

#### 4- Drag each block of text to the appropriate box.

اسحب كتلة النص إلى الصندوق المناسب .

Good anti-virus practice		Poor anti-virus practice
Scheduling virus checks to run once a day	Updating anti-virus software once a year	Updating anti-virus software once a year
Deleting e-mail from unknown sources	Scheduling virus checks to run once a day	Opening unknown e-mail attachments
	Deleting e-mail from unknown sources	
	Opening unknown e-mail attachments	

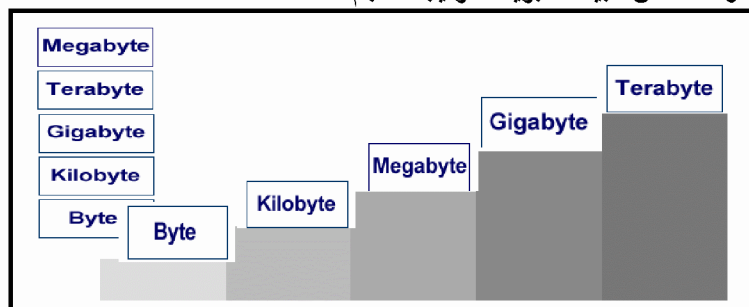
#### 5- Drag each block of text to the appropriate box.

اسحب كتلة النص إلى المربع المناسب .

An Operating System		A Software Application
Sets up the look and feel of your computer interface	You can run more than one at the same time	You can run more than one at the same time
Controls the hardware and software of your computer	Sets up the look and feel of your computer interface	This can be used to edit data files
	Controls the hardware and software of your computer	
	This can be used to edit data files	





#### 6- Sort these units of data by increasing order of size.

قم بفرز هذه الوحدات من البيانات بزيادة ترتيب الحجم .



#### 1- Drag each graphic into the box containing its description.

اسحب كل رسم إلى المربع المشتمل على الوصف الخاص به .

Data Storage	Contains the CPU	Output Device	Input Device
Hard disk 	System case 	Monitor 	Mouse 

#### 2- Drag these statements into the correct boxes.

اسحب البيانات إلى الصناديق الصحيحة .

True		False
Full disk formatting completely erases the previous contents of a disk	Formatting is the process of saving data onto a floppy disk	Formatting is the process of saving data onto a floppy disk
All disks need to be formatted before they can store files	Full disk formatting completely erases the previous contents of a disk	You cannot purchase pre-formatted disks
	You cannot purchase pre-formatted disks	A used floppy disk cannot be reformatted
	All disks need to be formatted before they can store files	
	A used floppy disk cannot be reformatted	

#### 3- Drag each of Stages of development into logical order.

قم بسحب كل من خطوات التطوير أدناه ، وضعها بترتيب منطقي .

Stage 1	Stage 2	Stage 3	Stage 4
Analysis	Design	Programming	Testing
Programming	Design	Testing	Analysis

9- Drag each application beside the task for which it is most suitable.

اسحب كل برنامج تطبيقي إلى جانب المهمة التي يناسبها .

A Database Application	Word Processing	Creating letters, faxes or memos etc.
Desktop Publishing	A Spreadsheet Application	Makes financial projections
A Presentation Application	A Presentation Application	Creates overhead projections or slides
Word Processing	A Database Application	Sorting large amounts of information
A Spreadsheet Application	Desktop Publishing	Producing a newspaper with complex page layouts

10- Drag each application beside the task for which it is most suitable.

اسحب كل برنامج تطبيقي إلى جانب المهمة التي يناسبها .

Word Processing	A Web Browser	To view web pages
A Web Browser	Word Processing	Produce a catalogue containing graphics
A Multimedia Application	A Multimedia Application	Create interactive learning material
A Spreadsheet Application	An Accounting Application	Payroll and stock control
An Accounting Application	A Spreadsheet Application	Produce charts and graphs

7- Drag each the statements to below the type of computer memory it describes .If necessary you can click on a statement to restore its original position.

اسحب كل البيانات إلى ذاكرة الكمبيوتر التي تصفه - إذا كان ضروريا انقر البيان لموقعه الأصلي .

RAM	ROM
The Operating System is loaded into this when the PC is switched on.	The contents of this disappear when the PC is switched off.
The contents of this are fixed during the manufacture of the PC.	The contents of this change constantly as the PC is used.
	You cannot write to this type of memory.

8-Drag each application beside the task for which it is most suitable.

اسحب كل برنامج تطبيقي إلى جانب المهمة التي يناسبها .

Word Processing	A Database Application	Creating a list of contact details.
Desktop Publishing	Desktop Publishing	Producing complex magazine layouts
A Multimedia Application	A Spreadsheet Application	Working out budgets
A Database Application	A Multimedia Application	Creating interactive training materials
A Spreadsheet Application	Word Processing	Creating letters and business documents



14- Which one of these types of storage provides the fastest access to data?  
أي نوع من أنواع الخزانات الأسرع للوصول للبيانات ؟



Zip disk



Floppy diskette



Hard disk



CD-ROM

15- Large-scale computer applications are increasingly used in government.  
تطبيقات الكمبيوتر واسعة النطاق تستخدم بشكل متزايد في الحكومة .

Store census information. Store passport details.	Handle social welfare payments. Collect television licence fees.	Announce policy documents online. Notify citizens of government decisions.
Administration systems	Public record systems	Public information systems
Public information systems	Public record systems	Administration systems

16- Large-scale computer application are increasingly used in business.  
تستخدم تطبيقات الكمبيوتر واسعة النطاق بشكل متزايد في قطاع الأعمال .

Check policy details. Analyse statistics to estimate premiums. Provide quotes for premiums.	Check ticket availability. List customers' dietary needs. Purchase tickets.	Check your balance. Transfer funds. Apply for loans.	Administer employee payrolls. Process orders. Track invoices.
Insurance claim processing	Airline booking	Online banking	Business administration
Online banking	Insurance claim processing	Airline booking	Business administration

11- Match each media type to the backup situation for which it is most appropriate.

طابق بين كل نوع من أنواع الوسائط وحالات النسخ الاحتياطي الأكثر ملائمة .

Archiving personnel records.  2Gb Back-up Tape	Backing up a text file.  1.44 Mb Floppy Disk	Storing 1.5Gb of work in progress.  2Gb Hard Disk
--	--	---

12- Match each media type to the backup situation for which it is most appropriate.

طابق بين كل نوع من أنواع الوسائط وحالات النسخ الاحتياطي الأكثر ملائمة .

Very cheap means of backing up 1 Mb of text files	Archiving 1.8Gb of graphic files that are not currently needed.	Backing up 1.8Gb of files you are currently working on.
1.44 Mb Floppy Disk	2Gb Back-up Tape	2Gb Hard Disk

13- Which tow of the following devices can be used to input data to a computer?

أي اثنين من الأجهزة الآتية تستخدم لإدخال بيانات إلى الحاسوب ؟

Input Devices				
Light pen	Printer	Plotter	Mouse	Speaker

20- Use click and drag to sort these unit of data by size, with the LARGEST stored at the bottom

استخدم اضغط واسحب لفرز هذه البيانات من ناحية حجم الوحدة ، وضع الأكبر فى الأسفل .



21- Drag the two statements that show why computers can be useful into the graphic computer screen.

اسحب بيانتين يوضحان السبب فى أجهزة الكمبيوتر يمكنها أن تكون مفيدة فى رسم شاشة الكمبيوتر .

They can rapidly sort large amounts of data.

They can carry out complex calculations accurately.

They can prevent users from making mistakes.

They never stop working.

They are more intelligent than people.



22- Which one of these devices can be used both to input and output data?

أى الأجهزة التالية يمكن استخدامه فى إدخال وإخراج البيانات ؟



Printer



Speaker



Light pen



touch screen

17- There of the following are examples of computer uses in education, match the statements with the correct boxes.

الأمثلة التالية هى استعمالات الحاسوب فى التعليم ، جر البيانات إلى الصناديق الصحيحة .

