UNIVERSITY OF NEW YORK TIRANA

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Computer Applications Midterm

Friday, Dec. 4, 2009

Student Name: _____

Please read each question carefully. The total points are 100. You have 150 minutes. Good Luck!

SECTION 1 - EACH OF THE SECTION'S QUESTIONS COUNTS FOR 2 POINTS OF YOUR MARK

1) What does a "bit" represent?

Answer: _____

_____

_____

_____.

2) What is ASCII?

Answer: _____

_____

_____

_____.

3) Which is the correct answer? _____. The first mechanical computer was invented in the:

   a) 1400s

   b) 1500s

   c) 1900s

   d) 1800s

4) What is a modem?

Answer: _____

_____

_____

_____.

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5) What does TCP/IP represent?

Answer: _____

_____

_____

_____.

6) What is the effect of the "Ctrl+right arrow" combination of buttons in Word?

Answer: _____

_____

_____

_____.

7) What is effect of the "show-hide" button in Word?

Answer: _____

_____

_____

_____.

8) A grammar error is indicated by Word in? _____

   a) Red line
   b) Black line
   c) Purple line
   d) Blue line

9) What is the purpose of the "Ctrl + X" combination of buttons?

Answer: _____

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_____

_____

_____.

10) In Excel, the combination of buttons "Ctrl + Home", moves the cursor to:

   a) Cell A0

   b) The first cell of the current row

   c) Cell A1

   d) The first column of the worksheet

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SECTION 2 - THIS SECTION COUNTS FOR 40 POINTS OF YOUR MARK

This section will be a combination of Assignments 1, 2, 3 and 4 on Microsoft Word. You will be given a Word document and you will have to work on the document following the instructions given in the exam paper.

Name the file "Name-Surname.doc". Save it on the desktop. **Make sure you save (Ctrl + S) your work very often.**

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SECTION 3 - THIS SECTION COUNTS FOR 40 POINTS OF YOUR MARK

This section will be a combination of Assignments 5 and 6 on Microsoft Excel. You will be given an Excel document and you will have to work on the document following the instructions given in the exam paper.

Name the file "Name-Surname.xls". Save it on the desktop. **Make sure you save (Ctrl + S) your work very often.**

CHEATING POLICY

1. This test is subject to the STUDENT HONOUR CODE of UNYT.
2. If you are found **Cheating** your test will be invalid.