1. Which of the following statements regarding computers is false? [ID1]

    A. Computers are currently being used in a wide variety of applications and professions.

    B. Learning about computers and their applications will help you to function more effectively in the modern world.

    C. Most employers nowadays expect job seekers to be computer experts.

    D. Knowing how to use a computer, especially a personal computer, is a basic skill necessary to succeed in business and to function effectively in society.

    E. You must have a basic understanding of what a computer is and how it can be used as a resource to be considered computer literate.

2. Which of the following computers would normally be operated using a stylus? [ID4]

    A. Laptop (Notebook)

    B. Desktop

    C. Mainframe

    D. Tablet PC

    E. None of the above

3. CPU clock speed is measured in: [ID11]

    A. Milliseconds

    B. Bits per second

    C. GigaBytes

    D. GigaHertz

    E. None of the above

4. Which of the following is volatile storage? [ID12]

    A. Hard disk

    B. CD

    C. RAM

    D. ROM

    E. None of the above

5. A collection of computers and peripherals that are connected together to share hardware, software and data is called: [ID95]

    A. The Internet

    B. The World Wide Web

    C. A network

    D. A mainframe

    E. None of the above

6. Which of the following storage terms represent the largest storage capacity? [ID99]

    A. Byte

    B. Gigabyte

    C. Terabyte

    D. Megabyte

    E. Kilobyte

7. Which of the following software would be most appropriate to store a large collection of related records to enable quick data retrieval: [ID110]

    A. Microsoft Excel

    B. Microsoft Word

    C. Microsoft Access

    D. Microsoft Outlook

    E. Microsoft PowerPoint

8. Which of the following software is **typically** distributed with a "try before you buy policy"? [ID119]

    A. Open source software

    B. Shareware

    C. Commercial software

    D. Freeware

    E. Public domain software

9. What does CPU stand for? [ID122]

    A. Central Programming Unit

    B. Control Processing Unit

    C. Central Processing Unit

    D. Control Programming Unit

    E. Central Peripheral Unit

10. What does PDA stand for? [ID123]

    A. Personal Digital Assistant

    B. Professional Digital Assistant

    C. Private Digital Assistant

    D. Prepaid Digital Assistant

    E. None of the above

11. Which of the following software focuses on managing the working and interaction of the hardware and the interaction between the hardware and the applications software? [ID29]

    A. Microsoft Excel

    B. Microsoft Access

    C. Microsoft Windows

    D. Microsoft PowerPoint

    E. Microsoft Office

12. Which of the following is NOT an advantage of using a network? [ID31]

    A. Sharing hardware resources

    B. Sharing information resources

    C. Sharing software resources

    D. Sharing display screens

    E. Sharing Internet connections

13. Which of the following CANNOT be used to transfer files from a computer in one office to a computer in the next office? [ID35]

