

# [Final exam questions 2013](https://assignbuster.com/final-exam-questions-2013/)

processingEssential Computer Concepts:   
Modifying data is called \_\_\_\_.   
Select one:   
a. corruption   
b. processing   
c. saving   
d. prepressing

phisingEssential Computer Concepts:   
Sending an e-mail message to customers or potential customers of a legitimate Web site asking them to click a link that leads to a spoofed site is known as \_\_\_\_.   
Select one:   
a. pharming   
b. wardriving   
c. phishing   
d. blogging

architecture & operating systemEssential Computer Concepts:

The design and construction of the hardware of a particular computer is referred to as its \_\_\_\_.   
Select one:   
a. architecture   
b. operating system   
c. configuration   
d. architecture & operating system

WANEssential Computer Concepts:   
The Internet is the largest example of a \_\_\_\_.   
Select one:   
a. WAN   
b. LAN   
c. WLAN   
d. PAN

laserEssential Computer Concepts:   
The most popular printers for business use are \_\_\_\_ printers.   
Select one:   
a. dot-matrix   
b. inkjet   
c. laser   
d. thermal drum

NetbooksEssential Computer Concepts:   
Which of the following are subnotebook computers designed primarily to allow users to access the Internet and check e-mail.   
Select one:   
a. Netbooks   
b. MP3 players   
c. Mainframes   
d. Smartphones

windowWindows 7 Basics:   
A dialog box is a special kind of \_\_\_\_ in which you enter or choose settings for how you want to perform a task.   
Select one:   
a. tab   
b. ribbon   
c. window   
d. list box

submenuWindows 7 Basics:

A right-pointing arrow next to a command in a menu indicates that the command...   
Select one:   
a. is currently available   
b. has a submenu   
c. is currently unavailable   
d. has recently been used

libraryWindows 7 Basics:   
A(n) \_\_\_\_\_ is a central place to view and organize files and folders stored anywhere that your computer can access.   
Select one:   
a. drive   
b. URL   
c. library   
d. fount

Libraries folderWindows 7 Basics:   
By default, Windows Explorer displays \_\_\_\_ when you open it.   
Select one:   
a. the drives and devices on your computer   
b. your Favorites   
c. the Libraries folder   
d. the current status of your network

Windows, TabsWindows 7 Basics:   
If using an Aero theme in Windows 7, you can press and hold the \_\_\_\_ key and then press the \_\_\_\_ key to activate Flip 3D.   
Select one:   
a. Ctrl, Tab   
b. Tab, Esc   
c. Alt, Tab   
d. Windows, Tab

RestoreWindows 7 Basics:   
If you click the Maximize button on a window, it becomes the \_\_\_\_ button.   
Select one:   
a. Restore   
b. Minimize   
c. Close   
d. none of the above

OneWindows 7 Basics:   
In Windows 7 how many program(s) can be active at a time.   
Select one:   
a. One   
b. Two   
c. Up to six   
d. An unlimited number

detailsWindows 7 Basics:   
The default view for a folder is \_\_\_\_ view.   
Select one:   
a. details   
b. list   
c. large icons   
d. tiles

Web SliceBrowser and Email Basics:   
A(n) \_\_\_\_ is a portion, or clipping, of a Web page that is frequently updated.   
Select one:   
a. feed   
b. Sliver   
c. RSS feed   
d. Web Slice

Webpage, complete (. htm, . html)Browser and Email Basics:   
If you choose to save an entire Web page, including graphics and other elements that make up the page, choose the \_\_\_\_ option   
Select one:   
a. Webpage, complete (. htm, . html)   
b. Webpage, HTML only (. htm, . html)   
c. Web archive, single file (. mht)   
d. Text File (. txt)

at the end of the month. Accounting:   
A petty cash fund is always replenished   
Select one:   
a. daily.   
b. weekly.   
c. at the end of the month.   
d. when it is used   
e. I don't know

on the line with a blank Post. Ref. column in the journalAccounting:   
If posting is interrupted, the accounting personnel know to resume posting   
Select one:   
a. on the line with a blank Post. Ref. column in the journal.   
b. at the beginning of the journal page.   
c. the next day.   
d. all of these answers   
e. I don't know

a temporary accountAccounting:   
Income Summary is   
Select one:   
a. an asset account.   
b. a liability account.   
c. a temporary account.   
d. a permanent account.   
e. I don't know

