امتحانات

المستوى

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المهارات الحاسوبية

⊞ **نبذة عن الاختبار قبل البدء بالأسئلة:**

يتكون الاختبار من 4 أجزاء مقسمة كالتالي:

- جزء خاص ببرمجية PowerPoint
- جزء خاص ببرمجية Excel
- جزء خاص ببرمجية word
- جزء خاص بالثقافة الحاسوبية والمعلومات العامة

معظم اسئلة الاختبار تحتاج إلى تطبيق عملي ويكون ذلك متاح أمامك في الاختبار.

⊞ **أسئلة عملية قد يسألونك عنها في كل جزء:**

- **PowerPoint:** ما نوع الحركة للكلمة الفلانية ، حدد theme الشريحة ، ما هي الملاحظة المكتوبة أسفل الشريحة ، ما هي سرعة عرض كلمة أو صورة في شريحة معينة ، حدد ال angle of rotation لصورة معينة و معلومات أخرى تتعلق بالصور مثل التباين (contrast) وما إلى ذلك.

- **Excel:** ما محتوى الخلية الفلانية ، ما عدد الصفحات المكون منها الملف ، ما هو لون إحدى الخلايا ، ما هو نوع و لون الخط المستخدم في خلية محددة.

- **Word:** مقدار الفراغ بين جملة وأخرى ، نوع و لون و حجم الخط المستخدم، عدد الصفحات، كم مرة تكررت كلمة معينة في النص.

1. **CD-ROM stands for:**
   a- Compact disk read only memory**.**   c- Compact disk random only memory.
   b- Computer device read only memory.   d- Computer disk random online memory.

   Answer: a

2. **Control Unit (CU) is :**
   a- Main unit of the computer and sometimes is called the brain of the computer.
   b- Unit that controls and coordinates all other computer components
   c- Main memory of any computer system.
   d- Unit that is responsible for performing all the computer calculations.

   Answer: b

3. **Which of the following factors you should consider when buying a computer?**
   a- Size of the RAM**.**   b- Speed of the CPU.   c- Size of the hard disk.   d- All the above.

   Answer: d

4. **The term "end user" is used to describe people:**
   a- Use the output from computers (the end product).
   b- Use computers to preform information processing tasks.
   c- Are the last to use a computer or the information from a computer.

   Answer: c

5. **In which areas of today's business world would you expect to find microcomputers?**
   a- In nearly all areas of business.
   b- Only in areas that require extensive mathematical processing.
   c- In areas that demand exact answers **or** word processing.
   d- In large corporation with big data processing budgets.

   Answer: a

6. **The largest computers used mainly for research, are called:**
   a- Microcomputers.   b- Maxicomputers   c- Mainframe computers.   d- Super computers.

Answer: d

7. **Software used to interact between user programs and the computer is called:**

a-Application software.   b-System software.   c-Operation software.   d-Custom made software.

Answer: b

8. **Microcomputers are divided into two general categories:**

a- High speed and low speed.   b-Graphic and non-graphic.

c-Portable and desktop.   d-Math-based and text based.

Answer: c

9. **A magnetic tape is an example of:**

a- Direct access storage device.   b-Random access storage device.

c-Sequential access storage device.   d- Straight line access storage device.

Answer: c

10. **Temporary or volatile storage is also known as:**

a- RAM.   b-ROM.   c- Megs.   d-Disk.

Answer: a

11. **When you delete a file:**

a- a copy of the file will be sent to the desktop.   b- You sent the file to the recycle bin.

c- The file won't be affected.   d- A copy of the file will be stored in your active folder.

Answer: b

12. **Which of the following is correct according to control panel?**

a- You can open control panel from windows explorer.

b- You can open control panel from setting on start menu.

c- You can open control panel from my computer.

d- All the above.

Answer: c

13. **The document that is located in start menu store:**

a- The last 15 file you have delete.   b-The last 15 file you have copy.

c-The last 15 file you have open.   d-None of the above.

Answer: d

14. An example of data is:

a- The average rainfall in Amman for 1995.   b- The names of children in Irbid in 1950.

c- Mean of your credit card balance for the past 3 years.

d- The percentage of brown eyes people in your class.   e- All the above.

Answer: e

15. Control Unit (CU) is the:

a- Main unit of the computer and sometimes it called the brain of the computer.

b- Unit that coordinates and controls all other computer components.

c- Main memory of any computer system.

d- Unit that is responsible for performing all the computer calculations.

Answer: b

16. The desktop is:

a- A folder.   b-A file.   c-A window.   d-An example of hardware device.

Answer: a

17. When you select MS-Prompt from program on start menu:

a- You will move to DOS window.   b-You will close your computer.

c-You will close DOS window.   d-None of the above.

Answer: a

18. The shutdown icon on start menu means:

a- Close all windows.   b-Close the current window.   c-Close your computer.   d- none of the above

Answer: c

19. When you select find icon from start menu and type S*S.doc , this means that :

a- The computer will find all files that have extension doc only.

b- The computer will find all files that have only three letters and extension is doc.

c- The computer will find all files that have first and last letter is S and extension is doc.

d- None of the above.

