

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY
DEPARTMENT OF INFORMATION AND MEDIA TECHNOLOGY
FIRST SEMESTER 2019/2020 EXAMINATION

COURSE CODE: IMT112
COURSE TITLE: BASIC COMPUTER TOOLS
INSTRUCTIONS: Answer all
COURSE LECTURER(S): Mrs S.O. Etuk
CREDIT UNITS: 1
TIME ALLOWED: 30 minutes

1. The intersection of a row and column is known as __
2. Columns in Excel are referenced by what? Numbers / Alphabets?
3. A worksheet contains rows and columns while a workbook consists of __
4. A worksheet consist of how many columns?
5. What is the minimum number of rows and columns a word table can have ?
6. What is the extension of files created in Ms-Word
7. The shortcut: CTRL + ALT + DELETE is used to activate which window?
8. In Word 2007, you can display your document in one of the five views: Draft, Web Layout, Print Layout, Full Screen Reading or __
9. Which of the following is not an option of slides per page when printing handouts from powerpoint?
10. Excel is a-----
11. Special effects used to introduce slides in a presentation are called__
12. The slide that is used to introduce a topic and set the tone for the presentation is called what?
13. What is the default page setup orientation of slide in PowerPoint?
14. Objects on the slide that hold text are called?
15. ---- number of slides per page is not an option when printing handouts?
16. The PowerPoint view that allow you to delete, add or rearrange the order of slide is called what?
17. The cell reference for a range of cells that starts in cell B1 and goes over to column G10 and down to row 10 is displayed as what?
18. What bar on Excel spreadsheet displays the contents of active cell?
19. How many sheets are there in Excel Workbook by default?
20. What is the function of Ctrl + B in Ms-Word?
21. Which Application Software will you use to manage a Student Database?
22. When working on Ms Word, Ctrl+E is used for what?
23. A page __ gives your pages a Portrait or Landscape layout
24. AutoSum is used to automatically add up selected cells in Excel.True / False

25. The NameBox in Excel displays what?
26. Data presented in table in MS Word document can be called a database. True/False
27. What is the most appropriate software for calculating in computer?
28. A Monitor is an ___ device
29. A Web server is a server on the Internet that holds Web documents and makes them available for viewing by remote browsers. True/ False?
30. The 'U' in 'URL' stands for?
31. 'www' simply means 'World ___ Web'
32. A mailing list is a list of e-mail addresses used to have messages forwarded to groups of people. True/ False
33. The 'I' in 'IP' stands for what?
34. Which key on the keyboard deletes the character to the left of the cursor?
35. Ctrl +V is used to-----
36. In order to arrange countries from those with the highest population to those with lowest population, you will need to sort the field in what order?
37. In order to perform a calculation in a spreadsheet, you need to write a-----
38. What differentiates a cell from another cell in excel?
39. Write down an example of a valid cell address
40. To write a valid formular in Excel, you will start with what symbol?
41. A computer system accepts data as inputs, process the data and returns the processed data as ___
42. A Computer performs tasks according to a set of instructions called ___
43. Mention 3 basic characteristics of a Computer system.
44. A small area of permanent memory that provides start up instructions when a computer is turned On is called___
45. Operating System is NOT an example of Application Software. True/False?
46. The Arithmetic-Logic Unit (ALU) tells the rest of the computer system how to carry out program instructions. True/False
47. To change case in Ms-Word, ___ case capitalizes the first letter of each word of the selected text
48. What is the function of the shortcut key Ctrl+S
49. The function key F12 opens what dialog box?
50. Which toolbar allows the change of fonts
51. By default, on which page is the header or the footer printed?
52. What is the function of Ctrl + I in Ms-Word?
53. A character that is raised and smaller above the baseline is known as-----
54. What is the default view in MS word ?
55. Top alignment is not a type of page alignment. True/ False
56. Portrait and Landscape are -----
57. presentation design template should be used if you want all the slide in the presentation to have the same look. True/False?
58. Powerpoint provides four types of animations: Motion path, Exit, Emphasis and-----
59. Ctrl + ----- command brings you to the first slide in your presentation
60. As a student, what application software do you make use of the most and why?