1. …………. is not part of the status bar

   a. page number
   b. line
   c. column
   d. section
   *e. drop cap

2. Convert 10610 to base 2

   a. 0101011_2
   b. 110101_2
   c. 101010_2
   d. 01101010_2
   *e. 01011010_2

3. Hierarchical model, network model and relational model are all parts of

   a. system model
   b. network model
   *c. database model
   d. data structure
   e. data architecture

4. The Drag and Drop feature can be turn on or off in the Tools command

   a. false
   *b. true
   c. not correct
   d. not true
   e. none of the above

5. The control buttons on the title bar include all except

   a. restore
   b. minimise
   c. maximise
   d. close
   *e. none of the above

6. ----------- provides a list of toggle options

   a. list boxes
   b. text boxes
   *c. check boxes
   d. option button
   e. drop down list

7. The F4 command in DOS will

   a. redisplay buffer

b. delete all
*c. delete all characters in buffer to the last command
c. redisplay all characters
d. do nothing

8. The area that first appear on the screen after the system boots is

a. wallpaper
b. screen saver
c. background
*d. desktop
e. windows OS

9. Convert 11110101_2 to base 8

a. 174_8
b. 712_8
c. 721_8
d. 271_8
*e. 172_8

10. The formula for subtraction in Excel is

a. no minus in excel
*b. =A4-B4
c. =SUBTRACT(A4:B4)
d. =(A4-B4)SUBTRACT
e. none of the above

11. The splitting of text to fit in a cell is called

*a. word wrap
b. insertion point
c. text wrap
d. name boxing
e. auto fill

12. The command VOL in command prompt is

a. increase the system volume
*b. display a disk volume label and serial number
c. display the disk volume level
d. display all files in the volume
e. display nothing

13. Pick the odd one out

a. drawing toolbar
b. status bar
c. formula bar
d. formatting toolbar
*e. standard tool e. none of the above

14. Advantage of electronic data processing is

    a. faster processing speed
    b. automatic data processing as it enter the system
    c. accurate data output
    d. timely availability of result
    *e. All of the above

15. Games, web browsers and application programs are written in

    a. low level language
    *b. high level language
    c. computer software translators
    d. binary codes
    e. Computer compilers.

16. A machine language is in 0 and 1

    *a. true
    b. false
    c. ASCII language
    d. all of the above
    e. none of the above

17. Which is not part of a standard keyboard

    a. numeric keys
    b. alphanumeric keys
    *c. text keys
    d. function keys
    e. none of the above

18. Deleting the original item does not automatically delete the shortcut

    *a. true
    b. false
    c. not true
    d. probably
    e. none of the above

19. The data capture technique best suitable for examinations and questionnaires is

    a. optical character recognition
    b. magnetic character recognition
    *c. mark sensing device
    d. Kimball tags
    e. magnetic tags.

20. The processing of data by consisting of a keyboard actuated by a machine operator is called

    a. electronic data processing
    b. manual data processing
    c. human data processing
    d. machine data processing
    *e. mechanical data processing

21. file handler, formatter, and sort/list utility are all examples of

    a. translators
    b. applications
    c. OS
    *d. utilities
    e. computer tools

22. Classification of computers by types includes

    a.   microcomputer and minicomputer
    *b. digital and analog computer
    c.   special and general computer
    d.   mainframe and super computer
    e.   wearable and special computers

23. --------------- is not a feature of an operating system

    a. sharing
    b. long term storage
    c. efficiency
    *d. redundancy
    e. reliability

24. The keyboard command to close a window is

    a.   CTRL + X
    *b.   CTRL + W
    c.   CTRL + Y
    d. CTRL + SHIFT + DELETE
    e. CTRL + END

25. The move through a cell is achieved through

    a.   use of the arrow keys
    b.   selecting with the mouse

c. use of the tab key
*d. a, b and c are correct
e. none of the above

26. The formula bar in excel display

a.   the content of an active cell
b.   the formula in a cell
c.   the name of the active cell
*d.   a and b is correct
e.   a, b, c are correct

