Microsoft Excel Notes

#DIV/0!	An error code that means you cannot divide by zero.
#N/A	An error code that means the value needed for a formula is not available.
#NAME?	An error code that means Excel does not recognize a name used in a formula; usually the function name is or range name is misspelled.
#NULL!	An error code that means there are no common cells between two ranges in a formula.
#NUM!	An error code that means an unacceptable argument may have been used in a function.
#REF!	An error code that means the cell reference cannot be located.
#VALUE	An error code that means a formula refers to a cell that contains text rather than numeric values or a formula.

A

Absolute cell reference	A cell reference that refers to cells by their fixed position in a worksheet; an absolute cell reference remains the same when the formula is copied.
Access	Microsoft Office database program.
Accounting Number format	The Excel number format that applies a thousand comma separator where appropriate, inserts a fixed U.S. dollar sign aligned at the left edge of the cell, applies two decimal places, and leaves a small amount of space at the right edge of the cell to accommodate a parenthesis for negative numbers.
Active cell	The cell, surrounded by a black border, ready to receive data or be affected by the next Excel command.
Adjacent ranges	Cell ranges that are next to each other.
Advanced Filter	A command that enables you to display data in another area of the worksheet and to use either or conditions.
AND function	A logical function that evaluates more than one argument and returns true only if all of the arguments are true, and returns false if any of the arguments are false.
Area section	The area on the PivotTable Field List task pane used to place fields in different positions on the PivotTable.
Arguments	The values that an Excel function uses to perform calculations or operations.
Arithmetic operators	The symbols +, -, *, /, %, and ^ used to denote addition, subtraction (negation), multiplication, division, percentage, and exponentiation in an Excel formula.

Auto Calculate	On the status bar, Average, Sum and Count totals that display for a selected group of cells.
Auto fill	An Excel feature that extends values into adjacent cells based on the values of selected cells.
AutoComplete	An Excel feature that speeds your typing and lessens the likelihood of errors; if the first few characters you type in a cell match an existing entry in the column, Excel fills in the remaining characters for you.
AutoCorrect	An Excel feature that assists in your typing by automatically correcting and formatting some text as you type; for example Excel compares your typing to a list of commonly mistyped words and when it finds a match, it substitutes the correct word.
Automatically updated properties	Information about a file that is controlled and changed by the system such as the file size and the time the document was last saved or modified.
AutoSum	Another term for the Sum function.
AVERAGE function	A pre-written formula that adds a group of values and then divides the result by the number of values in the group.
Axis Fields (Categories)	In a PivotChart, the fields that display in the Row Labels box of the related PivotTable.

B

Base	The starting point when you divide the amount of increase by it to calculate the rate of increase.
Basis	In the YEARFRAC function, an argument that is the type of day count used to calculate the number of years between two dates.

C

Calculated column	A column in a table that contains a formula which is automatically filled in the column.
Category axis	The area along the bottom of a chart that identifies the categories of data; also referred to as the x-axis.
Category labels	The labels that display along the bottom of a chart to identify the categories of data; Excel uses the row titles as the category names.
Cell	In an Excel worksheet, the small box formed by the intersection of a column and a row.
Cell address	Another name for a cell reference.
Cell content	Anything typed into a cell.
Cell reference	The identification of a specific cell by its intersecting column letter and row number.

Chart	A graphic representation of data in a worksheet; data presented as a chart is usually easier to understand than a table of numbers.
Chart layout	The combination of chart elements that can be displayed in a chart such as a title, legend, labels for the columns, and the table of charted cells.
Chart layouts gallery	A group of predesigned chart layouts that you can apply to an Excel chart.
Chart sheet	A workbook sheet that contains only a chart and is useful when you want to view a chart separately from the worksheet data.
Chart style	The overall visual look of a chart in terms of its graphic effects, colors, and backgrounds; for example, you can have flat or beveled columns, colors that are solid or transparent, and backgrounds that are dark or light.
Chart styles gallery	A group of predesigned chart styles that you can apply to an Excel chart.
Chart types	Various chart formats used in a way that is meaningful to the reader; common examples are column charts, pie charts, and line charts.
Clip art	Graphical images than are added to a worksheet or other Microsoft Office application to illustrate a concept.
Color scales	Visual guides that help you understand data distribution and variation.
Column	A vertical group of cells in a worksheet.
Column chart	A chart in which the data is arranged in columns and which is useful for showing data changes over a period of time or for illustrating comparisons among items.
Column heading	The letter that displays at the top of a vertical group of cells in a worksheet; beginning with the first letter of the alphabet, a unique letter or combination of letters identifies each column.
Column index number	In the VLOOKUP function, the argument that determines the column from which the corresponding value is retrieved.
Column Labels	A field that is assigned a column orientation in a PivotTable report.
Comma delimited file	A data file that uses commas to separate values in a record. Also known as a comma separated value (CSV).
Comma separated value (CSV)	A data file that uses commas to separate values in a record. Also known as a comma delimited file.
Comma style	The Excel number format that inserts thousand comma separators where appropriate, applies two decimal places, and leaves space at the right to accommodate a parenthesis for negative numbers.
Comments	Remarks that are attached to a cell that can be hidden or displayed on the worksheet.
Comparison operators	Symbols that are used to compare two values. The symbols < (less than), > (greater than), and = (equal) that evaluate each field value to determine if it is the same, greater than, less than, or in between a range of values as specified by the criteria.

Conditional format	A format that changes the appearance of a cell range—for example by adding cell shading or font color—based on a condition; if the condition is true the cell range is formatted based on that condition, and if the condition is false the cell range is not formatted based on the condition.
Constant value	Numbers, text, dates, or times of day that you type into a cell.
Context sensitive	Information or commands related to the current task.
Contextual tabs	Tabs that are added to the Ribbon when a specific object, such as a chart, is selected, and that contain commands relevant to the selected object.
Contextual tools	Sets of commands added to the Ribbon when a specific object is selected and which enable you to perform specific commands related to the selected object; contextual tools display only when needed and no longer display after the object is deselected.
COUNTIF	function A statistical function that counts the number of cells within a range that meet the given condition—the criteria that you provide.
Criteria	Conditions that are specified, such as in a logical function.
Criteria range	The defined area on a worksheet where the criteria for an advanced filter is entered.

D

Data	Text or numbers in a cell. In a database, facts about people, events, things, or ideas.
Data bar	A cell format consisting of a shaded bar that provides a visual cue to the reader about the value of a cell relative to other cells; the length of the bar represents the value in the cell—a longer bar represents a higher value and a shorter bar represents a lower value.
Data detail	Individual record in an outline.
Data marker	A column, bar, area, dot, pie slice, or other symbol in a chart that represents a single data point; related data points form a data series.
Data point	A value that originates in a worksheet cell and that is represented in a chart by a data marker.
Data series	Related data points represented by data markers; each data series has a unique color or pattern represented in the chart legend.
Data table	A range of cells that shows how changing certain values in your formulas affects the results of those formulas, and which makes it easy to calculate multiple versions in one operation.
Database	A collection of related data about a particular topic or purpose.
Database functions	A group of functions that perform calculations on a database table.
Database table	Data that is stored in rows and columns with unique field names for each column heading and without row titles.

DAVERAGE function	A database function that determines the average of a field in the database based on specific criteria.
DCOUNTA function	A database function that determines the number of occurrences of a specified condition in a text values field, and excludes blank cells.
Delimited	A data file that uses a character such as a space, comma, or tab between data to indicate the end of one piece of data and the beginning of the next.
Detail worksheet	Within a workbook of multiple worksheets, a worksheet that contains the details of information summarized on a summary worksheet.
DGET function	A database function that retrieves a single value that matches the conditions you specify.
Dialog Box Launcher	A small icon that displays to the right of some group names on the Ribbon, and which opens a related dialog box or task pane providing additional options and commands related to that group.
Displayed value	The data that displays in a cell.
Double-click	The action of clicking the left mouse button twice in rapid succession while keeping the mouse still.
Drag	The action of moving something from one location on the screen to another; the action of dragging includes releasing the mouse button at the desired time or location.
Drag and drop	A method of moving or copying the content of selected cells in which you point to the selection and then drag it to a new location.
DSUM function	A database function that determines the sum of a field in a database, based on specific criteria.

E

Edit	The action of making changes in a worksheet or workbook.
Embedded chart	A chart that displays as an object within a worksheet.
Excel table	A series of rows and columns in a worksheet that contains related data, and that is managed independently from the data in other rows and columns in the worksheet.
Expand Formula Bar button	An Excel window element with which you can increases the height of the Formula Bar for the purpose of displaying lengthy cell content.
Expand horizontal scroll bar button	A button with which you can increase the width of the horizontal scroll bar.
Extract	A range of cells defined on a worksheet as the location to display the results from an Advanced Filter.