Computer based education		Uses traditional methods
Organising student timetables	Organising student timetables	Coaching students with learning difficulties
Distance learning	Distance learning	Coaching students with learning difficulties
Using the Web for research	Helping students with career advice	Helping students with career advice
	Using the Web for research	

**SUBMIT**

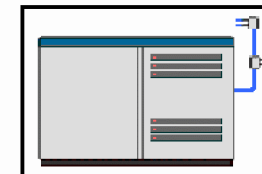
18- Which one of these computer types is the most powerful?

أى من أنواع الحواسيب التالية الأفضل من حيث الإمكانيات ؟

Laptop



Mainframe Computer



Server



Personal Computer



19- Which tow of these devices can be used to output data from a computer?

أى أداتين من الأدوات التالية يمكن استخدامها فى إدخال بيانات إلى الحاسوب ؟

Input Devices	
Scanner	Microphone
Scanner	Speaker
Plotter	Standard Monitor
	Microphone



26- Which two of the following documents contain sensitive data need protection?

أي اثنين من المستندات التالية تحتوي على بيانات حساسة في حاجة إلى حماية ؟

These items contain sensitive data		These items do not need protection
Research on new products	Contact details for sales enquiries	Contact details for sales enquiries
Management accounts	Research on new products	Training materials
	Training materials	Management accounts
	Management accounts	Training materials

27- Drag each of the statements about user IDs and passwords to the relevant box .

اسحب كل عبارة من العبارات التالية المتعلقة بهوية المستخدم وكلمات المرور الخاصة بالمستخدمين إلى المربع المناسب .

ID		Password
Must be unique on the network	Should be changed regularly	Should be changed regularly
Identifies a specific user on a network	Must be unique on the network	Ensures that the person logging on is who they say they are
Not confidential	Identifies a specific user on a network	
	Not confidential	
	Ensures that the person logging on is who they say they are	

23- Which one of these devices can be used to output both data from a computer?

أي من الأدوات التالية يمكن استخدامها في إخراج بيانات من الحاسب ؟



24- Computer workgroups allow which three of these resources to be shared between multiple users at the same time?

أي ثلاثة مصادر من المصادر التالية يسمح بمشاركتها بين عدة مستخدمين في الوقت الواحد في مجموعات العمل على الحاسوب ؟

Sharable Resources		
Printers	Disk Space	Applications
Printers	Disk Space	Monitors
Applications	Keyboards	

25- Electronic documents help to save paper, while other documents are best printed out .

تساعد المستندات الإلكترونية على توفير الورق ، في حين أن مستندات أخرى من الأفضل طباعتها .

Should be printed		Can be distributed electronically
Staff announcements	Staff announcements	Documents that need careful proof-reading
Contracts	Documents that need careful proof-reading	Working drafts of a lengthy report
	Working drafts of a lengthy report	Contracts
	Contracts	

31- Drag two of the statements that describe the World Wide Web into the box.

اسحب اثنين من الجمل التي توصف شبكة الإنترنت إلى الصندوق .

World Wide Web

A vast collection of linked documents held on computers all over the world

Can be accessed using a browser

A global network of computers linked together using communications equipment

A vast collection of linked documents held on computers all over the world

The world-wide e-mail system

A network that grew out of the American military

Can be accessed using a browser

32- Which of the following are examples of large-scale applications of computers in education?

Match the following statements with the correct boxes .

أى أمثلة للتطبيقات واسعة النطاق من أجهزة الكمبيوتر فى التعليم ؟  
ضع العبارة المناسبة مع خانات البيانات الصحيحة .

Computer based education

Student registration systems

Distance learning

Researching homework on the internet

Uses traditional methods

Provide student counselling

Coaching of slower students

Student registration systems

Provide student counselling

Distance learning

Researching homework on the internet

Coaching of slower students

28- Drag each of text to the appropriate box .

اسحب كل كتلة من النص إلى المربع المناسب .

Helps to avoid the risk of spreading a computer virus

Scanning all unfamiliar disks with anti-virus software

Write-protecting all copies of application disks once they have been checked

Virus scanning all applications before loading them onto your hard disk

Doesn't help to avoid the risk of spreading a computer virus

Only copying applications from your close friends

Rebooting your PC if you find a file that is infected

Helps to avoid the risk of spreading a computer virus

Scanning all unfamiliar disks with anti-virus software

Write-protecting all copies of application disks once they have been checked

Virus scanning all applications before loading them onto your hard disk

Doesn't help to avoid the risk of spreading a computer virus

Only copying applications from your close friends

Rebooting your PC if you find a file that is infected

29- Electronic documents help to save paper, while other documents are best printed out .

تساعد المستندات الإلكترونية على توفير الورق ، فى حين أن مستندات أخرى من الأفضل طباعتها .

Are best printed

Guarantees

Contracts

Help for a software application

Guarantees

E-mail messages

Contracts

Are suitable for electronic distribution

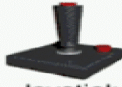

Help for a software application






E-mail messages

30- Which two of the following devices can be used to input data to a computer?

أى أداتين من الأدوات التالية يمكن استخدامها فى إدخال بيانات إلى الحاسوب ؟

Input Devices



37- Electronic documents help to save paper, while other documents are best printed out .

تساعد المستندات الإلكترونية على توفير الورق ، في حين أن مستندات أخرى من الأفضل طباعتها .

Should be printed		Should be distributed electronically
Planning applications	Help for a software application	Help for a software application
Academic certificates	Planning applications	Documents that are regularly updated
	Documents that are regularly updated	
	Academic certificates	

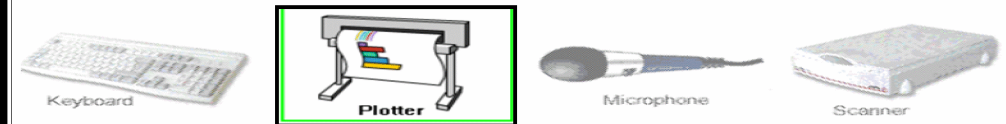
38- Drag each block of text to the appropriate box .

اسحب كل كتلة من النص إلى المربع المناسب .

Good anti-virus practice		Poor anti-virus practice
Deleting e-mail from unknown sources	Opening e-mail from unknown sources	Opening e-mail from unknown sources
Putting a virus-checked disk in a floppy drive	Deleting e-mail from unknown sources	Opening e-mail from unknown sources
	Putting a virus-checked disk in a floppy drive	Downloading and running free software from the Web
	Downloading and running free software from the Web	

33- Which one of these devices can be used to output data from a computer?

أي من الأدوات يستخدم لإخراج بيانات من الحاسب ؟



34- Drag just the two statements that describe the Internet into the box .

اسحب اثنين من هذه العبارات عن وصف الإنترنت في هذا الصندوق .

Internet
<div>A global network of computers linked together using communications equipment</div> <div>A network that grew out of the work of the American military</div>

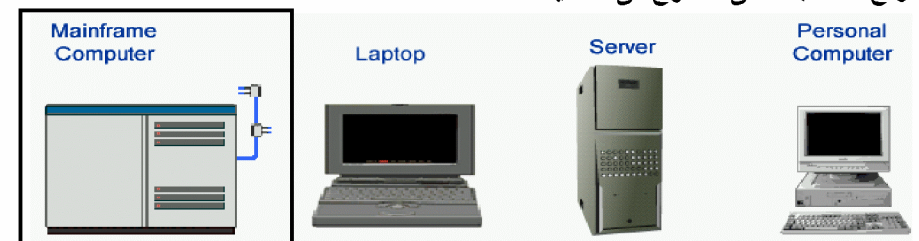
35- Computer workgroups enable which three of these resources to be shared by multiple users at the same time?

أي ثلاثة مصادر من المصادر التالية يسمح بمشاركتها بين عدة مستخدمين في الوقت الواحد في مجموعات العمل على الحاسوب ؟

Can be shared using workgroups
<div>Files</div> <div>Applications</div> <div>Disk Storage</div>
<div>Mouse device</div> <div>Monitors</div> <div>Applications</div>
<div>Files</div> <div>Disk Storage</div>

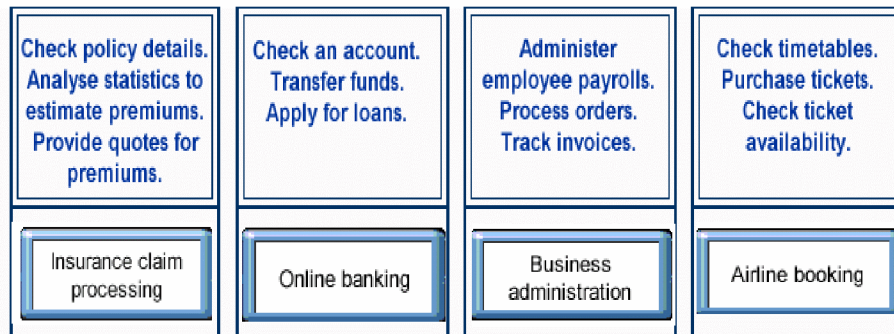
36- Which one of these computer types is the fastest at performing complex calculations?

