GST103 - COMPUTER FUNDAMENTALS SUMMARY

Computer is fast becoming the universal machine of the _____century.
21st

Today computer is still confined the laboratory.
False

A _____is basically defined as a tool or machine used for processing data to give required information.
Computer

_____is referred to facts about a person, object or place e.g. name, age, complexion, school, class and height
Data

_____ is referred to as processed data or a meaningful statement
Information

The following are the methods of data processing

- Manual method
- Mechanical method
- Computer method

The _____method of data processing involves the use of chalk, wall, pen pencil and the like.
Manual

The manual data processing operations entail considerable_____.
manual efforts

The _____method of data processing involves the use of machines such as typewriter, roneo machines, adding machines and the like.
Mechanical

The mechanical operations are basically _____in nature.
Routine

The computer method of carrying out data processing has the following major features

- Data can be steadily and continuously processed
- The operations are practically not noisy
- There is a store where data and instructions can be stored temporarily and permanently.
- Errors can be easily and neatly corrected
- Output reports are usually very neat, decent and can be produced in various forms
- Accuracy and reliability are highly enhanced

The following are the characteristics of a computer

- Speed
- Accuracy
- Storage
- Automatic
- Reliability
- Flexibility

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The computer system is made up of the hardware and _____.
Software

The computer system is made up of the _____and_____.
Hardware and **software**

The computer hardware comprises the input unit, processing unit and_____.
output unit

The input unit comprises those media through which data is fed into the computer. Examples include the keyboard, mouse, joystick, trackball, scanner etc.

All the electronic components in a PC are mounted on a piece of fiberglass called the_____.
Motherboard

A small battery powers a _____ to keep track of the time when the PC is turned off.
Clock

ROM is the acronym for_____
Read Only Memory

When a computer is switched on and running a program, _____is used for purposes such as holding the program and its data
RAM (Random Access Memory)

Fiberglass can conduct electricity.
True

The earliest PCs were equipped with a CPU from Intel Corporation called the_____.
8088

CPU stands for _____
Central Processing Unit

CPU stands for Central _____ Unit.
Processing

The speed of a CPU is measured in _____
Megahertz (MHz)

The _____ keys can be likened with the conventional typewriter keys.
Alphanumeric

The _____ keypad contains a set of keys required for typing or entering number digits 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9 into the computer store.
Numeric

When the _____ key is pressed, the capital letters on the alphanumeric keys are activated.
Shift

ALU is the acronym for_____
Arithmetic and Logic Unit

The processing unit is made up of the Arithmetic and Logic Unit (ALU), control unit and _____
main memory

The main memory also known as the primary memory is made up of the Read Only Memory (ROM) and the Random Access Memory (RAM).

_____are the series of instructions that enable the computer to perform a task or group of tasks
Computer software

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A _____is made up of group of instructions to perform a task.
Program

Series of programs linked together make up a _____
Software

Computer programs could be categorized into the following

- system software
- utility software
- application programs

The different categories of personnel that operates the computer are called_____
Computer users

The _____ranges from the building housing the other elements of the computing system namely the computer and the users, the furniture and auxiliary devices
Computing environment

UPS stands for_____
Uninterruptible Power Supply System

Most of today's computers are_____ computers
Digital

First Generation Electronic Computers took place between_____
1937 – 1953

The earliest attempt to build an electronic computer was by J. V. Atanasoff, a professor of physics and mathematics at Iowa State, in_____.
1937

ENIAC is the acronym for_____
Electronic Numerical Integrator and Computer

The first general purpose programmable electronic computer was the _____
Electronic Numerical Integrator and Computer (ENIAC)

Electronic Numerical Integrator and Computer was built by_____
J. Presper Eckert and John V. Mauchly

EDVAC was able to run orders of magnitude faster than ENIAC.
True

By the 1950s programmers were using a symbolic notation known as _____
assembly language

The first computer programs were written out in _____
machine code

Eckert and Mauchly developed UNIVAC in _____
1952

UNIVAC was developed by_____
Eckert and Mauchly

The Second Generation of computer was_____
1954 – 1962

The following high level programming languages were introduced during the Second Generation of computer

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- FORTRAN
- ALGOL
- COBOL

FORTRAN was developed in the year_____
1956

ALGOL was developed in the year_____
1958

COBOL was introduced in the yea_____
1959

The _____generation of computer saw the first two supercomputers designed specifically for numeric processing in scientific applications.
Second

The term_____ is generally reserved for a machine that is an order of magnitude more powerful than other machines of its era.
Supercomputer

LARC stands for_____
Livermore Atomic Research Computer

Third Generation was between _____
1963 – 1972

SSI stands for_____
Small-Scale Integration

MSI is the acronym for_____
Medium-Scale Integrated

In_____, Seymour Cray developed the CDC 6600
1964

Fourth Generation of computer was in _____
1972 – 1984

Fifth Generation of computer was in _____
1984 – 1990

WAN stands for_____
Wide Area Network

LAN stands for_____
Local Area Network

There are _____ types of electronic computers.
Three

The basic types of computer are Digital, Analog and _____
Hybrid
Classification of computer based on signal type

- Digital Computer
- Analog Computer
- Hybrid Computer

_____ represent its variable in the form of digits.
Digital Computer

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_____ counts the data it deals with whether representing numbers, letters or other symbols, are converted into binary form on input to the computer.
Digital Computer

_____ Computer measures rather than counts.
Analog

_____hold data in the form of physical variables rather than numerical quantities
Analog computers

A _____ computer needs a conversion element which accepts analog inputs, and output digital value
Hybrid Computer

Based on classification by purpose, computers are classified as either special purpose or _____
general purpose

Based on classification by purpose, computers are classified as either _____or general purpose
special purpose

A _____ computer is one that is designed to solve a restricted class of problems.
special purpose

_____ computers are computers designed to handle wide range of problems.
General-Purpose

The classification of computers according to capacity

- Microcomputers
- Medium or Mini or Small Computers
- Large Computer or Main Frames

Microcomputers are also known as_____
single board computers

_____ are small size types that are battery-operated.
Laptop Computers

_____ is like laptop computers but smaller in size, although small but comprises all the components of a full system.
Notebook Computer

The _____Computers have memory capacity in the range 128K bytes to 256 Kbytes
Mini

The _____ often called number crunches have memory capacity of the order of 4 Kbytes and they are very expensive.
Main Frame Computers

The Main Frame Computers is otherwise called _____
number crunches

One of the biggest fears of having computers are _____
Viruses

_____ are created by programming or computers experts
Viruses

_____ is one of the greatest threats to computers and computer applications.
Computer virus

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The _____is the main unit of a PC
system unit

When a computer is switched on and running a program, _____is used for purposes such as holding the program and its data
RAM (Random Access Memory)

The __ _____ emits the computer's sound output.
Speaker

The _____ is the computer's most important single item.
Microprocessor or Central Processing Unit (CPU)

The _____ is the computer's main permanent storage unit, holding large amount of data and programs.
hard disk

All the electronic components in a PC are mounted on a piece of fiberglass called the_____
Motherboard

Fiberglass cannot conduct electricity
True

Computers use disk to store_____.
Information

There are _____main varieties of disks available.
Four

The computer _____devices are those devices which are attached to the system unit.
Peripheral

The intelligent computer keyboard has four major divisions

- Function keys
- Alphanumeric keys
- Numeric keys
- Control keys

(a) Return or Enter key
(b) Escape key denoted by ESC
(c) Control key denoted by CTRL
(d) Alternate key denoted by ALT
(e) Delete key denoted by DEL
(f) Insert key denoted by INS
(g) Backspace key
(h) Shift key.