F

Field	Category of data in a database.
Field labels	Labels along the top of a column of data that identify the category of data in each column.
Field Section	The area on the PivotTable Field List task pane that lists the fields available for use in a PivotTable.
Fill color	The background color of a cell.
Fill handle	The small black square in the lower right corner of a selected cell.
Financial functions	Pre-written formulas that perform common business calculations such as calculating a loan payment on a vehicle or calculating how much to save each month to buy something; financial functionscommonly involve a period of time such as months or years.
Find and Replace	A command that searches the cells in a worksheet—or in a selected range—for matches and then replaces each match with a replacement value of your choice.
Fixed field width	A data file that uses the same width—number of characters—for each field in the data.
Font	A set of characters with the same design, size, and shape; the default font in Excel is Calibri.
Font size	The size of characters in a font measured in points; there are 72 points in an inch, with 10 or 11 points being a typical font size in Excel.
Font style	Formatting emphasis such as bold, italic, and underline.
Footers	Text, graphics, or page numbers that print at the bottom of every page of a worksheet.
Format as you type	The Excel feature by which a cell takes on the formatting of the number typed into the cell.
Format Painter	An Excel feature with which you can copy the formatting of a specific cell to other cells.
Formatting	The process of specifying the appearance of cells and the overall layout of a worksheet; accomplished through various commands on the Ribbon, many of which are also available using shortcut menus or keyboard shortcuts.
Formula	An equation that performs mathematical calculations on values in a worksheet.
Formula AutoComplete	An Excel feature which, after typing an = (equal sign) and the beginning letter or letters of a function name, displays a list of function names that match the typed letter(s), and from which you can insert the function by pointing to its name and pressing the Tab key or double-clicking.

Formula Bar	An element in the Excel window that displays the value or formula contained in the active cell; here you can also enter or edit values or formulas.
Freeze Panes	A command that enables you to select one or more rows or columns and freeze (lock) them into place; the locked rows and columns become separate panes.
Function	A predefined formula—a formula that Excel has already built for you—that performs calculations by using specific values in a particular order.
Future value	The value at the end of time periods in an Excel function; the cash balance you want to attain after the last payment is made—usually zero for loans.
Fv	The abbreviation for future value in various Excel functions.

G

Gallery	An Office 2007 feature that displays a list of potential results; it shows the results of commands rather than just the command name.
General format	The default format that Excel applies to numbers; the general format has no specific characteristics—whatever you type in the cell will display, with the exception that trailing zeros to the right of a decimal point will not display.
Goal Seek	One of Excel's What-If Analysis tools that provides a method to find a specific value for a cell by adjusting the value of one other cell.

H

Headers	Text, graphics, or page numbers that print at the top of every page of a worksheet.
Help button	A button at the far right of the Ribbon tabs that you click to display the program's Help window.
Hide	A command that enables you to conceal rows, columns, sheets, or formulas from view.
HLOOKUP function	A function that looks up values that are arranged horizontally in a table array.
Horizontal Value Axis	In a PivotChart, the horizontal edge of the chart that displays quantitative values.
Horizontal window split box	A small box with which you can splits the document into two horizontal views of the same document.

I

Icon set	A collection of icons such as arrows, flags, bars, or circles that annotate and classify data into three to five categories separated by a threshold value. Each icon, for example a colored flag, represents a range of values. In the 3 Flags icon set, the red

	flag represents lower values, the yellow flag represents middle values, and the green flag represents higher values.
IF function	A logical function that uses a logical test to check whether a condition is met, and then returns one value if true, and another value if false.
IFERROR function	A function that is used to prevent an error code from displaying in a worksheet.
Information	Data that has been organized in a useful manner.
Insert Worksheet button	Located on the row of sheet tabs, a sheet tab that inserts an additional worksheet into the workbook.
Interest	The amount charged for the use of borrowed money.

K

Keyboard shortcut	An individual keystroke or a combination of keys pressed simultaneously that can either access an Excel command or navigate to another location on your screen.

L

Landscape orientation	A page orientation in which the printed page is wider than it is tall.
Left aligned	The cell format in which characters align at the left edge of the cell; this is the default for text entries and is an example of formatting information stored in a cell.
Legend	In a chart, an explanation of the patterns or colors that are assigned to a data series that represents a category.
Legend Fields (Series)	In a PivotChart, the fields that display in the Column Tables box of the related PivotTable.
Line chart	A chart type that displays trends over time; time displays along the bottom axis and the data point values are connect with a line.
Live Preview	A technology that shows the result of applying an editing or formatting change as you move your pointer over the results presented in a gallery.
Locked	A condition that prevents users from entering data into cells when protection has been enabled on a worksheet.
Logical functions	Pre-written formulas that test for specific conditions, and which typically use conditional tests to determine whether specified conditions, referred to as criteria, are true or false.
Logical operators	Words used to evaluate multiple statements as true or false.
Logical or	An operator that displays records that match either of two or more conditions.
Logical test	An evaluation of a cell that determines if a condition is true or false.

Lookup value	In a lookup function, the data in a table array that contains the value that is to be looked up.

M

MAX function	A statistical function that determines the largest value in a group of values.
MEDIAN function	A statistical function commonly used to describe a group of data, and which finds the middle value in a group of values that has as many values above it in the group as are below it.
MIN function	A statistical function that determines the smallest value in a group of values.
Mini toolbar	A small toolbar containing frequently used formatting commands and which displays as a result of right-clicking or selecting cells; the toolbar fades when you move the mouse away and dismisses itself when you click outside of the toolbar.

N

Name Box	An element of the Excel window that displays the name of the selected cell, table, chart, or object.
Navigate	To move within a document or workbook.
Nested function	A function that uses another function as one of its arguments—a function contained within another function.
Nonadjacent ranges	Cell ranges that are not next to each other.
Normal view	A screen view that maximizes the number of cells visible on your screen and keeps the column letters and row numbers close to the columns and rows.
NOT function	A logical test that returns the opposite result. It is the equivalent of saying a value is not true, which returns the result of FALSE. Similarly, if something is not false, it returns the value of TRUE.
NOW function	A function within the Date & Time category that retrieves the date and time from your computer's calendar and clock and inserts the information into the selected cell.
Nper	The abbreviation for number of time periods in various Excel functions.
Number format	A specific way in which Excel displays numbers in a cell.

O

Office button	The large button to the left of the Quick Access Toolbar that displays a list of commands related to things you can do with a workbook, such as opening, saving, printing, or sharing.
Office Clipboard	A temporary storage area maintained by your Windows operating system, for items that have been cut or copied.
One-variable data table	A data table that changes the value in only one cell.
Operators	The symbols with which you can specify the type of calculation you want to perform in an Excel formula.
OR function	A logical function that evaluates two or more arguments and returns true if any one of the arguments is true and false only if all of the arguments are false.
Order of operations	The mathematical rules for performing multiple calculations within a formula.
Outline	A bar next to the data that visually represents levels of summary information that can be displayed or hidden. This bar displays when data is summarized with subtotals.

P

Page Layout view	A screen view in which you can use the rulers to measure the width and height of data, set margins for printing, hide or display the numbered row headings and the lettered column headings, and change the page orientation; this view is useful for preparing your worksheet for printing.
Page orientation	The position of your printed worksheet on paper—either portrait or landscape.
Pane	A portion of a worksheet window bounded by and separated from other portions by vertical and horizontal bars.
Paste	The action of placing cell contents that have been copied or moved to the Office Clipboard to another location.
Paste area	The target destination for data that has been cut or copied using the Office Clipboard.
Paste Options button	A button that displays in the lower right corner of a pasted selection and that displays a list of options that lets you determine how the information is pasted into your worksheet; the list varies depending on the type of content you are pasting and the program you are pasting from.
Paste Special	A command that offers various options for the manner in which you can paste the contents of the Office Clipboard into one or more cells; for example, you can paste the calculated result of a formula rather than the actual formula.
Paste values	A command that replaces the original cell content with the value that results from using a function or formula.

Percent for new value = base percent + percent of increase	Formula for calculating a percentage by which a value increases by adding the base percentage— usually 100%—to the percent increase.
Percent rate of increase	The percent by which one number increases over another.
Picture element	A point of light measured in dots per square inch on a screen; 64 pixels equals 8.43 characters, which is the average number of digits that will fit in a cell using the default font.
Pie chart	A type of chart that shows the relationship of each part to a whole.
PivotChart report	A graphical representation of the data in a PivotTable that is interactive with the PivotTable— if you rearrange the chart, it rearranges the data in the table.
PivotTable Field List	A task pane used to place fields in different areas in a PivotTable report.
PivotTable report	An Excel table that can show the same data in more than one arrangement by manipulating the rows and columns of the table, and summarizing the data in different ways.
Pixel	An abbreviated name for picture element.
PMT function	An Excel function that calculates the payment for a loan based on constant payments and at a constant rate of interest.
Point	The action of moving the mouse pointer over something on the screen.
Point and click method	The technique of constructing a formula by pointing to and then clicking cells; this method is convenient when the referenced cells are not adjacent to one another.
Points	The unit of measure for font size; one point is equal to 1/72 of an inch.
Portrait orientation	A page orientation in which the printed page is taller than it is wide.
Present value	The total amount that a series of future payments is worth now; also known as the principal.
Primary sort	The first sort of a multicolumn sort that is performed on a table of data.
Principal	Another term for present value.
Print area	A range of cells that are designated as portion of the worksheet to print.
Program-level buttons	Buttons at the far right of the title bar that minimize, restore, or close the program.
Properties	Information that is recorded about a file by the system or by the author.
Protection	A condition that is enabled on a worksheet to prevent others from changing specified areas of the worksheet.
Pt.	An abbreviation for point.
Pv	The abbreviation for present value in various Excel functions.

Q

Query	To ask a question.
Quick Access Toolbar	A small toolbar in the upper left corner of the program window that displays buttons to perform frequently used commands with a single click.