     A.   Bluetooth

     B.   Fibre optic cables

     C.   Copper cable

     D.   Infrared

     E.   Radio waves

14. The Internet can be classified as what type of network? [ID36]

     A.   PAN

     B.   LAN

     C.   WAN

     D.   WLAN

     E.   None of the above

15. Which of the following activities can be performed using the Internet? [ID38]

     A.   Browsing web pages

     B.   Transferring files

     C.   Making telephone calls

     D.   E-mail

     E.   All of the above

16. When a company uses the Internet to purchase and sell products the service is called: [ID39]

     A.   E-banking

     B.   E-commerce

     C.   E-exchange

     D.   E-money

     E.   E-supermarket

17. Which of the following statements regarding ADSL is NOT true? [ID43]

    A. ADSL allows you to integrate voice and data technology

    B. Using ADSL you can log on to the Internet using a standard voice telephone line without a modem

    C. ADSL provides high-speed networking over ordinary phone lines using digital modem technology

    D. 3G and HSDPA are the cellular versions of ADSL

    E. You normally pay a flat monthly fee for ADSL and are not charged for the time you are connected

18. Which of the following statements regarding RSS is NOT true? [ID53]

    A. RSS is a specification used by websites who wish to provide their subscribers with multimedia content on demand

    B. RSS multimedia content can be news, video, pictures or audio

    C. RSS feeds save the user time

    D. Users have to subscribe to RSS feeds

    E. The RSS document (called a feed) usually contains the full content, not just headlines or summaries

19. Which of the following statements is NOT completely true? [ID56]

    A. The online community is considered virtual since members do not interact face-to-face

    B. Facebook is a social utility that allows people to connect with friends and others who work, study and live around them