The _____ key activates the numeric keypad.
Numlock

Neither NumLock nor CapLock affects the _____keys.
function
The _____ key is often used in most text mode to perform block operations like mass deletion, insertion and so on.
Control

The _____ key is used to cancel an operation in progress.
Escape

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The _____ key is actually used to inform the computer the end of an input or command.
Return

The _____ key deletes the character at the cursor position when pressed and the remaining text moves to the left while the cursor remains at the same position.
Delete

The _____ Key deletes the characters to the left of the cursor when pressed and all other characters to the right of the cursor are shifted one space to the left.
Backspace

The _____is the longest key found on most keyboards and it erases characters at the cursor position or gives blank space when pressed.
Spacebar

The _____ Key moves the cursor by five spaces to the right when pressed.
Tab

A _____ is the primary input device for modern computers that feature operating systems with a graphical user interface
Mouse

_____ are used with game software and help the user more effectively control the actions of computer-simulated airplanes or arcade-style games.
Joysticks

All modern PC operating systems rely on an _____ pointer to select and execute commands.
on-screen

A _____ is simply an input device built to help the user control this on-screen pointer in as natural and efficient a manner as possible.
Mouse

The _____ on the computer screen mimics the movements of the mouse.
Pointer

The pointer on the computer screen mimics the movements of the_____.
Mouse

The mouse controls the on-screen pointer and lets you select program icons, manipulate property sheets, and_____.
Access data

A _____ is the computer component that lets you create copies of the information stored in your computer on paper.
Printer

A printed material is often called _____
hard copy

There are three basic types of printers available for use with personal computers:

- Laser printers
- Inkjet printers
- Dot-matrix printers

_____ combine a magnetic roller with powdered ink called toner to transfer high-quality characters or images onto a page.
Laser printers

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_____ printers have small nozzles that actually spray fast-drying ink onto the page to form characters or images.
Inkjet

_____ printers use a print head to strike an inked ribbon against paper, like a typewriter, creating characters out of a series of dots.
Dot-matrix

The cheapest printers available in the market are _____ printers
Dot-matrix

The two most common monitor sizes are _____
15-inch and 17-inch

_____ are peripheral devices used to digitize (convert to electronic format) artwork, photographs, text or other items from hard copy.
Scanners

A _____ works by dividing an image into microscopic rows and columns and measuring, like the film in a camera how much light reflects from each individual intersection of the rows and columns.
Scanner

The following are types of scanners

- Flatbed Scanners
- Sheetfed Scanners
- Hand Scanners

_____ scanners look and behave a lot like a photocopier.
Flatbed

OCR stands for_____
Optical Character Recognition

_____ scanners look and act more like fax machines.
Sheetfed

A _____ is a good choice for large volumes of text, but not for handling delicate original photographs.
sheetfed scanner

UPS is the acronym for_____
Uninterruptible Power Supply System

A Computer is an _____ machine.
Electronic
The auxiliary equipment in a computing environment include

- Air Conditioner
- Voltage Stabilizer
- Line Voltage Transformer
- Uninterruptible Power Supply System (UPS)

The computer hardware are driven by the_____
Software

The physical components of the computer are called the _____
hardware

A _____ is a series of coded instructions showing the logical steps the computer follows to solve a given problem.
Program

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The computer software could be divided into two major groups: System Software and _____
Application Software

_____ refers to the suits of programs that facilitates the optimal use of the hardware systems and or provide a suitable environment for the writing, editing, debugging, testing and running of User Programs.
System Software

An _____ is a program that acts as an interface between a user of a computer and the computer hardware.
operating system

The purpose of an _____ is to provide an environment in which a user may execute programs.
operating system

The purpose of an operating system is to provide an environment in which a user may _____ programs.
execute

_____ are programs written for direct execution on computer hardware in order to make the power of the computer fully and efficiently accessible to applications programmers and other computer users.
Systems programs

The types of operating system include the following

- Batch processing operating system
- Time sharing operating system
- Real time operating system
- Multiprogramming operating system
- Distributed operating system
- Network operating systems

Operating systems which handle airlines reservations, machine tool control, and monitoring of a nuclear power station are called_____
Real time OS

A _____is a system that allows more than one active user program (or part of user program) to be stored in main memory simultaneously
multiprogramming operating system

A _____ is a computer hardware configuration that includes more than one independent processing unit.
multiprocessing system

A _____ is one that appears to its users as a traditional uniprocessor system, even though it is actually composed of multiple processors.
distributed operating system

An _____ provides the environment within which programs are executed.
operating system

A _____ is the unit of work in a system
Process

The operating system is responsible for the following activities in connection with processes managed.

- The creation and deletion of both user and system processes
- The suspension are resumption of processes
- The provision of mechanisms for process synchronization
- The provision of mechanisms for deadlock handling

The operating system is responsible for the following activities in connection with memory management.

- Keep track of which parts of memory are currently being used and by whom.
- Decide which processes are to be loaded into memory when memory space becomes available.
- Allocate and deallocate memory space as needed

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The operating system is responsible for the following activities in connection with disk management

- Free space management
- Storage allocation
- Disk scheduling

The I/O system consists of these

- A buffer caching system
- A general device driver code
- Drivers for specific hardware devices

A _____ is a collection of related information defined by its creator.
File

The operating system is responsible for the following activities in connection with file management:

- The creation and deletion of files
- The creation and deletion of directory
- The support of primitives for manipulating files and directories
- The mapping of files onto disk storage
- Backup of files on stable (non volatile) storage

_____ refers to a mechanism for controlling the access of programs, processes, or users to the resources defined by a computer controls to be imposed, together with some means of enforcement.
Protection
A _____ is a collection of processors that do not share memory or a clock.
distributed system

A _____ provides the user with access to the various resources the system maintains.
distributed system

The _____ is the primary interface between the user and the rest of the system.
command interpreter

A _____ is a set of notations in which were express our instructions to the computer.
programming language

_____ is the initial program written in a language different from machine language is called the source program and its equivalent in machine language is called object program.
Language Translator

Three examples of classes of language translators are Assemblers, Interpreters and Compilers.