Answer: c

20. The easiest way to move a file from one folder to another is to:

a- Use copy and paste.   b-Use cut and copy.

c-Use drag and drop.   d-Use cut and drop.

Answer: c

21. To open a minimized window you can click on the:

a- Window's button on the body of taskbar   b-Maximized button on the title bar.

c-Restore button on the title bar.   d-All the above.

Answer: d

22. You can slow or fast the movement of the mouse from:

a- Mouse icon on control panel.   b-System icon on control panel.

c-Add/remove program icon on control panel.   d-None of the above.

Answer: a

23. To lunch an application in windows, you can _____ on its icon.

a- Click   b-Drag.   c-Double click.   d-None of the above.

Answer: c

24. The ADD new hardware panel is used to:

a- Add new hardware to your computer.   b- Delete some hardware from your computer.

c- Stop the work of some hardware.   d- None of the above.

Answer: a

25. We can copy, paste, move and rename files and folders by using:

a- Windows explorer.   b-My computer.   c- a+b.   d-none of the above

Answer: a

26. When you select find icon from start menu and type ???.txt , this means that :

a- The computer will find all files that have extension txt only.

b- The computer will find all files that have only three letters with all extension.

c- The computer will find all files that have three letter and extension txt only.

d- None of the above.

Answer: d

27. To open a minimized window, you can click on:

a- Window's button on the body of the taskbar.   b- Maximized button on the title bar.

c- Restore bar on the title bar.   d- All the above.

Answer: c

28. The number of bites in a byte is:

a- 4   b-8   c-16   d-32

Answer: b

29. You can change the background of the desktop from:

a- Task bar properties.   b- Add/Remove program on control panel.

c- Display properties.   d- None of the above.

Answer: c

30. Screen saver enables you to:

a- Save the power dissipated by computer when you leave it operates alone.

b- Protect your computer from accessing by other users when you make password enabled.

c- Display another picture for your screen after specified time.

d- All the above.

Answer: d

31. In MS-excel the formula bar is used to:

a- Show the current cell that is ready to accept data.

b- Show the name of the file that is open.

c- Show the address of the selected cell.

d- Show the mathematical function, logical function or data of the selected cell.

Answer: d

32. You can change the icon of any shortcut on desktop by:

a- Right click on the icon and select properties.   b- Right click on the icon and select create short cut.

c- Triple click of the mouse on the icon.   d- None of the above.

Answer: a

33. Which of the following is correct about the INFORMATION:

a- Must be available at the right time and useful.

b- Should be available within one minute.

c- Should have a good accuracy.

d- a+c.

answer: d

34. The operating system is a computer program which has many functions, one of these functions is:

a- Can link it-self to other programs.   b- Can store huge amount of data.

c- Managing computer files.   d- Used to store user programs and data.

e- Answer: d

35. What is the command that lists all the files that have a second letter as b without extension?

a- dir ?b*.*   b-dir b? .   c-dir ?b*.   d-dir?b.?

36. What is the command that lists all the files in the directories and subdirectories with their information?

a-dir*.*/p   b-dir*.*/w   c-dir*.*/s   d-dir*.*/oe

37. The abbreviation of www, which is used in the internet represent:

a- World wide web.   b-Wide world web.   c-Web wide world.   d-Web worldwide.

38. The ftp stands for:

a- File transfer program.   b- File transfer protocol.   c- File text program.   d- file text protocol.

39. The most popular net browsers are:

a- The Netscape and ftp.   b- Internet explorer an ftp.

c- Netscape and Internet explorer.   d- Internet explorer and the e-mail.

40. Using the internet you may:

a- Send and receive e-mail message.   b- Transfer data and files to and from computers around the world.

c- Share point of view on specific subject with other online groups.   d- All the above.

41. E-mail message consist of:

a- Header, body and signature (footer).   b- Body only.   c- Signature (footer) only   d- None of the above

42. A machine with 32M of RAM has a capacity of how many bytes?

a- 33554432   b-32768   c-3200   d-32000000

43. How many bytes are required to store the word SUMMER in computer memory?

a- 7   b-6   c-8   d-48

44. The memory RAM of a personal computer is part of the system's:

a- Hardware.   b-Software.   c-Operating system.

45. When your hard desk is infected with a virus < then the first thing you should do :

a- Copy all your files to a floppy diskette.

b- clean the virus from a clean floppy diskette.

c- Shut down the computer and turn it on again.

d- Copy the infected files to a diskette and continue working.

46. The CPU consist of :

a- ALU, CU and RAM.   b-ROM, ALU and RAM.   c-CU, PU and ALU.   d-ALU, Register and CU.

47. The main memory:

a- Consists of RAM, ROM and hard disk.

b- Could be temporarily or permanent.

c- Used to store data and user programs whole running.

d- b+c .

48. In the highlighted statement below what is the type of font that is used?

a- Arial.   b-Calibri.   c-Time new roman.   d-Cambria.

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

a- Point to the title part.

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.

50. Which of the following can't be part of an-email address?

a- Period   b-At sign   c-Space   d-Underscore