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CIT202 - APPLICATIONS OF COMPUTER IN BUSINESS SUMMARY

There is no one single definition of a computer.
True

A _____ is a fast operating machine that can be used for the home and business to enhance productivity.
Computer

A _____ is a collection of electronic parts or hardware that has a set of electronic instructions called software.
Computer

All computers perform the same basic functions they enable you to _____ and manipulate information.
Store

All computers perform the same basic functions they enable you to store and _____ information.
Manipulate

A few years ago computers were easily classified as mainframe, minicomputer or_____.
Microcomputer

_____ computers were physically large and powerful systems capable of supporting hundreds of users.
Mainframe

_____ were small humble machines with 8-bit or 16-bit processors, 16Kb to 256Kb of RAM and 5 to 10 Mb of disk storage, used mainly for games and basic word processing.
Microcomputers

_____ is the term used for the most powerful computer available at any time.
Supercomputer

Supercomputers are typically tailored for very fast processing of what are known as _____ applications.
number crunching

The _____ is the most well known supercomputer named after its designer, Seymour Cray.
Cray

_____ are the most common type of computers in existence today
Microcomputers

A _____ is a computer with a microprocessor as its central processing unit.
Microcomputer

A_____ is a personal computer (PC) in a form intended for regular use at a single location, as opposed to a mobile laptop or portable computer.
desktop computer

The term _____ refers specifically to a horizontally-oriented case, usually intended to have the display screen placed on top to save space on the desk top.
Desktop

A _____ is a handheld computer also known as small or palmtop computers.
Personal Digital Assistant (PDA)

A Personal Digital Assistant (PDA) is also known as small or_____.
Palmtop computers

WWAN stands for_____
Wireless Wide-Area Networks

A _____ is a small and lightweight portable computer, with most of the features of a standard laptop computer but smaller.
Subnotebook

The term "ultra-mobile PC" (UMPC) is also frequently used to refer to such machines, although this also refers to a small form-factor tablet PC platform.

Subnotebooks are smaller than laptops but larger than handheld computers and UMPCs.

A _____or simply laptop (also notebook computer, notebook and notepad) is a small mobile computer, typically weighing 3 to 12 pounds (1.4 to 5.4 kg)
laptop computer

Laptops may utilize a touchpad also known as a_____
Trackpad

The term _____ was coined at the time when most computers were cabinet sized like Mainframe Computers.
Mini computer

_____ were much smaller, less powerful, and much less expensive than Mainframe Computers.
Mini computers

Mini computers were typified by small word sizes such as 8 or 16 bits whereas larger machines had larger word sizes.

_____ is a largely obsolete term for a class of multi-user computers that lies in the middle range of the computing spectrum, in between the largest multi-user systems (mainframe computers) and the smallest single-user systems.
Minicomputer

_____ computers are used in large institutions such as government, banks and large corporations.
Mainframe

_____ (often colloquially referred to as Big Iron) are computers used mainly by large organizations for critical applications, typically bulk data processing such as census, industry and consumer statistics, ERP, and financial transaction processing.
Mainframes

_____ refers to computers compatible with the computer architectures established in the 1960s.
Mainframe

Large systems that are not based on the System/360 are referred to as either "servers" or "supercomputers".

The first Web server running anywhere outside Switzerland ran on an IBM mainframe at Stanford University as early as _____
1990

_____refers to a computer that is dedicated to the task of storing and retrieving large amounts of data
Server

_____ process web pages and web applications.
Web servers

_____ are computers that are intended to serve one user and may contain special hardware enhancements not found on a personal computer.
Workstations

_____ (more commonly known as PDET's) are handheld devices that are used to record or capture data away from the mainframe computer that they are linked to.
Portable data entry terminals

Examples of PEDTs include: Barcode readers Gas Meter Optical mark readers (as in lottery ticket readers) Optical character recognition Scanner Graphics tablet Magnetic stripe reader

_____ computers are general purpose CPUs that are a part of a machine or device
Embedded

_____ computer runs a program that is stored in read only memory (ROM) and is only intended to operate a specific machine or device
Embedded

A _____is focused on performing one task involving intense numerical calculations such as weather forecasting and solving scientific problems.
Supercomputer

A computer system is made up of both hardware and_____.
Software

Software is another term for_____.
computer program

_____controls the computer and makes it do useful work.
Software

Without software a computer is useless
True

_____ refers to the physical components that make up a computer system.
Hardware

CPU stands for_____
Central Processing Unit

_____ is the memory that the computer uses to temporarily store the information as it is being processed.
Random Access Memory or RAM

The more information being processed the more _____ the computer needs.
RAM

One of the first home computers used 64 kilobytes of RAM memory (Commodore 64).

RAM memory chips come in many different sizes and speeds and can usually be _____
Expanded

Memory chips range in size from 1 Mb to 4 Gb.

The physical component or materials on which data are stored are called_____.
storage media

A _____ is a piece of hardware that permanently store information.
storage device

_____ are used to store information.
Disks

All information on computers are stored in_____.
Files

The size of a file is measured in_____.
Bytes

A _____is approximately one character (letter 'a', number '1', symbol '?'
Byte

A byte is made up of _____ bits.
8

A bit is simply an on or an off signal which passes through the computers circuitry.

Every piece of software can be broken down into a series of on or off signals or its _____
Binary Code

About a thousand bytes is a kilobyte (Kb).

About a million bytes is a megabyte (Mb).

About a billion bytes is a gigabyte (Gb).

About a trillion bytes is a Terabyte

One Terabyte is a Petabyte

One Petabyte is an Exabyte

Disk are a common way of transporting information such as bringing files home from work or sharing files.

