

How many different states does a computer use to express date?	A. Three	B. Four	C. One	D. Six	
1) How are numbers, letters, and punctuation marks represented in the computer?	A. With transistors	B. With switches	C. By RAMs	D. By numbers	E. None of the above
2) The computer's CPU is made up of small switches called _____.	A. RAMs	B. Binaries	C. Transistors	D. Bytes	E. None of the above
3) How many bits comprise one byte?	A. 7	B. 8	C. 2	D. 16	E. None of the above
4) Some memory chips always retain the data they hold, even if the electrical power is turned off. What are these chips called?	A. Nonvolatile	B. Volatile	C. Nonpermanent	D. RAM	E. None of the above
5) ROM memory is	A. volatile and "burned in."	B. nonvolatile and "not burned in."	C. nonvolatile and "burned in."	D. None of the above	
6) During execution of a program, both the program and the data it is analyzing are held in which portion of the computer?	A. ROM	B. RAM	C. Control Unit	D. Arithmetic logic unit	E. Register
7) A 32-bit bus can transfer how many bytes at one time?	A. 1	B. 2	C. 4	D. 8	E. 16
8) Which part of the computer performs logical operations on text data?	A. RAM	B. ROM	C. ALU	D. Cache memory	E. None of the above
9) What factors affect processing speed?	A. CPU circuitry	B. Clock speed	C. Amount of memory available	D. Number of registers presents	E. All of the above
10) What is dynamic execution?	A. Ability to increase clock speed	B. Increased RAM size	C. Increased ROM size	D. Ability of execute instructions in the most efficient order	E. All of the above
11) A pointing device that enables you to position the screen cursor by moving that device around on a flat surface is called a _____.	A. Trackball	B. Light pen	C. Mouse	D. Printer	E. Joystick
12) What kind of video display do notebook computers use?	A. Flat panel	B. Monocolor	C. Cathode ray tube	D. Dual port monitor	E. None of the above
13) Which of the following printers gives excellent resolution and tends to be quiet?	A. Laser	B. Dot-matrix	C. Daisy wheel	D. Ink jet	E. None of the above
14) Which of the following printers does a good job of printing colors, is quiet, and is affordable?	A. Parallel	B. Serial	C. UART	D. Expansion	E. None of the above
15) The language computers use for communicating data is called the _____.	A. network topology	B. file-transfer format	C. network protocol	D. operating system	

16) Which character indicates your location in a document on the screen?	A. A flat line	B. A box	C. An I-beam pointer	D. A cursor	E. All of the above
17) Which of the following actions is NOT possible with the mouse?	A. Clicking	B. Double-clicking	C. Dragging	D. Drawing	E. All are possible
18) How many electron beams are used to produce color on a color monitor?	A. One	B. Two	C. Three	D. Four	E. Six
19) How is computer resolution measured?	A. Clarity of image	B. Number of colors used to produce an image	C. Number of pixels in the matrix	D. Size of monitor	E. All of the above
20) What does an expansion slot do?	A. Gives built-in devices access to the computer's bus via controller cards	B. Provides I/O ports for external devices	C. Reports the amount of memory available	D. Shows the number of registers present	E. All of the above
21) Which type of printer places color on the page with a ribbon that is coated with panels of colored wax?	A. Ink jet	B. Thermal-wax	C. Dye-sub	D. Laser	E. Ink-wax
22) Which components are necessary to produce sound with a computer?	A. Sound card	B. Speakers	C. Multimedia software	D. Both A and B	E. All of the above
23) How would you connect a device to your computer if all existing ports were being used for necessary components?	A. Buy a new PC	B. Add a circuit board with the ports you need	C. Take the computer to the shop and have new ports drilled	D. Add a new drive	E. Remove the existing device
24) What is the most common use of the parallel port?	A. Mouse connection	B. Printer interface	C. Monitor interface	D. Sound card connection	E. Microphone connection
25) Which device commonly replaces the mouse on laptop computers?	A. Keyboard	B. Trackball	C. Trackpad	D. Optical mouse	E. Both A and C
26) Which of the following is NOT an input device?	A. Mouse	B. Trackball	C. Touch screen	D. Scanner	E. None of the above
27) Which of the following is the fastest?	A. RAM	B. VRAM	C. DRAM	D. ERAM	E. All of the above are the same speed
28) SCSI	A. is an extension of the computer's bus.	B. improves the drive's efficiency.	C. can accommodate multiple drives.	D. All of the above	E. Only A and C
29) One advantage of using disks is that data can be accessed _____.	A. randomly	B. sequentially	C. optically	D. indirectly	E. None of the above
30) Which of the following is an example of an optical storage medium?	A. CD-ROM	B. Hard disk	C. Tape	D. Floppy disk	E. Both A and D

