# *Computer Concepts – Middle Level*

***The online objective test may include questions on basic computer principles, terminology, computer application concepts, programming concepts and procedures, and computer equipment.***

***AND***

***Internet Concepts – Middle Level***

***The written objective test may consist of general information about the Internet, world wide web, browsers, e-mail, computer security, ethics, and privacy.***

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| 1. b | 1. | What does it mean to “back up” a program?a. to provide alternative software, in case the program in use does not workb. to make duplicate copiesc. to place in the recycle bind. none of these |
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| 2. c | 2. | What is a menu?a. a command buttonb. a feature of the taskbarc. a list of optionsd. an icon |
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| 3. c | 3. | You can backtrack after making a mistake by \_\_\_.a. using the Format commandb. clicking the Save iconc. using the undo commandd. using the Print preview |
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| 4. a | 4. | A/An \_\_\_ is a tool used to analyze numeric data.a. spreadsheetb. labelc. electronic analyzerd. cell |
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| 5. b | 5. | Which utility locates and destroys harmful programs stored in the boot sector of your computer?a. head crashb. antivirusc. screen saverd. network protection |
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| 6. d | 6. | The recycle bin is used to \_\_\_.a. to eliminate the need to use paperb. to place files in foldersc. to store often-used programsd. to store deleted files |
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| 7. c | 7. | Legal protection of software companies against piracy is based on \_\_\_.a. Pro Bono lawsb. Antitrust lawsc. Copyright lawsd. the U. S. Constitution |
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| 8. b | 8. | How many bits comprise one byte?a. 7b. 8c. 2d. 16 |
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| 9. c | 9. | A pointing device that enables you to position the screen cursor by moving that device around on a flat surface is called a \_\_\_\_.a. trackballb. light penc. moused. joystick |
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| 10. c  | 10. | You can move a block of selected text by \_\_\_.a. pressing the Delete keyb. using the Copy commandc. dragging and droppingd. using the Insert command |
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| 11. d | 11. | Which of the following would be most useful for creating an electronic slide show?a. Excelb. WordPerfectc. Adobe Illustratord. PowerPoint |
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| 12. d | 12. | Which of the following actions is **not** possible with the mouse?a. double-clickingb. draggingc. drawingd. all are possible |
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| 13. a | 13. | \_\_\_ defines how the letters and words are spaced across each line.a. justificationb. casingc. columnationd. word wrap |
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| 14. c | 14. | Document \_\_\_ can help out with the content and format for a variety of documents, such as an entry-level resume.a. templatesb. themesc. wizardsd. styles |
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| 15. c | 15. | Storage where data is lost if the computer is turned off is called\_\_\_.a. ROMb. CD-ROMc. RAMd. DVD |
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| 16. d | 16. | Which character indicates your location in a document on the screen?a. a flat lineb. a boxc. an I-beam pointerd. a cursor |
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| 17. a  | 17. | A \_\_\_ computer is a type of microcomputer that is designed to meet the needs of an individual.a. personalb. mainframec. minid. digital |
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| 18. a | 18. | In a Web page URL, the \_\_\_ identifies the Web site, which is stored on a Web browser.a. domain nameb. protocolc. pathd. hypertext |
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| 19. b | 19. | A \_\_\_ is a device that is connected to at least two networks – sort of like a spider sitting in the middle of a web.a. hubb. routerc. repeaterd. gateway |
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| 20. c | 20. | A \_\_\_ is simply a computer networks that is located within a limited geographic area.a. consoleb. PDAc. LANd. WAN |
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| 21. d | 21. | A(n) \_\_\_ is a set of symbols and rules that are used to write program code.a. software suiteb. interpreterc. compilerd. programming language |
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| 22. a | 22. | The \_\_\_, or typeface, defines the appearance and shape of letters, numbers, and special characters.a. fontb. pointc. paragraph formattingd. font size |
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| 23. d  | 23. | A computer \_\_\_ is a set of program instructions that attaches itself to a file, reproduces itself, and spreads to other files.a. wormb. lurkerc. horsed. virus |
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| 24. d | 24 | Presentation graphics software is best suitable for \_\_\_.a. creating, editing, formatting, and printing documentsb. entering, retrieving, and updating data in an organized and efficient mannerc. adding, subtracting, and performing user-defined calculations on rows and columns of numbersd. creating documents called slides to be used in making presentations |
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| 25. a | 25. | \_\_\_ is the process of receiving information, such as a Web page, onto a computer from a server on the Internet.a. downloadingb. uploadingc. subscribingd. unsubscribing |
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| 26. c | 26. | To help minimize errors, most browsers and Web sites allow the \_\_\_ portions of a URL to be omitted.a. path and http://b. www and domain namec. http:// and wwwd. domain name and path |
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| 27. a | 27. | Hard disks provide for \_\_\_ access times than floppy disks.a. greater storage capacities and much fasterb. greater storage capacities and much slowerc. lesser storage capacities and much fasterd. lesser storage capacities and much slower |
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| 28. a | 28. | Computer hardware includes all of the following **except** \_\_\_.a. application programsb. input and output devicesc. storage and communication devicesd. a system unit |
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| 29. b | 29. | The content of \_\_\_ only an be read; that is, the contents cannot be erased or modified.a. CD-RWsb. CD-ROMsc. CD-Rsd. all of the above |
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| 30. d | 30. | PowerPoint is a powerful presentation \_\_\_program.a. word processingb. databasec. spreadsheetd. graphics |
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| 31. a | 31. | The bar typically found at the bottom of a program window, which displays current information on the state of a program, is the \_\_\_.a. status barb. button barc. program bard. format bar |
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| 32. b | 32. | Which of the following is **not** an input device?a. mouseb. control unitc. scannerd. keyboard |