_____ have become less useful as file sizes increase and Compact disks (CDs) and Digital Video Devices (DVDs) are becoming more popular.
Floppy disks

Compact disks or CDs can store large amounts of information.

CD-RW which stands for _____
Compact Disk - Read/Write

DVD disks can store _____ Gb on standard disk
4.5

_____ allow you to store large files, such as movies, on a single disk.
DVD recorders

_____ store the majority of information on today's modern computer.
Hard disks

Floppy disk or diskette comes in two basic sizes; 5.25 inch and 3.5 inch.

Information is stored in an _____ form much like a cassette or video tape.
Electromagnetic

The _____ is the storage device which contains computer files - or software
Disk

The _____ is the mechanism that runs the disk.
Drive

_____ or thumb drives work slightly differently as they use memory cards to store information on.
USB Flash Drives

Flash drives or thumb drives range from 512 Mb to 8 Gb in capacity.

_____ are the computer hardware that accept data and instructions from a user.
Input devices

The _____ and mouse are the most widely used input devices
Keyboard

The keyboard and _____are the most widely used input devices
Mouse

The _____is used to type information into the computer or input information.
Keyboard

The standard keyboard has _____ keys.
101

_____ designed keyboards are designed to make typing easier.
Ergonomically
The _____ is used as a pointing device and to select options from menus.
Mouse

A _____ is used for the same purposes as a mouse and is popular on laptop computers.
tracker ball

A touch sensitive screen is a method of input based on touching a specially designed screen in particular places.

_____ can be used to point at a monitor, serving a similar function as a mouse.
Light Pen

OCR stands for_____
Optical Character Recognition

In order to automate processing such payments, a form of input called _____ was developed.
optical character recognition

The QWERTY keyboard, so called because the keys 'q','w','e','r','t' and 'y' are adjacent, is the commonest form of keyboard.

MICR stands for_____
Magnetic Ink Character Recognition

The _____ is translated to a number which can be used by the computer to identify the product and look up its price in a database.
Barcode

_____ are devices which scan an image (document, photograph) and produce a digital version of the image i.e. the image is stored as a sequence of binary numbers.
Image Scanners

The term _____ is used to describe the application of this technique and it is becoming an important application in insurance and banking organisations.
document image processing (DIP)

_____ return processed data that is information back to the user or allow the computer to communicate with the user.
Output devices

Most desktop computers use a monitor with a _____
cathode tube

Most notebooks use a _____monitor.
Liquid Crystal Display (LCD)

The three basic types of printer are; dot matrix, inkjet, and_____.
Laser

A _____ is used to translate information transferred through telephone lines or cable.
Modem

The term modem stands for modulate and demodulate which changes the signal from digital, which computers use, to analog, which telephones use and then back again.

Modems are measured by the speed that the information is transferred and the measuring tool is called the _____
baud rate

Information is transferred in _____
Packets

The amount of information that can travel through a line is limited is called _____
Bandwidth

Scanners allow you to transfer pictures and photographs to your computer.

Most scanners use _____ software that makes the scanner accessable by other software applications.
TWAIN

_____ are used to take digital photographs.
Digital cameras

_____ allow computers to produce sound like music and voice.
Sound Cards

The older sound cards were 8 bit then 16 bit then 32 bit.

_____ allow computers to produce colour (with a colour monitor of course).
Colour Cards

_____ allow computers to display video and animation.
Video Cards

_____ allow computers to connect together to communicate with each other
Network cards

_____ connect internal components to the Motherboard
Cables

There are _____types of cable
Two

There are two types of cable:_____
serial cable and parallel cable

XML is the acronym for _____
Extensible Marking Language

A computer system is made up of both _____ and software.
Hardware

There are many terms used for the process of accessing software including

- Running
- Executing

- Starting up
- Opening

_____refers to parts of the computer which do not have a material form, such as programs, data, protocols
Software

_____ is a general term used to describe a collection of computer programs, procedures and documentation that perform some tasks on a computer system.
Software

Computer programs allow users to _____ tasks
Complete

Examples of software programs or applications would be the Operating System (DOS, Windows 9x/Millenium/XP, O/S2, UNIX, MacOS 9.x/10.x and various others), Wordprocessor (typing letters), Spreadsheet (financial info), Database (inventory control and address book), Graphics program, Internet Browser, Email and many others.

Practical computer systems divide software systems into three major classes:
- system software
- programming software
- application software

_____ gives the user the right to use the software in the licensed environment
Software license

All files are stored in a _____
Directory

DPI stands for_____
Dots Per Inch

RAID stands for_____
Redundant Arrays of Inexpensive Disks

_____displays a list of the programs that are installed through Windows and available to use.
Program or Dock

_____ displays a list of the last 15 documents used allowing the user to open them directly from this menu.
Documents

_____ displays system components, such as printers, control panel and taskbar.
Settings

_____ has search abilities to find files, folders and phrases in documents on your computer.
Find/Search

_____ displays help topics broken up into contents, index and find components.
Help

_____ allows you to start a program from a command line.
Run

_____ shuts down the computer, restarts the computer or logs you off a network.
Shut down

_____ allows users to leave a task running while working on another
32 bit Preemptive Multitasking

_____ is used to display event specific or context sensitive menus (Microsoft)
Right Mouse button

_____ feature allows files or other information to be dragged from one area and dropped in a new location or into another application.
Drag and Drop

_____ make your Desktop behave like a web site (Microsoft).
Active Windows

_____ automates updating software through the Internet.
Software Update

_____ provides information about the computer system
System Information or Profile
_____ list general topics grouped by subject.
Contents

_____ list specific topics accessed by scroll bars or typing the topic.
Index

_____ creates an index of words in Help and allows searches by word or phrase
Find

An _____ is the software component of a computer system that is responsible for the management and coordination of activities and the sharing of the resources of the computer.
Operating System

GUI stands for_____
Graphical User Interface

The Microsoft Windows family of operating systems originated as an add-on to the older MS-DOS operating system for the IBM PC.

