**UNIVERSITY OF IBADAN PROFICIENCY PAST QUESTION**

**DISTANCE LEARNING CENTRE**

[**www.schooldrillers.com**](http://www.schooldrillers.com)

1. Tina creates a business proposal on her home computer. She wants to use a storage device to save the proposal and take it to her office. Which of the following devices will Tina use to store the files?

A. Microphone

B. Speakers

**C. CD-R**

D. Modem

2. Apurva needs to connect a printer to his computer. He asks you about the parts of a computer that he can use to connect the printer. What will you tell Apurva?

A. Graphics card

B. Modem

C. Sound card

D. Parallel port

**E. Universal serial bus (USB) port**

3. Your friend wants to view your live image while you chat with her online. Which of the following devices installed on your computer will help you do this?

**A. Web cam**

B. Printer

C. Scanner

D. Microphone

4. Alexander needs to prepare the transcript for an audio file saved on his office computer. He wants to listen to the audio without disturbing his colleagues sitting nearby. Which of the following hardware devices will Alexander use?

**A. Headphone**

B. Speaker

C. Scanner

D. Microphone

5. Niraj wants to use office computer. To log on to the computer, he needs to enter his logon details. Which of the following options does Niraj need in 0rder to log on to the computer? Select two.

**A. User name**

B. Home Address

C. Office name

**D. Password**

E. Office address

6. Markus uses his computer to calculate the money he spent on transportation costs in the last two months. Which part of his computer will perform the calculations?

A. Monitor

**B. Central processing unit (CPU)**

C. DVD

D. Hard disk

7. Elisabeth reads an article on common computer terminology. She does not understand the meaning of operating system. She comes to you for help. How will you explain operating system to Elisabeth?

A. An electronic device connected to your computer

B A storage device in your computer

**C. A program that controls and manages the computer**

8. You use a word processor to create and save a document on your computer. What does the text in your document represent?

**A Data**

B. Hardware

C. Operating system

D. Application

9. Enrique reads an advertisement about a computer hardware store. He wants to know the meaning of the term hardware. How will you define the term hardware for Enrique?

**A. Physical parts of a computer**

B. An item of information

C. Instructions that make programs work

D. Rules designed to enable computers to connect with one another

10. Arif sees you reserve your train tickets over the internet. He wants to know about the various things one can do on the internet. Which of the following options will you tell him? Select three.

A. Service your car

**B. Communicate in a real-time environment**

**C. Reserve travel tickets**

D. Withdraw cash

E. Burn a CD

**F. Send e-mail messages**

11. Marko uses an instant messenger to chat with his friends over the internet. How will you categorize an instant messenger?

A. Hardware

B. Software

**C. Operating system**

D. Data

12. Kaspars listens to his friends talking about the internet. He is curious about the internet. How will you define the internet to him?

A. A software program installed on a computer

B. An electronic device for printing documents

**C. A worldwide collection of computer networks**

D. A power backup source

13. Dan learns that he can control the access rights to his computer and specify a user name and password. He wants to know what process the operating system performs to confirm his logon information. What will you tell Dan?

A. Computation

B. Initialization

**C. Authentication**

D. Authorization

14. Tom notices that when he runs several programs simultaneously on his computer, the performance of the programs slows down considerably. What is the reason for this?

A. Nonfunctional keyboard

B. Nonfunctional mouse

**C. Insufficient Random Access Memory (RAM)**

D. Low monitor speed

15. John works as a sales representative with Northwind Traders. He has to make a presentation to his customers in another town. The presentation occupies 10 gigabytes (GB) on his computer. He wants to make some final changes

to this presentation while he his traveling, which of the following types of computer will help John carry this data with him?

A. Mainframe

B. Personal Digital Assistant (PDA)

**C. Laptop**

D. Desktop computer

16. David wants to create business cards and brochures for his new company. Which of the following programs will David use?

