Multiple Choice and True / False Questions:

1. How big is a megabyte?
   a. 10 kilobytes
   b. About a million bytes
   c. 100 kilobytes
   d. About a million bits

2. How big is a kilobyte?
   a. 10 bytes
   b. 100 bytes
   c. 1000 bytes
   d. 10,000 bytes

3. Which of the following temporarily stores data while you are creating a document?
   a. A floppy disk
   b. ROM
   c. RAM
   d. A hard disk

4. What telecommunications device is used to convert digital signals to analog signals?
   a. A mouse
   b. A system device driver
   c. A modem
   d. A telephone pole

5. RAM is a type of memory you can upgrade on your computer.
   a. True
   b. False

6. Why would you want to use a ZIP disk instead of a floppy disk to save data?
   a. Because the ZIP disk is cheaper
   b. Because the ZIP disk holds more data
   c. Because the ZIP disk is smaller
   d. Because you work for Iomega
7. A floppy disk can hold up to how much data?
   a. 100 kilobytes
   b. 100 megabytes
   c. 2.5 megabytes
   d. 1.44 megabytes

8. A series of 8 bits is called:
   a. A pixel
   b. A kilobyte
   c. A byte
   d. A bit

9. On the taskbar, clicking the Start button:
   a. Automatically starts the My Computer program
   b. Opens Windows
   c. Displays a menu from which you can start programs and find files
   d. Opens all the programs contained on your computer

10. Clicking the right mouse button in different parts of the document window has what effect?
    a. Help information appears
    b. The last command you used is repeated
    c. A pop-up menu opens
    d. Nothing happens

11. To open a menu using the keyboard, you:
    a. Press the [Alt] key, then press the underlined letter of the menu item you want.
    b. Press the [Ctrl] key, then use the arrow keys to move to the menu item you want.
    c. Press the [Shift] key, then press the underlined letter of the menu item you want.
    d. Press the [Shift] key, then use the arrow keys to move to the menu item you want.

12. You display a ToolTip for a button by:
    a. Clicking Start on the taskbar, then clicking Show ToolTip
    b. Clicking the button with the left mouse button
    c. Clicking the button with the right mouse button
    d. Pointing to the button

13. In a dialog box, pressing [Esc]:
    a. Is the same as clicking Cancel.
    b. Is the same as clicking OK.
    c. Accepts any changes and closes the dialog box.
    d. Accepts any changes and keeps the dialog box open.

14. When describing a computer’s operating system, the acronym GUI stands for group user interface.
    a. True
    b. False
15. Clicking a radio button in a dialog box:
   a. Disables a dialog box option
   b. Carries out a command
   c. Selects a single dialog box option
   d. Turns a dialog box option on or off

16. When do scroll bars appear?
   a. When there is more information than can be displayed in the active window
   b. Scroll bars always appear
   c. When you click the scroll bars button
   d. When you double-click the active window

17. Clicking the **right mouse button** on a drive letter, file, or part of a document window has what effect?
   a. The help wizard displays
   b. The last command you used is repeated
   c. A pop-up menu opens
   d. Nothing happens

18. The taskbar displays the programs that are currently open and active.
   a. True
   b. False

19. Double-clicking an icon opens a window or program.
   a. True
   b. False

20. An arrow next to a menu item indicates that additional menu options are available.
   a. True
   b. False

21. The sizing buttons are located in the upper-right corner of a window.
   a. True
   b. False

22. Pressing [Enter] in a dialog box is the same as clicking OK.
   a. True
   b. False

23. A window can display both vertical and horizontal scroll bars at the same time.
   a. True
   b. False
24. It is a good idea to turn off the computer while Windows is still running.
   a. True
   b. False

25. The mouse pointer changes shape depending on its location on the screen.
   a. True
   b. False

26. In MS Word, to select a paragraph,
   a. Press the [Ctrl] key and click in the selection bar, or triple-click in the selection bar.
   b. Double-click in the selection bar next to the paragraph, or triple-click within the paragraph.
   c. Press the [Ctrl] key and click within the paragraph.
   d. Double-click the paragraph.

27. To select a line in MS Word,
   a. Click and drag in the selection bar next to the line.
   b. Press the Control key and click within the line.
   c. Double-click within the line.
   d. Click in the selection bar next to the line.

28. In MS Word, to move text with __________, you need to select the text, press and hold the mouse button while you use the pointer to drag the text to a new place, then release the mouse button.
   a. Drag and drop
   b. Cut and paste
   c. Copy and paste
   d. None of the above

29. Editing a document consists of reading through the document, then:
   a. Correcting your errors
   b. Printing the document
   c. Saving the document
   d. None of the above

30. To substitute specific text with specified replacement text, use the:
   a. Replace command
   b. Find command
   c. Insert command
   d. Browse command
31. Symbols that can be displayed on the screen, but which do not show when you print your document, are called
   a. Hidden characters
   b. Nonstandard characters
   c. Default characters
   d. Nonprinting characters

32. To see how a document page will look when printed, use the:
   a. Print dialog box
   b. Help menu
   c. Print Preview window
   d. Normal view command

33. To quickly indent a single paragraph, you can use the:
   a. Increase Indent button
   b. Decrease Indent button
   c. Justify button
   d. Center button

34. The vertical spacing of text is also referred to as:
   a. Tabs
   b. Alignment
   c. Justification
   d. Line spacing

35. A font without the small horizontal lines at the tops and bottoms of letters is called:
   a. A roman font
   b. A sans serif font
   c. An italic font
   d. A title font

36. MS Word offers standard settings that are appropriate for most documents; these settings are called:
   a. Default settings
   b. Document settings
   c. Normal settings
   d. Screen settings