Name: **ID number:**   **Date:**

Answer the following 15 questions. If there is a word you do not understand, please ask your proctor for the translation, but not for instructions on how to fulfill tasks. You have ONLY 15 minutes.

1. **Which of the following statements is correct?**

    a. www.google.com is the web site address to a popular search engine.

    b. www.google.com is a computer virus.

    c. www.google.com is an email address to a computer company

    d. www.google.com is the name of the person who invented the Internet.

2. **Which of the following statements is correct?**

    a. johndow@yahoo.com is a web site (url).

    b. johndow@yahoo.com is an email address.

    c. johndow@yahoo.com is a computer name.

    d. johndow@yahoo.com is a robot.

3. **You want to indent the first line of a paragraph in a document. How do you do it?**

    a. Type "tab" once at the beginning of the paragraph.

    b. Type five spaces at the beginning of the paragraph.

    c. Type "tab" 5 times at the beginning of the paragraph.

    d. Copy and paste five spaces at the beginning of the paragraph.

4. **What might be attached to a USB port on you computer?**

    a. A television set.

    b. A monitor

    c. A cable modem.

    d. A printer.

5. **What kind of program is usually used to access the WWW?**

    a. A file manager.

    b. An email client.

c. A command-line interpreter.

d. A browser.

6. If you want to save a modified image, what is the best format?
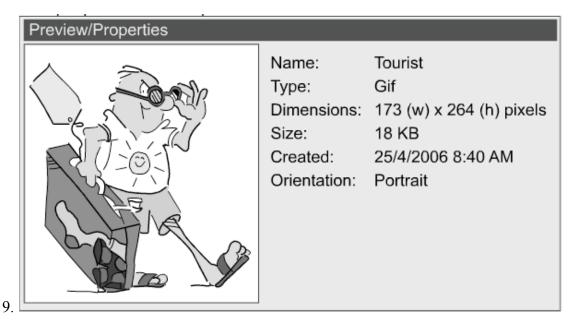
a. .doc

b. .html

c. .pdf

d. .jpg

7. A formula has been entered in cell A4 in Excel

A4	fx =SUM(A1:A3)			
◇	**A**	**B**	**C**	**D**
1	2			
2	2			
3	6			
4	10			
5				

If the value in cell A1 is changed to 5, the value in cell A4 becomes:

a. 5

b. 13

c. #REF

d. SUM (A1:A3)

8. The properties of a Clip Art file are shown below

Preview/Properties

Name:	Tourist
Type:	Gif
Dimensions:	173 (w) x 264 (h) pixels
Size:	18 KB
Created:	25/4/2006 8:40 AM
Orientation:	Portrait

9.

Which of the following properties indicates the disk space needed to store the file:

a. Name

b. Type

c. Dimensions

d. Size

9. **Files have been moved to the Trash Bin, and the trash bin has been emptied. Which of the following is true of the deleted files?**

a. They are no longer accessible

b. They can be selected and changed

c. They appear in light grey shade

d. They can be retrieved, edited, and saved in a new location

10. Someone typed the following passage in a word processing software

Probably one of the smartest and least troublesome habits you can get into is to enter data regularly in to your hardware and software mainenance **diary**. The more data you provide in your **diary** the better. Always keep a **diary** of what you check on each computer, when you run a backup, what you backup, and the content of the hard drive. A **diary** helps you to identify and isolate problems at an early stage.

Find What: diary

Replace With: log

Find Next
Replace
Replace All
Cancel

Which of the following buttons is used to replace the word *diary* with the word *log* every time it appears:

a. Find Next

b. Replace

c. Replace All

d. Cancel

11. **You have a spreadsheet under the name "MathResults". You made changes to it and want to save it while maintaining a copy of the original spreadsheet, what do you do?**

    a. Click the ⬜ icon

    b. Click "Save" in the file menu

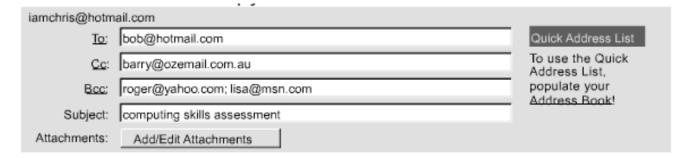   c. Click "Save As" in the file menu

    d. Used the shortcut CTRL/S

12. **You are looking at an online multimedia presentation, and some of the features do not load. What is the most likely reason?**

    a. Your digital camera is not plugged in

    b. You have an outdated version of the software

    c. Your screen is not big enough

    d. You do not have a CD drive

13. **You want to use an image you found on a website in a word document, what's the first step?**

    a. click "Save Page As" from the browser menu and then use a photo editing software to extract the image

    b. Right-click on the image and select "save image as"

    c. Right-click on the image and select "copy image location"

    d. All of the above

14. **Who will receive the first copy of the following email?**

    a. Bob only

    b. Bob, Barry, Roger, and Lisa

    c. Bob, Roger, and Lisa

    d. Roger, and Lisa

15. **The screenshot shows an email with multiple attachments**

Message					_ □ ✕
To:	maxwell@luna.org				
Cc:					
Bcc:					
Subject:	Files you asked for				
Attach:	composition.mp3 (2.88 MB)		worlds.pdf (891 KB)		
	holiday.mov (13.4 MB)		application.doc (34.5 KB)		

Hi Max

I have attached the various files you wanted to see.

Cheers
Leonardo

Which attachment has the largest size?

a. composition.mp3

b. holiday.mov

c. worlds.pdf

d. application.doc

Grading Rubric

Student Name
Student ID
Date of Test
Corrector
Date of Correction

Question	Max Grade	Given Grade	Rubric
0	0.25		opened the file without help
1a	0.25		correct answer
1b	0.25		correct task: bold
2a	0.25		correct answer
2b	0.25		correct task: underline
3a	0.25		correct answer
3b	0.25		correct task: change font size to 18
4a	0.25		correct answer
4b	0.25		correct task: change font color to red
5a	0.25		correct answer
5b	0.25		correct task: deleted text
6	0.25		correct task: saved document
7	0.25		correct task: saved document as (exact name as requested in directions)
8a	0.25		correct task: created forlder on the desktop
8b	0.25		correct task: named folder correctly
9	0.25		correct task: moved 2 documents to new folder
10a	0.25		correct task: correctly plugged USB into computer and located it on desktop
10b	0.25		correct task: copied new folder to USB memory device
11	0.25		correct task: properly ejected USB before pulling it out of computer
12	0.25		correct task: shut down computer
Total	**5**		