أي أنواع الحاسبات هي الأسرع في العمليات المعقدة ؟



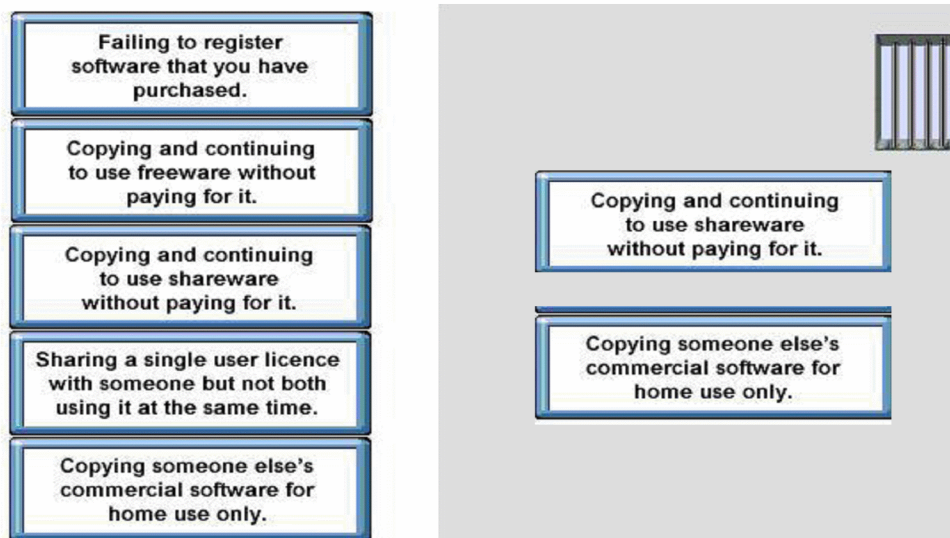
42- Large-scale computer application are increasingly used in business .

تطبيقات الكمبيوتر واسعة النطاق تستخدم بشكل متزايد في قطاع الأعمال .



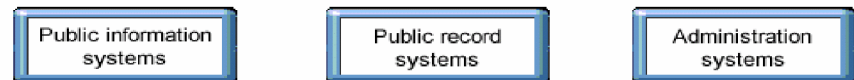
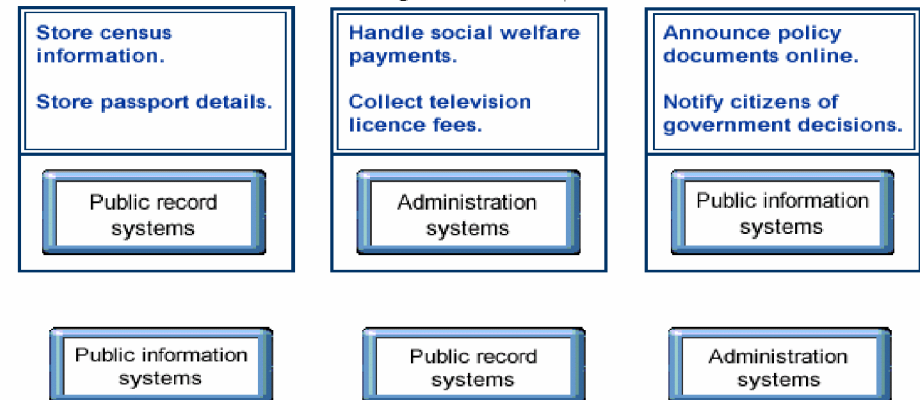
43- Drag the two actions that are ILLEGAL into the prison cell .

اسحب العملين غير القانونيين وضعهما داخل الزنزانة .



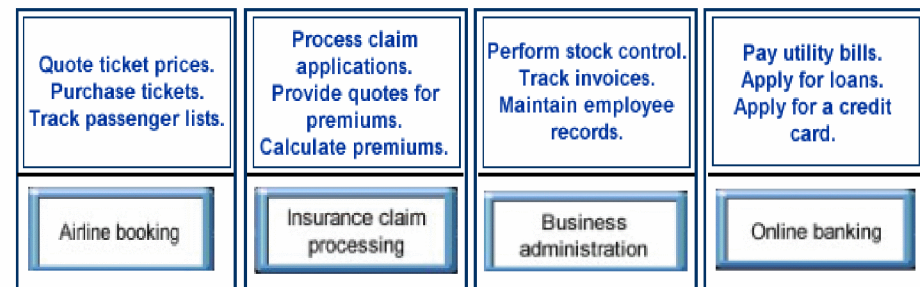
39- Large-scale computer applications are increasingly used in government .

تطبيقات الكمبيوتر واسعة النطاق تستخدم بشكل متزايد في الحكومة .



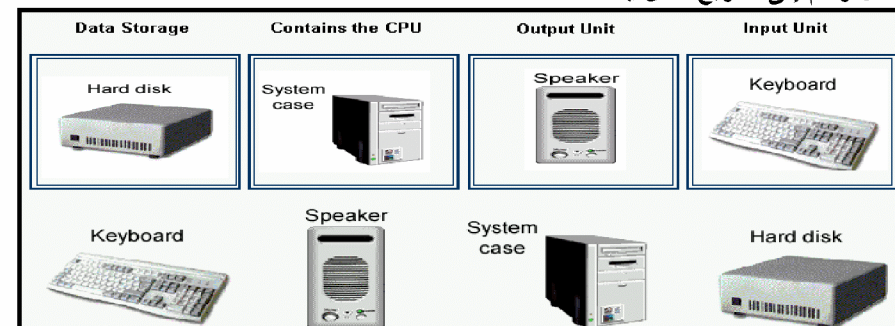
40- Large-scale computer application are increasingly used in business .

تطبيقات الكمبيوتر واسعة النطاق تستخدم بشكل متزايد في قطاع الأعمال .



41- Drag each graphic into the box containing its description .

اسحب كل رسم إلى المربع الذى يصفه .





47-Drag each of the statements about online purchasing to the relevant box .

اسحب كل من البيانات حول الشراء عبر الإنترنت إلى المربع ذات الصلة .

True		False
Purchases can be made 24 hours a day.	Purchases can be made 24 hours a day.	
	You are guaranteed the best prices when making online purchases.	You are guaranteed the best prices when making online purchases.
	Shipping of purchases is normally free.	
There is a wide range of products to choose from.	There is a wide range of products to choose from.	
	You are at risk from insecure payment methods.	Shipping of purchases is normally free.
	<b>SUBMIT</b>	

48-Drag each of the statements about anti-virus software to the relevant box .

اسحب كل من البيانات حول برامج مكافحة الفيروسات إلى المربع ذات الصلة .

Anti-virus software can		Anti-virus software can not
Check your computer for viruses	Protect your computer from all known viruses	Protect your computer from all known viruses
	Check your computer for viruses	
	Reduce the number of unsolicited e-mail received	
	Disinfect applications as well as files	Disinfect applications as well as files
Reduce the number of unsolicited e-mail received		
	<b>SUBMIT</b>	

44- Drag each block of text to the appropriate box :

اسحب كل كتلة من النص إلى المربع المناسب .

Good anti-virus practice		Poor anti-virus practice
Regularly visiting the web-site of your anti-virus software supplier	Ensuring that no updates are made to your anti-virus software	Ensuring that no updates are made to your anti-virus software
Running a virus check on an e-mail attachment	Running a virus check on an e-mail attachment	Running software that you have received by e-mail
	Running software that you have received by e-mail	

45- Large-scale computer applications are increasingly used in government .

