# American University of Beirut
*Department of Computer Science*
*CMPS 209- Spring 2007*
*Sample Questions*

***The purpose of this sample is to provide you with an idea about the <u>style</u> of questions you will expect to see in the exam. It does not neccesarily reflect the actual <u>difficulty</u> level of the questions you will solve in the midterm.***

## I. True or False:
### *FALSE STATEMENTS ARE HIGHLIGHTED IN RED*

1- Microsoft Office Excel 2007 is the **presentation** program in Microsoft Office2007.

2- **Saving** a workbook means loading an existing workbook file from a disk into the program window.

3- If a cell is not long enough to display all the cell's contents, extra text extends into the next cells if there is room.

4- A **cell** theme is a collection of formatting characteristics you apply to a cell or range of data.

5- By default, Excel is set to print pages in **landscape** orientation.

6- In Excel, each formula begins with a **quotation mark (")**.

7- **COUNT CELLS** determine how many entries are included in the range.

8- A procedure consists of step-by-step instructions that **tell the computer** how to operate.

9- Connectivity of computers can be achieved via telephone lines, cable, satellite or wireless devices.

10- Output devices translate processed information from the computer into a form that humans can understand.

11- Audience handouts, speaker notes, and electronic slides are all components of a **worksheet** file.

12- Graphics programs, audio/video editors, multimedia creation programs, Web authoring, and virtual reality programs are examples of **general-purpose applications**.

13- The three most widely used word processing programs are Microsoft Word, Corel WordPerfect, and Lotus Word Pro.

14- An **embedded** object is automatically updated when the source document changes.

15- A warm boot occurs when the computer is already on, and you restart it without turning off the power.

16- Linking two or more documents generally requires a **network** operating system.

17- Linux is an example of a non-proprietary operating system.

18- Destktop operating systems are also called **embedded** operating systems

## II. Fill in the Blanks:

1- The purpose of ____PROGRAMS_____ is to convert data unprocessed facts into information or processed facts.

2- A(n) ___BROWSER____is used to navigate, explore, and find information on the Internet.

3- The keyboard and the___MOUSE_____are the most common input devices.

4- Laser technology is used to read____OPTICAL_____disks such as CDs and DVDs.

5- A(n) ___NETWORK_____ is a communications system connecting two or more computers.

6- ___GOAL SEEK_____allows you to set a goal and then analyze other parts of the workbook that would need to be adjusted to meet that goal.

7- Data in a relational database is organized into related___TABLES_____.

8- ___PRESENTATION_____graphics combine a variety of visual objects to create attractive and interesting presentations.

9- With object____LINKING_____, a copy of the object from the source file is inserted in a destination file and is automatically updated when the source file changes.

10- If you create a chart in Excel and use it in a Word document, the Excel workbook is considered the____SOURCE_____file.

11- Windows XP's user interface is called__DESKTOP_____.

12- ____BACKUP_____utilities should be used to save copies of important files.

13- ____DISK CLEANUP_____is a trouble-shooting utility that identifies and eliminates nonessential files.

14- ____ANTI VIRUS PROGRAMS_____guards the computer system against invasive and damaging programs.

15- ___EXPANSION CARDS_____ are also called plug-in boards, controller cards, adapter cards, and interface cards.

## III. Multiple Choice:

1- _____ is/are guidelines that people follow when using software.
   a- Information
   b- **Procedures**
   c- Programs
   d- Objects

2- Which of the following is an example of connectivity?
   a- **Internet**
   b- floppy disk
   c- power cord
   d- data

3- Systems software includes all of the following except
   a- operating systems
   b- device drivers
   c- utilities
   d- **desktop publishing**

4- Minicomputers are also known as
   a- **midrange computers**
   b- personal digital assistants
   c- mainframe computers
   d- laptop computers

5- _____ is a software that creates text-based documenst such as reports, letters, memos,…
   a- Ms-Word
   b- WordPerfect
   c- Word Pro
   d- **All of the above**

6- This type of software is designed to help you be more productive in performing tasks, and is widely used in nearly every discipline and occupation.
   a- communications software
   b- utility software
   c- **basic applications software**
   d- system software

7- A device that connects to a network without the use of cables is said to be
   a- distributed
   b- **wireless**
   c- centralized
   d- open source

8- In a spreadsheet, a cell is defined as the
   a- intersection of a table and a tuplet
   b- intersection of a file and a database
   c- **intersection of a row and column**
   d- intersection of a field and a record

9- Which of the following is the term for a request for specific data contained in a database?
   a- question
   b- **query**
   c- inquiry
   d- quiz

10- Which of the following is smallest?
   a- desktop System Unit
   b- notebooks System Unit
   c- **PDA System Unit**
   d- tablet PC's

11- A _____ suite is a collection of programs that make computing easier and safer.
   a- **utility**
   b- productivity
   c- personal
   d- specialized

