

# EXERCISE BOOK

## MULTIPLE CHOICE TEST

**1-Another word for the CPU**

- a) executu                      b) microprocessor                      c)micro chip                      d) decode  
answer: B

**2-Graphics for a word processor**

- a) peripheral                      b) clip art                      c)highlight                      d) execute  
answer:B

**3-Designate where the next action occurs**

- a) decode                      b) highlight                      c)select                      d) mother board  
answer:C

**4-To select text by shading as you drag the mouse arrow over the text.**

- a) clip art                      b) highlight                      c)fetch                      d) decode  
answer: B

**5-The main computer that stores the files that can be sent to computers that are network together.**

- a) clip art                      b) mother board                      c) peripheral                      d) file server  
answer:D

**6-To carry out an instruction.**

- a) decode                      b) select                      c) highlight                      d) execute  
answer:D

**7-Hardware devices that are not part of the main computer system and are often added later to the system.**

- a) peripheral                      b) clip art                      c) highlight                      d) execute  
answer: A

**8-Main circuit board in a computer.**

- a) decoder                      b) select                      c) highlight                      d) motherboard  
answer:D

**9-Changing computer language of 1's and 0's to characters that a person can understand**

- a) clip art                      b) decode                      c) highlight                      d) execute  
answer:B

**10-The “desktop” of a computer refers to:**

- a) the visible screen                      b) the area around the monitor  
c) the top of the mouse pad                      d) the inside of a folder                      answer:A

**11-To “maximize” a windows means to**

- a) expand it to fit the desktop                      b) fill it to capacity  
c) put only like files inside                      d) drag it to the trash                      answer:A

**12-Reducing a window until it becomes a button on the task bar is called**

- a) diminish                      b) buttonslip                      c) minimize                      d) collapse  
answer:C

**13-To shut down a Window XP machine, you first must click on**

- a) File                      b) Start                      c) Windows                      d) Edit  
answer:B

**14-The letters, “DOS” stand for**

- a) Data Out System                      b) Disk Out System  
c) Disk Operating System                      d) Data Operating System                      answer:C

**15-The Internet is a system of**

- a) Interconnected Network                      b) Software bundles    c) Web page                      d) Web site  
answer:A

**16-A Web site can contain one or more**

- a) spiders                      b) Web pages                      c) networks                      d) systems  
answer:B

**17-The “home page” of a Web site is**

- a) the largest page    b) the last page                      c) the first page                      d) the most colorful page  
answer:C

**18- In order for your computer to play music you need ?**

- a) A network card and speaker                      b) A sound card and speakers  
c) Nothing more than internal speaker                      d) A CD-ROM drive  
answer:B

**19- In order to access the World Wide Web you need ?**

- a) A internet connection, an Internet Service Provider and browser software  
b) Only Internet Explorer or Firefox  
c) A modem and a browser    d) Nothing.All computers can access the Internet    answer:A

**20- If you have two different printers attached to your computer**

- a) It is not possible to have two printers attached to a single computer  
b) You need to use application software that can recognize both printers  
c) You need to install two different printer drivers in order to be able to print to either printer  
d) You need to install a single printer driver                      answer:C

**21- Which file extension indicate only graphics file ?**

- a) BMP and DOC                      b) JPEG and TXT                      c) TXT and STK                      d) BMP and GIF  
answer: D

**22- Which Windows program do you use to manage folders and files ?**

- a) Windows Explorer                      b) Windows Accessories                      c) Microsoft Office  
d) Windows Control Panel                      answer: A

**23- What is URL ?**

- a) An email address                      b) Communication method between computers and printers  
c) The address of a page on the World Wide Web                      d) The title of a web site  
answer: C

**24- Which one works as an output and input device?**

- a) Modem                      b) Scanner                      c) Mouse                      d) Monitor  
answer: A

**25- What piece of hardware do IDE cables connect to?**

- a- Harddisk                      b- Video card                      c- Cache memory                      d- Floppy disk  
answer: A

**26- What type of connector is used to plug a telephone line into a modem?**

- a) COM1                      b) RJ-45                      c) RJ-11                      d) RJ-10  
answer: C

**27- Which of the below is NOT a cpu paramater ?**

- a) Speed                      b) Cooling                      c) Power Consumption                      d) Thickness  
answer: D

**28- All computers must have ?**

- a) Word processing software                      b) An operating system                      c) A printer attached  
d) A virus checking program                      answer: B





**56- Disk on which you store information?**

- a) plate                      b) data disk                      c) paper disk                      d )TV disk  
answer: B

**57- Allows you to print:?**

- a) Mr. Rogers                      b) ribbon                      c) Control-P                      d ) go now  
answer: C

**58- When your computer stops working suddenly:**

- a) die                      b) down                      c) help!                      d ) crash  
answer: D

**59- The smallest item of useful information a computer can handle**

- a) bite                      b) byte                      c) bit                      d ) baie  
answer: C

**60- Devices that let the computer communicate with you:**

- a) input                      b) output                      c) type                      d ) print  
answer: B

**61- Devices that allow you to put information into the computer:**

- a) input                      b) output                      c) type                      d ) print  
answer: A

**62- Eight bits of data:**

- a) clue                      b) ribbon                      c) control B                      d ) byte  
answer: D

**63- Information:**

- a) data                      b) gossip                      c) rumor                      d ) font  
answer: A

**64- The secret code that gives you access to some programs:**

- a) clue                      b) cue                      c) help!                      d ) password  
answer: D

**65- The different styles of lettering in a word processing program:**

- a) cursive                      b) manuscript                      c) font                      d ) calligraphy  
answer: C

**66- Any letter,number,or symbol found on the keyboard that you can type into the computer:**

- a) character                      b) output                      c) type                      d ) print  
answer: A

**67- A symbol or question on the screen that “prompt you to take action and tell the computer what to do next:**

- a) scanner                      b) prompt and dialog box                      c) hieroglyphic                      d ) Morse code  
answer: B

**68- WWW stands for what?**

- a) Wibble Wobble Wibble                      b) World Wide Web                      c) World Wide Wise  
d) Wonderful Willie Wonka                      answer: B

**70- How big the characters are:**

- a) humongus                      b) virtual                      c) wee                      d ) size  
answer: D

**71- The part of the computer that does the math calculations:**

- a) Arithmetic logic                      b) monitor                      c) numbers                      d ) symbols  
answer: A



**86- The command used to remove text or graphics from a document. The information is then stored on a clipboard so you can paste it.**

- a) cut                      b) potato bar                      c) chop                      d ) page bar  
answer: A

**87- To exit the program without leaving the application .**

- a) file                      b) edit                      c) cut                      d ) close  
answer: D

**88- A removable magnetic disc that holds information.**

- a) floppy disk                      b) hard drive                      c) monitor                      d ) portable  
answer: A

**89- A command that saves what you are working on into the hard drive, or onto a disk.**

- a) view                      b) hold                      c) save                      d ) go  
answer: C

**90- A command to get a file you worked on from the memory where it was stored.**

- a) close                      b) delete                      c) open                      d ) get it  
answer: C

**91- To move down a page in a document.**

- a) jump                      b) fly                      c) wiggle                      d ) scroll  
answer: D

**92- The primary device that a computer uses to store information.**

- a) TV                      b) suitcase                      c) desk                      d ) hard drive  
answer: D

**93- Screen that comes on when you turn on your computer that shows all the icons.**

- a) smurfs                      b) desktop                      c) Carl                      d ) spreadsheet  
answer: B

**94- A program that works like a calculator for keeping track of money and making budgets.**

- a) calculator                      b) scholastic                      c) keyboard                      d ) spreadsheet  
answer: D

**95- Puts information into the computer by pressing this key.**

- a) caps lock                      b) enter                      c) tab                      d ) shift  
answer: B

**96- To add or put into your document such as a picture or text.**

- a) TV                      b) object                      c) plop                      d ) insert  
answer:D

**97- A collection of information organized and up-to-date such as a telephone book, address book, or forms.**

- a) encyclopedia                      b) database                      c) library books                      d ) crosswords  
answer:B

