

Final Revision

Part One: True (T) or False (F) Questions:

Preparatory Activities + Windows

1. You need to participate in TGA01 to complete your TMA.
2. ROM is a volatile memory.
3. BIOS is a secondary memory.
4. Kilobyte = 1024 bits.

Section 1 + Section 2

5. ACES (LMS), which is used by AOU members, allows offline reading facilities.
6. Computer forums are places for group discussions; they are considered to be synchronous communications.
7. Asynchronous communication is faster than Synchronous communication.
8. There is no problem in getting your turn to speak in the computer forums.
9. Computer forums help widely scattered groups to maintain an active contact.
10. Forum is a transmission between pairs.
11. Three or more persons can participate in the same dialog.
12. Any student could be involved in many on-going dialogs at any time.
13. Closed dialogs cannot be reopened.
14. E-mail is a slow transmission.
15. Eudora is an example of email package.
16. In terminal-to-mainframe system, all computations were done in the terminal unit.
17. The terminals had no storage and so emails were stored in the mainframe.
18. In client-server systems, processing load is divided between the PC & the server.
19. To study effectively, you need to build upon your enthusiasm.
20. You should always look up difficult words and scientific vocabulary in a dictionary.
21. You can say in your scientific report; information which is not relevant to the scientific point.
22. Skimming can tell you all details about a text.
23. Note-making is a range of different activities, the common characteristic of which is that you are writing for audience.
24. Studying with a group helps to keep you to the pace of the course.
25. You can't learn effectively unless you become interested in your subject to some degree.

Section 3

26. Acting defensively includes getting in the habit of saving the document frequently.
27. Have a brief look at the built-in help files is a basic step in learning new software.
28. Illustrator program is used for Page Layout purpose.
29. FreeHand is an example of a drawing program.
30. The size of images created by drawing software is greater than those created by paint programs.
31. "bmp" format is commonly used in World Wide Web for displaying images.
32. PageMaker is used for Page Layout purpose.
33. Image-manipulation programs are not used for creating images.
34. Image-manipulation programs are used for modifying images in sophisticated ways.
35. CorelDraw program allows you to enter and manipulate data, including formulas.
36. PowerPoint is an example of spreadsheet applications.
37. In Database, the Record is a set of characters, numbers or symbols.
38. A database is arranged in a set of columns and rows.
39. A database is software that allows you to do formulas and draw charts.
40. The rows in a database table are called fields.
41. The columns in a database table are called records.

Section 4

42. Many people are astonished by the fact that no one owns the Internet.
43. The Web is the service that runs only on the local area network.
44. When computer networks were first developed, they were designed to enable people to share the use of large computers at a distance.
45. The Web means everything in the Internet.
46. The wires are the only way for the internet connections.
47. (ISP) stands for "Internet Service Protector".
48. TCP/IP specifies how information exchanges between the memory and terminals.
49. In Netscape Navigator these stored site addresses are called favorites.
50. Build on the best of each other's ideas is a benefit of free software.
51. A database is software that allows free copying and using.
52. A shareware is software that allows free copying and using.
53. Any document which conforms to HTML standard can be put on the Web (WWW).
54. HTML was designed to be the language of (WYSIWYG).
55. A markup language is just a collection of codes embedded in the document.
56. "Extensible" means that new features and commands can be added to the language.

Part Two: Multiple Choices Questions:

