CS001

A constant is another name for this type of data:

number

- ► Equation
- ► Formula

Description

Which is an absolute address?

► \$C\$4

- ▶ 10700 105 Ave
- ► C4
- None of these

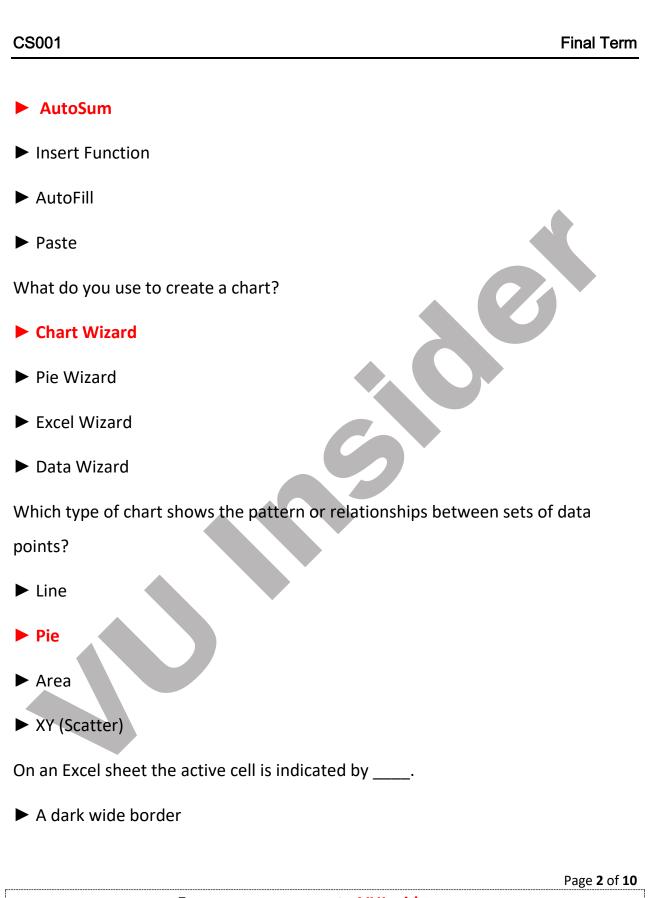
What program do you use to create a spreadsheet?

- ► Word
- **Excel**
- Access
- PowerPoint

Which button on the standard toolbar gives you quick access to the Sum,

Average, Count, Min, and Max functions?

Page **1** of **10**



CS001

Final Term

- A dotted border
- ► A blinking border

All of these

A user wishes to remove a spreadsheet from a workbook. Which is the correct

sequence of events that will do this?

- ► Go to FILE SAVE AS SAVE AS TYPE Excel 4.0 Work Sheet
- Right click on the spreadsheet tab and select DELETE
- ▶ Right click on the spreadsheet and select INSERT ENTIRE COLUMN
- ► None of these

The World Wide Web (WWW) is...

- a part of the Internet
- The internet
- Not a part of the Internet
- All of these

Uniform Resource Locator (URL) is

- ► The same as Search Engines
- ► the addresses of specific documents and resources on the WWW

Page **3** of **10**

CS001

Final Term

- ▶ Never more than 11 characters long
- All of these

The _____ standard defines how data transmits across telephone lines or other means.

► TCP/IP

- ► EDI (Electronic Data Interchange)
- Electronic funds transfer (EFT)

Ethernet

- A(n) _____ line typically costs \$1,000 or more per month.
- ISDN
- ► T3
- ► ATM

► T1

A _____ is a Web site that uses encryption techniques to secure its data.

digital certificate

► secure HTTP (S-HTTP)

► Wallet program

Page **4** of **10**

CS001	Final Term
Secure site	
The process of converting readable data i	nto unreadable characters to prevent
unauthorized use is called	
Normalization	
Decryption	
 Validation 	
encryption	
repeats the last command or acti	ons, if possible in excel.
► F1	6
► F2	
► F3	
► F4	
Which of the following is primary storage	?
Hard disk	
Floppy disk	
► RAM	
 Optical disk 	
	Page 5 of 10
For more papers, go	

CS001

The device used to store data is called

- Input device
- Out put device
- None of these

Storage device

Which of the following is intangible?