**98- A collection of information organized and up-to-date such as a telephone book, address book, or forms.**

- a) encyclopedia                      b) database                      c) library books                      d ) crosswords  
answer:B

**99- The side bar in a window or word procesor that has an arrow on both ends and a box in the middle that you use your mouse to move the pages up or down.**

- a) scroll bar                      b) potato bar                      c) roll bar                      d ) page bar  
answer:A

**100- To find a saved document in the computer's memory and bring it up on the screen to view.**

- a) reverse                      b) rerun                      c) retrieve                      d ) return



- answer: C
- 101- A program for writing documents**  
a) Power Point                      b) concert                      c) Word Processor                      d ) Printer  
answer: C
- 102- A personel computer**  
a) PC                      b) MC                      c) YC                      d ) SC  
answer: A
- 103- Which of the following are NOT operating systems.**  
a) Units                      b) Linux                      c) Windows 98                      d ) Mac OS8.5  
answer: A
- 104-A chip on the mother board that searchers fort he cpu,memory and hard drive when the computer is turned on initially.**  
a) shoulder chip                      b) ROM                      c) MOR                      d ) mother's help  
answer: B
- 105-The kind of memory that comes from the cpu that is erased when you shut the computer off exit the program that you were in..**  
a) RAM                      b) ROM                      c) enter                      d ) recall  
answer: A
- 106- Which one is not an output device?**  
a) Printer                      b) Monitor                      c) Keyboard                      d) Modem  
answer: C
- 107- Provides a fast, economical and convenient way to send messages to another computer using a modem.**  
a) e-mail                      b) internet                      c) USmail                      d ) UPS  
answer: A
- 108- Refers to a combination of text, graphics, sound, animation, and video.**  
a) multiplication                      b) multitude                      c) multilingual                      d ) multimedia  
answer: D
- 109- To find or locate such as in using the World Wide Web.**  
a) travel                      b) monitor                      c) search                      d ) skim and scan  
answer: C
- 110- An input device used to read text and bar codes or a device to input pictures into a computer.**  
a) copy                      b) eyes                      c) scanner                      d ) download  
answer: C
- 111- Electronic telecommunications system joining many thousands of computers together.**  
a) e-mail                      b) internet                      c) US mail                      d ) UPS  
answer: B
- 112- Pushing the button on the mouse; to place on an icon, text, ets. by using the pointer arrow. (cursor).**  
a) mousketeer                      b) reading                      c) scanning                      d ) clicking  
answer: D
- 113- Which of the following items are NOT input devices?**  
a) keyboard                      b) mouse                      c) printer                      d ) joy stick  
answer: C

**114- A numbering system that is made up of 1's and 0's that the computer uses to understand all letters, numbers, symbols, lines and colors that can be entered into the computer.**

- a) binary code                      b) canary code                      c) zero-one system                      d ) units  
answer: A

**115- Which of the following is NOT an example of hardware?**

- a) Winword                      b) printer                      c) keyboard                      d ) monitor  
answer: A

**116- The bar that is usually located immediately below the menu bar in a window is called a**

- a) tool bar                      b) disk bar                      c) window bar                      d ) catalog bar  
answer: A

**117- What is hardware?**

- a) computer programs                      b) physical components of a computer system  
c) software                      d ) all of the above                      answer: B

**118- All of the following are examples of input devices except**

- a) keyboard                      b) mouse                      c) printer                      d ) disks and disk drives  
answer: C

**119- The CPU is ?**

- a) the brain of the computer                      b) the central processing unit  
c) performs arithmetic and logical operations                      d ) all of the above                      answer: D

**120- A computer program**

- a) is a set of instructions                      b) is software  
c) tells the computer what actions to take                      d ) all of the above                      answer: D

**121- What is the fixed storage device inside the system unit that stores and saves everything you put into the computer even after you turn it off?**

- a) floppy disk                      b) hard disk                      c) CD-ROM                      d ) CPU  
answer: B

**122- What are sockets on the motherboard where you can attach expansion cards?**

- a) circuits                      b) bytes                      c) expansion slots                      d ) circuitboards  
answer: C

**123- The number of horizontal pixels and vertical pixels that a monitor can display is called?**

- a) resolution                      b) clarity                      c) daughterboard                      d ) cathode ray tube  
answer: A

**124- A piece of paper that has your printed work on it is ?**

- a) soft copy                      b) hard copy                      c) file                      d ) software  
answer: B

**125- This is equal to approximately 1,000 bytes?**

- a) bit                      b) gigabyte                      c) megabyte                      d ) kilobyte  
answer: D

**126- A computer's main workplace; it is temporary memory, because once you turn off the computer, all its contents will be erased?**

- a) motherboard                      b) ROM                      c) RAM                      d ) control unit  
answer: C

**127- Sockets on the back of a system unit which connect peripheral devices to the computer are called?**

- a) expansion cards                      b) ports                      c) expansion slots                      d ) circuit boards

answer: C  
**128- A group of computers that are connected so that they may share files, programs, printers, ..**

- a) network                      b) Internet                      c) modem                      d ) PC

answer: A

**129- This is the name for a company that provides access to the Internet.**

- a) Web Browser                      b) Computer System  
c) Internet Service Provider (ISP)                      d ) Indian Sequel Providence (ISP)

answer: C

**130- On your computer, the C: drive is also referred to as...**

- a) Share Drive                      b) Hard Drive                      c) Floppy Drive                      d ) CD-ROM Drive

answer: B

**131- Choices**

- a) exit                      b) boot                      c) options                      d) folder

answer: C

**132- Anything written on the screen**

- a) cursor                      b) text                      c) folder                      d) boot

answer: B

**133- Lets you leave a screen or program**

- a) boot                      b) programs                      c) exit                      d) text

answer: C

**134- The position of the fingers on the keyboard asdfjkl**

- a) test                      b) home row keys                      c) anywhere                      d) friendly keys

answer: B

**135- Instructions that tell the computer what to do. Another name for the software.**

- a) programs                      b) CPU                      c) options                      d) folder

answer: A

**136- An error in a computer's program or software**

- a) input                      b) bug                      c) data                      d) laptop

answer: B

**137- The actual parts of a computer system: keyboard, disk drive, printer, mouse, etc**

- a) mouse                      b) hardware                      c) keyboard                      d) software

answer: B

**138- The act of finding and correcting errors in a computer program.**

- a) debugging                      b) disk drive                      c) file                      d) bug

answer: A

**139- Information of any kind usable by a computer.**

- a) file                      b) laptop                      c) computer                      d) data

answer: D

**140- A collection of information stored in a computer and designed for quick retrieval, expansion, and updating.**

- a) input                      b) information                      c) database                      d) debugging

answer: C

**141- Very large amount of space, equal to 1,024 megabytes.**

- a) CPU                      b) byte                      c) kilobyte                      d) gigabyte

answer: D

**142- A movable indicator on the screen (usually a vertical line or block; sometimes blinking) showing where text would be inserted.**

- a) cursor                      b) keyboard                      c) file                      d) mouse

answer: D

**143- The "heart" of the computer where the actual work (program instructions) is performed**

- a) hardware                      b) CPU                                      c) Harddisk                                      d) debugging  
answer: B

**144- Editing refers to**

- a) changing characters                                      b) deleting characters  
c) inserting new characters                                      d) all of the above  
answer: D

**145- A program or software that performs a specific task, such as word processing or database management is called a(n)**

- a) hardware                      b) application program                      c) software                      d) central processing unit (CPU)  
answer: B

**146- Term is used for starting up a computer.**

- a) boot                                      b) icon                                      c) virus                                      d) network  
answer: A

**147- This determines the amount of information a monitor can display. The lower it is, the larger the image.**

- a) light                                      b) pix                                      c) resolution                                      d) laser  
answer: C

**148- Two or more computers linked together.**

- a) virus                                      b) icon                                      c) boot                                      d) network  
answer: D

**149- Used to measure the amount of information a device can store**

- a) megahertz                                      b) byte                                      c) MEM                                      d) RAM  
answer: B

