

CIT101 List of Questions

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Q1 Microsoft Outlook provides _____

- ☐ e-send
- ☒ e-mail
- ☐ e-document
- ☐ e-paper

Q2 A file server is a _____

- ☐ computer that provides access for remote users
- ☐ computer that provides access
- ☐ computer that accesses files for remote users
- ☒ computer that provides access to files for remote users

Q3 HTTP stands for _____

- ☒ Hypertext Transfer Protocol
- ☐ Hypertext Transmission Protocol
- ☐ Hypertext Transfer Practical
- ☐ Hypertext Transfer Practice

Q4 PKZIP is for what? _____

- ☒ Shareware compression utility for PCs
- ☐ Shareware for PCs
- ☐ Shareware compression utility for machines
- ☐ Shareware compression utility for people

Q5 GIGO is short for _____

- ☒ Garbage In Garbage Out
- ☐ Garbage In Garbage Outlet
- ☐ Garbage Inside Garbage Out
- ☐ Garbage In Garbage Outside

Q6 A web page is _____

- ☐ document
- ☒ hypermedia document on the web
- ☐ hypermedia
- ☐ web stuff

Q7 Internet is a(an) _____

- ☐ national network

- ☐ general network
- ☐ public network
- ☐ global network

Q8 e-mail is short for _____

- ☐ electronic mail
- ☐ electric mail
- ☐ external mail
- ☐ expanded mail

Q9 MAN stands for _____

- ☐ Metropolitan Area Networking
- ☐ Metropolitan Area Network
- ☐ Metropolitan Area Network
- ☐ Metro Area Network

Q10 A browser is _____

- ☐ software tool for looking at web pages
- ☐ software tool for describing at web pages
- ☐ software tool for looking at pages
- ☐ tool for defining web pages

Q11 With WordArt toolbar, you can _____

- ☐ create text effects only
- ☐ edit text effects
- ☐ create and edit text
- ☐ create and edit text effects

Q12 Graphic images are called _____

- ☐ Clip
- ☐ Graphics,
- ☐ Clip draw
- ☐ Clip art

Q13 Two of the buttons that are found on the Drawing toolbar are Draw and _____

- ☐ AutoDraw
- ☐ AutoShapes
- ☐ AutoImage
- ☐ AutoPicture

Q14 What objects do PowerPoint enables you to create using a set of tools located on the Drawing toolbar? _____

- ☐ dragged objects
- ☐ pulled objects
- ☒ drawn objects
- ☐ shaped objects

Q15 To insert a new slide into a presentation, you _____

- ☐ click on the New Show button on the Standard toolbar
- ☒ click on the New Slide button on the Standard toolbar
- ☐ click on the Next Slide button on the Standard toolbar
- ☐ click on the New Slide button on the Standard toolkit

Q16 How many tabbed categories, in the New Presentation dialog box, can you choose from when creating a presentation? _____

- ☐ Two
- ☒ Three
- ☐ Four
- ☐ Five

Q17 In slide view, you can work with _____ slide(s) at a time

- ☒ one
- ☐ two
- ☐ three
- ☐ four

Q18 How do you display a presentation on your computer? _____

- ☐ By running a show
- ☒ By running a slide show
- ☐ By inputting a slide show
- ☐ By running a slide diagram

Q19 PowerPoint is an _____

- ☐ application program for document preparation
- ☐ application program for spreadsheet
- ☒ application program for presentation
- ☐ application program for graphics

Q20 There are _____ working environments in PowerPoint

- ☐ two
- ☐ three
- ☐ four
- ☒ five

Q21 Legend is used ---

- ☐ to identify each series
- ☒ to identify each series in a chart
- ☐ to identify each series in a pie
- ☐ to draw each series in a chart

Q22 With Print Preview we ---

- ☐ view
- ☒ view printouts on screen
- ☐ view printouts
- ☐ view on screen

Q23 A selection chart is based on ---

- ☒ the type of data one is charting
- ☐ the type one is charting
- ☐ charting
- ☐ parameters

Q24 An embedded chart is moved ---

- ☐ by painting
- ☐ by dropping
- ☐ by the wizard
- ☒ by dragging

Q25 What does a Chart Wizard feature do?

