

**COMPUTER APPLICATIONS
FINAL EXAMINATION REVIEW**

DIRECTIONS

- 1. Record your answers on the answer sheet.**
- 2. Read each question completely before answering and enter the “BEST” answer for each question.**

Computer Applications Final Review

1. Which software program can only arrange shapes, colors, and symbols on a flat surface?
 1. database
 2. graphics
 3. word processing
 4. spreadsheet
2. The word REPORT appears on the top of every page of a document. This word is called a
 1. header
 2. footer
 3. subscript
 4. footnote
3. Which type of program should be used to prepare reports containing numeric data or to ask “what if” questions concerning the data?
 1. database
 2. spreadsheet
 3. graphics
 4. word processing
4. In a spreadsheet, the process of setting column widths, type of data, and number of decimal positions is called
 1. formatting
 2. printing
 3. creating a file
 4. entering a file
5. Which word processing feature is used to rearrange two paragraphs in a letter?
 1. copy
 2. delete
 3. move
 4. search

6. Which terms represent three types of graphs?
1. bar, line, pie
 2. bar, legend, pie
 3. axis, bar, pie
 4. legend, line, pie
7. Different software programs that can be used together to allow more than one function to be performed are described as
1. independent
 2. individual
 3. integrated
 4. in-depth
8. Which device is used to enter new data into a computer system?
1. printer
 2. keyboard
 3. disk drive
 4. monitor
9. A single point of light on a computer screen is called
1. pixel
 2. resolution
 3. legend
 4. axis
10. Which function is used to change a computer document from single spacing to double spacing?
1. formatting
 2. moving
 3. saving
 4. creating
11. An automobile designer is using CAD software to design a new vehicle. Compared to the traditional pen-and paper method, the computer method makes it easier to
1. id mistakes
 2. protect ideas
 3. use colors
 4. make changes

12. Which order of field sorts would generate a report of telephone numbers for clients listed alphabetically?
 1. Telephone number, first name, last name
 2. Last name, first name, telephone number
 3. First name, last name, telephone number
 4. Telephone number, last name, first name

13. Loss of valuable information from a computer file can be prevented by using?
 1. systems program
 2. A root directory
 3. A backup copy
 4. An application program

14. Which entry is an example of alpha-numeric data?
 1. 48982
 2. John Garcia
 3. AB-3482
 4. www.salemgeneralsnews.com

15. Which combination of commands allows part of one word processing document to be brought into another document?
 1. Move and save
 2. Block and print
 3. Cut and paste
 4. Copy and paste

16. Setting the tabs and spacing for a document is known as?
 1. saving
 2. formatting
 3. merging
 4. editing

17. To achieve the best security when using the Internet, an individual should use?
 1. An ATM card number
 2. A credit card number
 3. An e-mail memo
 4. A personal password

18. Which part of a computer is the “brain” that manipulates information?
 1. central processing unit
 2. printer
 3. monitor
 4. modem

19. Which graphic format best illustrates the parts of a whole amount?
 1. line graph
 2. pie chart
 3. bar chart

4. stacked-bar chart

20. Which peripheral device would most likely be used by a newspaper reporter to enter text?

1. keyboard
2. joystick
3. mouse
4. modem

21. One positive impact of computer technology on society is the increase in?

1. personal privacy
2. need for retraining employees
3. access to information
4. computer-related health problems

22. Within the data processing cycle, the retrieving step involves?

1. inputting data
2. obtaining stored data
3. arranging data in a logical order
4. performing mathematical operations on data

23. Software that produces spreadsheets is most appropriate for?

1. preparing a resume
2. creating a letter to send to a friend
3. creating a baseball-card file
4. keeping statistics for a sports team

24. The intersection of a row and column in a spreadsheet is called a?

1. cell
2. label
3. value
4. field

25. Keyboard is to word processing as modem is to?

1. database
2. communications
3. spreadsheet
4. graphics

26. An example of values arranged in descending order is?

1. A to Z
2. Z to A
3. 1 to 100
4. 100 to 1

27. Which database fields must be used to print mailing labels?

1. name, address, city, state, and ZIP code
2. date, address, city, state, and ZIP code
3. title, city, state, ZIP code, and return address

4. name, city, state, ZIP code, and routing number
-
28. A payroll clerk uses the same formula to calculate all employees' pay but wants to have a separate spreadsheet for each employee. Which operation should the clerk use?
 1. delete
 2. insert
 3. search and replace
 4. copy and paste
-
29. The words "Budget Analysis" appear on the top of every page of a document. These words are called a?
 1. subscript
 2. footnote
 3. header
 4. footer
-
30. Which component of an integrated computer software package is best suited for creating a simple interoffice memo?
 1. spreadsheet
 2. database
 3. word processing
 4. graphics
-
31. Which definition best describes the Internet?
 1. One giant mainframe computer
 2. Every mainframe computer used in the world
 3. Several small personal computers linked together
 4. Millions of computers linked to other computers
-
32. What is the *last* step in producing a sales flyer?
 1. entering data
 2. printing
 3. checking spelling
 4. formatting
-
33. Which is the main advantage to an employer of maintaining a list of company employees on a computer database?
 1. Employees files can be updated more easily
 2. Employee information is accessible to anyone
 3. Tax returns can be filed electronically
 4. More personal employee information can be kept on file
-
34. Integrated software is best described as a special set of?
 1. Commands that provide increased speed of access to programs
 2. Commands that check a computer for viruses
 3. Programs that provide access to multiple, separate application packages
 4. Programs that provide a local area network (LAN) for e-mail programs

