J15 EDUCATIONAL CONSULTS

MOTTO: BRINGING KNOWLEDGE TO YOUR DOORSTEP
TEL: 07013644096. , 09057133772

CIT102:SOFTWARE APPLICATION SKILLS II

____is a british mathematician who has been been credited as the first initiator in the evolution of today's computer system **Sir Charles Babbage**

____is as old as 3000 BC and was primarily used as a calculating device to aid memory **Abacus**

The first computing machinery built in 1812 by Babbage was a model called the__ **Difference Engine** a device capable of performing any calculation such as addition, subtraction, multiplication and division according to instructions coded on cards is called____ **Analytical Engine**

____called the father of computers till today

Charles babbage

_____was the first electronic computer built in 1945.

ENIAC(Electronic Numerical Integrator And Calculator)

The first computer to perform arithmetic and logical operations using a stored-program within it was called the____

EDSAC (Electronic Delay Storage Automatic Computer).

The full meaning of EDVAC is __

Electronic Discrete Automatic Computer

The first commercial electronic computer was the __

UNIVAC I (Universal Automatic Computer).

The first generation computers used ____

vacuum tubes

The second generation computers used ___

Transistors

The third generation computers used ___

Integrated Circuits (IC's).

The 4th generation computers used___

Large Scale Integrated (LSI) circuits and Very Large Scale Integrated (VLSI) circuits.

Today's computers fall within the ___

Fourth generation group

____category of computers specially housed in big buildings are very large and majorly owned by large organizations in the past decades. **Mainframe Computers**

____are computers next down from mainframes computer

Mini computer

____can be properly called medium-sized computers but can perform many of the tasks that mainframes can on a reduced scale. **Mini computers**

_____is coined from the fact that it is designed using the microprocessor.

Microcomputer

_____ are also called Personal Computers

Microcomputer

____ are portable computers about the size of a notebook and can be placed on your lap while travelling in a bus

Notebook or laptop

_____ are the latest and smallest computers available in the market now

Palmtop computers a computer system is made up

physically of _____main parts **three(the system**

unit,the monitor and the keyboard)

_____ implies provides the ability to interconnect directly or indirectly all the other computer devices

Motherboard

The most common items on a motherboard are __

Sockets

The brain of the whole computer system, otherwise known as the __

CPU(central processing unit)

Common storage devices used by the computer are called___

DRIVES

___is simply a device that communicates with the computer and interprets the data on the storage media associated with the drive **Drive**

_____ is also simply called the Processor

CPU

There are _____ functions of a CPU

Six(Arithmetic operations ,Logical operations ,Input and Output (I/O) operations ,Data movements ,Data manipulations ,Jumping of instructions)

_____are three components add up to constitute the CPU

Arithmetic logic unit(ALU),control unit(CU),memory unit(MU)

_____ is therefore called the workhorse of the CPU.

Arithmetic logic unit(ALU)

The CU part of the CPU operates in what is called ___

fetch-execute cycle

1byte is equal to____

8bits

1 Kilobyte (KB) is equal to__

1024 bytes

1 Megabyte (MB) is equals to____

1,048,576 bytes

1 Gigabyte (GB) is equal to___

I, 073, 741,824 bytes

RAM stands for__

Random Access Memory

_____means that the cells are organised so that the access time for any cell is the same for any other cell and this is accomplished by arranging the cells in a 2-dimensional array like a spreadsheet.

