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- _____ 1. **Which devices below are considered input devices?**
a. Scanner and printer
b. Microphone and CD-ROM drive
c. Hard drive and speakers
d. Keyboard and mouse
- _____ 2. **Which of the following is NOT one the four major functions of a computer?**
a. Storage
b. Calculation
c. Processing
d. Output
- _____ 3. **The resolution of the monitor is governed by the**
a. contrast of the pixels on the screen.
b. size of the screen.
c. cost of the monitor.
d. number of pixels on the screen.
- _____ 4. **Restarting the system after it has been completely powered off is called**
a. a cold boot.
b. a standby start.
c. hibernation.
d. warm boot.
- _____ 5. **An Ethernet port is used for connecting your computer to**
a. a printer.
b. a monitor.
c. a digital camera.
d. a network.
- _____ 6. **Which of the following devices is considered the brains of the computer?**
a. Central processing unit
b. Read-only memory
c. Motherboard
d. Random access memory
- _____ 7. **Which of these statements about hard disks is TRUE?**
a. With the rise of flash drives, hard disks are becoming legacy technology.
b. Hard disks are considered volatile storage devices.
c. Hard disks are always installed inside the system unit of a computer.
d. Hard disks are considered nonvolatile storage devices.
- _____ 8. **Which of the following would be found in a GUI operating system?**
a. Icons
b. Windows
c. Scroll bars
d. All of the above
- _____ 9. **Which is an indication that a device is Plug and Play? You can**
a. multitask by listening to a CD and surfing the Internet.
b. install gaming software without going through Add/Remove Programs.
c. install a hardware device without separately installing a driver.
d. All of the above

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- _____ 10. **When an operating system allows you to do more than one task at a time, it is called:**
a. paging.
b. thrashing.
c. multitasking.
d. caching.
- _____ 11. **The amount of RAM recommended for systems today is measured in?**
a. Gigabytes
b. Gigahertz
c. Megahertz
d. Kilobytes
- _____ 12. **RAM is classified as what kind of storage in a computer system?**
a. Volatile
b. Flash
c. Permanent
d. Nonvolatile
- _____ 13. **From which location is it fastest to get data to the CPU for processing?**
a. Virtual memory
b. Cache memory
c. RAM
d. The hard drive
- _____ 14. **Flash drives have replaced floppy disks as the preferred method for portable storage because:**
a. they hold much more data than floppy disks.
b. data is not magnetic so it's less subject to errors.
c. they have quicker access time than a floppy drive.
d. All of the above
- _____ 15. **Blu-ray technology is required to store what kind of media?**
a. Standard definition video
b. High-definition video
c. Digital audio
d. Analog audio
- _____ 16. **Which of the following is becoming the most common port on a computer system because most peripheral devices connect to it?**
a. Parallel port
b. FireWire port
c. USB 2.0 port
d. Serial port
- _____ 17. **Which of the following is a reason client/server networks are generally NOT installed in homes?**
a. Client/server networks don't have as many security features as home networks.
b. Servers are too difficult for most home users to set up.
c. Client/server networks are less expandable than peer-to-peer networks.
d. Client/server networks provide less security than is needed in a home network.
- _____ 18. **Which of the following is a benefit of firewalls?**
a. They filter out unwanted wireless signals.
b. They repeatedly change the IP address of the router.
c. They make it harder for a hacker to locate specific computers on a network.
d. The open unused logical ports to increase throughput.