A. Instant messenger

B. Antivirus

**C. Desktop publishing (DTP)**

D. Movie maker

17. Your friend Jan travels to parts of the world. Which of the following options will you use to have a real-time conversation with him?

**A. Instant messenger**

B. Spreadsheet program

C. E-mail

D. Presentation program

18. You tell Carol about the various types of operating systems. She now wants to know about the functions of an operating system. Which of the following options will you use to describe the functions of an operating system to Carol?

A. Scans images

B. Takes pictures

C. Manages files system

**D. Runs programs**

E. Detects viruses

F. Manages data storage

G. Allocates memory usage

19. Arno’s uncle owns a small business with 20 employees. The computers in his office are connected on a network. Arno often helps his uncle to install new computers on the network, add and remove individuals from the list of authorized users, and archives files on a computer. He likes to perform these activities and wants to make them the focus of his profession. Which of the following job opportunities can Arno consider?

A. Graphics designer

**B. Software developer**

C. Network Administrator

D. Database Administrator

20. You connect your computer to the internet to find some information. Which of the following terms describes a computer that is connected to the internet?

**A. Online**

B. Offline

C. Stand by

D. Logged off

21. Your sister travels to another country for an on-site business project. You want to tell her about your new job by sending her an e-mail message from your computer. Which of the following devices will you connect your computer to the internet?

A. Printer

B. Scanner

C. Modem

D. Sound card

22. Your friend publishes some photographs on his website. You want to view these photographs. After connecting your computer to the internet, which of the following programs will you start to access your friend’s website and view the photographs?

**A. Web browser**

B. Word processor

C. E-mail client

D. Antivirus

23. You want to know more about active volcanoes in the world. You connect your computer to the internet to find information based on the keyword “Active Volcanoes”. Which of the following features of the World Wide Web (WWW) will you use?

**A. Search Engine**

B. Plug-in

C. Uniform Resource Locator (URL)

D. E-mail

24. Chris wants to send an e-mail message to his friends. He has a modem connected to his desktop computer.

What else does Chris need to send the e-mail message?

**A. Personal Digital Assistant**

B. Internet connection

C. Web Cam

D. Printer

25. You want to create an online journal that describes a music concert you attended last week. You want your friends to read the journal and view the pictures of the concert. Which of the following online communities will you use to create this online journal?

**A. Blog**

B. Chat group

C. Newsgroup

D. Bulletin board

26. Carol uses Microsoft office word 2003 to create documents and store data in them. She often uses a block of on- screen buttons, displayed in the following exhibit, to quickly perform common tasks. What is the term used to describe the block of on-screen buttons displayed in the following exhibit?

A. Menu bar

**B. Toolbar**

C. Title bar

D. Scroll bar

27. You need to print a few documents that you create by using Word 2003. After printing the documents, you then save the documents on your office computer. Which of the following menus will you use to print the documents?

**A. File**

B. view

C. Format

D. Tools

28. Eric teaches his daughter Tina how to work with productivity programs. Tina notices a small blinking bar that stays in place until Eric clicks the mouse in a new location in the document. Tina wants to know the name of this blinking bar. Which of the following terms will Eric use to answer Tina’s question?

A. Mouse pointer

B. Insertion point

C. Scroll bar

D. Status bar

29. Ursula creates a document in which she needs to insert some uppercase letters. She prefers not to use the CAPS LOCK key, and she needs to complete the document quickly. Which of the following keyboard keys can Ursula use in combination with the letters she wants to type in capital letters?

A. ESC

B. CTRL

C. ALT

**D. SHIFT**

30. Barry purchases a computer that has a word processor installed in it. Which of the following tasks can he perform by using a word processor? Select three.

**A. Create documents**

B. Edit videos

C. Host a website

**D. Format text**

E. Perform real-time communication

**F. Print pages**

31. You use Microsoft Office Word 2003 to create a text-based document. You open three other documents to copy data from them. Which of the following menus will you use to paste the copied text into your document?

