

CS001

Final Term

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?

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► **AutoSum**

► Insert Function

► AutoFill

► Paste

What do you use to create a chart?

► **Chart Wizard**

► Pie Wizard

► Excel Wizard

► Data Wizard

Which type of chart shows the pattern or relationships between sets of data points?

► Line

► **Pie**

► Area

► XY (Scatter)

On an Excel sheet the active cell is indicated by \_\_\_\_.

► A dark wide border

- ▶ 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**

- ▶ 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

- ▶ Secure site

The process of converting readable data into unreadable characters to prevent unauthorized use is called \_\_\_\_

- ▶ Normalization
- ▶ Decryption
- ▶ Validation

- ▶ **encryption**

\_\_\_\_\_ repeats the last command or actions, if possible in excel.

- ▶ F1
- ▶ F2
- ▶ F3
- ▶ **F4**

Which of the following is primary storage?

- ▶ Hard disk
- ▶ Floppy disk
- ▶ **RAM**
- ▶ Optical disk

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?

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▶ F3

▶ F4

▶ **F5**

▶ F6

In Word which of the following shortcut key combination, **Inserts** link

▶ Ctrl + P

▶ Ctrl + F

▶ Ctrl + I

▶ **Ctrl + K**

In Word which of the following shortcut key combination, decreases selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

▶ **Ctrl + Shift + <**

▶ Ctrl + Shift + >

▶ Ctrl + ]

▶ Ctrl + [

Which will select all the cells in a document?

▶ Clicking three times with the right mouse button in the spreadsheet

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- ▶ 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



► **numbers, formulas, labels**

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### 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