

Name: _____

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COMPUTER APPLICATIONS SEMESTER EXAM STUDY GUIDE

1. The advantage of using a spreadsheet is:
 - a) calculations can be done automatically.
 - b) changing data automatically updates calculations (as long as Excel is not set to calculate manually).
 - c) more flexibility
 - d) all of the above
2. The intersection of a row and a column is called:
 - a) data
 - b) a field.
 - c) a cell
 - d) an equation.
3. When you are typing an equation into a cell, the first thing that must be entered is
 - a) the first cell referenced
 - b) parenthesis
 - c) quotation marks
 - d) an equal sign
4. Columns are identified by letters and run horizontally:
 - a) True
 - b) False
5. Rows are identified by numbers and run vertically:
 - a) True
 - b) False
6. Labels are used in a spreadsheet to:
 - a) tell the computer what we are doing
 - b) help us identify the information.
 - c) do the calculations
 - d) set up the equations.
7. The cell labeled F5 refers to
 - a) row F column 5
 - b) column F row 5
 - c) functions available in cells
 - d) Function key F4
8. On a computer calculator or when typing equations in Excel the division symbol is:
 - a) \
 - b) %
 - c) /
 - d) -

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9. There are three types of data found in a spreadsheet.

- a) data, words, numbers
- b) equations, data, numbers
- c) words, numbers, labels
- d) numbers, formulas, labels

10. The formula $=B2+A3$ is located in cell B3. If this was copied and pasted into cell D4 the resulting formula would be:

	A	B	C	D
1	2	4	5	5
2	3	3	4	6
3	5	$=B2+A3$	3	8
4	4	3	4	????????

- a) $=C2+C3$
- b) $=D3+C3$
- c) $=D3+C4$
- d) none of the above

11. The formula $=\$C\$3*D3$ is located in cell B1. If this was copied and pasted into cell C1, what would the resulting formula be:

	A	B	C	D
1	2	$=\$C\$3*D3$????????	5
2	3	3	4	6
3	5	4	3	8
4	4	3	4	9

- a) $=\$C\$3*E3$
- b) $=C3*E3$
- c) $=\$C\$3*D3$
- d) 24

12. A constant is another name for this type of data:

- a) number
- b) equation
- c) formula
- d) description

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13. The formula =B2+A3 is located in cell B3. If this was copied and pasted into cell D4 the resulting answer would be:

	A	B	C	D
1	2	4	5	5
2	3	3	4	6
3	5	=B2+A3	3	8
4	4	3	4	????????

- a) =C2+C3
- b) 12
- c) =D3+C4
- d) 8

14. On a computer calculator or when typing equations in Excel the multiplication symbol is:

- a) +
- b) &
- c) *
- d) #

15. The formula =C1+D1 is located in cell C2. If this was copied and pasted into cell D4 the resulting formula would be:

	A	B	C	D
1	2	4	5	5
2	3	3	=C1+D1	6
3	5	4	3	8
4	4	3	4	????????

- a) 10
- b) =D3+E3
- c) =D3+C4
- d) 12

16. What does the acronym FTP represent? **File Transfer Protocol**

17. What does the acronym WWW represent? **World Wide Web**

18. What does the acronym HTML represent? **Hypertext Mark-up Language**

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19. What program uses .doc file extensions? **Microsoft Word**
20. What program uses .pdf file extensions? **Adobe Acrobat**
21. What program uses .xls file extensions? **Microsoft Excel**
22. What is the DRIVE letter for the \\Gazebo directory that teachers use to give out files? **T:**
23. What is the DRIVE letter for your personal directory on the server that you use to SAVE your files? **S:**
24. What is the acronym for Read Before You Click? **RBYC**
25. What type of digital video did we watch in class? **Streaming – it plays as it downloads**
26. What is the DRIVE letter for your personal directory on the server that you use to SAVE your files? **S:**
27. You want to create a new web page. What is the FIRST TAG in the document? **<HTML>**
28. What is the LAST tag of a web page document? **</HTML>**
29. What are the OPEN and CLOSE tags “nested” inside of the <HEAD> </HEAD> tags? **<TITLE> </TITLE>**
30. What are tags that do not require a CLOSE called? **simpleton**
31. Everything that you want to show in the main window of the page must be enclosed within which TWO tags? (open and close) **<BODY> </BODY>**
32. Which tags are used to create the text in the top blue bar across the window? (open and close) **<TITLE> </TITLE>**
33. What program are we using to edit the HTML code of our web pages? **Notepad**

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Match the acronyms and file extensions to their correct references. Write the letter of the match on the blank line before each reference.

A.) FTP
B.) WWW
C.) HTML

D.) RBYC
E.) IE
F.) .doc

G.) .xls
H.) .pdf
I.) .mdb

J.) .ppt
K.) .html
L.) .txt

34. ___ **I** ___ A Microsoft Access database
35. ___ **G** ___ A Microsoft Excel spreadsheet
36. ___ **J** ___ A Microsoft PowerPoint presentation
37. ___ **F** ___ A Microsoft Word document
38. ___ **L** ___ a simple text file that can be opened in various editors
39. ___ **H** ___ An Adobe Acrobat Reader document
40. ___ **A** ___ File Transfer Protocol
41. ___ **C** ___ Hyper Text Mark-up Language
42. ___ **E** ___ Internet Explorer
43. ___ **D** ___ Read Before You Click
44. ___ **K** ___ web file that can be viewed in an Internet browser
45. ___ **B** ___ World Wide Web (Protocol)

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Match the terms to the definitions. Write the letter of the match on the blank line before each definition.

- | | | |
|-----------------------|---------------------|----------------------|
| A.) keyword search | E.) symbol operator | I.) Hits |
| B.) primary sources | F.) URL | J.) Directory |
| C.) relevance ranking | G.) Internet | K.) Browsing |
| D.) search engine | H.) home page | L.) Boolean operator |
| M.) | | |

46. **C** A search engine's arrangement of matches from a search, arranged in order of apparent best matches, best matches listed first.
47. **H** A Web site page similar to a book's title page, table of contents, index, and copyright page.
48. **J** A search tool that accesses Web sites through subject categories; also called "catalog" or "subject catalog."
49. **E** Symbols that limit, expand, or redirect a search, usually plus (+) or minus (-) symbols.
50. **K** Generally aimless exploration of Web sites, primarily for leisure, by following interesting links.
51. **B** Original sources, such as original legal, court, or governmental documents, original letters, interviewees, speakers, etc.
52. **A** A means of seeking information electronically by entering a word that represents the most important idea of the search
53. **G** The computer equivalent of all the world's encyclopedias, including, among other databases, the World Wide Web, commonly called the Web.
54. **L** A means by which to limit, expand, or direct a search using words entered in all capital letters, like AND, OR, BOTH, etc.
55. **I** The Web site matches the computer finds during a search

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Write T for True or F for False

56. **T** A keyboard is an input device.

57. **T** When working on a computer, it is important to save your work frequently.

58. **F** Information found on the Internet cannot be used in school papers

59. **F** A URL is a web browser.

60. **T** In Microsoft Word Alt + F7 performs a spelling and grammar check on the entire document.

61. **F** In Microsoft based products Ctrl + C will “CUT” the object or word currently activated by the cursor.

62. **T** HTTP is an acronym referencing Hypertext Transfer Protocol

63. **F** In Microsoft Word Shift + F7 opens the built in Dictionary used for finding definitions for the word currently activated by the cursor

64. **F** Everyone can edit a “read only” file.

65. **T** In Microsoft based products Ctrl + V will “PASTE” the object or word currently stored in the clipboard memory