**150- This type of device allows the computer to communicate with you.**

- a) mouse                                      b) output                                      c) input                                      d) scanner  
answer: B

**151- Memory of a computer is also known as**

- a) MGH                                      b) REM                                      c) GIG                                      d) RAM  
answer: D

**152- Disrupts the normal operation of your computer**

- a) boot                                      b) icon                                      c) virus                                      d) network  
answer: C

**153- The speed of a computer is measured in**

- a) gigabytes                                      b) miles                                      c) megahertz                                      d) meters  
answer: C

**154- Picture used to represent a program or file**

- a) icon                                      b) boot                                      c) network                                      d) virus  
answer: A

**155- Which part of a computer do you type on?**

- a) Monitor                                      b) Printer                                      c) Floppy Disc                                      d) Keyboard  
answer: D

**156- Which part of a computer can show you your work?**

- a) Monitor                                      b) Printer                                      c) Floppy Disc                                      d) Keyboard  
answer: A

**157- Which one of the following categories includes a mouse, keyboard and scanner?**

- a) Output device                      b) Domestic device                      c) Storage media                      d) Input device

answer: D

**158- What is a stored question about information in a database?**

- a) Record                      b) Field                      c) Report                      d) Query                      e) Sort

answer: D

**159- Which one of the following always requires the use of a modem and telephone line?**

- a) Joining two or more computers together so that they can share resources such as software and printers  
b) Using an internet browser to look at a web page  
c) Sending your work to a printer on a school network  
d) Sending a message by electronic mail on a school network

answer: B

**160- What do we call a network whose elements may be separated by some distance?**

**It usually involves two or more small networks and dedicated high-speed telephone lines.**

- a) URL (Universal Resource Locator)                      b) LAN (Local Area Network)  
c) WAN (Wide Area Network)                      d) Server                      e) World Wide Web

answer: C

**161- What is the term to ask the computer to put information in order numerically or alphabetically?**

- a) Crop                      b) Report                      c) Record                      d) Organize                      e) Sort

answer: E

**162- What is an expression that tells how the numbers in a determined set of cells are to be calculated?**

- a) Formula                      b) Field                      c) Data                      d) Query                      e) Report

answer: A

**163- What is the main circuit board in the computer?**

- a) Daughterboard                      b) Sisterboard                      c) Motherboard                      d) Brotherboard                      e) Fatherboard

answer: C

**164- What are the storage memory chips that are able to maintain their contents if the power is disrupted.?**

- a) Windows                      b) ROM (Read-Only Memory)  
c) Temporary Memory                      d) RAM (Random-Access Memory)                      e) Software

answer: B

**165- What are the storage memory chips that are able to maintain their contents if the power is disrupted.?**

- a) Windows                      b) ROM (Read-Only Memory)                      c) Temporary Memory  
d) RAM (Random-Access Memory)                      e) Software

answer: B

**166- What is the name for an address and a method of locating a specific piece of information on the Internet?**

- a) E-Mail Address                      b) Login                      c) Online                      d) URL (Universal Resource Locator)  
e) WAN (Wide area network)

answer: D

**167- What is the spider-like interconnection of millions of pieces of information located on computers around the world?**

- a) LAN (Local area network)                      b) WAN (Wide area network)                      c) WWW (World Wide Web)  
d) Online                      e) E-Mail

answer: C

**168- What is the name for a match between the words or phrases being searched and the items found in an electronic database?**

- a) Bug                      b) Hit                      c) Bit                      d) Default                      e) Boot  
answer: B

**169- A program which helps create written documents and lets you go back and make corrections as necessary?**

- a) home row keys                      b) tool bar                      c) folder                      d) word processor  
answer: D

**170- To put information in a file on a magnetic disk, or in a computer's memory, so it can be used later ?**

- a) store                      b) ship                      c) shift                      d) center  
answer: A

**171- A place where you save or store files in a computer ?**

- a) closet                      b) filing cabinet                      c) directory                      d) desk  
answer: C

**172- Another name for a "directory" is ?**

- a) folder                      b) holding place                      c) storage                      d) disk  
answer: A

**173- A path that electricity follows**

- a) yellow brick road                      b) bike path                      c) circuit                      d) wire  
answer: C

**174- Sets indention, columns and spaces or margins temporarily**

- a) tab keys                      b) monitor                      c) space bar                      d) arrows  
answer: A

**175- Part of the internet where you put your information from your computer out on a web page for others to view**

- a) backyard                      b) table                      c) WWW                      d) upload  
answer: C

**176- Program designed to destroy data on your computer which can travel to "infect" other computers.**

- a) disease                      b) torpedo                      c) hurricane                      d) virus  
answer: D

**177- The software used to control the computer and run programs.**

- a) application software                      b) system software                      c) games                      d) virus  
answer: B

**178- OS stands for:**

- a) Outside                      b) OnlyStop                      c) Operating System                      d) OliverSmith  
answer: C

**179- What is an electronic machine that is sometimes used as a tool to do work?**

- a) Output device                      b) Surge Portector                      c) Microprocessor                      d) Computer                      e) Circuit  
answer: D

**180- What is the command given which stores information on a disk, tape, or other device?**

- a) Print                      b) Copy                      c) Edit                      d) Format                      e) Save  
answer: E

**181- What is an output device that produces a paper copy of information from a computer?**

- a) Printer                      b) Scanner                      c) Hardware                      d) Pixel                      e) Circuit  
answer: A

**182- What term means to modify or change a document or file?**

- a) Crop                      b) Import                      c) Edit                      d) Justify                      e) Insert  
answer: A

**183- What word means to recall a previously saved document, file, or folder?**

- a) Print                      b) Insert                      c) Format                      d) Copy                      e) Open  
answer: E

**184- What is the output device that uses display screen to present processed information?**

- a) Pixel                      b) Query                      c) Monitor                      d) Windows                      e) Word Processor  
answer: C

**185- What term means to erase data from a computer or computer media?**

- a) Justify                      b) Delete                      c) Format                      d) Paste                      e) Scroll  
answer: B

**186- What are the parts of a computer that you can physically touch?**

- a) Computer System      b) Hardware                      c) Output devices                      d) Peripherals                      e) Circuits  
answer: B

**187- What is a hard copy (printed copy) of information on the computer?**

- a) Prompt                      b) Character                      c) Information Processing                      d) Printout                      e) Binary code  
answer: D

**188- What is a message on the screen that requests the operator to enter information or a command?**

- a) Window                      b) Input device                      c) Character                      d) Prompt                      e) Byte  
answer: D

**189- What is part of a database that holds only one type of information?**

- a) Report                      b) Field                      c) Query                      d) Record                      e) File  
answer: B

**190- What is another name for the microprocessor, the main processing unit of the computer? It carries out retrieve, decode, and execute steps of the computer system?**

- a) Circuit                      b) Chip                      c) Function                      d) Windows                      e) CPU  
answer: B

**191- What do we call a collection of two or more computers that are located within a limited distance of each other and that are connected to each other directly or indirectly?**

- a) Network                      b) Internet                      c) LAN (Local Area Network)                      d) World Wide Web  
e) WAN (Wide Area Network)

answer: C

**192- What is part of a database that holds all of the information about one item or subject?**

- a) Record                      b) File                      c) Query                      d) Chart                      e) Report  
answer: A

**193- What is a networked computer that is shared by multiple users?**

- a) WAN (Wide Area Network)                      b) Modem                      c) World Wide Web                      d) Network  
e) Server

answer: A

**194- What do we call anything created with a software program that is stored in a computer?**

- a) Text                      b) Record                      c) Field                      d) Report                      e) Document  
answer: E

**195- What word means to copy or send a file from a local computer to another computer on the Internet?**

- a) URL                      b) Login                      c) Upload                      d) Server                      e) Download  
answer: C

**196- What is the personal computer operating system that organizes files within a computer and uses a graphic desktop environment?**

