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