

# امتحان الحاسوب والتصنيفي



## COMPUTER SKILLS

the star mean the right answer

1. Which of the following cannot be part of an e-mail address?

a)At sign

b)Underscore

c)Space \*

d)Period

2. C, in CPU denotes...

a)Computer

b)convenient

c)central \*

d)common

e)none of these

3. \_\_\_\_\_ a document means the file is transferred from another computer to your computer.

a)Uploading

b)Really simple syndication \*

c)Accessing

d)Downloading

4. What is the font size in cell B5

JU		1962
Jordan		962
Amman		1
Sanafer		2016



a)16\*

b)18

c)14

d)12

5. A typical slide in slide presentation would not include

a)Photo images charts, and graphs

b)Graphs and clip art

c)Clip art and audio clips \*

d)Full motion video

6. Which of the following software could assist someone who cannot use their hands for computer input ?

a)Video conferencing

b)Speech recognition \*

c)Audio digitizer

d)Synthesizer

7. A complete electronic circuit with transistors and other electronic components on a small silicon chip is called a(n)

a)Workstation

b)CPU

c)Magnetic disk

d)Integrated circuit \*


8. The part of the CPU that accesses and decodes programme instructions, and coordinates the flow of data among various system components is the :

a)ALU

b)Control unit \*

- c) Megabertz
- d) Motherboard

9. How much sheet in the file 3

ورقة 1	ورقة 2	ورقة 3
JU		1962
Jordan		962
		1
Sanafer		2016

- a) 3\*
- b) 2
- c) 1
- d) 5

10. When a real time telephone call between people is made over the internet using computers, it is called :

- a) A chat session
- b) an e-mail
- c) an instant message
- d) internet telephony \*
- e) none of these

11. Which of the following file names is not accepted?

- a) find.exe
- b) exe.find\*

12. How many cells used in column B?



ورقة 1	ورقة 2	ورقة 3
JU		1962
Jordan		962
		1
Sanafer		2016

a)4\*

b)3

c)2

d)1

13. which one is type of font used in writng

a)Arial

b)Time new roman

c)Cambria

d)All\*

14. A program either talk or music, that is made available in digital format for automatic download over the internet is called a

a)Wiki

b)Broadcast

c) podcast\*

d)Blog

15. A compiler translate a program written in a high-level language into

a) Machine language \*

b) An algorithm

c) A debugged program

d) Java

16. A(n) \_\_\_\_\_ allows you to access your e-mail from anywhere

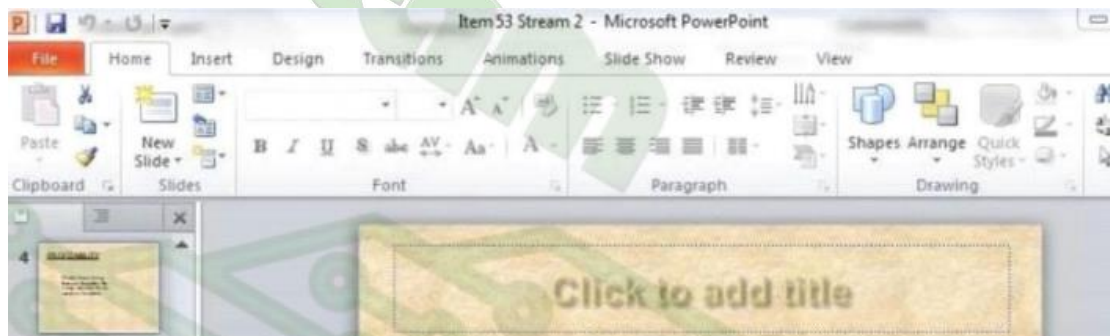
a)Forum

- b) Webmail interface \*
- c) Message board
- d) Weblog

17. \_\_\_\_\_ Is used by public and private enterprises to publish and share financial information with each other and industry analysis across all computer platforms and the internet.

