



In the Name of Allāh, the Most Gracious, the Most Merciful

Final Term Papers Solved MCQS with Reference

1. News Groups are....

- provided only by large international news services
- are only discussions about various topics
- are only available from 9am to 5pm EST
- All of these

Note: A newsgroup is an Internet-based discussion around an individual, entity, organization or topic. Newsgroups enable remotely connected users to share, discuss and learn about their topic of interest by exchanging text messages, images, videos and other forms of digital content.

2. A(n) _____ consists of a continuous electrical wave.

- receiving device
- digital signal
- sending device
- analog signal

Note: Telephone equipment was originally designed to carry only voice transmission, which is composed of a continuous electrical wave called an analog signal.

3. The _____ standard defines how data transmits across telephone lines or other means.

- TCP/IP
- EDI (Electronic Data Interchange)**
- Electronic funds transfer (EFT)
- Ethernet

Note: EDI (Electronic Data Interchange), that defines how data transmits across telephone lines or other means.

4. A(n) _____ line has transfer rate of 128 Kbps to 8.45Mbps.

- DSL**
- ISDN
- ATM
- Fractional T1

Note:

Type of Line	Transfer Rates
DSL	128 Kbps to 8.45Mbps
ISDN	Up to 1.54 Mbps
ATM	155 Mbps to 622 Mbps, can reach to 10 Gbps
Fractional T1	128 Kbps to 768 Kbps

5. Communications software includes program that _____.

- help users establish a connection to another computer
- provide an interface for user to communication with one another
- manage the transmission of data, instruction, and information
- All of these**

6. The private combination of characters associated with a user name that allows access to certain computer resources is called a(n) _____

- audit trail
- password**
- possessed object
- biometric device

Note: Password is a private combination of characters associated with a user name that allows access to certain computer resources.

7. An assault on a computer whose purpose is to disrupt access to the Web is called a_____

- virus
- DoS attack**
- worm
- DDoS attack

Note: Dos Attack (also called denial of service attack) An assault whose purpose is to disrupt computer access to an internet service such as the web or e-mail.

8. The process of converting readable data into unreadable characters to prevent unauthorized use is called_____

- normalization
- decryption
- validation
- encryption**

Note: encryption is a process of converting readable data in unreadable characters to prevent unauthorized access.

9. Marketing and advertising firms sell your_____ to any company that request it.

- credit card number
- IP address
- c. bank account number
- d. electronic profile
- Bank account number
- Electronic profile**

10. To switch among several open documents are

- Alt + shift
- Alt + ctrl
- Alt + tab**
- Alt + space

Note: Alt + Tab key is used to switch between several open programs, whereas Ctrl + F6 key is used to Toggle between two or more open Word's documents.

11. In Word which of the following shortest key combination, indents the paragraph.

- Ctrl + U
- Ctrl + V
- Ctrl + M** [Click Here For Reference](#)
- Ctrl + Z

Note: Ctrl + M key is used for Indent a paragraph.

12. In Word which of the following shortest key combination, Moves the cursor to the beginning of the document.

- Ctrl + Backspace
- Ctrl + Page Up
- Ctrl + Home** [Click Here For Reference](#)
- Ctrl + End

Note: Ctrl + Home combine key is used for go to the beginning of document

13. SMS stands for:

- Short mail service
- Short management systems
- Digital Angel
- Short message service**

Note: SMS stands for Short Message Service and is also commonly referred to as a "text message"

14. Every key in keyboard sends _____ when it is pressed.

- Unique information to computer** PG # 10 (Lec # 2)
- Encoded information to computer
- Alphabetic information to computer
- Numeric information to computer

15. To open the folder, we need_____.

- Double click on folder**
- Double click on empty area
- Right click on folder
- Right click on empty area

16. Windows is a software developed by _____.

- Sun
- Apple
- Dell
- Microsoft** **PG # 29 (Lec # 10)**

17. _____ resides at the bottom of the window.

