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Question: 1

Which type of office application software is best used for tracking an employee's expenses on a business trip?

A. Word processor.
B. Spreadsheet.
C. Database management system.
D. Presentation software.
E. Image editor.

Answer: B

Explanation:
Spreadsheet software is designed to do calculations and reports based on numerical calculations. The word processor software is used primarily for documents that include large amounts of text, such as memos and newsletters. Database management system software is used to track data and generate reports. Presentation software is used to show data to a group of people. An image editor is used to process, change, and edit graphical files.

Question: 2

Which type of office application software is best used for making and maintaining an internal department newsletter to be printed and posted on a bulletin board?

A. Word processor.
B. Spreadsheet.
C. Database management system.
D. Presentation software.
E. Image editor.

Answer: A

Explanation:
The word processor software is designed to process large amounts of text and enable the user to format and layout the text in a way that provides for detailed printing. Spreadsheet software is used for calculations and reporting on the calculations. Database management software is used to track data and generate reports on these data. Presentation software is designed to show data to a group of people. An image editor is used to process, change, and edit graphical files.

Question: 3

Which type of office application software is best used for keeping track of large amounts of data and generating reports on these data for training office employees in different departments, using various training materials?

A. Word processor.
B. Spreadsheet.
C. Database management system.
D. Presentation software.
E. Image editor.

Answer: C

Explanation:
Database management system software is designed to track large amounts of data and generate reports based on these data. Word processing software is designed to layout and format text. Spreadsheets are used to do mathematical calculations and reports based on these calculations. Presentation software is used to show data to a group of people. An image editor is used to process, change, and edit graphical files.

Question: 4

Items that appear on the desktop of a computer that start applications in other locations on the computer are called:

A. Wallpaper.
B. Software.
C. Operating system application tools.
D. Shortcuts.
E. Recycle bin.

Answer: D

Explanation:
Shortcuts appear on the desktop to allow the user easy access to start an application. These shortcuts can be added to and removed from the desktop without actually adding or removing the application on the computer. Wallpaper is the image that appears on the background of the desktop. These images can be selected from those provided with the operating system or can be downloaded to the computer to be used as wallpaper. Software describes any of the computer codes that are stored on the disc, such as applications and the operating system. The recycle bin stores applications and files that have been deleted so the user can restore them if the deletion was accidental; however, once the recycle bin has been emptied, the files are gone forever.

Question: 5

A file that is deleted from the computer ends up in the:

A. Wallpaper.
B. software.
C. operating system application tools.
D. shortcuts.
E. recycle bin.

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Answer: E

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Explanation:
The recycle bin stores applications and files that have been deleted so the user can restore them if the deletion was accidental; however, once the recycle bin has been emptied, the files are gone forever. Wallpaper is the image that appears on the background of the desktop. These images can be selected from those provided with the operating system or can be downloaded to the computer to be used as wallpaper. Software describes any of the computer codes that are stored on the disc, such as applications and the operating system. Shortcuts appear on the desktop to allow the user easy access to start an application. These shortcuts can be added to and removed from the desktop without actually adding or removing the application on the computer.

Question: 6

The image that appears as background on the desktop, behind any running applications, is called the:

A. Wallpaper.
B. Software.
C. Operating system application tools.
D. Shortcuts.
E. Recycle bin.

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Answer: A

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Explanation:
Wallpaper is the image that appears on the background of the desktop. These images can be selected from those provided with the operating system or can be download to the computer to be used as wallpaper. Software describes any of the computer codes that are stored on the disc, such as applications and the operating system. Shortcuts allow the user easy access to start an application. These shortcuts can be added to and removed from the desktop without actually adding or removing the application on the computer. The recycle bin stores applications and files that have been deleted so the user can restore them if the deletion was accidental; however, once the recycle bin has been emptied, the files are gone forever.

Question: 7

All valid e-mail addresses must contain which of the following characters?

A. Space.

B. Ampersand (&).
C. Dot (.).
D. Exclamation point (!).
E. At sign (@).

Answer: E

Explanation:
The @ sign is required in all e-mail addresses as part of the format for the e-mail address. This sign helps the Internet and mail processing computers to understand where to send the e-mail. The part after the @ sign is the address of the computer that is the destination for the e-mail. The ampersand and explanation point can be included in e-mail addresses, but they are not commonly used. A dot is commonly used in e-mail addresses but is not required.

Question: 8

A valid e-mail address cannot contain which of the following characters?

A. Space.
B. Ampersand (&).
C. Dot (.).
D. Exclamation point (!).
E. At sign (@).

Answer: A

Explanation:
A space is not allowed in any e-mail addresses. With Internet and mail processing computers, the space has a special meaning, but no e-mail address can contain a space. The ampersand and explanation point can be included in e-mail addresses, but they are not commonly used. A dot is commonly used in e- mail addresses but is not required. The @ sign is required in all e-mail addresses.

Question: 9

Which of the following applications cannot be used to send and read e-mail?

A. Microsoft Outlook.
B. Internet Explorer.
C. Terminal Window.
D. Windows Mail.
E. Spreadsheet.

Answer: E

Explanation:

Spreadsheet applications are designed to do calculations and reports based on numerical calculations. Microsoft Outlook is the standard Microsoft application that is used to send and receive e-mail. Internet Explorer is the web browser made by Microsoft that allows you to browse the web and obtain e- mail via the Internet. A terminal window can be used to connect to an e-mail server and access e-mail accounts. Windows Mail is the application that is supplied with the Vista Operating System that is designed to send and receive e-mail.

Question: 10

Which of the following applications is not a web browser?

A. Internet Explorer.
B. Firefox.
C. Opera.
D. Browsezilla.
E. Safari.

Answer: D

Explanation:
 Browsezilla does not actually exist. Internet Explorer is Microsoft's version of the web browser. Firefox and Opera are popular open-source web browsers. Safari is the web browser used with Apple computers.

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