Random Access Memory(RAM)

____ is the workpad of the Computer

Random Access

Memory(RAM) unlike

RAM, ROM is ____ **non-**

volatile

ROM stands for __

Read Only Memory

When the computer is switched of the contents of ROM _____still remain intact

ROM

____is simply the memory used for permanent storage as opposed to the Main Memory. **secondary memory**

hard disks, floppy disks and the CD ROM's are examples of ____

secondary memory devices

____is any device, including I/O devices and backup storage devices, that is connected to a computer **Peripheral**

The terminology used for the combination of the Input and Output devices is called the __ **Transport Devices**

____ devices are used to get commands and data into the computer.

Input

____ is generally called the Standard Input Unit

Keyboard

The mouse is a member of the group called __

Pointing Devices

__are also input devices specifically used for some computer games. **Joysticks**

___ is also an input device that records your voice data to the computer.

Microphones

___ are used to convey the results of computer processing.

Output devices

LCD stands for __

Liquid Crystal Display

___are used for getting hard copies of output of computer processing. **Printers**

Printers are usually categorized into ____types

Three(dot matrix,inkjet,laserjet)

Inkjet and Laser Jet Printers are ____ **Non-Impact printers**

_____belong to the group of Impact Printers **Dot Matrix printers**

____is the number of dots per inch (dpi).

Resolution

_____are also called Secondary or Auxiliary Memory devices.

Storage devices

A common keyboard has _____keys

104

____is a collection of computer programs that helps you to run other programs and manage other devices on the computer system. **OS(operating system)**

____is an OS that allows you to run only one program in the Main Memory and processed at a time

Single user OS

_____OS supports many users to share the same resources or devices of the computer system simultaneously

MULTI USER

_____is a typical example of OS that runs programs and arranges them in window-forms.

Windows Operating System

_____is an enclosed frame within which your application program runs.

Window

_____is a graphical representation of a program, a file or a program activity which you can just double-click to run or open a command / instruction

ICON

_____is where the icons of programs running in “Hidden Windows” window represented by the Time Indicator.

System Tray

___*is* a source from which data can be obtained or any destination to which data information can be sent. **File**

the instructions meant to run an application are stored in____

Program Files

while the information created by using an application is stored

in ___ **Data Files.**

Letter “A” is usually used by the OS to Identify your

___ **floppy drive**

letter “D” is used for the

CD-ROM drive

Bitmap or Graphic Image has an extention of___

.bmp

Microsoft Word has an extention

of___ **.doc**

Microsoft Excel has an extention of___

.xls

Microsoft Access has an extention of___

.mdb

Notepad has an extention of___

.txt

A way of helping your search is to use some characters that are used for groups of files characters are called **Wildcards**

Wildcards are of _____types

Two(*(asterisk) and (?(question mark)

____ where the deleted files or folders are kept until you finally decide to permanently remove it from your hard disk. **Recycle bin**

_____is simply the art of imagining a problem and conceiving its stepwise solution and then finally expressing the solution steps as instructions for a computer system to execute. **computer programming**

____is a collection of commands that direct the control of a. computer system

Programming Language the Languages can be categorized as___

level,purpose,structure,orientation,translation

Computer programming languages are classified by level into _____ways **Two(low level and high)**

A ____level language is the only language the computer actually understands

Low

the ____needs no translation because its instructions are made up of zeros and ones (O's and l's) which are the expression the computer understands **machine language**

___was developed to use symbolic names or mnemonics to alleviate some of the difficulties encountered using Machine language. **Assembly language**

____translates the original program, called the Source Program into what is called the Object Program

Compiler

___simply translates the source program to machine language as the program is being executed **Interpreter**

___doesn't compile or interprets a program but simply assembles

Assembler

____simply uses the power and speed of a computer machine to perform some mathematical calculations or simulate some real life situations **modeling software**

____packages are the applications that programs the routine tasks of recording and filing of information

Database Management

MODEM which stands for ___

Modulation DEModulation

____ is used for converting analog signals received by your computer into digital forms via the telephone line connection

MODEM

___are the applications developed to create Web Pages on the Internet

Web publishing tools

____are applications used majorly to prepare multimedia presentations as slides some of which you can animated to add some sound effects.