R

Range	Two or more selected cells on a worksheet that are adjacent or nonadjacent; because the range is treated as a single unit, you can make the same change, or combination of changes, to more than one cell at a time.
Range finder	An Excel feature that outlines cells in color to indicate which cells are used in a formula; useful for verifying which cells are referenced in a formula or for quickly positioning the insertion pointwithin the cell to perform editing directly in the cell.
Range lookup	In a lookup function, an optional argument that determines if the value that is looked up must be exact.
Range name	A name given to one or more cells to help identify the purpose of the cells, which can be used in formulas to make them easier to understand.
Rate	In the Excel PMT function, the term used to indicate the interest rate for a loan.
Rate = amount of increase/base	The mathematical formula to calculate a rate of increase.
Record	A row of data that contains all of the related facts about one person, event, thing, or idea.
Relative cell reference	In a formula, the address of a cell based on the relative position of the cell that contains the formula and the cell referred to.
Report Filter	An area on a PivotTable that is used to restrict the data that displays.
Ribbon	The user interface in Office 2007 that groups the commands for performing related tasks on tabs across the upper portion of the program window.
Right-click	The action of clicking the right mouse button.
ROUND function	A mathematical function that is used to round a number to a specific number of digits.
ROUNDDOWN function	A function that rounds a number down toward zero to the number of digits indicated in the function.
Rounding	A procedure in which you determine which digit at the right of the number will be the last digit displayed and then increase it by one if the next digit to its right is 5, 6, 7, 8, or 9.

ROUNDUP function	A function that rounds a number up away from zero to the number of digits indicated in the function.
Row	A horizontal group of cells in a worksheet.
Row headings	The numbers along the left side of an Excel worksheet that designate the row numbers.
Row index number	In an HLOOKUP function, the argument that determines the row from which the corresponding value is retrieved.
Row Labels	A field that is assigned a row orientation in a PivotTable report.

S

ScreenTip	A small box that displays useful information when you perform various mouse actions such as pointing to screen elements or dragging.
Scroll box	The box in the vertical and horizontal scroll bars that can be dragged to reposition the worksheet on the screen. The size of the scroll box also indicates the relative size of the worksheet and provides a visual indication of your location in a worksheet.
Secondary sort	The second or any subsequent column on which a table of data is sorted.
Select	Highlighting, by clicking or dragging with your mouse, one or more cells so that the selected cells can be edited, formatted, copied, or moved; selected cells are indicated by a dark border.
Select All box	A box in the upper left corner of the work sheet grid that selects all the cells in a worksheet.
Selection handles	Round or square controls that display at the corners and sides of a graphic object to indicate that it can be modified or moved, also known as sizing handles.
Series	A group of things that come one after another in succession; for example, January, February, March, and so on.
Serif	A font design that includes small line extensions on the ends of the letters to guide the eye in reading from left to right.
Sheet tab	The labels along the lower border of the worksheet window that identify each worksheet.
Sheet tab scrolling buttons	Buttons to the left of the sheet tabs used to display Excel sheet tabs that are not in view; used when there are more sheet tabs than will display in the space provided.
Shortcut menu	A menu that displays a quick way to activate the most commonly used commands for a selected area.
Sizing handles	See Selection handles.
Spin box	A small box with an upward- and downward-pointing arrow that lets you move rapidly through a set of values by clicking.
Spreadsheet	Another name for a worksheet.
Standard properties	Properties that you can control and specify such the author name, title, and subject.

Statistical functions	Pre-written formulas that analyze a group of measurements.
Status bar	The area along the lower edge of the program window that displays, on the left side, the current mode, page number, and document information, and on the right side, displays buttons to control how the window looks.
String expression	A series of characters that are inside of double quote marks.
Sum	An Excel function (pre-written formula) that sums the numbers in a selected range of cells.
SUM function	A predefined formula that adds all the numbers in a selected range of cells.

T

Tab-delimited	Data that is separated by tabs.
Table array	A defined range of cells in another part of the workbook that are used for the purpose of retrieving values.
Template	A preformatted workbook with built-in formulas that is used as a pattern for creating other workbooks.
Text files	Simple unformatted files that are widely recognized and created by many different programs.
Theme	A predefined set of colors, fonts, lines, and fill effects that look good together and that can be applied to your entire workbook or to specific items—for example to a chart or table.
Three-color scale	Compares a range of cells by using a gradation of three colors; the shades represent higher, middle, or lower values. For example, in a green, yellow, and red color scale, you can specify higher value cells with the green color, middle value cells with the yellow color, and lower value cells with the red color.
Title bar	The bar at the top edge of the program window that indicates the name of the current workbook and the program name.
Toggle buttons	Features in which clicking one time turns the feature on and clicking again turns the feature off.
Top/Bottom Rules	Enable you to apply conditional formatting to the highest and lowest values in a range of cells. For example, you can identify the top 5 selling products or the top 25 salaries in a personnel analysis.
Transpose command	A command that enables you to switch data between columns and rows.
Trim function	A text function that removes all spaces from a text string except for single spaces between words.
Two-color scale	Compares a range of cells by using a gradation of two colors. The shade of the color represents higher or lower values. For example, in a green and red color scale, you can specify one color to show higher value cells and the other color to specify lower value cells.
Two-variable data table	A data table that changes the values in two cells.

| Type argument | An optional argument in the PMT function that assumes that the payment will be made at the end of each time period. |

U

Underlying formula	The formula entered in a cell and visible only on the Formula Bar.
Underlying value	The data that displays in the Formula Bar.
Unlock	Removing the locked condition from cells in a worksheet to enable users to access cells after protection is applied to the worksheet.

V

Validation list	A list of values that are acceptable values for a group of cells.
Value	Another name for constant value.
Value	In the IFERROR function, the argument that is evaluated. If the result does not produce an error code, then the argument is true and the result of the argument is displayed.
Value after increase = base × percent for new value	Formula for calculating the value after an increase by multiplying the original value—the base—by the percent for new value (see the Percent for new value formula).
Value axis	A numerical scale on the left side of a chart that shows the range of numbers for the data points; also referred to as the Y-axis.
Value if error	In the IFERROR function the argument that contains the value to display if the evaluated value—usually a formula—is false. The contents of the Value_if_error argument displays instead of an error code.
Value	The area on a PivotTable that summarizes quantitative data.
Vertical window split box	A small box on the vertical scroll bar with which you can split the window into two vertical views of the same document.
View options	Buttons on the right side of the status bar for viewing in normal, page layout view, or page break preview; also displays controls for zoom out and zoom in.
VLOOKUP function	A function that looks up values that are arranged vertically in a table array.
Volatile	A term used to describe an Excel function that is subject to change each time the workbook is reopened; for example, the NOW function updates itself to the current date and time each time the workbook is opened.

W

| What-if analysis | The process of changing the values in cells to see how those changes affect the outcome of formulas in your worksheet. |

Wildcard	A symbol that is used to substitute for unspecified characters.
WordArt	A graphics tool used to create a fancy image of text for a logo or heading.
Workbook	An Excel file that contains one or more worksheets.
Workbook-level buttons	Buttons at the far right of the Ribbon tabs used to minimize or restore a displayed workbook.
Worksheet	The primary document that you use in Excel to store and work with data, and which is formatted as a pattern of uniformly spaced horizontal and vertical lines.
Worksheet grid	The area of the Excel window that displays the columns and rows that intersect to form the cells of the worksheet.

X

X-axis	Another name for the category axis.

Y

Y-axis	Another name for the value axis.
YEARFRAC function	A Date & Time function used to determine the total number of years between two dates, including a fraction of a year.

1. Which of the following is an absolute cell reference?
a. !A!1
b. A1
c. #a#1
d. A1
Correct Answer: b

2. What symbol is used before a number to make it a label?
a. " (quote)
b. = (equal)
c. _ (underscore)
d. ' (apostrophe)
Correct Answer: b

3. Which symbol must all formula begin with?
a. =
b. +
c. (
d. @
Correct Answer: a

4. Which of the following formulas is not entered correctly?
a. =10+50
b. =B7*B1
c. =B7+14
d. 10+50
Correct Answer: d

5. Which of the following formulas will Excel Not be able to calculate?
a. =SUM(Sales)-A3
b. =SUM(A1:A5)*.5
c. =SUM(A1:A5)/(10-10)
d. =SUM(A1:A5)-10
Correct Answer: a

6. A typical worksheet has …. Number of columns
a. 128
b. 256
c. 512
d. 1024
Correct Answer: b

7. How many characters can be typed in a single cell in Excel?
a. 256
b. 1024
c. 32,000
d. 65,535
Correct Answer: d

8. A worksheet can have a maximum of …. Number of rows
a. 256
b. 1024
c. 32,000
d. 65,535
Correct Answer: d

9. Which of the following is not an example of a value?

a. 350
b. May 10, 2001
c. 57%
d. Serial Number 50771
Correct Answer: d

10. The chart wizard term data series refers to
a. A chart legend
b. A collection of chart data markers
c. A set of values you plot in a chart
d. A data label
Correct Answer: b

11. The Chart wizard term data categories refers to;
a. A chart plot area
b. A horizontal axis
c. The organization of individual values with a chart's data series
d. The data range that supply chart data
Correct Answer: b

12. A worksheet range is a
a. A command used for data modeling
b. A range of values such as from 23 to 234
c. A group of cells
d. A group of worksheets
Correct Answer: c

13. Getting data from a cell located in a different sheet is called …
a. Accessing
b. Referencing
c. Updating
d. Functioning
Correct Answer: b

14. Tab scrolling button
a. Allow you to view a different worksheet
b. Allow you to view additional worksheet rows down
c. Allow you to view additional worksheet columns to the right
d. Allow you to view additional sheets tabs
Correct Answer: d