تطبيقات الكمبيوتر واسعة النطاق تستخدم بشكل متزايد في الحكومة .

Policy documents.	Income tax payment form.	Census records.
Public health warnings.	Television licence payment form.	Vehicle registration listing.
Public information systems	Administration systems	Public record systems
Public information systems	Public record systems	Administration systems

46-There are a number of factors that contribute to RSI .

هناك عدد من العوامل التي تساهم في مؤشر الإجهاد المتكرر .

Does not affect RSI		Affect RSI
Sleeping patterns	Sleeping patterns	Repetitive movements
	Repetitive movements	Stress
	Stress	Ergonomics
	Diet	
Diet	Ergonomics	



51-Drag each application beside the task for which it is most suitable .

اسحب كل برنامج تطبيقي إلى جانب المهمة التي يناسبها .

Media Player	Media Player	Playing video clips
Internet Browser	Internet Browser	Displaying web pages
Photo viewer	Photo viewer	Presenting a slideshow of vacation pictures
Word Processing	FTP Client	Uploading large files to a server
FTP Client	Word Processing	Creating letters and business documents

52-Drag the statement that best describes the internet into the box .

اسحب البيان الذي يصف أفضل وصف لشبكة الإنترنت داخل المربع .

**Internet**

A global network of computers linked together using communications equipment

A global network of computers linked together using communications equipment

A vast collection of linked documents held on computers all over the world

A network that grew out of the work of the American military

Invented to allow people to shop online

Can be accessed using a browser

53-



49-In some situations a computer might be more appropriate than a person for carrying out a task .

في بعض الحالات قد يكون الكمبيوتر أكثر ملاءمة من أي شخص لتنفيذ المهمة .

Computer		Person
Calculating payroll for employees	Calculating payroll for employees	Praising employees
Duplicating employee files	Duplicating employee files	Hiring employees
	Motivating employees	Motivating employees

**SUBMIT**

Use click-and-drag to indicate which task would be more appropriate for a computer to complete and which task would be more appropriate for a person to complete. Clicking an item will restore it to its original location. Click **SUBMIT** when you have finished.

50-Electronic documents help to save paper, while other documents are best printed out .

تساعد المستندات الإلكترونية على توفير الورق ، في حين أن مستندات أخرى من الأفضل طباعتها .

Should be printed		Can be distributed electronically
Lease agreements	Lease agreements	Drafts of a report
	Employee contracts	E-mail messages



61- Which one of this type of networks that links computer in a single site or location? أى واحد من نوع هذه الشبكات الذى يربط الحاسب فى موقع مفرد أو موقع محدد ؟

- ①-LAN .
- 2- Internet .
- 3- PSTN .
- 4- WAN .

62- The speed of a computer CPU can be measured in :

وحدة سرعة المعالجة المركزية للحاسب تقاس بـ :

- 1- Megabytes .
- ②-Megahertz .
- 3- Megawatts .
- 4- Megacycles .

63- What is the meaning of the letter e in the word e-mail?

ما معنى الحرف e فى كلمة البريد الإلكتروني ؟

- 1- Express .
- 2- Electric .
- ③-Electronic .
- 4- Efficient .

الإلكترونى .

64- Which one of these following is a digital line used for both voice and data?

أى واحد من هذه الجمل خط رقمى يستخدم فى التعامل مع الصوت والبيانات ؟

- ①-ISDN .
- 2- FTP .
- 3- PSTN .
- 4- HTTP .

65- Software that you can use without the need for any payment is referred to as :

البرامج التى تستخدم بدون الحاجة للدفع تسمى :

- 1- E-ware .
- ②-Freeware .
- 3- Sharware .
- 4- Multiuser Software .

مجانية .

66- Anti virus software can disable a virus on your computer this action is called :

البرامج المضادة للفيروسات التى يمكن أن تعطل عمل الفيروس على حاسوبك تسمى :

- 1- De installing .
- ②-Disinfecting .
- 3- Restoring .
- 4- Scanning .

المطهرات .

67- Which one of these types of computer memory is permanent and unchanging?

أى واحد من هذه الأنواع من ذاكرة الحاسب دائمة وثابتة ؟

- 1- Random access memory .
- 2- Working memory .

54- Which two of the following is considered as input devices?

أى اثنين من التالية تعتبر من وحدات الإدخال ؟

- 1- Printers .
- 2- Monitor .
- ③-Microphone .
- 4- Plotter .
- ⑤-Keyboard .

الميكروفون .

لوحة المفاتيح .

55- Which one of these is computer software? أى واحد من هؤلاء من برامج الحاسب ؟

- 1- Monitor .
- ②-Windows .
- 3- System case .
- 4- Scanner .

56- Which one of these is application Software? أى واحد من هؤلاء من التطبيقات ؟

- 1- Graphics card .
- ②-Word processing .
- 3- Central Processing Unit (CPU) .
- 4- Hard Disk .

معالج النصوص .

57- Which two of these are operating systems? أى اثنين من هؤلاء من أنظمة التشغيل ؟

- ①-Linux .
- ②-Mac OS .
- 3- Outlook .
- 4- Internet explorer .
- 5- Goggle .

58- Which two of these are operating systems? أى اثنين من هؤلاء من أنظمة التشغيل ؟

- ①-Windows .
- 2- Netscape Navigator .
- 3- Yahoo .
- ④-Linux .
- 5- Outlook .

59- Which one of these stages Software development is the first to be completed?

أى واحدة من مراحل تطوير البرامج هى الأولى التى تكتمل ؟

- 1- Design .
- ②-Analysis .
- 3- Programming .
- 4-Testing .

التحليل .

60- Which one of this type of networks that links computer in different cities or countries? أى واحد من نوع هذه الشبكات الذى يربط الحاسب فى المدن أو البلدان المختلفة ؟

- 1- LAN .
- 2- Ethernet .
- 3- PSTN .
- ④-WAN .

73- Which one of these statements about the speed of connecting to the Intranet is true? أي واحد من البيانات التالية حول سرعة الاتصال بالإنترنت صحيح ؟

- 1- Data transfer slower with a digital line than with an analog line .
- 2- The processor speed of the computer affects the speed of data transfer on the internet .

③ **A 14.4 kbps modem transfer Data more slowly than a 56.6 kbps modem**

نقل بيان بمودم 14.4 كيلو بت بالثانية أكثر بطئا من مودم 56.6 كيلو بت بالثانية .

- 4- The speed of Data transfer does not vary significantly with the time of day .

74- Which one of the following statements about anti virus software is true?

أي واحد من هذه البيانات حول مضادات الفيروسات صحيح ؟

- 1- Befor accessing the internet , you need to run a virus check .
- 2- Deleting an infected file will eliminate the virus .

③ **Anti virus software can detect all known viruses .**

البرامج المضادة للفيروسات يمكن أن تكشف عن كل الفيروسات المعروفة .

- 4- Anti virus software can disinfect application as well as files .

75- A Computer virus is a program that :

يعرف فيروس الحاسب بـ.....

① **Will always be spotted by anti virus software .**

دائما سيكتشف بالبرامج المضادة للفيروسات .

- 2- Can make the hard disk unusable on a Computer .
- 3- Can be avoided if you regularly back up your hard disk .
- 4- Cannot enter your computer unless your computer is on a network .

76- Freeware is the term that is applied to :

البرامج المجانية يمكن تعريفها :

- 1- Software that you can try free of charge Befor buying .

② **Software that you don,t have to pay for .**

برامج لا يمكن شراؤها .

- 3- Old versions of commercial software that are out of data .
- 4- Software that will run under any operating system .

77- Shareware is the term that is applied to :

يطلق مصطلح البرنامج التجريبي على :

- 1- An application that is used to track the movement of stocks and shares

② **Software that you try for free but pay for if you keep it .**

البرنامج الذي يمكنك تجربته مجانا ، ولكن يجب أن تدفع ثمنه إذا كنت ترغب في الاحتفاظ به .

- 3- Any application for which a multi-user license is available .
- 4- Any Software that can be used on a server .

78- Which one of the following statements about safety precautions when using computer is true?

