FBQ1: Control + J is short cut for \_\_\_\_\_\_\_\_

Answer: Justify

FBQ2: N.P. indicated by the side of a word in a sentence, indicates starts a new \_\_\_\_

Answer: Paragraph

FBQ3: Letters written or received from relatives and friends are termed as \_\_\_\_\_\_

Answer: Personal Letters

FBQ4: There is no communication if the receiver cannot decode (interpret) What has been sent? True or False\_\_\_\_\_\_\_?

Answer: True

FBQ5: You are not to use other people’s computer resources without \_\_\_\_\_\_\_

Answer: Authorisation

FBQ6: You are not to use a computer to \_\_\_\_\_ other people.

Answer: Harm

FBQ7: Software virus is parasitic programmes which can \_\_\_\_\_themselves.

Answer: Replicate

FBQ8: The value in A2 is subtracted from the value in A1means \_\_\_\_\_

Answer: A1-A2

FBQ9: the value in X4 is divided by the value in Y4means \_\_\_\_\_\_

Answer: =X4/Y4

FBQ10: The value 2 is raised to the power of 8., it means\_\_\_\_

Answer: =2^8

FBQ11: Statistics is often referred to as a subset of\_\_\_\_\_\_

Answer: Mathematics

FBQ12: Mode is the arithmetic value that occurs \_\_\_\_\_ in a set of data.

Answer: Most frequently

FBQ13: Standard deviation is a measure of how widely data values are \_\_\_\_\_\_ from the arithmetical mean

Answer: Dispersed

FBQ14: There are \_\_\_\_\_\_ basic ways of managing large worksheets.

Answer: Three

FBQ15: How many types of charts are available in excel?\_\_\_\_\_\_

Answer: Eleven

FBQ16: The \_\_\_\_ finger is used in typing letter E

Answer: D

FBQ17: Computer graphics refer to any \_\_\_\_\_ that can be produced by computer.

Answer: Pictorial representation

FBQ18: Graphics could be charts, diagrams or \_\_\_\_\_\_

Answer: Pictures

FBQ19: &nbsp;Paint Programs allow the user to integrate \_\_\_\_ into a document.

Answer: Arts

FBQ20: CAD programme is used for computer-aided drafting and used to assist designers of products in \_\_\_\_\_\_\_

Answer: Drawing plan

FBQ21: Other graphics software include CorelDraw and\_\_\_\_\_\_

Answer: Photoshop

FBQ22: A collection of organised data with relationship in their elements is refered to as \_\_\_\_\_\_

Answer: A database

FBQ23: Learn to blink at regular intervals when you use computer this would help reduce\_\_\_\_\_\_\_\_

Answer: Strain

FBQ24: Ctrl + V is a short cut for \_\_\_\_

Answer: Paste

FBQ25: The acronyms MDT stands for \_\_\_\_\_\_

Answer: Mobile Data Terminal

FBQ26: Ctrl + B is a short cut for \_\_\_\_

Answer: Bold

FBQ27: \_\_\_\_\_\_\_ Compatibility is very important when upgrading your personal computer.

Answer: Memory

FBQ28: Legal and medical office management systems are examples of \_\_\_\_\_\_\_

Answer: Vertical applications.

FBQ29: The \_\_\_\_\_\_\_ enables you to change setting while typing

Answer: Ruler

FBQ30: What determine the kind of computer hardware and software that organisation would need\_\_\_\_\_\_\_?

Answer: Need

FBQ31: A dual layer Blue -ray can store data up to \_\_\_\_\_\_\_\_

Answer: 50GB

FBQ32: Rows in a table are called \_\_\_\_\_\_

Answer: Records

FBQ33: Columns in a table are called\_\_\_\_\_\_

Answer: Fields

FBQ34: It is best to use \_\_\_\_ when you want a particular text to appear at the bottom of every page of a document except the first page

Answer: Footer

FBQ35: The international size of paper for typing long letters and memoranda is \_\_\_\_

Answer: A4 portrait

MCQ1: When the first line in a paragraph is flushed to the left hand margin, while the subsequent lines are indented, it means \_\_\_\_\_ paragraph is used.