31) Which of the following diameters is the most common size for floppy diskettes?	A. 3.5-inch	B. 5.25-inch	C. 12-inch	D. 8-inch	E. None of the above
32) A disk controller	A. controls hard disk drives and floppy disk drives.	B. acts as an interface between the disk and CPU.	C. is a factor in determining how quickly a drive can read and write data.	D. All of the above	E. A and C
33) Which of the following data types can be stored on CD-ROM?	A. Music	B. Video	C. Encyclopedias	D. Reference libraries	E. All of the above
34) To assess optimum performance of the storage device, you would look for	A. high access time and a high data-transfer rate.	B. high access time and a low data-transfer rate.	C. low access time and a low data-transfer rate.	D. low access time and a high data-transfer rate.	E. E. None of the above
35) Access time is	A. dependent on the speed the disk spins.	B. measured in milliseconds.	C. determined by the time it takes to move/read write heads.	D. All of the above	E. Both A and B
36) What does it mean to “back up” a program?	A. To provide alternative software, in case the program in use does not work	B. To make duplicate copies	C. All of the above	D. None of the above	
37) Why does it take longer to access data stored on tape than data stored on a hard disk?	A. Data on tape is accessed sequentially.	B. Tape may get stuck and have to be rewound.	C. Hard disks are inaccessible and cannot be corrupted.	D. All of the above	
38) Which qualities describe DVD technology?	A. Disks are designed to hold vary large amounts of data.	B. It is used to store movies on a single disk.	C. Is it a device that will connect to the TV and function like a VCR.	D. All of above	E. None of above
39) The operating system _____.	A. provides the user interface	B. loads programs	C. coordinates software and hardware	D. manages data storage and retrieval	E. All of the above
40) The part of the operating system that allows the user to interact with the computer is the _____.	A. Utility	B. system board	C. user interface	D. application	E. None of the above
41) In Windows 98, the user interface is called the _____.	A. Command interface	B. Dialog box	C. Desktop	D. Taskbar	E Active Desktop

42) An example of a command-line interface is _____.	A. Windows NT	B. Windows 98	C. Windows 95	D. DOS	E. Macintosh OS
43) An interface that allows you to perform actions or pick options from menus by using a mouse is called a/an _____.	A. command-line interface	B. integrated interface	C. parallel interface	D. graphical user interface	E. None of the above
44) In DOS, a disk's main directory is called the _____.	A. subfile	B. folder	C. primary directory	D. root directory	E. All of the above
45) Which of the following is a multiuser system?	A. UNIX	B. Macintosh OS	C. Windows 98	D. Windows 95	E. DOS
46) When using DOS, which of the following commands will display a file listing?	A. FILES	B. SHOW	C. DRIVE	D. DIR	E. TYPE
47) What limits DOS for use in today's computers?	A. It does not multitask.	B. It cannot access available RAM over 1MB.	C. It cannot use 32-bit code.	D. It can only use file names of 8 characters or less.	E. All of the above
48) Which utility locates and destroys harmful programs stored in the boot sector of your computer?	A. Head crash	B. Antivirus	C. Screen saver	D. Network protection	E. None of the above
49) Why did Windows 95 use both 16-bit and 32-bit code?	A. Designers didn't have time to convert everything.	B. 32-bit code is too expensive.	C. To accommodate existing software	D. To confuse competitors	E. To set a new standard
50) The Recycle Bin is used _____.	A. to eliminate the need to use paper	B. to store deleted files	C. to select programs	D. to place files in folders	E. to store often-used programs
51) What is a menu?	A. A command button	B. A list of options	C. A feature of the Taskbar	D. An icon	E. None of above
52) What is the advantage to object linking?	A. Changing data in one file affects all linked files.	B. Data is permanently cut from the source file.	C. It activates the save feature.	D. Data is never lost.	E. All of the above
53) The primary purpose of word processors is to allow users to _____.	A. manipulate text	B. create complex artwork	C. calculate mathematical formulas	D. access databases in a variety of ways	E. All of the above
54) You can tell when a block of text has been selected because it will _____.	A. be erased	B. appear at the top of the screen	C. change color	D. be underlines	E. be in italics
55) When you drag the mouse pointer across the screen, highlighting a block of text as you go, you are _____ the text.	A. selecting	B. spell-checking	C. formatting	D. deleting	E. editing
56) When you cut or copy a block of text in a word processor, it is placed on the _____.	A. desktop	B. style sheet	C. ruler	D. clipboard	E. DBMS

