justified
- 91) All of the following are examples of computer software except a
A) telephone modem.
B) language translator.
C) database management system.
D) word processing package.
- 92) Excel labels contain what kind of information?
A) Data
B) Values
C) Text
D) Stickers
- 93) When the cell pointer is located in A1 in Excel, then the cell is called a(n)
A) sunk cell.
B) selected cell.
C) inactive cell.
D) active cell.
- 94) What symbol is used before a number in Excel to make it a label?
A) Backslash (/)
B) Asterisk (*)
C) Apostrophe (')
D) Plus sign (+)
- 95) When the mouse pointer shape is a magnifying glass, the previewed page in the Preview window can be clicked to carry out the function of the _____ button.
A) Print
B) Setup
C) Margins
D) Zoom
- 96) The place in the central processing unit where data and programs are temporarily stored during processing is called the
A) read-only memory (ROM).
B) random-access memory (RAM).
C) magnetic tape drive.
D) magnetic disk drive.
- 97) Less than (<), greater than (>), and not (not equal to) are examples of _____ in Access.

- A) comparison operators
- B) conditions
- C) compound values
- D) compound conditions

- 98) If you key Sun in cell B2 and then use the fill handle to place data into cell B3, what will be the resulting entry in cell B3?
- A) Sunday
 - B) Mon
 - C) Monday
 - D) Sun