FBQ1: The horizontal bar at the bottom of the screen is called_____ bar
Answer: Task

FBQ2: A _____ computer is a personal computer (PC) in a form intended for regular use at a single location, as opposed to a mobile laptop or portable computer
Answer: Desktop

FBQ3: _____case is used to covert from upper case to lower case and vice versa.
Answer: Toggle

FBQ4: A character that is raised and smaller above the baseline is known as _____
Answer: Superscript

FBQ5: If you need to change the typeface of a document in Microsoft office, which menu will you choose?
Answer: Format

FBQ6: A digital computer did not score over an analog computer in terms of _____
Answer: Accuracy

FBQ7: In a typical 32-bit computer, _____ number system is usually followed
Answer: Binary

FBQ8: Open ____ software are created by generous programmers and released into the public domain for public use.
Answer: Source

FBQ9: _____ are smaller than laptops but larger than handheld computers and UMPCs.
Answer: Subnotebooks

FBQ10: computer systems divide software systems into ____ major classes.
Answer: Three

FBQ11: Special effects used to introduce slides in a presentation are called _____
Answer: Transitions

FBQ12: The term "____" computer was coined at the time when most computers were cabinet sized like Mainframe Computers
Answer: Mini

FBQ13: Desktop publishing (dtp) uses both word processing and _____ to produce publications and presentations
Answer: Graphics

FBQ14: A _____ is used to translate information transferred through telephone lines or cable.
Answer: Modem

FBQ15: _____ Bar is at the top of the window and it displays the name of the application.
Answer: Title

FBQ16: The _____ tool is used to select any kind of object on the page.
Answer: Pointer

FBQ17: A _____ is made up of 8 bits.
Answer: Byte

FBQ18: The _____ tool is used to change the magnification of the page view.
Answer: Zoom

FBQ19: A _____ is a collection of information stored in a way that makes it easy to retrieve, modify and search.
Answer: Database

FBQ20: Work done using computers, rather than through direct physical contact with the object of task, is often called computer-____ work.
Answer: Mediated

FBQ21: _____ moves the text inward from right and left margins.
Answer: Indent

FBQ22: Cut option is present in _____ menu
Answer: Edit

FBQ23: A _____ is a table consisting of rows and columns.
Answer: Worksheet

FBQ24: Computer system and _____ revolution are changing every area of our lives.
Answer: Technology

FBQ25: _____ in a job is the degree of discretion individuals or groups have in planning, regulating, and controlling their own work.
Answer: Autonomy

FBQ26: _____ tool is used to reduce or cut image area in Microsoft Word.
Answer: Crop

FBQ27: The tool used to move the entire page on the screen is calledÂ-Â-Â-Â-Â-Â-Â-_____ tool.
Answer: Hand

FBQ28: Microsoft PowerPoint is a _____ program.
Answer: Presentation

FBQ29: _____ is the term used for the most powerful computer available at any time
Answer: Supercomputer

FBQ30: An excel workbook is a collection of _____ and charts
Answer: Worksheets

FBQ31: _____ computers are the most common type of computers in existence today,
Answer: Micro

FBQ32: In Word, the mailing list is known as the _____ source
Answer: Data

FBQ33: _____ is graphics solution for Word Processors.
Answer: Clipart

FBQ34: A Personal Digital Assistant (PDA) is a handheld computer, also known as _____ computers
Answer: Small

FBQ35: A mainframe speed is so fast that it is measured in millions of tasks per _____.
Answer: Milliseconds

FBQ36: _____ computers are often colloquially referred to as Big Iron
Answer: Mainframe

FBQ37: _____ are computers that are intended to serve one user and may contain special hardware enhancements not found on a personal computer.
Answer: Workstations

FBQ38: Portable data entry terminals are ____ devices that are used to record or capture data away from the mainframe computer
Answer: Handheld

FBQ39: _____ computers are general purpose CPUs that are a part of a machine or device
Answer: Embedded

FBQ40: The act of retrieving existing data from memory is called _____.
Answer: Read-out

FBQ41: A paper printout of a document is known as _____ output
Answer: Hardcopy

FBQ42: The computer code for the interchange of information between terminals is _____
Answer: ASCII

FBQ43: Embedded systems are typically required to operate continuously without being ____
Answer: Reset

FBQ44: A _____ computer is focused on performing one task involving intense numerical calculations such as weather forecasting and solving scientific problems.
Answer: Super

FBQ45: Data are organized in rows and _____ in a spreadsheet.
Answer: Columns

FBQ46: The default page setup orientation for slides in PowerPoint is _____
Answer: Landscape

FBQ47: The computer power has been on the increase while _____ has been on the decline
Answer: Size

FBQ48: _____ is another term for computer program
Answer: Software

FBQ49: Other hardware parts of the computer system aside the central processing unit (CPU) are called _____ components or devices.
Answer: Peripheral