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- _____ 19. **Wireless Ethernet networks are attractive to hackers because**
- a. The signals from the network can travel beyond the walls of your home.
 - b. Wireless Ethernet networks have much greater bandwidth than wired networks.
 - c. You can't install a firewall on a wireless Ethernet network.
 - d. The 802.11 protocol has weak security rules.
- _____ 20. **Intel processors**
- a. are used in some Windows-based systems and all Apple computer systems.
 - b. are used in both Windows and Apple computer systems.
 - c. are used only in Apple computer systems.
 - d. are used only in Windows-based computer systems.
- _____ 21. **Which of the following is NOT an advantage of installing a network in a business?**
- a. Decreased productivity
 - b. Sharing of peripherals
 - c. Facilitation of Internet connectivity
 - d. Reduced cost to buy peripherals
- _____ 22. **Why are client/server networks often installed in businesses instead of peer-to-peer networks?**
- a. Security is much easier to implement.
 - b. Cheaper to install.
 - c. Less scalable than peer-to-peer networks.
 - d. Eliminate the need for dedicated servers.
- _____ 23. **Which of the following is true regarding a dialog box?**
- a. Option buttons indicate mutually exclusive choices
 - b. Check boxes imply that multiple options may be selected
 - c. Both (a) and (b)
 - d. Neither (a) nor (b)
- _____ 24. **Which of the following is the first step in sizing a window?**
- a. Point to the title bar.
 - b. Pull down the view menu and change to large icons.
 - c. Point to any corner or border.
 - d. Pull down the View menu to display the toolbar.
- _____ 25. **Which of the following is the first step in moving a window?**
- a. Point to the title bar.
 - b. Point to any corner or border.
 - c. Pull down the view menu and change to large icons.
 - d. Pull down the View menu to display the toolbar.
- _____ 26. **Which button appears immediately after a window has been maximized?**
- a. Close
 - b. Restore Down
 - c. Maximize
 - d. Minimize
- _____ 27. **What happens to a window that has been minimized?**
- a. The window shrinks to a button on the taskbar.
 - b. The window is still open but the application has been removed from memory.
 - c. The window is still visible, but it no longer has a Minimize button.
 - d. The window is closed and the application is removed from memory.

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_____ 28. **What is the significance of a faded (dimmed) command in a drop-down menu?**
 a. A dialog box appears if the command is selected.
 b. There are no equivalent keystrokes for the particular command.
 c. The command is not currently accessible.
 d. A Help window appears if the command is selected.

_____ 29. **The Recycle Bin enables you to restore a file that was deleted from:**
 a. The CD drive
 b. Drive C
 c. Both (a) and (b)
 d. Neither (a) nor (b)

_____ 30. **Which of the following is suggested as essential to a backup strategy?**
 a. Back up all program files at the end of every session
 b. Store backup files at another location
 c. Both (a) and (b)
 d. Neither (a) nor (b)

_____ 31. **A shortcut may be created for:**
 a. An application or a document
 b. A folder or a drive
 c. Both (a) and (b)
 d. Neither (a) nor (b)

_____ 32. **Windows Desktop Search can:**
 a. Locate all files containing a specified phrase
 b. Locate all files of a certain type
 c. Both (a) and (b)
 d. Neither (a) nor (b)

_____ 33. **Which of the following statements is true?**
 a. A plus sign appears next to any folder that has been collapsed.
 b. A minus sign next to a folder indicates that its contents are hidden.
 c. A plus sign next to a folder indicates that its contents are hidden.
 d. A plus sign appears next to any folder that has been expanded.

_____ 34. **When is a file permanently deleted?**
 a. When you delete the file from Windows Explorer
 b. When you empty the Recycle Bin
 c. When you turn the computer off
 d. All of the above

_____ 35. **Match each term with its correct definition.**

_____	a. A bar that contains the Start button, buttons representing open programs, and other buttons that will activate programs.	Mouse Pointer
_____	b. The arrow, I-beam, or other symbol that moves when you move the mouse or other pointing device, and that indicates a location or position on your screen.	Window
_____	c. A box that displays information and usually consists of a title bar, menu bar, status bar, and toolbars, and that always has a Minimize button.	Taskbar

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- _____ d. **The area at the top of a window that displays the file name and also contains the Minimize, Maximize/Restore Down, and Close buttons.** Shortcut Menu
 - _____ e. **A list of context-sensitive commands—commands that are commonly used when working on the selected object—usually activated by right-clicking a screen item.** Title Bar
36. Match each term with its correct definition.
- _____ a. **An area to the right of the Start button that contains shortcut icons for commonly used programs.** Folder
 - _____ b. **The area on the right side of the taskbar where the clock and system notifications display, and where notifications display that keep you informed about processes that are occurring in the background, such as antivirus software checking, network connections, and other utility programs.** Status Bar
 - _____ c. **A horizontal bar at the bottom of the document window that provides information about the current state of what you are viewing in the window, for example the page number of a document.** Scroll Bar
 - _____ d. **The Windows feature that enables you to view text that extends beyond the edges of the screen.** Quick Launch Toolbar
 - _____ e. **A Windows object used to keep related files stored together in one location.** Notification Area