15. A numeric value can be treated as a label value if it precedes with
a. Apostrophe (&lsquo🙂
b. Exclamation (!)
c. Hash (#)
d. Ampersand (&🙂
Correct Answer: a

16. Concatenation of text can be done using
a. Apostrophe (&lsquo🙂
b. Exclamation (!)
c. Hash (#)
d. Ampersand (&🙂
Correct Answer: d

17. Data can be arranged in a worksheet in a easy to understand manner using
a. auto formatting
b. applying styles
c. changing fonts
d. all of above
Correct Answer: d

18. You can use drag-and-drop to embed excel worksheet data in a word document
a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
b. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
c. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
d. None of above
Correct Answer: a

19. The auto calculate feature
a. Can only add values in a range of cells
b. Provides a quick way to view the result of an arithmetic operation on a range of cells
c. Automatically creates formulas and adds them to a worksheet
d. A and c
Correct Answer: b

20. Excel uniquely identifies cells within a worksheet with a cell name
a. Cell names
b. Column numbers and row letters
c. Column letters and row numbers
d. Cell locator coordinates
Correct Answer: c

21. to view a cell comment
a. click the edit comment command on the insert menu
b. click the display comment command on the window menu
c. position the mouse pointer over the cell
d. click the comment command on the view menu
Correct Answer: c

22. When you want to insert a blank imbedded excel object in a word document you can
a. Click the object command on the insert menu
b. Click the office links button on the standard toolbar
c. Click the create worksheet button on the formatting toolbar
d. Click the import excel command on the file menu
Correct Answer: a

23. To save a workbook, you:
a. Click the save button on the standard toolbar from the menu
b. Press Ctrl+F5
c. Click Save on the Windows Start button
d. Select Edit>Save
Correct Answer: a

24. You can edit a cell by
a. Clicking the formula button
b. Double clicking the cell to edit it in-place
c. Selecting Edit>Edit Cell from the menu
d. None of above
Correct Answer: b

25. You can select a single range of cells by
a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells
b. Pressing the Ctrl key while dragging over the desired cells
c. Pressing the Shift key and an arrow key
d. Dragging over the desired cells
Correct Answer: d

26. Which elements of worksheet can be protected from accidental modification?
a. Contents
b. Objects
c. Scenarios
d. All of above
Correct Answer: d

27. You can use the drag and drop method to
a. Copy cell contents
b. Move cell contents
c. Add cell contents
d. a and b
Correct Answer: d

28. It is acceptable ot let long text flow into adjacent cells on a worksheet when
a. Data will be entered in the adjacent cells
b. No data will be entered in the adjacent cells
c. There is nt suitable abbreviation of the text
d. Tehere is not time to format the next
Correct Answer: b

29. How can you delete a record?
a. Delete the column from the worksheet
b. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
c. Select Data > Delete Record from the menu
d. Click the Delete button on the Standard toolbar
Correct Answer: b

30. Right clicking something in Excel:
a. Deletes the object
b. Nothing the right mouse button is there for left handed people
c. Opens a shortcut menu listing everything you can do to the object
d. Selects the object
Correct Answer: c

31. Documentation should include
a. Destination and users of the output data
b. Source of input data
c. Information on the purpose of the workbook
d. All of the above
Correct Answer: d

32. Files created with Lotus 1-2-3 have an extension
a. DOC
b. XLS
c. 123
d. WK1
Correct Answer: c

33. To delete an embedded objects, first
a. Double click the object
b. Select the object by clicking it
c. Press the Shift + Delete keys
d. Select it and then press the delete key
Correct Answer: d

34. Comments can be added to cells using
a. Edit > Comments
b. Insert > Comments
c. File > Comments
d. View > Comments
Correct Answer: b

35. Which of the following is not a worksheet design criterion?
a. Efficiency
b. Aditibility
c. Description
d. Clarity
Correct Answer: c

36. To copy cell contents using drag and drop press the
a. End key
b. Shift key
c. Ctrl key
d. Esc key
Correct Answer: d

37. Which of the following is the latest version of Excel
a. Excel 2000
b. Excel 2002
c. Excel ME
d. Excel XP
Correct Answer: d

38. When you copy a formula
a. Excel erases the original copy of the formula
b. Excel edits cell references in the newly copied formula
c. Excel adjusts absolute cell references
d. Excel doesn't adjust relative cell references
Correct Answer: b

39. The autofill feature
a. extends a sequential series of data
b. automatically adds range of cell values
c. applies a boarder around the selected cells
d. none of the above
Correct Answer: d

40. Which menu option can be sued to split windows into two
a. Format > window
b. View > window > split
c. Window > split
d. View > split
Correct Answer: c

41. You can use the formula palette to
a. Format cells containing numbers
b. Create and edit formulas containing functions
c. Enter assumptions data
d. Copy a range of cells
Correct Answer: b

42. You can convert existing excel worksheet data an charts to an HTML document by using
a. FTP wizard
b. Internet assistant wizard
c. Intranet wizard
d. Import wizard
Correct Answer: b

43. A circular reference is
a. Geometric modeling tool
b. A cell that points to a drawing object
c. A formula that either directly or indirectly depends on itself
d. Always erroneous
Correct Answer: c

44. Which of following is Not one of Excel's what-if function?
a. Goal seek
b. Solver
c. Scenario manager
d. Auto Outline
Correct Answer: d

45. When you insert an excel file into a word document. The data are
a. Hyperlinked placed in a word table
b. Linked
c. Embedded
d. Use the word menu bar and toolbars
Correct Answer: b

46. Which of the following is not information you can specify using the solver?
a. Input cells
b. Constraints
c. Target cell
d. Changing cells
Correct Answer: a

47. Each excel file is called a workbook because
a. It can contain text and data
b. It can be modified
c. It can contain many sheets including worksheets and chart sheets
d. You have to work hard to create it
Correct Answer: c

48. Excel probably considers the cell entry January 1, 2000 to be a
Label
Value
Formula
Text string
Correct Answer: b

---

49. You can enter which types of data into worksheet cells?
a. Labels, values, and formulas
b. Labe3ls and values but not formulas
c. Values and formulas but not labels
d. Formulas only
Correct Answer: a

50. All worksheet formula
a. Manipulate values
b. Manipulate labels
c. Return a formula result
d. Use the addition operator
Correct Answer: c

51. Which of the following is a correct order of precedence in formula calculation?
a. Multiplication and division exponentiation positive and negative values
b. Multiplication and division, positive and negative values, addition and subtraction
c. Addition and subtraction, positive and negative values, exponentiation
d. All of above
Correct Answer: d

52. The Paste Special command lets you copy and paste:
a. Multiply the selection by a copied value
b. Cell comments
c. Formatting options
d. The resulting values of a formula instead of the actual formula
Correct Answer: d

53. The numbers in our worksheet look like this: 1000. You want them to look like this: $1,000.00. How can you accomplish this?
a. None of these
b. Select Format > Money from the menu
c. Click the Currency Style button on the formatting toolbar
d. You have to retype everything and manually add the dollar signs, commas, and decimals.
Correct Answer: c

54. Which of the following is not a valid data type in excel
a. Number
b. Character
c. Label
d. Date/time
Correct Answer: b

55. Excel worksheet cells work very similarly to what common element of the windows graphical user interface
a. Option buttons
b. List boxes
c. Text boxes
d. Combo boxes
Correct Answer: c

56. Which of the following options is not located in the Page Setup dialog box?
a. Page Break Preview.
b. Page Orientation
c. Margins
d. Headers and Footers
Correct Answer: a

57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?
a. Pie chart
b. Row chart
c. Line chart
d. Column chart
Correct Answer: c

58. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?
a. Press Ctrl +Home
b. Press Home
c. Press Shift + Home
d. Press Alt + Home
Correct Answer: a

59. Which of the following methods can not be used to edit the contents of a cell?
a. Press the Alt key
b. Clicking the formula bar
c. Pressing the F2 key
d. Double clicking the cell
Correct Answer: a

60. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:
a. Press the Erase key
b. Press Esc
c. Press the Enter button
d. Press the Edit Formula button
Correct Answer: b

61. Which of the following methods can not be used to enter data in a cell
a. Pressing an arrow key
b. Pressing the Tab key
c. Pressing the Esc key
d. Clicking on the formula bar
Correct Answer: c

62. Which of the following will not cut information?
a. Pressing Ctrl + C
b. Selecting Edit>Cut from the menu
c. Clicking the Cut button on the standard
d. Pressing Ctrl+X
Correct Answer: a

63. Which of the following is not a way to complete a cell entry?
a. Pressing enter
b. Pressing any arrow key on the keyboard
c. Clicking the Enter button on the Formula bar
d. Pressing spacebar
Correct Answer: d

64. You can activate a cell by
a. Pressing the Tab key
b. Clicking the cell
c. Pressing an arrow key
d. All of the above
Correct Answer: d

65. Text formulas:
a. Replace cell references
b. Return ASCII values of characters
c. Concatenate and manipulate text
d. Show formula error value
Correct Answer: c

66. How do you insert a row?
a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
d. All of the above
Correct Answer: a

67. Which of the following is not a basic step in creating a worksheet?
a. Save workbook
b. Modifiy the worksheet
c. Enter text and data
d. Copy the worksheet
Correct Answer: d

68. How do you select an entire column?
a. Select Edit > Select > Column from the menu
b. Click the column heading letter
c. Hold down the shift key as you click anywhere in the column.
d. Hold down the Ctrl key as you click anywhere in the column
Correct Answer: b