An _____ is a computer program that accepts a source program in assembly language program reads and translates the entire program into an equivalent program in machine language called the object
Assembler

_____ is a program that accepts program fin a source language, reads, translates and executes it, line by lone into machine language
An Interpreter

A _____ is a computer program that accepts a source program in one high-level language, reads and translates the entire user's program into an equivalent program in machine language, called the object program or object code.
Compiler

The stages in compilation include

- Lexical analysis
- Syntax analysis
- Semantic analysis

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- Code generation

The utility software performs the following operations
- File Conversion
- File Copy
- Housekeeping Operations

_____ is a set of programs designed to solve problems of a specific nature.
Application software

A _____ is used to create, edit, save and print reports.
Word Processor

A Word Processor is used to_____, edit, save and print reports.
create

A Word Processor is used to create, _____, save and print reports.
edit

A Word Processor is used to create, edit, _____ and print reports.
save

A Word Processor is used to create, edit, save and_____ reports.
print

A Word Processor is used to _____
create, edit, save and print reports.

A document can be printed as many times as possible.
True

_____ is an application mainly designed for numerical figures and reports
Spreadsheet

_____ are packages that enable you to bring out images, diagrams and pictures.
Graphic Packages: These

Examples of Graphic Packages are_____
PM, PM Plus, Graphic Writer, Photoshop

_____ software for designing, setting up and subsequently managing a database.
Database Packages

A _____ is an organized collection of data that allows for modification taking care of different users view.
Database

Examples are Dbase II, III, IV, FoxBASE, Rbase Data Perfect, Paradox III, Revelation Advanced and MS-Access.

_____ are packages that can be used to solve statistical problems e.g. Stat graphical, SPSS (Statistical Packages for Social Scientists).
Statistical Packages:

_____ are packages that can be used to produce books and documents in standard form.
Desktop Publishing

Examples are PageMaker, Ventura, Publishers, Paints Brush, Xerox Form Base, News Master II, Dbase Publisher.

_____ are packages that contain a lot of games for children and adults.

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Game Packages:

Examples of Game Packages are Chess, Scrabble, Monopoly, Tune

Examples of Communication Packages are Carbon Plus, Data talk V3.3, Cross talk, SAGE Chit Chat, Data Soft.

There are _____ basic types of instructions
four

There are four basic types of instructions namely:

- input-output instructions
- arithmetic instructions
- branching instructions
- logic instructions

An _____ directs the computer to accept data from a specific input device and store it in a specific location in the store.
input instruction

An _____ tells the computer to move a piece of data from a computer storage location and record it on the output medium.
output instruction

Computer programming languages can be classified into the following categories

- Machine language
- Assembly language
- High level symbolic language
- Very high level symbolic language

A _____ allows the programmer to take advantage of all the features and capabilities of the computer system for which it was designed.
machine language program

A _____ language is computer dependent.
Machine

A machine language is _____ dependent.
Computer

A machine language is computer_____
dependent

Principles of good Programming It is generally accepted that a good

- Accuracy
- Reliability
- Efficiency
- Robustness
- Usability
- Maintainability
- Readability

The preparation of a computer program involves a set of procedure

- Problem Definition
- Devising the method of solution
- Developing the method using suitable aids,
- Writing the instructions in a programming language
- Transcribing the instructions into “machine sensibl e” form
- Debugging the program
- Testing the program

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- Documenting all the work involved in producing the program

A _____ is a graphical representation of the major steps of work in process.
Flowchart

A flowchart is a _____ representation of the major steps of work in process.
graphical

_____ displays in separate boxes the essential steps of the program and shows by means of arrows the directions of information flow.
Flowchart

A _____ can be said to be a graphical representation of an algorithm, that is, it is visual picture which gives the steps of an algorithm and also the flow of control between the various steps.
flowchart

Guidelines for drawing flowcharts

- Each symbol denotes a type of operation Input, Output, Processing, Decision, Transfer or branch or Terminal.
- A note is written inside each symbol to indicate the specific function to be performed.
- Flowcharts are read from top to bottom.
- A sequence of operations is performed until a terminal symbol designates the end of the run or "branch" connector transfers cont rol.

An _____ is a set of rules for carrying out calculation either by hand or a machine.
Algorithm

_____ are read from top to bottom
Flowcharts

Flowcharts are read from top to _____
bottom

An _____ is a finite step-by-step procedure to achieve a required result.
Algorithm

An _____ is a sequence of computational steps that transform the input into the output.
Algorithm

An _____ is a sequence of operations performed on data that have to be organized in data structures.
Algorithm

An_____ is an abstraction of a program to be executed on a physical machine (model of computation)
Algorithm

An algorithm can be characterized by the following:

- A finite set or sequence of actions
- This sequence of actions has a unique initial action
- Each action in the sequence has unique successor
- The sequence terminates with either a solution or a statement that the problem is unresolved

_____ is a program design aid that serves the function of a flowchart in expressing the detailed logic of a program.
Pseudocode

_____ is the use of computers to create, revise, and save documents for printing and future retrieval.
Word processing

Information can be entered into the computer by using a_____.
Keyboard

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You enter _____ into the computer by using a keyboard.
Information

You enter information into the computer by using a_____.
keyboard

_____ enable you to change information easily without retyping entire documents.
Word processors

For example, you can change margins, add and delete text, move paragraphs, and correct spelling errors. All revisions are made within the computer and are then saved on a disk and printed.

Word is a _____ word processor.
WYSIWYG (what-you-see-is-what-you-get)

To create a new document, click on the _____
New Blank Document

Every document has a_____.
text area

A _____ program provides facilities to edit documents and define their layout and enable them to be printed.
word processing

_____ is the use of computers to create, revise and save documents for printing and future retrieval.
Word processing

_____ make it easier to align text precisely.
Tabs

Tab stops are preset at _____ cm increments.
1.27

By pressing the _____ key, you can delete the character or space immediately to the left of the insertion point.
Backspace

Word will suggest the complete word or phrase after you type the first few letters. This feature is called_____.
AutoComplete

Text files can be created and modified with the aid of a special program called an_____.
Editor

The Windows environment provides a temporary storage area called the _____
Clipboard

When you cut or copy selected text, it is placed on the_____.
Clipboard

An _____ is a program used to create text files or make changes to existing files.
Editor

Shortcut key combination	Formatting result
<Ctrl> + B	Bold
<Ctrl> + I	Italic
<Ctrl> + U	Underline

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Copying a text require _____ processes.
Four

_____ may be applied before typing a paragraph or after the paragraph has been typed.
Paragraph alignment

_____ determines how text is positioned between the left and right indents.
Paragraph alignment

There are _____ alignment options.
Four

A _____ comprises a grid of numbered rows and lettered column intersecting in cells.
Spreadsheet

A cell can contain either text or_____.
numbered values

A spreadsheet consists of information written in _____ form
Tabular

A series of data depicted horizontally is called a _____
row

A series of data depicted vertically is called a_____
column

_____ has become a universal tool of any modern man (or woman).
Computer

Computer has become a _____ of any modern man (or woman).
universal tool

_____, today is not defined only in terms of the ability to read and/or write but in addition, it includes the ability to use and communicate with the aid of computer.
Literacy

In the _____ sector, computers are being used to promote teaching and learning.
education

In the education sector, _____ are being used to promote teaching and learning.
computers

In the education sector, computers are being used to promote _____ and learning.
teaching