37. **Windows XP is an example of a(n) _____, which coordinates the activities of a computer.**
38. The _____ button on the left end of the taskbar is used to run programs, change system settings, or find help.
39. **When more than one document or program is open at the same time, you can switch back and forth between them by clicking the appropriate button in the _____.**
40. **When you delete a file, it is stored in a temporary area called the _____, from which it can often be recovered.**
41. **The _____ is the program that manages the hardware of the computer system, including the CPU, memory, storage devices, and input/output devices.**
42. **The type of operating system software you use depends on your computer's _____.**

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- _____ 43. A _____ is approximately 1,000 bytes.
- _____ 44. All of the following are examples of real security and privacy risks EXCEPT:
a. viruses.
b. hackers.
c. identity theft.
d. spam.
- _____ 45. Any computer parts that you can actually touch are considered to be:
a. hardware.
b. systems.
c. software.
d. platforms.
- _____ 46. The box that contains the central electronic components of the computer is the:
a. system unit.
b. motherboard.
c. input device.
d. peripheral.
- _____ 47. Devices, such as monitors and printers, that are connected to the computer are called:
a. system devices.
b. input devices.
c. processing devices.
d. peripheral devices.
- _____ 48. A(n) _____ device enables you to enter data and instructions into the computer.
a. CRT
b. digital
c. input
d. output
- _____ 49. The _____ key and the _____ key can be used in combination with other keys to perform shortcuts and special tasks.
a. Caps Lock; Num Lock
b. Function; toggle
c. Control; Alt
d. Delete; Insert
- _____ 50. An I-beam or an arrow is known as the mouse:
a. control.
b. input.
c. button.
d. pointer.
- _____ 51. A _____ is an output device that creates tangible hard copies.
a. CRT
b. monitor
c. scanner
d. printer

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- _____ 52. **The type of monitor that looks like a traditional television set is called a _____ monitor.**
a. liquid crystal display (LCD)
b. cathode-ray tube (CRT)
c. flat-panel
d. display
- _____ 53. _____ **monitors use a technology similar to that used in digital watches.**
a. Graphics
b. Electron beam
c. Liquid crystal display (LCD)
d. Cathode-ray tube (CRT)
- _____ 54. **The _____ is the number of times per second the electron beam scans the monitor and recharges the illumination of each pixel.**
a. dot pitch
b. sharpness
c. refresh rate
d. resolution
- _____ 55. **The diagonal distance, measured in millimeters, between pixels of the same color is called:**
a. dot pitch.
b. resolution.
c. refresh rate.
d. sharpness.
- _____ 56. _____ **printers have tiny hammer-like keys that strike the paper through an inked ribbon.**
a. Impact
b. Laser
c. Nonimpact
d. Inkjet
- _____ 57. **A printer's speed is measured in:**
a. dots per inch (dpi).
b. color output.
c. pages per minute (ppm).
d. megabytes.
- _____ 58. **Restarting the system when it is already powered on is called:**
a. standby mode.
b. a cold boot.
c. hibernation.
d. a warm boot.
- _____ 59. **Hard disk drives are considered _____ storage.**
a. nonvolatile
b. nonpermanent
c. temporary
d. flash
- _____ 60. **All of the following storage media have Read and Write capabilities EXCEPT:**
a. hard disk drives.
b. floppy disks.
c. CD-ROMs.
d. flash memory cards.

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- _____ 61. _____ are devices used to transmit data over telecommunications lines.
- a. Drives
 - b. Drive bays
 - c. Platforms
 - d. Modems
- _____ 62. The _____ enables your computer to connect to other computers.
- a. network interface card (NIC)
 - b. controller card
 - c. sound card
 - d. video card
- _____ 63. _____ plug into the expansion slots on the motherboard.
- a. Drive bays
 - b. Ports
 - c. USB devices
 - d. Expansion boards
- _____ 64. A(n) _____ is a combination of hardware and software that facilitates the sharing of information between computing devices.
- a. peripheral
 - b. network
 - c. digital device
 - d. expansion board
- _____ 65. Flash drives plug into a(n):
- a. drive bay.
 - b. serial port.
 - c. USB port.
 - d. expansion slot.