أي واحد من هذه البيانات حول إجراءات الأمان عند استعمال الحاسب صحيحة ؟

- 1- Faulty cables should be repaired using insulating tape .
- 2- You should shut down your PC by unplugging it from the electricity supply .
- 3- There is no safe way to run cables across open areas .

3- Virtual memory .

④ **Read-only memory .**

ذاكرة القراءة فقط .

68- Which one of these stages Software development is the last stage to be finally completed?

أي واحد من مراحل تطوير البرامج هذه هي المرحلة الأخيرة التي ستكتمل أخيرا ؟

- 1- Analysis .
- 2- Design .
- 3- Programming .

④ **Testing .**

الاختبار .

69- The device that links computers to telephone network by converting digital and analog signals is called a :

الأداة التي تربط الحاسبات لمخبرة الشبكة بتحويل الإشارات الرقمية إلى تماثلية تدعى :

- 1- Transcoder .
- 2- Digitiser .
- ③ **Modem .**
- 4- Translator unit .

70- Which one of the following statements best describes the internet?

أي واحد من البيانات التالية أفضل وصف للإنترنت ؟

① **A internal network using e-mail and web ,within a single organization .**

أي استخدام الشبكة الداخلية للويب والإيميل ضمن منظمة فريدة .

- 2- A global of computers providing services such as e mail .
- 3- A network that is shared between more than one organization .
- 4- A ward wide collection of computers files connected by links .

71- Which one of the following statements best describes an intranet?

أي واحد من البيانات التالية أفضل وصف للإنترنت ؟

- 1- A network that is shared between more than one organisation .
- 2- A network of computers, accessible to everyone .
- 3- A world wide collection of computers files connected by links .
- ④ **A network using e-mail and web , within a single organisation .**

أي استعمال الشبكة الداخلية للوصول للويب والإيميل ضمن منظمة فريدة .

72- Which one of these statements about internet is false?

أي واحد من هذه البيانات حول الإنترنت خاطئة ؟

- 1- It enables computers with different operating systems to exchange data .
- 2- It is not controlled by any single organisation .
- ③ **You need a licence to publish material on the internet .**

أنت تحتاج رخصة لنشر مادة على الإنترنت .

- 4- It allows computers to share data over large distances .



84- You can reduce of repetitive strain injury by one of the following action :

أنت يمكنك أن تخفض من خطر الإصابة بالإجهاد المتكرر بأحد الأعمال التالية :

- 1- Using an adjustable chair .
- 2- Sitting with your feet firmly on the ground .
- 3- Using an anti glare screen .

④ Taking frequent breaks from your work . أخذ فترات راحة متكررة من عملك .

85- Which one of the following contributes to a good working environment for computer operator?

أي واحد من البيانات التالية تساهم في بيئة جيدة لمستخدم الحاسب ؟

- 1- Locating the PC close to a printer .
- ② Elbow and wrist support . دعم الرسغ والمرفق .
- 3- High level of contrast between the screen brightness and other lighting
- 4- Direct light shining on the monitor .

86- Which two of the following contribute to a good working environment for computer operator?

أي اثنين من البيانات التالية تساهمان في بيئة جيدة للحاسب ؟

① Use of a monitor filter to reduce glare . استخدام مرشح واقى لتخفيف وهج الضوء .

2- Sitting as close as possible to the monitor .

③ A good level of ventilation in the room . مستوى جيد من التهوية فى الغرفة .

4- Plenty desk space in which to move the mouse .

5- The keyboard positioned close to the front of the desk .

87- Which two of the following help to create a good working environment for computer users?

أي اثنين من الجمل المساعدة التالية لتخليق بيئة جيدة لمستخدمى الحاسب ؟

1- Bright fluorescent lighting .

② Use of a mouse mat with wrist support .

استخدام حصيرة الماوس مع دعم المعصم .

3- Turning up screen contrast .

④ Use of a monitor filter to reduce glare .

استخدام مرشح واقى لتخفيف الضوء .

5- Sitting as close as possible to the monitor .

88- Which one of these actions demonstrates poor health and safety practice in the use of computer?

أي واحد من هذه الأعمال تعرض ممارسة سيئة لصحة وسلامة استعمال الحاسب ؟

① Touching internal parts of the PC . لمس الأجزاء الداخلية تؤثر على الكمبيوتر .

2- Running several applications at the same time .

3- Only using a single power socket for each PC .

4- Using out of data software .

89- Which statement about computers and environment is true?

أي بيان حول الحاسبات والبيئة صحيح ؟

1- You can't recycle paper from an inkjet printer .

④ More than one computer should not use the same power socket .

أكثر من حاسب واحد يجب أن لا يستعمل نفس المفتاح الكهربائى .

79- Which two of the following statements about passwords are true?

أي اثنين من هذه البيانات حول كلمة السر صحيحتين ؟

1- You should use the same password for everything .

2- You should write down your password and keep it in a convenient place .

③ Password should contain both letters and numbers .

كلمة السر يجب أن تحتوى على حروف وأرقام .

4- Once you create a password , you can't change it .

⑤ A password should be retorwn only to the other .

كلمة السر لا تتكرر مع الآخرين .

80- Which one of the following statements best describes an extranet?

أي واحد من العبارات التالية أفضل وصف لشبكة المعلومات المساعدة ؟

① A network using web and e mail to share data between organisation .

أي استخدام للويب وشبكة البريد الإلكتروني للاشتراك فى البيانات بين المنظمة .

2- An extra fast intranet within a single organisation .

3- A very large intranet used by the general public .

4- A network used to share data between a single organisation .

81- Which one of the following descriptions of an extranet is true?

أي واحد من الأوصاف التالية لشبكة المعلومات المساعدة صحيح ؟

1- A world wide collection of files connected by links .

2- A very large internet within an organization .

3- An extra fast internet for web and e mail .

④ Shares data between two or more organisation .

مشاركة البيانات بين اثنين أو أكثر من المنظمات .

82- You can reduce the risk of eye- strain by one of the following action :

يمكنك تفادى خطر إجهاد العين بأحد الأعمال التالية :

1- Using the brightest possible screen setting .

2- Setting the screen facing a window .

3- Setting approximately 12" from your monitor .

④ Having your eyes level with the top of your monitor .

جعل عينيك تتساوى مع قمة الشاشة .

83- You can reduce the risk of eye- strain by one of the following action :

يمكنك تفادى خطر إجهاد العين بأحد الأعمال التالية :

1- Increase the contrast between screen and room lighting .

② Using an anti glare filter on your monitor . استخدام مرشح ضد إضاءة الشاشة .

3- Redusing your monitors colour depth setting .

4- Positioning the screen with a window behind it .

95- Which one of the following statements about an organizations information security policy is true?

أي واحد من البيانات التالية حول أنظمة سياسة أمن المعلومات صحيح ؟

1- Covers the licensing of software applications .

2- Deals solely with data held on computers .

③ **Is concerned with the handing of confidential data .**

يتعامل مع تسليم البيانات السرية .

4- Applies to actions of the employer not the employee .

96- Which one of these statements about computer storage media is true?

أي واحدة من الجمل التالية عن تهيئة وحدات تخزين الكمبيوتر تكون صحيحة ؟

1- All operating systems format disks in the same way .

2- You can't format disks if it's been formatted already .

③ **Apr- formatted disks can be used immediately to store data .**

ضغط تهيئة الأقراص يمكن أن تستعمل فوراً في تخزين البيانات .

4- You should regularly format floppy disks .

97- For which one of the statements about formatting computer storage media is true?

أي واحدة من الجمل التالية عن تهيئة وحدات تخزين الكمبيوتر تكون صحيحة ؟

1- Disks are automatically formatted when you save a file .

2- A used floppy Disk cannot be reformatted .

③ **Unformatted Disks need operating system data written to them before they can store files .**

الأقراص الغير محضرة تحتاج بيانات نظام تشغيل كتبت عليها قبل استخدامها في تخزين الملفات .

4- A full format does not erase data from your Disk .

98- Which one of these statements best describes computer backup?

أي واحد من العبارات التالية أفضل وصف للنسخ الاحتياطي للحاسب ؟

1- Reverting to the previously saved version of an electrtronic file .

② **Keeping a copy of computer files on a separate storage device .**

حفظ الملفات المنسوخة المستمر تحمل إلى وسائط تخزين البيانات القابلة للنقل .