The differentiate types of operating systems commonly available

- Microsoft Windows
- Plan 9
- Mac OS X

An _____ is a collection of technologies which are designed to allow the computer to perform certain functions.
operating system

The initial code executing on the computer is loaded from firmware which is stored in read only memory (ROM) is called the_____.
BIOS or boot ROM

_____refers to the running of multiple independent computer programs on the same computer, giving the appearance that it is performing the tasks at the same time.

Multitasking

A _____ is a specific type of computer software developed to allow interaction with hardware devices.
device driver

The Functions of Operating Systems

- Providing User Interface
- Managing the Hardware
- Managing the File System
- Supporting Programs

A real-time operating system (RTOS) is a multitasking operating system intended for applications with fixed deadlines (real-time computing).

An operating system's most basic function is to support the running of programs by the users.

Application programs or software consists of programs that perform specific tasks such as writing a letter, tracking payroll information, producing a chart and so on

Windows comes with WordPad to edit and format documents and NotePad to edit text.

A _____ is a collection of information stored in a way that makes it easy to retrieve, modify and search.
Database

Each person or item in a database has it's own Record. Each piece of information about that person or record are stored in Fields.

All the information in all the records makes up the _____
Database

The intersection of spreadsheet row and column is called a _____
Cell

Spreadsheets use _____ to create simple to complex mathematical equations.
formulas

A _____ can be built to handle the financial needs of businesses.

Sheet

The three main bitmapped format graphics used on the Internet are

- .gif
- .jpeg (.jpg)
- .png

MPEG stands for_____
Moving Picture Experts Group

MIDI stands for _____
Musical Instruments Digital Interface

_____ are anything that can be displayed on the screen except the text and sometimes even text falls into the graphics category if it is saved in a graphics format.
Computer graphics

A _____ is computer software designed for the purpose of managing databases based on a variety of data models.
database management system (DBMS)

DBMS stands for_____
Database Management System

DBMSs are complex set of software programs that control the organization, storage, management, and retrieval of data in a database.

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3.5 List of Database Management Systems Software

Examples of DBMSs include:

Oracle
DB2
Sybase Adaptive Server Enterprise
FileMaker
Firebird
Ingres
Informix
Microsoft Access
Microsoft SQL Server
Microsoft Visual FoxPro
MySQL
PostgreSQL
Progress
SQLite
Teradata
CSQL
OpenLink Virtuoso

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A database management system (DBMS) is computer software designed for the purpose of managing databases based on a variety of data models.

A DBMS is a complex set of software programs that controls the organization, storage, management, and retrieval of data in a database.

Systems development life cycle is a procedure for automating manual systems and solving problem with computer programs.

SLDC stands for_____
Systems Development Life Cycle

Typical SDLC phases are the following:

- Planning/Feasibility Definition
- Analysis Design
- Implementation
- Testing

- Maintenance
- Evaluation

_____ is the study of the ongoing environment to identifying problem solving possibilities.
Planning

_____ is the first step in an SDLC aimed at identifying the business need of an organization.
Planning

_____ is the study of the problem environment and subsequent definition and prioritization of the requirements for solving the problem.
Systems analysis

_____ is the evaluation of alternative problem solutions, and the detailed specification of the final system
Systems design

_____ is the construction or the assembly of the problem solution culminating in new environment based on the solution.
Systems implementation

_____ consists of making sure that the system runs in operational use and continues to do so for as long as is required.
Systems maintenance

A _____is a computer network used for communication among computer devices close to one person.
personal area network (PAN)

PAN **means**_____
Personal Area Network

A _____ is a network that connects two or more Local Area Networks or Campus Area Networks together but does not extend beyond the boundaries of the immediate town/city.
Metropolitan Area Network

A _____is a data communications network that covers a relatively broad geographic area (i.e. one city to another and one country to another country)

and that often uses transmission facilities provided by common carriers, such as telephone companies.