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| 33. d | 33. | Which of the following definitions best describes networking?a. sets of rules or procedures that are either widely used or officially specifiedb. a program that sets up and manages connections between two or more computersc. communication among groups of people through electronic maild. the interconnection of workstation, peripherals, terminals and other devices |
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| 34. c | 34. | What does it mean to “back up” a program?a. to provide alternative software, in case the program in use does not workb. to provide movies on a diskc. to make duplicate copiesd. none of these |
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| 35. c | 35. | WYSIWYG stands for \_\_\_.a. When You See It When You Gob. Why You See It Why You Goc. What You See Is What You Getd. Why You See It When You Go |
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| 36. b | 36. | You can backtrack after making a mistake by\_\_\_.a. using the Backspace keyb. using the Undo commandc. using the Format commandd. clicking the Save command |
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| 37. d | 37. | To find World Wide Web material, it is helpful to use \_\_\_.a. Gopherb. a linkc. HTMLd. a search engine |
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| 38. a | 38. | A software \_\_\_ may extend the rights given to you by copyright laws.a. licenseb. copyright extensorc. warrantyd. trademark |
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| 39. a  | 39. | The acronym WWW stands for \_\_\_.a. World Wide Webb. Wcubedc. World Wide Waitd. World Wide Weather |
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| 40. b | 40. | In order to make the characters on your title page of your document larger, you would use a larger \_\_\_.a. margin sizeb. point sizec. line sized. space size |
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| 41. d | 41. | Databases are divided into \_\_\_.a. values and recordsb. fields and formulasc. cells and recordsd. fields and records |
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| 42. b | 42. | When you bcc: someone on an email, you \_\_\_.a. send emails to everyone in your email addressb. send an email to someone but hide the other bcc recipientsc. send emails to your entire departmentd. send spam to all email users on your email server |
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| 43. b | 43. | A(n) \_\_\_ is a predefined format provided by the program.a. attributeb. templatec. applicationd. worksheet |
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| 44. True | 44. | True/False: A device resembling a mouse with the ball on top is called a trackball. |
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| 45. False | 45. | True/False: A flat rectangular surface that senses the movement of a finger on its surface to control the movement of the insertion point is called the mouse. |
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| 46. True | 46. | True/False: User friendly is a description term for hardware and software features that promote ease of use and lessen frustration for computer users. |
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| 47. True | 47. | True/False: A hyperlink is a clickable image or text phrase that lets you link to other parts of a document or to the Internet. |
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| 48. c | 48. | A book published online is called a(n) \_\_\_ book.a. webb. publishedc. electronicd. reprinted |
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| 49. c | 49. | A standard set of rules for electronically addressing and transmitting data is \_\_\_.a. WWWb. TPP/ABc. TCP/IPd. BBC |
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| 50. d | 50. | Every web page has an unique address called a(n) \_\_\_.a. LANb. CSPANc. HTTPd. URL |
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| 51. a | 51. | A \_\_\_ provides a key to what the different colors or shades mean.a. legendb. seriesc. bard. script |
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| 52. d | 52. | What are Steve Jobs and Steve Wozniak known for?a. IBM computerb. Dell computerc. UNIVACd. Apple computer |
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| 53. a | 53. | A computer system consists of which of the following?a. hardware and softwareb. communications devices and application softwarec. hardware and communication devicesd. application software and system software |
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| 54. a | 54. | The \_\_\_ feature automatically corrects certain mistakes as you’re typing.a. autocorrectb. insertc. scroll lockd. num lock |
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| 55. a | 55. | Which of the following is **not** a system utility program?a. multitaskingb. file compressionc. file defragmentationd. antivirus software |
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| 56. b | 56. | \_\_\_\_ is **not** a type of memory.a. RAMb. ALUc. Cached. ROM |
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| 57. c | 57. | A port used for peripherals that require high-speed connections is a \_\_\_.a. system portb. parallel portc. USB portd. directional port |
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| 58. b | 58. | Which is **not** a type of Portal?a. Netscapeb. Motherboardc. Yahood. Google |
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| 59. b | 59. | A computer does which of the following?a. files definitionsb. produces a resultc. displays storaged. creates memory |
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| 60. c | 60. | Which is a network for the exclusive use of workers within an organization?a. extranetb. Internetc. Intranetd. Nodes |
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| 61. c | 61. | Junk mail that is sent to your e-mail address is called \_\_\_.a. electrosb. ROMc. spamd. digital trash |
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| 62. d | 62. | You should change your computer \_\_\_ frequently as a security measure.a. softwareb. keyboardc. operating systemd. password |
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| 63. b | 63. | A network \_\_\_.a. is a single computer that performs different tasks by changing the softwareb. allows computers to exchange data and share software and peripheral devicesc. refers to computers that have large monitorsd. is an organization that uses modems |
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| 64. a | 64. | Probably the ost serious problem associated with computers is the possibility of \_\_\_.a. invasion of privacyb. a virusc. a crashed hard drived. incorrect data collection |
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| 65. a | 65. | Text files stored on your computer that contains information about you or your preferences that pertain to a particular Web site are called \_\_\_.a. cookiesb. historyc. security filesd. spam |
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| 66. c | 66. | \_\_\_\_ laws protect a piece of work from reproduction without permission from the work;s author.a. Privacyb. Internet Safetyc. Copyrightd. Virus |
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| 67. c | 67. | A filename \_\_\_ describes a file’s contents.a. peripheryb. executablec. extensiond. bit |
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| 68. b | 68. | \_\_\_ involves running more than one application at the same time.a. time-sharingb. multitaskingc. multithreadingd. spooling |