In the education sector, computers are being used to promote teaching and_____.
learning

In the education sector, computers are being used to promote_____ and_____.
teaching and learning

In the education sector, computers are being used to _____ teaching and learning.
promote

The field of _____ provides the most fascinating application of computing system.
education

When was computers introduced into the classroom?
1960s

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The _____ has revolutionized the services rendered by libraries to readers.
computer

The computer has revolutionized the services rendered by _____ to readers.
libraries

The computer has revolutionized the services rendered by libraries to _____.
readers

_____ using public terminals can go through a menu-driven programme to find specific books or periodicals, recall books on loans and also make requisition for short loan items.
Readers

Readers using _____ terminals can go through a menu-driven programme to find specific books or periodicals, recall books on loans and also make requisition for short loan items.
public

A computer based on-line public access _____ system manages a search for materials using indices such as author's name, book title, subject and classmark.
catalogue

In the early days of computing, computers were originally meant to assist in _____ and engineering applications.
scientific

In the early days of computing, computers were originally meant to assist in scientific and _____ applications.
engineering

_____ are becoming more complex and competitive thus increasing the need to produce and process more accurate and timely data both in quantity and quality.
Corporate operations

_____ is a work schedule which demands speed, accuracy, carefulness and honesty.
Payroll preparation

Payroll preparation is a work schedule which demands _____
speed, accuracy, carefulness and honesty

_____ involves making references to a number of source documents which by their nature also require constant and periodic updating.
Payroll preparation

Computer application in payroll preparation involves a number of procedures which include the following:
(a) Updating the personal records of employees whenever new appointments, resignations, terminations, dismissals and other changes are made within a period of time.
(b) Computing wages and salaries for each individual workers based on regular and overtime hours worked.
(c) Making deductions for income tax and for other payments such as union dues and repayment of loans.
(d) Preparation of pay advice slips and cheques to employees and banks.
(e) Updating the master payroll file based on the records received from the personnel department. (f) Preparation of summary report and analysis for management.

MIS stands for_____
Management Information System

A _____ involves a computerized system of data processing procedures which are integrated in an organisation to provide accurate, complete, concise, timely and effective data which management can use at various level of decision making for planning, organizing, directing, controlling and monitoring procedures.
Management Information System

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_____ devices are used in the design of products while computer monitored quality control procedures are used in production process to detect items that fail to meet the approved quality standards and specifications.
Computer Aided Designs (CAD)

CAD stands for_____
Computer Aided Designs

Computer is used in the publishing industry in the following ways:
(a) Creative writing
(b) Typesetting manuscript
(c) Drawing illustrations.
(d) Generating the table of contents and the index of a book automatically.
(e) Generating the page size of a book and cut and paste illustrations automatically.
(f) Processing images such as the scanning of pictures and recording them automatically in the computer store for future retrieval or printing.
(g) Verification and validation of spellings.
(h) Assisting the writer of an article to identify the words that have similar meaning.

CNN stands for_____
Cabled Network News

Computers can assist government business in the following ways:
(a) Planning
(b) Decision marking
(c) Policy formulating
(d) Monitoring and control of operations

_____ allow a computer programmer to direct the activities of the computer.
Programming languages

The _____ tells the computer what to do such as add, subtract, multiply and divide.
operation code

The _____ tell the computer the data items involved in the operations.
operands

The _____in an instruction may consist of the actual data that the computer may use to perform an operation, or the storage address of data.
operands

An _____ instruction directs the computer to accept data from a specific input device and store it in a specific location in the store.
input

An _____ instruction tells the computer to move a piece of data from a computer storage location and record it on the output medium.
output

All of the basic arithmetic operations can be performed by the computer.
True

There are _____ basic types of branch instructions
two

There are two basic types of branch instructions namely_____
unconditional branch instruction and conditional branch instruction

An _____ will cause the computer to branch to a statement regardless of the existing conditions.
unconditional branch instruction or statement

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A _____ will cause the computer to branch to a statement only when certain conditions exist.
conditional branch statement

_____ directs the internal operations of the computer and applications software allows the programmer to use the computer to solve user made problems.
System software

Computer programming languages can be classified into the following categories:
(a) Machine language
(b) Assembly language
(c) High level symbolic language
(d) Very high level symbolic language.

Each instruction in a machine language program consists of two parts namely:_____ and_____
operation code and operands

A _____ allows the programmer to take advantage of all the features and capabilities of the computer system for which it was designed.
machine language program

_____ allows the programmer to remember the operations codes easily than when expressed strictly as binary numbers.
Assembly (Low Level) Language

In_____, the operation code is expressed as a combination of letters rather than binary numbers, sometimes called mnemonics.
assembly language

In assembly language, the operation code is expressed as a combination of letters rather than binary numbers, sometimes called_____.
mnemonics

The storage address or location of the operands is expressed as a symbol rather than the actual numeric address.
True

Among the existing and popular high level programming languages are Fortran, Basic, Cobol, Pascal, Algol, Ada and P1/1.

The high level languages are generally described as_____
Third Generation (computer) Language (3GL)

The very high level language generally described as the _____
Fourth Generation (computer) Language (4GL)

A_____, by using a menu system for example, allows users to specify what they require, rather than describe the procedures by which these requirements are met.
4GL

A _____ offers the user an English-like set of commands and simple control structures in which to specify general data processing or numerical operations.
4GL

A program is translated into a conventional high-level language such as Cobol, which is passed to a_____.
compiler

A 4GL is a non-procedural language.
True

The _____ arose partly in response to the applications backlog.
4GL

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The 4GL arose partly in response to the applications_____.
backlog

Computer programming is both an art and a science.
True

_____ is the act of writing a program which a computer can execute to produce the desired result.
Computer programming

A _____ is a series of instructions assembled to enable the computer to carry out a specified procedure.
program

A _____ is the sequence of simple instructions into which a given problem is reduced and which is in a form the computer can understand, either directly or after interpretation.
computer program

The programs designed to convert the general-purposes computer into a tool for a specific task or applications are called _____
Application programs

The preparation of a computer program involves a set of procedure classified into _____ major stages
eight

The function of the _____ is to convert the program statements into the binary code of the computer called the object code.
translator

The function of the translator is to convert the program statements into the binary code of the computer called the_____.
object code

The purpose of testing is_____
to determine whether a program consistently produces correct or expected results

The following are the advantages of program documentation
(i) It provides all necessary information for anyone who comes in contact with the program.
(ii) It helps the supervisor in determining the program's purpose, how long the program will be useful and future revision that may be necessary.
(iii) It simplifies program maintenance (revision or updating)
(iv) It provides information as to the use of the program to those unfamiliar with it.
(v) It provides operating instructions to the computer operator.

A _____ is a graphical representation of the major steps of work in process.
Flowchart

_____ displays in separate boxes the essential steps of the program and shows by means of arrows the directions of information flow.
Flowchart

A _____ can also be said to be a graphical representation of an algorithm, that is, it is visual picture which gives the steps of an algorithm and also the flow of control between the various steps.
Flowchart

Flowcharts are drawn with the help of_____.
symbols

The following are guidelines for drawing flowcharts
(i) Each symbol denotes a type of operation Input, Output, Processing, Decision, Transfer or branch or Terminal.

