



IT and windows

1- Which one of the following measures the speed of the CPU?

- A-gigabytes
- B-megabytes
- C-bits per second
- D-gigahertz

2-The computers in your office building are connected together so staff can share files and printers. What is this arrangement of computers called?

- A-the internet
- B- the world wide web
- C- a local area network
- D-a network port

3-An intranet is:

- A- A network operating system
- B- A network filling system
- C- A private company network
- D- A private company network that includes external specified users

4-What is the best way of preventing your computer from being infected with a virus?

- A- Only virus-check e-mail attachments
- B- Have updateable anti-virus software running on your computer
- C- Have anti-virus software running on your computer
- D- Never open any e-mail attachments

5-Which of the following is an operating system?

- A- Excel
- B- PowerPoint 2007
- C- Windows XP
- D- Netscape

6-Which one of the following can protect a computer from the risk of unwanted emails?

- A- Anti-spam software.
- B- Anti-virus software.
- C- Anti-spyware software.
- D- PC diagnostic software.



7-Which one of the following describes why firewalls are used?

- A- To prevent unauthorized access by incoming transmissions.
- B- To prevent destruction of a computer in the event of a fire.
- C- To enable easy downloading of data from web sites.
- D- To detect and disable viruses already on a computer.

8-Which one of the following should be used to change your password in your computer?

- A- Internet Explorer.
- B- Anti-virus software.
- C- Control Panel
- D- Windows Firewall.

9-Which one of the following describes Bluetooth?

- A- Short-range wired protocol for exchanging data.
- B- Short-range wireless protocol for exchanging data.
- C- Long-range wireless protocol for exchanging data.
- D- Long-range wired protocol for exchanging data

10-Which of these storage devices holds the most data?

- A- Floppy disk
- B- CD-rom
- C- Hard Disk drive
- D- Thumb drive

11-Which of these is an output device?

- A- CD-ROM
- B- Mouse
- C- Printer
- D- Zip drive

12-Which is the smallest unit of computer storage?

- A- Byte
- B- Bit
- C- Kilo bit
- D- Megabyte



13-Which device would you use to draw shapes on the screen?

- A- Scanner
- B- Mouse
- C- Optical Character Reader
- D- Plotter

14-Which of these is an input device?

- A- screen
- B- printer
- C- Scanner
- D- Plotter

15-Which of the following NOT a permanent storage medium?

- A- Hard disk
- B- CD-ROM
- C- RAM
- D- USB Thumb Drive

16-Which of the following is an example of the use of e-commerce on the Internet?

- A- Checking theatre availability
- B- Booking train tickets
- C- Using e-mail
- D- Downloading information

17-Which is the best way of protecting data from loss?

- A- Make regular backups of the data
- B- Delete all your old files
- C- Lock your computer
- D- Change your password

18-Which device could you use for the output of a music file?

- A- Microphone
- B- Scanner
- C- Digitizer
- D- Speech synthesizer



19-Which software would you use for creating a set of slides to be shown to an audience?

- A- Database
- B- Presentation
- C- Desk Top Publishing
- D- Spreadsheet

20-Which of these statements about Read Only Memory (ROM) is TRUE?

- A- Application programs can write data to the Read Only Memory
- B- The contents of the Read Only Memory are not deleted when the computer is switched off.
- C- The operating system is loaded into the Read Only member when the computer is started.
- D- Internet pages are stored in the Read Only Memory while they are being loaded.

21-What is most likely to be affected by a computer virus?

- A- Your monitor
- B- Your data
- C- The speed of your computer
- D- Read only memory

22-What is a trackball?

- A- A monitoring system
- B- A type of speaker
- C- An alternative to the mouse
- D- A storage device

23-What is the main advantage of a GUI?

- A- Reduces the cost of computing
- B- Makes the computer easier to use
- C- Required a less powerful computer
- D- Does not need updating

24-Which of these is NOT an input device?

- A- Digital camera
- B- Microphone
- C- Scanner
- D- Speaker



25-Which of the following is a storage device?

- A- Keyboard
- B- Monitor
- C- Speaker
- D- Disk Drive

26-Which of these is the major benefit of e-Learning?

- A- Easier
- B- Cheaper
- C- Reduced contact with other students
- D- Available at any time

27-What is an attachment?

- A- A peripheral device
- B- A file sent with an email message
- C- A component of network software
- D- A password system

28-Which type of memory is used to store applications while they are running?

- A- ROM
- B- RAM
- C- Cache
- D- Auxiliary

29-Which of these is NOT a storage device?

- A- RAM
- B- USB Thumb Drive
- C- Printer
- D- Hard Disk Drive

30-Which type of computer stores the common files in a network?

- A- Main frame
- B- Laptop
- C- Desktop
- D- Server



31-What does CPU stand for?