- a) DOS (Disk Operating System)                      b) RAM                      c) Functions      d) Windows  
e) CPU (Central Processing Unit)

answer: D

**197- What is the temporary storage memory chips that form the computer's primary work space? The contents are lost if power is disrupted?**

- a) ROM (Read-only memory)                      b) RAM                      c) Output      d) Windows  
e) Hard drive memory

answer: B

**198- What is the term for a computer program, usually produced and used maliciously, that can destroy or damage computer information? It is transmitted by floppy disk or by downloading an infected file from an online source?**

- a) Bug                      b) Bit                      c) Byte                      d) Virus                      e) Chip

answer: D

**199- What type of software is used for the creation of letters, papers, and other documents?**

- a) Database      b) Word Processor      c) Spreadsheet      d) Operating Program      e) Windows

answer: B

**200- What is any piece of computer hardware that displays output after the computer has processed the data or information that has been input?**

- a) Microprocessor      b) Motherboard      c) Circuit      d) Output device      e) Search engine

answer: D

**201- What is a large collection of data stored in a computer? You might use this type of program to keep a record of all the friends in your address book.**

- a) Database                      b) Spreadsheet                      c) Operating system      d) Information Processing  
e) Document

answer: A

**202- What is a single binary digit, 0 or 1? It is the smallest unit of data that a computer can process.**

- a) Bit                      b) Byte                      c) Bug                      d) Boot                      e) Chip

answer: A

**203- What do we call a computer program that organizes data in rows and columns of cells. You might use this type of program to keep a record of the money you earned mowing lawns over the summer.**

- a) Word Processor program                      b) Database program                      c) Spreadsheet program  
d) Desktop Publisher program                      e) Operating System program

answer: C

**204- What are the numbers made up of 0's and 1's? They are used in computers to represent information.**

- a) Megabytes                      b) Kilobytes      c) Binary numbers      d) Gigabytes      e) Operating system

answer: C

**205- What is the basic software that a computer needs to interpret input from input devices, run programs, and read from or write to hard drives and disks?**

- a) Microprocessor                      b) Hardware system                      c) Information processing  
d) Modem                      e) Operating system

answer: E



**206- What is a tool that finds Web pages in online databases based on terms and criteria specified by the user?**

- a) Server                      b) Network      c) Internet      d) Search engine      e) World Wide Web  
answer: D

**207- What is a set of eight binary digits (bits that are either 0 or 1) that represent a letter, number, or symbol? (01000011) ?**

- a) Megabyte                  b) Bit                  c) Gigabyte                  d) Kilobyte                  e) Byte  
answer: E

**208- What is any hardware device that is attached to the computer, usually with a cable?**

- a) Output device      b) Peripheral      c) Surge Protector      d) Input device      e) Pixel  
answer: B

**209- What word means to copy or move files from another computer system to your local computer system over a network?**

- a) Upload                  b) Format      c) Default                  d) Function                  e) Download  
answer: E

**210- What is the name for an input device used to read text, images, and bar codes and translate them into digital code?**

- a) Microprocessor      b) Scanner                  c) Keyboard                  d) Processor                  e) Pixel  
answer: B

**211- What do we call two or more computers physically connected by cables to share information or hardware?**

- a) Modem      b) Server                  c) Internet                  d) Network                  e) URL  
answer: D

**212- What is the name of the device that links your computer with other computers and information services through telephone lines?**

- a) WAN      b) LAN                  c) Server                  d) URL                  e) Modem  
answer: E

**213- What is an on-screen display listing available options or functions?**

- a) Tool      b) Menu                  c) Document                  d) Format                  e) View  
answer: B

**214- What is a representation on a computer screen that allows the user to organize access to applications and stored information?**

- a) Toolbar      b) Document                  c) Report                  d) Desktop                  e) Window  
answer: D

**215- What is the global network of millions of computers linked by telephone, cable, and fiber-optic links that can share information?**

- a) Internet      b) Network                  c) Server                  d) LAN                  e) Search engine  
answer: A

**216- What is an on-screen function in a software program that allows the user to perform a specific tasks?**

- a) File                  b) Menu                  c) Tool                  d) Hit                  e) Document  
answer: C

**217- What do we call preparing and organizing a disk before information can be stored on it? This creates the "template" by which data can be stored and retrieved?**

- a) Save                  b) Format                  c) Upload                  d) Input                  e) Boot  
answer: B

**218- Which type of programs are used for the preparation and editing of letters and other documents?**

- a) Word processors                      b) Spread sheets                      c) Databases                      d) Word for Windows  
answer: A

**219- What is menu?**

- a) Lets the select different chooses.                      b) Lets the user enter data.  
c) Lets the user use Mouse.                      d) Lets the user enter the options.  
answer: A

**220- What does a cpu do?**

- a) Data managing                      b) Outputs                      c) Calculation, moving, adding, etc  
d) Transfer high-level language to low-level language  
answer: A

**221- Which protocol is used to transfer xml documents ?**

- a) Http-s                      b) Ssl                      c) Soap                      d) Wssl  
answer: C

**222- Which keyboard key can remove the characters?**

- a) Break                      b) Delete                      c) Clear                      d) Ctrl+clear  
answer: B

**223- Which key board key can move cursor certain amounts of characters right?**

- a) Break                      b) Tab                      c) Clear                      d) Next  
answer: B

**224- Which keyboard key is used to send the commands to the computer?**

- a) Ins                      b) On                      c) Enter                      d) Send  
answer: C

**225- What is permission?**

- a) Permission is a right that controls how users gain Access to a shared folder.  
b) Permission centralize administration.  
c) Permission is a mechanism that a user can be denied when he attempt to open the files.  
d) Permission is read rights that can be given to everyone.

answer: A

**226- What is a video adapter?**

- a) Video adapter is a card that plugs into a personal computer to give it display capabilities.  
b) Video adapter is a display unit that shows the data.  
c) Video adapter is a interface connects the computer and screen.  
d) Video adapter is a protocol that translates the images.

answer: A

**227- Who is an administrator and what does he/she do?**

- a) Administrator is a person that creates user and group accounts..  
b) Administrator is a person that manages the hard disk files.  
c) Administrator is a person that sends administrative mails.  
d) Administrator is a person that have full control over the domain and computer.

answer: D

**228- What is www?**

- a) World wide web a system for exploring the internet by using hyperlinks.  
b) World wide web a system for making it worlds connect to each other.  
c) World wide web a system for internet users.  
d) World wide web a system for connects internet sites.

answer: A

**229- Which media holds more information ?**

- a) Floppy diskette                      b) DVD                      c) CD-ROM                      d) Zip drive

answer: B

**230- Which one is an email address ?**

- a) <http://vianet.com/index.htm>                      b) D:\\Email\\Standard                      c) joesmart@billme.com  
d) [Chaminade.org/teachers/mailaddresses](http://Chaminade.org/teachers/mailaddresses)

answer: C

## QUESTION AND ANSWER

1. What do you call the space where the computer does its processing?
2. What is it called when you remove some information from a file or remove a file from the disk?
3. What kind of a file is the kind that we care about most (memos, letters, pictures, etc.)?
4. Using the desktop metaphore, what is the hard drive (and other kinds of storage media like floppy disks)?
5. What do you do to get rid of a window that you've opened?
6. What do you do when you make changes to a document?
7. What menu command do you use to give a file a name and a place to live?
8. What is the cool technical name for devices that hold files and folders?
9. Where do you move icons when you want to get rid of or delete them?
10. What part of your computer do you use most to edit word processing documents?
11. What do we call those small, pictorial representations of objects we see on the desktop?
12. What can we create, rename and move around that allows us to sort out and organize our files?
13. What do we call it when you "loose" all the work you've done since the last time you saved?
14. What do we call pressing the mouse button twice in rapid succession?
15. What do we call keys that change the meaning of what you type?
16. What view in a windows arranges the icons (often by name, but you can sort in other ways) and shows more information about them?
17. What do we call the main chip of the computer that makes everything go or the box that holds the guts of the computer?
18. What part of a window that allows you to move through documents?
19. What menu command allows you to go back to a document you've already worked on?
20. What is a synonym for "Opening" a program application?
21. What is the name of the most widely used operating system for personal computers?
22. Which way should the "tail" of the mouse point when you use it?