35. Converting data into useful information is known as?
1. processing
 2. photocopying
 3. replacing
 4. retrieving
36. Which of the following is illegal?
1. offering money to an employee to retire
 2. sending e-mail to someone the sender does not know
 3. duplicating copyrighted software to sell to friends
 4. creating a password to keep others from using a program
37. Which statement provides correct information about integrated software?
1. It requires less training to use than stand-alone software does
 2. It contains commands that are similar throughout each application
 3. It is not capable of transmitting files
 4. It is losing its appeal in today's marketplace
38. The most efficient method for changing every "51" in a document to "15" is by using?
1. find and replace
 2. find and copy
 3. insert and delete
 4. insert and copy
39. Which command will access a previously stored spreadsheet?
1. save
 2. open
 3. edit
 4. format
40. Which type of computer can store the greatest volume of data?
1. laptop
 2. desktop
 3. mainframe
 4. minicomputer
41. The date 8/10 was key-entered in a spreadsheet. The spreadsheet program displayed .8 in the place where the date was entered. The spreadsheet is treating the date as a?
1. value
 2. label
 3. title
 4. range

42. Which command represents an advantage of database software over other office software applications?
1. save
 2. copy
 3. print
 4. sort
43. Which component of a computer system saves information for future retrieval?
1. processor
 2. secondary storage
 3. scanner
 4. ROM
44. A financial analyst decides to include a graph or chart in a report. What is the *first* step the analyst should take to accomplish this task?
1. manually construct the graph or chart
 2. construct the graph or chart using computer software
 3. identify the data to be included
 4. determine the most appropriate type of graph or chart
45. The use of computers by government agencies in the United States creates the potential for increased?
1. invasion of privacy
 2. restriction of competition
 3. tax evasion
 4. international regulation
46. Which two software applications would most likely be used for preparing a company newsletter?
1. spreadsheet and database
 2. spreadsheet and graphics
 3. word processing and database
 4. word processing and graphics
47. A BA/BCA teacher plans to reward the class that has the best attendance record by giving the students an ice cream party. Which item would be best to post on a hallway bulletin board so that students can most easily see how the classes are doing?
1. memo
 2. spreadsheet
 3. graph
 4. letter
48. A travel agency most often uses spreadsheets to?
1. create sales promotions
 2. monitor the success of different services
 3. communicate with individual customers
 4. inform employees of changes in company policy

49. Which software is best for making “what if” financial projections?
1. spreadsheet
 2. database
 3. word processing
 4. desktop publishing
50. When a database is sorted by color and by stock number, the operator is using?
1. a primary sort command, only
 2. a secondary sort command, only
 3. two primary sort commands, only
 4. both primary and secondary sort commands
51. A manufacturing business decreases the size of its workforce on the assembly line, but continues to maintain the same production level. Which computer technology most likely allows this business to maintain its production level?
1. robotics
 2. computer-aided design
 3. electronic funds transfer
 4. expert systems
52. Which type of computer software is able to make rapid calculations with large amounts of numeric data and can help project future trends?
1. database
 2. spreadsheet
 3. graphics
 4. desktop publishing
53. Two thousand people received the same recall letter from an automobile manufacturer. Which applications were most likely used to produce the letters?
1. desktop publishing and spreadsheet
 2. database and graphics
 3. word processing and communications
 4. word processing and database
54. A hard copy is defined as?
1. a printout
 2. an icon
 3. a screen image
 4. a video display
55. A sole proprietor buys a desktop computer and software for record-keeping purposes. The greatest cost to the business will most likely be for?
1. supplies
 2. shipping
 3. equipment
 4. installation

56. Which feature of a graph helps the reader most in understanding what is being presented?
1. size
 2. legend
 3. color
 4. resolution
57. An advertising agency is developing a campaign to present to a client. The report will include a written summary of the campaign, a budget, and some drawings. Which applications in an integrated software package would do this job best?
1. word processing, database, and spreadsheet applications
 2. word processing, database, and graphics applications
 3. graphics, spreadsheet, and word processing applications
 4. graphics, communications, and word processing applications
58. Which computer command is used to make all lines in a document end evenly at the right margin?
1. justify
 2. block
 3. merge
 4. move
59. What is the letter of the “hard drive” in a computer system?
1. A
 2. B
 3. C
 4. D
60. What is the name of the temporary memory we get to use in a computer?
1. CAD
 2. ROM
 3. CMT
 4. RAM
61. A search for information in a database program is called a?
1. record
 2. format
 3. menu
 4. query