☑ **eExam Question Bank**

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☐	Question Type ↕	Question ↕	A ↕	B ↕	C ↕	D ↕	Answer ↕	Remark ↕
☐	FBQ	An Excel file is called a [ ]	workbook					[eExam]
☐	FBQ	With Print Preview we view printouts on [ ]	screen					[eExam]
☐	FBQ	A [ ] chart is based on the type of data one is charting	selection					[eExam]
☐	FBQ	An [ ] chart is muved by dragging	embedded					[eExam]
☐	FBQ	A Chart [ ] feature leads one through a step-by-step process to create a chart	Wizard					[eExam]
☐	FBQ	A data [ ] charts symbol that represents a single data point	marker					[eExam]
☐	FBQ	In addition to its [ ] capabilities, Excel can create charts	worksheet					[eExam]
☐	FBQ	When the total number of characters of numeric data is [ ] than the column width of a cell hash symbols are displayed	greater					[eExam]
☐	FBQ	The default alignment for text entries is [ ]	downward					[eExam]
☐	FBQ	A range of cells is selected by [ ] methods	two	2				[eExam]

	FBQ	____ are the instructions that you enter to perform calculations	Formulas					eExam
	FBQ	By default ____ are displayed right aligned as you type them into a cell	numbers					eExam
	FBQ	Until it is safed, a workbook exists only in computer ____	memory					eExam
	FBQ	A workbook is made of ____	worksheets					eExam
	FBQ	____ spell check informs you of spelling errors as you type	Automatic					eExam
	FBQ	In respect to alignment ____ means lines of text are aligned along both the left and right indents	justify					eExam
	FBQ	____ is used to change the appearance and positioning of text in Word	Formatting					eExam
	FBQ	Some formatting buttons are ____ , that is, the same button is used to turn a formatting feature "on" and "off"	toggles					eExam
	FBQ	In Word, the overtype mode ____ existing text one character at a time	replaces					eExam
	FBQ	In Windows, ____ provides a temporary storage area	clipboard					eExam
	FBQ	In spreadsheet, cell is the intersection of a column and a ____	row					eExam
	FBQ	There are ____ alignment options in MS Word	four	4				eExam
	FBQ	MS Word is a WYSI ____ word processor	WYG					eExam
	FBQ	GUI stands for ____ User Interface	Graphical					eExam

☐								
☐	FBQ	Until it is [____] _, a workbook exists only in computer memory	saved					eExam
☐	FBQ	[____] cells can contain formulas	worksheet					eExam
☐	FBQ	Excel is [____] a word processing package	not					eExam
☐	FBQ	There are [____] worksheets are in a default Excel workbook	3	three				eExam
☐	FBQ	An Excel file is called a [____]	workbook					eExam
☐	FBQ	A spredsheet consists of information written in [____] form	tabular					eExam
☐	FBQ	In spreadsheet, a cell can contain either [____] or text	number					eExam
☐	FBQ	[____] is the final step in the production of a document	Printing					eExam
☐	FBQ	Spelling [____] is one of the proofing tools in word processing	Checker					eExam
☐	FBQ	[____] processes are involved in copying text	four	4				eExam
☐	FBQ	A program used to create text files or make changes to existing files is an [____]	editor					eExam
☐	FBQ	By default, Word is in [____] mode	insert					eExam
☐	FBQ	Word processor has many advantages over using a [____]	typewriter					eExam
☐	FBQ	Excel is an example of an electronic [____]	spreadheet					eExam
☐	FBQ	[____] is used to enter data into the computer	keyboard					eExam

☐	FBQ	The use of computer to create, revise and save documents for printing and future retrieval is	word processing				eExam
☐	FBQ	Microsoft [____] provides e-mail	Outlook				eExam
☐	FBQ	A file [____] is a computer that provides access to files for remote users	server				eExam
☐	FBQ	HTTP stands for Hypertext Transfer [____]	Protocol				eExam
☐	FBQ	[____] is Shareware compression utility for PCs	PKZIP				eExam
☐	FBQ	[____] is short for Garbage In Garbage Out	GIGO				eExam
☐	FBQ	A web page is [____] document on the web	hypermedia				eExam
☐	FBQ	[____] is a global network	Internet				eExam
☐	FBQ	[____] is short for electronic mail	e-mail				eExam
☐	FBQ	MAN stands for [____] Area Network	Metropolitan				eExam
☐	FBQ	A [____] is software tool for looking at web pages	browser				eExam
☐	FBQ	With WordArt toolbar, you can create and edit [____] effects	text				eExam
☐	FBQ	Graphic images are called [____]	Clip art				eExam
☐	FBQ	Two of the buttons that are found on the Drawing toolbar are Draw and [____]	AutoShapes				eExam
☐	FBQ	PowerPoint enables you to create [____] using a set of tools located on the Drawing toolbar	drawn objects				eExam