- Status bar** **PG # 30 (Lec # 10)**
- Menu bar
- Standard bar
- Title bar

18. System clock exists in _____.

- System tray** **PG # 29 (Lec # 10)**
- Status tray
- Standard tray
- Title tray

19. Mouse is a _____ device.

- Output
- Pointing** **PG # 13 (Lec # 3)**
- Mobile
- Touch

20. Key used to exit from certain type of application is called _____.

- Space key
- Escape key**
- Enter key
- Backspace key

PG # 11 (Lec # 2)

21. Key used to generate particular number of spaces between two characters is called _____.

- Tab key
- Space key**
- Enter key
- Backspace key

PG # 11 (Lec # 2)

22. Devices used to give data, instructions or information to computer are called _____.

- Output devices
- Storage devices
- Processing devices
- Input devices**

PG # 6 (Lec # 1)

23. In excel the intersection of a row and a column is called _____.

- Data
- A field
- A cell**
- An equation

PG # 69 (Lec # 25)

24. If we want to type an equation to a cell, the first thing that must be entered is _____.

- The first cell referenced
- Parenthesis
- Quotation marks
- An equal sign**

25. Labels are used in a spreadsheet to _____.

- Tell the computer what we are doing
- Help us identify the information**
- Do the calculations
- Set up the equations

26. The cell labeled F5 refers to _____.

- Row F column 5
- Column F row 5**
- Functions available in cells
- Function key F5

27. A user wishes to remove a spreadsheet form a workbook. Which is the correct sequence of events that will do this?

- Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet
- Right click on the spreadsheet tab and select DELETE**
- Right click on the spreadsheet and select REMOVE - ENTIRE SHEET
- Right click on the spreadsheet tab and select FORMAT

28. _____ repeats the last command or action, if possible in excel.

- F1
- F2
- F3
- F4**

Note: Repeat last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.

29. What is the keyboard shortcut (button or buttons to be pressed) for creating a Chart from the selected cells?

- F3
- F4
- F5
- None of these**

Note: F11 is the Keyboard Shortcut for creating a Chart from the selected cells.

30. By _____, we can select all the cells in a document?

- Clicking three times with the right mouse button in the spreadsheet
- Using the Edit - Select All menu item
- Pressing CTRL + A on the keyboard**
- Pressing CTRL + Alt + A on the keyboard

Note: To select all cells on a worksheet, Press CTRL+A.

31. _____ inserts a new worksheet.

- ALT + SHIFT + F1**
- ALT + SHIFT + F2
- ALT + SHIFT + F3
- ALT + CTRL + F4

PG # 81 (Lec # 28)

32. A constant is another name for this type of data.

- number**
- equation
- formula
- description

Note: Constant values consisting of only text, and which usually provides information about number values; also referred to as labels.

33. What is the format of a spreadsheet?

- Round
- Rows and Columns** **PG # 24 (Lec # 25)**
- Square
- Wide

34. Which is an absolute address?

- \$C\$4** **PG # 84 (Lec # 29)**
- 10700 - 105 Ave
- C4
- None of these

35. Which button on the standard toolbar gives you quick access to the Sum, Average, Count, Min, and Max functions?

- AutoSum**
- Insert Function
- AutoFill
- Paste

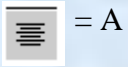
36. Which formula can add the all the numeric values in a range of cells, ignoring those which are not numeric and place the result in different cell?

- Count
- Average
- Sum** **PG # 85 (Lec # 29)**
- None of given

37. Spreadsheet can be used as:

- Accounting
- Data base
- Ledger
- All of above**

38. A slide show is prepared, you want the headline to be centered. Which option will you select?



= A



= C



= B



= D

- A
- B
- C
- D

39. Which file format can be added to a PowerPoint show?

- .jpg
- .giv
- .wav
- All of given

40. In order to edit a chart, you can

- Triple click the chart object
- Click and drag the chart object
- Double click the chart object
- Click the chart object

41. Uniform Resource Locator (URL) are...

- the same as Search Engines
- the address of specific documents and resources on the WWW
- never more than 11 characters long
- All of these

42. A(n)_____line typically costs \$1,000 or more per month.

- T3
- ATM
- T1
- ISDN

Circuit Classification	Total Bandwidth(Mbps)	Features and Summary
T1	1.544 Mbps	A T1 line typically costs \$1000 or more per month. Starting at 128 Kbps, reduce this cost somewhat and can be found in some apartment buildings and hotels where they provide residential Internet access
E1 (Europe)	8Mbps (128 E0 lines)	The European & Asian standard for digital transmission over SDH Uses 32 channels for communication (only 30 can transmit); transmit 16 frames at a time
E3 (Europe)	34.4 Mbps (16 E1 lines)	The European & Asian standard for digital 2.048Mbits per second (Mbps). Transmission over SDH, 2.048Mbits per second (Mbps).
T3	45 Mbps (28 T1 lines)	T3 lines are a common load of 28 T1 circuits that yields 44.736 Mbps total network bandwidth. Besides being

43. A_____ is a Web site that uses encryption techniques to secure its data.

- digital certificate
- secure HTTP (S- HTTP)
- wallet program
- secure site

[Click Here For Reference](#)

44. A location separate from the computer site is referred to as _____

- quarantine
 - a. recovery
 - b. offsite
- recovery
- offsite**
- secure site

Note: off-site means in a location separate from the computer site.