Presentation tools

___tools are specialized application software meant to help Managers or Decision-Makers to control their projects

Project Management

____are specialized software packages developed for Mathematical modeling problems **Mathematical Applications**

___software are generally designed to make text preparation very easy.

Word Processing

___is the term for changing of a document

Editing

A cell address is also called a called__

identifier

A rectangular point of a row and a column is called a__

Cell

A worksheet is arranged in rows and__

Column

Every Electronic spreadsheet software uses a rectangular grid of cells called a

Worksheet

____ is the office application used for database activities

Microsoft access

E in Microsoft excel stands for__

Autosum

___ menu provides options for editing and manipulating text

Edit

____ option saves your document, using the current filename or the one given to it by Microsoft Word. **Save**

Selecting____ in word simply opens a blank screen for you to create a new document. **New**

_____ screen allows you to see how your document will appear on paper before printing it.

Preview

___ simply means Treasury of Synonym and Antonyms where you can select alternative words for same words **Thesaurus**

_____ involves changing the appearance of a document

Formatting

In Word Processing environment, the _____ is very similar to the tip or point of a pen and it indicates where text will appear next when it is entered from the keyboard **Cursor**

_____ is the term for changing of a document.

Editing

Oracle provides _____dapplication

Oracle

Microsoft project is an application used for___

Project management

The application used for easier calculation is

Excel

Microsoft _____ is an application used for text preparation

Word

____ is an application used for Presentations

Powerpoint

A very good example of

Desktop Publishing

packages is the Microsoft

publisher

_____ packages are used for **creating**

published materials such as Newsletters,

Brochures and Flyers. **Desktop publishing**

Database Management packages are the applications that computerize the routine tasks of recording and filing of____ **information**

Electronic Spreadsheet application is majorly used in business by accounting professionals to perform ____calculation **Financial**

A modelings oftware simply uses the power and____ of a computer machine to perform some mathematical calculations or simulate some real life situations
speed

Editing is simply defined as Text____
Manipulation

A compiler translates the original program, called the Source Program into what is called the___ **object program**

____ languages are the machineindependent Languages
High lelvel

The ____ phase of computer programming consists of debugging or removing the program errors and the program testing. **Fourth**

The third phase of computer programming is also called the starting point of___
implementation

In computer programming The____stage is where you as a programmer, plan the logic of the solution. **Design**

In_____ phase of computer programming the problem is described and fully analysed.
First

Every drive has what is called a Root__
directory

The instructions meant to run an application are stored in___
program files

_____ key creates a space Character

Spacebar

The four arrow keys on the keyboard are used for___

navigation

The layout of most electronic keyboards closely follows that of the___keyboard **qwerty**

The keys carrying digits on the keyboard are called the__

Numeric keys

Keys with the combination of alphabets and numbers on the keyboard are called the____keys **alphanumeric**

The most common display device is the____

monitor

A projector is also an example of output device **agree**

The control panel option can be located under which button **start**

Joystick is considered as an _____ device **input**

Expert systems are programmed to imitate human thought by comparing facts **agree**

Having access to a collection of information in a given field of study is a feature of an expert system **agree**

Which of these is not an example of a publishingsoftware **none of the options**

Word Processing software are generally designed to make text preparation very easy **agree**

Word Processing software are generally designed to make text preparation very easy **agree** one of these is an example of integrated application suit **all of the options**

Problem – Oriented languages, programmers specify what to be accomplished without the development of procedures, which is left to the language **agree**

Procedure-oriented languages help programmers to solve a problem by indicating the procedures to be used by the computer **agree**

One of these is an example of a high level language except__ **none of the options**

The mouse is a member of the group called ____
Devices

Descriptive which of these is not a type of computer? **Midi Computer**

One of these does not help in computer processing
process unit

Which of these is not a typeof output device?
Speedjet

One of these converts computer digital information into what we can understand **Display devices**

_____ is considered as a computer peripheral. **Mouse**

A memory of 2 bytes is equivalent to how many bits?

16units

In an effort to sort the allowance of staff using a computer, what part of the CPU is responsible for that?

