



Instructions:

1. Make sure that you have one answer sheet and a question booklet of **7** pages.
2. Everything you write on the answer sheet should be in **HB-2 pencil**.
3. Write your name and ID number on **both** the question and answer sheet.

ID NUMBER

FULL NAME

SIGNATURE

A. Fill in the Blanks

1. The world's largest WAN is the _____.
2. A(n) _____ connection uses standard telephone service.
3. A(n) _____ is a set of rules for transmitting and receiving voice or digital data.
4. On a(n) _____, signals can travel from one device to another via radio waves or infrared.
5. Many businesses that collect data online offer a(n) _____ that describes how your personal data might be used.
6. _____ is "the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job" according to OSHA.
7. A data file with a .doc or .xls extension can sometimes contain a(n) _____ virus.
8. A(n) _____ typically connects personal computers within a very limited geographical area.
9. The central connection point in a network is typically called a(n) _____.
10. A(n) _____ network treats every computer as an "equal."
11. A(n) _____ is any collection of devices with the ability to communicate with each other.
12. A(n) _____ uses various technologies to gain unauthorized access to computers via networks.
13. _____ means changing the characteristics of a signal.
14. A(n) _____ is a company that sells access to the Internet.
15. A(n) _____ is designed to spread from computer to computer over local area networks and the Internet.

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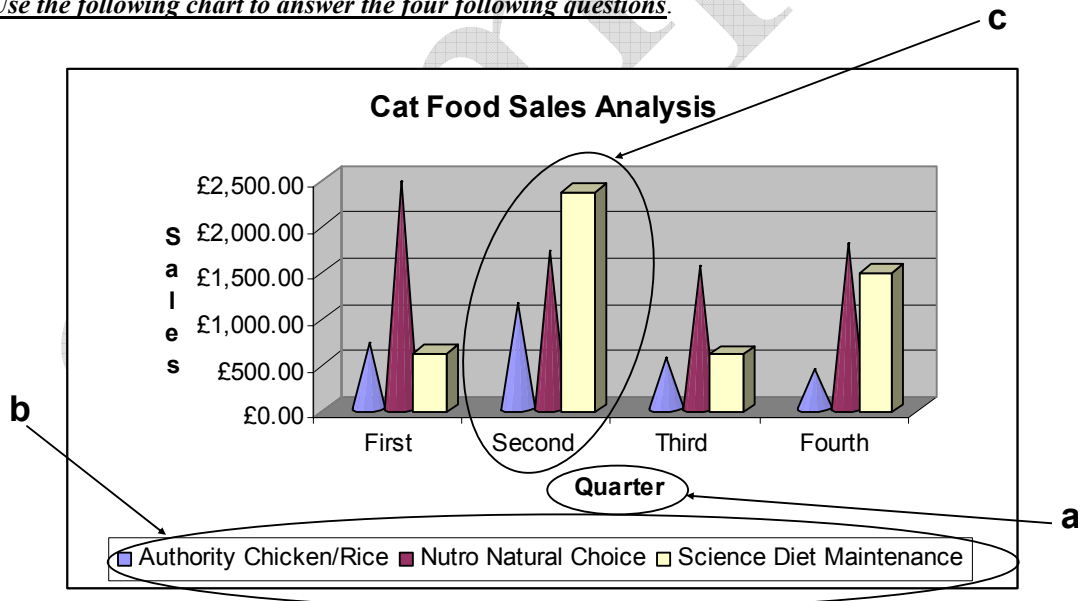
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C. Charts

Use the following chart to answer the four following questions.



1. Arrow **A** is pointing to the _____
2. Arrow **B** is pointing to the _____
3. Arrow **C** is pointing to a _____

D. Sample Multiple Choice

Penalty is 5 to 1

Put your answers in the table on page 10

1. A column chart has been created to illustrate sales for four regions in a quarterly period. The sales values for each region are called _____, and the different colored columns used to differentiate one region from the other are called _____.
 - a) plot values; data series
 - b) data labels; categories
 - c) data series; data markers
 - d) data markers; data series
2. Which chart would best illustrate a part to whole relationship between each region's sales and total sales each month in a six month period.
 - a) a pie chart
 - b) a stacked-column chart
 - c) a column chart
 - d) a line chart
3. A line chart has been created to show a change in temperature over a 12 month – period for four countries. Where would you expect to find the numbered scale of temperatures?
 - a) on the x-axis
 - b) on the legend
 - c) in the chart title
 - d) on the y-axis
4. One of the most important features of spreadsheets is the ability to
 - a) cut and paste.
 - b) undo errors.
 - c) dynamically link files.
 - d) recalculate values.
5. The _____ feature makes entering long headings easier by repeating and extending the series.
 - a) AutoComplete
 - b) AutoFill
 - c) AutoType
 - d) None of the above
6. You should select _____ if you want to freeze the headings in row 9.
 - a) Row 8
 - b) Row 10
 - c) Col 8
 - d) Col 9

7. You want to display the lowest bowling score in the league. The fastest way to do this would be to use the _____ function.
- a) MIN
 - b) LOW
 - c) SUM
 - d) COUNT
8. The Autofit feature:
- a) completes a sequence such as Jan, Feb, Mar, ...
 - b) copies cells by dragging the borders of a cell
 - c) sets the row height to the minimum necessary height to display the contents of the selected cell.
 - d) none of the above
9. Column B displays a series of number signs (#) across the width of several cells. You should:
- a) erase the cells.
 - b) change the numeric format of the cells to display dollar signs and two decimals
 - c) increase the column width.
 - d) decrease the column width.
10. Pressing the Del key on the keyboard will:
- a) Clear the format of a cell without deleting its contents
 - b) Delete the cell
 - c) Clear only the contents of a cell
 - d) Clear the contents, format, and comments related to the cell(if any)
11. In the IF function =IF(ANSWER>230, ANSWER*2, 0), ANSWER>230 is an example of a _____, and 0 is an example of a _____.
- a) false argument; true argument
 - b) logical test; false argument
 - c) true argument; false argument
 - d) logical test; true argument
12. An IF function, IF(SALES>=10000,SALES*.06,0), has been entered into cell B5 to calculate commission. If SALES is \$10,000, B5 will display the value ___ as a result.
- a) 600
 - b) 6000
 - c) 0
 - d) 60
13. In the function =SUM(B12:B20), the argument is
- a) the overall structure of the function.
 - b) B12:B20
 - c) SUM.
 - d) the “=” sign.

CMPS 206 – Final Exam (Sample Questions)

80 minutes

14. The formula $=H9*G3 +D5$ has been copied from cell E4 to F2, the formula bar will display _____ when the cell selector is in cell F2.
- a) $= I9*H3+E5$
 - b) $= I7*H1+E3$
 - c) $= F7*E1+B3$
 - d) $= H2*G2+D2$
15. Row 21 contains total sales values for the first quarter period. C21, D21, and E21 contain totals for January, February, and March respectively. F21 contains a formula that calculates a grand total for the quarter. C23 contains the formula $=C21/F21$ calculating the percent of January's sales to the grand total. You want to adjust this formula so you can copy it to cells D23 and E23. Which of the following formulas should you use?
- a) $=\$C\$21/F21$
 - b) $=\$C21/F21$
 - c) $=C21/\$F21$
 - d) $=C21/F\$21$

***** END OF EXAM *****