

Final exam questions 2013



**ASSIGN
BUSTER**

processing Essential Computer Concepts:

Modifying data is called ____.

Select one:

- a. corruption
- b. processing
- c. saving
- d. prepressing

phising Essential 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 system Essential 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

WAN Essential Computer Concepts:

The Internet is the largest example of a ____.

Select one:

- a. WAN
- b. LAN
- c. WLAN
- d. PAN

laser Essential Computer Concepts:

The most popular printers for business use are ____ printers.

Select one:

- a. dot-matrix
- b. inkjet
- c. laser
- d. thermal drum

Netbooks Essential 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

window Windows 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 Credit Accounting:

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 date Accounting:

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 answers Accounting:

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 Summary

Accounting:
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 buttons Microsoft 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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