1. Label “a” above is referring to the:  
   A. mouse  
   B. Case  
   C. CPU  
   D. RAM

2. Label “e” above is a/an:  
   A. input device  
   B. output device  
   C. mouse  
   D. letters A and C are correct

3. Label “d” above is referring to the:  
   A. mouse  
   B. Microphone  
   C. audio  
   D. speech recognition

4. Label “c” above is referring to the:  
   A. mouse  
   B. Case  
   C. microphone  
   D. speaker

5. Label “f” above is a/an:  
   A. input device  
   B. output device  
   C. Keyboard  
   D. letters A and C are correct

6. Label “b” above is a/an:  
   A. input device  
   B. output device  
   C. screen  
   D. letters B and C are correct

True or False: A=True; B=False

1. ______ A bit is a group of 8 bytes.  
2. ______ Hardware is the physical parts of a computer.  
3. ______ The CPU is an output device.  
4. ______ A command tells the computer what to do.  
5. ______ Output is raw data entered in a computer.  
6. ______ Input and output devices are the same thing.  
7. ______ RSI stands for repetitive storage input.  
8. ______ The operating system lets the hardware devices communicate with one another and keeps them running efficiently.
Chapter 1 Computer Basics

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

1. input______ a. group of 8 bits  
2. bit_____ b. physical parts of a computer  
3. byte_____ c. raw data entered into a computer  
4. output_____ d. basic unit of data a digital computer can understand  
5. hardware_____ e. the results of the computer's processing

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

6. central processing unit______ a. program that tells the computer what to do  
7. random access memory_____ b. area where data and instructions are stored while the computer is working  
8. peripheral_____ c. program that does maintenance or repair tasks  
9. software_____ d. part of a computer that processes data  
10. utility software______ e. hardware separate but connected to the computer

Directions: Complete each sentence with information learned.

1. Words, numbers, images, and sounds that you enter into a computer are ______________. 
   a. input b. bit c. byte d. output

2. ______________ are programs that control the operations of the computer and its devices. 
   a. operating system b. application software c. one-by-one operating system d. output

3. ______________ is one of the basic operations of computers (Information Processing Cycle). 
   a. data b. bit c. CPU d. input

4. On ______________ information is stored permanently, it uses devices like Floppy disk, Magnetic disk, CD-ROM etc. 
   a. peripheral devices b. RAM c. byte d. secondary storage devices

5. Data and instructions in computers are coded with ______________ because computers only understand two values. 
   a. data b. bit c. binary code d. input

6. The CPU uses ______________ to hold data it is working on. 
   a. peripheral devices b. random access memory c. byte d. secondary storage devices
7. Data in RAM is__________ when the computer is turned off.
   a. less       b. deleted
c. bytes       d. bits

8. _______________ usually does maintenance and repair jobs that the operating system cannot do itself.
   a. peripheral devices   b. system utilities software
c. custom software       d. application software

9. The _________is the “brain” of a computer.
   a. RAM           b. custom software
c. CPU            d. application software

10. _________ are programs that perform specific task for a variety group of users.
    a. operating system software   b. system utilities software
c. custom software                d. application software

11. There are two types of system software:
    a. operating system and utility software
    b. system utilities software and custom software
    c. application software and custom software
    d. application software and off-the-shelf software

12. ______________ includes all of the programs that tell a computer what to do and how to do it.
    a. software       b. system utilities software
c. custom software  d. application software

13. _________________ is an instruction that tells software program what action to perform. For example, to operate a program, save your work, or close a program.
    a. connector     b. system utilities software
c. custom software d. command

14. _________________ helps people be more productive at work. People use these programs to write reports, prepare financial plans, and organize data.
    a. operating system software   b. graphics software
c. communication software       d. productivity software

15. Software used to connect to the Internet and send e-mails.
    a. operating system software   b. graphics software
c. communication software       d. productivity software

16. Serial ports, Parallel ports, Small Computer Systems Interface (SCSI)ports, Universal Serial Bus (USB) ports are examples of ____.
    a. cables       b. connectors
c. storage media  d. productivity software
Chapter 2 Input/Output Basics