Income Statement CreditAccounting:   
Information needed to prepare an income statement's revenue section is obtained from a work sheet's Account Title column and   
Select one:   
a. Income Statement Debit column.   
b. Income Statement Credit column.   
c. Balance Sheet Debit column.   
d. Balance Sheet Credit column.   
e. I don't know

condition on a specific dateAccounting:   
A balance sheet reports a business's financial   
Select one:   
a. condition over a specific period of time   
b. progress over a specific period of time   
c. condition on a specific date   
d. progress on a specific date   
e. I don't know

none of these answersAccounting:   
The last step in the posting procedure is writing   
Select one:   
a. the journal entry page number in the Post Ref column of the account   
b. the entry amount in the Debit or Credit column of the amount   
c. the entry date in the Date column of the account   
d. none of these answers   
e. I don't know

The correct answer is: debit Sales; credit Income SummaryAccounting:   
The journal entry to close " Sales" is   
Select one:   
a. debit Income Summary; credit Sales   
b. debit Sales; credit Income Summary   
c. debit Income Summary; credit owner's capital   
d. none of these answers   
e. I don't know

The correct answer is: restrictive endorsement. Accounting:   
An endorsement on the back of a check indicating that the check is to be accepted for deposit only is a   
Select one:   
a. blank endorsement   
b. special endorsement   
c. restrictive endorsement   
d. deposit endorsement   
e. I don't know

The correct answer is: zero balance. Accounting:   
Temporary accounts begin each new fiscal period with a   
Select one:   
a. debit balances   
b. credit balances   
c. zero balance   
d. temporary balance   
e. I don't know

The correct answer is: permanent accounts. Accounting:   
Accounts used to accumulate information from one fiscal period to the next are   
Select one:   
a. revenue accounts   
b. permanent accounts   
c. temporary accounts   
d. expense accounts   
e. I don't know

The correct answer is: all general ledger account titles are listed.. Accounting:   
On a trial balance, ...   
Select one:   
a. all general ledger account titles are listed.   
b. only general ledger accounts that have balances are listed.   
c. only accounts with debit balances are listed.   
d. only accounts with credit balances are listed.   
e. I don't know

The correct answer is: asset division of the general ledger.. Accounting:   
The first digit in the account number 120 means that the account is in the   
Select one:   
a. expense division of the general ledger.   
b. revenue division of the general ledger.   
c. liability division of the general ledger.   
d. asset division of the general ledger.   
e. I don't know

The correct answer is: debit Supplies Expense; credit Supplies.. Accounting:   
The journal entry to adjust Supplies is   
Select one:   
a. debit Supplies; credit Supplies Expense.   
b. debit Supplies Expense; credit Supplies.   
c. debit Income Summary; credit Supplies.   
d. debit Supplies Expense; credit Income Summary.   
e. I don't know

The correct answer is: debit side.. Accounting:   
The normal balance side of an asset account is the   
Select one:   
a. debit side.   
b. credit side.   
c. decrease side.   
d. right side.   
e. I don't know.

The correct answer is: none of these answers.. Accounting:   
When preparing a balance sheet, the amount of owner's capital is obtained from   
Select one:   
a. the general ledger.   
b. the income statement.   
c. the work sheet's Balance Sheet Credit column.   
d. none of these answers.   
e. I don't know

The correct answer is: Income Statement Credit and Balance Sheet Debit columns.. Accounting:   
A net loss is entered in the work sheet's   
Select one:   
a. Income Statement Debit and Balance Sheet Credit columns.   
b. Income Statement Credit and Balance Sheet Debit columns.   
c. Balance Sheet Debit and Trial Balance Credit columns.   
d. Income Statement Debit and Trial Balance Credit columns.   
e. I don't know.

