

Quizlet

NAME _____

1. net, org, edu, mil, gov, com, int
 - A. Types of E-mail
 - B. emoticons
 - C. records
 - D. types of domains

2. unsolicited (unwanted) email and advertisements; electronic junk mail
 - A. Cc
 - B. ISP
 - C. hacker
 - D. spam

3. data resulting from questions you ask of one or more tables
 - A. Queries
 - B. ISP
 - C. tables
 - D. forms

4. more than just a row; it's a unit of information
 - A. record
 - B. field
 - C. Report
 - D. Query

5. a list containing every object in your database
 - A. Field pane
 - B. Navigation pane
 - C. Distribution list
 - D. Object list

6. a collection of contacts that provides an easy way to send messages to a group of people
 - A. Navigation pane
 - B. Email list
 - C. Distribution list
 - D. Bullets list

7. computer, ISP, email address
- A. email requirements
 - B. email parts
 - C. emoticon parts
 - D. email provider examples
8. Indicates copies of the message were sent to additional people. The recipient knows the message has been sent to others .
- A. Cc
 - B. Bcc
 - C. ISP
 - D. asterick
9. abbreviations used for common phrases
- A. acronyms
 - B. Bcc
 - C. Cc
 - D. emoticons
10. Indicates copies of the message were sent to additional people. The recipient does not know the message has been sent to others .
- A. Bcc
 - B. Cc
 - C. ISP
 - D. spam
11. Sending and receiving messages from one person to another via telecommunication between computers
- A. Spyware management
 - B. Networking
 - C. Computing
 - D. E-mail

12. sets of related data
 - A. tables
 - B. records
 - C. databases
 - D. fields

13. formatted summaries of data suitable for printing
 - A. records
 - B. forms
 - C. tables
 - D. Reports

14. A company that provides a connection to the internet for a fee.
 - A. URL
 - B. Acceptable Use Policy
 - C. ISP
 - D. Share subs

15. proper protocol when using email
 - A. subject line completion
 - B. netiquette
 - C. query
 - D. RAM

16. username, ISP, domain
 - A. email parts
 - B. Emoticon parts
 - C. Users of email
 - D. database parts

17. more than just a column; it's a way of organizing information by the type of data it is.

- A. ISP
- B. field
- C. Bcc
- D. form

18. @hotmail, @yahoo, @etv, @gmail

- A. email requirements
- B. email parts
- C. Email Provider examples
- D. web browsers

19. A collection of data that is stored in a computer system. They allow their users to enter, access, and analyze their data quickly and easily.

- A. objects
- B. Queries
- C. tables
- D. Databases

20. Windows and Macintosh

- A. ISP providers
- B. OS examples
- C. software examples
- D. Tablet PCs

21. mouse, scanner, microphone, camera, keyboard

- A. output devices
- B. storage devices
- C. input devices
- D. computational devices

22. hardware that is not part of the system unit

- A. output devices
- B. RAM
- C. peripheral device
- D. motherboard

23. speeds up your computer

- A. software updates
- B. adding RAM
- C. adding ports
- D. motherboard enhancement

24. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Notepad, and many others

- A. hardware
- B. OS examples
- C. software examples
- D. hardware examples

25. the parts of a computer that you can see and touch, including the case and everything inside it.

- A. shareware
- B. ports
- C. hardware
- D. software

26. CPU

- A. Operating System
- B. RAM
- C. processing component
- D. ROM

27. monitor, printer, speaker

- A. input devices
- B. output devices
- C. storage devices
- D. processing devices

28. monitor, keyboard, mouse, printer

- A. software examples
- B. OS examples
- C. hardware examples
- D. processing examples

29. A small, battery powered computer that is also known as a PDA

- A. handheld
- B. Desktop
- C. tablet
- D. laptop

30. keyboard, mouse, sound, USB, network, monitor

- A. ports
- B. output devices
- C. processing devices
- D. input devices

31. software that manages your computer and the devices connected to it.