**A. File**

B. Window

C. Edit

D. View

32. Bob reviews a document by using word 2003. He needs to replace a word with another word of the same meaning. Which of the following features in Word 2003 can he use to do this?

A. Copy and paste

B. Thesaurus

C. AutoCorrect

D. Research

33. Susan uses Word 2003 to create a document. She wants to place the title in the center of the page. Which of the following features in Word 2003 can Susan use to do this?

A. Alignment

B. Spacing

C. Font style

D. Font size

34. Michelle uses Microsoft Office Excel 2003 to create her expense sheet for the month. She wants to view the data in a graph. Which tool will she use to represent the data through a graph?

A. Chart Wizard

B. AutoContent Wizard

C. Clip art gallery

D. Budget Template Wizard

35. John trains his team to work with spreadsheets. One of his team members wants to know what the point of intersection of a row and a column is known as. Which of the following options will John use to answer his team member’s question?

A. Label

B. Cell

C. Value

D. Worksheet

36. Don is a teacher. He uses Excel 2003 to store the scores of all of his students. He wants to find the total score for each student. Which of the following toolbar buttons will he use to calculate the total score?

A. AutoSum

B. AutoCount

C. AutoSummarize

D. AutoFormat

37. Angela plans her office budget for the next month. She wants to Know what part of the total expenses she spent on office supplies last month. Using a worksheet, she wants to insert a chart showing the part spent on office supplies. Which of the following charts will she use?

A. Line

B. Pie

C. Surface

D. Area

38. You want to use Microsoft Office PowerPoint 2003 to create a presentation on your computer. You need to add some geometric shapes to the presentation. Which of the following toolbars will you use to do this?

A. Drawing

B. Formatting

C. Reviewing

D. Standard

39. Your friend needs to create a presentation about a product launched by his company. He wants to know the features available in presentation programs. Which of the following features will you use for him? Select two.

A. Create audiovisual presentations

B. Create handouts

C. Edit video

D. Perform calculations

E. Enable real-time communication

40. Mark creates a business presentation by using PowerPoint 2003. In this presentation, he needs to show a comparison between the productivity of his company in the current year and the previous year. Which of the following objects will he add to the presentation to show the comparison?

A. AutoShape

B. Audio clip

C. Clip Art

D. Chart

41. Alan works as an administrator in a school. He wants the registration numbers of the students to be unique in the students’ database table. He adds a field named Registration Number in the students’ database table. Which of the following actions will Alan perform on the Registration Number field in the database table to ensure that each student receives a unique Registration Number?

A Define the field as a primary key

B. Specify the data type as text

C. Set a validation rule for the field

D. Create an input mask for the field

42. Raman works as an administrator with the phone company. He wants to use Microsoft Office Access 2003 to maintain customer records on his computer. Which of the following objects can he create in access 2003? Select three.

A. Animations

B. Forms

C. Tables

D. Video clips

E. Reports

F. Pictures

43. Patricia is a travel agent. She enters a customer name, address and phone number in the customer database. She wants to know which object is used to organize and store this data Access 2003. Which of the following objects will you select to answer her query?

A. Query

B. Table

C. Form

D. Report

44. Amy works in a travel agency. She wants to manage records of more than 10 thousand clients. Which of the following productivity programs can Amy use to manage this information?

A. Graphics

B. Word Processor

C. Desktop Publishing

D. Database

46. Susan accidentally deletes her company’s inventory report from her computer. What is this type of computer threat called?

A. Human error

B. Spoofing

C. Phishing

D. Software piracy

47. The office of A. Datum Corporation is located in an earthquake-prone area. The corporation wants to protect its critical data is stored on computers. Which one of the following actions will help the corporation protect the critical data in case of an earthquake?