The correct answer is: primary key. Microsoft Access:   
A field, or a combination of fields, that has a unique value is a \_\_\_\_.   
Select one:   
a. foreign key   
b. table   
c. primary key   
d. relation   
e. I don't know

The correct answer is: View. Microsoft Access:   
A query can be run at any time during the creation of the query by clicking the \_\_\_\_ button in the Results group on the Query Tools Design tab.   
Select one:   
a. Display   
b. View   
c. Show   
d. Finish   
e. I don't know

The correct answer is: expression. Microsoft Access:   
Calculations can be performed in a query by defining a(n) \_\_\_\_.   
Select one:   
a. logical operator   
b. expression   
c. comparison operator   
d. condition   
e. I don't know

The correct answer is: match the field value of a primary key in a related table. Microsoft Access:   
Every foreign key must \_\_\_\_.   
Select one:   
a. be unique   
b. be numeric   
c. match the field value of a primary key in a related table   
d. be defined in all tables within the database   
e. I don't know

The correct answer is: AutoNumber. Microsoft Access:   
For the \_\_\_\_\_ data type, Access automatically assigns either a sequential or random numbering field.   
Select one:   
a. AutoNumber   
b. Number   
c. Currency   
d. both a and c   
e. I don't know

The correct answer is: fields. Microsoft Access:   
The first step in organizing data into a database is to identify the individual \_\_\_\_.   
Select one:   
a. records   
b. fields   
c. formats   
d. reports   
e. I don't know

The correct answer is: name the table and save its structure. Microsoft Access:   
The last step in creating a table is to \_\_\_\_.   
Select one:   
a. click the Finish button   
b. name the table and save its structure   
c. click the Close button in the Design window   
d. compact the table   
e. I don't know

between the two sets of navigation buttonsMicrosoft Access:   
The total number of records in an opened table is displayed \_\_\_\_.   
Select one or more:   
a. in the menu bar   
b. in the row selector   
c. in the Specific Record box   
d. between the two sets of navigation buttons   
e. I don't know

The correct answer is: in order by the primary key field. Microsoft Access:   
When you create a query, the records are listed \_\_\_\_.   
Select one:   
a. in ascending order   
b. in order by the primary key field   
c. in whatever order they are in the table   
d. in the order you selected them   
e. I don't know

The correct answer is: . accdb. Microsoft Access:   
Which extension identifies a file as a Microsoft Access 2010 database?   
Select one:   
a. acc   
b. adb   
c. . mdb   
d. . accdb   
e. I don't know

The correct answer is: has a plus sign at the beginning of the record and has a minus sign at the beginning of a record (Both b & c)Microsoft Access:   
You can't delete a record in a table if the table \_\_\_\_.   
Select one:   
a. is in Datasheet view   
b. has a plus sign at the beginning of the record   
c. has a minus sign at the beginning of a record   
d. both b and c   
e. I don't know

The correct answer is: Sort. Microsoft Access:   
\_\_\_\_ fields can be unique or nonunique.   
Select one:   
a. Primary key   
b. Cascading   
c. Sort   
d. Foreign key   
e. I don't know

The correct answer is: embedded charts. Microsoft Excel 2010:   
A chart sheet can contain \_\_\_\_, enabling you to display several charts at once within a single sheet.   
Select one:   
a. multiple graphics   
b. only a single chart   
c. only one data set   
d. embedded charts   
e. I don't know

The correct answer is: equal sign. Microsoft Excel 2010:   
An Excel formula always begins with a(n) \_\_\_\_.   
Select one:   
a. parentheses   
b. plus sign   
c. equal sign   
d. colon   
e. I don't know

The correct answer is: three. Microsoft Excel 2010:   
By default, an Excel workbook is made up of \_\_\_\_ worksheets.   
Select one:   
a. two   
b. four   
c. three   
d. five   
e. I don't know

The correct answer is: column width. Microsoft Excel 2010:   
If you were to see ##### in cell B10, the \_\_\_\_ is too small to view the entire value.   
Select one:   
a. column width   
b. both a. and b.   
c. row height   
d. neither a. nor b.   
e. I don't know

