1. RAM serves as
 A. long term memory
 B. short term memory
 C. same as hard disk
 D. memory on floppy disk
 E. an animal at the St. Louis Zoo

2. Which of the following is true?
 A. megabyte is 1024 kilobytes
 B. 640K is 655,360 bytes
 C. kilobyte is 1024 bytes
 D. all of above
 E. none of above

3. When using Excel, a shortcut to copy a formula from one cell to another is:
 A. small cross click and drag
 B. left click the cell, then copy and paste
 C. there is no shortcut, you must retype the formula in each cell
 D. both a and b (also accepted)
 E. none of the above

4. Which was the first electronic spreadsheet created?
 A. Lotus 1.0
 B. Visicalc
 C. Lotus
 D. Excel
 E. none of the above

5. what extension usually undicates excel files?
 A. *.Txt
 B. *.Jpg
 C. *.EXC
 D. *.xls
 E. none of above.

6. The acronym ASCII stands for:
 A. A scientific computer internal intelligence
 B. A sweet cute intelligent individual
 C. American standard code for information interchange
 D. Active search check for internet instruction
 E. Analog system computer internet intelligence

7. When building an index, which key combination would be most helpful?
 A. Ctrl-Alt-Delete
 B. Alt-Shift-X
 C. Shift-p-q
 D. Ctrl-V
 E. Enter-Spacebar

8. In word, everytime you save your file the size grows exponentially. What should you do?
 A. Call the IT Guy
 B. Get a new hard drive
 C. Turn on Fastsave
 D. Turn off Fastsave
 E. Edit your file to be smaller

9. What does OCM stand for?
 A. Operating computer module
 B. Oh crap method
 C. Original console machine
 D. Original control method
 E. Optional Copy Matrix

10. How is a floppy disk write-protected?
 (all accepted)
 A. copy the contents of the disk in windows explorer
 B. by formatting the disk
 C. slide tab on floppy to open the hole
 D. properly labeling disks
 E. putting tape on the hub

11. The main directory of a disk is sometimes called
 A. Root Directory
 B. Folder
 C. Drive Letter
 D. Southwestern Bell Yellow Pages
 E. Zip Disk

12. CONFIG.SYS is :
 A. A deadly virus.
 B. A file is used in scanning for viruses
 C. A file executed to install drivers for devices and define environmental setup factors
 D. A file that sets the configuration of the sound card and all the plug and play, related soft wares
 E. A file which informs us of the free disk space

13. The three keys Alt+Shift+X when pressed simultaneously in Microsoft Word give a window to
 A. Sort the document
 B. Remove any specific formatting
 C. Start the spell check
 D. Mark Index Entry
 E. Do global editing

14. While trying to Write on a floppy disk if we get an error saying "Write protect error" then:
 A. The little switch onthe disk(on the bottom right) is open. (we can see through a hole in the space)
 B. The disk is not formatted.
 C. The disk is damaged.
 D. The file is a copyright and cannot be copied.
 E. The disk is full

15. Where do you find the option to turn off save auto recover?
 A. Edit/options
 B. Tools/options
 C. File/properties
 D. Insert/file
 E. Format/styles and formatting

16. In Excel, what does the formula =B2/B7 do?
 A. data in cell B7 is divided by data in cell B2
 B. data in column B becomes active from cell B2 through B7
 C. data in cell B2 is divided by data in cell B7
 D. data is copied from cell B2 to B7
 E. nothing. This is not a valid formula.

17. In Microsoft Word a _____ is a set of characters that have a certain design, shape, and appearance.
 A. character
 B. word
 C. graphics
 D. font
 E. letter

18. In Microsoft Excel, when a formula is copied to another cell, references to other cells are changed in order to____?
 A. transfer the available data
 B. ensure that there will be the same results in the different cells
 C. keep the same spatialrelationship to the new cell
 D. maintain the same fonts
 E. keep the columns from sliding together

19. How do you Clear formatting in Excel?
 A. Select cells and push del
 B. formats are deleted with cell contents
 C. Edit menu click on clear, then Formats
 D. use F9
 E. ctl +F9

20. What key(s) used to "absolute" in excel?
 A. F4
 B. F2
 C. ctrl-A
 D. shift-A
 E. Alt-O

21. The manual key sequence to create a page break in WORD:
 A. Shift + Enter
 B. Ctrl + Enter
 C. Ctrl + Shift
 D. Shift + Backspace
 E. Ctrl + Alt + Enter

22. The term hypertext describes:
 A. software designed for specialized tasks in a specific market or business
 B. a process in which programs and data for the software are copied to the hard disk
 C. a feature of most word processors that coaches you on correct sentence structure and word usage.
 D. Documents linked to each other
 E. how computer jocks try to impress each other at cocktail parties

23. The advantage to globally editing a word document is that?
 A. One can save the world with a few mouse clicks.
 B. One can make a realy cool map to put into document.
 C. One can have a snow globe effect, when clicking on the mouse.
 D. One can change the fonts and styles of the document with a few mouse clicks.
 E. One can use the mouse to make a turkey dinner.