FBQ50: _____ is the memory that the computer uses to temporarily store the information as it is being processed.
Answer: Random Access Memory

MCQ1: Which of the following is not a type of the interface provided by operating systems?
Answer: Instruction line interface

MCQ2: Which of the following statements is not true about Find and Replace in Excel?
Answer: You can search by rows or columns or sheets

MCQ3: The _____ key toggles between Insert and Typeover.
Answer: Insert

MCQ4: Which of the following is a function of the Start Button or Apple menu?
Answer: opens documents

MCQ5: The numeric data entered in the worksheet is   aligned by default.
Answer: Right

MCQ6: The Desktop offers many features that make using your computer easier. Which of the following is not part of the features?
Answer: None of the options

MCQ7: A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?
Answer: To quickly jump to specific location in document

MCQ8: _____ programs compress and decompressed files for computer users.
Answer: shareware

MCQ9: Which of the following is not a valid data type in Excel?
Answer: Character

MCQ10: The most popular form of data compression is called _____.
Answer: stuffit

MCQ11: A worksheet range is _____.
Answer: A group of cells

MCQ12: Which of the following is not a commercial database program/software?
Answer: None of the options

MCQ13: Which of the following system components is NOT displayed by Settings?
Answer: none of the options

MCQ14: _____ allows you to start a program from a command line.
Answer: run

MCQ15: _____ are used to work with financial information
Answer: Spreadsheets

MCQ16: Which of the following is the latest version of MS Word?
Answer: Word 2016

MCQ17: Windows _____ displays icon menu of main options
Answer: Toolbar

MCQ18: Which of the following is not a word processing software?
Answer: None of the options

MCQ19: Which of the following is NOT a commercial spreadsheet?
Answer: PageMaker Sheets

MCQ20: By default, in Excel 2007, there are   worksheets in a workbook
Answer: 3

MCQ21: To insert a chart in Excel worksheet, click on   tab.
Answer: Insert

MCQ22: When working with numbers in a spreadsheet, we refer to the cell addresses when creating _____.
Answer: mathematical formulas

MCQ23: Which of the following is not a commercial graphics program?
Answer: None of the options

MCQ24: Which of the following is not one of the main bitmap graphics format used on the Internet
Answer: .tif

MCQ25: To drag a selected range of data to another worksheet in the same workbook, use the
Answer: Ctrl key

MCQ26: Which of the following is not a valid Zoom percentage in Excel?
Answer: 500

MCQ27: Which of the following is not a method of opening documents and programs in Windows?
Answer: Use the Find command in the Sherlock program

MCQ28: _____ is not a structured format of graphics
Answer: .tga

MCQ29: Which of the following graphics can be created and modified in a paint program?
Answer: Bitmap graphics

MCQ30: Portrait and Landscape are types of _____
Answer: Page Orientation

MCQ31: Which of the following is not available on the Ruler of MS Word screen?
Answer: Center Indent

MCQ32: Which of the following is not a type of page margin?
Answer: Center

MCQ33: Which of the following method is used to select files non-sequentially?
Answer: click on the first file and hold CTRL key while clicking the rest

MCQ34: Which of the following graphics cannot be created and modified in a draw program?
Answer: Bitmapped graphics

MCQ35: _____ is multimedia format that is attempting to create a standardization among the various formats available
Answer: .mpg

MCQ36: _____ is not a common desktop publishing programs.
Answer: None of the options

MCQ37: _____ are the most common way of interacting or controlling your software
Answer: Menus

MCQ38: _____ was heavily marketed by Microsoft as a multi-user alternative to its single user MS-DOS operating system
Answer: XENIX

MCQ39: _____ operating system supports only cooperative multitasking
Answer: Windows 1.0

MCQ40: _____'s underlying operating system kernel was designed by the same team as Digital Equipment Corporation's VMS.
Answer: Windows NT

MCQ41: _____ properly track resources allocated by processes at runtime.
Answer: Windows NT

MCQ42: _____ did not have preemptive multitasking
Answer: MAC OS

MCQ43: The content of all formula cells in Excel begins with the symbol _____.
Answer: =

MCQ44: Which of the following Unix variants is designed to run on multiple types of hardware?
Answer: Solaris

MCQ45: _____ interoperability was sought by establishing the POSIX standard
Answer: Unix

MCQ46: The initial code executing on the computer is usually loaded from _____.
Answer: firmware

MCQ47: Which of the following is not a function of operating systems?
Answer: None of the options

MCQ48: FAT file systems are commonly found on _____.
Answer: All of the options

MCQ49: With cooperative memory management it takes _____ misbehaved program(s) to crash the system
Answer: only one

MCQ50: The initial code executing on the computer is sometimes called _____.
Answer: BIOS