- A- Central Power Unit
- B- Computer Processing Unit
- C- Computer Programming Unit
- D- Central Processing Unit THIS MUST BE THE ANSWER

32-The speed of the Modem is measured in:

- A- Megahertz (MHz)
- B- Bits per second (Bps)
- C- Gigabytes (GB)
- D- Megabytes (MB)

33-What information is needed to securely log on to a computer?

- A- License key
- B- IP-number and a URL
- C-Username and password
- D- Credit card number

34-Where should you click to restart the computer?

- A-Start button
- B- Office button
- C- Internet Explorer
- D- Taskbar

35-Which key combination should you use to access the task manager?

- A- Ctrl + Shift + Delete
- B-Ctrl + Alt + Delete
- C- Ctrl + Alt + Tab
- D-Ctrl + Shift + Tab

36-Where should you click to get assistance on how to rename files?

- A- Help
- B-Help and support
- C- Control panel
- D- Support

37-Where should you click to access the menu allowing you to adjust the computer's settings?

- A- Troubleshooting
- B-Default programs
- C-Control panel
- D- System



38-Where should you click to change the screen resolution?

- A- Backup and restore
- B- Device manager
- C--Color management
- D- Getting started

39-Which of the following is an application?

- A- Folder
- B- Music - shortcut
- C- Recycle bin
- D-Internet Explorer

40-What is a desktop shortcut?

- A-A small file that points to a program, folder, document, or Internet location.
- B-A large file that points to a program, folder, document, or Internet location.

41-What extension would an Excel 2010 file have?

- A- xls
- B-xlsx
- C-xl
- D-l

42-What extension would a Word 2010 file have?

- A-doc
- B-rtf
- C-txt
- D-docx

43-How do you resize an active window?

- A- Double click
- B-Click and drag from the middle of the window
- C-Click and drag from the corners
- D- Single click

44-What key combination is used for switching between open Windows?

- A- Shift + F5
- B-AltGr + Shift
- C- Ctrl + Enter
- D-Alt + Tab



45-Which key should be used in combination with the mouse to select all files within a folder?

- A- Enter
- B-Alt
- C-Shift
- D- End

Ctrl is the correct answer

46-Which key combination can be used to paste an already copied file into a new folder?

- A- Ctrl + P
- B-Ctrl + C
- C-Ctrl + T
- D-Ctrl + V

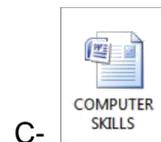
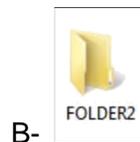
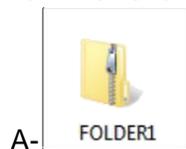
47-Which key combination can be used to cut a file?

- A-Ctrl + X
- B- Ctrl + U
- C- Ctrl + U
- D-Ctrl + R

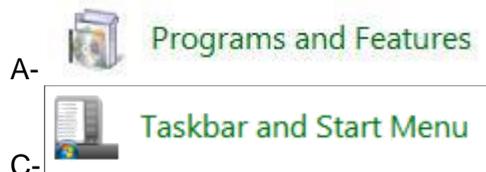
48-Which symbol should you use to search for all items with the same extension type (wildcard searching)?

- A- (
- B-)
- C - ^ _ ^
- D- *

49-which of the following is a compressed folder :



50- to change or uninstall a program , you click on :





51- Where should you click to change the desktop background?

A-  Troubleshooting

B-  System

C-  Personalization

D-  Mouse

52- when a file has been deleted , you can restore it from :

A-  Control Panel

B-  Recycle Bin

C-  Network

D-  user

Answers:

1- D 2-C 3-C 4-B 5-C 6-A 7-A 8-C 9-B 10-C 11-C 12-B 13-B 14-C 15-C 16-B
17-A 18-D 19-B 20-B 21-B 22-C 23-B 24-D 25-D 26-D 27-B 28-B 29-C 30-D 31-B
32-B 33-C 34-A 35-B 36-B 37-C 38-C 39-D 40-A 41-B 42-D 43-C 44-D 45-C 46-D
47-A 48-D 49-A 50-A 51-C 52-B

Common abbreviations

CPU - This stands for the Central Processing Unit of the computer. RAM

- This stands for Random Access Memory ROM - This is Read Only Memory

HTML - Hypertext Markup Language

HTTP - Hypertext Transfer Protocol

LAN - This stands for Local Area Network

USB - The Universal Serial Bus

URL - This is the Uniform Resource Locator



Word

1-if you try to quit word for windows without first saving changes to your document:

- A. the changes will be lost
- B- word for windows will save the changes automatically .
- C- you will destroy your document file .
- D- you will be asked if you want to save changes before quitting .

2- you normally start word for windows :

- A- at the dos prompt.
- B-from the windows program manager .
- C- from within the document you are editing .
- D- from the windows file manager .

3-when typing text in word for windows you should press ENTER at the end of a:

- A- line
- B- paragraph
- C- page
- D- document .

4 -word for windows uses which of the following as a file name extension for document files ?

- A- TXT.
- B- WP
- C- DOCS.
- D- PPT.