	Type	Question						
☐	FBQ	To insert a new slide into a presentation, you click on the _____ Slide button on the Standard toolbar	New					eExam
☐	FBQ	You can choose from _____ tabbed categories,in the New Presentation dialog box, when creating a presentation	three	3				eExam
☐	FBQ	In slide view, you can work with _____ slide(s) at a time	one	1				eExam
☐	FBQ	To display a presentation on the computer, you run a _____ show	slide					eExam
☐	FBQ	PowerPoint is an _____	application program for presentation					eExam
☐	FBQ	There are _____ working environments in PowerPoint	five	5				eExam
☐	MCQ	Legend is used _____	to identify each series	to identify each series in a chart	to identify each series in a pie	to draw each series in a chart	B	eExam
☐	MCQ	PowerPoint provides _____ working environments	two	three	four	five	D	eExam
☐	MCQ	You can display a presentation on your computer screen by running a slide ____	show	program	presentation	programme	A	eExam
☐	MCQ	An embedded chart is muved _____	by painting	by dropping	by the wizard	by dragging	D	eExam
☐	MCQ	PowerPoint is an ____ program used to create presentations	application	applied	advanced	embedded	A	eExam
☐	MCQ	A data marker _____	charts symbol that represents a single data point	represents a single data point	charts symbol that represents data points	charts a single data point	A	eExam
☐	MCQ	In addition to its worksheet capabilities, Excel can _____	workbook capabilities	create charts	create other sheets	create representations	B	eExam
☐	MCQ	The Print Preview command enables you to view your printouts on _____ before you print them	printout	print media	printer	screen	D	eExam

	Type	Question	A	B	C	D	Ans	
☐	MCQ	The default alignment for text entries is _____	downward	right	upward	left	D	eExam
☐	MCQ	Chart sheets enable you to print a chart that is separate from _____	data	figures	numbers	formulas	A	eExam
☐	MCQ	_____are the instructions that you enter to perform calculations	Arguments	Formulas	Mathematics	Calculus	B	eExam
☐	MCQ	By default, numbers are displayed _____ aligned as you type them into a cell	right	left	backward	forward	A	eExam
☐	MCQ	What is a chart? _____	It is information presented in the form of a table, graph or diagram	It is information presented in the form of a table	It is information presented in the form of a graph	It is information presented in the form of a diagram	A	eExam
☐	MCQ	A workbook is made_____	worksheet	worksheets	workbooks	sheet	B	eExam
☐	MCQ	Automatic spell check _____	informs you of spelling errors as you type	informs you of spelling errors	informs you of errors as you type	informs you of spelling errors as you finish	A	eExam
☐	MCQ	A quick way to print your whole worksheet is to click on the print button on the standard _____	toolbar	bar	icon	box	A	eExam
☐	MCQ	What do we use to change the appearance and positioning of text in Word? _____	Indenting	Scaling	Formatting	Re-appearance	C	eExam
☐	MCQ	Some formatting buttons are toggles, that is, the same button is used to turn a formatting feature _____ and "off"	down	on	sideways	up	B	eExam
☐	MCQ	You can use Excel's built-in formats to change the appearance of _____	numbers	things	look	diagrams	A	eExam
☐	MCQ	In Windows, clipboard _____	provides a temporary storage area	provides a temporary area	provides a storage area	an area in memory	A	eExam
☐	MCQ	Formulas are used to perform _____	things	calculations	arithmetics	algebra	B	eExam
☐	MCQ	There are _____ alignment options in MS Word	two	three	four	five	C	eExam
☐	MCQ	When you launch Excel, you see a new, blank workbook called _____ 1	Book	Sheet	Cell	Column	A	eExam
☐	MCQ	GUI stands for _____	Graphical User Interface	Good User Interface	Graphical User Interlude	Graphical Utility Interface	A	eExam
☐	MCQ	Until it is _____ a workbook exists only in computer memory	done	ok	dumped	saved	D	eExam