- ☐ leads one through a step-by-step process
- ☒ leads one through a step-by-step process to create a chart
- ☐ leads one through a process to create a chart
- ☐ leads one through a step-by-step process of a chart

Q26 A data marker ---

- ☒ charts symbol that represents a single data point
- ☐ represents a single data point
- ☐ charts symbol that represents data points
- ☐ charts a single data point

Q27 In addition to its worksheet capabilities, Excel can ---

- ☐ workbook capabilities
- ☒ create charts
- ☐ create other sheets
- ☐ create representations

Q28 When the total number of characters of numeric data is greater than the column width of a cell --- are displayed

- ☐ plain symbols
- ☐ dot symbols
- ☒ hash symbols
- ☐ dash symbols

Q29 The default alignment for text entries is ---

- ☐ downward
- ☐ right
- ☐ upward
- ☒ left

Q30 A range of cells is selected by --- methods

- ☒ two
- ☐ three
- ☐ four
- ☐ five

Q31 ◆?◆ are the instructions that you enter to perform calculations

- ☐ Arguments
- ☒ Formulas
- ☐ Mathematics
- ☐ Calculus

Q32 By default, numbers are displayed --- aligned as you type them into a cell

- ☒ right
- ☐ left
- ☐ backward
- ☐ forward

Q33 Until it is saved, a workbook exists only in

- ☐ computer ROM
- ☐ computer
- ☒ computer memory
- ☐ computer archive

Q34 A workbook is made

- ☐ worksheet
- ☒ worksheets
- ☐ workbooks
- ☐ sheet

Q35 Automatic spell check ---

- ☐ informs you of spelling errors as you type
- ☐ informs you of spelling errors
- ☐ informs you of errors as you type
- ☐ informs you of spelling errors as you finish

Q36 In respect to alignment, justify means

- ☐ lines of text are aligned along either the left and right indents
- ☐ lines of text are aligned along both the left and right indents
- ☐ lines of text are aligned along the left indent
- ☐ lines of text are aligned along both the right indent

Q37 What do we use to change the appearance and positioning of text in Word?

- ☐ Indenting
- ☐ Scaling
- ☐ Formatting
- ☐ Re-appearance

Q38 Some formatting buttons are toggles, that is, the same button is used to turn a formatting feature --- and "off"

- ☐ "down"
- ☐ "on"
- ☐ "sideways"
- ☐ "up"

Q39 In Word, what does the overtype mode do?

- ☐ Inserts a character at a time
- ☐ Moves a character one by one
- ☐ Pushes character by character
- ☐ Replaces existing text one character at a time

Q40 In Windows, clipboard ---

- ☐ provides a temporary storage area
- ☐ provides a temporary area
- ☐ provides a storage area
- ☐ an area in memory

Q41 In spreadsheet, cell is the intersection of a --- and a row

- ☐ line
- ☐ point
- ☐ pixel

- ☐ column

Q42 There are --- alignment options in MS Word

- ☐ two
- ☐ three
- ☐ four
- ☐ five

Q43 MS Word is a ---- word processor

- ☐ WSYIWYG
- ☐ WYISWYG
- ☐ WYSIWYGY
- ☐ WYSIWYG

Q44 GUI stands for

- ☐ Graphical User Interface
- ☐ Good User Interface
- ☐ Graphical User Interlude
- ☐ Graphical Utility Interface

Q45 Until it is ---, a workbook exists only in computer memory

- ☐ done
- ☐ ok
- ☐ dumped
- ☐ saved

Q46 ♦?♦ cells can contain formulas

- ☐ worksheet
- ☐ sheet
- ☐ workbook
- ☐ spreadsheet file

Q47 What do you understand by Excel?

- ☐ software application that provides an electronic spreadsheet
- ☐ software application
- ☐ software application that provides a paper spreadsheet
- ☐ software application that provides an electronic word processing

Q48 There are --- worksheets are in a default Excel workbook

- ☐ 2
- ☐ 3
- ☐ 4

Q49 An Excel file is called a

- ☒ workbook
- ☐ worksheet
- ☐ sheet
- ☐ Excel

Q50 What is a spreadsheet?