- a) Extensible markup language
- b) Extensible business reporting language. \*
- c) Enterprise application integrator
- d) Sales force automation software

18. Which PowerPoint features will allow you to make only the selected word to fly in from the left ?



- a) Transition
- b) Animation \*
- c) Theme
- d) SmartArt

19. A directory within a directory is called a

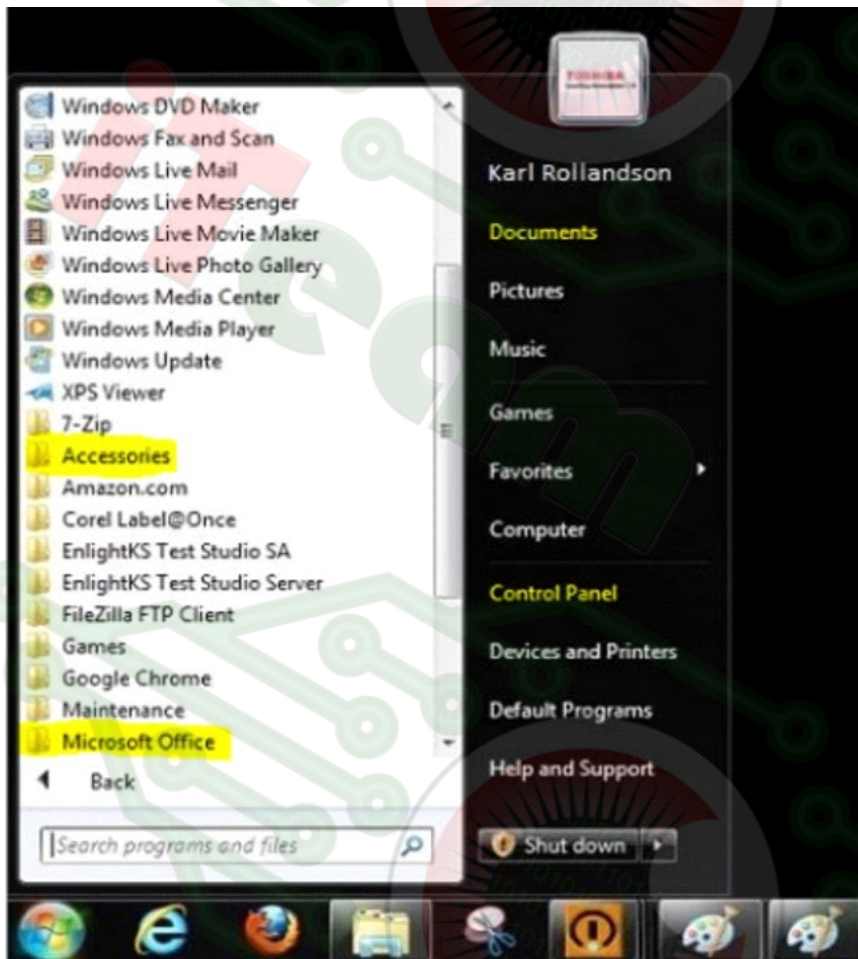
- a) Junior directory
- b) Part directory
- c) Mini directory
- d) Sub directory \*