27. A temporary storage area in computer memory is called

a. RAM
b. ROM
c. primary memory
d. secondary storage
*e. buffer

28. To add cell A2 & A4 use ……

a.   =Sum (A1:A3)
b.   Sum (A2:A4)
c.   =SUM(A2;A4)
*d.   =A1:A3
e.   None of the above

29. The command dir t*.* will

a.   display s*.* is not an internal or external command
b.   display an error message
*c. display all dir and files that starts with letter t
d.   display t*.* is a file
e.   display t*.* does not exist

30. The cls command in DOS

a. shutdown the computer
b. shutdown the system
c. display all directory with cls name
d. restart the program
*e. clear the screen

31. The roller on a PS2 mouse enables the user to
    a. scroll up and down
    b. saves 35% of the time spent scrolling a document
    c. zoom in and out a graphic application
    *d. a, b and c is correct
    e. only b and c is correct

32. Triple click on a mouse selects

    a. a text
    *b. a line or paragraph
    c. a word
    d. all
    e. a letter

33. To expand the length of a column

*a.   move the mouse pointer to the line between the columns, left click holding down and drag to either left or right directions
b.   move the mouse pointer to the line between the rows, left click holding down and drag to either left or right directions
c.   move the mouse pointer away from the line between the columns, left click holding down and drag to either left or right directions
d.   move the mouse pointer to the line away from columns, left click holding down and drag to either left or right directions
e.   none of the above.

34. Word processor, spreadsheet, view date system, database management system and spss are examples of

*a.   application software
b.   computer system software
c.   system program
d.   computer os software
e.   application and system software

35. The command DISKCOPY A:B will

*a.   copy the content of A to B
b.   copy the content of drive A to a specified drive
c.   copy the content of a and await the next instruction
d.   copy the content in all drives
e.   just copy

36. ………….. is an internal DOS commands except

a.   dir
b.   time
c.   tree
*d.   all of the above except e
e.   only a and b is correct

37. Primary memory will usually contain

a.   the program currently executed and data needed by the program
b.   a faster access time
c.   a smaller size
d.   a, b, c is correct
*e.   only a and b is correct.

38. Which of these is not a type of printer

a.   dot matrix printer
b.   digital printer
c.   ink jet printer

d. laser printer
*e. colour ink printer

39. A device that checks whether a box has been ticked or selected is called

   a.   magnetic character device
   *b.   mark sensing device
   c. optical character device
   d. credit card
   e. Kimball tag

40. What specifies the internet address of a file stored on a host computer connected to the internet

   *a.   uniform resource locator
   b. .com
   c. .Gov
   d. address bar
   e. net access locator

41. The function of the F5 key

   a.   redisplay buffer
   b. delete all characters
   *c. stores the current line for editing
   d. delete entire lines
   e. edit entire line for formatting

42. The use of unique bar and spaces in data capture is found in

   a.   MICR code
   b.   OCR code
   *c.   BAR CODE
   d. CREDIT CARD CODE
   e. ATM CODE

43. The intersection between a column and a row is called

   a. midpoint
   b. centre point
   *c. cell
   d. area
   e. excel spread sheet

44. Ctrl +shift + A will …………

a.   continue Execution complete
b.   slow the execution
c.   stop execution completely
d.   paused execution for a while
*e. format letters as all capital

45. The program which enable access to the content of a computer displaying files and folders is

    a. all programs
    *b. window explorer
    c. file navigator
    d. internet explorer
    e. start button

46. In MS word 2003 pagination and formatting can be automatically done

    a.   false
    b.   not true
    c. a and b is correct
    d. all of the above
    *e. True

47. To access the world wide web, a computer system needs to have

    a. internet surfing ability
    b. internet protocol name
    *c. a web browser
    d. an isp connector
    e. internet locator

48. The bar that provides short cut for menu and frequently used command is

    *a.   standard tool bar
    b. menu bar
    c. formatting tool bar
    d. formula bar
    e. status bar

49. The bars that allows the screen to move left, right, top and bottom are

    a.   vertical and alignment bar
    b. alignment and movement bar
    c. movement and vertical bar
    d. horizontal and movement bar
    *e. vertical and horizontal bar

