






***Part 1:*** This part consists of 20 multiple-choice questions. On the "answer sheet" page, ***CLEARLY*** write the corresponding letter of the correct choice for each question. Unclear answers get a "zero".

1. In Microsoft Word, to return to a previous state (undo a previous action), use:

- a. 
- b. 
- c. 
- d. 
- e. 

2. Internet Explorer is considered as:

- a. An operating system.
- b. An email software package.
- c. An HTML code verifier.
- d. A client application.
- e. A webpage editor.

3. Database software is commonly used to:

- a. Perform calculations on data.
- b. Draw and manipulate images.
- c. Organize a large amount of data in tables.
- d. Build a webpage.
- e. Create integrated documents.

4. Any request for data from a database is known as a \_\_\_\_\_.

- a. Result.
- b. Query.
- c. Record.
- d. Formula.
- e. Function.

5. In a spreadsheet, typing = B2+B3+B4+B5+B6 in a cell is equivalent to:

- a. AVERAGE(B2:B6)
- b. MAX(B2:B6)
- c. MIN(B2:B6)
- d. SUM(B2:B6)
- e. STDEV(B2:B6)

6. A URL is a standard which:

- a. Is used to write documents that can be put on the web.
- b. Specifies how to route information from one computer to another.
- c. Specifies where a web document can be retrieved from.
- d. Specifies how information exchange between machines should be handled.
- e. None of the above.

7. HTML is a standard used to:

- a. Define where web documents are stored.
- b. Write documents that can be put on the web.
- c. Specify how to route information from one computer to the next.
- d. Specify how information exchange between machines should be handled.
- e. None of the above.

8. One of the following is a not an advantage of computer conferencing:

- a. Disabilities which might inhibit communication are invisible.
- b. If you miss a part of a discussion, there is a written record to let you catch up.
- c. Much faster than synchronous communications.
- d. Widely scattered groups can maintain active contact.
- e. None of the above

9. HTTP stands for:

- a. HTML Transform Parser
- b. Hypertext Transfer Protocol
- c. HTML Traffic Program
- d. Hypertext Transform Program
- e. HTML Traffic Parser.

10. Free software is:

- a. Free with its source code.
- b. Free without its source code.
- c. Free for a trial without its source code.
- d. An extension to other software.
- e. None of the above

11. Bookmarking means:

- a. Adding a set of web documents to an existing website.
- b. Selecting a set of excel cells for later modification.
- c. Adding the URL of a frequently used website to the Favorites menu.
- d. Selecting a set of numbers stored in excel and then drawing a chart representing these numbers.
- e. None of the above

12. Pressing **Ctrl**+P in Microsoft Office applications will:

- a. Paste the clipboard contents.
- b. Print the active document.
- c. Change the 'page layout'.
- d. Display a 'preview' of the active file.
- e. None of the above

13. In MS Word the icon  is used for:

- a. Inserting tables.
- b. Showing hidden characters.
- c. Changing the font style.
- d. Formatting a paragraph
- e. Undo a previous action.

14. Gerard Blair describes the second stage of group development as:

- a. Norming
- b. Storming
- c. Performing
- d. Forming
- e. Abhorring

15. The highest purpose of reading and studying is to:

- a. Comprehend information in terms of facts and figures
- b. Develop an understanding of ideas not studied before.
- c. Better understand your current idea set.
- d. Build new mental models of how things work.
- e. Gain a valued and recognized certificate

16. A table in a database consists of many:

- a. Folders.
- b. Files.
- c. Packages.
- d. Cells.
- e. Records.

17. The safest way to enter data in a database is using the \_\_\_\_\_.

- a. Report View.
- b. Table View.
- c. Form view.
- d. Query view.
- e. None of the above.

18. Effective Group Work has the following advantages:

- a. It promotes a singular perspective of thinking.
- b. It promotes a deeper understanding of a topic.
- c. It enables an individual's independent idea refinement.
- d. All of the above.
- e. None of the above.

19. Microsoft Outlook is a:

- a. Spreadsheet program.
- b. Document processing program.
- c. Communication program.
- d. Painting program.
- e. Translation program.

20. In Microsoft Word, you can convert the document's file format by applying the command:

- a. Save
- b. Permission
- c. Save As
- d. Versions
- e. Convert

***Part 2:*** This part consists of 20 True/False questions. On the "answer sheet" page, ***CLEARLY*** write the correct choice (T or F) for each question. Unclear answers get a "zero".

