The Operating system that is widely used in Fiji is

a) Windows 10   b) Windows 7   c) Windows 8   d)Windows 8.1

2. An embedded operating system usually resides on a

a) hard disk   b) RAM chip   c) ROM chip   d) removable disk

3. The ability to have a number of applications running at the same time:

 a) GUI   b) integrated   c) networking   d) multitasking

4. A _____ combines several utility programs into a single package.

a) utility service   b) zipped file   c) disk scanner   d) utility suite

5. When using a word processor, the command to reinsert text into a document is
 a) cut   b) copy   c) move   d) paste

6. A program that enables you to quickly find the right word or an alternative word with a similar meaning is

a) Thesaurus   b) spelling checkers   c) grammar checkers   d) search and replace

7. One example of an expert system is

a) CAD/CAM   b) the personal computer   c) Windows 10   d)troubleshooting

8. In MS Word, which of the following buttons would align text evenly on both the left and right margins?

a) Center button   b) justify button   c). align left button   d) align right button

9. Database management system are c comprised of tables that are made up of rows called _____ and columns called _____

   a) records, fields   b) fields, records   c) address, fields
      d) records, ranges

10. Security personnel use _____ to locate and disarm explosive devices.

   a. mobile robots   c. system robots
   b. industrial robots   d. perception robots

11. These programs guard your computer against malicious programs that may invade your computer system?

   a. file compression program   c. backup program
   b. antivirus program   d. troubleshooting program

12. Every time the computer system is started, the operating system loads these into memory

   a. driver updates   c. device managers
   b. device drivers   d. windows updates

13. The software that would be most suitable to include special visual, sound effects and audio as well as video clips is

   a. MS-Excel   b. MS-Word   c. MS-PowerPoint   d. Desktop Publishing

14. The multimedia component that required the least amount of storage is
   a. graphics   b. video   c. sound   d. text

15. The background software that loads the current program (i.e., MSWORD) is called

   a. system software   c. integrated software
   b. application software   d. communication software

16. Which of the following software would be used to draw the architecture of an automobile?
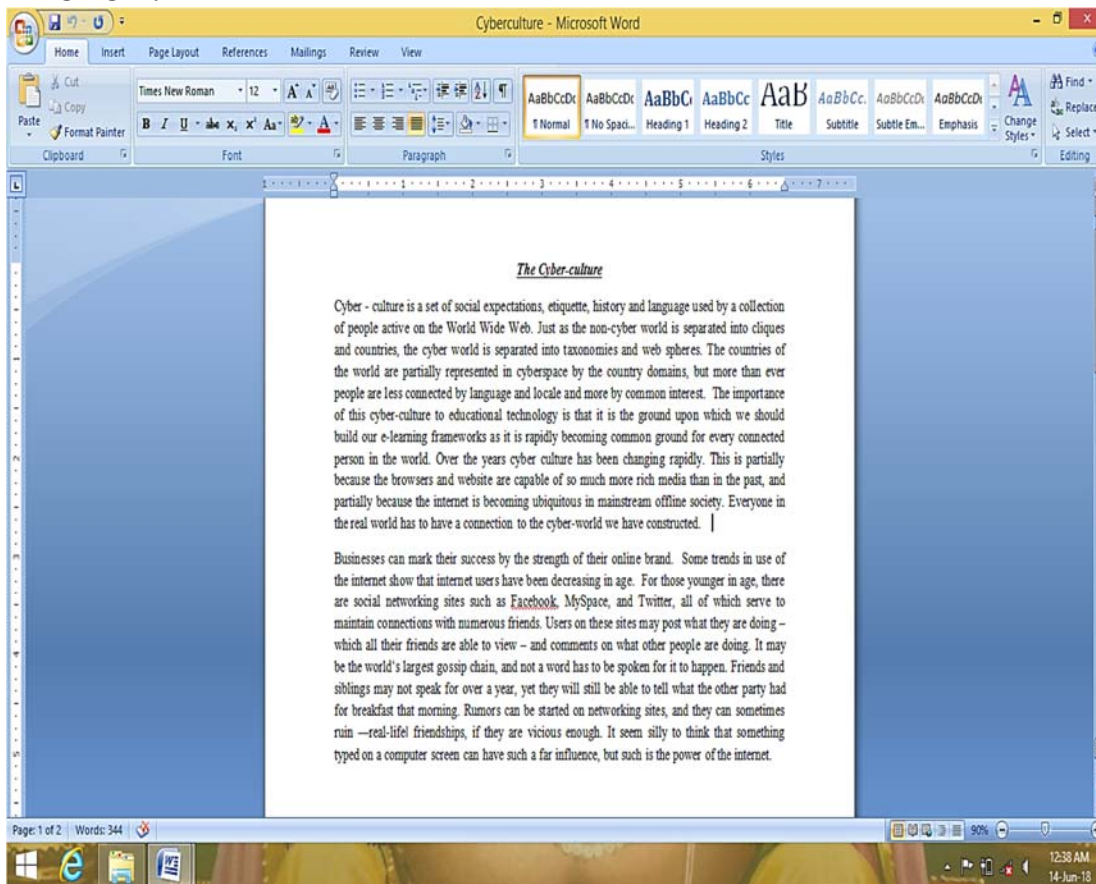
   a. integrated   c. communication
   b. desktop publishing   d. computer-aided design

Review Questions – Short Answers

1) What is the difference between application and system software?

2) Discuss the role of device drivers.

3) Explain the difference between special-purpose programs and general-purpose programs?

4) Explain what a spreadsheet is, what is used for and give an example of a Spread sheet program.

5) Explain what is meant by integrated software and give examples.

6) Define desktop publishing.

7) Explain what a spreadsheet is, what is used for and name examples that can be used on a PC.

8) Explain what is meant by integrated software and give examples?

9) What are the three areas of artificial intelligence?

10) Define desktop publishing?

Software Practical Exercise

1. **Study the document shown below and answer the questions that follow.**

a. Discuss briefly how you would highlight last line of second paragraph without using a mouse.

b. Discuss the steps how you would you go about making the above document in two column like a newspaper document.

c. List the steps of decreasing indent of a second paragraph.

d. List two formatting features applied in the document title.

e. What keys would be pressed to take the insertion point to the end of the document?

f. Dylan has finished typing the above document. He wants to replace the word rumor in the second paragraph with the word gossip. What feature of MS - Word can be used to replace the word rumor?

g. List the steps of how Dylan can use MS - Word feature to replace the word with similar meaning

h. List how you can form a second paragraph from the word over in the first paragraph.

i. What is the title of the document?

j. What short cut keys can be pressed to select the whole document?

k. How many pages does the above document contain?

l. List the formatting features used in the title of the above document.

m. Name the application used to create the document.