Preparatory Activities + Windows

1. Being analytical means
 - a. Organizing what you work
 - b. Break down the tasks to pieces
 - c. Having a broad plan to tackle a particular task
 - d. All the mentioned answers
2. Being Strategic means:
 - a. Organizing what you work
 - b. Break down the tasks to pieces
 - c. Having a broad plan to tackle a particular task
 - d. All the mentioned answers
3. An idea which is universally true is
 - a. Observation
 - b. Theory
 - c. Fact
 - d. All the mentioned answers
4. As for clear thinking, one of the following is correct about facts and values:
 - a. Facts are usually universally true, whereas values are true within a group only
 - b. Facts are true within a group, whereas values are universally true
 - c. Both fact and values are universally true
 - d. None of the above.
5. The task bar shows
 - a. The currently open programs
 - b. All the data files
 - c. All deleted files
 - d. All of the above.
6. The Start menu shows
 - a. The currently open programs
 - b. All Programs links.
 - c. All updated files
 - d. All of the above.
7. In MS-Word, pressing Ctrl+P will
 - a. Paste Clipboard contents.
 - b. Press the document.
 - c. Pointed the document.
 - d. None of the above.
8. In MS-Word, pressing Ctrl+S will
 - a. Paste Clipboard contents.
 - b. Search the document.
 - c. Delete the document.
 - d. None of the above.

Section 1 + Section 2

9. CMC includes:
 - a. Telephone calls
 - b. Fax
 - c. Emails.
 - d. Telex
10. There is a delay between sending a message and receiving a reply. This is:
 - a. Positive side in Forum
 - b. Negative side in Forum
 - c. Normal in Forum
 - d. None of the above
11. An advantage of computer conferencing in comparison to face-to-face meeting is that:
 - a. The reply to your message might be delayed
 - b. Your emotions can be expressed so clearly
 - c. No problems in getting your turn to speak
 - d. Your participation is bound by time and place
12. Which of the following statements is true about E-mail?
 - a. You can send emails only if you have outlook installed in your computer.
 - b. It is a fast and easy way of communicating with people.
 - c. It is a one-to-one form of communication.
 - d. It is an expensive tool.
13. An advantage of hotmail and coolmail is:
 - a. You have to setup your computer especially with your e-mail address.
 - b. You can check your email in any Internet café for accessing the web
 - c. You don't need to access the web
 - d. None of the above.
14. Servers:
 - a. Must be massive machines capable of handling thousands of connection at once.
 - b. Summarizes most of the different features of the Internet into a single interface.
 - c. Can be massive machines capable of handling thousands of connection at once.
 - d. All of the above
15. When you are studying, the challenges of reading lie in:
 - a. Coping with large amounts
 - b. Trying to understand the difficult parts
 - c. Finding ways to remember what you have read
 - d. All the mentioned answers
16. The purpose of reading and studying is to.
 - a. Develop an understanding of other people ideas.
 - b. Build new mental models of how things work.
 - c. Better understand your current idea set.
 - d. All of the above.

17. To develop an interest in a subject , you should:
- Make jokes about the material.
 - Link reading with interesting questions.
 - Figure out why others interest in the subject
 - b and c
18. While making notes
- You should try and remember fact and figures
 - You should underline or highlight sentences
 - You should do them in a pencil
 - All of the above.

Section 3

19. The following is not a graphical software:
- Illustrator
 - Quark Express
 - Photoshop
 - Java
20. The following is a word processor:
- MS Excel
 - Note Pad
 - Quark Express
 - Java
21. The following is a spread sheet software:
- MS Excel
 - Note Pad
 - Quark Express
 - Java
22. The record is a set of:
- Characters.
 - Files.
 - Tables.
 - None of the above.
23. The database table is a set of:
- Characters.
 - Records.
 - Fields.
 - None of the above.
24. The Software which used to produce books, magazines or advertisements is:
- Plug-in software.
 - Booking Software
 - Page layout.
 - All of the above.

25. Integrated documents could be done by:
- Copy/Paste, Drag/Drop or Embed a Document.
 - Just By Edit/Copy.
 - Copy/Paste, Drag/Drop or Draw objects.
 - None of the above.