24. What are the two modifier keys that cause nothing to happen by themselves but change the meaning of other keys?
 A. shift and enter
 B. enter and tab
 C. shift and F4
 D. control and alt
 E. control and F2

25. A wizard is a:
 A. special type of parameter that begins with a / symbol.
 B. small picture that represents an object.
 C. sequence of screens directing you through a multistep task
 D. toggle key that switches between number keys and arrow keys on the numeric keypad.
 E. old drinking buddy of the scarecrow

26. Typical hard disk storage capacities:
 A. 100MB
 B. 1.44MB
 C. 720KB
 D. 40GB
 E. 650 MB

27. What is the capacity of a normal 3.5 floppy
 A. 1.44GB
 B. 5.00K
 C. 1.44MB
 D. 2.36KB
 E. 650 MB

28.What is the surest way to fit a spreadsheet on one page in Excel?
 A. Change view to 25%
 B. Change to Portrait Orientation
 C. increase margins
 D. Scale it to fit # pages wide by # tall
 E. add page numbers to tell if it takes more than one

29.How do you clear all direct formatting in Word to leave everything in the defaults for its style?
 A. ctrl delete
 B. ctrl d ctrl f
 C. ctrl return
 D. ctrl f ctrl space
 E. ctrl q ctrl space

30.When pound signs fill a cell in EXCEL, this is an indication that numeric data in the cell is
 A. hidden
 B. written over by the cell to the left
 C. wider than the cell width
 D. protected so it can't be changed
 E. erroneous so EXCEL can't deal with it
 F. against the law

31.To locate every instance of a text string in Word and change it to something new use-
 A. Locate and Switch
 B. Find and Replace
 C. Change all to [New Word]
 D. Find and Switch
 E. Search /every instance

32.FAT stands for:
 A. Frustrating And Tiring
 B. File Allocation Table
 C. Free Adjective Training
 D. File Aligning Tool
 E. what the programmer sits on

33.In Excel, if you insert "$" before the column and row of a cell reference in a formula:
 A. The data appears in a currency format
 B. The formula cannot be moved
 C. You get an error message
 D. You create a "relative cell reference".
 E. The cell reference does not change if you copy the formula to another cell.

34.How do you pull up the document map?
 A. File/ document map
 B. Edit/ document map
 C. Insert/ document map
 D. View/ document map
 E. Tools/ document map

35.In most programs, what does Ctrl V do?
 A. **V**erify changes
 B. **V**erticle scroll
 C. Short cut to **V**isual Basic
 D. Paste from Clipboard
 E. formats text to **V**acillate
 F. causes **V**acillectomies--stand back!

36.What is binary code?
 A. An outdated language old computers used to use, but now they use hexadecimal
 B. equal to a character
 C. A code that Computer Science Majors like to talk in so no one knows what they are saying, like pig-latin
 D. representing data with 0s and 1s
 E. something invented by Hammurabi that involves gouging eyes & cutting off digitals

37.Refers to the ulitimate mission of a virus:
 A. Macro
 B. Payload
 C. Boot sector
 D. Trojan horse
 E. Purpose

38.Nonprinting characters
 A. To keep track of number of words
 B. only print on non-ASCII printers
 C. characters that fall off the edge ("orphans")
 D. often related to formatting rather than content
 E. broken fonts

39.The symbol for multiplication in EXCEL
 A. A semi colon
 B. An asterisk
 C. A ampersand
 D. A dollar sign
 E. A $ symbol

40.About how many bytes in an ASCII page?
 A. 1.44 megabytes
 B. 4K
 C. 4 Meg
 D. 800K
 E. 1.2 megabytes

41.When a formula is copied to another cell, EXCEL adjusts the cell address in the formula to keep spatial relationships the same. This is:
 A. Address adjustment.
 B. Relative referencing.
 C. Automatic formatting.
 D. Relocation coding.
 E. Absolute addressing.

42. Which of the following is usually NOT located on the motherboard:
 A. RAM
 B. Hard drive
 C. ROM
 D. BUS
 E. Realtime clock

43. In Microsoft Word, to change margins:
 A. It's important to highlight the entire document to be changed.
 B. Click Edit then click margins.
 C. Click insertion point anywhere on the document and click the margin tool.
 D. goto format paragrah indent margin
 E. Click File, then click page setup.
 F. call your stock broker

44. Which type of memory requires very little power and is powered by a battery?
 A. virtual
 B. CMOS
 C. RAM
 D. ROM
 E. Random Access BPD

45. The acronym that refers to getting a document in print the same way it appears on the screen is
 A. PDL.
 B. GIGO.
 C. MS-DOS
 D. OCM
 E. WYSIWYG.

46. All of the following were performed on the Wizard Word assignment but:
 A. The answer is E
 B. Editing places and peoples' names
 C. conversion from html format
 D. Inserting pictures
 E. Changing paragraph styles

47. What is the extension for a WORD file?
 A. .txt
 B. .WRD
 C. .exe
 D. .doc
 E. .jpg

48. In many programs, get in the edit mode by using:
 A. Contol E
 B. Alt E
 C. Escape
 D. F2
 E. F10

49. In WindowsExplorer, if you want to COPY a file into a new directory by dragging it-
 A. double click
 B. hold down the left mouse button
 C. hold down the right mouse button
 D. pray
 E. ask nicely

50. The operating system we have been using in class
 A. OS2
 B. GLS
 C. Windows 98
 D. Windows 95
 E. Windows 2000
 F. I don't know, but you fix it by sticking a paperclip in the side of the computer

51. If your files are on a floppy in drive A: and they don't show in the file window after clicking on File/Open and selecting A: The most likely reason is
 A. The write-protect is closed so the light can't shine.
 B. It is not possible.
 C. Open is not in File menu
 D. Try another computer
 E. the wrong file type may be specified
 F. the dog licked the data off and left a canine virus.

52. When an EXCEL cell contains a LABEL that is too long to fit in the cell and the cell immediately to the right contains data
 A. the long label covers the data to the right
 B. The long label is truncated
 C. asterisks are displayed
 D. an error message appears
 E. The extra data goes on the clipboard.
 F. A virus alert is sounded

53. In Windows if you highlight something and then hit CONTROL C what are you doing?
 A. Centering
 B. Cutting
 C. Casting
 D. Copying
 E. Converting

My Grandmother is watching you. Do not Cheat!