12- The acronym CPU stands for _____.
   a- **central processing unit.**
   b- Common procedural unity.
   c- Co- processor univac.
   d- control program unit

13- Specialized programs that allow particular input or output devices to communicate with the rest of the computer system are called
   a- operating systems
   b- utilities
   c- **device drivers**
   d- language translators

14- Tiny circuit-boards etched onto squares of sandlike material called silicon are called
   a- ports
   b- slots
   c- bays
   d- **chips**

15- Which of the following is a type of utility used to reduce the size of files to increase the amount of available disk space?
a- file compression program
b- troubleshooting program
c- antivirus program
d- uninstall program

16- Which type of memory is commonly called temporary or volatile storage?
a- RAM
b- ROM
c- Flash memory
d- virtual memory

17- A computer's _____ produces precisely timed electrical beats or impulses.
a- system clock
b- metronome
c- timekeeper
d- chronometer

18- The name of each worksheet appears in the _____ at the bottom of the worksheet window.
a- sheet box
b- sheet dialog box
c- sheet task bar
d- sheet tab

19- _____ of the worksheet appear vertically and are identified by letters at the top of the worksheet window.
a- Columns
b- Cells
c- Rows
d- Headings

20- The _____, or cell reference area located below the Ribbon, displays the cell reference of the active cell.
a- Name Space
b- Name Pane
c- Formula Bar
d- Name Box

21- Numbers that extend beyond a cell's width appear as _____ in the cell.
a- &&&&
b- ####
c- ????
d- ++++

22- One way to see all the text stored in a cell is to wrap text. The _____ adjusts automatically to include additional lines until all the text is visible.
a- row width
b- column width
c- row height
d- column height

23- The Office Clipboard is a temporary storage area for up to _____ selections you copy or cut.
a- 10
b- 24
c- 12
d- 30

24- You can press the _____ key to cycle a selected cell reference from a relative reference to an absolute reference to a mixed reference with an absolute row to a mixed reference with an absolute column and back to a relative reference.
a- F1
b- F3
c- F2
d- F4

25- A relative cell reference adjusts to its new location when copied or moved. For example, when the formula =A3+A4 is copied from cell A5 to cell B5, the formula changes to _____.
a- =B3+B4
b- =$B3+$B4
c- =B4+B5
d- =B$4+B$5

26- The SUM function that adds the numbers in the range D5:D17 is _____.
a- SUM(D5:D17)
b- (D5:D17)SUM
c- =SUM(D5:D17)
d- =(D5:D17)SUM

27- An example of the function that returns the number of cells in a range of cells that contain NUMERICAL data is _____.
a- =NUMBER(B4)
b- =NUMBER(B4:B15)
c- =COUNT(B4)
d- =COUNT(B4:B15)

28- The _____ function returns the current date based on the computer's date setting and formatted as a date.
a- NOW( )
b- TODAY( )
c- PRESENT( )
d- CURRENT( )

29- Pressing the _____ key deletes the character to the left of the insertion point.
a- Enter
b- Backspace
c- Tab
d- Delete

30- The key elements of the screen in Print Layout view are the Ribbon, Quick Access Toolbar, insertion point, status bar, view buttons, and _____.
a- Zoom slider
b- Editing Toolbar
c- Graphics Toolbar
d- Print

31- The easiest way to change the Zoom percentage is to _____.
a- drag the slider
b- click the View tab on the Ribbon
c- open the Zoom dialog box
d- none of the above

32- The Show/Hide ¶ command allows you to see _____.
a- hidden formatting marks
b- how the document will print
c- the text in a header
d- word count

33- With _____, after you type the first four letters, AutoComplete suggests the complete word.
a- AutoComplete
b- AutoCalendar
c- AutoDate
d- AutoHelp

34- The easiest way to create your own Quick style is to format text with _____, and then make changes until you are satisfied with the final look.
a- an existing Quick Style

b- a color theme
c- the Format Painter
d- a theme attribute

35- To name your style and add it to the Quick Styles gallery, open the Quick Styles gallery, and then click _____ on the menu at the bottom of the gallery.
a- Save Selection
b- Save as
c- New Quick Style
d- Save Selection as a New Quick Style

36- You can use the _____ command to clear manual formatting and styles.
a- Clear Formatting
b- Formatting
c- Clear
d- Clear Manual

37- When you remove a style, the _____ Style is automatically applied.
a- Normal Quick
b- Quick
c- Normal
d- Microsoft 100

38- ___ spacing is the amount of space between paragraphs.
a- Paragraph
b- Document
c- Line
d- Word

39- A _____ list is useful when items appear sequentially, such as instructions.
a- Numbered
b- random
c- bulleted
d- double-spaced

40- Multilevel lists can contain bulleted items and numbered items in _____.
a- the same list
b- separate lists only
c- separate files only
d- Page Layout view only