50. The primary steps in data processing are all except

    a. information output
    b. information input
    c. processing of data
    *d. data storage
    e. all except d

51. Optic coaxial cable is to local area network as micro wave is to

    a. LAN
    b. WAN
    c. GAN
    *d. large area NETWORK
    e. wide aperture network

52. The use of very large scale integrated circuits is common in

    a. fourth generation computers
    *b. third generation computers
    c. second generation computers
    d. first generation computers
    e. fifth generation

53. the main purpose of storing data is for

    a. creating a database
    *b. processing
    c. data usage
    d. none of the above
    e. all of the above

54. Which of these is not a common use of the internet

    a. file shearing
    b. voice telephony
    c. electronic fund transfer
    d. electronic mail e
    *e. manual filing

55. The first page a user logged on to is called

    a. welcome page
    b. web site
    c. internet page
    *d. home page
    e. web page

56. The total number of columns in Microsoft office excel 2003 is

    a. 18834
    b. 18845
    c. 168435
    d. 164853
    *e. none of the above

57. The work area in Microsoft word is known as

   *a.   document area
   b.   work space
   c.   document space
   d.   space area
   e. none of the above

58. The maximum number of worksheets in a workbook is

   a.   257
   *b. 256
   c.   266
   d.   265
   e.   267

59. Common domain names include

   a.   .com
   b.   .edu
   c.   .gov
   d.   .org
   *e. all of the above

60. The right button on the mouse is use to

   a.   execute a command
   *b. call for options
   c.   open an application
   d.   format a document
   e.   all of the above

61. Chats are used to view data in Microsoft office excel

   a.   false
   *b. true
   c.   not true
   d.   all of the above
   e.   none of the above

62. The fill handle is used to generate a formula sequence to adjacent cells

   *a.   true
   b.   false
   c.   all of the above

d. none of the above

63. The auto texting feature of Microsoft word helps in automatic insertion of images

   a.   true
   *b.   false
   c.   not of the above
   d.   all of the above

64. Procedure oriented languages is common to

    *a. high level language
    b. low level language
    c. foreign language
    d. list logic processing language
    e. all of the above

65. Which of these is not a data element of a database

    a. field
    b. file
    c. records
    d. character
    *e. directory

66. Database architecture can be viewed in respect to organisation of data

    a. not true
    b. not entirely true
    *c. true d. false
    d. none of the above

67. Commercial facilities of WAN include

    a. e-governance
    *b. viewdata
    c. e-banking
    d. e-solutions
    e. e-travel

68. CTRL+ALT+DELETE will perform what action

    a. shutdown the system
    b. calls up the task manager
    c. restart the system
    *d. b and c is correct
    e. all of the above

69. FTP is an acronym for

    a. file translate process
    *b. file transfer process
    c. file transfer protocol
    d. file translate protocol
    e. file transfer partition

70. -------- is not a file extension name

    a. .cdr
    b. .doc
    c. .ppt
    d. .bas
    *e. none of the above

71. The EXIT command in DOS command prompt will

    a. display all dir folders
    b. shut down the computer
    *c. quit the CMD.EXE program
    d. all of the above
    e. C and D are correct.

72. The movement of the cursor to the next line as it gets to the end of the margin in the document area is called

    a. cursor movement
    *b. word wrap
    c. text wrap
    d. enter new line
    e. neither A, B, C nor D

73. The following are internal or external operable command in DOS except

    a. DEL, COPY, PRINT
    b. VERIFY, FORMAT, SHUTDOWN
    c. CONVERT, RMDIR, REPLACE
    *d. COPY, EDIT, PASTE
    e. CLS, DIR, ECHO

74. Multiple windows that are opened are indicated on the

    a. menu bar
    b. standard tools bar
    c. notification bar
    *d. task pane
    e. task bar

75. A list of logically arranged commands is displayed as

    *a. menu bar
    b. tools bar
    c. command bar
    d. standard tools bar
    e. none of the above

76. A file in Microsoft office excel is saved as a

   a. spreadsheet
   b. excel file doc.
   *c. workbook
   d. spread sheet book
   e. all of the above

77. The keyboard command to find a text in a document is

   a. ctrl + A
   *b. ctrl + F
   c. ctrl + G
   d. ctrl + H
   e. ctrl + V

78. The screen of Microsoft word is made up of the following except ……………

   a. Title bar
   b. Menu bar
   c. Standard toolbar
   d. Formatting toolbar
   *e. page setup bar

79. The movement of full or part of document from one place to another leaving the original copy is called ……………

   a. Cutting
   *b. Copying
   c. Pasting
   d. Editing
   e. All of the above.