1. The JPEG algorithm allows you to flexibly accommodate a smaller file size or more quality.
2. Unordered lists in HTML insert the numbers automatically.
3. HTTP, URL, and HTML are all World Wide Web standards.
4. In a spreadsheet, when you change a certain number in cell A3, the results in cell A9 (which contains SUM(A1:A8)) will not be affected.
5. When you type the symbol '=' in a spreadsheet, this means that you want to insert a formula in that cell.
6. In a spreadsheet, AVERAGE(C2:C6) is equivalent to (C2+C3+C4+C5+C6)/5.
7. The following html code is used to define an ordered list:  
`<LI> list item 1 </LI>`  
`<LI> list item 2 </LI>`
8. Files that have incompatible formats with a word processor may not be read into that word processor.
9. Computer conferencing is a form of asynchronous communication.
10. Word and Excel can be used to create integrated documents in the sense that you can copy an Excel worksheet into a Word document.
11. Quotation marks (") are used as narrowing techniques for web searches.
12. A Database is an organized collection of related numeric data only.
13. Microsoft Paint can be used to read bitmaps
14. Shareware means that a software is distributed free of charge for any use, for an unlimited period of time.
15. You can edit HTML documents in Microsoft Word with no knowledge of HTML.
16. Microsoft Paint is a good example of a drawing program.
17. One way to accelerate group development is by avoiding single solutions.
18. Copyright laws allow students special concessions in using copyrighted materials.
19. It is good practice to take away a delegated task from the individual who failed in achieving it.
20. An Arabcampus student's profile will show all messages he contributed to different forums.

***Part 3:*** This part consists of 20 "Fill-The-Blank" questions. From the below table of words, choose the corresponding number of the appropriate word and write it **CLEARLY** on the "answer sheet" page. Unclear answers get a "zero".

1. Fact	2. Drawing	3. Chatting	4. Anti-virus	5. Spreadsheet
6. Cell	7. Underlined	8. Backbone	9. Insert	10. Function
11. <P>	12. HTML	13. Toolbar	14. RTF	15. Field
16. <H1>	17. MS Access	18. JPG	19. Item	20. Web

1. Adobe Illustrator is an example of a \_\_\_\_\_ program.
2. \_\_\_\_\_ are ideas that are universally true.
3. \_\_\_\_\_ is an example of synchronous communication.
4. The \_\_\_\_\_ is the most commonly used Internet service.
5. In most software programs, commonly used commands are often placed as icons on a \_\_\_\_\_ for ease of use.
6. The core of the internet is called the \_\_\_\_\_ of the internet.
7. \_\_\_\_\_ is an example of a database program.
8. A \_\_\_\_\_ in a spreadsheet is a pre-programmed formula.
9. A \_\_\_\_\_ is a program which allows you to enter and manipulate numeric data.
10. \_\_\_\_\_ is the main language web pages are created by.
11. Microsoft Paint can be used to save pictures in the \_\_\_\_\_ format.
12. \_\_\_\_\_ is a standard format which most word processors can read.
13. In HTML, <LI> indicates a new \_\_\_\_\_.
14. To protect your PC from risks, you should update \_\_\_\_\_ programs more frequently.
15. In the browser, a hyperlink in a web page is usually indicated by \_\_\_\_\_ text.
16. The smallest data-carrying unit in a database structure is called a \_\_\_\_\_.
17. The basic unit in Excel software is a \_\_\_\_\_.
18. To create a hyperlink in Microsoft Word, the command can be accessed from the \_\_\_\_\_ menu.
19. To start a new line of normal text in HTML you need the \_\_\_\_\_ tag.
20. To create the largest heading in HTML requires the use of the \_\_\_\_\_ tag.

## [ ANSWER SHEET ]

Part 1		Part 2		Part 3	
<i>Multiple-choice</i>		<i>True/False</i>		<i>Fill-in blanks</i>	
<i>Question</i>	<i>Answer</i>	<i>Question</i>	<i>Answer</i>	<i>Question</i>	<i>Answer</i>
1	<b>c</b>	1	<b>t</b>	1	<b>2</b>
2	<b>d</b>	2	<b>f</b>	2	<b>1</b>
3	<b>c</b>	3	<b>t</b>	3	<b>3</b>
4	<b>b</b>	4	<b>f</b>	4	<b>20</b>
5	<b>d</b>	5	<b>t</b>	5	<b>13</b>
6	<b>c</b>	6	<b>t</b>	6	<b>8</b>
7	<b>b</b>	7	<b>f</b>	7	<b>17</b>
8	<b>c</b>	8	<b>t</b>	8	<b>10</b>
9	<b>b</b>	9	<b>t</b>	9	<b>5</b>
10	<b>a</b>	10	<b>t</b>	10	<b>12</b>
11	<b>c</b>	11	<b>t</b>	11	<b>18</b>
12	<b>b</b>	12	<b>f</b>	12	<b>14</b>
13	<b>b</b>	13	<b>t</b>	13	<b>19</b>
14	<b>b</b>	14	<b>f</b>	14	<b>4</b>
15	<b>d</b>	15	<b>t</b>	15	<b>7</b>
16	<b>e</b>	16	<b>f</b>	16	<b>15</b>
17	<b>c</b>	17	<b>t</b>	17	<b>6</b>
18	<b>c</b>	18	<b>t</b>	18	<b>9</b>
19	<b>b</b>	19	<b>f</b>	19	<b>11</b>
20	<b>c</b>	20	<b>t</b>	20	<b>16</b>