57) WYSIWYG stands for _____.	A. When You See It When You Go	B. Why You See It Why you Go	C. What You See Is What You Get	D. When You See It Work You Gain	E. Why You See It When You Go
58) You can move a block of selected text by _____.	A. pressing the Delete key	B. using the Copy command	C. using the Insert command	D. dragging-and-dropping it	E. Any of the above
59) You can backtrack after making a mistake by _____.	A. using the Format command	B. using the Undo command	C. clicking the Save icon	D. using Print Preview	E. using the Backspace key
60) All of the following are paragraphs formats EXCEPT _____.	A. Tabs	B. Line spacing	C. Indents	D. Footers	E. All of the above are paragraph formats
61) A/An _____ is a tool used to analyze numeric data.	A. cell	B. spreadsheet	C. label	D. electronic analyzer	E. DBMS
62) _____ can help explain the numeric data in a worksheet.	A. Cells	B. Addresses	C. Formulas	D. Labels	E. Templates
63) A spreadsheet does NOT _____.	A. perform calculations on numbers	B. create color separations	C. analyze statistics	D. create charts	E. use formulas
64) Creating several scenarios or versions of a spreadsheet by using different assumptions is a type of _____.	A. goal seeking	B. sorting	C. formula	D. what-if-analysis	E. workgroup problem
65) DBMS stands for _____.	A. database management system	B. database manager software	C. data binary manipulation system	D. database monitoring software	E. database manages storage
66) In a database, a set of data is called a _____.	A. field	B. relation	C. memo	D. table	E. record
67) _____ fields in a DBMS can contain any type of data, even numbers.	A. Numeric	B. Alphabetic	C. Text	D. Currency	E. Logical
68) When a _____ field is used, the DBMS assigns a unique number to each record and stores it in this field.	A. memo	B. counter	C. binary	D. numeric	E. logical
69) All _____ DBMSs can create links between databases.	A. graphical	B. relational	C. extended	D. flat-file	E. network
70) Most presentation programs include features of _____.	A. word processors	B. spreadsheets	C. paint programs	D. Both A and C	E. All of the above
71) E-mail can be _____.	A. saved	B. deleted	C. forwarded	D. responded to	E. All of the above
72) What component connects so that they can communicate, exchange information, and pool resources?	A. Twisted-pair	B. Serial interface	C. Network	D. UART chip	E. Router