- A. Operating System
- B. RAM
- C. ROM
- D. processing component

32. hard drive, floppy, flash, optical drive

- A. storage devices
- B. output devices
- C. processing devices
- D. input devices

33. downloads the web page from the server again

- A. URL
- B. back
- C. network
- D. refresh

34. software that is distributed at no cost to the user

- A. freeware
- B. shareware
- C. firewall
- D. acceptable use policy

35. The logical relationship among search terms and consists of three logical operators: OR, AND, NOT

- a. Plus and minus
- b. Boolean
- c. RAM operators
- d. browser operators

36. Text and images that reference the address of other web pages

- a. hit
- b. hyperlink
- c. superlink
- d. hyperhit

37. World wide network of interconnected computers

- a. WAN network
- b. world wide web
- c. Internet
- d. ARPANET

38. A uniquely assigned numeric address identifying each computer

- a. IP Address
- b. ARPANET
- c. Internet address
- d. URL

39. two or more computers connected for the purpose of sharing information

- a. network
- b. internet
- c. world wide web
- d. URL

40. what you can use to group words together in a search

- a. AND, OR, NOR
- b. Boolean link
- c. quotation marks
- d. hyperlink

41. stops the browser from loading the current page

- a. back
- b. refresh
- c. stop
- d. hit

42. the first network developed by scientists and military experts which allowed them to share information and research data over long distances
- ISP
 - Google
 - Internet Explorer
 - ARPANET
43. consists of one or more web pages that relate to a common theme such as person, business, organization, or subject
- website
 - internet
 - world wide web
 - network
44. takes you to the computer's home page
- modem
 - home
 - URL
 - hit
45. returns to the web page you just backed up from
- firewall
 - forward
 - back
 - refresh
46. the first page of a website that acts like an index
- index page
 - homepage
 - home link
 - share page
47. a term used when a program or website can be used with ease by people who have little or no computer experience.
- Easy friendly
 - shareware
 - easyware
 - user friendly
48. software that you can obtain for free on a trial basis
- shareware
 - freeware
 - easyware
 - trialware

49. software which allows you to view information and Web Pages on the internet
- apps
 - browser
 - bing
 - google
50. A set of rules which outline the ways in which a network may be used
- Acceptable Use Policy
 - ARPANET
 - ISP agreement
 - firewall
51. A unique website address
- RAM
 - ROM
 - URL
 - CPU
52. A modulator/demodulator that converts digital information to analog and analog to digital
- URL
 - hit
 - RAM
 - modem
53. Collection of interconnected documents linked by hyperlinks and URLs
- browser
 - internet
 - World Wide Web
 - hyperlinks
54. A hardware or software blocking program mechanism that blocks unauthorized intruders into a computer system
- spyware
 - anti-virus software
 - firewall
 - shareware
55. every time someone visits a web page
- hit
 - URL
 - link
 - hyperlink

56. The key used to multiply in Excel
- a. *
 - b. '
 - c. /
 - D. =**
57. The key used to tell Excel to treat the cell like an alphabet letter rather than a number
- a. '
 - b. /
 - c. *
 - D. =**
58. Used to display trends overtime
- a. Pie Chart
 - b. chart
 - c. Line Chart
 - d. Column Chart
59. vertical information labeled A,B,C, etc...
- a. Groups
 - b. columns
 - c. fields
 - d. ranges
60. two or more cells or a group of cells (example: B3:D3)
- a. range
 - b. field
 - c. set
 - d. tie

61. The selected cell in which data is entered when you begin typing. It is bounded by a heavy border.

- a. Active Cell
- b. Cell address
- c. Cell case
- d. Name Box

62. horizontal information labeled 1,2,3, etc...

- a. fields
- b. rows
- c. Columns
- d. Groups

63. Shows the name of the Excel file you are currently working on

- a. formula bar
- b. name box
- c. Line Chart
- d. Title Bar

64. Used to compare values across categories

- a. Bar Chart
- b. Column Chart
- c. Line Chart
- d. Pie Chart

65. a pictorial representation of data

- a. graph
- b. Pie
- c. /
- d. chart

66. Spreadsheets are used to make _____ decisions.

- a. team
- b. mathematical
- c. historical
- d. financial

67. displays the active cell entry (what you typed inside the cell you are on)

- a. formula bar
- b. Ribbon
- c. Title Bar
- d. Dialogue Box

68. A small arrow in the lower-right corner of some groups. When clicked, a box or task pane appears.

- a. Dialog box launcher
- b. Ribbon
- c. Title Bar
- d. name box

69. These sort data, search for specific data, and select data that satisfy a criteria.

- a. Average
- b. Cell pointers
- c. queries
- d. databases

70. The control center in Excel. The strip of buttons and icons located above the work area that provides easy, central access to the tasks you perform.