A. Installing a virus protection program

B. Backing up the data and storing it at another location

C. Using spyware-fighting software

D. Installing a firewall to prevent hacking

48. Brian installs a new program on his computer. One day, his friend Jason visits him and notices the program. Jason informs Brian that this particular program can send sensitive information to a malicious recipient. Which of the following programs can help Brian detect and prevent such malicious activities on his computer?

A. Worm

B. Trojan horse

C. Spyware-fighting software

D. Ethernet

49. You store sensitive data on your computer. Therefore, you need to restrict access to this data by others who use your computer. What will you do to restrict access?

A. Install Microsoft Windows Firewall on your computer

B. Create new folders to save data

C. Install spyware on your computer

D. Create accounts and define rights for users

50. Darren is an administrator at woodgrove Bank. He wants only certain employees to have access to the accounts network. Which of the following methods can Darren use to restrict access to the network?

A. User identification

B. Lock combination

C. Data encryption

D. Data backup

51. On a daily basis, you get many e-mail messages from unknown senders. What is this type of security threat called?

A. Spam

B. Spoofing

C. Phishing

D. Slander

52. You want to classify some Websites as trusted or restricted on your computer. Which of the following security settings in the Microsoft Windows Security Center window will help you do this?

A. Internet options

B. Automatic Updates

C. Windows Firewall

D. System properties

53. You need to send your credit card details to your brother by e-mail. Which of the following guidelines will you apply to ensure the privacy of the e-mail message?

A. Use a spyware-fighting program

B. Encrypt the e-mail message

C. Use e-mail filters

D. Maintain a backup of the e-mail message

54. A new type of Trojan horse infects Neil’s computer. What can Neil do to prevent this from happening again?

A. Use a strong password

B. Install a plug-in

C. Update the media player

D. Update the antivirus program

55. Susan wants to change the privacy settings on her computer. She wants to block third-party cookies that use personally identifiable information without implicit consent. Which of the following security settings will help her do this?

A. Microsoft Windows Firewall

B. Internet options

C. Automatic Updates

D. Antivirus Options

56. Tom is a trainer with Adventure Works. He wants to explain to his trainees how Windows Firewall functions. Which of the following functions describes Windows Firewall?

A. Installs security patches

B. Restrict unauthorized access

C. Blocks pop-up windows

D. Blocks word-processing programs

57. Bob wants to update his Windows Operating System to help secure it from malicious threats. Which of the following commands on the start menu can he use to update the operating system?

A. Control panel

B. Search

C. Windows Tour

D. Documents

58. Jim is facing some security problems because of a computer worm. His friend tells him to install the latest security patches for his Windows Operating system to address the issue. Which of the following options will allow him to install these patches?

A. Internet options

B. Windows Firewall

C. Windows Updates

D. Patch Locator

59. Stephan wants to update his windows operating system with the latest security patches. Which of the following settings can he use to set Windows to periodically check for the latest patches?

A. Internet Options

B. Windows Firewall

C. Automatic Updates

D. Antivirus Updates

60. Michael is creating his own website. While browsing the internet, he finds some images that he wants to use on his site. Which of the following options indicates an ethical way for Michael to use the images on his site?

A. Save the images on his computer

B. Copy the images and reduce their size

C. Obtain permission from the copyright owner, if required

D. Cut only the required portion of the images

61. Bob copies an article from a magazine and uses it for his new book on computers. However, he fails to obtain permission from the magazine publisher. What kind of an action is this?

A. Libel

B. Plagiarism

C. Gambling

D. Slander

62. Jim finds out that David his downloading songs from the internet and sharing them with friends. Jim informs David that this is a copyright violation. Now David wants to know about other actions that might violate copyright laws. Which of the following actions can Jim describe as a copyright violation?

A. Sharing a website address

B. Reading a material from a publicly available website

C. Distributing someone else’s original work as your own

D. Quoting a paragraph and mentioning the source

63. Keith notices that his neighbor is posting false statements about him on the message board of a website. Which of the following activities is Keith’s neighbor performing?