Arithmetic logic unit

One of these is a trend type when plotting trend lines of a graph **all of the option**

There are _____ types of statistical analysis **2**

One of these is considered as a computer standard input unit

keyboard

Which of these is not a type of printer?

Runjet printer

One of these is a type of statistical analysis

Descriptive

One of these is not a component of a computer's

CPU

Execute unit Invitation and greeting cards can be best created using _____

Publication Applications

Desktop publishing applications can be used to design one of the following except _____ **none of the option**

Common storage devices used by the computer are called_____ **drives**

An excel worksheet can be used as a tool to monitor and keep of patient temperature **agree**

Control panel window can be opened using _____

Start bar

These are options of functions that can be performed using control panel except_____ **none of the options**

The task of editing consists of the following: except the_____

None of the options

Normally, the _____ cannot store all the data it requires at the same time as running program **processor**

One of these is not contained in the computer memory **partial memory**

Which of the following mouse keys, plays the same role as the Option key on the keyboard? **Secondary key**

All the following are input devices except the _____ **None of the options**

All the following are input devices except the _____

Program

Which of the following mouse keys, plays the same role as the ENTER key on the keyboard? **Primary key**

The mouse _____ is often used to prevent the mouse from gathering dust. **Pad**

_____ components and speakers are basic requirements for going through electronic tutorials **sounds**

Which of the following could be classified as an impact printer? **None of the option**

The sole purpose of Word Processing software is to make _ _____ preparation very easy. **None of the option**

The major merit of integration is the ability to exchange data between _____. **Application**

Which of these is a word file extension?

.docx

Which of these is not a trend type when plotting trend lines of a graph? **None of the options**

Which of these is not a trend type when plotting trend lines of a graph? **None of the options** which of these is not a common type of data used in field types in a database application? **None of the options**

Which of these is not an example of database application? **None of the options**

These are the steps of opening MS-Access except _____

Select control panel

Microsoft access uses one of these design types **all of the above**

One of these is a method of searching of data from a database

_____ **all of theoption**

word Processing environment, the Insertion Point is called

a ___ **Cell Pointer**

____is simply a mathematical expression that returns a result. In Electronic Spreadsheet, some values displayed are results of formulas **Formula**

____is a data structure consisting of different items of data, all related to a common subject **Record**

___is the group of records that hold all the data involved

Database Table

Statistical analysis plays an important role in _____

Business planning

One of these converts computer digital information into what we can understand **Display devices**

Data can be searched in the database using ____

All of the above

Instructions given to the computer to execute are in form of _____

Commands

One of these is a design type in microsoft access

All of the above

When using a table in microsoft access as a new user it is strongly advised to make use of the _____

Wizard

One of these is not among the steps of opening MS-
Access **Select control panel**

DBMS, stands for Database management _____
System

Usually the character fields of a DBMS are limited to _____
characters **255**

_____ option saves your document, using the current filename or the one given to it by Microsoft Word. **Save**

Selecting _____ in word simply opens a blank screen for you to create a new document.
NEW

_____ screen allows you to see how your document will appear on paper before printing it.
Preview

In Word Processing environment, the _____ is very similar to the tip or point of a pen and it indicates where text will appear next when it is entered from the keyboard **Cursor**

_____ is the term for changing of a document.
Editing

Oracle provides application for _____ application
Database

Microsoft project is an application used for _____
Project management

The application used for easier calculation is

_____ **Excel**

_____ is an application used for text preparation

Microsoft word

_____ applications were among the first commercial uses of digital computers. **Accounting**

Database Management packages are the applications that computerize the routine tasks of recording and filing of _____ **Information**

Electronic Spreadsheet application is majorly used in business by accounting professionals to perform _____ calculations **Financial**

A _____software simply uses the power and speed of a computer machine to perform some mathematical calculations or simulate some real life situations. **Modeling**

_____ is the manipulation of characters by a machine to serve communication purposes. **Word Processing**

Editing is simply defined as Text ___

Manipulation

A compiler translates the original program, called the Source Program into what is called the _____

Object orientated

_____ languages help programmers to solve a problem by indicating the procedures to be used by the computer. **Procedure oriented**

In _____ phase of computer programming the problem is described and fully analysed.