20. Which of these is not a mean of personal communication on the internet?



- a) Chat
- b) Instant messaging
- c) Instant notes \*
- d) Electronic mail

21. Where you would find programs such as notepad and calculator?

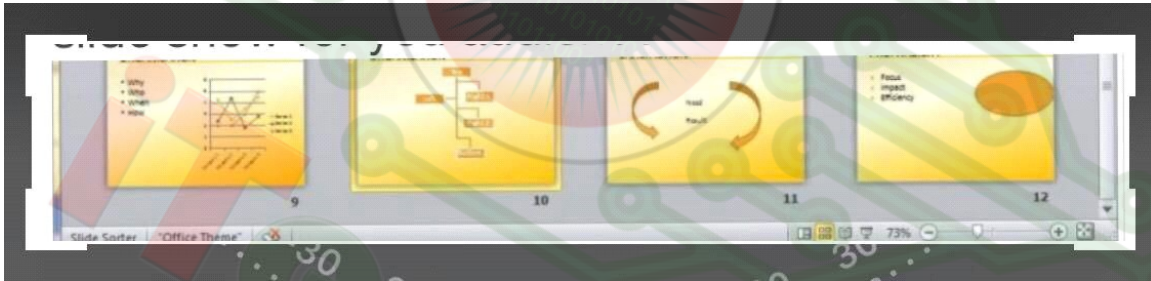


- a) Accessories \*
- b) Microsoft office
- c) Document
- d) Control panel

22. What is URL

- a) A computer software program
- b) A type of programming object
- c) The address of a document or page in the world wide web \*
- d) An acronym for unlimited resources for learning

23. Which button should you click in order to start the slide show for your audience?



a)



b)

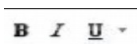


c) \*



24. Which button allows you to change the line spacing ?

a)



b)





c)



d) \*



25. An error in a computer program

a)Crash

b)Power failure

c)Bug \*

d)Virus

26. A \_\_\_\_\_ contains specific rules and words that express the logical steps of an algorithm

a)Programming language \*

b)Syntax error

c)Programming structure

d)Logic chart

27. All the deleted files go to

a)Recycle bin \*

b)Task bar

c)Toolbar

d)My computer

28. Which of the following is the first step in sizing a window ?

a)Point to the title bar \*

b)Pull down the view menu to display the toolbar

c)Point to any corner or border

d)Pull down the view menu and change to large icons

29. A website address is a unique name that identifies a specific \_\_\_ on the web.

a)Web browser \*

b)Website

c)PDA

d)Link

30. The software that is used to create text-based documents are referred to as\_\_\_

a)DBMS

b)Suites

c)Spreadsheets

d)Word processors \*

31. What is the easiest way to change the phrase, revenues, profits, gross margin, to read revenues, profits and gross margin ?

a. Use the insert mode, position the cursor before the g in gross, then type the word and followed by a space. \*

b. Use the insert mode, position the cursor after the g in gross, then type the word and followed by a space.

c. Use the overtyping mode, position the cursor before the g in gross, then type the word and followed by a space.

d. None of these.

32. The PC productivity tool that manipulates data organized in rows and column is called a

a)Spread sheet \*

b)Word processing document

c)Presentation mechanism

d)Database record manager

33. A set of rules for telling the computer what operations to perform is called a



- a)Procedural language
- b)Structures
- c)Natural language
- d)Programming language\*

34 .Your business has contracted with another company to have them host and run an applicaton for your company over the internet. The company providing this service to your business is called an :

- a)Internet service provider
- b)Internet accesses provider
- c)Applicaton service provider \*
- d)Outsource ag

35 .When entering text within a document, the enterkey is normally pressed at the end of every :

- a)Line
- b)Sentence\*
- c)Paragraph
- d)Word

36 .A \_\_\_\_\_ is a unique name that you give to a fle of informaton.

- a)Device leter
- b)Folders
- c)File name
- d)File name extensions\*

37. What refers to a set of characters of a particular design?

- a) Keyface
- b) Formation
- c) Calligraph \*
- d) Stencil

38. The secret code that restricts entry to some programs

- a) Password\*
- b) Passport
- c) Entry code
- d) Access code

39. You organize files by storing them in

- a) Archives
- b) Folders \*
- c) Indexes
- d) Lists

40. \_\_\_\_\_ is a technique that is used to send more than one call over a single line.

- a) Digital transmission
- b) Infrared transmission
- c) Digitizing
- d) Multiplexing \*

41. Which power point view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?

- a) Slide sorter \*
- b) Slide show
- c) Slide Master



d)Notes page

42. What is the color of the cell C4

ورقة 1	ورقة 2	ورقة 3
JU		1962
Jordan		962
Amman		1
Sanafer		2016

a)Black

b)White

c)Yellow

d)Brown \*

43. word document have the \_\_\_\_\_ file type

a) .xls

b) .doc\*

c) .wrd

d) .mdb

44. \_\_\_\_\_ is the process of carrying commands.

a)Fetching

b)Storing

c)Executing \*

d)Decoding

45. What feature adjusts the top and bottom margins so that the text is centered vertically on the printed page?

a)Vertical justifying \*

b)Vertical adjusting

c)Dual centering

d)Horizontal centering

46. Usually downloaded into folders that hold temporary internet files, \_\_\_\_ are written to your computer's hard disk by some of the websites you visit.