69. How can you print three copies of a workbook?
a. Select File>Properties form the menu and type 3 in the Copies to print text box.
b. Select File >Print from the menu and type 3 in the Number of copies text box.
c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
d. Press Ctrl+P+3
Correct Answer: b

70. To create a formula, you first:
a. Select the cell you want to place the formula into
b. Type the equals sign (=) to tell Excel that you're about to enter a formula
c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
d. Choose the new command from the file menu
Correct Answer: a

71. To center worksheet titles across a range of cells, you must
a. Select the cells containing the title text plus the range over which the title text is to be centered
b. Widen the columns
c. Select the cells containing the title text plus the range over which the title text is to be enfettered
d. Format the cells with the comma style
Correct Answer: a

72. How do you delete a column?
a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
b. Select the column heading you want to delete and select Insert Delete from the menu
c. Select the row heading you want to delete and select Edit>Delete from the menu
d. Right click the column heading you want to delet and select delete from the shortcut menu
Correct Answer: d

73. How can you find specific information in a list?
a. Select Tools > Finder from the menu
b. Click the Find button on the standard toolbar
c. Select Insert > Find from the menu
d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button
Correct Answer: d

74. When integrating word and excel, word is usually the
a. Server
b. Destination
c. Client
d. Both b and c
Correct Answer: d

75. When a label is too long to fit within a worksheet cell, you typically must
a. Shorten the label
b. Increase the column width
c. Decrease the column width
d. Adjust the row height
Correct Answer: b

76. The name box
a. Shows the location of the previously active cell
b. Appears to the left of the formula bar
c. Appears below the status bar
d. Appears below the menu bar
Correct Answer: b

77. Comments put in cells are called
a. Smart tip
b. Cell tip
c. Web tip
d. Soft tip
Correct Answer: b

78. Which is used to perform what if analysis?
a. Solver
b. Goal seek
c. Scenario Manager
d. All of above
Correct Answer: d

79. You can use the horizontal and vertical scroll bars to
a. Split a worksheet into two panes
b. View different rows and columns edit the contents of a cell
c. Edit the contents of a cell
d. view different worksheets
Correct Answer: b

80. Multiple calculations can be made in a single formula using
a. standard formulas
b. array formula
c. complex formulas
d. smart formula
Correct Answer: b

81. Hyperlinks can be
a. Text
b. Drawing objects
c. Pictures
d. All of above
Correct Answer: d

82. To activate the previous cell in a pre-selected range, press
a. The Alt key
b. The Tab key
c. The Enter key
d. None of the above
Correct Answer: d

83. Which button do yu click to add up a series of numbers?
a. The autosum button
b. The Formula button
c. The quicktotal button
d. The total button
Correct Answer: a

84. When the formula bar is active, you can see
a. The edit formula button
b. The cancel button
c. The enter button
d. All of the above
Correct Answer: d

85. To copy formatting from one area in a worksheet and apply it to another area you would use:
a. The Edit>Copy Format and Edit>Paste Format commands form the menu.
b. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
c. There is no way to copy and apply formatting in Excel – You have to do it manually
d. The Format Painter button on the standard toolbar
Correct Answer: d

86. In a worksheet you can select
a. The entire worksheet
b. Rows
c. Columns
d. All of the above
Correct Answer: b

87. When you link data maintained in an excel workbook to a word document
a. The word document can not be edit
b. The word document contains a reference to the original source application
c. The word document must contain a hyperlink
d. The word document contains a copy of the actual data
Correct Answer: b

88. Which area in an excel window allows entering values and formulas
a. Title bar
b. Menu bar
c. Formula bar
d. Standard toolbar
Correct Answer: c

89. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the
a. Unfreeze panes command on the window menu
b. Freeze panes command on the window menu
c. Hold titles command on the edit menu
d. Split command on the window menu
Correct Answer: b

90. To edit in an embedded excel worksheet object in a word document
a. Use the excel menu bar and toolbars inside the word application
b. Edit the hyperlink
c. Edit the data in a excel source application
d. Use the word menu bar and toolbars
Correct Answer: a

91. To create a formula, you can use:
a. Values but not cell references
b. C ell references but not values
c. Values or cell references although not both at the same time
d. Value and cell references
Correct Answer: d

92. Status indicators are located on the
a. Vertical scroll bar
b. Horizontal scroll bar
c. Formula bar
d. Standard toolbar
Correct Answer: c

93. Which of the following is the oldest spreadsheet package?
a. VisiCalc
b. Lotus 1-2-3
c. Excel
d. StarCalc
Correct Answer: a

94. Rounding errors can occur
a. When you use multiplication, division, or exponentiation in a formula
b. When you use addition and subtraction in a formula
c. Because excel uses hidden decimal places in computation
d. When you show the results of formulas with different decimal places that the calculated results
Correct Answer: a

95. You can copy data or formulas
a. With the copy, paste and cut commands on the edit menu
b. With commands on ta shortcut menu
c. With buttons on the standard toolbars
d. All of the above
Correct Answer: d

96. You can not link excel worksheet data to a word document
a. With the right drag method
b. With a hyperlink
c. With the copy and paste special commands
d. With the copy and paste buttons on the standard toolbar.
Correct Answer: d

97. Which of the following is a popular DOS based spreadsheet package?
a. Word
b. Smart cell
c. Excel
d. Lotus 1-2-3
Correct Answer: d

98. An excel workbook is a collection of
a. Workbooks
b. Worksheets
c. Charts
d. Worksheets and charts
Correct Answer: d

99. Excel files have a default extension of
a. Xls
b. Xlw
c. Wk1
d. 123
Correct Answer: a

100. You can use the format painter multiple times before you turn it off by
a. You can use the format painter button on ly one time when you click it
b. Double clicking the format painter button
c. Pressing the Ctrl key and clicking the format painter button
d. Pressing the Alt key and clicking the format painter button
Correct Answer: b

Data rate of a ring network is 20Mbps and signal propagates at 200m/μsec. The number of bits that can be placed on the channel of length 200km is
Answer: 20000bits

The frequency range over which coaxial cables are typically used is
Answer: 106 to 108 Hz

In internet, the well-known port 21 refers to the application
Answer: FTP

The maximum data rate possible through a noise free 4 kHz binary channel is
Answer: 8000 bps

The transparency provided in a distributed system where users cannot tell how many copies of a resource exist is termed as
Answer: Replication transparency

Which of the following configurations can be said to be tightly coupled
Answer: Shared memory multiprocessors in distributed systems

RPC stands for
Answer: Remote Procedure Call

Assume there are 4 file servers each with a 0.95 chance of being up at any instant. Probability of at least one being available is
Answer: 1-(.05)4

Which of the following category of classification of multiple computer systems is not generally used in practice
Answer: MISD

In a distributed system, to ensure that concurrent transactions do not interfere with each other, the transactions must have the following specific property
Answer: Serializability

Translation Lookaside Buffer(TLB) is also called
Answer: Associative Memory

In Internet Standards Terminology, RFC refers to
Answer: Request for Comments
Which of the following denotes a network management protocol in an internet
Answer: SNMP

IEEE 802.11 is an IEEE standard for
Answer: Wireless L

Which of the following is not a web browser
Answer: HTML

MIME is associated with the following
Answer: E mail

The mode of communication in which transmission can be bidirectional. But in only one direction at a time is called
Answer: Half Duplex

Error detection at the data link layer is achieved using
Answer: CRC codes

In Serial communication, start and stop bits are used for
Answer: Synchronization

In a transmitter, the unmodulated signal is known as
Answer: Baseband signal

In a computer network, routing issues are handled in
Answer: Network Layer

In a computer network, functions of dialog management and synchronization are taken care of in
Answer: Session's layer

Which of the following topologies has the highest reliability
Answer: Mesh

In data communications, bauds signify ———- rate
Answer: Signaling

ADSL is abbreviation for
Answer: Asymmetric Digital Subscriber Line

The topmost layer in the ISO model that needs to be implemented in an intermediate node is the ———–layer
Answer: Network

VPN denotes a
Answer: Virtual Private Network

Which of the following circuit is used as a 'Memory device' in computers?
Ans: Flip-Flop

To move the cursor to the end of the document press
Ans: Ctrl + End

In Word Processing the red underline indicates
Ans: Spelling mistakes

The shortcut key to print documents is
Ans: Ctrl + P

The bar which displays information about the current page number is
Ans: Status bar

Who is credited with the creation of WWW
Ans: Tim Berners-Lee

The function of key F4 is
Ans: To repeat the last action

The function of key F4 is
Ans: To repeat the last action

Name the first general purpose electronic computer
Ans: UNIVAC

Which of the following statement is wrong
(a) Windows XP is an operating system
(b) Linux is owned and sold by Microsoft
(c) Photoshop is a graphical design tool by Adobe
(d) Linux is free and open source software
Ans (b)

Operating system of a computer
(a) Enables the programmer to draw a flow chart
(b) Links a program with subroutine with references
(c) Provides a layer, user friendly interface
(d) None of the above
Ans (c)

The term 'Operating System' means
(a) A set of programs which control computer working
(b) The way a user operates the computer system
(c) Conversion of high level language to machine language
(d) The way computer operator works
Ans (a)

Wild card operators specifies
(a) can be used when writing into multiple files
(b) allows several files to be read simultaneously
(c) Provide an easy way of groups of related files
(d) Are only used when printing the contents of a file
Ans (c)

Which one of the following is not a broadband communication medium
(a) Microwave   (b) Fibre optic cable
(c) Twisted pair   (d) Coaxial cable
Ans (c)

hich of the following performs modulation and demodulation
(a) Coaxial cable   (b) Satellite
(c) Modem   (d) Optical fibre
Ans (c)

Which one of the following is not an application software package
(a) Redhat Linux   (b) Microsoft Office
(c) Adobe PageMaker   (d) Open Office
Ans (a)

General Keyboard Shortcuts

Press	To
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
CTRL+F	Find
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
ALT+Enter	Displays the properties of the selected object.
ALT+SPACEBAR	Opens the shortcut menu for the active window.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.

