

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 called \_\_\_\_\_ 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