- c) Anonymous files
- b) Behavior files
- c) cookies\*
- d) banner ads

47. Distributed processing involves

- a) Solving computer component problems from a different computer .
- b) Solving computer problems by breaking them into smaller parts that are separately processed by different computers.\*
- c) Allowing users to share files on a network.
- d) Allowing users to access network resources away from the office.

48. The method of internet access that requires a phone line, but offers faster access speeds than dial-up is the \_\_\_\_\_ connection.

- a) Cable access
- b) Satellite access
- c) Fiber-optic service
- d) Modem\*

49. Computers use the \_\_\_\_ number system to store data and perform calculations.

- a) Binary\*
- b) Octal
- c) Decimal
- d) Hexadecimal

50. The main function of the ALU is to :

- a) Perform arithmetic and logical operations \*
- b) Store data and information for future use.
- c) Control computer output, such as printing

d) Monitor all computer activities.

51. A computer's type, processor and operating system define its :

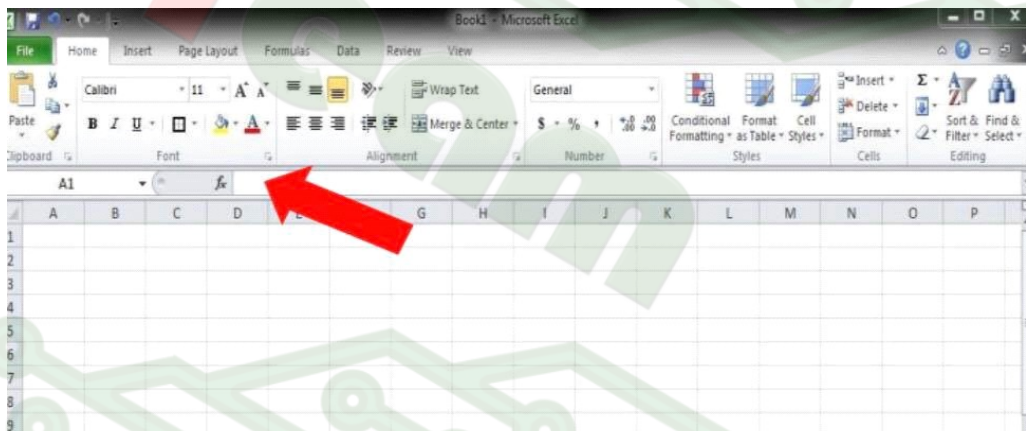
a) Brand

b) Size

c) Platform

d) Speed \*

52. What is the name of the thin, white area above the column letter that starts with the "fx" button and stretches all the way to the right edge of the screen?



a) Ribbon

b) Formula bar\*

c) mini toolbar

d) fix-it bar

53. The CPU comprises of control, memory and \_\_\_ units.

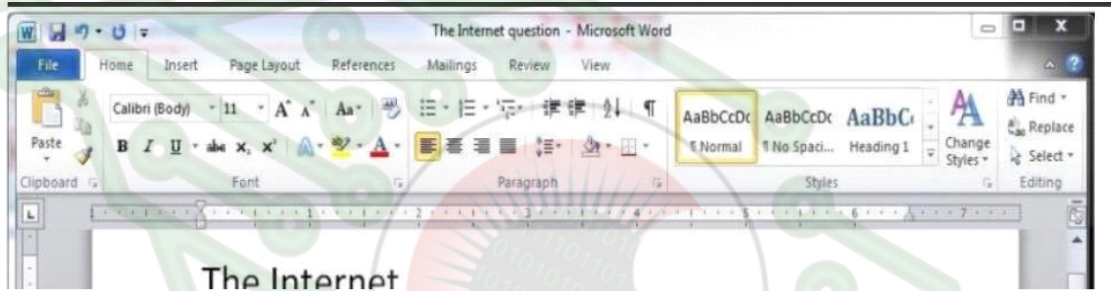
a) Microprocessor

b) Arithmetic/ logic \*

c) Rom

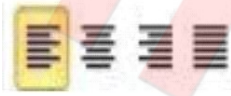
54. Which button can be dragged to control the first-line indent of a paragraph?



