**DO NOT WRITE ON TEST**



**COMPUTER LITERACY CONCEPTS**

**~OPEN EVENT~**

(998)

**REGIONAL 2022**

***50 Questions x 2 Points Each***

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_100 Points**

**Test Time: 60 minutes**

**MULTIPLE CHOICE**

Identify the choice that *best* completes the statement or answers the question.

1. A computer’s physical parts are called \_\_\_\_\_\_\_\_\_\_.
   1. hardware
   2. software
   3. digital images
   4. add-ons
2. Screens and keyboards are examples of \_\_\_\_\_\_\_\_\_\_.
   1. software
   2. peripherals
   3. output devices
   4. gadgets
3. A keyboard is an example of a(n) \_\_\_\_\_\_\_\_\_\_ device.
   1. input
   2. output
   3. processing
   4. storage
4. Windows 10 is an example of a(n) \_\_\_\_\_\_\_\_\_\_ system.
   1. integrating
   2. secondary
   3. operating
   4. memory
5. \_\_\_\_\_\_\_\_\_\_ is the program used to key documents such as letters and memorandums.
   1. Spreadsheet
   2. Database
   3. Presentation
   4. Word Processing
6. Which of the following passwords would be considered the most powerful?
   1. 12345
   2. Password
   3. BpA22hrf!
   4. BPA2022
7. \_\_\_\_\_\_\_\_\_\_ means to use technology to hurt or upset someone on purpose.
   1. Emailing
   2. Cyberbullying
   3. Befriending
   4. Connecting
8. A website address which begins with HTTPS:// means that the website is \_\_\_\_\_\_\_\_\_\_.
   1. blocked
   2. unsafe
   3. safe
   4. open
9. Which of the following is a major cause of getting a computer virus?
   1. Not shutting down the computer properly after each use.
   2. Not cleaning the computer at frequent intervals.
   3. Playing games from CDs.
   4. Clicking on an unknown attachment.
10. If you wanted to prepare an electronic slideshow, you would use a(n) \_\_\_\_\_\_\_\_\_\_ software program.
    1. spreadsheet
    2. database
    3. presentation
    4. word processing
11. In a spreadsheet program, the location F5 refers to the \_\_\_\_\_\_\_\_\_\_.
    1. cell address
    2. row
    3. column
    4. first cell
12. If you received an email message which you want someone else to read, you would use what feature to send it to the individual?
    1. CC
    2. Reply
    3. BCC
    4. Forward
13. Which of the following spreadsheet formulas divides 20 by 4?
    1. =20\*4
    2. =2-^4
    3. =20:4
    4. =20/4
14. To return a window to its original size, the \_\_\_\_\_\_\_\_\_\_ button would be selected.
    1. enlarge
    2. restore
    3. minimize
    4. maximize
15. Chrome and Edge are examples of \_\_\_\_\_\_\_\_\_\_.
    1. web design packages
    2. portals
    3. browsers
    4. message boards
16. URL stands for \_\_\_\_\_\_\_\_\_\_.
    1. Uniform Registry Locator
    2. Uniform Resource Locator
    3. Uniform Recommendation Locator
    4. Uniform Reform Locator
17. \_\_\_\_\_\_\_\_\_\_ is when someone sends unsolicited emails to many addresses in order to obtain information.
    1. Emailing
    2. Caching
    3. Phishing
    4. Uploading
18. Which of the following is *not* an example of software?
    1. Microsoft Word
    2. Adobe Photoshop
    3. Wireless Mouse
    4. Canva
19. Which of the following is *not* a Microsoft product?
    1. PowerPoint
    2. Word
    3. Publisher
    4. Photoshop
20. Which of the following is needed in order to have a computer function properly?
    1. Numeric Keypad
    2. Web Browser
    3. Operating System
    4. External Mouse
21. The \_\_\_\_\_\_\_\_\_\_ is used to store images and text directly on the computer.
    1. flash drive
    2. soft drive
    3. hard drive
    4. external drive
22. The “edu” domain indicates that is for a(n) \_\_\_\_\_\_\_\_\_\_.
    1. non-profit business
    2. corporation
    3. government institution
    4. school or university
23. RAM (Random-Access Memory) is considered \_\_\_\_\_\_\_\_\_\_ memory.
    1. output
    2. input
    3. short-term
    4. long-term
24. If you prepared an English paper for class, and you used text and quotes from sources without their permission, you have committed \_\_\_\_\_\_\_\_\_\_.
    1. larceny
    2. felony
    3. plagiarism
    4. copyrighting
25. \_\_\_\_\_\_\_\_ is the science of adapting equipment and the workplace to fit the worker.
    1. Economics
    2. Ergonomics
    3. Ecology
    4. Eradication
26. Marie needs to send a letter and meeting agenda to all of her fellow members in Business Professionals of America to inform them of an upcoming meeting. What type of computer software will be *best* for her to use?
