

1 Most news readers present newsgroup articles in:

(A)threads (B)mail (C)column (D)None of the above

2 Fiber optics have the advantage of \_\_\_\_\_.

(A)being cheaper to install

(B)being easier to install than twisted wire

(C)having no interference

(D)using direct line-of-sight

3 We can set up the margin for

(A)Headers (B)Footers (C)Both a and b above (D)None of the above

4 Windows distinguishes between the different drives by means of a naming convention. Each drive is designated by a letter followed by

(A)a colon (B)an asterisk (C)an exclamation point (D)a semicolon

5 Which of the following characters is allowed in a Windows file name or folder?

(A): (B) ? (C)\_ (D)>

6 Which of the following is a presentation graphics software

(A)MS-Windows (B)MS-PowerPoint (C)MS-Excel (D)MS- Word

7 "To be sure that your presentation will run on a different computer, you could bring \_\_\_\_\_."

(A)your fonts

(B)a copy of PowerPoint to install

(C)a copy of Microsoft PowerPoint Viewer

(D)None of the above

8 "If you import data and want to update the slide when the original data changes, you must \_\_\_\_\_."

(A)embed the data

(B)link the data

(C)insert the data as an object

(D)break the link

9 In slide master footer area appears at

(A)Left of the page

(B)Center of the page

(C)Top of the page

(D)Bottom of the page

10 Following is a type of Slide animation

(A)Flash once (B)Typewriter (C)Fly From top (D)All of the above

11 The following is a slide transition effect

(A)Wipe allover (B)Dissolve (C)Bit by bit (D)None of the above

12 The built-in default copying in Excel is programmed to

(A)use relative position when copying formulas

(B)use absolute position when copying formulas

(C)use mixed position when copying formulas

(D)None of the above

13 nternet is governed by

(A)W3C (World Wide Web Consortium)

(B)IETF (Internet Engineering Task Force)

(C)InterNIC (Internet Network Information Center)

(D)None of these

14 Excel has a number of features that make it a very powerful spreadsheet program. What feature below is NOT a major advantage to using Excel?

(A)"Database functions such as filtering, sorting, etc."

(B)Automatic calculation of numbers and formulas

(C)Charting capabilities

(D)Desktop publishing capabilities

15 The E-mail component of Internet Explorer is called

(A)Messenger Mailbox

(B)Message Box

(C)Outlook Express

(D)None of the above

16 USENET is...

(A)A set of tools reserved exclusively for Internet administrators

(B)Short for United States Electronic Network

(C)A bulletin board system that allows for posting and responding to messages on the Internet

(D)A precursor to the Internet that is now obsolete

17 The CPU (central processing unit) consists of :

(A)"Input, output and processing"

(B)"Control unit, primary storage and secondary storage"

(C)"Control unit, arithmetic-logic unit and primary storage"

(D)"Input, processing and storage"

18 What is the control units function in the CPU?

(A)To decode program instructions

(B)To transfer data to primary storage

(C)To perform logical operations

(D)To store program instructions

19 The ascending order of a data hierarchy is :

(A)Bit-byte-record-field-file-database

(B)Byte-bit-field-record-file-database

(C)Byte-bit-record-file-field-database

(D)it-byte-field-record-file-database

20 The most common input device used today is the \_\_\_\_\_

(A)Motherboard (B) Central processing unit (C)Keyboard (D)System unit

### Answers :

1= B

2= D 3= C 4= A 5= C 6= B 7= C 8= A 9= D 10= D 11= B 12= C 13= A 14= D 15= C 16= 17= C 18= B 19= D

20= C