

Exam

Name \_\_\_\_\_

**MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.**

- 1) An example of software that includes electronic checkbook registers and automatic bill payment tools is 1) \_\_\_\_\_  
A) Intuit Quicken. B) Adobe Acrobat.  
C) Microsoft Project. D) Microsoft Word.
- 2) When installing software, you must accept the \_\_\_\_\_ agreement before you can continue with the installation. 2) \_\_\_\_\_  
A) add/remove programs B) authorization  
C) download D) software license
- 3) Software that lets you create letters, budgets, and graphics is called 3) \_\_\_\_\_  
A) utility software. B) operating system software.  
C) application software. D) system software.
- 4) Preinstalled software is software that 4) \_\_\_\_\_  
A) is downloaded from the Web.  
B) is installed by the user.  
C) comes as a free trial version.  
D) is installed by the computer manufacturer.
- 5) The primary benefit of a spreadsheet program is 5) \_\_\_\_\_  
A) its ability to automatically recalculate.  
B) the ease of use.  
C) the ability to create charts.  
D) the pre-programmed functions.
- 6) Presentation software includes all of the following features EXCEPT 6) \_\_\_\_\_  
A) formulas. B) transitions.  
C) animation effects. D) themes.
- 7) Software that does "back-office" operations and processing functions such as billing, production, inventory management, and human resources management is called 7) \_\_\_\_\_  
A) enterprise resource planning software.  
B) business accounting software.  
C) customer relationship management software.  
D) project management software.
- 8) Which type of software is used to make a slide show? 8) \_\_\_\_\_  
A) presentation software B) system software  
C) spreadsheet software D) word-processing software
- 9) Moodle and Blackboard are examples of 9) \_\_\_\_\_  
A) utility software.  
B) course management software.  
C) gaming software.  
D) educational software.

- 10) Numbers appearing after software names denotes 10) \_\_\_\_\_  
A) the version of the program. B) the manufacture date.  
C) the product serial number. D) the price of the software.
- 11) The cell address F7 indicates that the cell 11) \_\_\_\_\_  
A) is at row 7, column F of the worksheet.  
B) is performing a function involving a variable called "F."  
C) is at row F, column 7 of the worksheet.  
D) contains a label value of "F7."
- 12) A(n) \_\_\_\_\_ software installation allows you to decide which 12) \_\_\_\_\_  
features you want to install on the hard drive.  
A) full B) new C) upgrade D) custom
- 13) In a software application, integrated help is: 13) \_\_\_\_\_  
A) available in a user's manual.  
B) available on a CD.  
C) built directly into the software.  
D) available on the Web.
- 14) Software you can use to create a budget is called 14) \_\_\_\_\_  
A) word-processing software. B) graphics software.  
C) spreadsheet software. D) utility software.
- 15) Which of the following is software that you can use for for an unlimited 15) \_\_\_\_\_  
time at no charge?  
A) freeware  
B) Internet-based software  
C) alpha version software  
D) Web-based application software
- 16) Computer-aided design software is used primarily by 16) \_\_\_\_\_  
A) engineers to create models.  
B) game makers to create games.  
C) project managers to track tasks.  
D) airline pilots to navigate.
- 17) \_\_\_\_\_ software is used to modify digital images, such as removing 17) \_\_\_\_\_  
red eye.  
A) Digital video B) Image-editing  
C) Presentation D) Digital audio
- 18) Which type of software is used to keep track of appointments, to-do 18) \_\_\_\_\_  
lists, and telephone numbers?  
A) database software B) word-processing software  
C) presentation software D) PIM software
- 19) Microsoft Office and Corel WordPerfect Office are examples of 19) \_\_\_\_\_  
A) open-source products.  
B) software suites.  
C) freeware products.

D) personal information management applications.

