

Test 4 consists of 40 questions drawn from the following:

Mercer County Community College, Computer Concepts, Test 4
Covers Chapters 4 and 5 for IST101, IST102, and IST103 (all sections)

1. OpenOffice includes all of the following components EXCEPT:
 - A. Writer.
 - B. Calc.
 - C. Impress.
 - D. Access.

2. The default file format for saving a document in Writer is:
 - A. .htm.
 - B. .odt.
 - C. .doc.
 - D. .wrt.

3. Which of the following is a free image-editing program?
 - A. Adobe Photoshop
 - B. GIMP
 - C. NVU
 - D. Eudora

4. Which statement about Eudora is FALSE?
 - A. Eudora can filter e-mail messages.
 - B. A calendar is included with Eudora e-mail.
 - C. Eudora is a free e-mail alternative to Microsoft Outlook.
 - D. Eudora does not contain all the components included with Outlook.

5. Which of the following OS X programs is similar to the Task Manager and is used to analyze the performance of a Mac?
 - A. System Preferences
 - B. Activity Monitor
 - C. Control Panel
 - D. Sidebar

6. Which of the following is the automated backup utility in Mac OS Leopard?
 - A. Time Capsule
 - B. Spotlight
 - C. Time Machine
 - D. Dashboard

7. A Web query is:
 - A. an Excel tool that allows you to search the Web from within a spreadsheet.
 - B. an Excel tool that allows you to import Web data and chart information into a spreadsheet.
 - C. an Excel tool that allows you to import the Google query tool into a spreadsheet.
 - D. an Excel tool that interacts with the query language of Microsoft Access.

8. Web queries are useful because:
 - A. Web data is entered manually.
 - B. Web data is updated easily.
 - C. Web analysis tools can be used to analyze the Excel data.
 - D. They only require that you know HTML.

9. Which of the following statements about Web queries is FALSE?
 - A. You can use sample Web queries included with Excel.
 - B. Web queries can be exported.
 - C. You must manually refresh the data each time a spreadsheet is opened.
 - D. Web queries can be imported.

- 10.** Which of the following statements about Web queries is FALSE?
- A. A query can be imported into a workbook.
 - B. You can import data directly from a Web page using a browser.
 - C. Web queries can be set to automatically refresh periodically.
 - D. Web queries can only be saved in XHTML format.
- 11.** When importing Web query data from a Web page, data that can be imported is indicated with a(n):
- A. dashed border.
 - B. red border.
 - C. plus sign.
 - D. arrow.
- 12.** When importing Web query data from a Web page, data that has been selected for import is indicated with a(n):
- A. check box.
 - B. arrow.
 - C. blinking border.
 - D. plus sign.
- 13.** If a Web site contains too much data to highlight, you can create a Web query using:
- A. copy and paste.
 - B. the file/import Web data tool.
 - C. the Export feature.
 - D. Select All.
- 14.** Excel Web queries have been available since:
- A. Excel 97.
 - B. Excel 2002.
 - C. Excel XP.
 - D. Excel MX.
- 15.** Imported data in a Web query can be refreshed:
- A. only when the workbook is opened.
 - B. only at specific time intervals.
 - C. only when the workbook is closed.
 - D. when the workbook is opened or at specific time intervals.
- 16.** To create a Web query:
- A. you must have knowledge of Web page design.
 - B. you should be a programmer.
 - C. you need to create an Excel macro.
 - D. you need no knowledge of Web page design or programming.
- 17.** Software that runs the computer and coordinates instructions is called:
- A. application software.
 - B. system software.
 - C. device software.
 - D. utility software.
- 18.** Software you use to create a budget is called:
- A. spreadsheet software.
 - B. graphics software.
 - C. utility software.
 - D. word-processing software.

19. In a spreadsheet, the columns and a rows form individual boxes called:
- A. intersects.
 - B. addresses.
 - C. worksheets.
 - D. cells.
20. The cell address F7 indicates that the cell:
- A. contains a label value of "F7."
 - B. is at row F, column 7 of the worksheet.
 - C. is at row 7, column F of the worksheet.
 - D. is performing a function involving a variable called "F."
21. In a spreadsheet, equations you build yourself using values and cell references are called:
- A. functions.
 - B. formulas.
 - C. calculations.
 - D. values.
22. To save an existing file with a new name or to a new location, you use the _____ command.
23. In a database, a table is a collection of related:
- A. data.
 - B. worksheets.
 - C. records.
 - D. files.
24. Which type of software is used to keep track of appointments, to-do lists, and telephone numbers?
- A. database software
 - B. presentation software
 - C. PIM software
 - D. word-processing software
25. Forms that provide the basic structure for a particular kind of document are known as:
- A. patches.
 - B. wizards.
 - C. templates.
 - D. macros.
26. Microsoft Works is an example of a(n):
- A. software suite.
 - B. personal information manager.
 - C. limited software edition.
 - D. integrated software application package.
27. Microsoft Office and Corel WordPerfect Office are examples of:
- A. open-source products.
 - B. freeware products.
 - C. personal information management applications.
 - D. software suites.
28. Which type of software lets you dictate letters, e-mails, and voice commands?
- A. Audio-editing software
 - B. Content-delivery software
 - C. Speech recognition software
 - D. Course management software