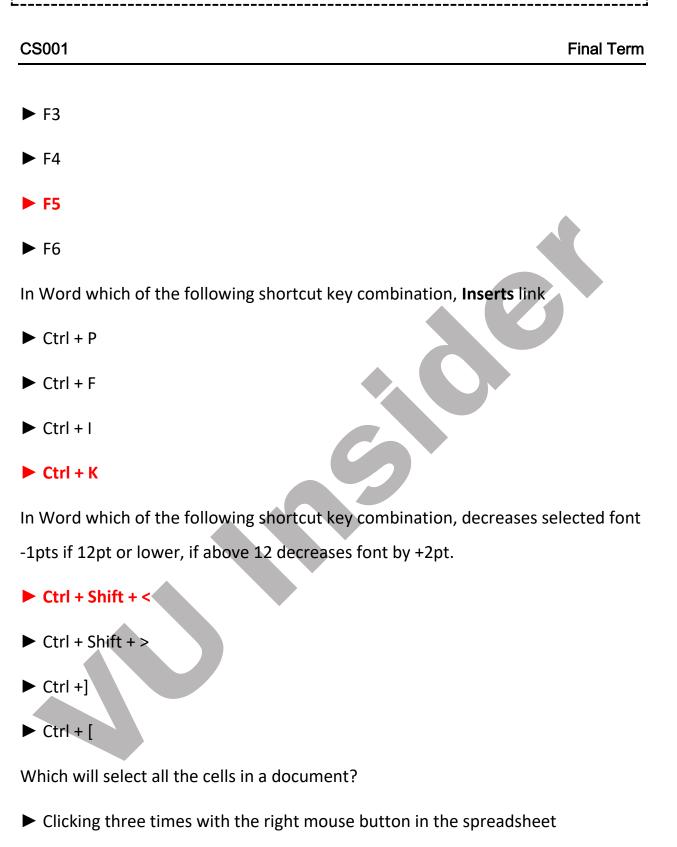
- Software
- Hard disk
- Optical disk
- Computer Mouse

Tab key is a

- Non-typing key
- Typing key
- ► Toggle key
- Application key

What is the keyboard shortcut (button or buttons to be pressed) for creating a Chart from the selected cells?

Page **6** of **10**



Page **7** of **10**

CS001

► Using the Edit - Select All menu item

Pressing CTRL + A on the keyboard

► None of these

_____ will insert a new worksheet.

- ALT+SHIFT+F1
- ► ALT+SHIFT+F2
- ALT+SHIFT+F3
- ► None of these

E-mail stands for

- electronic mail
- ► The print out from a fax machine
- ► a letter printed from a computer
- ► All of these

There are three types of data found in a spreadsheet.

- Data, words, numbers
- Equations, data, numbers
- ▶ words, numbers, labels

Page **8** of **10**

CS001

numbers, formulas, labels

A constant is another name for this type of data:

- ▶ number
- ► Equation
- ► Formula
- ► Description

Which is an absolute address?

- ► \$C\$4
- ▶ 10700 105 Ave
- ► C4
- ► None of these

What program do you use to create a spreadsheet?

- ► Word
- Excel
- Access
- PowerPoint

Page 9 of 10

CS001

Final Term

Which button on the standard toolbar gives you quick access to the Sum, Average, Count, Min, and Max functions?

AutoSum

- Insert Function
- AutoFill

Paste

Questions:

- 1. How we can modify column widths and row heights?
- 2. What is the difference between closing and exiting?
- 3. How we can print more than one slide per page in PowerPoint?
- 4. How we can Bookmark a Web page?
- 5. Define standard and status bars.
- 6. What is electronic mailing? Give its basic concept and usage.
- 7. What type of computer is suitable for mobile use and why?
- 8. What is the difference between closing and exiting?
- 9. How we can insert clip art in PowerPoint presentation.
- 10.How we can delete a bookmark

Page **10** of **10**