- 20) Forms that provide the basic structure for a particular kind of document are known as 20) \_\_\_\_\_  
A) patches. B) macros.  
C) templates. D) wizards.
- 21) Microsoft Word and Corel WordPerfect are examples of 21) \_\_\_\_\_  
A) utility software. B) system software.  
C) graphic software. D) word-processing software.
- 22) Software designed for a specific industry is known as \_\_\_\_\_ 22) \_\_\_\_\_  
software.  
A) general business B) project management  
C) multimedia D) vertical market
- 23) Illegally copying an application onto another computer is called 23) \_\_\_\_\_  
A) file sharing. B) phishing.  
C) hacking. D) software piracy.
- 24) Which type of software lets you dictate letters, e-mails, and voice commands? 24) \_\_\_\_\_  
A) word-processing software B) speech-recognition software  
C) audio-editing software D) content-delivery software
- 25) In a spreadsheet, equations you build yourself using values and cell references are called 25) \_\_\_\_\_  
A) values. B) calculations.  
C) functions. D) formulas.
- 26) Software that runs the computer and coordinates instructions is called 26) \_\_\_\_\_  
A) system software. B) device software.  
C) application software. D) utility software.
- 27) CD ripping refers to 27) \_\_\_\_\_  
A) creating your own CDs from your MP3 collection.  
B) stealing songs off the Internet.  
C) erasing content on a CD.  
D) encoding CDs to MP3 format.
- 28) The organization responsible for rating computer games is the 28) \_\_\_\_\_  
A) Motion Picture Rating Board.  
B) Entertainment Software Rating Board.  
C) U.S. Gaming Commission.  
D) Entertainment Game Rating Board.
- 29) Which type of software is used at colleges to keep track of student records? 29) \_\_\_\_\_  
A) database software B) word-processing software  
C) presentation software D) system software

- 30) Which Microsoft program is used to create project schedules? 30) \_\_\_\_\_  
A) Illustrator B) Paintbrush  
C) Excel D) Visio
- 31) Microsoft Works is an example of a(n) 31) \_\_\_\_\_  
A) personal information manager.  
B) limited software edition.  
C) integrated software application package.  
D) software suite.
- 32) In a spreadsheet, the columns and rows form individual boxes called 32) \_\_\_\_\_  
A) intersects. B) cells.  
C) worksheets. D) addresses.
- 33) QuarkXPress and Adobe InDesign are examples of \_\_\_\_\_ software. 33) \_\_\_\_\_  
A) word-processing B) desktop-publishing  
C) image-editing D) video-editing
- 34) Apple QuickTime and Microsoft Media Player are examples of 34) \_\_\_\_\_  
\_\_\_\_\_ software.  
A) computer-aided design B) digital video editing  
C) Web page authoring D) painting
- 35) Which file format enables users to share, view, and print any file? 35) \_\_\_\_\_  
A) PDF B) DOC C) MP3 D) HTTP
- 36) Which of the following is an example of discounted software? 36) \_\_\_\_\_  
A) educational versions of software  
B) Web-based application software  
C) beta versions of software  
D) a software suite
- 37) Web-based application software is software that: 37) \_\_\_\_\_  
A) allows you to create Web pages.  
B) is installed by the computer manufacturer.  
C) does NOT need an Internet connection.  
D) is hosted on a Web site.
- 38) Multimedia software includes all of the following EXCEPT 38) \_\_\_\_\_  
A) utility software. B) animation software.  
C) audio-editing software. D) image-editing software.
- 39) In a database, a table is a collection of related 39) \_\_\_\_\_  
A) records. B) worksheets.  
C) data. D) files.
- 40) System software does all of the following EXCEPT 40) \_\_\_\_\_  
A) add graphics and pictures to files.  
B) help manage system resources.  
C) help run the computer.  
D) coordinate instructions between application software and the computer's hardware devices.