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

1. command ______  a. software that turns spoken words into input
2. pointer ______  b. lets you input printed images into a computer
3. speech recognition ______  c. follows a mouse's movements
4. digital camera ______  d. takes photographs that a computer can read
5. scanner ______  e. instruction to a software program to take an action

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

6. repetitive strain injury ______  a. produces images by sending electrical signals to crystals
7. cathode ray tube ______  b. device with hammers or pins that strike a ribbon to leave ink on paper
8. liquid crystal display ______  c. produces images by making phosphors glow
9. impact printer ______  d. device such as an inkjet or laser printer
10. nonimpact printer ______  e. condition caused by making the same movements again and again

Directions: Circle the correct choice for each of the following.

1. Which type of input provides answers to questions issued by programs?
   a. commands  b. data  c. responses  d. software

2. Which device can be used to connect a computer to the Internet?
   a. keyboard  b. modem  c. pointing device  d. scanner

3. What do output devices provide?
   a. data to be processed  b. software code  c. text and images only  d. results of processing

4. How many colors can a monochrome monitor display?
   a. one  b. two  c. three  d. four

5. What kind of output device would NOT be used to output images?
   a. CRT  b. LCD  c. printer  d. speaker
Chapter 3 Storage Basics

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

1. storage device ______ a. sometimes used when referring to a computer's RAM
2. memory ______ b. random-access memory
3. primary storage _____ c. any type of storage device that holds data permanently
4. secondary storage______ d. device that allows users to read and write to a transportable magnetic disk
5. read/write device ________

Directions: Match each vocabulary term in the left column with the correct definition in the right column.

6. random-access storage device a. uses laser to read information
7. optical storage device b. storage device that lets computer go directly to the needed information
8. hard drive c. read-only optical device
9. CD-ROM drive d. computer component that retains data even after power is shut off

Directions: Complete each sentence.
1. The ______ is a set of programs that directs a computer to start up.
   a. BIOS b. RAM c. ROM d. CD_ROM
2. A computer's BIOS is usually stored in a special memory chip, called ______.
   a. BIOS b. RAM c. ROM d. CD_ROM
3. Floppy disk drives are examples of ______ storage devices.
   a. primary storage device b. secondary storage device c. ROM d. CD_ROM
4. A magnetic tape is an example of a ______ storage device.
   a. primary storage device b. secondary storage device c. ROM d. CD_ROM
5. A ______ has greater storage capacity than a standard compact disc.
   a. DVD-ROM b. secondary storage device c. ROM d. CD_ROM
6. ______ storage device lets a computer go directly to the needed information.
   a. sequential b. secondary c. random d. CD_ROM
Chapter 4 System Software Basics

Directions: Match each vocabulary term in the left column with the correct definition in the right column.

1. interface_______ a. area on a computer screen where you perform work
2. crash _______ b. to stop working
3. graphical user interface_______ c. picture that represents something on a computer
4. desktop _______ d. on-screen tools that let you use the computer
5. icon_______ e. on-screen graphics that let you access the programs

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

6. driver utility_______ a. program that controls input/output devices
7. Plug and Play_______ b. program that copies a file onto another medium
8. backup utility_______ c. lets you use a mouse to work with the computer
9. file compression utility_______ d. capable of detecting compatible devices
e. reduces file size without harming data

Directions: Circle the correct choice for each of the following.

1. Which of the following is NOT usually handled by the operating system?
   a. managing programs b. dealing with input/output devices
c. publishing Web pages d. interacting with the user

2. Which kind of computer operating system usually requires the least amount of user interaction?
   a. real-time systems b. single-user/single-task systems
c. single-user/multitask systems d. multi-user systems

3. Which of the following is a key part of a graphical user interface?
   a. command words b. cursors
c. memory d. icons

4. Which operating system is found most often on large business and scientific computers?
   a. Microsoft Windows b. Mac OS
c. UNIX d. Linux

5. Which of the following do operating systems, application programs, and user data have in common?
   a. They are all system utilities b. They are all Windows-based
c. They are all created by the user d. They are all stored in files

6. What kind of utility is used to reduce the size of a file?
   a. driver utility b. program utility
c. backup utility d. file compression utility
Chapter 5: Application Software Basics

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

1. personal information manager ________
2. integrated Software ________
3. office suite ________
4. shareware ________
5. freeware ________

Directions: Match each vocabulary term in the left column with the correct definition in the right column. Write the appropriate letter next to the word or term.