A. Plagiarism

B. Defamation

C. Gambling

D. Phishing

64. Your father needs to travel frequently to conduct business meetings in various cities. You tell him that he can use video conferencing to attend and conduct the meetings without traveling. Your father wants to know more about video conferencing. Which of the following options will you identify as features of video conferencing? Select two

A. Requires the participants to be in the same country

B. Allows participants to talk to each other

C. Uses speech synthesis to transmit audio among participants

D. Allows participants to see each other

E. Can be conducted by using a stand-alone computer

65. Karren wants to record the first steps of her eight-month-old son by using a digital video device. Which one of the following devices can she use?

A. Camcorder

B. Scanner

C. CD player

D MP3 player

66. Bob gives you an audio CD of your favorite music band as a gift. Which of the following devices will you use to play the CD?

A. Analog camcorder

B. Transistor radio

C. Microphone

D. DVD player

67. Thomas purchases a portable computer. Speech synthesis software comes with the portable computer. Which of the following tasks can Thomas perform by using this software?

A. Convert text to audio

B. Upload audio files to the internet

C. Identify human voice in audio files

D. Make voice commands to computers

68. Jenny is a song writer. She records her new song on her computer and saves it in the WAV format. She wants to give you a copy of the song. You do not have a computer at home. Therefore, Jenny decides to save the music in the MP3 format so you can listen to the music by using an MP3 player. Which of the following processes will Jenny use to save the music in the MP3 format?

A. Recording

B. Converting

C. Audio streaming

D. Speech synthesis

69. Jim records a song by using an audio recorder. He now wants to add special effects to this song. Which of the following digital technologies will he use for this purpose?

A. Audio editing software

B. Audio streaming software

C. On-demand streaming software

D. Digital audio recognizer

70. Jim has a recording of his daughter’s voice on his home computer. He wants to save the audio on a recordable CD. Which of the following processes will help him do this?

A. Compressing

B. Converting

C Streaming

D. Copying

71. You order a new computer from a computer store. You inform the store manager that you need CD-writing software installed on your personal computer. Which of the following statements describes the purpose of CD-writing software?

A. Plays digital audio and video files from a CD

B. Scans images from a scanner

C. Streams digital audio files from a CD

D. Records data on a recordable CD

72. Adam talks to you about the characteristics of digital video. He says that it can be compressed. You want to know the advantage of compressing digital video. Which of the following options states the advantage of compressing digital video?

A. Saves space

B. Improves brightness

C. Enhances sound quality

D. Improves contrast

73. Anna saves a video of her family picnic by using the name My Picnic. She wants to edit this video before sharing it with her friends. Which of the following files will open to edit video?

A. MyPicnic.jpg

B. MyPicnic.gifd

**C. MyPicnic.wmv**

D. MyPicnic.mp3

74. You use your digital camera to record your friend Jerry riding his new bike. You want to remove the portion in the video where he skids. Which one of the following software categories will you use to do this?

A. Desktop Publishing

B. Instant Messaging

**C. Digital Video Editing**

D. Presentation

75. Larry gives you a video of an event at his school. You are unable to view it by using the media player on your computer. What can Larry do to the video to help you view the video by using your media player?

**A. Convert the video from the existing format to another format**

B. Transfer the video through the internet

C. Store the video as a data file on a CD

D. Add special effects to the video.

1. Angela buys a new printer. She wants to connect it to her home computer. Which of the following parts of the computer can she use to connect the printer to the computer? Select two.

A. Graphics card

B. Modem

C. Fire wire

D. **Parallel port**

E. **Universal serial bus (USB) port**

2. Jim creates a science project on his school computer. The project includes some documents and two graphics. He wants to work on these files on his home computer. Jim wants to use a storage device to save the project

Files. Which of the following device will he use to save the files?