3- Storing paper printout from your computer files .

4- Storing computer files on a variety of separate storage device .

99- Which one of the following statements describes the process of backup?

أي واحد من البيانات التالية أفضل وصف للنسخ الاحتياطي ؟

1- Restoring work from an older file .

2- Coping a file from your c: drive to your desktop .

③ **Keeping copies of data in two locations .** استمرار النسخة إلى نفس المواقع .

4- Moving a file to adifferent folder on a hard drive .

100- Which one of these statements about computer applications is true?

أي واحد من هذه البيانات حول تطبيقات الحاسب صحيح ؟

1- The same version of an application computer will work on any type of computer .

2- Using an animated screensaver saves power .

3- If a PC needs to be left on, you won't save energy by switching off the monitor .

④ **Laptops on standby use less electricity than when running normally .**

الحاسبات المحمولة تستخدم أقل كمية كهرباء عند التشغيل عادة .

90- For which two of the following have a significant influence on the speed at which a computer performs?

أي اثنين من التالي له تأثير هام يؤدي لسرعة الحاسب ؟

1- Installing new applications .

② **Clearing all the unwanted files of hard disk .**

تنظيف الملفات غير المرغوب فيها من القرص الصلب .

3- Installing a smaller monitor .

④ **Increasing the amount of RAM .**

زيادة كمية الذاكرة .

5- Adding a CD ROM driver .

91- For which one of the following does not influence the performance of a computer?

أي واحد من الجمل التالية لا تؤثر على أداء الحاسب ؟

1- The amount of free space on the PC,s hard disk .

2- The amount of main memory ( RAM ) that is installed .

③ **The use of a trackball rather than a mouse .** استخدام كرة التعقب بدلا من الماوس .

4- The type of Graphics card that is installed .

92- For which one of the statements correctly completes the following Sentence?

أي واحد من البيانات تكمل الجملة التالية بشكل صحيح ؟

A Computer operating system:

1- Does not control devices such as printers that are connected to the PC

2- Is the hardware the computer uses to run Software .

3- Is not necessary on some very powerful personal computers .

④ **Enables all the other programs to run .** تمكن كل البرامج من التشغيل .

93- Which one of the following statements describes computer backup?

أي واحد من العبارات التالية تصف النسخ الاحتياطي للحاسب ؟

1- Moving all your old computer files the hard desk onto disks or magnetic tape .

② **Coping your computer files onto a separate storage device .**

نسخ ملفات حاسبك تحمل إلى وسائط تخزين البيانات القابلة للنقل .

3- Using the previous version of a computer file .

4- Saving your files each time that you finish working on them .

94- Which one of the following statements about an organizations information security policy is true?

أي واحد من البيانات التالية حول أنظمة سياسة أمن المعلومات صحيح ؟

1- Applies to the employee, not the employer .

② **Deals with the handing of confidential data .** يتعامل مع تسليم البيانات السرية .

3- Deals only with data held on computers .

4- Covers the licensing of operating system software .



3- Generating invoices .

تحصيل فواتير .

4- Carrying out stock control .

تنفيذ مراقبة المخزون .

5- Providing a customer support help line .

106- Which one of the following statements is true about ROM (read-only memory) :  
أى واحد من البيانات التالية صحيح حول ذاكرة القراءة فقط ؟

1- It is wiped clean when you switch off the computer .

2- It stores the computers operating systems .

3- It cannot be modified by the user . لا يمكن التعديل فيها من خلال المستخدم .

4- It is loaded from your hard disk when you switch on the computer .

107- The internet is the name that is given to : اسم الإنترنت مأخوذ من :

1- The physical equipment used to connect computer systems all over the world .

2- All the linked documents that are held on a global network of computers systems .

3- Linked computer systems that from a vast global network .

أنظمة الحاسب المرتبطة مع الشبكة العالمية الواسعة .

4- The dedicated telephone lines that permanently connect commercial network on distant sites .

108- The World Wide Web is the name that is given to :

الشبكة العالمية اسم يعطى إلى :

1- All the linked documents that are held on a global network of computers systems .

2- The world wide e mail systems .

3- The cables and communications satellites that connect computers systems all over The world .

4- The organisation that regulates the internet . المنظمة التى تنظم الانترنت .

109- Which one of the following best describes a graphical user interface (GUI)  
أى واحد من البيانات التالية أفضل وصف لواجهة المستخدم الرسومية ؟

1- Using windows , mouse and icons to operate a PC .

استخدام النوافذ والماوس والأيقونات لتشغيل الكمبيوتر الشخصى .

2- Visual online help to provided with a software applications .

3- Software designed to produce technical diagrams .

4- Using series of typed commands to operate a PC .

110- Which one of the following best describes a graphical user interface (GUI)  
أى واحد من البيانات التالية أفضل وصف لواجهة المستخدم الرسومية ؟

1- A graphics package for technical illustration .

2- Typing in commands to operate a computer .

3- A system using windows a pointer and icons to operate a computer .

أى نظام الذى يستعمل مؤشر النوافذ والأيقونات لتشغيل الحاسب .

4- Providing graphical online help to assist a computer user .

2- They control devices such as printer and scanners that attached to the PC .

3- They enable users to carry out specific tasks such as word processing.  
المستخدمون يمكنهم تنفيذ مهام معينة مثل برنامج الكتابة .

4- They are the only programs that you need to use a PC .

101- For which two of the following tasks in hospitals and healthcare would Large-scale computer applications be most appropriate?

لأى اثنين من المهام التالية من تطبيقات الحاسب واسعة النطاق - فى المستشفيات والرعاية الصحية تكون أكثر ملائمة ؟

1- Bereavement counseling .

2- Tracking treatment costs . تتبع تكاليف العلاج .

3- Informing a patient of a diagnosis .

4- Providing a medical database . توفير قاعدة بيانات طبية .

5- Tracking mental health issues .

102- For Which two of the following tasks in hospitals and healthcare would Large-scale computer applications be most appropriate?

لأى اثنين من المهام التالية من تطبيقات الحاسب واسعة النطاق - فى المستشفيات والرعاية الصحية تكون أكثر ملائمة ؟

1- Establishing bed availability .

2- Providing Information to relatives . توفير المعلومات للأقارب .

3- Informing a patient of a diagnosis .

4- Treating mental health issues .

5- Tracking patient a medical history . متابعة التاريخ الطبى للمريض .

103- For which one of these tasks would computerised solution be more appropriate?  
أى واحد من هذه المهام تعتبر حلاً أكثر ملائمة ؟

1- Calculating payroll for staff . احتساب مرتبات الموظفين .

2- Solving staff relations .

3- Motivating staff .

4- Selecting a new staff .

104- For Which two of these tasks would people be more appropriate than computers?  
أى اثنين من هذه المهام يكون الإنسان أفضل فيها من التعامل الإلكتروني ؟

1- Calculating payroll for staff .

2- Motivating staff . تحفيز الموظفين .

3- Storing a list of staff contact details .

4- Providing a customer support helpline . توفير خط هاتفى لخدمة العملاء .

5- Maintaining a list of every item in the company's inventory of goods .

105- For Which two of these tasks would a computerized solution be most appropriate?  
أى اثنين من هذه المهام تعتبر حلاً أكثر ملائمة ؟

1- Assessing employee performance .

2- Enforcing rules and regulations .

117- Click to indicate which two of the following statements about data protection legislation are true?

اضغط للإشارة إلى أي اثنين من البيانات التالية حول تشريع حماية البيانات صحيحتين ؟

- 1- Deals with industrial espionage between competing companies .
- 2- Can result in litigation if personal data is not adequately protected .
- ③-Means that personal data must be stored for a certain period of time .

تعنى البيانات الشخصية تلك يجب أن تخزن لفترة زمنية معينة من الوقت .

- 4- Ensures the laws about data security are the same in every country .

- ⑤-Obliges organization to protect confidential data within their control .

تلتزم المنظمة لحماية البيانات السرية التي تخضع لسيطرتها .

118- Which one of the following statements about the use of teleworking is true

أي واحد من البيانات التالية حول العمل عن بعد صحيح ؟

- 1- Requires less use of communications equipment .

- 2- Increases commuting costs .