F6	Cycle through screen elements in a window or on the desktop.
F4	Display the Address bar list in My Computer or Windows Explorer.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
CTRL+ESC	Display the **Start** menu.
ALT+Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
F10	Activate the menu bar in the active program.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
F5	Refresh the active window.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing

Dialogue Box Keyboard Shortcut

Press	To
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.
SHIFT+TAB	Move backward through options.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option.
ENTER	Carry out the command for the active option or button.
SPACEBAR	Select or clear the check box if the active option is a check box.
Arrow keys	Select a button if the active option is a group of option buttons.
F1	Display Help.
F4	Display the items in the active list.
BACKSPACE	Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box

Natural Key Board Shortcuts

You can use the following keyboard shortcuts with a Microsoft Natural Keyboard or any other compatible

keyboard that includes the Windows logo key (   ) and the Application key (   ).

Press	To
Window Key	Display or hide the **Start** menu.
Window Key +BREAK	Display the **System Properties** dialog box.
Window Key +D	Show the desktop.
Window Key +M	Minimize all windows.
Window Key +Shift+M	Restores minimized windows.
Window Key +E	Open My Computer.
Window Key +F	Search for a file or folder.
CTRL+ Window Key +F	Search for computers.
Window Key +F1	Display Windows Help.
Window Key + L	Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.
Window Key	Display the shortcut menu for the selected item.
Window Key +U	Open Utility Manager.

Accessibility Keyboard Shortcuts

Press	To
Right SHIFT for eight seconds	Switch FilterKeys on and off.
Left ALT +left SHIFT +PRINT SCREEN	Switch High Contrast on and off.
Left ALT +left SHIFT +NUM LOCK	Switch MouseKeys on and off.
SHIFT five times	Switch StickyKeys on and off.
NUM LOCK for five seconds	Switch ToggleKeys on and off.
Window Key +U	Open Utility Manager

Windows Explorer keyboard Shortcuts

Press	To
END	Display the bottom of the active window.
HOME	Display the top of the active window.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the selected folder.
LEFT ARROW	Collapse current selection if it's expanded ,or select parent folder.
RIGHT ARROW	Display current selection if it's collapsed, or select first subfolder

Notes

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the **Window Key +L** will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if Sticky Keys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.

Glossary

Chapter 1	
application software	Program designed to make users more productive and/or assist them with personal tasks.
blog	Informal Web site consisting of time-stamped articles in a diary or journal format, usually listed in reverse chronological order.
CAM	Use of computers to assist with manufacturing processes such as fabrication and assembly.
camera phone	Phone that can send picture messages.
client	Computer on a network that requests resources from the server. Also called a workstation.
communications device	Hardware component that enables a computer to send (transmit) and receive data, instructions, and information to and from one or more computers.
computer	Electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce results, and store the results for future use.
computer literacy	Having a current knowledge and understanding of computers and their uses. See also digital literacy.
computer-aided manufacturing (CAM)	Use of computers to assist with manufacturing processes such as fabrication and assembly.

convergence	Term used to refer to the trend of manufacturers offering computers and devices with technologies that overlap.
convertible tablet	Tablet PC design that has an attached keyboard.
CPU (central processing unit)	Electronic component on a computer's motherboard that interprets and carries out the basic instructions that operate the computer. See also processor.
data	Collection of unprocessed items, which can include text, numbers, images, audio, and video.
desktop computer	Computer designed so the system unit, input devices, output devices, and any other devices fit entirely on or under a desk or table.
developer	Person who writes and modifies computer programs. See also programmer.
digital camera	Device that allows users to take pictures and store the photographed images digitally, instead of on traditional film
digital literacy	Having a current knowledge and understanding of computers and their uses. See also computer literacy.
digital pen	Input device that allows users to write or draw on the screen by pressing the pen and issue instructions to a Tablet PC by tapping on the screen.
e-book	Electronic version of a printed book, readable on computers and other digital devices. Also called a digital book.
e-book reader	Handheld device that is used primarily for reading e-books. Short for electronic book reader.
e-commerce	Short for electronic commerce, a business transaction conducted over the Web.
e-reader	Handheld device that is used primarily for reading e-books.
embedded computer	Special-purpose computer that functions as a component in a larger product.
enterprise computing	Term large companies use to refer to the use of a huge network of computers that meets their diverse computing needs.
enterprise user	Computer user working for a business that has hundreds or thousands of employees or customers that work in or do business with offices across a region, the country, or the world.
execute	Process of a computer carrying out the instructions in a program.
FAQ	List that helps a user find answers to commonly asked questions.
game console	Mobile computing device designed for singleplayer or multiplayer video games.
gaming desktop computer	Desktop computer that offers high-quality audio, video, and graphics with optimal performance for sophisticated single-user and networked or Internet multiplayer games.
garbage in, garbage out	Computing phrase that points out the accuracy of a computer's output depends on the accuracy of the input.
graphical user interface (GUI)	Type of user interface that allows a user to interact with software using text, graphics, and visual images, such as icons.
green computing	Practices that involve reducing the electricity consumed and environmental waste generated when using a computer.
handheld computer	Computer small enough to fit in one hand. See also handhelds or Ultra-Mobile PC (UMPC).
handhelds	Computers small enough to fit in one hand. See also handheld computer; ultra personal computer (uPC); handtop computer.
hardware	Electric, electronic, and mechanical components contained in a computer.

home theater PC (HTPC)	Desktop computer that combines the features of a high-definition video/audio entertainment system with a desktop computer that is designed to be connected to a television and includes a Blu-ray Disc, digital video recorder, and digital cable television connectivity.
home user	User who spends time on a computer at home.
icon	Miniature image displayed on a computer screen that represents a program, an instruction, or some other object.
information	Processed data that conveys meaning and is useful to people.
information processing cycle	Series of input, process, output, and storage activities performed by a computer.
information system	Hardware, software, data, people, and procedures that a computer requires to generate information.
information technology (IT) department	Group of employees who keeps the computers and networks running and determines when the company requires new hardware or software.
input device	Any hardware component that allows users to enter data and instructions into a computer.
installing	Process of setting up software to work with the computer, printer, and other hardware components.
instant message	Real-time Internet communication where you exchange messages with other connected users.
instructions	Steps that tell the computer how to perform a particular task.
Internet	Worldwide collection of networks that connects millions of businesses, government agencies, educational institutions, and individuals.
Internet-enabled	Technology that allows mobile devices to connect to the Internet wirelessly.
laptop computer	Portable, personal computer often designed to fit on your lap. See also notebook computer.
loads	Process of a computer copying a program from storage to memory.
mainframe	Large, expensive, powerful computer that can handle hundreds or thousands of connected users simultaneously, storing tremendous amounts of data, instructions, and information.
memory	Electronic components in a computer that store instructions waiting to be executed and data needed by those instructions.
microblog	Blog that allows users to publish short messages, usually between 100 and 200 characters, for others to read.
mobile computer	Personal computer that a user can carry from place to place.
mobile device	Computing device small enough for a user to hold in his or her hand.
mobile users	Users who work on a computer while away from a main office, home office, or school.
multimedia	Any application that combines text, graphics, audio, and video.
netbook	Type of notebook computer that is smaller, lighter, and often not as powerful as a traditional notebook computer.
network	Collection of computers and devices connected together, often wirelessly, via communications devices and transmission media, allowing computers to share resources.
neural network	System that attempts to imitate the behavior of the human brain.

notebook computer	Portable, personal computer often designed to fit on your lap. See also laptop computer.
online	Describes the state of a computer when it is connected to a network.
online banking	Online connection to a bank's computer to access account balances, pay bills, and copy monthly transactions to a user's computer.
online investing	Use of a computer to buy and sell stocks and bonds online, without using a broker.
online social network	Online community that encourages its members to share their interests, ideas, stories, photos, music, and videos with other registered users. See also social networking Web site.
operating system	Set of programs that coordinates all the activities among computer hardware devices.
output device	Any hardware component that conveys information to one or more people.
PC-compatible	Any personal computer based on the original IBM personal computer design.
PDA	PDA / Lightweight mobile device that provides personal information management functions such as a calendar, appointment book, address book, calculator, and notepad. See also personal digital assistant.
personal computer	Computer that can perform all of its input, processing, output, and storage activities by itself and contains a processor, memory, and one or more input and output devices, and storage devices.
personal digital assistant	Lightweight mobile device that provides personal information management functions such as a calendar, appointment book, address book, calculator, and notepad. See also PDA.
photo sharing community	Specific type of social networking Web site that allows users to create an online photo album and store and share their digital photos.
picture message	Photo or other image, sometimes along with sound and text, sent to or from a smart phone or other mobile device.
podcast	Recorded audio stored on a Web site that can be downloaded to a computer or a portable media player such as an iPod.
portable media player	Mobile device on which you can store, organize, and play digital media.
power user	User who requires the capabilities of a workstation or other powerful computer, typically working with multimedia applications and using industry-specific software.
processor	Electronic component on a computer's motherboard that interprets and carries out the basic instructions that operate the computer. See also CPU (central processing unit).
program	Series of instructions that tells a computer what tasks to perform and how to perform them. See also software.
programmer	Person who writes and modifies computer programs. See also developer.
publish	Process of creating a Web page and making it available on the Internet for others to see.
remote surgery	Surgery in which a surgeon performs an operation on a patient who is not located in the same physical room as the surgeon. See also telesurgery.
resources	Hardware, software, data, and information shared using a network.
run	Process of using software.
server	Computer that controls access to the hardware, software, and other resources on a network and provides a centralized storage area for programs, data, and information.
slate tablet	PC Tablet design that does not include a keyboard, but provides other means for typing.