A. Monitor

**B. Compact disc (CD)**

C. Printer

D. Speaker

3. Bob uses his computer to create his monthly household budget. Which part of his computer will perform the calculations for his budget?

A. Monitor

B. Digital versatile disc (DVD)

**C. Central processing unit (CPU)**

D. Hard disk

4. The computers in your office are connected to a network. Which part of the computer is used to connect the computer to the network?

A. Monitor

**B. Network Interface Card (NIC)**

C. Headphone

D. Memory

*Objective 1.3: Identify the steps involved in starting and working with a computer.*

5. You want to use your computer to create a document. When you turn on the computer, which of the following software will start first?

A. Operating system

**B. Word processor**

C. Calculator

D. Media player

6. Sam wants to use his computer to create a presentation for his office meeting. In what order will Sam perform the following steps when he starts working with the computer to create his presentation? List the steps below in the order in which Sam will perform them.

**B. Log on to the computer**

**D. Create the presentation**

**A. Turn on the computer**

**E. Save the changes**

**C. Start the presentation**

7. Sally completes all of her office tasks for the day and is ready to leave for home. List the steps below in the order in which Sally will perform them to securely turn off the computer.

Steps:

A. Close the program

B. Save her work

C. Turn off the Monitor

D. Log off from the network

E. Shut down the computer

8. Your niece does not know how to start Microsoft paint. She asks you for help. How will you help her to start the program?

Steps:

A. Click all programs

B. Click Paint

C. Point to Accessories

D. Click start

9. You create a business report on your office computer. You want to take a break for five minutes. Before you leave your computer, what will you do to ensure that your changes are not lost?

A. Shut down the computer

B. Turn off the monitor

C. Save the report

D. Print the report

10. Nick buys a new computer. He wants to know which group of keys on the keyboard he can use to move the insertion point up, down, right, and left in a document. Which of the following groups of keys will Nick use to move the insertion point?

A. Navigation

B. Function

C. ENTER or RETURN

D. Alphanumeric

11. Julia creates a document by using a word-processing program. She wants to type text in a new line in the document. Which of the following groups of keys will Julia use to create a new line?

A. ENTER or RETURN

B. Function

C. Alphanumeric

D. Command

12. You type an e-mail message. You want to erase some redundant text from the message before you send it to your manager. You select the text you want to erase. Which of the following keys on the keyboard can you use to remove the unwanted text that you selected? Select two

A. PAGE UP

B. DELETE

C. SHIFT

D. BACKSPACE

E. ALT

F. CTRL

13. You type a job application by using a word-processing program. Which of the following groups of keys on the keyboard will you use to add punctuation marks in the application?

A. Special

B. Command

C. Navigation

**D. Function**

14. Angelina wants to write a letter to her friend by using a word-processing program. Which of the following groups of keys will she use to type the name of her friend in the letter?

**A. Alphanumeric**

B. Numeric

C. Function

D. Command

15. You create a graphic in Microsoft paint, and you want to change parts of the graphic. Which of the following input devices will you use to draw lines and other shapes in Paint?

A. Keyboard

B. Web cam

C. Microphone

**D. Mouse**

16. You buy your favorite music CD and want to listen to it on your computer. When you reach home, you see your sister is sleeping in the computer room. Which of the following hardware components will you use to listen to the CD without disturbing your sister?

A. Web cam

B. Speaker

C. Microphone

**D. Headphones**

17. Samantha wants to use her computer to record her voice. Which hardware component of the computer will she use to do this?

A. Speaker

**B. Microphone**

C. Headphones

D. Scanner

18. You are paying a Visit to your doctor in a hospital. You ask for a payment receipt. Which hardware component can produce your payment receipt on paper?

A. Microphone

B. Display adapter

C. Scanner

**D. Printer**

19. You want to type text to create a story in a word-processing program. Which of the following hardware components will you use to do this?