6. public domain Software ________
7. uninstall ________
8. maximize ________
9. minimize ________
10. scroll ________

Directions: Circle the correct choice

1. Which of the following items is NOT an example of application software?
   a. spreadsheet
   b. database
   c. operating system
   d. word processor

2. Which of the following types of application software combines the basic features of several applications?
   a. stand-alone program
   b. integrated software
   c. office suite
   d. personal information manager (PIM) program

3. Which of the following types of software must be purchased in advance?
   a. commercial software
   b. shareware
   c. freeware
   d. public domain software

4. Which of the following types of software is available on a try-before-you-buy basis?
   a. commercial software
   b. shareware
   c. freeware
   d. public domain software

5. Which of the following features allows the user to launch an application?
   a. Help menu
   b. menu bar
   c. title bar
   d. desktop icon

6. Which of the following tools allows the user to move from one part of a window to another?
   a. scroll arrows
   b. scroll icons
   c. scroll menu
   d. scroll file
Chapter 6 MICROSOFT WORD BASICS

Directions: Select the best response for the following statements or questions.

1. A popular word processing program is ________________.
   A. Microsoft Access
   B. Microsoft Basic
   C. Microsoft Word
   D. Microsoft Excel

2. Which item is included in Word templates?
   A. Calendar
   B. Office Assistant
   C. List
   D. None of the above

3. The ruler is located__________.
   A. Below the toolbar
   B. Near the bottom scroll bar
   C. Below the title bar
   D. Below the menu bar

4. The __________ located at the bottom of a drop down menu allow you to view more options or features about a specific command
   A. Double down arrows
   B. Internet
   C. Diagnostic center
   D. Web browser

5. How do you switch between views?
   A. Click one of the view buttons at the bottom right of the document window.
   B. Choose the view you want from the view menu.
   C. Change the view in the file menu, choose page setup.
   D. Views may be changed from the tools menu.

6. What does the Print Preview command do?
   A. Enables you to view a document, as it will appear when it is printed.
   B. Enables you to edit your document before printing it
   C. Allows you to format the document before printing it
   D. Shows you the status of the printer the document will print to.

7. The Office Assistant is an animated character that offers__________.
   A. Instructions
   B. Tabs
   C. Page setup
   D. None of the above

8. Which orientation is wider than long?
   A. Portrait
   B. Landscapes
   C. Zoom
   D. Preview
9. In Microsoft applications, you send text to the ________ by using the Cut or Copy command.
   A. Menu
   B. Header
   C. Slide Show
   D. Clipboard

10. What do you choose in Print Preview to print your document in one page when you are using Word?
    A. The shrink to fit icon
    B. The magnifying glass icon
    C. The page break preview icon
    D. None of the above

11. Which is not true about the menu bar in Microsoft Word?
    A. It is similar to a restaurant menu
    B. It has a pull-down feature
    C. It is located under the title bar
    D. There are 9 titles or commands on the menu bar

12. What dialog box do you use to save a file for the first time?
    A. Save
    B. Locate file
    C. Save as
    D. Save file

13. What type of text has a full blank line between each line of text?
    A. Single-spaced
    B. Indented
    C. Double-Spaced
    D. Paragraph

14. Clicking the print button on the toolbar causes Microsoft Word to ________.
    A. Begin printing immediately
    B. Show the document as it will appear when printed
    C. Display the print dialog box
    D. Switch to the print preview screen

15. Name the steps to create a new Word document.
    A. Start, Program, Microsoft Office, Word, Blank Document
    B. New Office Document, Start, Normal View, Blank Document
    C. Start, File, Normal View, Blank Document
    D. New Office Document, Start, Blank Document