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(ii) A note is written inside each symbol to indicate the specific function to be performed.
(iii) Flowcharts are read from top to bottom.
(iv) A sequence of operations is performed until a terminal symbol designates the end of the run or "branch" connector transfers control.

_____ is a program design aid that serves the function of a flowchart in expressing the detailed logic of a program.
Pseudocode

A series of structured words is used to express the major program functions. These structured words are the basis for writing programs using a technical term called_____
structure programming

_____ are used to analyze a problem.
Decision tables

Decision tables are used to analyze a_____.
problem

_____ are a simple yet powerful and unambiguous way of showing the actions to be taken when a given set of conditions occur.
Decision tables

_____ are prepared in conjunction with or in place of flowcharts.
Decision tables

_____ section contains a list of all possible conditions which could apply in a particular problem.
Conditions stub

_____ section contains the different combination of the conditions each combination being given a number termed a 'Rule':
Condition entry

_____ section contains a list of the possible actions which could apply for any given combinations of conditions.
Action stub

_____ section shows the actions to be taken for each combination of conditions.
Action entry

An interconnected set of two or more computers with data communication devices may be called a_____.
computer network

LAN Stands for_____
Local Area Network

_____ refers to a network set up in one building.
Local Area Network

MAN stands for_____
Metropolitan Area Network

_____ refers to two LANs linked between two buildings in the same metropolis.
Metropolitan Area Network

WAN is acronym for _____
Wide Area Network

_____ refers to LANs or MANs that are connected between cities.
Wide Area Network

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WWW is acronym for _____
World Wide Web

_____ refers to the linking up the world's LANs, MANs and WANs to form a web of networks that cover the earth.
World Wide Web

When two or more computers are interconnected this is generally referred to as a_____.
network

Networks have become increasingly popular over the last decade.
True

_____ can be used to transfer information between computers, even if they use different operating systems.
Networks

A _____can be used to send data to remote storage devices and printers, without having to send all of the signals through an expensive mainframe computer.
network

Generally, _____ provide an inexpensive way to interconnect any number of systems and make communication and sharing of data quick and easy.
networks

There are _____ main categories of networks used in the industry
two

There are two main categories of networks used in the industry which are _____
LAN's (Local Area Network) and WAN's (Wide Area Network)

A _____ is a network in which all signals run on a single set of cables, which is fully administered by the owner.
LAN

There are _____ typical network topologies (layouts).
three

There are three typical network topologies (layouts). These are _____
star, ring and bus shapes

The _____ shape is the outlying stations communicate through a central hub device.
star

In a ____ network, messages circulate the loop, passing from station to station like an old fashioned bucket brigade of fire fighters.
ring

The _____ is usually a high performance computer with a very large hard disk.
File server

The _____ is a mass storage device that all users can share.
file server

_____ is used to store all shared programs and data on the network.
File server

_____ are the computers on a network that users work on.
Workstations

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LANs or MANs that are connected between cities are known as_____.
WAN's

A _____ only has a range of approximately one-kilometre.
LAN

A LAN only has a range of approximately_____.
one-kilometre

_____ transmits sounds, not the radio frequency signals that pulse around a LAN.
Telephone

A prime example of _____ is the Internet.
WAN

A prime example of WAN is the_____.
Internet

The Internet is a global network of computers that are able to communicate with one another, using a common language called _____
HTML (Hypertext Mark-up Language)

HTML stands for_____
Hypertext Mark-up Language

The _____ gives you a graphical, easy-to-navigate interface for looking at documents on the Internet.
World Wide Web

You can think of the _____ as a big library.
web

You can think of the web as a_____.
big library

_____ are like the books, and web "pages" are like specific pages in the books.
Web sites

_____ can contain news, images, movies, sounds, and 3D worlds – just about anything.
Pages

_____ means following hyperlinks to pages and subjects you may never have heard about, meeting new people, visiting new places, and learning about things from all over the world.
Surfing

A collection of web pages is known as a_____.
web site

A _____ is a software tool that you use to look at web pages.
browser

You connect to other pages by clicking text or graphics that are called_____.
hyperlinks

Hyperlinks are underlined or bordered words and graphics that have web addresses also known as _____ embedded in them.
URL

URL stands for_____
Universal Resource Locator

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_____ are underlined or bordered words and graphics that have web addresses (also known as URL – Universal Resource Locator) embedded in them.
Hyperlinks

By clicking a_____, you jump to a particular page in a particular web site.
hyperlink

You can easily identify a hyperlink.
True

Hyperlink text is a different colour from the rest of the text in a web site.
True

_____ means following hyperlinks to different web pages.
Surfing the web

A _____ is the starting point for a web site.
home page

Computer Network can be categorised into two:_____ and_____
wired network and wireless network

Computer Network can be categorised into_____
two

The _____ network makes use of radio waves to transmit data or information from one node to another.
wireless

ISP stands for_____
Internet Service Providers

The _____ is a global network of interconnected computer networks.
Internet

All home pages have what is called an_____.
Internet Address

URL stands for_____
Universal Resource Locator

URL stands for Universal Resource Locator which is simply another word for_____.
address

_____ are the people who control the access to the web.
Internet Service Providers (ISP)

_____ is the privilege to access and make changes to folders.
Access privileges

_____ is the unique code assigned to the location of a file in storage, a device in a system or network, or any other data source on a network.
Address

_____ are multimedia files that are 'attached' to an E-mail; can be text, graphics, sound, video, spreadsheet, database or even an entire application.
Attachments

_____ is number of signalling elements that can be transmitted per second on a circuit. Older term being replaced by bps-bits per second
Baud

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The smallest amount of information that can be transmitted is called_____
Bit

A combination of _____ can indicate an alphabetic character, a numeric digit, or perform signalling, switching or other functions.
Bits

_____ is application software that gives you a graphical interactive interface for searching, finding, viewing and managing information over a network.
Browser

_____ is a computer that uses the services of another computer (a server or host).
Client

_____ is a multi-user collection of information.
Database

A _____ sits at the gateway of a private network and only lets certain types of information in from and out to the network.
firewall

_____ is a computer that provides access to files for remote users (clients).
File server

_____ is a "tag" language in which web pages are formatted and web information is distributed.
HTML (Hyper Text Markup Language)

_____ is a distributed bulletin board system about a particular topic.
Newsgroup

A _____ is hypermedia document on the web.
Page

A _____ is an Internet service provider's dial-up connection for modem users, used particularly to describe local connections so modem users don't have to dial long distance.
pop

To _____ a file means to decompress, or expand a file that has been made smaller using a compression utility.
unzip

The Internet is used for the following

- Information browsing
- electronic mail (e-mail)
- Newsgroups
- File transfer
- Access to and use of other computers.