- 41) Which type of software stores client information in one central database for use by sales professionals? 41) \_\_\_\_\_  
A) customer relationship management software  
B) business accounting software  
C) enterprise resource planning software  
D) project management software
- 42) QuickBooks and Peachtree are examples of 42) \_\_\_\_\_  
A) educational software.  
B) course management software.  
C) business accounting software.  
D) gaming software.
- 43) What is the most common type of compatibility that software manufacturers provide for new versions of their software? 43) \_\_\_\_\_  
A) both backward and forward compatibility  
B) neither backward nor forward compatibility  
C) forward compatibility but not backward compatibility  
D) backward compatibility but not forward compatibility
- 44) Software refers to a set of instructions that tells the computer what to do. These instruction sets are called 44) \_\_\_\_\_  
A) databases. B) devices.  
C) programs. D) peripherals.
- 45) Adobe Dreamweaver is an example of 45) \_\_\_\_\_  
A) educational software.  
B) desktop-publishing software.  
C) business accounting software.  
D) Web page authoring software.
- 46) Which type of software helps managers keep scheduling charts? 46) \_\_\_\_\_  
A) customer relationship software  
B) project management software  
C) enterprise resource planning software  
D) business accounting software
- 47) Software that is distributed for free with certain conditions is called 47) \_\_\_\_\_  
A) freeware. B) Internet-based software.  
C) beta version software. D) shareware.
- 48) When available, the best way to remove an unwanted software application is to 48) \_\_\_\_\_  
A) locate the program's .exe file and delete it.  
B) change the name of the program.  
C) use the application's uninstall program.  
D) highlight and delete the program's desktop icon.
- 49) Custom software, developed to address the needs of a specific company, is known as \_\_\_\_\_ software. 49) \_\_\_\_\_  
A) privately owned B) proprietary

C) copyrighted

D) developmental

- 50) GPS software allows users to \_\_\_\_\_  
A) use PDAs to access e-mail.  
B) locate restaurants, airports, and points of interest.  
C) guide satellites.  
D) fine-tune an Internet connection.

**TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.**

- 51) It is normally cheaper to buy a software suite than to purchase individually each of the applications contained in the suite. 51) \_\_\_\_\_

- 52) Adobe Premiere Pro is an example of software that allows you to edit video. 52) \_\_\_\_\_

- 53) Media-management programs are entertainment applications that turn artificial environments into a realistic experience. 53) \_\_\_\_\_

- 54) A software license is an agreement between you and the store/company that you purchased your computer from. 54) \_\_\_\_\_

- 55) WebMD.com is an example of an online productivity software package. 55) \_\_\_\_\_

- 56) A full software installation allows you to choose which features you want installed on your hard drive. 56) \_\_\_\_\_

- 57) Windows Vista is considered to be operating system software. 57) \_\_\_\_\_

- 58) Audacity is a program that enables you to edit audio files. 58) \_\_\_\_\_

- 59) Speech-recognition software must be trained to an individual's dialect and accent. 59) \_\_\_\_\_

- 60) Microsoft Works is an example of an integrated software program. 60) \_\_\_\_\_

- 61) Open Office is an example of open-source software. 61) \_\_\_\_\_

- 62) Adobe Illustrator is a type of drawing software. 62) \_\_\_\_\_

- 63) If you use shareware software after the initial trial period is over without paying for it, you will not be breaking the software license agreement. 63) \_\_\_\_\_

- 64) Integrated software usually does not have the more advanced features found in individual productivity software applications. 64) \_\_\_\_\_

- 65) Many word-processing software packages have themes of coordinated colors and styles that you can use throughout your document. 65) \_\_\_\_\_

- 66) Shareware is software that is distributed as trial software for a limited time. 66) \_\_\_\_\_