WAN

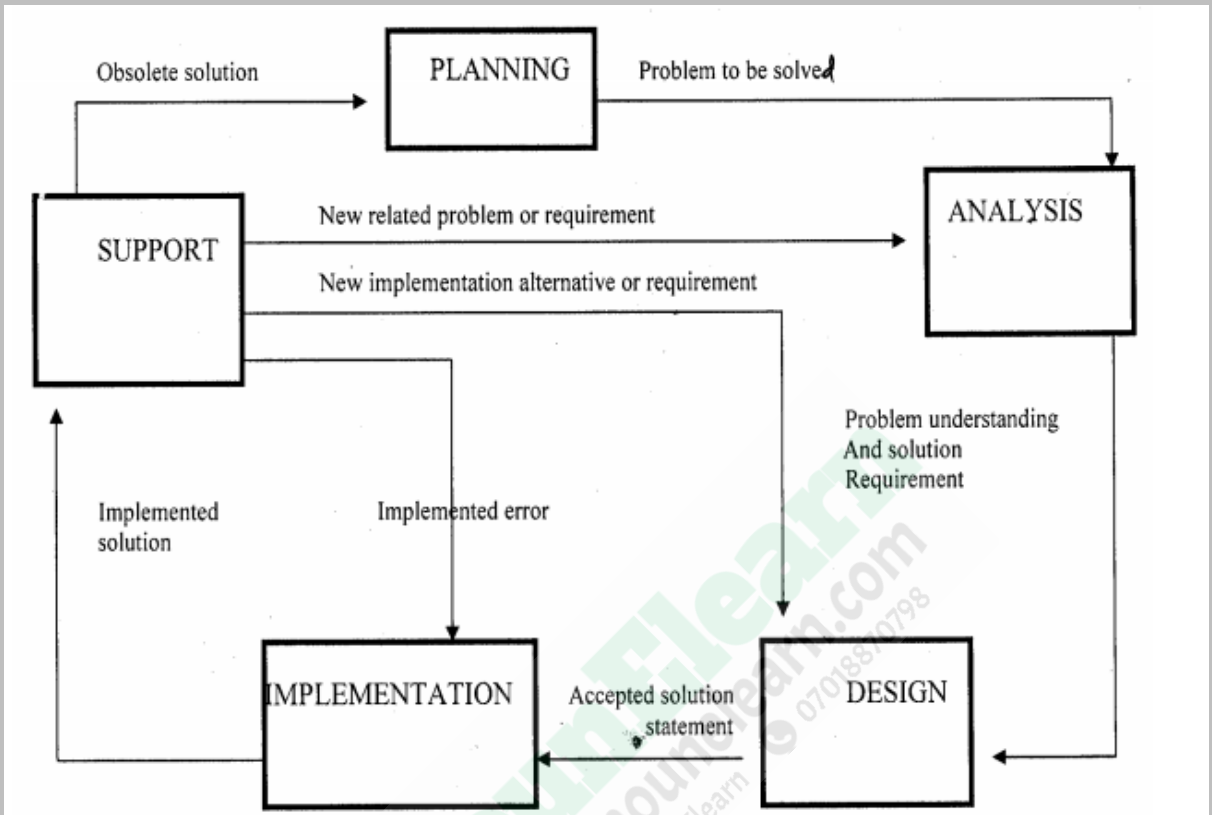


Figure 1: A 5-Phase SDLC



WAN means_____
Wide Area Network

A _____ is a group of interconnected computers.
computer network

PAN stands for_____
Personal area network

LAN stands for_____
Local Area Network

CAN stands for _____
Campus Area Network

MAN stands for _____
Metropolitan area network

WAN stands for _____
Wide area network

An _____ is a set of interconnected networks, using the Internet Protocol and uses IP-based tools such as web browsers and ftp tools, that is under the control of a single administrative entity.
Intranet

An _____ is a network or internetwork that is limited in scope to a single organization or entity
Extranet

A network card, network adapter or NIC (network interface card) is a piece of computer hardware designed to allow computers to communicate over a computer network.

A repeater is an electronic device that receives a signal and retransmits it at a higher level or higher power, or onto the other side of an obstruction, so that the signal can cover longer distances without degradation.

A _____ connects multiple network segments at the data link layer (layer 2) of the OSI model.
network bridge

_____ Directly connect local area networks (LANs)
Local bridges

_____ can be used to create a wide area network (WAN) link between LANs.
Remote bridges

_____ can be used to join LANs or connect remote stations to LANs.
Wireless bridges

A _____ is a device that performs switching.
switch

_____ are networking devices that forward data packets between networks using headers and forwarding tables to determine the best path to forward the packets.
Routers

_____ on networks begins with passwords.
Security

Security on networks begins with_____.
Passwords

The_____ is the authority that coordinates the assignment of unique identifiers on the Internet, including domain names, Internet Protocol (IP) addresses, and protocol port and parameter numbers.
Internet Corporation for Assigned Names and Numbers (ICANN)

_____ is a specific internetwork, consisting of a worldwide interconnection of governmental, academic, public, and private networks based upon the Advanced Research Project Agency Network (ARPANET) developed by ARPA of the U.S.
Internet

WWW stands for_____
World Wide Web

The term _____ generally refers to small programs designed to take advantage of a software flaw that has been discovered, either remote or local.

Exploit

A _____ in a computer system (or cryptosystem or algorithm) is a method of bypassing normal authentication, securing remote access to a computer, obtaining access to plaintext
backdoor

A _____ is a program designed by a computer programmer (malicious hacker) to do a certain unwanted function.
Virus

Subnotebooks were seen as niche computing products and have rarely sold in large numbers until the 2007 introduction of the Asus Eee PC and the OLPC XO-1, known as_____
ultra low-cost PC (ULPC or ULCPC)

_____are general purpose CPUs that are a part of a machine or device
Embedded computers

_____ computer runs a program that is stored in read only memory (ROM) and is only intended to operate a specific machine or device
Embedded

A state of computer "security" is the conceptual ideal, attained by the use of the three processes:
1. Prevention
2. Detection
3. Response

A discussion of viruses would not be complete without mentioning_____.
hoaxes

EBCDIC is ____-bit code
8

ICANN means____
Internet Corporation for Assigned Names and Numbers

_____is a huge set of interlinked documents, images and other resources, linked by hyperlinks and URLs
World Wide Web

VoIP stands for_____
Voice over IP

_____ is a piece of software, a chunk of data, or sequence of commands that take advantage of a bug, glitch or vulnerability in order to cause unintended or unanticipated behaviour to occur on computer software, hardware, or something electronic
An exploit

_____ is the act of surreptitiously listening to a private conversation.
Eavesdropping

DDoS means_____
Distributed denial of service

An _____attack is an attack launched by a third party computer.
Indirect

_____ is a method of bypassing normal authentication, securing remote access to a computer, obtaining access to plaintext, and so on, while attempting to remain undetected.
Backdoor

A state of computer "security" is the conceptual ideal, attained by the use of the _____processes **Three (Prevention, Detection and Response)**

_____ are designed to detect network attacks in progress and assist in post-attack forensics, while audit trails and logs serve a similar function for individual systems.
Intrusion Detection Systems (IDS's)