small office/home office (SOHO:)	Describes any company with fewer than 50 employees, as well as the self-employed who work from home.
smart phone	Internet-enabled telephone that usually also provides personal information management functions.
social networking Web site	Online community that encourages its members to share their interests, ideas, stories, photos, music, and videos with other registered users. See also online social network.
software	Series of instructions that tells a computer what tasks to perform and how to perform them. See also Program.
SOHO	Describes any company with fewer than 50 employees, as well as the self-employed who work from home.
storage device	Hardware used to record (write and/or read) items to and from storage media.
storage media	The physical material on which a computer keeps data, instructions, and information.
supercomputer	Fastest, most powerful, and most expensive computer, capable of processing more than one quadrillion instructions in a single second.
system software	Programs that control or maintain the operations of a computer and its devices.
system unit	Case that contains the electronic components of a computer that are used to process data.
Tablet PC	Special type of notebook computer that resembles a letter-sized slate, which allows a user to write on the screen using a digital pen.
telecommuting	Work arrangement in which employees work away from a company's standard workplace and often communicate with the office through the computer.
telematics	Wireless communications capabilities used in automobiles, including navigation systems, remote diagnosis and alerts, and Internet access.
telemedicine	Form of long-distance health care where health-care professionals in separate locations conduct live conferences on the computer.
telesurgery	Surgery in which a surgeon performs an operation on a patient who is not located in the same physical room as the surgeon. See also remote surgery.
text message	Short note, typically fewer than 300 characters, sent to or from a smart phone or other mobile device.
tower	Tall and narrow system unit that can sit on the floor vertically if desktop space is limited.
Ultra-Mobile PC (UMPC)	Computer small enough to fit in one hand. See also handheld computer or handhelds.
user	Anyone who communicates with a computer or utilizes the information it generates.
utility program	Type of system software that allows a user to perform maintenance-type tasks usually related to managing a computer, its devices, or its programs.
video blog	Blog that contains video clips.
video message	Short video clip, usually about 30 seconds, sent to or from a smart phone or other mobile device.
video phone	Phone that can send video messages.
video sharing community	Type of social networking Web site that allows users to store and share their personal videos.
Web	Worldwide collection of electronic documents called Web pages, the Web is one of the more popular services on the Internet. See also World Wide Web.

Web 2.0	Term used to refer to Web sites that provide a means for users to share personal information, allow users to modify Web site content, and have application software built into the site for visitors to use.
Web Application	Web site that allows users to access and interact with software through a Web browser on any computer or device that is connected to the Internet. See also Web app.
Web cam	Video camera that displays its output on a Web page.
Web page	Electronic document on the Web, which can contain text, graphics, animation, audio, and video and often has built-in connections to other documents, graphics, Web pages, or Web sites.
Web site	Document on the Web that contains text, graphics, animation, audio, and video.

A _____ is approximately a million bytes.
A. gigabyte
B. kilobyte
C. megabyte
D. terabyte
Answer: C

_____ is any part of the computer that you can physically touch.
A. Hardware
B. A device
C. A peripheral
D. An application
Answer: A

The components that process data are located in the:
A. input devices.
B. output devices.
C. system unit.
D. storage component.
Answer: C

All of the following are examples of input devices EXCEPT a:
A. scanner.
B. mouse.
C. keyboard.
D. printer.
Answer: D

Which of the following is an example of an input device?
A. scanner
B. speaker
C. CD
D. printer
Answer: A

Main memory is
(a) Random Access Memory   (b) Read only Memory
(c) Serial Access Memory   (d) None of these
Ans (a)

Which of the following is the smallest and fastest computer imitating brain working?
(a) Supercomputer   (b) Quantum Computer
(c) Param-10,000   (d) IBM chips
Ans (b)

A compact disc (CD) is a data storage of the type
(a) Magnetic   (b) Optical
(c) Electrical   (d) Electromechanical
Ans (a)

Which of the following is not as language for computer programming?
(a) WINDOWS   (b) PASCAL
(c) BASIC   (d) COBOL (e) All of these
Ans (a)

What are the two basic types of memory that your computer uses?(
a) RAM   (b) RW/RAM
(c) ROM   (d) ERAM (e) POST
Ans (a)

The term gigabyte refers to
(a) 1024 bytes   (b) 1024 kilobytes
(c) 1024 megabytes   (d) 1024 gigabytes
Ans (c)

A computer with CPU speed around 100 million instructions per second & with the word length of around 64 bits is known as
(a) Super computer   (b) Mini computer
(c) Micro computer   (d) Micro computer
Ans (a)

What digits are representative of all binary numbers?
(a) 0   (b) 1
(c) Both (a) and (b)   (d) 3
Ans (c)

To locate a data items for storage is
(a) Field   (b) Feed
(c) Database   (d) Fetch (e) None of the above
Ans (d)

Off-line operation is the operation of devices without the control of
(a) Memory   (b) CPU
(c) ALU   (d) Control unit
Ans (b)

A type of line printer that uses an embossed steel band to form the letters printed on the paper is
(a) Golf ball printer   (b) Dot-matrix printer
(c) Laser printer   (d) Band printer
Ans (d)

The computer code for interchange of information between terminals is
(a) ASCII   (b) BCD
(c) BCDIC   (d) Hollerith
Ans (a)

ROM is composed of
(a) Magnetic cores   (b) Micro-processors
(c) Photoelectric cells   (d) Floppy disks
Ans (b)

Which of the following is true?
(a) Plotters are not available for microcomputer systems
(b) Micro-computer are not programmed like conventional computers
(c) Mini-computers are task-oriented
(d) The contents of ROM are easily changed
Ans (c)

1. If a computer on the network shares resources for others to use, it is called _____
a. Server
b. Client
c. Mainframe
Answer a

2. Terminators are used in _____ topology.
a. Bus
b. Star
Answer a

3. In _____ topology, if a computer's network cable is broken, whole network goes down.
a. Bus
b. Star
Answer a

4. For large networks, _____ topology is used.
a. Bus
b. Star
c. Ring
Answer b

5. ISO stands for
a. International Standard Organization
b. International Student Organization
c. Integrated Services Organization
Answer a

11. _____ allows LAN users to share computer programs and data.
a. Communication server
b. Print server
c. File server
Answer c

12. Print server uses _____ which is a buffer that holds data before it is send to the printer.
a. Queue
b. Spool
c. Node
Answer b

13. A standalone program that has been modified to work on a LAN by including concurrency controls such as file and record locking is an example of____
a. LAN intrinsic software
b. LAN aware software
c. Groupware
d. LAN ignorant software
Answer a

14. The _____ portion of LAN management software restricts access, records user activities and audit data etc.
a. Configuration management
b. Security management
c. Performance management
Answer b

15. What is the max cable length of STP?
a. 100 ft
b. 200 ft
c. 100 m
d. 200 m
Answer d

User interface

Controls how you enter data and instructions and how information is displayed on the screen.

• •

Restore

A utility that reverses a process and returns backed up files to their original form.

• •

Plug & Play

An operating system that automatically configures new devices as you install them is called?

• •

Cross Platform

A program that runs the same on multiple operating systems is known as?

• •

Compression

Lossy and lossless are two types of_____ utilities.

• •

Single user/multitasking

An operating system that allows a single user to work on two or more programs that reside in memory at the same time.

• •

Folder

What is a specific named location on a storage medium that contains related documents?

• •

Embedded

An operating system that resides on a ROM chip.

• •

Operating system

A set of program containing instructions that work together to coordinate all the activities among computer hardware resources.

• •

Multiprocessing

Operating system that supports two or more processors running programs at the same time.

• •

Personal firewall

A utility that detects and protects a personal computer from unauthorized intrusions.

• •

Encryption

The process of encoding data and information into an unreadable form.

• •

Utility

Type of system software that allows a user to perform maintenance-type tasks.

• •

Spyware

Program placed on a computer without user's knowledge to secretly collect information.

• •

Server

Operating system that organizes and coordinates how multiple users access and share resources on a network.

• •

RAM

Consists of one or more chips on the motherboard that hold items such as data and instructions while the processor interprets and executes them.

• •

Booting

Process of starting and restarting a computer is called?

• •

Defragmenter

Utility that reorganizes the files and unused space on the computer's hard disk so that the operating system accesses data more quickly and programs run faster.

• •

Open Source

One feature that makes Linux different from other operating systems.

• •

Buffer

Segment of memory or storage in which items are placed while waiting to be transferred from on input device to an output device.

Defragmenting

This reorganizes a disk in computer so the files are stored in contiguous sectors, speeds up data access and thus the performance of the entire computer.

• •

System software

Consists of programs that control the operations of a computer and its devices.

• •

Mac OS

A multitasking operating system available only for computers manufactured by Apple.