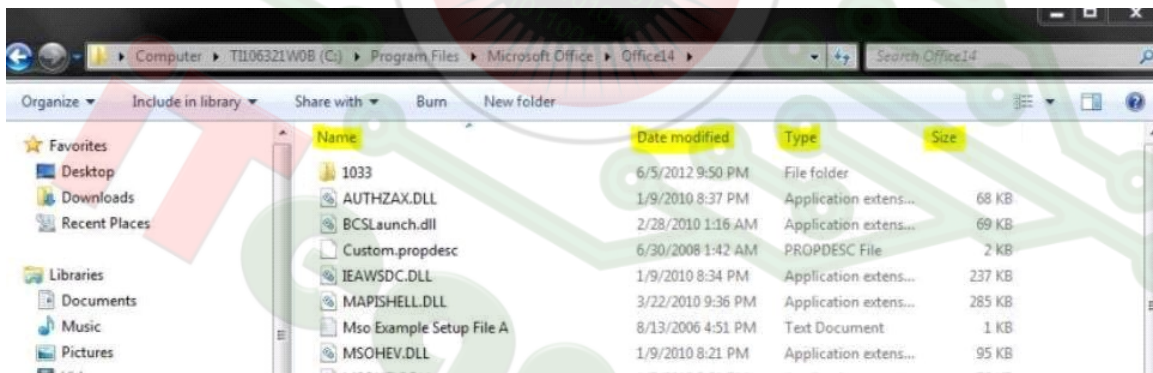


The Internet

\*the first tool the the right answer



55. Look at the image bellow. Where can you click once to automatically sort the files from smallest to largest ?



a)name

b) data modified

c)Type

d) Size\*

56. What is the font color in cell B3?

ورقة 1	ورقة 2	ورقة 3
JU		1962
Jordan		962
Amman		1
Sanafer		2016

a)Orange \*

b)Yellow

c)White

d)black

57. Temporary memory is called

a) RAM\*

b) ROM

c)COD

d) DOS

58. Forms that are used to organize business data into rows and columns are called:

a)Transaction

b)Registers

c)Business forms

d)Spread sheets \*

59. In the email address sami@revco.com part 'revco' refers to

a)domain\*

b)username

c)host

d)none

60. \_\_\_ software creates a mirror image Of the entire hard disk, including the operating system, applications, files and data.

a)Operating system

b)Backup software \*

c)Utility programs

d)Driver imaging

61. A \_\_\_\_\_appearing on a web page opens another document when clicked.

a)Anchor

b)URL

c)Hyperlink \*

d)Reference



62. When sending an e-mail , the \_\_\_\_\_ describe the contents of the message

- a. Subject \*
- b. To
- c. Content
- d. Cc

63. Which of the following refers to the rectangular area for displaying information and running programs

- a. Desktop
- b. Dialog box
- c. menu
- d. Window \*

64. in power point, the header and footer button can be found on the insert tab in what group

- a. Illustration group.
- b. Object group.
- c. Text group\*
- d. Tables group.