_____ defined by the assessed security requirements of an individual system and may cover the range from simple upgrade of protections to notification of legal authorities
Response

A _____ is a program designed by a computer programmer (malicious hacker) to do a certain unwanted function.
Virus

_____ type of virus infects the boot or master section of any disks that it comes in contact with

Boot sector viruses

_____ infects other programs when the infected program is run or executed.
Program virus

_____problems can occur when improper office equipment is used.
Musculoskeletal

_____can be caused by staring at a fix object for extended periods of time (like a computer).
Eye strain

_____ is an integral part of the new technological workplace.
Ventilation

_____ is the degree of discretion individuals or groups have in planning, regulating, and controlling their own work. Power is the ability to get others to do things.
Autonomy

The range of different types of things people do at work is called_____
task variety

____ is the size of the task relative to the overall purpose of the organization. Installing a single door lock on an automobile assembly line is a task with minimal scope.
Task scope

Work done using computers, rather than through direct physical contact with the object of task, is often called _____
computer-mediated work

____is a related issue because computer-mediated work doesn't involve direct physical contact with the object of the task.
Abstractness of work

____is an umbrella term that includes all technologies for the manipulation and communication of information
ICT

Limitations of PC-Internet based ICT are_____

Bandwidth, Language, Text/Voice Disruptive Software, Participation, Security

Arpanet means___ ___
Advanced Research Project Agency Network

A _____contains multiple ports
Hub

A _____ is an electronic device that receives a signal and retransmits it at a higher level or higher power, or onto the other side of an obstruction, so that the signal can cover longer distances without degradation.
Repeater

A_____ is a piece of computer hardware designed to allow computers to communicate over a computer network
network card

A network that connects two or more LANs but which is limited to a specific and contiguous geographical area such as a college campus, industrial complex, or a military base is referred to as_____
Campus area network

_____is the study of the ongoing environment to identifying problem solving possibilities
Planning

The process of removing unwanted part of an image is called _____.
Cropping

_____ is the evaluation of alternative problem solutions, and the detailed specification of the final system.
Systems design

_____ is the study of the problem environment and subsequent definition and prioritization of the requirements for solving the problem.
Systems analysis

A number which is stored and processed but not in the standard exponential form is called ____ **number**
Fixed point

The storage area used in storing data to compensate for the difference in speed at which the different units handle data is called _____
Buffer

EBCDIC stands for _____
Extended Binary Coded Decimal Interchange Code

Microprocessors as switching devices are for _____ generation of computers
Fourth

The horizontal bar at the bottom of the screen is called_____ bar
Task

A _____ computer is a personal computer (PC) in a form intended for regular use at a single location, as opposed to a mobile laptop or portable computer
Desktop

_____case is used to covert from upper case to lower case and vice versa.
Toggle

A character that is raised and smaller above the baseline is known as _____
Superscript

If you need to change the typeface of a document in Microsoft office, which menu will you choose?
Format

A digital computer did not score over an analog computer in terms of _____
Accuracy

In a typical 32-bit computer, _____ number system is usually followed
Binary

Open ____ software are created by generous programmers and released into the public domain for public use.
Source

_____ are smaller than laptops but larger than handheld computers and UMPCs.
Subnotebooks

Computer systems divide software systems into ____ major classes.

Three

Special effects used to introduce slides in a presentation are called _____
Transitions

The term "____" computer was coined at the time when most computers were cabinet sized like Mainframe Computers
Mini

Desktop publishing (dtp) uses both word processing and _____ to produce publications and presentations
Graphics

A _____ is used to translate information transferred through telephone lines or cable.
Modem

_____ bar is at the top of the window and it displays the name of the application.
Title

The _____ tool is used to select any kind of object on the page.
Pointer

A _____ is made up of 8 bits.
Byte

The _____ tool is used to change the magnification of the page view.
Zoom

A _____ is a collection of information stored in a way that makes it easy to retrieve, modify and search.
Database

Work done using computers, rather than through direct physical contact with the object of task, is often called computer-_____ work.
Mediated

_____moves the text inward from right and left margins.
Indent

Cut option is present in_____ menu

Edit

A _____ is a table consisting of rows and columns.
Worksheet

Computer system and _____ revolution are changing every area of our lives.
Technology

_____ in a job is the degree of discretion individuals or groups have in planning, regulating, and controlling their own work.
Autonomy

_____ tool is used to reduce or cut image area in Microsoft Word.
Crop

The tool used to move the entire page on the screen is called_____ tool.
Hand

Microsoft PowerPoint is a _____
Program

Presentation

_____ is the term used for the most powerful computer available at any time
Supercomputer

An excel workbook is a collection of _____ and charts
Worksheets

_____ computers are the most common type of computers in existence today,
Micro

In Word, the mailing list is known as the_____ source
Data

_____ is graphics solution for Word Processors.
Clipart

A Personal Digital Assistant (PDA) is a handheld computer, also known as _____ computers

Small

A mainframe speed is so fast that it is measured in millions of tasks per _____.
Milliseconds

_____ computers are often colloquially referred to as Big Iron
Mainframe

Mainframe computers are often colloquially referred to as _____
Big Iron

_____ are computers that are intended to serve one user and may contain special hardware enhancements not found on a personal computer.
Workstations

Portable data entry terminals are ____ devices that are used to record or capture data away from the mainframe computer
Handheld

_____ computers are general purpose CPUs that are a part of a machine or device
Embedded

The act of retrieving existing data from memory is called _____.
Read-out

A paper printout of a document is known as _____ output
Hardcopy

The computer code for the interchange of information between terminals is _____
ASCII

Embedded systems are typically required to operate continuously without being ____
Reset

