

Computer Science – End of Year Exam

Unit 8: Integrated Applications

1. **What is an integrated device?**

- A) A device that performs a single function
- B) A device that is tied into other devices
- C) A device that performs more than one function
- D) A device that can network to other devices

2. **When is a technology considered obsolete?**

- A) When it is no longer useful
- B) When it is new
- C) When it can be reused
- D) When it breaks down

3. _____ **refers to how easily available something is.**

- A) An option
- B) Accessibility
- C) Affordability
- D) Mobility

4. **How do you start Internet Explorer?**

- A) From the **Start** menu, choose **All Programs**, then **Internet Explorer**
- B) From the **Start** menu, choose **All Programs**, then Accessories, then **Internet Explorer**
- C) From the **Start** menu, choose **All Programs**, then **Control Panel**, then **Internet Explorer**
- D) From the **Start** menu, choose **All Programs**, then **Communications**, then **Internet Explorer**

5. **What is a text box?**

- A) A stationary box that can be sized and formatted
- B) A moveable box that cannot be sized
- C) A stationary box that lets you place text in it
- D) A moveable box that lets you place text anywhere on the page

6. **How do you change the spacing before or after a hard return?**

- A) Click the **Home** tab, click **Font** dialog box
- B) Click the **Home** tab, click **Editing group**
- C) Click the **Home** tab, click **Paragraph** dialog box
- D) Click the **Insert** tab, click **Paragraph** dialog box

7.



Which of the following is the Tab Stop?

- A) A
- B) B
- C) C
- D) D

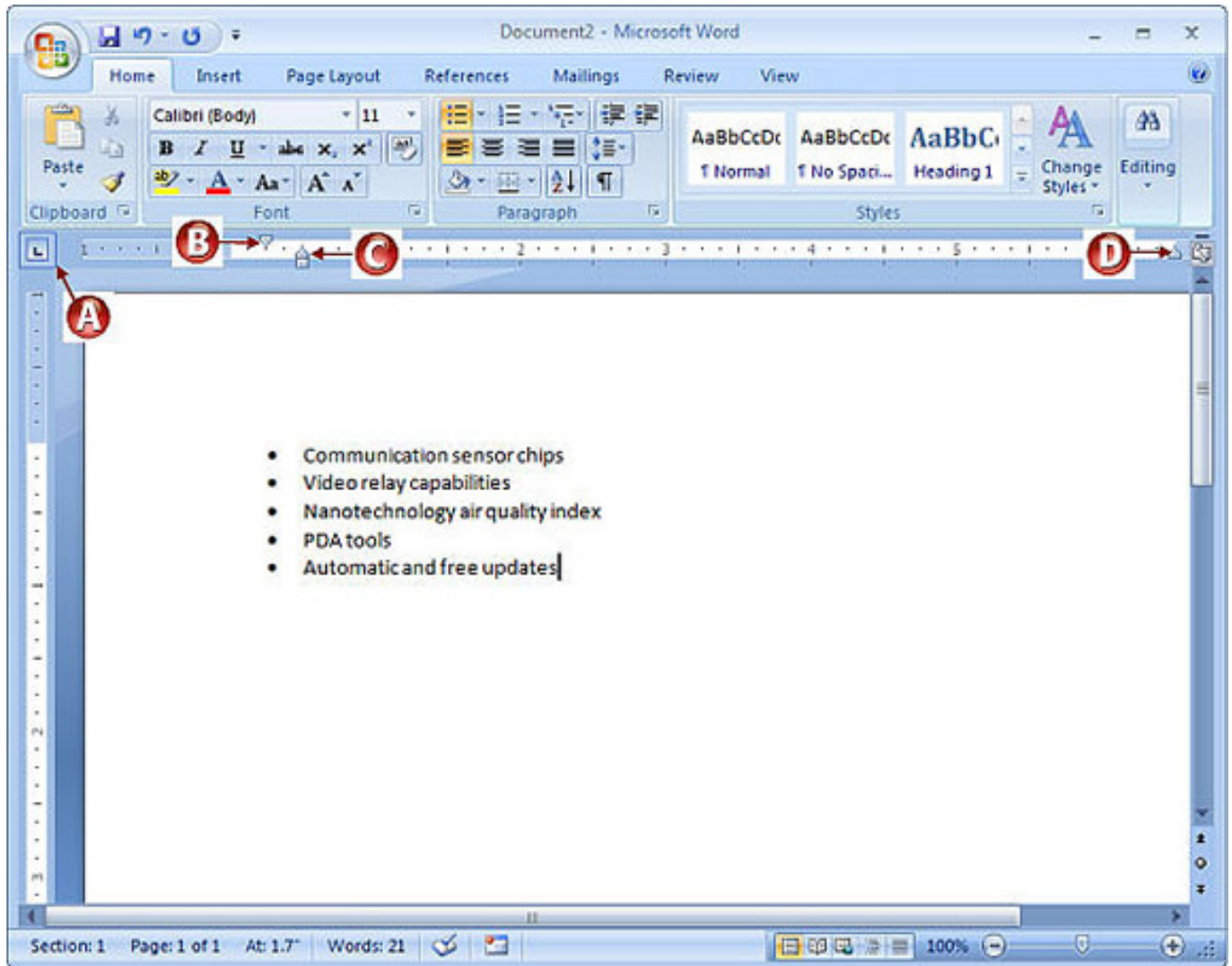
8.