- ③-Makes it harder to socially interact with team members .

يجعل من الصعب التفاعل الاجتماعى بين أعضاء الفريق .

- 4- Reduces flexibility of working hours .

119- Which one of the following options describe the effects of teleworking?

أي واحد من الجمل التالية تصف تأثيرات العمل عن بعد ؟

- 1- Reduced cost of equipment .

- ②-Harder to socially interact with team members .

قد تكون هناك صعوبة فى روح العمل الجماعى .

- 3- Greater use of transport .

- 4- Inflexible working hours .

120- Which one of the following statements about the e-commerce is true?

أي واحد البيانات التالية حول التجارة الإلكترونية صحيح ؟

- 1- An intranet connection is optional for e commerce .

- ②-Transactions can occur anywhere in the world .

صفقات يمكن أن تتم فى أى مكان فى العالم .

- 3- Customers can only pay by e mailing credit card details .

- 4- Customers give up the right to return unsatisfactory goods .

121- E-commerce is the term used to describe business that :

التجارة الإلكترونية تعبير يستخدم لوصف العمل الذى :

- 1- Uses computer to carry out its work .

- 2- Is carried out using electronic funds transfer .

- 3- Involves the import and export of electronic equipment .

- ④-Buys or sells good and services online .

شراء وبيع جيد يتم على الإنترنت .

122- Which one of the following statements about purchasing online is true?

أي واحد من البيانات التالية حول الشراء على الإنترنت صحيح ؟

- 1- Purchases are only processed during business hours .

- 2- Shipping of Purchases is normally free .

111- Which one of the following statements applies to PSTN?

أي واحد من البيانات التالية تعبر عن شبكة الهاتف التبادلية العامة ؟

- 1- A network designed to transmit high speed digital data .

- 2- It's the internet e mail system .

- 3- It's a form of satellite communication .

- ④-The Public Analog Telephone Network .

الشبكة العامة للهواتف المناظرة .

112- Which one of the following activities is best suited for e mail?

أي واحد من الجمل التالية أفضل مناسبة للبريد الإلكتروني ؟

- 1- Performing calculations .

- 2- Sharing very large video files , such as movie trailers .

- ③-Sharing files between workers at different locations .

مشاركة الملفات بين العمال فى المواقع المختلفة .

- 4- Transmitting credit card details .

113- The term ADSL stands for :

اختصار لـ :

- 1- Anonymous Digital Service line .

- ②-Asymmetric Digital Subscriber line .

خط اشتراك رقمى غير متماثل .

- 3- Analog Display Service line .

- 4- Advanced Data Service link .

114- The main purpose of data protection legislation is to :

إن الغرض الرئيسى لتشريع حماية البيانات هو :

- 1- Prevent software piracy .

- ②-Safeguard privacy of personal details .

حماية سرية التفاصيل الشخصية .

- 3- Improve computer backup procedures .

- 4- Control the way that software is developed .

115- An important purpose of data protection legislation is to :

الغرض المهم من تشريع حماية البيانات هو :

- 1- Improve the standards for electronic storage media .

- 2- prevent the illegal use of commercial software .

- ③-Safeguard the privacy of individuals personal data .

حماية سرية التفاصيل الشخصية .

- 4- Protect companies from industrial espionage .

116- Which two of the following statements about access rights are true?

أي اثنين من البيانات التالية حول حقوق الملكية الفكرية صحيحتين ؟

- ①-Are intended to protect a company's intellectual property .

يجب أن تعتنى الشركة بحماية الملكية الفكرية .

- 2- Decide who can work in a building outside office hours .

- ③-Determine which files individuals can read or change on a network .

يحدد أى الملفات التى يستطيع الأفراد قراءتها أو تغييرها على الشبكة .

- 4- Are the same for all users on a single network .

- 5- Depend on which computer you are using to access the network .



- 3- Scanned images are subject to copyright . مسح الصور تخضع لحقوق النسخ .  
4- When you purchase software the copyright transfers to you .

128- Which one of the following statements about copyright is true?

أي واحد من البيانات التالية حول حقوق النسخ صحيح ؟

- 1- You can download graphics in any way .
- 2- You are allowed to re use text that you copy from the web .
- 3- When you purchase software the copyright transfers to you .

4- Audio files on the internet are subject to copyright .

الملفات السمعية تخضع لحقوق النسخ على الإنترنت .

129- A mobile phone, which has been insured, but not password protected has been stolen. Which one of the following consequences may result?

هاتف جوال مؤمن عليه ، لكن غير محمي بكلمة مرور سرق ، أي واحد من النتائج التالية قد تحدث؟

1- Misuse of confidential numbers . سوء استخدام الأرقام السرية .

2- Meeting the cost of replacement .

3- Playing for calls made after the theft is reported .

4- Taking out a new insurance on the replacement phone .

130- A laptop which has been password protected but not backed up has been stolen. Which one of the following consequences may result?

حاسب نقال كان له كلمة سر محمية وليست مدعومة سرفت أي واحد من النتائج التالية قد تحدث ؟

1- You will have to change your e mail address .

2- Confidential files can be misused .

3- You will need to change your password .

4- Work stored on the laptop will be lost .

العمل المخزن على الحاسب سيفقد .

131- A PDA which has been backed up but not password protected has been stolen. Which one of the following consequences may result?

PDA مدعوم وليست له كلمة سر محمية سرفت ، أي واحد من النتائج التالية قد تحدث ؟

1- Loss of the right to use the Software that came with the PDA .

2- Time wasted on re entering all the records in replacement PDA .

3- Misuse of Confidential files and telephone numbers .

سوء استعمال الملفات السرية وأرقام الهاتف .

4- Loss of contact details on the stolen PDA .

132- Which two statements about local area networks (LAN) are true?

أي اثنين من هذه العبارات بالنسبة للشبكة المحلية صحيح ؟

1- Applications cannot be shared over a LAN .

2- Authorized users can access and use data stored anywhere on a LAN .

المستخدمون المرخص لهم يمكنهم الوصول واستخدام البيانات من أي مكان في الشبكة المحلية .

3- Telecommunication services cannot be shared over a LAN .

4- Large data files can be transferred between computers using a LAN .

البيانات الكبيرة يمكن نقلها بين الأجهزة المستخدمة في الشبكة المحلية .

5- It is not possible for users of a LAN share printers .

3- The consumer rights of your country apply .

4- You are at risk from insecure payment methods .

أنت في خطر من طرق الدفع غير الآمنة .

123- Which two of the following statements about purchasing online are true?

أي اثنين من البيانات التالية حول حقوق الشراء من الإنترنت صحيحتين ؟

1- Initial shipping of goods is free .

2- The supplier covers the Cost of returning goods .

3- The consumer rights of the supplier's country apply .

تطبيق حقوق المستهلك المجهز .

4- It's more difficult to return goods purchased online than goods bought in shop . هو أكثر صعوبة لعودة المشتريات على الإنترنت من السلع المشتراة من الدكان .

5- Online purchases are free of customs duties .

124- Which two of the following statements about purchasing online are true?

أي اثنين من البيانات التالية حول حقوق الشراء من الإنترنت صحيحتين ؟

1- The consumer rights of the supplier's country apply .

حقوق المستهلك تخضع لدولة الشراء .

2- E commerce offers access to goods around the clock .

أي تجارة تعرض وصول السلع على مدار الساعة .

3- The supplier covers the Cost of shipping .

4- All It's E commerce transactions are safe .

5- The supplier covers the Cost of returning goods .

125- Which one of the following statements about copyright is true?

أي واحد من البيانات التالية حول حقوق النسخ صحيح ؟

1- Text on a web page can be freely copied and re used .

2- Graphics published on a web are subject to copyright .

الرسومات تخضع لحقوق النسخ .

3- When you buy software the copyright transfers to you .

4- It is legal to share any audio files on the internet .

126- Which one of the following statements about copyright is true?

أي واحد من البيانات التالية حول حقوق النسخ صحيح ؟

1- Publishing digital work on disk requires permission from the copyright holder .

نشر عمل رقمي على القرص الصلب يتطلب رخصة من مالك حقوق النسخ .

2- When you purchase software on CD ,the copyright transfers to you .

3- Any material which is published on disk is subject to copyright .