Section 4

26. HTML is
- an operating system.
 - shareware application.
 - an email software package.
 - None of the above
27. URL stands for:
- Uniform Residence Locator.
 - Uniform Resource Laminator.
 - Uniform Resource Locator.
 - None of the above.
28. The Web:
- Hides the complexity of Internet addresses and commands.
 - Summarizes most of the different features of the Internet into a single interface.
 - Allows you to see pictures, and even hear sounds or watch movies.
 - All of the above.
29. The bookmarks are the stored sites addresses within:
- Plug-in software
 - Shareware
 - Netscape
 - None of the above
30. The software which is supposed to be a gift from the programmers to the user is
- Freeware
 - Graphics software
 - Shareware
 - None of the above
31. The software which is supposed to be an open source software is
- Freeware
 - System software
 - Shareware
 - None of the above

Part Three: Fill the following blanks from the given table:

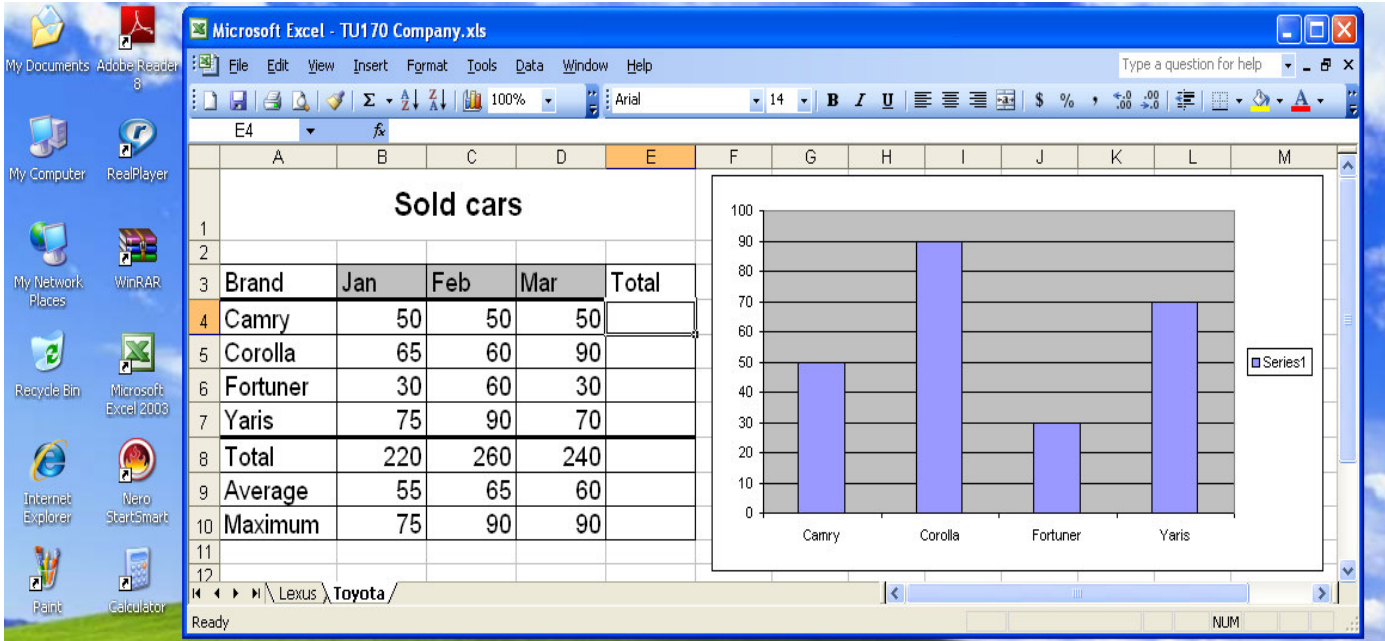
1	Bitmap	7	Scientific	13	Ctrl + X	19	Drawing
2	Versions	8	Spreadsheet	14	Field	20	Ctrl + C
3	Extensible	9	Learn	15	Database	21	web
4	Free Software	10	Flaming	16	Row	22	Task bar
5	Codes	11	Body	17	Paint	23	HTML
6	Freeware	12	Recycle bin	18	Photoshop	24	HTTP