5- The save icon on the standard toolbar looks like :

- A- file folder
- B- tow sheets of paper.
- C- floppy disk .
- D- an envelope

6- To select a single word :

- A- press F8 three times .
- B- press CTRL and click the word .
- C- press CTRL + W .
- D- Double click the word.



7- The copy button on the standard toolbar looks like:

- A- a pair of scissors .
- B- tow sheets of paper
- C- a sheet of paper and a clipboard.
- D- a printer .

8-if you save a document under a new name :

- A- The old name and associated file are deleted
- B- The old file gets the new name and the old name is deleted .
- C- The file you are editing retains the old name .
- D- Both the old and the new files will be saved to disk .

9- When it is in the selection bar , the pointer :

- A- has a small rectangle attached to it .
- B- is shaped like an I-beam .
- C- is a vertical blinking line .
- D- becomes an arrow pointing up and to the right . 2

10- Which of the following key combination formats selected text as bold ?

- A- SHIFT + B .
- B- ALT + B .
- C- CTRL + B
- D- SHIFT + CTRL + B .

11- Which of the following includes a superscript?

- A- CO₂ .
- B- A= μr^2 .
- C- H₂O
- D- (a + b)

12- Which of the following is not a character attribute (a character format that can be changed in the font dialog box) ?

- A- double spacing
- B- font .
- C- underlining .
- D- color .



13- you are most likely to find Greek characters such as μ or £ in :

- A- the times roman fonts
- B- the Wingdings font
- C- the Helvetica font .
- D- the Symbol font .

14- To create a new style based on an existing formatted paragraph :

- A- Use the paragraph box .
- B- press CTRL + S .
- C- Use the ruler .
- D- Use the style box in the formatting toolbar .

15- To establish new tab , you should click :

- A- the selection bar .
- B- the formatting toolbar .
- C- the ruler .
- D- the current paragraph .

16- Which of the following cannot be set in the paragraph dialog box ?

- A- paragraph alignment .
- B- paragraph indentation .
- C- extra space above or below the paragraph .
- D- type font or size .

17- The following represent

- A- An object created by ClipArt.
- B- An object created by WordArt.
- C- text only not object .
- D- None of the above

18- You can get ☼ ® μ Ω φ 🎵 ♣️ ♂ from :

- A- Insert menu , then select picture
- B- Insert menu , then select symbol



- C- From keyboard
- D- Tools menu , then select language

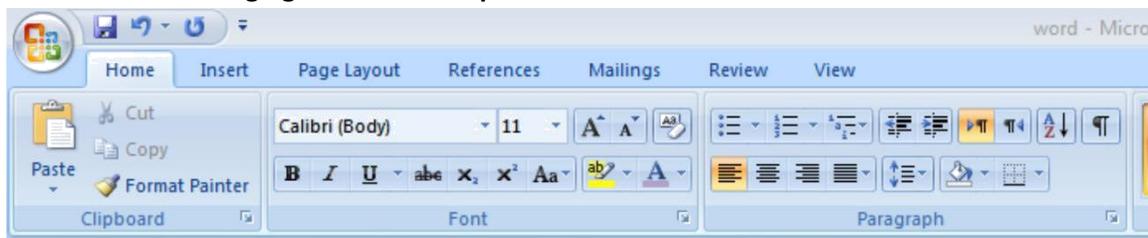
19: Suppose you have Inserted a picture in a document , which of the following is correct ?

- 3 A- The inserted picture can be moved from one place to another .
- B- The size of the inserted picture can be changed .
- C- The inserted picture can be deleted .
- D- All of the above

20- When we create a table in a word document , which of the following sentences , is incorrect :

- A- you can insert additional rows at the end of your table only
- B- You can insert new columns into your table
- C- You can delete rows from the beginning of the table only .
- D- Both a and c .

use the following figure to answer questions 21-23



21- The font size is :

- A- 20
- B- 11
- C- 1
- D- 10

22- The font type is :

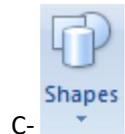
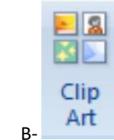
- A- Arial
- B- bookman old style
- C- Calibri (body)
- D- Batang

23- you can change the font color by clicking on :

- A- 
- B- 
- C- 
- D- 



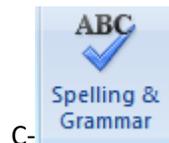
24- to insert a star , you choose which of the following from “ insert “ bar :



25- you can add a page border from :

- A- page layout bar
- B- insert bar
- C- review bar
- D- Home bar

26- to check the spelling and the grammar of text in the documents , you choose which of the following from the review bar :



Answers :

1-D 2-B 3-B 4-C 5-C 6-D 7-B 8-D 9-D 10-B 11-B 12-A 13-D 14-D 15-C 16-D 17-B
18-B 19-D 20-D 21-B 22-C 23-B 24-C 25-A 26-C





Note : parts of MS word environment