23. What do we call the part of the screen you can click on which displays a list of commands?
24. What do we call the basic software that allows your computer to work?
25. What do we call moving an object on screen with the mouse?

### ANSWERS

```
answers[1] = "RAM";
answers[2] = "Delete";
answers[3] = "Document Files";
answers[4] = "File Cabinet";
answers[5] = "Close";
answers[6] = "Edit";
answers[7] = "Save As";
answers[8] = "Volume Icons";
answers[9] = "Recycle Bin";
answers[10] = "Keyboard";
answers[11] = "Icons";
answers[12] = "Directory";
answers[13] = "Crash";
answers[14] = "Double Click";
answers[15] = "Modifier Keys";
answers[16] = "List View";
answers[17] = "CPU";
answers[18] = "Scroll Bar";
answers[19] = "Save";
answers[20] = "Application Files";
answers[21] = "Windows";
answers[22] = "Documents";
answers[23] = "Menu";
answers[24] = "System Files";
answers[25] = "Drag";
```

## FILL IN THE BLANK TEST

### 1- Storage devices.....

- a) Stores programs & data    b) Displays data    c) Controls the peripherals.    d) Enter data  
answer: A

### 2- Input devices.....

- a) Displays data    b) Controls the peripherals    c) Enter data.    d) Stores programs & data  
answer: C

### 3- Main memory .....

- a) Stores programs and data    b) Holds the program and data being used by processor  
c) Controls the peripherals.    d) Enter data

answer: B

### 4- Joystick.....

- a) Control computers by speech    b) Display high Quality graphics  
c) Play action games.    d) Print text silently and Quickly.

answer: C

### 5- Voice recognition device.....

- a) Control computers by speech    b) Display high Quality graphics  
c) Play action games.    d) Print text silently and Quickly.

answer: A

### 6- Laser printer.....

- a) Control computers by speech    b) Display high Quality graphics  
c) Play action games.    d) Print text silently and Quickly.

answer: D

### 7- Part of the main memory of a computer is.....

- a) Volatile    b) Fixed    c) Strong    d) Read onyl  
answer: B

### 8- Each group of information stored in a backing store is.....

- a) Directory    b) Ítem    c) File    d) Cluster  
answer: A

### 9- A disk/ disket must be ..... before using.

- a) Opened    b) Formatted    c) Ínitialized    d) Closed  
answer: B

### 10- The only language that computers can understand is.....

- a) Basic    b) Fortran    c) Cobol    d) Machine codes  
answer: D

### 11- Diagram that shows the steps of a process will be carried out is.....

- a) Schema    b) Analysis    c) Program    d) Flowchart  
answer: D

### 12- Most important type of system software is.....

- a) Languages    b) Tools    c) Operating system    d) Backup utilities  
answer: C

### 13- Operating system must be compatible with the.....

- a) Central processor    b) Language the computers use    c) Cd-Rom driver    d) Boot diskette.  
answer: A

### 14- A web service is new..... over the internet.

- a) Communication type    b) Application model    c) Sizer    d) Programming language

answer: A

## MATCHING PROBLEMS

1	Which device allows your computer to talk to other computers over telephone line as well as access the internet?	2	Keyboard
2	Which of the following is not an output device?	8	Gigabytes
3	What is the permanent memory built into your computer called	3	ROM
4	How much information can a CD (Compact Disk) usually store?	6	One Million
5	Which of the following is not an input device?	7	CPU
6	Approximately how many bytes make one Megabyte	4	650 Mb
7	Which part is the "brain" of the computer?	5	Monitor
8	The capacity of your hard drive is measured in	1	Modem

A	also known as a trash bin for deleted items	H	Minimize
B	brings back the window to the size it was before you made it larger	I	Taskbar
C	small pictures representing programs	F	Title Bar
D	enlarges the window	G	Close
E	usually the color of this picture is yellow	D	Maximize
F	located at the top of the window and it is usually blue and has the name of the window on it	A	Recycle Bin
G	exits the window	E	Folders
H	removes the window from the screen to the taskbar	J	Desktop
I	located at the bottom, it shows all the programs (windows) that you have opened	C	Icons
J	the main work area of the computer	B	Restore

A	Press and hold the left mouse button, then move the mouse	B	Point
B	Move the mouse to a position, so that it points to an object	E	Click
C	Click the left mouse button twice rapidly	D	Right Click
D	Click the right mouse button	A	Click and Drag
E	Press and release the mouse button	C	Double Click







## Puzzle-2

=

MONTIRO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	3	14			6			
RYOKABDE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		7					11	
MOSUE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
		13	5	9				
DEMMO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
					12			
CUP	<input type="text"/>	<input type="text"/>	<input type="text"/>					
		1						
RAHD DKSI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		10	8					
LOFPY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
		15	2					
RNTEIPR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		4						

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	2	3	4	5	6	7	8	9	10	11	12	1	13	14	15

Unscramble each of the clue words. Copy the letters in the numbered cells to other cells with the same number