Which of the following is the Hanging Indent Marker?

- A) A
- B) B
- C) C
- D) D

9.



Which marker changes the indent of the bulleted list?

- A) A
- B) B
- C) C
- D) D

10.

When you combine separate objects into one single object, you _____ them.

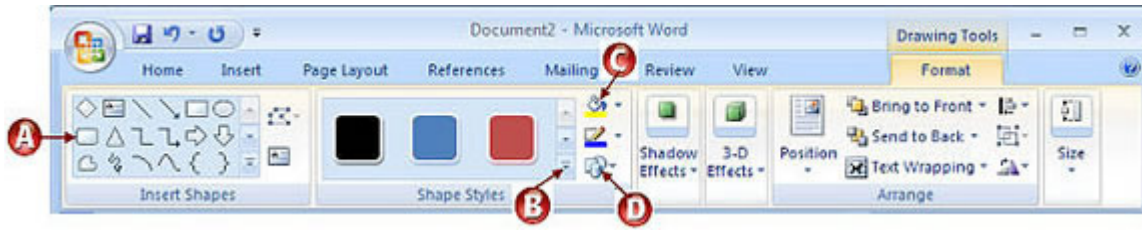
- A) combine
- B) group
- C) merge
- D) ungroup

11.

How do you insert Clip Art into a document?

- A) Click the **Picture Tools Format** menu, then click **Insert Picture**.
- B) Click the **Page Layout** menu, then click **Picture**.
- C) Click the **Picture Tools Format** menu and click **Clip Art**.
- D) Click the **Insert** tab, then click **Clip Art**.

12.



Which of the following is the Shape Fill button?

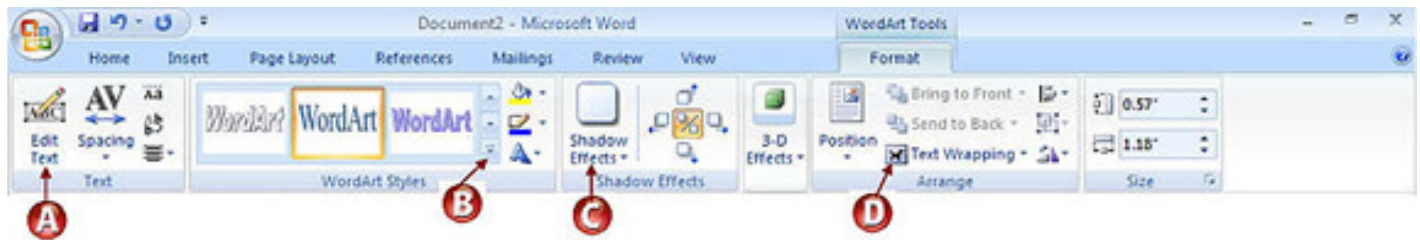
- A) A
- B) B
- C) C
- D) D

13.