- ☐ Consists of information
- ☒ Consists of information written in tabular form
- ☐ Consists of information written in triangular form
- ☐ Consists of information written in form

Q51 In spreadsheet, a cell can contain either --- or text

- ☒ numbered values
- ☐ alpha
- ☐ diagram
- ☐ picture

Q52 ◆?◆ is the final step in the production of a document

- ☐ Formatting
- ☐ Editing
- ☒ Printing
- ☐ Viewing

Q53 ◆?◆ is one of the proofing tools in word processing

- ☐ edit
- ☒ Spelling Checker
- ☐ Speller
- ☐ format

Q54 ◆?◆ processes are involved in copying text

- ☐ two
- ☐ three
- ☒ four
- ☐ five

Q55 A program used to create text files or make changes to existing files is

- ☒ an editor
- ☐ an application software
- ☐ a word processor

- ☐ a dump

Q56 By default, Word is in --- mode

- ☐ delete
- ☐ esc
- ☐ update
- ☐ insert

Q57 Word processor has many advantages over using a ---

- ☐ typewriter
- ☐ printer
- ☐ plotter
- ☐ COM

Q58 An example of an electronic spreadsheet is

- ☐ Excel
- ☐ CorelDraw
- ☐ MS Word
- ☐ Adobe

Q59 What do you use to enter data into the computer?

- ☐ screen
- ☐ keyboard
- ☐ printer
- ☐ plotter

Q60 The use of computer to create, revise and save documents for printing and future retrieval is

- ☐ word processing
- ☐ desktop publishing
- ☐ spreadheeting
- ☐ MS Word

Q61 Computer

- ☐ can think
- ☐ is mechanical
- ☐ has no limitation
- ☐ cannot think

Q62 GUI stands for

- ☐ Graphical Utility Interface
- ☐ Graphical User Interface

- ☐ Ground User Interface
- ☐ Graphical User Intensity

Q63 What is a window?

- ☐ a rectangular box that contains icons or data (information)
- ☐ a triangular box that contains icons or data (information)
- ☐ a rectangular box that contains programs
- ☐ a box that contains icons or data (information)

Q64 What is a menu?

- ☐ a list of food
- ☐ a program
- ☐ a list of items
- ☐ a picture

Q65 A small picture that represents either a program or a shortcut is

- ☐ a shortcut
- ☐ an icon
- ☐ a graphics
- ☐ a pointer

Q66 What is a directory?

- ☐ Dictionary
- ☐ folder
- ☐ shortcut
- ☐ program

Q67 What is a mouse used for?

- ☐ to program the computer
- ☐ to execute program
- ☐ to give instructions to a computer
- ☐ to guide the computer

Q68 What do you understand by booting?

- ☐ Switching off the system
- ☐ switching on the system
- ☐ switching in the system
- ☐ switching out the system

Q69 Computer machinery is the

- ☐ operating system
- ☐ hardware

- ☐ software
- ☐ utility

Q70 Fortran is a

- ☐ source code
- ☐ compiler
- ☐ operating system
- ☐ high-level language

Q71 What is an operating system?

- ☐ the software responsible for determining the allocation and usage of resources
- ☐ the software responsible for controlling the allocation and usage of hardware
- ☐ the software responsible for controlling the allocation and implementation of hardware resources
- ☐ the software responsible for controlling the allocation and usage of hardware resources

Q72 What is a program?

- ☐ a set of instructions that tells the computer what to do
- ☐ an instruction
- ☐ a set of codes
- ☐ computer software

Q73 What do we call computer programs used on a computer?

- ☐ utility
- ☐ software
- ☐ operating system
- ☐ translator

Q74 CPU is

- ☐ Central Processing Unit
- ☐ Central Processor Unit
- ☐ Common Processing Unit
- ☐ Central Processing Utility

Q75 Terminal is an

- ☐ Output device only
- ☐ input device only
- ☐ input/output device
- ☐ in/out device

Q76 ROM stands for

- ☐ Read Only Memory

- ☐ Random Only Memory
- ☐ Read Output Memory
- ☐ Read Only Memorize

Q77 What is a PC?

- ☐ personal computational machine
- ☐ mini computer
- ☐ desktop
- ☐ low-cost computer usually desktop

Q78 What is a computer?

- ☐ a machine
- ☐ an electronic machine that can process and store data
- ☐ an electronic machine that can simulate data
- ☐ an electronic machine

Q79 Keyboard is an

- ☐ output device
- ☐ input device
- ☐ an input/output device
- ☐ output/input device

Q80 Computer stores

- ☐ data only
- ☐ instructions only
- ☐ both data and instructions
- ☐ randomly only