65. \_\_\_\_\_ are specially designed computer chips that reside inside on their devices, such as your car or your electronic thermostat

- a. Servers
- b. Embedded computers\*
- c. Robotic computers
- d. Mainframes

66. In the absence of parentheses, the order of operation is:

- a. exponentiation, addition of subtraction, multiplication of division.
- b. addition or subtraction, multiplication or division, exponentiation.
- c. multiplication or division, exponentiation, addition or subtraction.
- d. exponentiation, multiplication or division, addition of subtraction \*

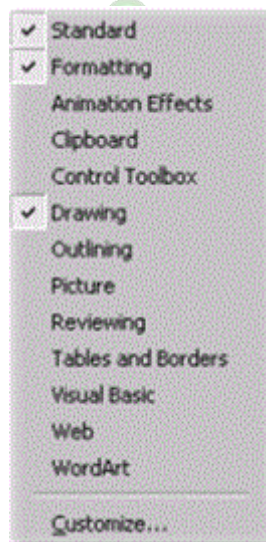
67. You can't insert an organization chart to your presentation: \*

- a. True
- b. False \*

68. What are the right steps to create a shortcut of Microsoft PowerPoint?

- a. Start/Programs/MS PowerPoint/Left click/Send To/Create shortcut
- b. Start/Programs/MS PowerPoint/Right click/Send To/Create shortcut\*
- c. Start/Programs/MS PowerPoint/Double click/Send To/Create shortcut

69. What is this pop-up menu?



- a. toolbars \*
- b. clip art
- c. drawing

70 .What view option is this?



- a. Slide view
- b. Slide Sorter view\*
- c. Normal view
- d. Outline view

71 .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

72 .what is the best way of preventing your computer from being infected with a virus\* ?

- a. Only virus-check e-mail attachments
- b. Have update-able anti-virus software running on your computer\*
- c. Have anti-virus software running on your computer
- d. Never open any e-mail attachments

73.

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



74. 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.

75. Which of these storage devices holds the most data? \*

- a. Floppy disk
- b. CD-ROM
- c. Hard Disk drive \*
- d. Thumb drive

76. Which is the smallest unit of computer storage?

- byte
- Bit \*
- kilo bit
- megabyte

77. Which of these is an input device? \*

- screen
- printer
- Scanner\*
- Plotter

78. Which of the following is an example of the use of e-commerce on the Internet? \*

- Checking theater availability
- Booking train tickets \*
- Using e-mail
- Downloading information

79. Which device could you use for the output of a music file? \*

Microphone

Scanner

Digitizer

Speech synthesizer\*

80. Which of these statements about Read Only Memory (ROM) is TRUE? \*

Application programs can write data to the Read Only Memory

The contents of the Read Only Memory are not deleted when the computer is switched off.\*

The operating system is loaded into the Read Only member when the computer is started.

Internet pages are stored in the Read Only Memory while they are being loaded.

81. What is a trackball? \*

A monitoring system

A type of speaker

An alternative to the mouse\*

A storage device

82. Which of these is NOT an input device? \*

Digital camera

Microphone

Scanner

Speaker\*

83. Which of these is the major benefit of e-Learning? \*

Easier

Cheaper

Reduced contact with other students

Available at any time\*

84. Which type of memory is used to store applications while they are running? \*

ROM

RAM\*

Cache

Auxiliary

85. Which type of computer stores the common files in a network? \*

Main frame

Laptop

Desktop

Server\*

86. The speed of the Modem is measured in: \*

Megahertz (MHz)

Bits per second (Bps)\*

Gigabytes (GB)

Megabytes (MB)

87. Where should you click to restart the computer? \*

Start button\*

Office button

Internet Explorer

Task-bar

88. Where should you click to get assistance on how to rename files? \*

Help

Help and support\*

Control panel

Support



89. Where should you click to change the screen resolution? \*

Backup and restore

Device manager

Color management\*

Getting started

90. What is a desktop shortcut? \*

A small file that points to a program, folder, document, or Internet location.\*

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

91. In Excel the intersection of a column and a row is called:

a. Rang

b. Block.

c. Selection

d. Cell. \*

92. Excel workbooks have what file extension?

a. doc

b. xlt

c. xlw

d. xlsx \*

93. How deep (how many rows) is an excel worksheet?

a. 1024

b. 1,048,566\*

c. 256

d. 60,000.

94 .A new, blank workbook contains how many worksheets?

- a.1
- .b.2.
- c.3 \*
- d.4.

95 .A rectangular block of cells is called

- a. Datablock.
- b. Paragraph
- .c Codesegment.
- d.Range\*.