29. Apple QuickTime and Microsoft Media Player are examples of _____ software.
30. CD ripping refers to:
- A. stealing songs off the Internet.
 - B. encoding CDs to MP3 format.
 - C. creating your own CDs from your MP3 collection.
 - D. erasing content on a CD.
31. The organization responsible for rating computer games is the:
- A. U.S. Gaming Commission.
 - B. Motion Picture Rating Board.
 - C. Entertainment Software Rating Board.
 - D. Entertainment Game Rating Board.
32. QuickBooks and Peachtree are examples of:
- A. business accounting software.
 - B. educational software.
 - C. course management software.
 - D. gaming software.
33. QuarkXPress and Adobe InDesign are examples of _____ software.
34. Macromedia Dreamweaver is an example of:
- A. business accounting software.
 - B. educational software.
 - C. Web page authoring software.
 - D. desktop publishing software.
35. QuarkXPress and Adobe InDesign are examples of _____ software.
36. Software designed for a specific industry is known as _____ software.
37. Integrated help means:
- A. help is available on a CD.
 - B. help is available in a user's manual.
 - C. help is available on the Web.
 - D. the documentation for the product is built directly into the software.
38. Web-based application software is software that:
- A. allows you to create Web pages.
 - B. is installed by the computer manufacturer.
 - C. is hosted on a Web site.
 - D. does NOT need an Internet connection.
39. Which of the following is an example of discounted software?
- A. Educational versions of software
 - B. A software suite
 - C. Beta versions of software
 - D. Web-based application software
- A
40. What is the most common type of compatibility that a software manufacturer will provide for new versions of their software?
- A. Both backward and forward compatibility
 - B. Backward compatibility but not forward compatibility
 - C. Forward compatibility but not backward compatibility
 - D. Neither backward nor forward compatibility
41. A(n) _____ installation allows you to decide which features you wish installed on the hard drive.

42. When available, the best way to remove an unwanted software application is to:
- A. change the name of the program.
 - B. highlight and delete the program's desktop icon.
 - C. use the application's uninstall program.
 - D. locate the program's .exe file and delete it.
43. The Details view shows all of the following about a file EXCEPT:
- A. size.
 - B. name.
 - C. type.
 - D. password.
44. An easy way to sort files is to:
- A. click the sort icon in Details view.
 - B. click on the column header in Details view.
 - C. right-click on a file in Details view.
 - D. alphabetize them.
45. Advantages of organizing files include all of the following EXCEPT:
- A. it is needed when using the Recycle Bin.
 - B. it allows for quicker backup of important data.
 - C. it separates users' data when using a shared computer.
 - D. it enables quick location of files.
46. One of the first steps when creating a file management system is to:
- A. delete files that will be moved.
 - B. create new folders.
 - C. change to Details view.
 - D. select multiple files.
47. To create a folder in Windows Vista:
- A. right-click and select New, and then Folder.
 - B. right-click and select Folder, and then New.
 - C. left-click the folder you want to create and drag it to the appropriate folder.
 - D. click on the Folder icon and hold down the shift key.
48. Which of the following is NOT a benefit of compressing a file?
- A. Smaller files travel more quickly.
 - B. Compressed files extract more information from the Web.
 - C. Smaller files take up less storage space.
 - D. Compression programs collect an archive of a group of files into one container.
49. Unzipping a file does all of the following EXCEPT:
- A. extracts the contents.
 - B. restores it to its original size.
 - C. is required before using the contents in a compressed file.
 - D. adds special tags to deleted words.
50. Use the Details view to see more information on each file including all of the following EXCEPT:
- A. original size.
 - B. packed size.
 - C. algorithm used.
 - D. compression ratio.
51. All of the following are reasons to zip a file EXCEPT:
- A. files are protected from unauthorized access.
 - B. smaller files transfer more quickly on the Internet.
 - C. a file may be too large to fit on a disk.
 - D. a collection of files can be archived together.

- 52.** To zip files using the Windows Vista Zip feature:
- A. you need a separate program.
 - B. you do not need a separate program.
 - C. you must first select the compression ratio you want to use.
 - D. you must first determine how you will extract files.
- 53.** The comparison of the file's original size and its packed size inside the zipped file is its:
- A. packed ratio.
 - B. compression ratio.
 - C. zipped ratio.
 - D. size ratio.
- 54.** To restore files in a compressed folder to their original size and contents:
- A. you need to download an unzipping program.
 - B. files in a compressed folder cannot be restored.
 - C. use the Folder Extraction Wizard.
 - D. double click on the folder icon.
- 55.** The _____ column lists how much a file has been compressed when zipped.
- 56.** The _____ Wizard will walk you through the process of extracting zipped files.
- 57.** If you've already created a compressed folder, a shortcut or a quick way of adding files to the folder is to:
- A. run the Add macro.
 - B. double-click on the files to be added.
 - C. drag and drop them in the folder.
 - D. You cannot add files to a saved compressed folder.