**Answer puzzle-2**

MONTIRO  MONITOR  
3 14 6

RYOKABDE  KEYBOARD  
7 11

MOSUE  MOUSE  
13 5 9

DEMMO  MODEM  
12

CUP  CPU  
1

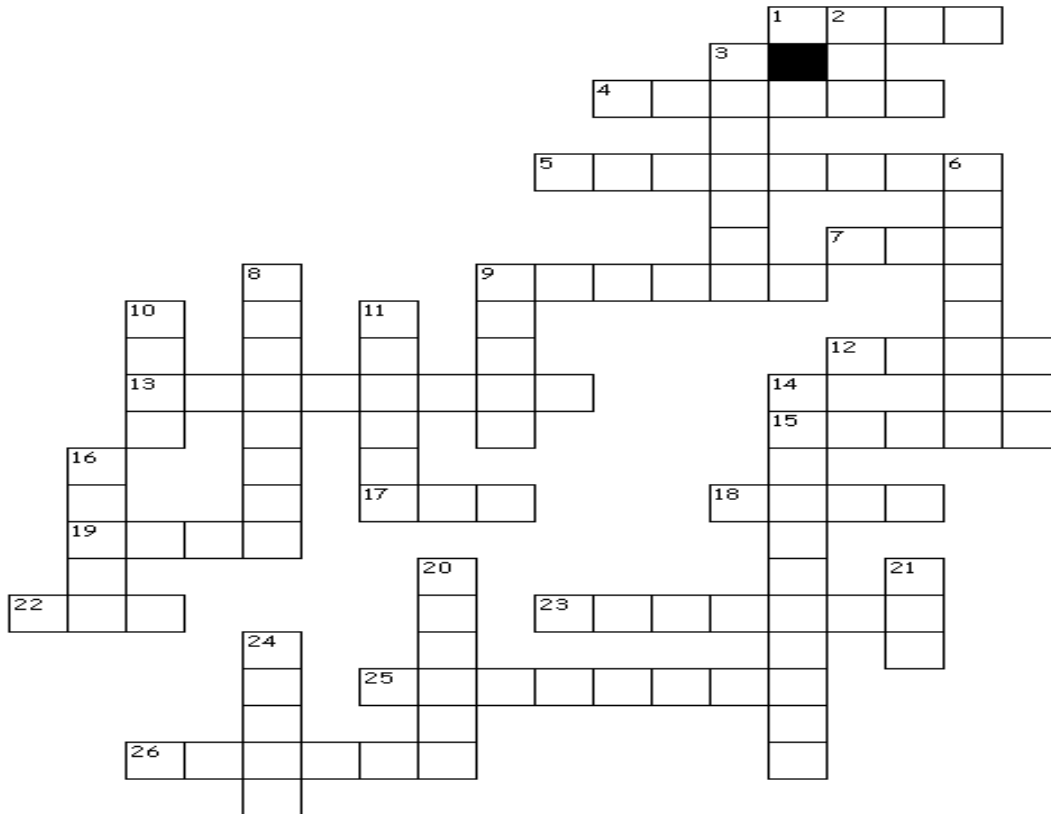
RAHD DKSI   HARD DISK  
10 8

LOPFPY  FLOPPY  
15 2

RNTEIPR  PRINTER  
4

**COMPUTERS ARE COOL !**  
   !  
1 2 3 4 5 6 7 8 9 10 11 12 1 13 14 15

**Puzzle-3**



**Across**

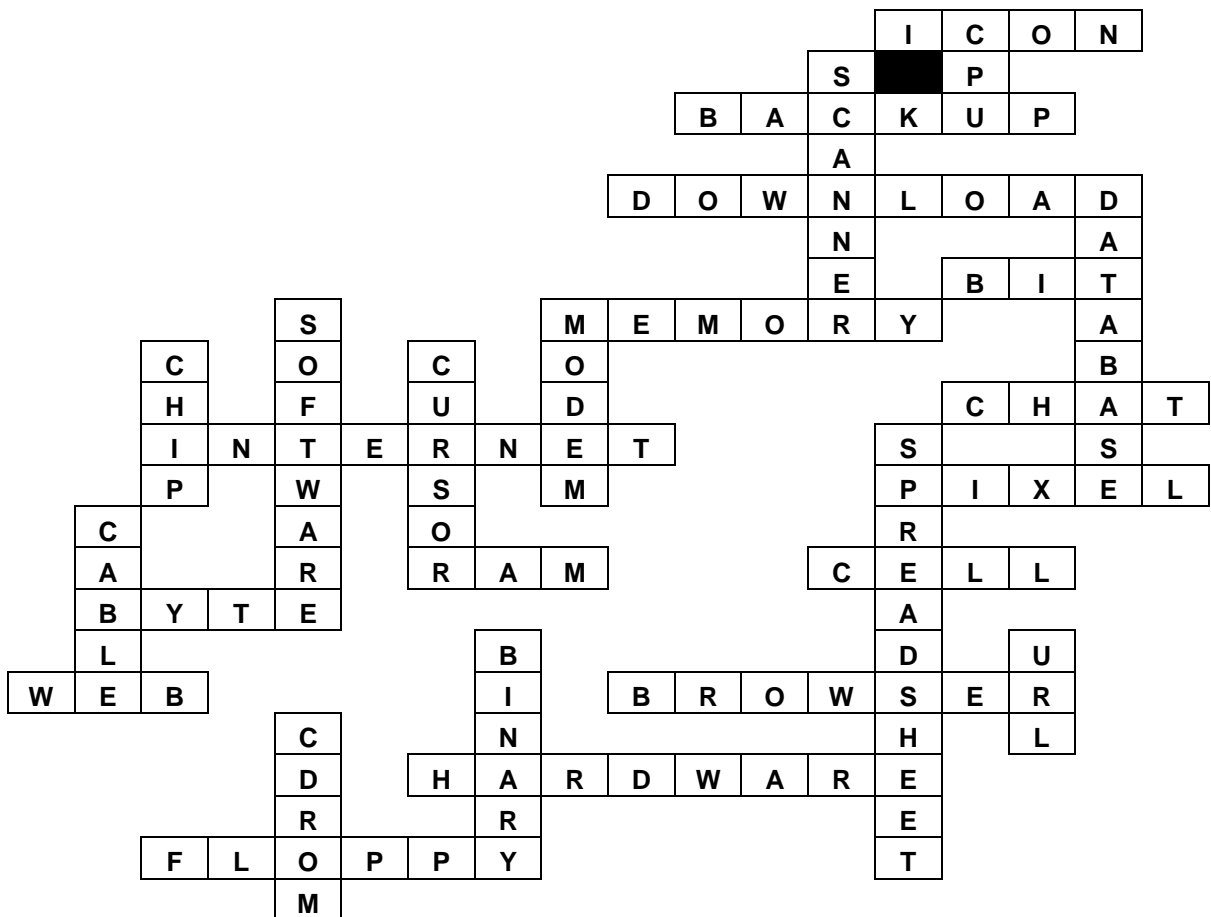
- 1. Tiny picture on the screen.
- 4. Extra copy of a document or program.
- 5. Get a file from another computer, across a network.
- 7. Tiny unit of information storage consisting of an on/off signal.
- 9. Temporary storage on chips.
- 12. Communicate with someone on another computer by typing rather than talking.
- 13. Millions of computers around the world connected by a network of networks.
- 15. Tiny dot of light on the screen.
- 17. A kind of memory, it holds files and programs only while you're using them.
- 18. Where a column and row intersect on a spreadsheet.
- 19. 8 bits.
- 22. Part of the Internet that has linked pages of pictures, sounds, video and text. ("You can find it on the \_\_\_\_\_.")
- 23. Software program that you use to explore the Web.
- 25. The parts of a computer system that you can touch. ("The computer is made up of software and \_\_\_\_\_.")
- 26. Portable diskette that holds 1.4MB of data.

**Down**

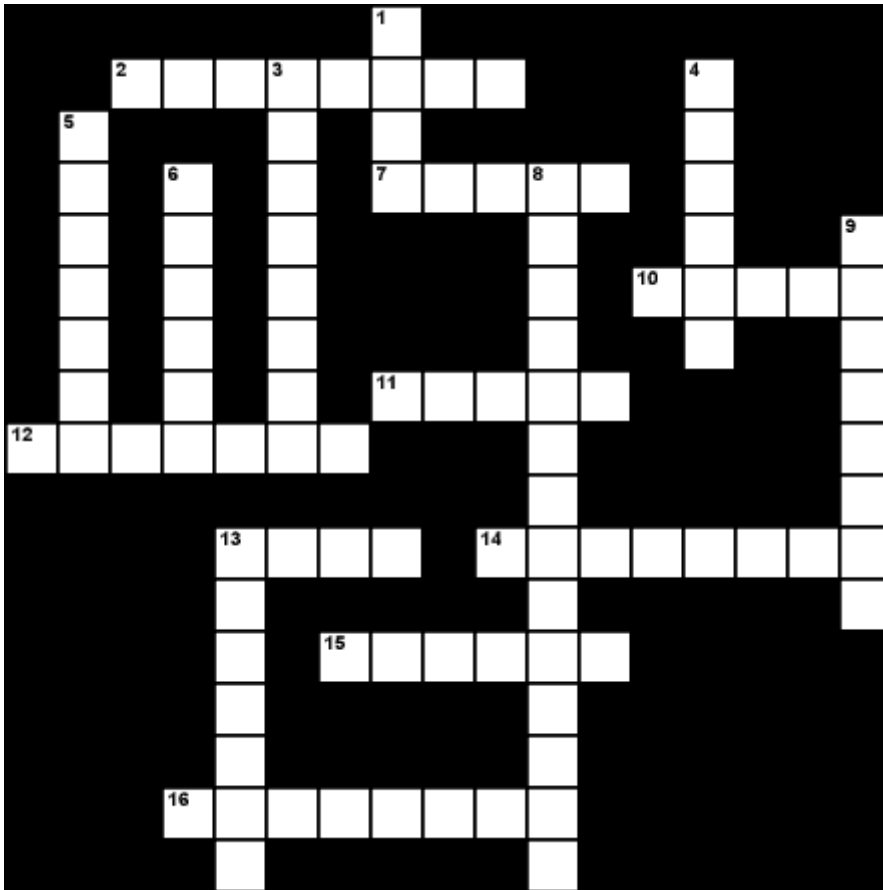
- 2. Also known as a processor, it's the chip that is the most important part of the computer.

3. "Takes a picture" of something and digitizes it.
6. A searchable, organized collection of information.
8. The programs that run on a computer.
9. Device that connects a computer to a network via a telephone line.
10. Tiny piece of silicon with electronic circuits; the CPU is one.
11. Line or shape on the screen that shows where the next character will go.
14. Document that organizes data in rows and columns of cells.
16. Bundle of wires that connects computer parts.
20. A way of counting using the numbers 0 and 1.
21. Website address.
24. Portable disk that stores about 650MB of "read only" information. (Usually written with a hyphen in it.)