A _____ is a graphic design that is often used to serve as a visual reminder of a company and its services.

- A) slogan
- B) logo
- C) chart
- D) jingle

14.



Which of the following is the Text Wrapping button?

- A) A
- B) B
- C) C
- D) D

15.

When you select and change the text in a text box, it does NOT change the text in the rest of the document.

- A) True
- B) False

16.

A deliberate attempt to trick people into giving money or information is known as _____.

- A) legal
- B) coaxing
- C) persuasion
- D) fraud

17.

What is the FTC?

- A) Federal Time Commission
- B) Federal Trade Commission
- C) Fair Trade Commission
- D) Fraud Track down Committee

18.

The Find tool is a convenient way to search a Web page.

- A) True
- B) False

19.

Which tab on the Ribbon would you use to create columns in a document?

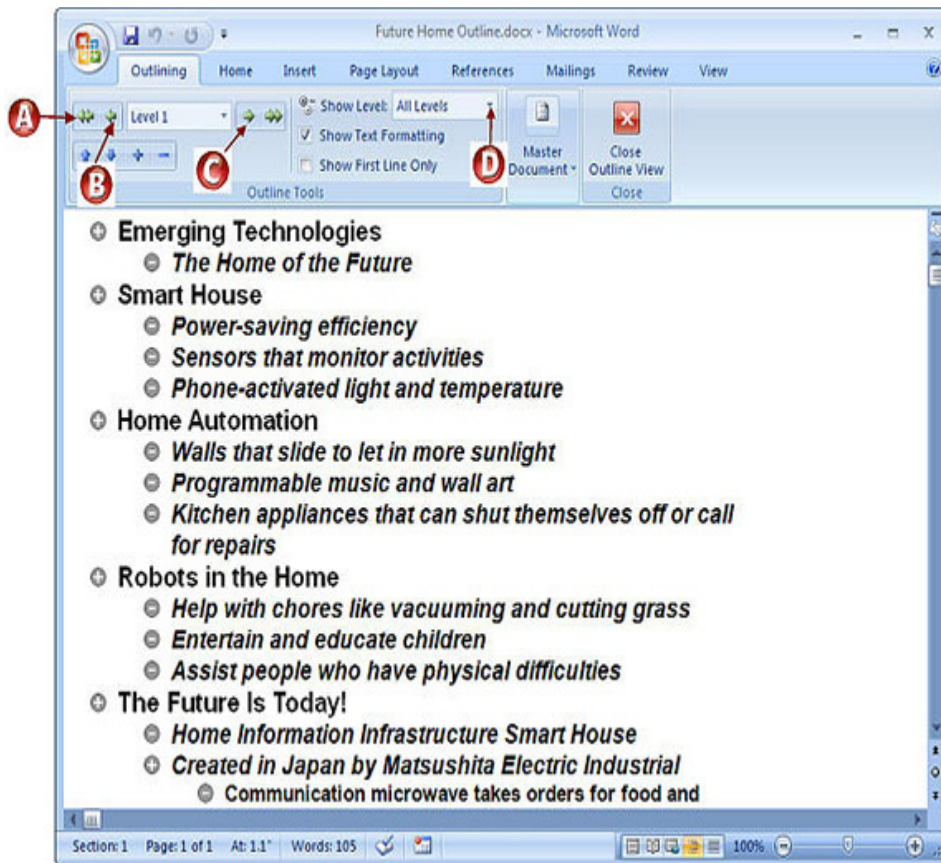
- A) Home
- B) Page Layout
- C) Insert
- D) View

20.

Which view in Microsoft Word lets you organize a document into headings and body text, so you can see the document's structure?

- A) Outline View
- B) Draft View
- C) Web Layout View
- D) Print Layout View

21.



Which of the following is the demote button?

- A) A
- B) B
- C) C
- D) D

22.

Which of these can PowerPoint convert into a presentation?

- A) Excel spreadsheet
- B) Access database
- C) Word outline
- D) Word graphic

23.

Which tab on the Ribbon would you use to preview your work as a Slide Show?

- A) Home
- B) Design
- C) Review
- D) View

24.

To select all slides in a presentation, you would press Ctrl + S

- A) True
- B) False