**A. Keyboard**

B. Printer

C. Modem

D. Web cam

20. Julia creates a project that includes several illustrations. She draws the illustrations in a notebook. She needs to capture the illustrations from the notebook and save them on her computer. Which of the following hardware components will she use to capture the illustrations?

A. Microphone

B. Modem

C. Speaker

**D. Scanner**

21. Betty prepares for her computer exam. She does not understand the concept of an operating system. She calls you for help. How will you define “operating system” for Betty?

A. An electronic device that is connected to your computer

B. A storage device in your computer

**C. A program that controls and manages the computer**

D. A circuit board that connects the input, output, and processing devices

22. Bill buys a new computer that has an operating system on it. He wants to know about the operating system and its functions. Which of the following explanations will you use to describe the functions of an operating system to Bill? Select two

A. Takes pictures

**B. Manages hardware and software**

C. Scans images

**D. Provides a user interface**

E. Prints documents

23. Ken wants to know about the term software. Which of the following explanations will you use to explain the term software?

**A. Physical components of a computer system**

B. A piece of information

C. Instructions that make hardware work

D Rules that enable computers to connect with one another

24. You notice that your friend is using a calculator on his computer. In which of the following categories does the calculator belong?

**A. Software**

B. Hardware

C. Operating system

D. Application

25. You open Microsoft Windows Media player on your computer to play some music. Windows media player prompts you to provide a music file as input. How will you categorize this music file?

A. **Operating system**

B. Hardware

C. Data

D. Applications

26. You create a monthly expense report on your computer by using a spreadsheet program. You then save this report on a floppy disk. Which of the following options represents data in this case?

A. Calculator

B. Report

C. Floppy disk

**D. Spreadsheet program**

27. You list the birthdays of your friends in Microsoft Notepad. What type of data do you enter to make this list?

A. Audio

B. Video

C. Graphic

**D. Text**

28. All of the computers in your office are connected to a network. Several devices are connected to your computer, and you want to share the devices with the other computers on the network. Which of the following devices can you share with other computers on the network?

A. Headphones

**B. Printer**

C. Mouse

D. Microphone

29. Your school has 20 computers in your computer lab. All of this is connected by using cables. What type of a network does your computer lab have?

**A. Local Area Network (LAN)**

**B.** Wide Area Network (WAN)

C. Satellite

D. Virtual

30. Your uncle sets up a new office so that they share files and resources, such as printers and scanners. What is this arrangement of computers called?

**A. Network**

B. Internet

C. Server

D. Workstation

31. Lisa starts a small business. She wants to set up a computer network in her new office so that her employees can share documents. She needs to identify the components that are required for the network. Which of the following components does Lisa need to form the network? Select two

A. Web cam

**B. Two or more workstations**

**C. Communication channel**

D. Scanner

E. CD

32. Your grandfather watches you working on your computer at home. He recently heard about the internet and wants to know what it is. How will you define the internet to him?

A. A program installed on a computer

B. An electronic device for printing documents

**C. A worldwide collection of various computer networks**

D. A power backup source

33. Nina works on medical research. She finds some useful information about the causes of a disease. Nina wants to publish her findings so that people around the world can access it and benefit from it. Which of the following options must Nina use to publish her findings on the World Wide Web?

**A. Internet**

B. Ethernet

C. Local Area Network (LAN)

D. Metropolitan Area Network (MAN)

34. You are using your computer at home to chart with your friend. Your friend lives in another country. Which network enables the transfer of messages to Your Friend’s Computer?

A. Intranet

**B. Internet**

C. Metropolitan

D. Ethernet

35. You will go camping next week. You want to bring information about the location that you found on the internet. You want to use a small portable handheld device to carry this information. Which of the following devices will you use?

A. Laptop computer

B. Personal digital Assistant

C. Desktop computer

**D. Microsoft Tablet PC**

36. You need to create a report that shows the progression of memory units from smallest to largest. The following list provides the basic memory units of measure that you need to complete the report. Arrange the units of measure in the following list in the order of their size, starting with the smallest unit at the top of the list.