**Answer puzzle-3**



**Puzzle-4**



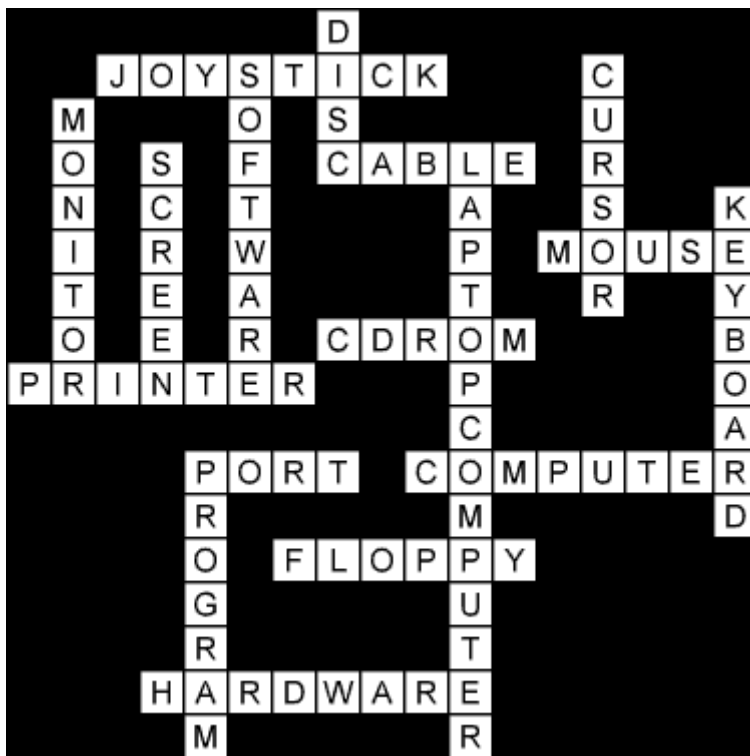
**Across**

- 2. device used to control the movements and direction of a model airplane, a video-game character, etc.
- 7. a covered bundle of wires that carries electronic messages
- 10. a small device for controlling computer functions
- 11. Compact Disc - Read Only Memory, (in computers) a disk that holds up to 600k of information, but the information usu. cannot be changed
- 12. a device attached to a computer, used for making paper copies of material produced on the computer
- 13. a place on the outside of a computer where you plug in a cable that connects the computer to other devices, such as a printer
- 14. an electronic device that stores and allows changes in information through the use of instructions (programs) to do various types of tasks, like word processing and accounting
- 15. a computer diskette
- 16. machines, esp. computer equipment

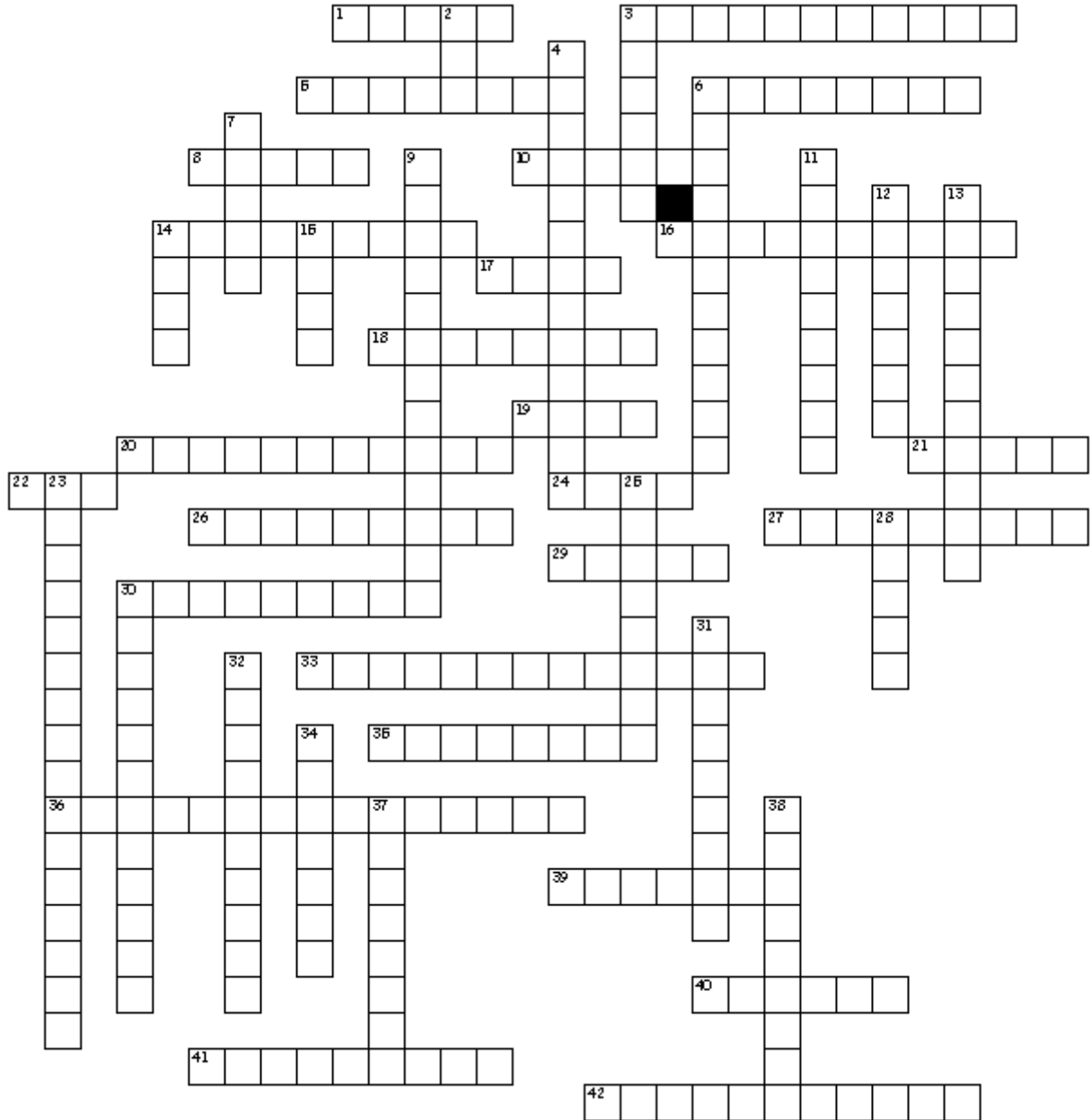
## Down

1. disk, a thin flat circular plate
3. in a computer, a set of instructions that lets a person perform certain tasks, such as word processing, adding numbers, or reading information on the Internet; software is not part of the machine itself
4. an arrow, black line or other sign on a computer screen that shows where you are writing.
5. a screen, as on a television or computer, that displays information
6. the surface on which a film or television show is seen
8. a small, portable computer
9. a row or rows of keys (on a piano, computer, etc.)
13. a set of coded instructions telling a computer how to process information

