

Answers

Q1: Multiple choice

1. A computer.....
D. All of the above.
2. The display on a monitor is called a
C. Soft copy
3. which one of the following is not a software component
B. Keyboard
4. Why you should not eat and drink in a computer laboratory
D. All of the above
5. Which one of the following is a part of C.P.U?
B. Memory unit
6. The most popular input device used for playing video games is a.....
B. Joystick
7. Pixels are associated with.....
B. Graphics
8. Which one of the following statements about windows is not correct?
A. Windows can create new programs
9. A letter is an example of
A. A document
10. Which key would you use to go to the next line?
A. Enter

Q2: Indicate whether the following statements are True (T) or False(F).

- a. Data is usually input into a computer through a hard disk. **False**
- b. A package is a collection of programs. **True**
- c. Computers can functions without software. **False**
- d. Monitor is an input device. **False**
- e. The control unit decodes instructions. **True**
- f. A virus is a useful program. **False**
- g. Recycle bin is used to store very important documents. **False**

Q3: What does the following acronyms stand for?

- a. **ALU:** Arithmetic Logic Unit
- b. **GUI:** Graphical User Interface
- c. **OS:** Operating System
- d. **CU:** Control Unit
- e. **PC:** Personal Computer
- f. **DVD:** Digital Versatile Disk
- g. **RAM:** Random Access Memory

Q4: Define the following terms:

- **Information:** Information is data that has been processed in such a way as to be meaningful to the person who receives it. It is any thing that is communicated.
- **Data:** Data are raw facts and figures that are entered in the computer. Data are processed, organized, structured or presented in a given context so as to make them useful, they are called Information.
- **Processing:** Processing involves manipulating data such as adding, subtracting, multiplying, sorting, and comparing. Process involves a processor which is like the brain of the computer.
- **Hardware:** Hardware is the physical parts of the computer system, the parts that you can touch and see.
- **Graphical user interface:** It is a form of user interface that allows users to interact with electronic devices through graphical icons and audio indicator such as primary notation, instead of text-based user interfaces, typed command labels or text navigation.

Q5: For each item in part A choose the corresponding answer in art B by writing (A-J)in the table.

	Part A		Part B	Part A	Part B
a)	Peripherals	A	Performs arithmetic operations	a	C
b)	Hardware	B	Used for drawing	b	F
c)	Recycle Bin	C	I/O	c	J
d)	ALU	D	Operating system	d	A
e)	Paint Program	E	Permanent storage	e	B
f)	System software	F	Physical components	f	D
g)	Input Device	G	Recording image in digital forms	g	I
h)	Secondary Storage	H	Picture or symbol	h	E
i)	Icon	I	Used to enter data into computer	i	H
j)	Digital Camera	J	Holds files which are deleted	j	G

Q6: Write down the steps that are required to rename a sheet.

- Right-click on the worksheet tab you want to rename. The worksheet menu appears.
- Select Rename
- The text is highlighted in a black box. Type the name of your worksheet.
- Click anywhere outside the tab. The sheet is renamed.

Q7: What is the purpose of these features found in Excel?

- **Name Box:** The Name Box displays the cell that is currently selected in the spreadsheet.
- **Formula bar:** The formula bar shows what is actually being input into Excel — text/numbers, formulas/functions and ranges.