Values:

**A. Megabyte**

**B. Terabyte**

**C. Bit**

**D. Gigabyte**

**E. Kilobyte**

37. Adventure works is an advertising company that uses hundreds of high-quality photographs every week. The company stores all these photographs on a computer. What memory size will you choose for the hard disk of the computer that stores all these photographs?

A. 100 Kilobytes

B. 100 Megabytes

**C. 100 Gigabytes**

D. 100 Bits

38. You modify a document that is saved on your computer. Where are the changes stored until you save the document?

A. Random Access Memory (RAM)

**B. Read-Only Memory (ROM)**

C. Compact Disc (CD)

D. Floppy Disk

39. Many computer devices use a form of volatile memory that cannot hold data after the device is turned off. Which of the following options is an example of volatile memory?

A. Flash memory

B. Hard disk

C. Compact Disc Read-only Memory (CD-ROM)

**D. Random Access Memory (RAM)**

40. Your friend sends you a computer game. After installing the game on your computer, you realize that it plays very slowly. You know that the CPU speed and hard disk for your computer are the same as they are in your friend’s computer. What could be the reason for this slow performance?

**A. Your computer has less Random Access Memory (RAM)**

B. You have a slow internet connection

C. Your friend has an advanced keyboard

D. Your friend has an advanced mouse

41. You open five programs at the same time on your computer. After opening the programs, you realize that the speed of the computer is considerably slower. What is the reason for the slowness of your computer?

A. Nonfunctional keyboard

B. Nonfunctional mouse

**C. Insufficient Random Access Memory (RAM)**

D. Low monitor speed

42. You see your friend playing a game on his computer. You want to play the same game on your computer, so you borrow the game CD from him. However, the game runs slowly on your computer. Which of the following components will you change to increase the speed of your computer?

**A. Random Access Memory**

B. Monitor

C. Keyboard

D. Universal Serial Bus (USB) port

43. Your parents need to plan the budget for next month. To do this, they record the daily expenses of the current month and then calculate the total expenses for various categories, such as groceries, medical expenses, and clothes. Which of the following programs will they use to maintain the expense records and calculate the total of each category?

A. Publishing program

**B. Spreadsheet program**

C. Database program

D. Presentation program

44. Joe uses Microsoft Windows XP on his office computer. He wants to control the access rights to his computer. Therefore, he specifies a user name and password to log on to the computer. Which of the following processes does the operating perform to confirm his logon information?

A. Computation

B. Initialization

C. Authentication

**D. Authorization**

45. Your friend sends you a photograph of his son. You want to enlarge the photograph. Which program type will you use to make this modification?

A. Presentation program

**B. Graphics program**

C. Word-processing program

D. Spreadsheet program

46. Your colleague wants to quit her job. She wants to type her resignation letter. What kind of program will she use to do this?

A. Presentation program

B. Graphics program

**C. Word-processing program**

D. Spreadsheet program

47. Your brother wants to know about e-mail. He asks you to explain simply the use of sending messages. Which of the following options is a benefit of e-mail that you will mention?

**A. Exchange text and pictures with people**

B. Send cash to people

C. Send couriers to people

D. Scan pictures

48. Your friend is in another part of the world, and you want to have a real-time conversation with him. Which of the following options will help you do this?

A. Presentation program

B, Courier service

C. Postal service

**D. Instant messaging**

49. You are communicating with your friend by using instant messaging. Both computers have a microphone and a Web cam which of the following options are possible? Select three

A. Print document

**B. View your friend during communication**

C. Send a fax

**D. Hear your friend during communication**

E. Scan images

**F. Send photographs**

50. Sam is traveling and wants to keep in touch with you over the internet. He wants to interact with you in real-time. Which of the following programs will let the two of you communicate in real-time?

A. Presentation program

**B. Chat program**

C. Word-processing program

D. Spreadsheet program