A _____ computer is focused on performing one task involving intense numerical calculations such as weather forecasting and solving scientific problems.
Super

Data are organized in rows and _____ in a spreadsheet.
Columns

The default page setup orientation for slides in PowerPoint is _____
Landscape

The computer power has been on the increase while ____ has been on the decline
Size

_____ is another term for computer program
Software

Other hardware parts of the computer system aside the central processing unit (CPU) are called _____ components or devices.
Peripheral

_____ is the memory that the computer uses to temporarily store the information as it is being processed.
Random Access Memory

Which of the following is not a type of the interface provided by operating systems?
Instruction line interface

Which of the following statements is not true about Find and Replace in Excel?
You can search by rows or columns or sheets

The ____ key toggles between Insert and Typeover.
Insert

Which of the following is a function of the Start Button or Apple menu?
opens documents

The numeric data entered in the worksheet is_____ aligned by default.
Right

The Desktop offers many features that make using your computer easier. Which of the following is not part of the features?
None of the options

A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?
To quickly jump to specific location in document

_____ programs compress and decompressed files for computer users.
shareware

Which of the following is not a valid data type in Excel?
Character

The most popular form of data compression is called _____.
stuffit

A worksheet range is _____.
A group of cells

Which of the following is not a commercial database program/software?
None of the options

Which of the following system components is NOT displayed by Settings?
none of the options

_____ allows you to start a program from a command line.
Run

_____ are used to work with financial information
Spreadsheets

Which of the following is the latest version of MS Word?
Word 2016

Windows _____ displays icon menu of main options
Toolbar

Which of the following is not a word processing software?
None of the options

Which of the following is NOT a commercial spreadsheet?
PageMaker Sheets

By default, in Excel 2007, there are_____ worksheets in a workbook
3

To insert a chart in Excel worksheet, click on_____ tab.
Insert

When working with numbers in a spreadsheet, we refer to the cell addresses when creating _____.
mathematical formulas

Which of the following is not a commercial graphics program?
None of the options

Which of the following is not one of the main bitmap graphics format used on the Internet
.tif

To drag a selected range of data to another worksheet in the same workbook, use the
Ctrl key

Which of the following is not a valid Zoom percentage in Excel?
500

Which of the following is not a method of opening documents and programs in Windows?
Use the Find command in the Sherlock program

_____ is not a structured format of graphics
.tga

Which of the following graphics can be created and modified in a paint program?
Bitmap graphics

Portrait and Landscape are types of _____
Page Orientation

Which of the following is not available on the Ruler of MS Word screen?
Center Indent

Which of the following is not a type of page margin?

Center

Which of the following method is used to select files non-sequentially?
click on the first file and hold CTRL key while clicking the rest

Which of the following graphics cannot be created and modified in a draw program?
Bitmapped graphics

_____ is multimedia format that is attempting to create a standardization among the various formats available
.mpg

_____ is not a common desktop publishing programs.
None of the options

_____ are the most common way of interacting or controlling your software
Menus

_____ was heavily marketed by Microsoft as a multi-user alternative to its single user MS-DOS operating system
XENIX

_____ operating system supports only cooperative multitasking
Windows 1.0

_____'s underlying operating system kernel was designed by the same team as Digital Equipment Corporation's VMS.
Windows NT

_____ properly track resources allocated by processes at runtime.
Windows NT

_____ did not have preemptive multitasking
MAC OS

The content of all formula cells in Excel begins with the symbol _____.
=

Which of the following Unix variants is designed to run on multiple types of hardware?
Solaris

_____ interoperability was sought by establishing the POSIX standard
Unix

The initial code executing on the computer is usually loaded from _____.
firmware

Which of the following is not a function of operating systems?
None of the options

FAT file systems are commonly found on _____.
All of the options

With cooperative memory management it takes _____ misbehaved program(s) to crash the system
only one

The initial code executing on the computer is sometimes called _____
BIOS

A typical server program creates some remote objects, makes references to these objects accessible and waits for _____ to invoke methods on these objects
Clients

The compiler is a typical _____ program
System

A Microsoft Windows is a (n) _____ system
Operating

Networking refers to the interconnection of computers for the purpose of information and resource _____
Sharing

The computer's processor, memory, monitor, keyboard, mouse, disk drive, printer are all examples of_____ devices.
Hardware

The size of a file is measured in _____
Bytes

_____ is a general term used to describe a collection of computer programs, procedures and documentation that perform some tasks on a computer system.
Software

Keyboards, scanners, barcode readers are all examples of input _____
Devices

_____ System is the software component of a computer system that is responsible for the management and coordination of activities and the sharing of the resources of the computer.
Operating

Interpreter is used as a translator for _____ level languages
High

A collection of related data is known as a_____
Database

_____ refers to the running of multiple independent computer programs on the same computer, giving the appearance that it is performing the tasks at the same time.
Multitasking

A device _____ is a specific type of computer software developed to allow interaction with hardware devices.
Driver

The _____ Access Memory is the sort of memory that the computer uses to temporarily store the information as it is being processed.
Random

_____ programs or software consists of programs that perform specific tasks such as writing a letter, tracking payroll information, producing a chart and so on.
Cutting

_____ is a collection of information stored in a way that makes it easy to retrieve, modify and search.
Database

In a Spreadsheet program, the intersection of a row and a column is called a _____

Cell

Spreadsheets use _____ to create simple to complex mathematical equations.

Formulas

_____ graphics are images that are mapped to the tiny dots of the monitor or screen called pixels.

Bitmapped

_____ graphics use objects created from mathematical formulas to represent things like lines, curves, fills, line thickness, etc., to create the images.

Vector

_____ is the process of requesting from a database attribute information in various perspectives and combinations of factors from a database.