A _____ is basically an electronic bulletin board where messages are left for others to see and respond to if necessary.
Newsgroup

Newsgroup messages are stored on Internet servers called_____
News Servers

When you post a message to a_____, it is posed onto your ISP's news server.
newsgroup

When you post a message to a newsgroup, it is posed onto your ISP's_____.
news server

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_____ is a network feature that has no equivalent in standalone computing.
Electronic mail

_____ provides an electronic mail tool called the Outlook Inbox.
Microsoft Outlook

Microsoft Outlook provides an electronic mail tool called the_____.
Outlook Inbox

_____ instruction directs the computer to accept data from a specific input device and store it in a specific location in the store
Input

MS Multiplan is an example of _____ packages
Spreadsheet

The first stage of program debugging is _____
Desk checking

When errors are detected in a program, a series of diagnostics referred to as an error ____ list is generated by the language translator
Message

Simplification of program maintenance is an advantage of program ____
Documentation

In _____ alignment, the text along the right side of the paragraph appears ragged
Left

In Excel, chart ____ allow you to print a chart that is separate from data
Sheets

____ chart is used when printing a worksheet and a chart on a single sheet of paper
Embedded

A chart symbol that represents a single data point is data ____.
marker

The x-axis of a chart is also called _____ axis
category

Gridlines in a plot area makes it easy to compare data marker with an axis value
True

In a hybrid computer system, a conversion element is irrelevant.
False

The Chart ____feature leads a user through a step-by-step process to create a chart and displays sample views as you build it
Wizard

Computer viruses are written programs.
True

AutoShapes button in Microsoft PowerPoint provides access to over ____ shapes
150

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Write-protecting a disk means preventing the computer from ___ (over) important data that are already contained in it
erasing

There are ____ types of environments in PowerPoint
five

There are ____ main types of networks in the industry
two

Aside the cables, there are ___ components that are present in most networks
three

A local area network has a range of approximately ____ kilometre
one

The internet is a typical example of ____ area network
wide

Underlined words that have web addresses embedded in them are_____
hyperlinks

_____ is the number of signalling elements that can be transmitted per second on a circuit
Baud

Electronic mail has equivalent feature in standalone computing
False

Internet area that comprises thousands of newsgroups is _____.
Usenet

Newsgroup messages are stored on Internet servers referred to as ____ servers
News

A hypermedia document on the web is called _____
page

In network transmission, ____ is an older term that is being replaced by bits-per-second
Baud

Excel workbook can be set up as a dynamic work environment.
True

The Print button on the Standard docked toolbar does NOT bypass the Print dialog box.
False

Automatic Spell Check feature of the Microsoft Word CANNOT be disabled.
False

Spelling checker is a substitute for proofreading.
False

In _____ alignment, the texts along both sides of the paragraph appear ragged
centre

____ instruction tells the computer to move a piece of data from a computer storage location
Output

A _____ branch statement will cause the computer to branch to a statement only when certain conditions exist
conditional

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Which of the following is NOT a system software?
Microsoft Office

Which of the following is the primary goal of the operating system?
User convenience

Operating system that appears to its users as a traditional uniprocessor system is_____
Distributed

The Input/Output system consists of the following EXCEPT_____
Disk scheduler

The following are generalised software EXCEPT_____
Linux

The following are examples of integrated packages EXCEPT_____
Microsoft Windows10

The operating system environment in which the response time is the turnaround time is_____
Batch

The following are other names for command interpreter system EXCEPT_____
Kernel

Which of the following is not a communication package?
Paradox III

Which of the following is not an attribute of a good program?
Sequential

The error that results from Illegal use of a feature of programming language is_____
Syntax

The following are methods of testing a program EXCEPT_____
Trace trek

Which of the following is not a class of data used in program testing?
Virtual

The following are tools for planning problem solution step in programming EXCEPT_____
Coding

Which of the following is not an advantage of program documentation?
provides operating instructions to the programmer

Which of the following definitions of algorithm is NOT correct?
Set of program codes to be executed on a physical machine

The <ENTER> key can be used for the following EXCEPT
Create a blank space

Character formatting include the following EXCEPT
Highlight

Which of the following is NOT a toggle button?
Font face

Which of the following is NOT true of paragraph alignment?
It determines the paper size

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Types of paragraph alignment options are_____
Four

The following are paragraph alignment options EXCEPT
Middle alignment

By default, the print command prints_____
Entire document

The following are the components of the Excel workbook EXCEPT
Presentation tools

Which of following will NOT clear the content of a cell in Excel?
Selecting the cell and pressing the Enter key

In Microsoft PowerPoint, which of the following function key is used to run a slide show?
F5

Which of the following is NOT a working environment in PowerPoint?
Outskirt view

Text attributes include the following EXCEPT
Weight

The value-axis of a chart is also called_____
y-axis

In Excel, which of the following makes it easy to compare actual worksheet data to graphical representation of the data?
Embedded chart

In which of the following paragraph alignment options is the text along the left side of the paragraph appears ragged
Right

Which of the following is NOT correct of flowcharts?
It is read bottom-up

Which of the following is not classified as a cursor control key?
SHIFT

Which of the following is not an attribute of an algorithm?
Ambiguity

Operator's manual contains the following EXCEPT
The various codes making up the program

The _____ Generation saw the introduction of machine
Fifth

Small-scale integration is a product of _____
Third

The following are the criteria for classifying_____
Strength

Which of the following resource type is most likely _____
Printers

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Which of the following devices is required for wireless_____
Modem

A_____ purpose computer is one that is designed to solve a restricted.
Special

Application backlog led to the evolution of _____
4th

The instructions that tell a computer how to_____
Programs

The shortcut key combination for copying text_____
Ctrl+C

An area of a computer that temporarily holds data is called_____
RAM

Which of the following is NOT a part of the components of most networks?
Memory server

Which of the following key combinations moves you to the bottom of the current document?
<Ctrl> + <End>

The starting point for a web site is called_____
Home page

Which of the following is used in network environment to store all shared programs and data?
File server

Which of the following tabbed categories is used for predesigned PowerPoint presentations
?
Presentation

In PowerPoint, in which view can you work with only one slide at a time, add title and body text, graphs, organization charts, clip art, WordArt, draw shapes and have access to all of the toolbars and the commands on the menu bar?
Slide

The sixth stage of program development is_____
Program debugging

Given the expression a = b + 5, which of the following is NOT an operand?
+

The following are game packages EXCEPT
SAGE chit chat

Compilers carry out the following analysis EXCEPT
Code

The basic purpose of the computer operating system is_____
two

The following are secondary functions of the computer operating systems EXCEPT
Control the allocation and use of the computing system's resources among the various users and **tasks**

Which of the following statements is NOT true?
The basic resources of a computer system are provided by its hardware

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Computer software come in different forms. Which of the following is NOT one?
Device ports

Which of the following statements is NOT true?
The sound card is an expansion card that does not plugs into any slot on the motherboard

Which of the following definitions of algorithm is NOT correct?
Set of program codes to be executed on a physical machine

Which of the following statements is TRUE?
Static electricity is an enemy of computer keyboards