- a. Ribbon
- b. cells
- c. name box
- d. tool box

71. The key used to tell Excel to calculate a formula

- a. :
- b. *
- C. =**
- D. `**

72. Home, Insert, Page Layout, Formulas, Data, Review, and View

- a. Database screens
- b. Excel screens
- c. ranges
- d. Tabs

73. cells can contain what?

- a. labels
- b. values
- c. functions
- d. all of the above

74. the coordinate of the intersecting column and row

- a. cell address
- b. cell name
- c. cell designator
- d. active cell

75. Space is added between words so that each line of text is aligned evenly with both the right and left margins.

- a. maximize
- b. Justify
- c. minimize
- d. alignment

76. _____ the white margin space on the left side of the Word screen. When the cursor is placed in this area it can be used with the mouse to select lines or paragraphs.

- a. Margin bar
- b. selection bar
- c. mini bar
- d. alignment bar

77. When selecting text using the left mouse button, how many clicks will select a word?

- a. 2
- b. 1
- c. 3
- d. 4

78. a trigger event that watches for a specific set of input to activate the virus

- a. Worm
- b. Trojan Horse
- c. logic bomb
- d. time bomb

79. corrupt files, destroy data, display irritating messages, corrupt computer systems
- Antivirus software
 - How viruses spread
 - hacker
 - What viruses do...
80. A computer program that seems to perform one function while actually doing something else. It is different from a virus because it does not make copies of itself. This is associated with stealing passwords and deleting files.
- Trojan Horse
 - logic bomb
 - Michelangelo bomb
 - time bomb
81. A software program designed to enter a computer system usually through a network, through security holes and then replicates itself. It spreads from computer to computer.
- Worm
 - firewalls
 - hacker
 - time bomb
82. contains a colon (:) after the salutation and a comma (,) after the complimentary close
- open punctuation
 - mixed punctuation
 - block punctuation
 - modified block
83. All elements are aligned at the left margin EXCEPT the date, complimentary close, and signature line.
- complimentary close
 - modified style
 - block style
 - salutation
84. has no punctuation mark after the salutation and complimentary close
- mixed punctuation
 - salutation
 - complimentary close
 - open punctuation

85. where you begin typing the date, complimentary close, and signature line in a modified block style letter
- left
 - center
 - right
 - letterhead
86. lists the sender's logo, company name, address, phone/fax number, and web address. It is usually preprinted on the paper.
- letterhead
 - inside address
 - header
 - footer
87. attaches itself to Microsoft Word documents
- Melissa virus
 - time bomb
 - computer virus
 - hacker
88. A set of program instructions that attaches itself to a file, reproduces itself, and/or spreads to other files.
- computer virus
 - Trojan horse
 - time bomb
 - Melissa virus

89. damages files on March 6, the artist's birthday
- Melissa virus
 - time bomb
 - Trojan horse
 - Michelangelo virus
90. This keystroke will take the cursor to the beginning of the line.
- CTRL end
 - CTRL home
 - End
 - Home
91. where the split button is located which allows the screen to split into two panes
- Page Tab
 - View Tab
 - Insert Tab
 - Page Layout Tab
92. deletes words after the cursor
- CTRLA
 - CTRL Home
 - CTRL End
 - CTRL delete
93. deletes characters before the cursor
- CTRL backspace
 - Delete Key
 - Align center
 - backspace key
94. This keystroke will take the cursor to the end of the line.
- CTRL Home
 - CTRL End
 - End
 - Home

95. When this button is selected, each line of text will be aligned with the left margin leaving the right edge of each line uneven.
- Align text right
 - Align center
 - Align text left
 - CTRL delete
96. Used to select the whole document
- CTRLA
 - CTRLEnd
 - CTRL delete
 - CTRL Home
97. When selecting text using the left mouse button, how many clicks will select a paragraph?
- 3
 - 4
 - 1
 - 2
98. deletes words before the cursor
- CTRL delete
 - CTRLA
 - CTRL Home
 - CTRL backspace
99. This keystroke will take the cursor to the beginning of the document.
- Home
 - CTRLEnd
 - CTRLA
 - CTRL Home
100. Deletes characters after the cursor
- Delete Key
 - Backspace key
 - View tab
 - Selection bar