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Practice test for Bank PO, Bank Clerk, MBA

1. A ____ is a named location on a disk where files are stored.

- A folder
- B pod
- C version
- D none of the above

Ans (A)

2. The ____ allows you to choose where to go and is located below the Standards Buttons toolbar.

- A System menu
- B Address bar
- C Menu bar
- D none of the above

Ans (B)

3. A ____ is a set of computer instructions that carry out a task on the computer.

- A program
- B database
- C memory file
- D none of the above

Ans (A)

4. An operating system version designed for home use is Microsoft Windows XP ____.

- A Home Edition
- B Media Center Edition
- C Tablet PC Edition
- D none of the above

Ans (A)

5. A user-interface that is easy to use is considered to be ____.

- A user-happy
- B user-simple
- C user-friendly
- D none of the above

Ans (C)

6. When you press and release the secondary mouse button you are ____.

- A Right-clicking
- B Left-clicking
- C either a. or b.
- D neither a. nor b.

Ans (A)

7. Another term for hyperlink is ____.

- A link

- B source
- C bar
- D none of the above

Ans (A)

8. A ____ is a flash memory storage device that plugs into a USB port.

- A USB snap drive
- B USB flash drive
- C USB memory maker drive
- D none of the above

Ans (B)

9. An operating system version designed for use with a Media Center PC is Microsoft Windows XP ____.

- A Home Edition
- B Media Center Edition
- C Tablet PC Edition
- D none of the above

Ans (B)

10. A graphical user interface displays ____.

- A graphics
- B text
- C both (A) and (B).
- D neither (A) nor (B).

Ans (C)

11. When you quickly press and release the left mouse button twice, you are ____.

- A Primary-clicking
- B Double-clicking
- C pointing
- D none of the above

Ans(B)

12. Underlined text, such as text and folder names is referred to as a ____.

- A hyperlink
- B menu
- C source drive
- D none of the above

Ans (A)

13. The ____ program compresses larger files into a smaller file.

- A WinZip
- B WinShrink
- C WinStyle
- D none of the above

Ans (A)

14. An operating system version designed for use with a tablet PC is Microsoft Windows XP ____.

- A Home Edition
- B Media Center Edition
- C Tablet PC Edition
- D none of the above

Ans (C)

15. The ____ displays the name of every computer user on the computer.

- A Wish list screen

- B Command screen
- C Welcome screen
- D none of the above

Ans (C)

16. The ____ contains commands associated with the My computer window.

- A Standards menu
- B Start menu
- C System menu
- D none of the above

Ans (C)

17. Press the ____ button to have the window fill the entire screen.

- A Close
- B Maximize
- C Minimize
- D none of the above

Ans (B)

18. The ____ is the drive containing the files to be copied.

- A source drive
- B destination drive
- C USB drive
- D none of the above

Ans (A)

19. A ____ allows you to write on screen with a digital pen and convert that writing into characters that the PC can process.

- A monitor RS
- B tablet PC
- C database manager
- D media center

Ans (B)

20. A ____ is a pointing device.

- A monitor
- B mouse
- C keyboard
- D none of the above

Ans (B)