• •

UNIX

A multitasking operating system developed in the early 1970s by scientists at Bell Laboratories.

• •

Linux

A popular, free, multitasking UNIX-type operating system

• •

Windows CE

A scaled-down Windows operating system designed for use on wireless communications devices and smaller computers such as handheld computers, in-vehicle devices, and Web-enabled devices

• •

Windows Millennium Edition

An upgrade to the Windows 98 operating system that has features specifically for the home user

• •

OS/2 Warp

IBM's GUI multitasking client operating system that supports networking, the Internet, Java, and speech recognition

• •

OS/2 Warp Server for E-businesses

IBM's network operating system designed for all sizes of businesses.

• •

Proprietary software

Privately owned software and is limited to a specific vendor or computer model.

• •

Formatting

The process of preparing a disk for reading and writing

• •

Booting

The process of starting or restarting a computer

• •

Plug and Play

Means a computer can recognize a new device and assist in its installation by loading the necessary drivers automatically and checking for conflicts with other devices

• •

Windows 3.x

Refers to three early versions of Microsoft Windows: Windows 3.0, Windows 3.1, and Windows 3.11

• •

Solaris™

A version of UNIX developed by Sun Microsystems, is a network operating system designed specifically for e-commerce applications

• •

Spooling

A process that sends print jobs to a buffer instead of sending them immediately to the printer

• •

Print spooler

This program intercepts print jobs from the operating system and places them in a queue.

• •

Graphical user interface

Allows users to use menus and visual images such as icons, buttons, and other graphical objects to issue commands

• •

Imagery Preview

Controls how data is entered and how information displays on the screen

• •

Network

A collection of computers and devices connected together via communications media and devices such as cables, telephone lines, and modems

• •

Interrupt request

A communications line between a device and the processor

• •

Stand-alone operating system

A complete operating system that works on a desktop or notebook computer

• •

Fault-tolerant computer

A computer that continues to operate even if one of its components fails

• •

Rescue disk

A floppy disk, Zip® disk, or CD-ROM that contains system files that will start a computer

• •

Operating system

A set of programs containing instructions that coordinate all of the activities among computer resources.

• •

Device driver

A small program that tells the operating system how to communicate with a device

• •

Utility program

A type of system software that performs a specific task, usually related to managing a computer, its devices, or its programs

• •

User id

A unique combination of characters, such as letters of the alphabet or numbers, that identifies one specific user of a network

• •

Buffer

An area of memory or storage in which items are placed while waiting to be transferred to or from an input or output device.

• •

Network operating system

an operating system that supports a network

• •

Job

A(n) _____ such as receiving data from an input device or sending information to an output device, is an operation the processor manages

• •

Zipped files

Compressed files, sometimes called _____, usually have a .zip extension.

• •

System files

During the boot process, if the POST completes successfully, the BIOS searches for specific operating system files called _____.

• •

Power-On Self-Test (POST)

During the boot process, the BIOS executes a series of tests, collectively called the _____, to make sure the computer hardware is connected properly and operating correctly

• •

Page

The amount of data and program instructions that can swap at a given time

• •

Swap file

In the accompanying figure, the area of the hard disk used for virtual memory is called a(n) _____ because it swaps (exchanges) data, information, and instructions between memory and storage

• •

Restore program

In the event it is necessary to use a backup file, a(n) _____ reverses the backup process and returns the file to its original form

- •

Registry

In Windows, the _____ consists of several files that contain the system configuration information

- •

Open-source software

Linux is _____, which means its code is available to the public

- •

Windows NT workstation

Microsoft developed _____ as a client operating system with a Windows 95 interface that could connect to a Windows NT Server.

- •

NetWare

Novell's _____ is a widely used network operating system designed for client/server networks

- •

Pocket PC

Pocket PC OS is a scaled-down operating system developed by Microsoft that works on a specific type of handheld computer

- •

Ghosting

Screen savers originally were developed to prevent a problem called _____ in which images could be permanently etched on a monitor's screen

- •

Multipurpose operating system

A stand-alone and network operating system

- •

Client-operating systems

Some stand-alone operating systems, called _____, also work in conjunction with a network operating system

- •

Utility suites

Some vendors offer _____ that combine several utility programs into a single package

- •

Joyride

The _____ is a device mounted onto a vehicle's dashboard that is powered by Windows CE and can be used to obtain information, access and listen to e-mail, listen to the radio or an Audio CD, and share information

• •

BIOS

The _____ is firmware that contains a computer's startup instructions

• •

Kernel

The _____ is the core of an operating system that manages memory and devices; maintains the computer's clock; starts applications; and assigns the computer's resources

• •

Software platform or platform

The _____ operating system was more integrated with the Internet than Windows 95

• •

Embedded operating system

The operating system on most handheld computers and small devices, called a(n) _____, resides on a ROM chip

• •

User interface

The operating system that a computer uses sometimes is called the _____.

• •

PalmOs

The Palm handheld computers from Palm, Inc., and Visor handheld computers from Handspring™ use an operating system called _____.

• •

Paging

The technique of swapping items between memory and storage, illustrated in the accompanying figure, often is called _____.

• •

Disk Operating System (DOS)

The term _____ refers to several single user operating systems developed in the early 1980s for personal computers

• •

Windows 2000 Server Family

To meet various levels of server requirements, the _____ consists of three products: Windows 2000 Server, Windows 2000 Advanced Server, and Windows 2000 Datacenter Server

• •

Web-based utility service

To use a(n) _____, an annual fee usually is paid that allows a vendor's utility programs to be accessed and used on the Web

• •

Uncompress

When a compressed file is received, it is necessary to _____ it, or restore the file to its original form

• •

Thrashing

When an operating system spends much of its time paging, instead of executing application software, it is said to be _____.

• •

Log in

When network administrators establish user accounts, each account typically requires a user name and password to access, or _____, to the network.

• •

Fragmented

When the contents of a file are scattered across two or more noncontiguous sectors, the file is _____.

• •

Command language

When working with a command-line interface, the set of commands used to interact with the computer is called the _____.

• •

File viewer

Windows Explorer has a viewer called _____ that displays the contents of graphics files.

• •

Disk Defragmenter

Windows includes a disk defragmenter utility, called _____.

• •

Dr. Watson

Windows includes the diagnostic utility, _____, which diagnoses problems as well as suggests courses of action

• •

Windows 95

With _____, Microsoft developed a true multitasking operating system - not an operating environment like early versions of Windows.

• •

Virtual Memory

With _____, such as that shown in the accompanying figure, the operating system allocates a portion of a storage medium, usually the hard disk, to function as additional RAM.

• •

Command-line interface

With a(n) _____, keywords are typed or special keys are pressed on the keyboard to enter data and instructions.

• •

Active Desktop

With Windows 98, users could have a(n) _____ interface, which allowed them to set up Windows so icons on the desktop and file names in Windows Explorer worked similar to Web links.

• •

File Allocation Table (FAT)

With Windows, the formatting process defines the _____, which is a table of information that the operating system uses to locate files on the disk.

• •

The operating system that a computer uses sometimes is called the _____.

Platform

• •

The ____ is the core of an operating system that manages memory and devices, maintains the internal clock, run programs, and assigns the resources.

Kernel

• •

Some people use the term ____ to refer to the process of starting a computer or mobile device from a state when it is powered off completely.

Cold Boot

• •

You can start a computer form a _____, which is removable media that contains only the necessary operating system files required to start the computer.

Boot Disk

• •

When a computer is running multiple programs concurrently, the one in the _____ is the active program, that is, the one you currently are using.

Foreground

• •

The technique of swapping items between memory and storage, called _____, is a time-consuming process for the computer.

Paging

• •

While waiting for devices to become idle, the operating system place item in _____.

Buffer

• •

Multiple documents line up in a _____ in the buffer.

Queue

• •

A _____ is a set of conditions used to measure the performance of hardware or software.

Benchmark

• •

The network _____, the person overseeing network operations, uses a server operating system to ass and remove users, computers, and other devices to and form the network.

Administrator

• •

A _____ is a private combination of characters associated with the user name that allows access to certain computer, mobile device, or network resources.

Password

• •

The trend today is toward _____ operating systems that run on computers and mobile devices provided by a variety of manufacturers.

Device independent

• •

Desktop operating systems sometimes are called _____ operating systems because they also work in conjunctions with a server operating system.

Client

• •

_____ is a multitasking operating system developed in the early 1970s by scientist at Bell Laboratories.

UNIX

• •

Chrome OS, introduced by _____, is a Linux-based operating system designed to work primarily with web apps.

Google

• •

Which of the following is NOT an example of a server operating system?

Window Server

• •

A technician is installing a new power supply in a computer. Which type of power connector should be used to connect to an ATX motherboard?

20 pin connector

• •

When building a computer, which two components are normally installed in 3.5-inch drive bays?

Hard Drive, Floppy Drive

• •

Which two connectors are used to connect external peripherals?

PS/2, USB

• •

A field technician has been asked to install a wireless 802.11g NIC in a computer, but is unsure about the expansion slots available. Which two types of wireless NICs should the technician have available?

PCIe, PCI

• •

After a technician has assembled a new computer, it is necessary to configure the BIOS. At which point must a key be pressed to start the BIOS setup program?

During POST

• •

What is a convenient way that a technician can tell whether a ribbon cable is for an IDE hard drive or a floppy drive?

The floppy cable has a twist in the cable.

• •

What should be the next installation step after all the internal components of a PC have been installed and connected to the motherboard and power supply?

Re-attach side panels to the case