16. Which key switches between insert mode and type over mode?
    A. Delete
    B. Insert
    C. Backspace
    D. None of the above

17. What should you do if you want to print a specific page?
    A. Delete the last blank page
    B. Click on the printer icon
    C. Position yourself on the page you want to print and then go to file, click Print, current page, and click ok.
18. What does the Print Preview command do?
   A. Enables you to view a document, as it will appear when it is printed.
   B. Enables you to edit your document before printing it
   C. Allows you to format the document before printing it
   D. Shows you the status of the printer the document will print to.

19. Clicking the print button on the toolbar causes Microsoft Word to_______.
   E. Begin printing immediately
   F. Show the document as it will appear when printed
   G. Display the print dialog box
   H. Switch to the print preview screen

20. Name the steps to create a new Word document.
   A. Start, Program, Microsoft Office, Word, Blank Document
   B. New Office Document, Start, Normal View, Blank Document
   C. Start, File, Normal View, Blank Document
   D. New Office Document, Start, Blank Document

True or False
21. _____Text printed at the top of the page is called a header
22. _____Clicking the print button on the toolbar causes Microsoft Word to print immediately
23. _____Folders can help you organize files on your disks.
24. _____The font size is measured in points
25. _____Clipart is located under the Insert Command
26. _____Tables are located under the Insert Command
27. _____Bullets are located under the View Command

Chapter 7 EXCEL BASICS

Directions: Select the best response for the following statements or questions.

1. In Excel, a spreadsheet consists of columns and rows that intersect to form_____.
   A. Cells
   B. Ranges
   C. Files
   D. Name boxes

2. In Excel, the purpose of a spreadsheet is to__________ that involve numbers.
   A. Print information
   B. Solve problems
   C. Navigate columns
   D. Use menus

3. In Excel, the area on the far left side of the formula bar that identifies the active cell is the _____________.
   A. Column
   B. Name box
   C. Cell identifier
   D. Reference box
4. In Excel, you can enter the following data to cells __________.
   A. Notes and websites
   B. values, labels, dates, and times
   C. Formulas
   D. B and C are correct

5. Excel columns are identified by ________________.
   A. Numbers
   B. Data
   C. Letters
   D. Highlights

6. In Excel, a series of number signs (####) indicates that ________________.
   A. Cell needs to be changed in order to make data easy to read.
   B. The data is wider than the column
   C. There is an error in the cell
   D. It is time to change the computer’s ink cartridge

7. Excel rows are identified by ________________.
   A. Numbers
   B. Data
   C. Letter
   D. Highlights

8. There are ______ columns in Excel.
   A. 256
   B. 526
   C. 265
   D. 65, 536

9. What software application program would you use for a budget if you have Microsoft?
   A. Apple Works
   B. Quattro Pro
   C. Excel
   D. Power Point

10. The formula (B1*C1) + D1/2 is an example of a/an ______.
    A. simple formula
    B. complex formula
    C. equal formula
    D. none of the above

11. The formula B1+C1 is an example of a/an ______.
    A. simple formula
    B. complex formula
    C. equal formula
    D. none of the above

12. To insert a row you go to
    A. the title bar, select insert, and choose column
    B. the formula bar
    C. the worksheet tabs
    D. menu bar, select insert, and choose row
13. Which of the following feature you choose to add all numbers in a column?
   A. auto sum
   B. auto fill
   C. equal sign
   D. none of the above

14. To center your active cell vertically you choose
   A. format cells
   B. indent cells
   C. Wrap text
   D. alignment

15. To rename your worksheet tabs you _______.
   A. right click on top of it and select rename
   B. right click on top of your active cell and choose rename
   C. go to the menu bar, format cells, rename
   D. none of the above

16. To print in 1 page you need to first go to the
   A. menu bar, view, page break preview
   B. indent cells, view, page break preview
   C. View, page break preview
   D. None of the above