Querying

An Internet server provider is required to connect a _____ system to the internet

Computer

Database is generally _____ centred

User

To protect a computer from virus, you should install _____on your computer

Anti-Virus

The DVD is an example of a _____device

Storage

A _____ is an electronic device that receives a signal and retransmits it at a higher level or higher power, or onto the other side of an obstruction, so that the signal can cover longer distances without degradation.

Repeater

A network bridge connects multiple network segments at the _____ layer of the Open System Interconnected (OSI) model.

data link

A _____ is a device that forwards and filters OSI layer 2 datagrams between ports based on the MAC-Addresses in the packets.
Switch

_____ are networking devices that forward data packets between networks using headers and forwarding tables to determine the best path to forward the packets.
Routers

The network _____ determines how computers become part of the network and how they are recognised.
Protocol

The altering of data so that it is not usable unless the changes are undone is called _____
Encryption

_____ is the act of surreptitiously listening to a private conversation on computer systems.
Eavesdropping

An _____ is a piece of software, a chunk of data, or sequence of commands that takes advantage of a bug, glitch or vulnerability in order to cause unintended or unanticipated behaviour to occur on computer software, hardware, or something electronic
Exploit

A _____ is a program designed by a computer programmer to do a certain unwanted function.
Virus

_____ computers were physically large and powerful systems capable of supporting hundreds of users. They are used mainly by large organizations for critical applications, typically bulk data processing such as census, industry and consumer statistics, ERP, and financial transaction processing.
Mainframe

A _____ is a computer with a microprocessor as its central processing unit.
microcomputer

The _____, is a board with series of electronic path ways and connections allowing the CPU to communicate with the other components of the computer.
Motherboard

Computers are connected to printers by cables using _____ and sockets.
Plugs

There are _____ types of cable which may be used to connect a printer to a computer.
Two

Operating systems, device drivers, diagnostic tools, servers, windowing systems, utilities are all examples of_____ software.
System

_____ instructions are those operations that are performed one after another.
Sequential

_____ instructions are performed such that different sets of instructions execute depending on the value(s) of some data.
Conditional

_____ instructions are performed repetitively and may depend on some data value.
Iterative

In Windows operating system, you hold down the _____key while deleting a file to bypass the Recycle Bin and permanently delete files.
Shift

Applications access operating system services through application programming interfaces (APIs) or system _____
Calls

Normally, planning is the _____ step in the software development life cycle.
First

Microsoft Publisher is a common _____ publishing program.
Desktop

Specialized program that allows user to utilize specific application is classified as _____
Relative programs

System programs include _____
Compiler

Which of the following is not a way of acquiring software?
Buying pre-written software

The interconnection of computers for the purpose of information and resource sharing is called _____
Telecommunicating

Which of the following is NOT a characteristic of a typical computer?
The ability to use simple logical rules to make decisions

Which of the following is an input device for a typical computer system?
Scanner

Which of the following options is NOT a typical portable data entry terminal?
Barcode readers

The memory that the computer uses to temporarily store the information as it is being processed is called _____
Random Access Memory

The following are all optical storage devices EXCEPT _____
CD ROM

Which of the following devices is both an input AND output device?
Scanner

Which of the following is NOT an example of a typical operating system?
Windows

Platform software includes all the following options EXCEPT _____
Firmware

Which of the following is NOT a function of operating systems?
Providing the user interface

The following options are all word processing programs _____
Microsoft Word

The following options are all examples of commercial database programs EXCEPT _____
Corel Paradox

The following options are all examples of commercial spreadsheet programs EXCEPT _____
Lotus 123

Which of the following options would you upgrade if you want to improve the performance of your PC?
Printer

The following options are examples of common desktop publishing programs EXCEPT _____
Microsoft Publisher

DBMSs are categorized according to their data structures or types. Which of the following options is not one of the four most common categories according to the data model?
Hierarchical

Which of the following is NOT a benefit of the database management system (DBMS)?
Application-data independence

Features commonly offered by database management systems include all the following options EXCEPT _____
Backup and replication

Typical phases in the software development life cycle (SDLC) include all the following EXCEPT _____
Analysis Design

The first step in the software development life cycle (SDLC) is normally _____
Analysis Design

The outcomes of the first step in the software development life cycle (SDLC) include all the following options EXCEPT _____
Term of Reference (TOR)

The following options are all classifications of computer networks according to their scale EXCEPT _____
Personal Area Network

The following options are all classifications of computer networks according to their connection method EXCEPT _____
Wireless LAN

The following options are all classifications of computer networks according to their functional relationship EXCEPT_____
Active networking

The following options are all classifications of computer networks according to the network topology EXCEPT _____
Active network

There are at least three variants of internetwork, depending on who administers and who participates in them. Which of the following options is NOT one of them?
Burnet

Which of the following components provide physical access to a networking medium and often provides a low-level addressing system via MAC address?
Network Interface Cards

_____ can protect messages in transit.
Firewalls

The following are all typical examples of resources that can be shared on a network EXCEPT _____
Peripheral Devices

Which of the following is NOT a common use for the Internet?
Systems Design

The various types of "attacks" that can be made against computer systems (threats) can typically be classified into seven categories. Which of the following options is NOT one of them

Hardware failure

A state of computer "security" is the conceptual ideal, attained by the use of three processes. Which of the following options is NOT one of these processes?
Prevention

Which network attack prevention system works by shielding access to internal network services, and block certain kinds of attacks through packet filtering?
User account access controls

In Windows operating system, which of the following options is NOT a method for opening documents and programs?
Double click on an icon in a Folder

Which key is typically used to select multiple files in Windows operating system?
Ctrl