45. _____ is a cookie manager that blocks advertising and cookies.

- GuidedScope
 - a. Window Washer
 - b. AdSubtract
- Window Washer
- AdSubtract
- Cookie Cruncher**

46. To cut the selected text, shortcut key combination is

- Ctrl + C
- Ctrl + X**
- Ctrl + V
- Ctrl + U

47. Search Engines can be used for:

- searching and indexing web documents
- finding web pages for Internet users
- display link to web pages that match your search
- All of the given option.**

48. In Word which of the following shortcut key combination, Copies selected text?

- Ctrl + A
- Ctrl + B
- Ctrl + C**
- Ctrl + X

49. In Word which of the following shortcut key combination, underlines highlighted selection.

- Ctrl + P
- Ctrl + V
- Ctrl + U**
- Ctrl + A

PG # 56 (Lec # 21)

50. In Word which of the following shortcut key combination, increases selected font +1pts up to 12pt and then increases font +2pts.

- Ctrl + Shift +>**
- Ctrl + Shift +<
- Ctrl + [
- Ctrl +]

[Click Here For Reference](#)

51. In Word which of the following shortcut key combination, Moves to the end of the paragraph.

- Ctrl + <down arrow>**
- Ctrl + End
- Ctrl + <right arrow>
- Ctrl + Page Down

[Click Here For Reference](#)

52. In Word which of the following shortcut key combination; Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

- Shift + F3**
- Shift + F1
- Shift + F4
- Shift + F2

[Click Here For Reference](#)

53. _____ involves to work online with other users and connect to a server

- Collaboration** [Click Here For Reference](#)
- GPS
- Voiceover IP (VoIP)
- Workgroup computing

Note: Many programs provide a means to collaborate, or work online, with other user connected to a server.

54. A home page is part of a

- Terminal
- Website**
- Lan
- None of given

55. To close a document

- File< Close** **PG # 49 (Lec # 19)**
- File<Open
- Click on minimize button on title bar
- Click on restore button on title bar

Note: When we close document Goto File menu and click Close button and short cut key is Alt + F4.

56. PC is an abbreviation for _____ .

- Private computer
- Portable computer
- Public computer
- Personal computer** **PG # 8 (Lec # 1)**

57. Computer takes input and produces output after _____ of given input.

- Execution
- Correction
- Processing** **PG # 6 (Lec # 1)**
- Saving

58. Physical elements of computer are called _____.

- Shareware
- Software
- Hardware**
- Freeware

PG # 7 (Lec # 1)

59. Taking backup of data means _____.

- Copying the data on some primary storage device
- Copying the data to modify it
- Copying the data on some secondary storage device**
- Copying the data to apply password on it

PG # 37 (Lec # 13)

60. _____edit the active cell and positions the insertion point at the end of the cell in Excel Sheet.

- F2**
- F3
- F1
- F4

[Click Here For Reference](#)

61. _____displays the Help task pane.

- F2
- F3
- F1**
- F4

[Click Here For Reference](#)

62. Which one is a spreadsheet address?

- 10700 - 104 Ave
- 6A
- B3**
- None of these

63. Which one is a relative address?

- \$C\$4
- 256
- C4
- None of these**

Note: All cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.

64. Which displays the contents of the active cell?

- Name box
- Row Headings
- Formula Bar**
- Task Pane

Note: Formula bar is area near the top of the worksheet window that displays the contents of the active cell.

65. Which of the following should you use if you want all the slide in the presentation to have the same “look”?

- the slide layout option
- add slide option
- outline view
- a presentation design template**

66. You can create a new presentation by completing all of the following except

- Clicking the new button on the standard toolbar
- Clicking file, new
- Clicking file open**
- Pressing ctrl + N

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*Winning is not everything,
but wanting to win is
everything.....
Go Ahead..... Best Of Luck !*