When entering texts, which of the following keys has no effect on itself?
Shift

Which of the following is NOT a sixth generation CPU?
Cyrix 6X86

In which generation did UNIX operating system came about?
third

Which of the following is NOT a navigation key?
Escape

Early computers were rarely owned by individuals but rather confined to the laboratories and few research institutes because_____
They were large in size and too expensive

Which of the following is a computer NOT capable of doing?
taking input data through the printer

In which of the Slide views in PowerPoint do you view thumbnails of all of the slides in your presentation and arrange the order of the slides?
Slide sorter view

DEC stands for _____
Digital Equipment Corporation

In a distributed system_____
each processor has its own local memory

Which of the following is NOT a basic types of instructions in computer programming?
mathematical

Computer programming languages can be classified into the following categories EXCEPT
Medium level symbolic language

Each instruction in a machine language program consists of _____
operation code and operands

Which of the following is NOT an input device?
Speaker

A Computer is capable of all BUT one of the following ____
Data pressing

Which of the following is NOT one of the panes in the Normal view of the PowerPoint window
Sorter

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The following CANNOT be part of a filename EXCEPT
-

A file name in PowerPoint can have up to____
255 characters

The most common network topology is_____
star

In _____ network, radio waves are used to transmit data or information from one node to the other
Wireless

The software tool that is used to look at web pages is called ____.
Browser

Following hyperlinks to pages and subjects one may never have heard about is called ____.
Surfing

The devise in telephone system that converts series of electronic signals into pulses of sound is ____.
Modem

_____ could be regarded as the largest of all wide area networks
Internet

The internet computers communicate with one another using a common language called _____
HTML

In Excel, chart ____ allow you to print a chart that is separate from data
Sheets

When saving a document for the first time in Microsoft Word, it automatically assigns a filename using the ____line of the document content.
First

In PowerPoint ____ view, user is presented with the presentation outline, current slide, and current slide notes
Normal

Another name for the y-axis of a chart is _____ axis
Vertical

In Normal view, the PowerPoint window is divided into ____ panes
Three

The _____ key is pressed to end a PowerPoint slide show
Escape

Assembly language is to second generation computers as _____ language is to first generation computers
Machine

_____ instruction will get information from the hard disk and print on paper
Output

_____ code instructs the computer to perform arithmetic operations.
Operation

The operands in an instruction must consist of the actual data that the computer will use to perform an operation.
False

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A _____ operating system allows more than one active user program to be stored in main memory at the same time
Multiprogramming

All multiprogramming systems are time-sharing systems.
False

Sheetfed scanners look and act more like photocopiers.
False

With Sheetfed scanners, scanning directly from a book is possible.
False

The data stored on a storage device is usually referred to as _____ copy.
Soft

NumLock key is to numeric keypad as _____ key is to capital/block/uppercase letters
Capslock

Activating the numeric keypad affects the function keys.
False

C programming language is a product of _____ generation computers
3rd

_____ computer systems integrate audio, video and data.
Multimedia

_____ sits at the gateway of a private network and only lets certain types of information in from and out to the network.
Firewall

_____ line is a private line leased from a telecommunications carrier
Dedicated

_____ is the smallest amount of information that can be transmitted
Bit

Printed materials are often called ____ copies
Hard

Hand scanners are automated devices.
False

In a network operating system the users are NOT aware of the existence of multiple computers.
False

A multiprocessing system has only one central processing unit
False

There are ____ major reasons for networks
Two

There are _____ typical network topologies
Three

In most software packages, the function key F1 is used to run the ___program.
Help

____are peripheral devices used to digitize artwork, photographs, text, or other items from hard copy.

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Scanners

Expansion Slots on motherboards are for_____
Adapter Cards

The chips have data written on them during manufacturing that tells the CPU what to do when the PC is switched on is referred to as____
ROM

In Operating systems the primary interface between the user and the rest of the system is its_____
Command Interpreter

This short cut key combination deletes a line in most text documents.
CTRL + Y

_____ consists of expensive and very fast memory chips that store the data or instructions that the CPU will look at next.
Cache Memory

Modern Computer Operating Systems may be classified into any of the following except
Virtual

A series of coded instructions showing the logical steps the computer follows to solve a given problem is called a_____
Programm

Computer program that accepts a source program in one high-level language, reads and translates the entire user's program into an equivalent program in machine language is referred to____
Compiler

Assembly language has a one-to-one relationship with machine language, but uses symbols and ____for particular items.
mnemonics

The acronym MIS stands for_____
Management Information System

A program is normally tested by executing with_____
test data

_____is a graphical representation of the major steps of work in process Flowchart

This flowchart symbol is for_____
Decision making

This flowchart symbol is for_____
Junction point of program

An abstraction of a program to be executed on a physical machine is an_____
Algorithm

_____is a program design aid that serves the function of a flowchart in expressing the detailed logic of a program.
Pseudocode

An unambiguous way of showing the actions to be taken when a given set of conditions occur is by using a_____
Decision table

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Computer is fast becoming the universal machine of the_____
21st century

Early computers were_____ to be owned by individuals
large in size and too expensive

The term_____ is referred to facts about a person, object or place e.g. name, age, complexion, school, class, height etc.
Data

_____ is referred to as processed data or a meaningful statement e.g. Net pay of workers, examination results of students, list of successful candidates in an examination or interview etc.
Information

The_____ of data processing involves the use of machines such as typewriter, roneo machines, adding machines and the like.
Mechanical method

The computer has both _____ and_____ facilities for holding data and instructions. This capacity varies from one machine to the other.
Internal and external storage

The computer_____ comprises the input unit, the processing unit and the output unit.
Hardware

_____ are the series of instructions that enable the computer to perform a task or group of tasks
Computer software

The web lets you _____ or _____ from one web p age to other pages on the web.
jump or hyperlink

Computer as a_____ is being applied to almost every area of human society.
Universal machine

One of the areas in which computer has been applied intensively and extensively is the_____
Military

The business of governance is a_____ business.
Serious

Computer application is now felt in _____and Vehicle maintenance.
traffic control

Computer application is now felt in traffic control and_____
Vehicle maintenance

Computer application in_____ has led to the use of computer terminals at home.
Communications

The_____ now provides faster, more convenient and cheaper electronic flow of information than the telephone, fax and telex transmission.
Electronic mail service

The most dramatic computer application is witnessed in the_____ and communications sectors.
Transport

The delivery of health care facilities has been one of the notable areas in which computer applications have proved most beneficial to mankind.
Health care facilities

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The computer is used in the diagnosis and physiological monitoring of patients life during surgical operation and intensive care programme.
Physiological

Computer is commonly used to find the accurate solutions to both_____ and_____ problems
scientific and engineering

The computer is used to find solution to very complex_____ and statistical computations at incredible speed and accuracy.
Mathematical

Computer technology has changed the face of____ and____ through its various applications.
business and industry

Information and_____ replace capital and energy as the primary wealth-creating assets.
Knowledge

The computer is used to_____ the foreign exchange rates of major currencies.
Calculate