☐	MCQ	To create your own workbook in Excel, you will need to enter _____	figures	numbers	formulas	data	D	eExam
☐	MCQ	What do you understand by Excel?_____	software application that provides an electronic spreadsheet	software application	software application that provides a paper spreadsheet	software application that provides an electronic word processing	A	eExam
☐	MCQ	There are _____worksheets are in a default Excel workbook	2	3	4	5	B	eExam
☐	MCQ	The default Excel workbook contains _____ worksheets	2	3	4	5	B	eExam
☐	MCQ	What is a spredsheet? _____	Consists of information	Consists of information written in tabular form	Consists of information written in triangular form	Consists of information written in form	B	eExam
☐	MCQ	The Windows environment provides a _____ storage area called the Clipboard for those times when you move or copy text	formatting	permanent	temporary	good	C	eExam
☐	MCQ	_____ is the final step in the production of a document	Formatting	Editing	Printing	Viewing	C	eExam
☐	MCQ	_____is one of the proofing tools in word processing	edit	Spelling Checker	Speller	format	B	eExam
☐	MCQ	_____ processes are involved in copying text	two	three	four	five	C	eExam
☐	MCQ	Text files can be created and modified with the aid of a special program called _____	an editor	an application software	a word processor	a dump	A	eExam
☐	MCQ	By default, Word is in _____ mode	delete	esc	update	insert	D	eExam
☐	MCQ	Before you save a document, it exists only in computer memory, a _____ storage area	permanent	temporary	stack	good	B	eExam
☐	MCQ	An example of an electronic spreadheet is _____	Excel	CorelDraw	MS Word	Adobe	A	eExam
☐	MCQ	Word is a WYSIWYG (what-you-see-is-what-you-get) _____ processor	screen	keyboard	word	plotter	C	eExam
☐	MCQ	The use of computer to create, revise and save documents for printing and future retrieval is _____	word processing	desktop publishing	spreadheeting	MS Word	A	eExam
☐	MCQ	Folders are used to hold _____ files	connected	related	similiar	same	B	eExam

☐	MCQ	Before you turn off your computer, it is important that you shut down _____ correctly	Windows	program	everything	compiler	A	eExam
☐	MCQ	What is a window? _____	a rectangular box that contains icons or data (information)	a triangular box that contains icons or data (information)	a rectangular box that contains programs	a box that contains icons or data (information)	A	eExam
☐	MCQ	Compiler is a program that translates the _____ program into machine code or language	source	object	meta	real	A	eExam
☐	MCQ	A small picture that represents either a program or a shortcut is _____	a shortcut	an icon	a graphics	a pointer	B	eExam
☐	MCQ	An _____ is a program which translates the source program into machine language statement by statement	inkjet	incode	iteration	interpreter	D	eExam
☐	MCQ	The operating system is often called the resource _____ or supervisor	manager	determinant	giver	program	A	eExam
☐	MCQ	What do you understand by booting?_____	Switching off the system	switching on the system	switching in the system	switching out the system	B	eExam
☐	MCQ	An operating system, which is sometimes referred to as the OS for short, is the software responsible for controlling the ____ of computer resources	determination	allocation	speed	types	B	eExam
☐	MCQ	Fortran is a _____	source code	compiler	operating system	high-level language	D	eExam
☐	MCQ	A mouse is an example of _____	Output device	Storage device	Input device	Switching device	C	eExam
☐	MCQ	The most common external storage device used in a PC is the _____ or "fixed" disk	floppy	hard	tape	magnetic	B	eExam
☐	MCQ	Printers provide us with a _____copy of the PC's result	paper	software	good	translated	A	eExam
☐	MCQ	CPU is _____	Central Processing Unit	Central Processor Unit	Common Processing Unit	Central Processing Utility	A	eExam
☐	MCQ	Terminal is an _____	Output device only	input device only	input/output device	in/out device	C	eExam
☐	MCQ	The CPU located on your computer's main circuit board (usually referred to as ____ which is basically the brain of your PC	Memory	Motherboard	Mainboard	Auxiliaryboard	B	eExam

☐							
☐	MCQ	A PC is a relative low-cost machine usually of _____ size	desktop	average	good	high	A	eExam
☐	MCQ	What is a computer? _____	machine	an electronic machine that can process and store data	an electronic machine that can simulate data	an electronic machine	B	eExam
☐	MCQ	A computer's speed called "clock speed" is measured in millions of cycles per second _____	hertz	megahertz	mcps	millisec	B	eExam
☐	MCQ	The aim and objective of Computers in Society as a course is _____	education	enlightment	computer literacy	computer processing	C	eExam

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