## Answer puzzle-4



# Puzzle-5





**Across**

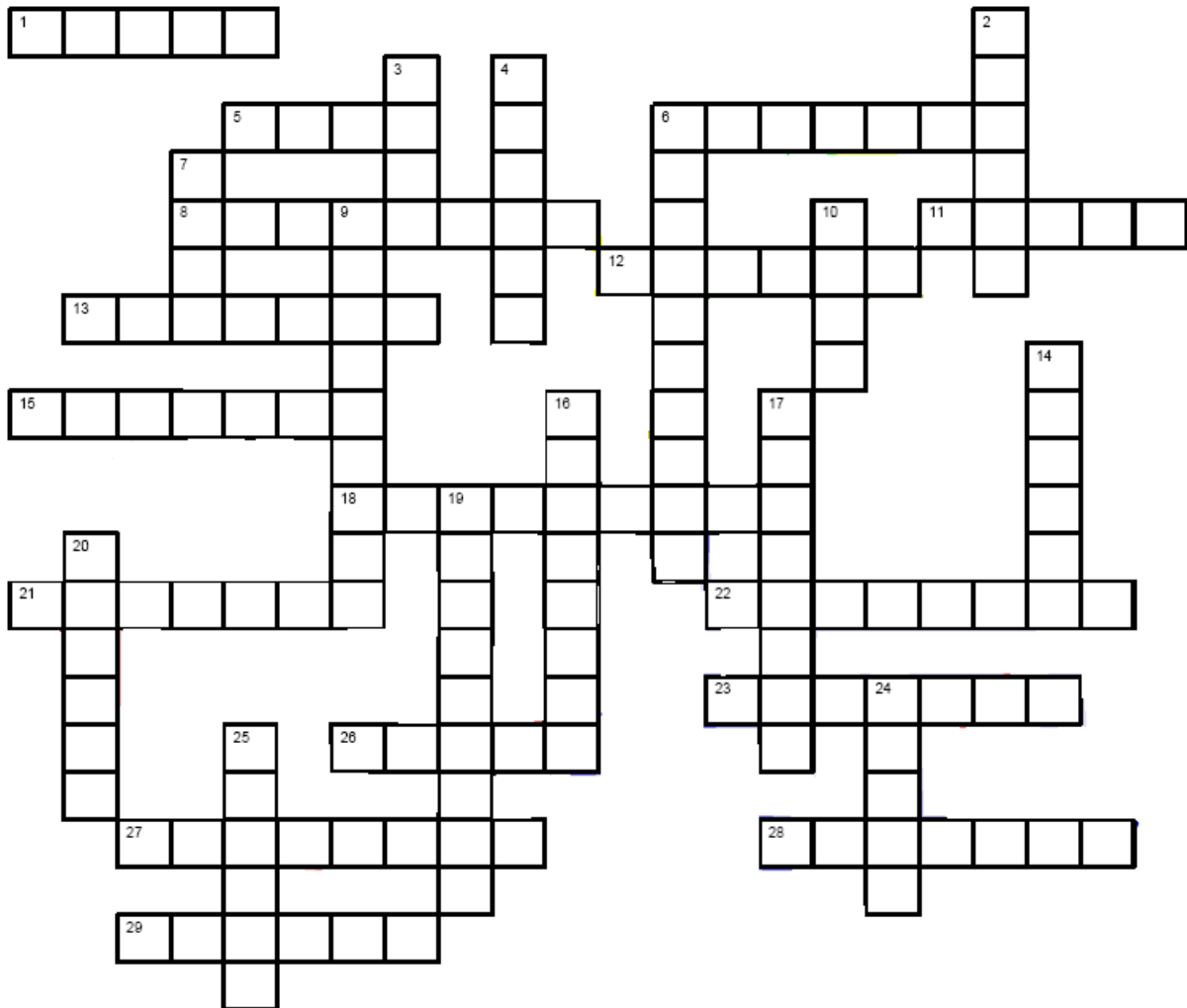
1. - select an object by pressing the mouse button
3. - hard drive
5. - machine that processes data
6. - to quit all applications and turn off the computer
8. - place where you put files and folders you want to get rid of
10. - give the file a name and/or store the file in a certain place
14. - where your files live
16. - place to put files and folders you want to delete or get rid of
17. - displays a list of commands
18. - primary text input device
19. - unit of measure = 1,000
20. - press the mouse button twice in rapid succession
21. - pointing device that allows you to tell the computer what to do
22. - space where the computer does its processing
24. - make a change to existing data
26. - organize files and other folders
27. - determines the size of your window
29. - disengage a disk or tape file that has been opened
30. - Mb is 1,000,000 bytes
33. - files you care about
35. - orders the icons by name and shows more information about them
36. - system software that allows your computer to work
39. - points to a specific object
40. - remove data from file or disk
41. - files you create and edit
42. - collections of documents and other folders

**Down**

2. - main chip of the computer
3. - allows you to organize files and folders
4. - making data and storing it as a file
6. - allows your computer to work
7. - loose your work
9. - individual document files
11. - personal computers from Apple
12. - on-screen representation of a desktop
13. - allows you to dialog with the computer
14. - move an object on the screen
15. - tell the computer to create a file on disk
23. - place where you create and edit a document that application makes
25. - allows you to see icons of folders and files
28. - small pictorial on screen representation of an object
30. - keys that change the meaning of what you type
31. - electronics term
32. - press the right button on the mouse
34. - most widely used operating system for personal computers
37. - instructions that tell the computer what to do
38. - allows you to move around through your document



## puzzle-6



### Across

1. The sound the mouse button makes when pressing it
5. An electronic container holding data of some type
6. A process that can run on a computer; for example, Microsoft® Word or Excel
8. A machine that runs programs; it can process work electronically
11. Normally, a unit of physical hardware that can store files of data electronically
12. A frame on a computer's monitor that shows the results from a normally running application
13. A unit of hardware that graphically displays one or more applications running on a computer
15. To return something to an earlier state; for example, to return an application window to its normal size
18. One of the buttons on a mouse that normally opens context-sensitive menus on the monitor; it is usually pressed with the middle finger

21. The panel which appears from one side of the monitor to the other at the bottom of the monitor's screen; it usually contains the Start Button on the left side, and the System Tray on the right side
22. Application programs that run on a computer; these are usually bought at a computer store, and loaded onto the computer to run
23. One of the buttons on a mouse that normally selects something on the monitor's screen; if double-clicked on an application's icon, it causes the application to run on the computer; it is usually pressed with the index finger
26. An action that usually stops or terminates something; for example, this action can refer to making a window disappear on the monitor's screen
27. Usually, a metallic unit that is electrically and physically hard-wired to a computer at some place; for example, a storage device within the computer
28. The graphic display that shows on a monitor when a computer is turned on and begins to run; similar to using table surfaces, or of ink blotters on tables in offices of the past
29. On a computer, an electronic container for files containing data concerning a single topic or category, or files used for a single purpose or task

## **Down**

2. Units of hardware that store data only while the computer is turned on and running
3. A graphical list of tasks or applications from which to choose usually displayed by the click of a mouse button
4. An action whereby an item is picked on the monitor's screen and is thereby highlighted in some way differently than other objects on the screen; for example, this action prepares something for formatting in a word processor
6. A unit that is connected externally to a computer to perform some specific task; for example, a printer, or any USB device; the prefix for this word is from the Greek meaning 'around and about' in modern parlance
7. A graphical symbol showing on a monitor's screen or within an application that usually serves as a shortcut to a common process or procedure
9. Known as a CPU, this unit of hardware (along with the power supply) is the heart of any computer; it is the reason why a computer can compute
10. Provides shape and character to letters or symbols typed on the monitor's screen, especially important within word processors or presentation software; for example, it helps provide individual expression in the creation of things like birthday cards and posters
14. This term refers to the blinking vertical bar noticed especially in areas where text might be typed; the term refers to the present position where something entered or input would appear; it is not the same thing as a mouse pointer
16. This action refers to making a window disappear without actually closing it; the opposite action would be to maximize the size of the window making it cover the entire surface of the monitor's screen
17. This unit of hardware allows entry of typewriter symbols to the computer, which the computer can use to start or relay directives to programs; or, for example, place the symbols entered into word processing documents
19. A term that refers to a place in memory that can hold data created by a person or a program so that it can be copied or moved elsewhere in the same application, or into another application
20. A mobile computing device that is smaller, lighter, and easier to carry around than a full desktop computer



**ANSWER WORD SEARCH -2**

- - - - - B - -  
- - - - - O - - -  
M - - H - O - - - -  
- E T - K - - - -  
L M D M E I K O O C  
L R A O - - - K - -  
- R U - M - - N - -  
K - - - - - I - -  
R E S W O R B L - -  
- E G A P E M O H -

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D F L O P P Y H - W  
A I L I N U X A - I  
C - H - - - - R - N  
O - - P - - - D - W  
T - - - L - - D - O  
U - - - - E - I - R  
A - - - - - D S - D  
- - - - - K - -  
M O N I T O R - - -  
- - D R A O B Y E K