96 .Which computer memory is used for storing data currently being proceeds and programs

by the CPU\* ?

Mass memory.

Internal memory\* .

Non-volatile memory.

PROM.

97 .Computer programs are written in high level programming langue. However, the human readable of a program is called\* :

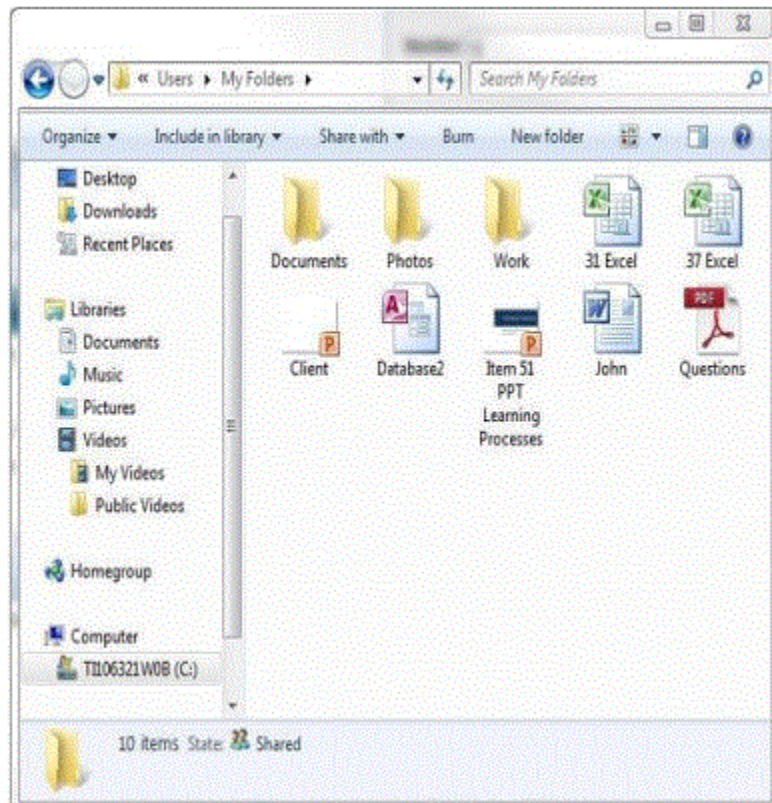
Cache.

Instruction site.

Source code\* .

word size.

98. When you want to copy the “document” and “work” folders to save them on another device , which key should you use in combination with the mouse in order to select both files. \*



CTRL \*

ESC

ALT

TAP

99. What is the overall term of creating , editing , formatting , storing ,retrieving and printing a text document ? \*

Word processing. \*

Spreadsheet design.

Web design.

Database management

100. Which of the following must be contained in a URL? \*

A protocol identifier.

The letters www.

The unique registered domain name.

www. And the unique registered domain name \*.

101. Different components on the motherboard of a PC unit are linked together by sets of parallel electrical conducting lines. What are these lines called? \*

Conductors

Buses \*

Connectors

Consecutive

102. A set of rules for telling the computer what operations to perform is called ? \*

procedural language

structures

natural language

programming language. \*

103. What is the term for how words will appear on a page? \*

Text formatting \*

Character formatting

Point size

Typeface

104.

The primary purpose of software is to turn data in..... \*

Information \*

websites

programs

objects



105. Softcopy is the intangible output, so then what is hardcopy? \*

The physical parts of the computer.

The printed parts of the computer.

The printed output \*.

The physical output devices

106. The process of a computer receiving information form a server on the Internet is known as \_\_\_\_\_: \*

Pulling

Pushing

Downloading\*

Transferring

107. C, in CPU denotes ... \*

Central \*

Common

Computer

Convenient

108.

The search companion can \_\_\_\_\_.

Locate all files containing a specific phrase. \*

restrict its search to a specified set of folders.

locate all files containing a specified phrase and restrict its search to a specified set of folders.

cannot locate all files containing a specified phrase or restrict its search to a specified set of folders.