- When you minimize an opened window, it will appear in the _____.
- To cut a selected text in a word document, press _____.
- In Learning to _____, don't be afraid to try things out and explore.
- _____ writing is impersonal and detached – often using the passive voice.
- Reading problem occurs between _____ of the same word processor.
- Missing _____ language usually leads to emotional outbursts.
- _____ usually leads to emotional outbursts.
- Modern word processors treat text as a string of _____.
- _____ images are made up of lots of different objects.
- _____ images are stored as descriptions of the color and brightness of each dot.
- _____ is an example of image-manipulation programs.
- A _____ is a program which allows you to enter and manipulate data; it is arranged in a set of columns and rows.
- A single cell in spreadsheet is usually referenced by its column and _____.
- The power of a computer _____ lies in the amount you can store, and the ways you can access the data.
- In database; a record is one complete set of _____s.
- The _____ hides the complexity of Internet addresses and commands.
- _____ standard specifies how information exchange between machines should be handled.
- _____ is concerned only by the programmers community.
- HTML is designed to be a(n) _____ language.

20.

Part Four: Consider the given diagram(s), answer the following questions:

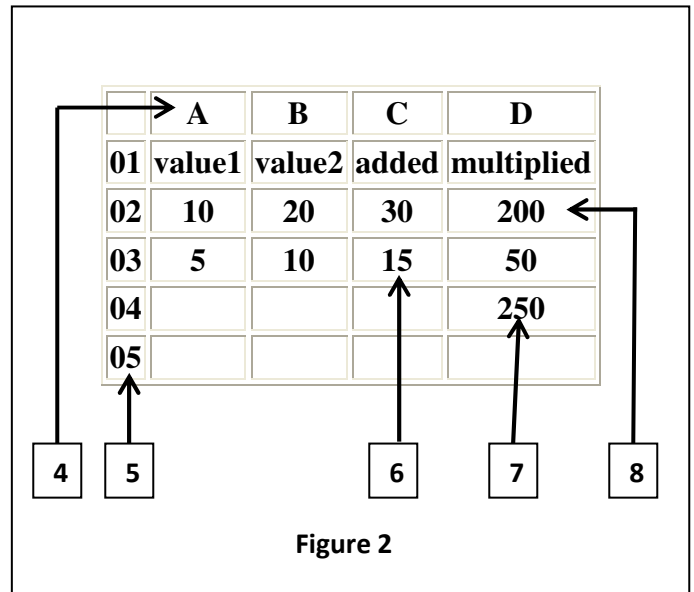
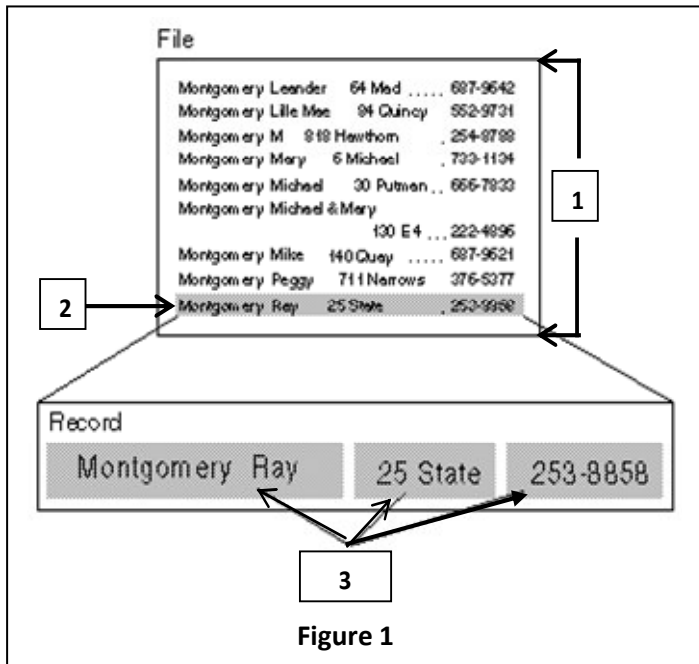
Question 1



1. To open My Computer system folder, click its icon then press _____
2. To change the name of a folder, right click on its icon, and then select the command _____
3. To restore a deleted file, you have to open the system folder _____
4. To resize the above Excel Workbook, point to its border until two arrows appear then _____
5. To make the window of the above Excel Workbook full fill the presented desktop, press _____
6. The window of the above Excel Workbook can be moved from its _____ bar
7. Microsoft Excel is an example of software applications called _____
8. The name of the above Excel Workbook is _____
9. Inside the above Excel Workbook, the total number of work sheets is _____
10. The active work sheet name is _____
11. The reference of the active cell is _____
12. The address of the cell containing "Corolla" is _____
13. The cell reference of **January total** is _____
14. The result of $=B4+C4+D4$ is _____