17. To add an image to your worksheet you choose
   A. menu bar, insert picture, clip art
   B. title bar, clip art
   C. title bar, insert picture, clip art
   D. insert picture, clip art

18. To add color to your cell you can
   A. click on the auto sum icon
   B. click on the fill color icon
   C. click on the color wrap text icon
   D. none of the above

True or False
19. _____ A number is a value in a cell
20. _____ Using references is better than using values
21. _____ You can only go to the formula bar to edit a cell
22. _____ Labels only consist of text
23. _____ Would the formula =B1/B2+B3 and the formula =B1/ (B2+B3) give the same result?
24. _____ The formula bar displays what you type
25. _____ The status bar displays messages from the program
26. _____ A spreadsheet can be used to create charts to display data only
27. _____ Operations between parentheses are performed first
28. _____ The power of a spreadsheet is its ability to use formulas to represent data in different cells
29. _____ To add color to a worksheet tab you right click on top of it, select tab color, choose color, ok
What type of chart would you use for?

30. Comparing different amounts _____ A. Bar Chart
31. Showing how parts relate to the whole _____ B. Pie Chart
32. Showing change over time _____ C. Line Chart
33. A household budget _____ D. None of the above
34. A sales comparison chart _____

Chapter 8  POWERPOINT BASICS

1. PowerPoint is an application that can help you create a_________.
   A. Book report
   B. Newsletter
   C. Web page
   D. Presentation

2. PowerPoint provides features such as________ to help make the process easier.
   A. Instructions
   B. Charts
   C. Templates
   D. tables

3. To print a header and footer on a handout click on:
   A. View, Master, Handout Master
   B. View, Master, Notes Master
   C. Master, View, Handout Master
   D. None of the above

4. Which of the following should you consider when creating a PowerPoint?
   A. Avoid Crowding Data
   B. Use simple words to make key points
   C. Follow the 7 by 7 Rule
   D. All of the above

5. Which of the following will prevent your audience from reading ahead and stay focused?
   A. Show one point at a time
   B. Avoid wordiness: use key words and phrases
   C. Include an idea per slide
   D. None of the above

6. Which of the following fonts is recommended for titles?
   A. 36
   B. 24
   C. 28
   D. 18

7. Which of the following tips regarding color should you consider?
   A. Use a color of font that contrasts sharply with the background
   B. Use it for decoration
   C. Use it to reinforce the structure of your layout
   D. A and C are correct
8. Which of the following tips regarding backgrounds should you consider?
   A. Choose backgrounds that are attractive but simple
   B. Use backgrounds which are light
   C. Use the same background consistently throughout your presentation
   D. All of the above

9. Where do you find the feature Custom Animation?
   A. In the menu bar, Slide Show option
   B. In the menu bar, View option
   C. In the menu bar, Tools option
   D. None of the above

10. Which of the following animations can you use to animate text / objects?
    A. Entrance, Emphasis, Exit, and Motion Paths
    B. Style, Font, Color Scheme, Animation
    C. Zoom, Shrink, Spin, Format
    D. None of the above

11. When preparing a PowerPoint you should
    A. Follow the 7 by 7 rule
    B. Include images
    C. Include a presentation, outline, introduction, and conclusion
    D. All of the above

12. The 7 by 7 rule means
    A. 7 slides per presentation
    B. 7 images per slide
    C. No more that 7 words per line and no more than 7 lines per slide
    D. None of the above

13. When preparing a PowerPoint you should avoid excessive effects because
    A. It distracts the audience
    B. It is really cool
    C. It helps the audience remember the presentation
    D. All of the above

14. When presenting you should
    A. Project your voice
    B. Make eye contact with the audience
    C. Read your notes
    D. a and b are correct

15. When presenting you should involve the audience because
    A. It is cost-effective
    B. So that they remember 35%
    C. They will remember 85% of the presentation because they participated
    D. All of the above

True/False
16. _____ Placeholders are boxes located on the Slide to add text
17. _____ Presentations don’t need to have every single detail
18. _____ Reading off your presentation makes you an effective presenter
19. _____ Using visuals that represent your points helps the audience remember better