First

Every drive has what is called a Root _____

Directory

The instructions meant to run an application are stored in____

Program files

Windows Operating System is a typical example of OS that runs programs and arranges them in _____

Window forms

The _____ is a collection of computer programs that helps you to run other programs and manage other devices on the computer system. **Operating systems**

Ordinarily, there are __ cursor-control keys on a standard keyboard **Four**

The __ Key is also referred to as the Return Key in the older design of electronic keyboards **Enter**

The input device that records voice data to the computer is the __.

Microphone

The computer system will reboot itself once the following combination of keys: __ are pressed.

Ctrl + Alt + Del

The __ Key is used to end the current line of the text and start a new one when typing.

Enter

On pressing the Caps Lock key, an indicator light appears at the top __ corner of the keyboard **Right**

The monitor uses the same Cathode Ray __ like the
television set **Tube**

The input device specifically used for computer games is the ___
Joystick

The mouse was originally designed for computer ___ that run on the windows operating system **Application**

One can receive Television channel signals on the computer by means of an appropriate __ device.
Communication

The Inkjet and Laser Jet Printers are classified as __ printers.
Non-impact

The Standard Output Unit is the __
Monitor

The __ unit part of the central processing unit operates in a __cycle.
"Fetch-execute"

All the following are operations of the Central Processing Unit except __
Bit manipulation

It is more expensive to produce __ Crystal Display used by laptops than the conventional monitor used by desktops. **Liquid**

The __ makes it possible to interconnect directly or indirectly to all the other computer devices **Motherboard**

The __ disk drive is the most common type of removable drive

Floppy

Jumping of instructions is a specific function of the __

Central processing unit

A good number of electronic keyboards adopt the features of the __ keyboard

QWERTY

Ordinarily, there are __ cursor-control keys on a standard keyboard

Four

Jumping of instructions is a specific function of the __

Central Processing Unit

My Documents Folder is the ___ folder where Microsoft Office saves documents **Default**

The __ makes it possible to interconnect directly or indirectly to all the other computer devices **Motherboard**

Information __ provide the settings within which data and information management activities are performed. **Systems**

The main goal of __ is to facilitate effective creation, computation and analysis, storage and retrieval, transfer and delivery of data.

Data management

Data __ activities involve the inflow of data to the system from other systems. **Input**

Among the specialised scientific methods or languages for expressing information with data are the __ number and counting systems **Decimal**

Rules, ___ or styles of structure guide how sentences can be strung together to form paragraphs.

Conventions

Decimal number and counting systems entail use of the digits 0, 1 ...9, in various combinations to express ___. **Integers**

All the following are classified as pictorial and graphic symbols except __.

Wraps

The __ system is important in computing because computers are designed to process, store and transmit data in the form of binary numbers and signals

Binary

The act of writing is a data __ process.

Recording

Computers can store a vast quantity of data in very small media such as computer __ and disks **Tapes**

System analysis involves so many practical steps which include all the following except __. **Form diagram flow**

__ facilitates the development of functional and reliable application packages.

Software engineering

__ can simply be described as the aggregate of computer programs as well as their appropriate documentation and set of data required for real life processing.

Software

__ describes an overview of the new system in terms of interface, structure and technology. **System design**

__ gives detailed description of what the system should look like within the context of its functionality, required effect and technology. **System specification**

New __ systems , ordinarily supplement existing.
Feasible

The ___ ensures that the project is achievable in terms of budget, expertise and technology **Project management**

Activities that are directly related to the development of software are known as software ___ activities.
Project construction

Software maintenance is a critical step in software
__ Project management

The __ identifies the problems the new software is expected to solve.
Requirement analysis