73) The individual computers in a network are called _____.	A. nodes	B. servers	C. block points	D. user points	E. bridges
74) Distributed computing can be done on a LAN if the arrangement is _____.	A. client/server	B. peer-to-peer	C. file server	D. parallel to serial	E. bus
75) Which of the following is NOT a network topology?	A. Bus	B. Elliptical	C. Star	D. Ring	E. All of the above are network topologies
76) Which of the following is NOT a network protocol?	A. Modal Net	B. Ethernet	C. Token Ring	D. ARCnet	E. Fast Ethernet
77) Converting a computer's digital sounds into sounds that can be transmitted along a phone line is called _____.	A. Demodulation	B. networking	C. modulation	D. I/O processing	E. Digitizing
78) When referring to a modem speed, the accurate term is _____.	A. bits per second	B. baud rate	C. bis	D. signals per second	E. None of the above
79) The capacity to send data in both directions is called _____.	A. Parity	B. full-duplex	C. file-transfer protocol	D. hardware error tracking	E. All of the above
80) The internet started as a network of computers designed by	A. the National Science Foundation.	B. the Department of Defense.	C. a consortium of corporations.	D. a consortium of universities.	E. Both A and B
81) The basic activity of the Internet is to	A. get you to buy merchandise.	B. program your computer.	C. connect your computer to any other computer.	D. get and receive e-mail.	
82) The domain part of an Internet address indicates	A. the name of the computer's user.	B. the type of organization that owns the computer.	C. the platform of the computer.	D. the IP address.	E. All of the above
83) E-mail programs usually do NOT include	A. a text editor.	B. photograph manipulation software.	C. an address book for storing e-mail addresses.	D. the ability to transfer inbound and outbound messages.	E. the ability to organize messages.
84) FTP is used to	A. view information on another computer.	B. create Web pages.	C. send messages to other computers.	D. copy files from a distant computer to your own.	E. All of the above
85) To find World Wide Web material, it is helpful to use _____.	A. Gopher	B. a search engine	C. a link	D. a newsgroup	E. HTML
86) Whose task is it to prepare the users to accept a new system?	A. Programmer	B. Trainer	C. System administrator	D. Middle manager	E. None of the above
87) What translates source code into object code?	A. Sourcer	B. Compiler	C. Creator	D. Linker	E. Executor

88) The only language a computer understands is called _____.	A. machine language	B. assembly language	C. high-level language	D. English	E. Low-level language
89) Higher-level languages are so called because _____.	A. they can only be understood by advanced programmers.	B. they perform multiple functions.	C. they are designed for multiple functions.	D. their syntax resembles human language.	E. None of above
90) The electronic frontier, where data is stored, processed, and moved, is called _____.	A. Multimedia	B. secondary storage	C. cyberspace	D. the public domain	E. CD-ROM
91) An agreement that allows a purchaser of a program to use it on a specified number of computers is _____.	A. a network contract	B. a server condition	C. a site license	D. a copy protection agreement	E. not legal
92) A/An _____ allows a company to buy just one copy of a computer program that it can legally load onto its network for some or all of its employees to use.	A. network version	B. site version	C. shareware program	D. server-ware program	E. None of above
93) Which of the following is NOT illegal?	A. Piracy	B. Theft	C. Invasion of privacy by private companies	D. Computer embezzlement	E. All of the above are illegal.
94) How might you help to protect your online privacy?	A. Make online purchases only through secure Web sites	B. Never assume e-mail is private	C. Don't be overly critical or argumentative online	D. Selectively choose newsgroups before posting messages	E. All of the above
95) Which one of the following is NOT characteristic of a computer virus?	A. It is parasitic.	B. It can reside in the boot sector.	C. It can reside in another program.	D. It can destroy a data file.	E. All of the above are characteristics of a virus.
96) Legal protection of software companies against piracy is based on _____.	A. <i>Pro Bono</i> laws	B. Copyright laws	C. Antitrust laws	D. the U.S. Constitution	E. Privacy laws
97) Networks are usually secured by _____.	A. user IDs and passwords	B. hardware locks	C. antitheft cables	D. employee goodwill	E. security codes
98) Which media is interactive?	A. Radio	B. TV	C. Home video games	D. Newspapers	E. All of the above
99) To copy a graphic from paper to a digital file that can be used by your graphics software, you can use a _____.	A. screen-capture program	B. photocopier	C. fax machine	D. scanner	E. printer