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- 51) Computer connected to a LAN can share information and or share peripheral equipment
- 52) Microsoft office is an application suite
- 53) Utilities can handle most system functions that aren't handled directly by the operating system
- 54) If you receive an e-mail from someone you don't know then you should delete it without opening it
- 55) A set of instructions telling the computer what to do is called program
- 56) LAN refers to a small single site network
- 57) A collection of programs that controls how your computer system runs and processes information is called operating system.
- 58) Device drivers are small, special-purpose programs
- 59) Transformation of input into output is performed by the CPU
- 60) Data going into the computer is called input.
- 61) Binary choice offer only two options
- 62) To indent the first paragraph of your report, you should use tab key
- 63) Fields are distinct item that don't have much meaning to you in a given context
- 64) A website address is a unique name that identifies a specific web site on the web
- 65) Modem is an example of a telecommunications device
- 66) A set of computer programs used for a certain function such as word processing is the best definition of a software package
- 67) You can start Microsoft word by using start button
- 68) A blinking symbol on the screen that shows where the next character will appear is a cursor
- 69) Highlight and delete is used to remove a paragraph from a report you had written

- 70) Data and time are available on the desktop at taskbar
- 71) A directory within a directory is called sub directory
- 72) Testing is the process of finding errors in software code
- 73) In Excel, charts are created using chart wizard option
- 74) Microcomputer hardware consists of three basic categories of physical equipment system unit, input/output, memory
- 75) Windows is not a common feature of software applications
- 76) A tool bar contains buttons and menus that provide quick access to commonly used commands
- 77) For creating a document, you use new command at file menu
- 78) Input device is equipment used to capture information and commands
- 79) A programming language contains specific rules and words that express the logical steps of an algorithm
- 80) One advantage of dial-up internet access is it utilizes existing telephone security
- 81) Protecting data by copying it from the original source is backup
- 82) Network components are connected to the same cable in the star topology
- 83) Two or more computers connected to each other for sharing information form a network
- 84) A compute checks the database of user name and passwords for a match before granting access
- 85) Computers that are portable and convenient for users who travel are known as laptops
- 86) Spam is the term for unsolicited e-mail
- 87) Utility software type of program controls the various computer parts and allows the user to interact with the computer
- 88) Each cell in a Microsoft office excel document is referred to by its cell address, which is the cell's row and column labels
- 89) Eight digit binary number is called a byte
- 90) Office LANs that are spread geographically apart on a large scale can be connected using a corporate WAN

- 91) Storage is the process of copying software programs from secondary storage media to the hard disk
- 92) The code for a web page is written using Hyper Text Markup Language
- 93) Small application programs that run on a Web page and may ensure a form is completed properly or provide animation are known as flash
- 94) In a relational database, table is a data structure that organizes the information about a single topic into rows and columns
- 95) The first computers were programmed using assembly language
- 96) When the pointer is positioned on a hyperlink it is shaped like a hand
- 97) Booting process checks to ensure the components of the computer are operating and connected properly
- 98) Checking the existing files saved on the disk the user determine what programs are available on a computer
- 99) Special effect used to introduce slides in a presentation are called animation
- 100) Computers send and receive data in the form of digital signals

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