    1. Desktop Publishing
    2. Word Processing
    3. Database Applications
    4. Electronic Slideshow
27. What is a Trojan Horse?
    1. A data error
    2. A web server
    3. A computer application
    4. A computer virus
28. What does CPU stand for?
    1. Central Processing Uniqueness
    2. Central Processing Universe
    3. Central Processing Uniformity
    4. Central Processing Unit
29. When you have many electronic files pertaining to the same topic, it is best to store those files in a \_\_\_\_\_\_\_\_\_\_.
    1. path
    2. system
    3. folder
    4. list
30. Which part of a computer performs calculations?
    1. Hard Disk
    2. CPU
    3. Monitor
    4. Keyboard
31. What is the term for the point of intersection of a row and column in a spreadsheet?
    1. Label
    2. Worksheet
    3. Value
    4. Cell
32. You want to send an email to two friends. You do *not* want the second friend to see the email ID of your first friend. Which field should you select to mark your first friend’s email ID?
    1. To
    2. Cc
    3. Bcc
    4. Subject
33. What below *best* describes hardware?
    1. The physical parts of a computer.
    2. An item of information.
    3. Instructions which make program work.
    4. Rules designed to enable computers to connect with one another.
34. You use your digital camera to record your friend performing a song. You want to remove the portion of the video where there is silence before he begins. What type of software will you use to do this?
    1. Desktop Publishing
    2. Digital Video Editing
    3. Presentation
    4. Instant Messaging
35. Which of the following *best* describes the Internet?
    1. An electronic device for printing documents.
    2. A software program is installed on a computer.
    3. A power back-up source.
    4. A worldwide collection of computer networks.
36. What is the status of a computer that is connected to the Internet?
    1. Offline
    2. Stand By
    3. Logged Off
    4. Online
37. \_\_\_\_\_\_\_\_\_\_ is when you receive unwanted emails from unknown senders, which are security threats.
    1. Spoofing
    2. Streaming
    3. Spamming
    4. Slandering
38. You wish to create your own business cards. Which type of software package would be *best* to use to design your cards?
    1. Video Editing
    2. Desktop Publishing
    3. Database Program
    4. Electronic Slideshow
39. How are data organized in a spreadsheet?
    1. Rows and Columns
    2. Lines and Spaces
    3. Layers and Planes
    4. Height and Width
40. Which program can help to detect and prevent malicious activities on your computer?
    1. Ethernet
    2. Worm
    3. Spyware-Fighting Software
    4. Trojan Horse
41. On a school computer, Rosa learned how to copy programs. A classmate asked her to copy a program for his home use. Her *most* ethical response would be which of the following?
    1. “I’ll copy it, but you have to promise not to tell anybody.”
    2. I don’t know how to copy it.”
    3. I can’t copy it because it breaks copyright laws.”
    4. I’ll copy it for you, but you can’t copy it for anyone else.”
42. \_\_\_\_\_\_\_\_\_ are software programs that allow you to legally copy and give them away at no cost.
    1. Timeshares
    2. Public Domain
    3. Shareware
    4. Probeware
43. Which of the following is used to indicate the location on the computer screen?
    1. Magic Marker
    2. Scroll Bar
    3. Light Pen
    4. Cursor
44. Which of the following keys is used to indent text within a document?
    1. Spacebar
    2. Sorter
    3. Tab
    4. Enter
45. What term applies to a collection of related records in a database?
    1. Field
    2. Layout
    3. Clipboard
    4. File
46. The Undo Command using the keyboard is \_\_\_\_\_\_\_\_\_\_.
    1. CRTL + U
    2. CTRL + T
    3. CTRL + Z
    4. CTRL + D
47. Input devices include all of the following *except* \_\_\_\_\_\_\_\_\_\_.
    1. game console
    2. 3D printer
    3. mouse
    4. voice recognition
48. The symbol in the address bar of a website which usually indicates the site is using a secure connection is the \_\_\_\_\_\_\_\_\_\_.
    1. key
    2. checkmark
    3. lock
    4. cloud
49. A cell phone is an example of a(n) \_\_\_\_\_\_\_\_\_\_ device.
    1. Windows
    2. iOS
    3. professional
    4. mobile
50. The type of printer which sprays ink on the page to produce a hard copy of the file is called a(n) \_\_\_\_\_\_\_\_\_\_ printer.
    1. 3D
    2. laser
    3. ink jet
    4. imager