Which of the following options is NOT a typical category of operating systems?
Real-time operating systems

_____is not a named phase in the System Development Life Cycle
Stratification

A virus can be introduced into a computer system, through the infected _____
File

_____ is the process of requesting attribute information from various perspectives and combinations of factors.
Querying

_____ is the construction or the assembly of the problem solution culminating in new environment based on the solution.
Systems implementation

_____ is the evaluation of alternative problem solutions, and the detailed specification of the final system.
Systems design

_____ is an umbrella term that includes all technologies for the manipulation and communication of information.
Information and Communications Technology

A_____ is a program designed by a computer programmer to do a certain unwanted function.
virus

To connect computers, each of the computers needs a network card with a connection that allows a_____ to be connected to it.
Cable

_____ are networking devices that forward data packets between networks using headers and forwarding tables to determine the best path to forward the packets.
Routers

Switches is a marketing term that encompasses_____ and bridges, as well as devices that may distribute traffic on load or by application content.
Routers

_____ bridges is directly connect local area networks (LANs).
Local

_____ bridges can be used to join LANs or connect remote stations to LANs.
Wireless

A network card, network adapter or_____ is a piece of computer hardware designed to allow computers to communicate over a computer network.
Network Interface Card

An_____ is a network or internetwork that is limited in scope to a single organization or entity but which also has limited connections to the networks of one or more other usually, but not necessarily, trusted organizations or entities.
Extranet

An intranet is a set of_____ networks, using the Internet Protocol and uses IP-based tools such as web browsers and ftp tools, that is under the control of a single administrative entity.

Interconnected

_____ specifications are in development by several groups, and there is no common definition.
Global Area Network

A_____ is a data communications network that covers a relatively broad geographic area geographic area and that often uses transmission facilities provided by common carriers, such as telephone companies.
Wide Area Nettwork

A_____ is a network that connects two or more Local Area Networks or Campus Area Networks together but does not extend beyond the boundaries of the immediate town/city.
Metropolitan Area Network

A_____ is a network that connects two or more LANs but which is limited to a specific and contiguous geographical area such as a college campus, industrial complex, or a military base
Campus Area Network

_____ is a network that covers a small geographic area, like a home, office, or building.
Local Area Network

A_____ is a computer network used for communication among computer devices close to one person.
Personal Area Network

As_____ increasingly is the standard interface for networks, these distinctions are more important to the network administrator than the user.
Ethernet

The short cut to UNDO an action is_____
ctrl Z

_____ files are basically sound tracks which use a collection of sounds contained in the .mid file to play a tune
Musical Instruments Digital Interface

The screen is made up of tiny dots called_____
Pixels

There are basically_____ types of computer graphics
2

_____ is a collection of information stored in a way that makes it easy to retrieve, modify and search
Database

_____ multimedia format that is attempting to create a standardization among the various formats available.
Moving Picture Experts Group

MPEG means_____
Moving Picture Experts Group

_____ is a computer software designed for the purpose of managing database based on variety of data models
Database management system

DBMS means_____
Database Management System

_____ relates to models or meethodologies that people use to develop systems
Software development life cycle

SDLC Means_____
Software Development Life Cycle

Users may also interact with the operating system by typing commands or using a_____
Graphical user interface

Applications access the services offered by operating systems through_____
Application programming interfaces

_____ windows make your desktop behave like a web site (Microsoft).
Active

_____is a multitasking operating system inteded for applications with fixed deadlines (real-time computing).
Real-Time Operating System

RTOS means_____
Real-Time Operating System

The_____ computer did not have operating systems.
First

The_____ provided many operating systems like features, such as disk access.
MS-DOS

An_____ is the software component of a computer system that is responsible for the management and coordination of activities and the sharing of resources of the computer
Operating System

The term "software" was first used in this sense by John W. Tukey in_____
1958

A_____ is used to translate information transferred through telephone lines or cable.
Modem

We have _____ basic type of printer.
3

_____ are a common way of transporting information such as bringing files home from work or sharing files.
Disks

Every piece of software can be broken down into a series of on or off signals or its_____
Binary code

About a million bytes is a_____
Megabyte

The size of a file in a computer is measured in_____
Temporarily

Memory is common to confuse to_____ memory with disk storage.
Chip

Supercomputer was name after its designer, called_____
Seymour Cray

All computers perform the same basic functions; they enable you to store and manipulate_____
Information

Health and safety are crucial to the effective operation of a_____
Computer

Copying data from one place in memory to another involves use of a temporary storage area called_____
Clipboard

General purpose programs that do not return data but shared by different users or applications are termed_____
Subroutines

Demonstration versions softwares developed by individuals or small companies is termed_____
Shareware

The term "software" was first used in respect to computing by_____
J.W. Tukey

The type of values used in computer languages is_____
Binary

The software language at the lowest level is called_____
Machine

When software is stored in hardware that cannot easily be modified, it is called_____
Firmware

The operating system acts on a machine as_____
Host for application programs

Supercomputers are more suited to_____
Intense numerical calculations

Embedded computers are found today in devices such as_____
Electric toothbrushes

Embedded computers only run programs stored in_____
ROM

Computers dedicated to the task of storing and retrieving large amounts of data are called_____
Servers

Micro computers have RAM of_____
16Kb to 256Kb

The differences between the microcomputers and minicomputers is the use of_____
Software

DBMS is characterised by_____
Attributes

The software language at the lowest level is called_____
Machine

Health and safety are crucial to the effective operation of a_____
Computer

_____in a job is the degree of discretion individuals or groups have in planning, regulating, and controlling their own work.
Autonomy

_____ is the ability to get others to do things.
Power

Computer system may increase _____ whenever the individual can control the use of the tools.
Autonomy

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