15. The result of =SUM(C4:C6) is _____
16. The result of =SUM(B6,D6) is _____
17. The result of =B6+C6/D6 is _____
18. The result of =(B4+C4)*D4 is _____
19. The result of =D5-(D4+D6) is _____
20. The result of =C6+B6*D6/D5 is _____
21. The result of =B6+B6*D6+D6 is _____
22. The result of =AVERAGE(B6:D6) is _____
23. The result of =MAX(B4:C5) is _____
24. The result of =IF(C5>D5,"February","March") is _____
25. The number of Yaris cars that are sold in January is _____
26. The total number of cars sold during February is _____
27. The current cell could represent the total of _____
28. The brand that achieves the highest sales during March is _____
29. Write a formula to calculate the total number of Yaris cars that are sold during the three months _____
30. Write a formula to calculate the cell B9 _____
31. Write a formula to calculate the cell B10 _____
32. The Chart above is called a _____ chart, and it represents the distribution of the month of _____
33. To sort the active sheet, we could use the menu _____
34. To make a Header and Footer, we could use the menu _____
35. To print a selected range of data, we could use the menu _____
36. To access the Page Setup, we could use the menu _____
37. To find any part of the entered data, we could use the menu _____
38. To replace any part of the entered data, we could use the menu _____

Question 2



1. Figure 1 is an example of software applications called _____
2. In Figure 1, **1** represents _____
3. In Figure 1, **2** represents _____
4. In Figure 1, **3** represent _____
5. In Figure 2, **4** represents _____
6. In Figure 2, **5** represents _____
7. In Figure 2, **6** represents the result of the formula _____
8. In Figure 2, **7** represents the result of the formula _____
9. In Figure 2, **8** represents the result of the formula _____
10. In Figure 2, the result of the formula =A2-B3/A3 is _____
11. In Figure 2, the result of the formula =(A2+A3)*2/B3 is _____

Part Five: HTML Tags Questions:

1. Write an HTML tag that:
 - a. display the image stored in **C:\TU170\Figure1.jpg**
 - b. add the following hypertext
Google Search Engine... (The search URL is: **http://www.google.com**)
 - c. start composing a new message after clicking the hypertext
LMS Support... (The email address is: **LMSAdmin@aou.edu.kw**)

2. Write the result of the following HTML tag:

```
<UL>
  <LI>Word</LI>
  <LI>Excel</LI>
  <LI>Access</LI>
</UL>
```

3. Based on the standard HTML code, write the HTML tags behind the following webpage:

The screenshot shows a web browser window with the following content:

- Address bar: <http://www.aou.edu.k>
- Logo: Arab Open University
- Section: **Quiz 2**
- Time: **60 minutes**
- Text: You should be familiar with the following terms:
- List:
 1. the spread sheets
 2. the databases
 3. the web skills
- Text: click [this link](#) to go to a nice site.

Two arrows point to the browser window:

- Arrow 1: **C:\AOU.jpg** points to the university logo.
- Arrow 2: **http://www.aou.edu.k** points to the address bar.

Part Six: Short Questions:

1. State two Coping Strategies concerning software.
2. What is the meaning of “Act defensively”?
3. State one of the drawing program characteristics.
4. State a use for the page layout programs.
5. State 3 advantages of Databases over spreadsheets.
6. What is the integrated document?
7. State 2 ways of linking documents (creating an integrated document).
8. State 2 benefits of the web.
9. State 2 benefits of free software.
10. What is the freeware software?
11. What is the shareware software?
12. What is the Backbone of the Internet?
13. Describe the function of HTTP standard.
14. HTML takes the approach WYGIWYM, explain.
15. State two principles of good web design.