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(1) In Windows ME, what does ME stand for?

- [A] Millennium-Edition
- [B] Micro-Expert
- [C] Macro-Expert
- [D] Multi-Expert

Answer : [A]

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(2) All the deleted files go to

- [A] recycle bin
- [B] task bar
- [C] tool bar
- [D] my computer

Answer : [A]

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(3) Which of the following is appropriate method to shutdown computer?

- [A] Click 'start' then select 'shut down'
- [B] Click 'start' then select 'restart'
- [C] Click 'start' then switch user
- [D] Switch off monitor

Answer : [A]

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(4) An contains programs that can be selected.

- [A] pointer
- [B] menu
- [C] icon
- [D] button

Answer : [C]

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(5) Windows stores all systems setting in this file

- [A] MAIN.INI
- [B] SYSTEM.INI
- [C] SETTING.INI
- [D] WIN.INI

Answer : [D]

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(6) Windows 95, Windows 98 and Windows NT are known as what?

- [A] Processor
- [B] Domain names

- [C] Modems
- [D] Operating systems

Answer : [D]

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(7) A is an icon on the desktop that provides a user with immediate access to a program or file.

- [A] kernel
- [B] buffer
- [C] shortcut
- [D] spooler

Answer : [C]

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(8) File extensions are used in order to

- [A] name the file
- [B] ensure the file name is not lost
- [C] identify the file
- [D] identify the file type

Answer : [D]

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(9) To shrink a window to an icon,

- [A] open a group window
- [B] minimise a window
- [C] maximise a window
- [D] restore a window

Answer : [B]

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(10) The name given to a document by the user is called

- [A] filename
- [B] program
- [C] data
- [D] record

Answer : [A]

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(11) Date and time are available on the desktop at

- [A] keyboard
- [B] recycle bin
- [C] my computer
- [D] task bar

Answer : [D]

(12) When you install a new program on your computer, it is typically added to the menu.

- [A] all programs
- [B] select programs
- [C] start programs
- [D] desktop programs

Answer : [A]

(13) If you change Windows 98 to Windows XP, you are actually performing

- [A] upstart
- [B] upgrade
- [C] update
- [D] patch

Answer : [B]

(14) To 'maximise' a window means to

- [A] fill it to capacity
- [B] expand it to fit the desktop
- [C] put only like files inside
- [D] drag it to the recycle bin

Answer : [B]

(15) Windows XP released in

- [A] 2000
- [B] 1998
- [C] 1999
- [D] 2001

Answer : [D]

(16) An electronic meeting system is known as

- [A] tele-banking
- [B] tele-officing
- [C] tele-shopping
- [D] tele-conferencing

Answer : [D]

(17) A joystick is primarily used to/for

- [A] control sound on the screen
- [B] computer gaming
- [C] enter text
- [D] draw pictures

Answer : [B]

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(18) Which of the following is not an example of hardware?

- [A] Scanner
- [B] Printer
- [C] Monitor
- [D] Interpreter

Answer : [D]

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(19) Trackball is an example of a/an

- [A] programming device
- [B] pointing device
- [C] output device
- [D] software device

Answer : [B]

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(20) How many ways you can save a document?

- [A] 3
- [B] 4
- [C] 5
- [D] 6

Answer : [A]

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