CAD stands for_____
Computer Aided Designs

A_____ involves a computerized system of data processing procedures which are integrated in an organisation to provide accurate, complete, concise, timely and effective data which management can use at various level of decision making for planning, organizing, directing, controlling and monitoring procedures.
Management Information System

The computer is used as a tool by_____ to report accurately on the transaction register which constitutes the most crucial aspect in the audit trail.
Auditors

_____ preparation is essentially a repetitive and a routine task which has to be done periodically.
Payroll

Computers were originally meant to assist in scientific and engineering_____
Applications

Computers have been applied in virtually all fields of human_____
Endeavour

Computer has become a ____ tool of any modern man (or woman).
universal

BBS stands for_____
Bulleting board system

The Internet is a global network of _____ computer networks.
interconnected

Hyperlinks are_____ or_____ words and graphics that have web addresses.
underlined or bordered

_____ is a different colour from the rest of the text in a web site.
Hyperlink text

The_____ enables you to create and edit text effects by using the available options.
WordArt toolbar

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The_____ button provides access to over 150 shapes.
AutoShapes

The_____ is one of the default toolbars displayed when you start PowerPoint.
Drawing toolbar

_____enables you to create drawn objects using a set of tools located on the Drawing toolbar.
PowerPoint

To use PowerPoint, you must load the program from the hard disk into the_____
computer's memory

_____ is an application program used to create presentations.
PowerPoint

The_____ enables you to view your printouts on screen before you print them.
Print Preview command

The_____ is the gray background behind the chart.
plot area

A quick way to print your whole worksheet is to click on the print button on the_____
standard toolbar

All default print options are listed in the_____
Print dialog box

Text entries are left aligned while numeric entries and calculated results are_____.
right aligned

Each time you click on the_____ button, an extra decimal place is displayed to the right of the decimal point.
Increase Decimal

Each time you click on the_____ button, one decimal place fewer is displayed.
Decrease Decimal

You can use Excel's built-in formats to change the appearance of numbers.
built-in formats

A_____ is a group adjacent cells that forms a rectangular shape.
Range

When you launch Excel, you see a new, blank workbook called_____
Book 1

A workbook can be saved temporary in the_____
Computer memory

A workbook can be saved permanently on the_____
Disk

The Excel worksheet consists of various_____
Elements

Excel is a software application that provides an_____ or worksheet environment.
electronic spreadsheet

Working with a_____ can be complicated and time consuming
paper spreadsheet

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Paper spreadsheets have limited functionality because they are_____
Static

A____ consists of information written in tabular form.
Spreadsheet

A file is a collection of related information defined by its_____
Creator

_____ is one of the most visible services of an operating system.
File management

It is possible to change the appearance and position of text by applying various_____
formatting options

_____ can be used to emphasize text in a document.
Character formats

The_____ places a copy of a file on disk into an active document window.
File, Open command

Text files can be created and modified with the aid of a special program called an_____
Editor

WYSIWYG stands for_____
What-You-See-Is-What-You-Get

To use Word, you must load the program from the hard disk into the_____
computer's memory

The purpose of_____ is to determine whether a program consistently produces correct or expected results.
Testing

_____is caused by faulty logic in the design of the program.
Logic errors

_____is caused by mistake in coding.
Syntax errors

_____ is the process of locating and correcting errors.
Debugging

A_____ needs to thoroughly understand what is required of a problem.
Programmer

_____ means the Program must do what it is supposed to do correctly and must meet the criteria laid down in its specification.
Accuracy

_____ means the Program must always do what it is supposed to do, and never crash.
Reliability

_____ means optimal utilization of resources is essential. The program must use the available storage space and other resources in such as way that the system speed is not wasted.
Efficiency

_____ means the Program should cope with invalid data and not stop without an indication of the cause of the source of error.
Robustness

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_____ means the Program must be easy enough to use and be well documented.
Usability

_____ means the Program must be easy to amend having good structuring and documentation.
Maintainability

The computer is a general-purpose machine with a remarkable ability to process_____
Information

Computer programming is both_____ and_____
an art and a science

In a high level language one specifies the logical procedures that have to be performed to achieve a_____
Result

Machine language is the binary language and its made up of only_____ and_____
0s and 1s

_____ has a one-to-one relationship with machine language, but uses symbols and mnemonics for particular items.
Assembly language

_____ programming languages are means by which programmers manipulate the computer.
Computer

_____ have evolved from the machine language to assembly language, high level language and very high level programming language.
Programming languages

4GL stands for_____
Fourth Generation Language

The_____ are not designed by the programmer but by the fourth generation software itself.
program flows

A____ or_____ that assists computer users to write their own programs by expanding simple statements into program code.
program generator or application generator

The difficulty of programming and the time required to program computers in assembly languages and machine languages led to the development of_____
high-level languages

_____ allow the computer to change the sequence of execution of instruction, depending on conditions built into the program by the programmer.
Logic instructions

An____ directs the computer to accept data from a specific input device and store it in a specific location in the store.
input instruction

The_____ tells the computer what to do such as add, subtract, multiply and divide.
operation code

Basically, human beings cannot_____ or_____in computer language
speak or write

A computer must be_____ to respond to a specific instruction.
Programmed

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The_____ is a suit of programs written by programmers for computer users.
User programs

_____ are packages that can be used to produce books and documents in standard form.
Desktop publishing

_____ are packages that can be used to solve statistical problems, e.g. Stat graphical, SPSS.
Statistical packages

SPSS stands for_____
Statistical packages for social scientists

_____ is software for designing, setting up and subsequently managing a database.
Database packages

_____ are packages that enable you to bring out images, diagrams and pictures.
Graphical packages

_____ are programs or packages that perform a variety of different processing operations using data that is compatible with whatever operation is being carried out.
Integrated packages

_____ an application mainly designed for numerical figures and reports.
Spreadsheet

A_____ is used to create, edit, save and print reports.
Word Processor

_____ is a set of programs designed to solve problems of a specific nature.
Application software

_____ include programs to clear areas of storage, writing file labels and updating common data.
Housekeeping Operations

_____ makes an exact copy of a file from one medium to another or from an area of a medium to another area of the same medium.
File copy

File Conversion covers data transfer from any medium to another, making an exact copy or simultaneously ____ and_____
editing and validating

Utility Software is a set of commonly used programs in data processing departments also called service or_____
general-purpose programs

An_____ is a computer program that accepts a source program in assembly language program reads and translates the entire program into an equivalent program in machine language.
Assembler

An Interpreter is a program that accepts program fin a source language, reads, translates and executes it, line by lone into____
machine language

A Compiler is a computer program that accepts a source program in one high-level language, reads and translates the entire user's program into an equivalent program in machine language, called the object program or_____
object code

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The suites of languages that translate other languages to machine language are called_____
Language Translator

One of the most important component of an operating system is its_____
command interpreter

_____ provides the user with access to the various resources the system maintains.
distributed system

A distributed system is a collection of_____ that do not share memory or a clock.
Processors

_____ refers to a mechanism for controlling the access of programs, processes, or users to the resources defined by a computer controls to be imposed, together with some means of enforcement.
Protection

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