

Computer Applications

- 1) Visual Basic is considered a(n):
- language
 - number
 - alphabet
 - macro

Competency: Basic computer terminology and concepts

- 2) Identify the program that coordinates computer resources, provides an interface between the computer and users, and runs applications.
- application software
 - device driver
 - operating system
 - systems software

Competency: Basic computer terminology and concepts

- 3) When an object is linked, where is the data stored?
- active file
 - source file
 - auto file
 - inactive file

Competency: Basic application knowledge and word processing

- 4) Which character designates a cell reference as absolute?
- \$
 - @
 - ^
 - #

Competency: Spreadsheet and database applications

- 5) To arrange the fields of records in descending order, you must:
- Cut and Paste
 - Edit
 - Filter
 - Sort

Competency: Spreadsheet and database applications

- 6) Which one of the following **cannot** be created using Office PowerPoint?
- databases
 - slides
 - handouts
 - outline

Competency: Presentation, Publishing, and Multimedia applications

- 7) A non-text element or object, such as a picture or drawing that can be added to a document is referred to as:
- graphic
 - diagram
 - visual
 - data

Competency: Presentation, Publishing, and Multimedia applications

- 8) _____ is posting something in many places at the same time or sending/receiving unsolicited e-mails.
- Ruling
 - Flaming
 - Spamming
 - Emotion

Competency: Netiquette and Legal

9) When should virus software be updated?

- a. once each day
- b. every time you log on
- c. once a week
- d. only when ISP tells you to

Competency: Security

10) To create an online form in which all responses are either Yes or No, it would be best to use a form with:

- a. check box form fields
- b. text form box fields
- c. drop-down list fields
- d. blank line created with underline tabs

Competency: Formatting, Grammar, punctuation, spelling, and proofread

ANSWER KEY

- 1. A
- 2. C
- 3. B
- 4. A
- 5. D
- 6. A
- 7. A
- 8. C
- 9. B
- 10. A