

Grade Scale					
A+	100.00	B-	85.00	D+	75.00
A	96.00	C+	83.00	D	72.00
A-	93.00	C	79.00	D-	70.00
B+	91.00	C-	77.00	F	0.00
B	87.00				

NC Computer Skills Test

REVIEW

Homework # 1

Study Guide

Name _____

Nbr _____

Date _____



1. What is word wrap?
2. What does “tele” mean? What does communications mean? What does telecommunications mean?
3. What do you call the physical parts of a computer?
4. What do you call the document that comes with a piece of software that tells you exactly what you can and can’t do with that piece of software?
5. Explain why this situation is unethical: Bobby buys a game at Best Buy for his home computer. He allows Adrian to borrow it and install on his computer.
6. What type of software would be the best choice for composing a letter?
7. What type of software would be the best choice for keeping up with candy sales in a homeroom?
8. What type of software is best for making certificates, invitations, and greeting cards?
9. What is the biggest database in the world?
10. What type of software is best suited for organizing and storing information about all the students in a school?
11. Give an example of a field that might be used in a database about students.
12. You are working with a database about music groups. In what order would you need to sort the field “Overall Gross Sales” (this is how much money they make selling their albums) if you wanted to find the group that made the most money in that particular year?
13. How do you insert a new field into an existing database?
14. Look at the spreadsheet entries below. Write a formula to go in cells D2 through D5 that will give the amount for each magazine. Also write a formula for cell D6 that will total all the magazine costs.

	A	B	C	D
1	MAGAZINE NAME	AMOUNT	COST	SUBTOTAL
2	TIME	4	13.95	
3	PEOPLE	6	23.76	
4	EBONY	7	20.99	
5	SEVENTEEN	10	14.99	
6	TOTAL			

15. What kind of information is considered public and what kind of information is considered private on the world wide web?
16. What does a modem do and how is it related to binary or ASCII code?
17. What kind of software is copyrighted and free to begin with but requires you to pay after a trial basis?
18. What kind of software is free but still copyrighted?
19. What kind of software is free and can be copied and given away?
20. What kind of software is not free and is protected by copyright?
21. What do you call the vertical blocks of data in a spreadsheet?
22. What do you call the horizontal blocks of data in a spreadsheet?
23. What do you call the horizontal rows of information in a database?

ANSWERS ON BACK ...

Computer Skills Review Questions KEY

1. Word wrap is allowing the computer to decide where the end of a line is on a word processor . . . you don't have to press ENTER to get to the next line.
2. Tele means distance. Communications means to talk to or to communicate with. Telecommunications means to communicate over a distance.
3. hardware
4. license
5. Bobby has violated copyright because the license that comes with commercial software prohibits you from copying and giving the software away.
6. word processor
7. spreadsheet
8. desktop publishing
9. internet
10. database
11. name, birthdate, address, phone number
12. descending
13. Go to the "Records" menu, choose "Insert Field", and then choose either "Before" or "After".
14. =b2*c2; =b3*c3; =b4*c4; =b5*c5; =sum(d2:d5)
15. Public information is information that you don't mind sharing with the public. Public information is information that you might find in a telephone book (like name, address, and phone number). Private information is information that you do not want to share with everyone. Examples of private information: social security number, credit card numbers, and other personal information.
16. A modem changes computer signals into phone line signals so that the data can travel over the telephone line. ASCII or Binary code is the language the modem converts to when it travels over the phone line . . . it is composed of 1s and 0s.
17. shareware
18. freeware
19. public domain
20. commercial software
21. columns
22. rows
23. records