80. The function of the shift + F2 key is

   a. do nothing
   *b. copy text
   c. edit page
   d. paste all
   e. none of the above

81. The keyboard key that deletes all the characters in a buffer up to the last character is

   *a. F4
   b. F2
   c. F6
   d. F8

e. F12

82. A temporary storage area in computer memory is called

a. RAM
b. ROM
c. primary memory
*d. buffer
e. butter

83. The maximum number of sheets in a workbook is

*a. 256
b. 255
c. 265
d. 266
e. 258

84. To add cell A2 & A4 use ……

a. =Sum (A1:A3)
*b. Sum (A2:A4)
c. =A1:A3
d. None of the above
e. =SUM(A2;A4)

85. Excel is an electronic spread sheet to calculate, analyze and view date

*a. very true
b. not all through
c. not absolutely true
d. very wrong
e. false

86. Moving between cells is achieved through

a. press the tab key on the keyboard
b. use the mouse to select the next cell
c. use of any of the four arrows keys
d. none of the above
*e. all of the above except d

87. The formula =MAX(c2,d3,f5,g5) will

a. do nothing
b. find the sum of the cells
*c. find the maximum of the cells
d. find the mean of the cells
e. none of the above

88. The Fill Handle is to

    a. fill data into a row or column
    b. generate the sequence data in a row or column
    *c. a and b is correct
    d. only a is correct
    e. only b is correct

89. Font, font style, double strike through, emboss, subscript and all cap are all check boxes in

    a. edit
    b. view
    c. file
    d. menu
    *e. format

90. The file with the following extensions .DOC, .VBP, .XLS and .FOR are

    a. word document, visual processor, excel, Fortran
    *b. word document, visual basic program ,excel and Fortran
    c. word document, visual basic package, excel and Fortran
    d. all of the above e. none of the above

91. Ctrl + U will perform what function on a selected text

    a. select all
    *b. underline
    c. paste d. cut
    d. none of the above

92. The command dir s*.* will

    a. display s*.* is not an internal or external command
    b. display an error message
    *c. display all dir and files that starts with letter s
    d. display s*.* is a file
    e. display s*.* does not exist

93. The cls command in DOS

    a. shutdown the computer
    b. shutdown the system
    c. display all directory with cls name
    d. restart the program
    *e. clear the screen

94. Formatting in Microsoft excel and Microsoft word is the same method

    *a. true

b. not true
c. false
d. b and c are correct
e. very false

95. The formula bar in excel displays

   a. the data in an active cell
   b. the cell that is selected
   *c. a and b is correct
   d. only a is correct
   e. only b is correct

96. trl + Z command will perform what function

   a. select all
   b. copy all
   *c. undo the last command
   d. display all zip files
   e. show zip folder

97. Icons are

   a. short cuts to programs in the computer
   b. picture commands
   c. picture short cut of Microsoft package in a DOS command
   d. pictorial representations of programs, applications and commands
   *e. only d and a are correct

98. The roller on a PS2 mouse enables the user to

   a. scroll up and down
   b. saves 35% of the time spent scrolling a document
   c. zoom in and out a graphic application
   *d. a, b and c is correct
   e. only b and c is correct

99. Triple click on a mouse selects

   a. a text
   *b. a line or paragraph
   c. a word
   d. all
   e. a letter

100.   To expand the length of a column

   *a. move the mouse pointer to the line between the columns, left click holding down and drag to either left or right directions
   b. move the mouse pointer to the line between the rows, left click holding down and drag to either left or right directions

c. move the mouse pointer away from the line between the columns, left click holding down and drag to either left or right directions

d. move the mouse pointer to the line away from columns, left click holding down and drag to either left or right directions

e. none of the above.