- 67) All Web-based software is free. 67) \_\_\_\_\_
- 68) Wizards are step-by step guides for performing complicated tasks in application software. 68) \_\_\_\_\_
- 69) Excel and Lotus 1-2-3 are examples of spreadsheet software. 69) \_\_\_\_\_
- 70) Most open-source applications have some type of formal technical support for customers. 70) \_\_\_\_\_
- 71) A field is a group of related records. 71) \_\_\_\_\_
- 72) Second Life is an example of a personal planning software application. 72) \_\_\_\_\_
- 73) When uninstalling software, it is best simply to open the Explorer window and delete the folder containing the software. 73) \_\_\_\_\_
- 74) The primary benefit of spreadsheet software is its ability to automatically recalculate. 74) \_\_\_\_\_
- 75) Word-processing software allows you to easily change the appearance and organization of your documents. 75) \_\_\_\_\_
- 76) A table can be defined as a data category. 76) \_\_\_\_\_
- 77) There is no such thing as truly free software. 77) \_\_\_\_\_
- 78) Macros are forms included in many productivity applications that provide the basic structure for a particular kind of document, spreadsheet, or presentation. 78) \_\_\_\_\_
- 79) Desktop publishing software allows you to create brochures and flyers. 79) \_\_\_\_\_
- 80) Adobe Photoshop Elements is an example of an image-editing software program. 80) \_\_\_\_\_
- 81) Snapfish.com is a Web-based program that allows you to edit, share, and store digital images. 81) \_\_\_\_\_
- 82) MP3 is a type of video compression. 82) \_\_\_\_\_
- 83) Most word-processing programs come with a search and replace tool that allows you to locate and replace specific text. 83) \_\_\_\_\_
- 84) Open-source software is made available to the public with few or no restrictions. 84) \_\_\_\_\_
- 85) Integrated software applications and software suites are essentially the same thing. 85) \_\_\_\_\_
- 86) There are financial planning software applications available that integrate with tax preparation software. 86) \_\_\_\_\_

- 87) Application software helps run the computer and coordinates instructions. 87) \_\_\_\_\_
- 88) Presentation software such as PowerPoint is used to create general documents. 88) \_\_\_\_\_
- 89) Many spreadsheets have the ability to sort, filter, and group data. 89) \_\_\_\_\_
- 90) Spreadsheet software can also handle large, complicated database tasks. 90) \_\_\_\_\_
- 91) When purchasing video-editing software, you should purchase the least expensive application with the greatest number of supported file formats. 91) \_\_\_\_\_
- 92) There are no Web-based PIM programs. 92) \_\_\_\_\_

STUDYWELL

- 1) A
- 2) D
- 3) C
- 4) D
- 5) A
- 6) A
- 7) A
- 8) A
- 9) B
- 10) A
- 11) A
- 12) D
- 13) C
- 14) C
- 15) A
- 16) A
- 17) B
- 18) D
- 19) B
- 20) C
- 21) D
- 22) D
- 23) D
- 24) B
- 25) D
- 26) A
- 27) D
- 28) B
- 29) A
- 30) D
- 31) C
- 32) B
- 33) B
- 34) B
- 35) A
- 36) A
- 37) D
- 38) A
- 39) A
- 40) A
- 41) A
- 42) C
- 43) D
- 44) C
- 45) D
- 46) B
- 47) D
- 48) C
- 49) B
- 50) B
- 51) TRUE

STUDYWELL

- 52) TRUE
- 53) FALSE
- 54) FALSE
- 55) FALSE
- 56) FALSE
- 57) TRUE
- 58) TRUE
- 59) TRUE
- 60) TRUE
- 61) TRUE
- 62) TRUE
- 63) FALSE
- 64) TRUE
- 65) TRUE
- 66) TRUE
- 67) TRUE
- 68) TRUE
- 69) TRUE
- 70) FALSE
- 71) FALSE
- 72) FALSE
- 73) FALSE
- 74) TRUE
- 75) TRUE
- 76) FALSE
- 77) FALSE
- 78) FALSE
- 79) TRUE
- 80) TRUE
- 81) TRUE
- 82) FALSE
- 83) TRUE
- 84) TRUE
- 85) FALSE
- 86) TRUE
- 87) FALSE
- 88) FALSE
- 89) TRUE
- 90) FALSE
- 91) TRUE
- 92) FALSE

STUDYWELL