The correct answer is: 1, 5, 2, 3, 4. Microsoft Excel 2010:   
Put the following five steps in the order in which you would perform them to use the Paste Special function: \_\_\_\_.:/n 1. Select and copy a range. :/n 2. Click the Paste button arrow in the Clipboard group. :/n 3. Specify exactly what you want to paste. :/n 4. Click Paste Special to open the dialog box. :/n 5. Select the range where you want to paste the Clipboard contents.   
Select one:   
a. 1, 2, 4, 3, 5   
b. 1, 5, 2, 4, 3   
c. 1, 2, 4, 5, 3   
d. 1, 5, 2, 3, 4   
e. I don't know

The correct answer is: a left, right, and center section. Microsoft Excel 2010:   
The header and footer sections include \_\_\_\_.   
Select one:   
a. a left and right section   
b. a top and bottom section   
c. a center section only   
d. a left, right, and center section   
e. I don't know

The correct answer is: financial. Microsoft Excel 2010:   
The PMT function is a(n) \_\_\_\_ function.   
Select one:   
a. date   
b. financial   
c. IF   
d. Statistical   
e. I don't know

The correct answer is: parentheses. Microsoft Excel 2010:   
To change the order of operations, enclose part of the formula in \_\_\_\_.   
Select one:   
a. brackets   
b. parentheses   
c. italics   
d. quotation marks   
e. I don't know

The correct answer is: red and green. Microsoft Excel 2010:   
When creating an Excel document, you should avoid using \_\_\_\_ text and background together, since this is the most common form of color blindness.   
Select one:   
a. red and green   
b. black and white   
c. yellow and blue   
d. red and yellow   
e. I don't know

The correct answer is: AVERAGE. Microsoft Excel 2010:   
Which of the following is a Statistical function?   
Select one:   
a. INT   
b. ROUND   
c. RAND   
d. AVERAGE   
e. I don't know

The correct answer is: letter. File Management:   
A computer distinguishes one drive from another by assigning each a drive \_\_\_\_.   
Select one:   
a. score   
b. rank   
c. number   
d. letter   
e. I don't know

The correct answer is: file path. File Management:   
A notation that indicates a file's location on your computer is called a(n) \_\_\_\_.   
Select one:   
a. address   
b. file path   
c. drive   
d. root   
e. I don't know

The correct answer is: zipped. File Management:   
Another term for compressed folder is \_\_\_\_ folder.   
Select one:   
a. expanded   
b. knotted   
c. zipped   
d. extracted   
e. I don't know

The correct answer is: Distance learning. File Management:   
Formalized education that typically takes place using a computer and the Internet is called...   
Select one:   
a. Distance learning   
b. Multitasking   
c. Telecommuting   
d. Network education   
e. I don't know

The correct answer is: extension. File Management:   
G: FMTutorialMap. png

In the file path shown in the accompanying figure, png is the \_\_\_\_.   
Select one:   
a. extension   
b. root   
c. filename   
d. subfolder   
e. I don't know

The correct answer is: FM. File Management:   
G: FMTutorialMap. png

In the file path shown in the accompanying figure, the top-level folder is \_\_\_\_.   
Select one:   
a. A:   
b. FM   
c. Tutorial   
d. Map   
e. I don't know

The correct answer is: Shift. File Management:   
To select files that are listed together in a window, click the first file in the list, hold down the \_\_\_\_ key, and then click the last file in the list.   
Select one:   
a. Ctrl   
b. Alt   
c. Esc   
d. Shift   
e. I don't know

The correct answer is: Ctrl. File Management:   
To select files that are not listed together, click one file, hold down the \_\_\_\_ key, and then click the other files.   
Select one:   
a. Ctrl   
b. Esc   
c. Shift   
d. Alt   
e. I don't know

The correct answer is: file. File Management:   
Windows organizes files and folders in a \_\_\_\_ system.   
Select one:   
a. management   
b. document   
c. folder   
d. file   
e. I don't know

The correct answer is: extensions. File Management:   
You usually do not need to add \_\_\_\_ to your filenames because the program you used to create the file adds them automatically.   
Select one:   
a. parameters   
b. extensions   
c. type codes   
d. objects   
e. I don't know

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