    C. Internet forums are also known as newsgroups

    D. Chat rooms are usually typed text conversations where participants are not online at the same time

    E. The players of an online computer game can be anywhere in the world, as long as they are connected via the Internet

20. Which of the following medical conditions are associated with computer work? [ID58]

    A. RSI (repetitive strain injury)

    B. CTS (carpal tunnel syndrome)

    C. CVS (computer vision syndrome)

    D. All of the above

    E. None of the above

21. Which of the following does NOT represent a good data backup policy? [ID64]

    A. Backing-up on a monthly basis

    B. Storing your backups off-site

    C. Protecting your backups with a password

    D. Making more than one backup copy and keeping the copies in separate locations

    E. Making use of good quality media for backing-up

22. The WWW can best be described as [ID73]

    A. A collection of linked PDF documents stored on the Internet

    B. A network covering a continent

    C. A collection of non-linked hypertext documents stored on the Internet

    D. A network covering the world

    E. A collection of linked hypertext documents stored on the Internet

23. The design stage comes BEFORE which of the following stages in the SDLC? [ID77]

    A. Programming

    B. Analysis

    C. Implementation

    D. Testing

    E. Feasibility study

24. Which of the following devices sends information from the user to the computer? [ID82]

    A. Monitor

    B. Plotter

    C. Printer

    D. Stylus

    E. None of the above

25. Which of the following storage media can store the largest amount of data? [ID88]

    A. 2,050MB internal hard disk

    B. 2GB external hard disk

    C. DVD

    D. 2,000,000KB USB flash drive

    E. CD

26. What does URL stand for? [ID3]

    A. Uniform Resource List

    B. Uniform Resource Locator

    C. Uniform Resource Location

    D. Uniform Resource Label

    E. None of the above

27. Which of the following is NOT true about a hyperlink? [ID4]

    A. A hyperlink acts as a bridge between web pages

    B. A hyperlink can be a picture

    C. A hyperlink can be underlined text

    D. Clicking a hyperlink can play video

    E. When you move the mouse pointer over a hyperlink, it changes to an arrow

28. A certificate that helps verify the identity of a person or web site is called: [ID15]

    A. An electronic certificate

    B. An encryption certificate

    C. A digital certificate

    D. An identification certificate

    E. None of the above

29. Which of the following is NOT true regarding encryption? [ID16]

    A. Encryption is the process of scrambling information to prevent unauthorised viewing or modification

    B. Data is encrypted by a mathematical formula called an algorithm

    C. A key is usually used to encrypt the data

    D. Encryption keys are always the same length

    E. A key is usually used to decrypt the data

30. Which of the following is NOT normally attributed to spyware? [ID19]

    A. It infects a computer in much the same way as a virus

    B. It does extensive damage to your computer

    C. It extracts information like your web browsing habits

    D. It is used for market research

    E. It is used for identity theft

31. Which of the following does NOT represent a good password policy? [ID22]

    A. Passwords should be a minimum of four characters

    B. Passwords should consist of an adequate mix of characters

    C. If passwords can be case sensitive, mix uppercase and lowercase characters

    D. Passwords should be changed on a monthly basis

    E. Use of personal information for passwords, is not recommended

32. Which of the following is NOT true regarding anti-virus software? [ID23]

    A. Anti-virus software should be updated on a monthly basis

    B. When detecting a virus it can repair the file by removing the virus

    C. When detecting a virus it can quarantine the file

    D. When detecting a virus it can delete the file

    E. Anti-virus software scans the files on a computer looking for known viruses by matching them to a virus dictionary

33. Pressing which of the following keys will stop a web page from downloading? [ID25]

    A. Backspace

    B. Enter

    C. Escape

    D. Delete

    E. Tab

34. Which of the following represents the domain name in the e-mail address papo.phasa@gmail.com? [ID29]

    A. papo.phasa@gmail.com

    B. papo.phasa

    C. gmail.com

    D. gmail

    E. com

35. Which of the following refers to a service that enables you to make phone calls using the Internet? [ID31]

    A. VoIP

    B. IM

    C. SMS

    D. VoPI

    E. Podcast

36. Which of the following usually allows for real-time conversations? [ID32]

    A. E-mail

    B. SMS

    C. MMS

    D. IM

    E. Podcasts

37. Which of the following does NOT allow for files to be exchanged? [ID33]

    A. E-mail

    B. IM

    C. SMS

    D. B and C

    E. A and C

38. Which key would you normally press to move to the next field in a web form? [ID39]

    A. Enter

    B. F5

    C. Tab

    D. Shift Tab

    E. Down arrow

39. Which of the following protects your computer against attacks from the Internet? [ID42]

    A. Firewire

    B. Firewall

    C. Firefence

    D. Fireware

    E. None of the above

40. When you visit a web site, a copy of the text and images is stored on your hard disk to facilitate quicker display of web sites when you revisit them. This storage is known as: [ID56]

    A. Cookies

    B. Cache

    C. Folders

    D. History

    E. None of the above

41. What does WWW stand for? [ID62]

    A. Wide World Web

    B. World Wide World

    C. World Wide Work

    D. World Wide Webblog

    E. World Wide Web

42. Which of the following is NOT true when attaching a file to an e-mail message? [ID65]

    A. The file should be scanned for viruses before attaching it

    B. The file size should be reasonable

    C. The attached file can be a picture, photo, word processing document or spreadsheet

    D. The attached file is sent with the e-mail and removed from the sender's computer

    E. You should not attach files with .exe extensions

43. Which ONE of the following icons indicates that there is a file attached to an Outlook e-mail? [ID66]

    A. Closed envelope

    B. Exclamation mark

    C. Open envelope

    D. Flag

    E. Paper clip

44. You can use which of the following to help organise your e-mails? [ID73]

   A. Directories

   B. Groups

   C. Favorites

   D. Folders

   E. Menus

45. When you mark an e-mail for later reference it is called? [ID75]

   A. Marking

   B. Flagging

   C. Highlighting

   D. Signposting

   E. Prioritising

46. Which of the following is a valid web address? [ID6]

   A. http://www.absabank.co.za

   B. http://www.absa bank.co.za

   C. http:/www.absabank.co.za

   D. http:\www.absabank.co.za

   E. http:\\www.absa bank.co.za

47. A secure web connection represents the following: [ID14]

   A. The web sites have been checked for viruses

   B. A user-id and password must be used to access the web site

   C. The web sites have been checked for adult content

   D. Information is exchanged in encrypted format between the web sites

   E. Uploading or downloading files from the web sites are blocked

48. What is an effort to trick you into revealing personal or financial information using e-mails called? [ID17]

   A. Tricking

   B. Phishing

   C. Spamming

   D. Spyware

   E. None of the above

49. Some web sites you visit may store information about you in small text files called: [ID53]

   A. Cache

   B. Cookies

   C. History

   D. Paths

   E. Chronicles

50. Which term is used to describe good manners when sending e-mail messages? [ID36]

   A. Netiquette

   B. E-mail protocols

   C. E-mail manners

   D. Net manners

   E. Spam