Answer: Hanging

MCQ2: When all lines in a document begin at the left-hand margin, it means \_\_\_\_\_ paragraph is used

Answer: blocked

MCQ3: 'OS' Computer abbreviation usually means\_\_\_\_\_\_\_\_?

Answer: Operating System

MCQ4: The short cut of launching the find command is \_\_\_\_\_

Answer: ctrl + f

MCQ5: \_\_\_\_\_\_\_\_ can be calculated in Access by selecting the desired values by using Query

Answer: Grand total

MCQ6: One of the careers that can be made from computer is \_\_\_\_\_

Answer: Graphic artist

MCQ7: The following relates to health industry except\_\_\_\_\_\_

Answer: E-learning

MCQ8: To track sales, one of the following would be most useful\_\_\_\_

Answer: Database management

MCQ9: Problems cannot be separated from \_\_\_\_\_

Answer: normal human daily activities

MCQ10: The major features of Microsoft Office Outlook 2007 includes all Except\_\_\_\_\_\_\_

Answer: Ribbon

MCQ11:  Which of the following can be used for updating and deleting multiple records at the same time? \_\_\_\_\_

Answer: Query

MCQ12: You can copy or cut text or object from paint environment to other environments such as word and excel.

Answer: Agree

MCQ13: Computer graphics are used in every kind of business Except\_\_\_\_\_\_

Answer: Moulding

MCQ14: Graphing programs include all Except\_\_\_\_\_\_

Answer: Paint

MCQ15: The following are the types of charts excel provides Except\_\_\_\_\_\_\_

Answer: all the options

MCQ16: The mean is the arithmetical average of a set of \_\_\_\_

Answer: Data

MCQ17: The following are common statistics that are used in problem analysis Except\_\_\_\_\_\_

Answer: Corel Draw

MCQ18: Which of the following can be used to secure access to documents\_\_\_\_\_\_\_\_?

Answer: Password

MCQ19: Data or information generated or received need to be secure for the following reasons Except\_\_\_\_\_\_\_

Answer: For intruders

MCQ20: All are challenges that are usually encountered in tabular work Except\_\_\_\_\_\_\_\_

Answer: Copying

MCQ21: The memoranda are another form of \_\_\_\_\_\_\_ communication in a business.

Answer: Written

MCQ22: Without the writer’s signature, a business letter is disregarded.

Answer: Agree

MCQ23: To track assigned task in Access, click \_\_\_\_\_\_

Answer: Option

MCQ24: Any business should avoid \_\_\_\_\_

Answer: computer misuse

MCQ25: Any business should avoid \_\_\_\_\_

Answer: computer misuse

MCQ26: All are most commonly used business documents EXCEPT\_\_\_\_\_\_

Answer: Map

MCQ27: CPU means\_\_\_\_\_\_\_\_

Answer: Central Processing Unit

MCQ28: To prevent virus use any antivirus programme like\_\_\_\_\_\_

Answer: Symantec Antivirus for Macintosh,Norton Antivirus &amp; McAfee Virus Scan

MCQ29: The information that need to be documented in radiology may come from \_\_\_\_\_

Answer: Tele-pathology

MCQ30: The following are the main problems associated with business except \_\_\_\_\_

Answer: Manage list of contacts

MCQ31: Formatting means choosing a style with which a document could be \_\_\_\_\_\_\_\_

Answer: Display

MCQ32: One of the careers that can be made from computer is \_\_\_\_

Answer: graphic artist

MCQ33: Where is the headquarter of Microsoft office located\_\_\_\_\_\_?

Answer: Washington

MCQ34: \_\_\_\_\_\_\_ in computer is used for security.

Answer: Firewall

MCQ35: Right justification in a text means \_\_\_\_\_

Answer: only the right hand margin would be justified