4- You can reproduce graphics from the web as CD ROM clip art .

127- Which one of the following statements about copyright is true?

أي واحد من البيانات التالية حول حقوق النسخ صحيح ؟

1- You give up your copyright to text that Publish on the internet .

2- You can download graphics in any way .

139- Which one of these memory can not be changed?

أي واحدة من أنواع الذاكرة لا يمكن أن تتغير ؟

- 1- Random Access Memory .
- 2- Storing Memory .
- ③- Read Only Memory .
- 4- Virtual Memory .

140- Which one of these is computer hardware?

أي من هذه العناصر يعتبر من المكونات المادية ؟

- 1-The operating system .
- ②- A CPU .
- 3- A word processing package .
- 4- A spreadsheet .

141- Which one of the following statements isn't operating system?

أي من هذه العبارات لا يكون نظام تشغيل ؟

- 1- Unix .
- 2- Windows .
- ③- Ms Word .
- 4- Ms-Dos .

142- Which one of the following operating system does not have a GUI?

أي واحدة من نظم التشغيل الآتية لا تحتوى على واجهة رسومية ؟

- 1- UNIX .
- 2- Microsoft Windows .
- 3- MAC OS X .
- ④- Microsoft DOS .

143- The local council wants to design and build a new bridge. Which is most appropriate software to use in the design?

المجلس المحلى يريد تصميم وبناء جسر جديد . ما أنسب البرامج لاستخدامها فى التصميم ؟

- ①- CAD application .
- 2- CAM application .
- 3- DTP application .
- 4- Drawing application .

144- Unauthorized access to computer files can be prevented by using :

يمكن منع الشخص الغير مرخص له بالتعامل مع الملفات عن طريق :

- ①- Password .
- 2- Anti-virus software .
- 3- Uninterruptible power supply .
- 4- Secure backup copies .

145- When buying goods services from a foreign country over the internet you would most likely pay for the product by using :

عند شراء السلع والخدمات من دولة أجنبية عبر شبكة الإنترنت من شأنه على الأرجح أنت تدفع ثمن

المنتج باستخدام : 36

133- You can reduce the risk of neck, back and shoulder pain, by one of the following actions :

تستطيع تقليل خطر الإصابة بألم الرقبة والظهر والكتفين بأحد الأفعال التالية :

- 1- Using a larger monitor with sharper resolution .
- 2- Using a wireless mouse .
- 3- Keeping the keyboard close to the front of the disk .
- ④- Using a fully adjustable operator's chair .

استعمال كرسي قابل للتعديل أو التكيف .

134- Which two of these statements could each be used to complete the following sentence? A computer virus is a program that :

أي جملتين من هذه الجمل يمكن استخدامها لاكمال الجملة التالية ؟ فيروس الكمبيوتر هو برنامج :

- 1- Cannot infect a stand alone PC.
- 2- Disappears once it has displayed a message .
- ③- Can usually be detected by anti-virus software .

يمكن اكتشافه دائما بواسطة برامج مضادات الفيروسات .

- ④- Can be introduced when new software is installed .

يمكن أن يتقدم أو يدخل عند القيام بتحميل برنامج جديد .

- 5- Can enter a computer system if hardware such as a new mouse added.

135- A Gigabyte is approximately :

الجيجا بايت تساوى تقريبا :

- 1- 1,000 bytes .
- 2- 100 kilobytes .
- 3- 1,000 kilobytes .
- ④- 1,024 Megabytes .

136- Which one is not true about RAM? ؟ RAM غير صحيح عن

- 1-The data stored on it is volatile .
- 2- Information is lost when you switch off the computer .
- ③- The data held on it cannot be saved on your hard disk .

البيانات المخزنة على الذاكرة RAM لا يمكن أن يتم تخزينها على القرص الصلب .

- 4- The operating system is copied on it when you switch on computer .

137-The baud rate can tell how fast :

الباود كيف يكون سريعا :

- 1- The hard disk send and revive data .
- ②- The MODEM can send and revive data .
- 3- The CPU send and revive data .
- 4- The RAM send and revive data .

مودم يستطيع إرسال وإحياء البيانات .

138- Which one of the following statements is considered as input devices?

أي من هذه العبارات التالية يكون محسوباً أنه من وحدات الإدخال ؟

- 1- Plotter .
- 2- Monitor .
- ③- Web camera .
- 4- Charger .

كاميرا الويب .



1- A desktop publishing application .

②-A database application .

3- A accounting application .

4- A presentation engine .

تطبيق قواعد البيانات .

152- A company needs all it's 30 office staff to use a spreadsheet application, It should :

تحتاج الشركة كل ما فى والبالغ عددهم ٣٠ من موظفى المكتب لاستخدام على تطبيق الجداول الحسابية ، وينبغى أن :

1- Copy the spreadsheet application onto each individual PC .

②-Purchase a multi-user license . شراء ترخيص المستخدمين المتعددين .

3- Use the spreadsheet application regardless of the numbers of users .

4- Purchase a single-user license for each PC .

153- Which of the following is a good password policy for an organization?

أى مما يلى هو كلمة السر سياسة جيدة بالنسبة للمنظمة ؟

①-All passwords are changed regularly . . يتم تغيير جميع كلمات المرور بشكل منتظم .

2- All passwords are never changed .

3- All passwords are made up of less than four characters .

4- All passwords are made up of less than four numbers .

154- Which of the following is not a function of the CPU?

أى مما يلى ليست وظيفة لوحدة المعالجة المركزية ؟

1- Executing program instruction .

2- Ensuring program instructions are executed in the right sequence .

③-Sending e-mail . إرسال البريد الإلكتروني .

4- Carrying out calculations .

155- The term ISDN stands for :

مصطلح الشبكة الرقمية يرمز إلى :

1- Integrated Standard Digital Networks .

②-Integrated Services Digital Network . الشبكة الرقمية للخدمات المتكاملة .

3- Interactive Standard Dynamic Networks .

4- Internet Services Data Network .

156-Large Organization often use a computer system to run the company typically it is most likely to be :

المنظمة الكبيرة فى أغلب الأحيان تستعمل نظام حاسوب لعمل الشركة بشكل نموذجي هو على الأغلب يكون :

1- A Personal Computer .

2- A PDA .

3- A Mini Computer .

④-A Mainframe Computer . الحاسب الرئيسى .

157- Scanner can be described as :

الماسح الضوئى يمكن أن يوصف على أنه :

1- An output device only .

②-An input device only . وحدة إدخال فقط .

3- An input and output device .

4- Storage device .

1- Foreign currency .

2- A processor card .

3- A check .

④-A credit card . بطاقة الائتمان .

146- Which of the following precautions would prevent virus-infected software being used on computer?

ما الاحتياطات التالية من شأنه منع فيروس البرمجيات المصابة المستخدمة على جهاز الكمبيوتر ؟

①-Install a virus protection system . تركيب نظام الحماية من الفيروسات .

2- Install software to prevent hacking .

3- Install password security to the system .

4- Take regular backups .

147- Which of the following can be used to restore programs or data after being altered by a malicious program?

أى الأمور التالية يمكن استخدامها لاستعادة البرامج أو البيانات بعد أن غيرت بواسطة برنامج ضار ؟

1- Anti-virus software .

2- Password .

③-Back-up copies . نسخ احتياطية .

4- Hacking .

148- What name is given to software, which under development?

ما هو الاسم النظرى للبرمجيات ، والتي يجرى تطويرها ؟

①-Beta software .

2- Demonstration software .

3- Freeware .

4- Shareware .

149- Which of the following is the name given to software, which can legally be copied without a license?

أى مما يلى هو الاسم الذى يطلق على البرمجيات ، والتي يمكن من الناحية القانونية نسخها دون الحصول على ترخيص ؟

1- Beta software .

2- Retail software .

③-Freeware .

4- Protected software .

150- Microsoft Windows is a (an) :

1- Database program .

②-Operating system . نظام تشغيل .

3- Word processing program .

4- Graphics program .

151- What type of computer application would be used in a hospital to maintain patient medical details?

أى نوع من تطبيق الحاسب يستعمل فى المستشفى لتخزين التفاصيل الطبية للمريض ؟

البطاقات البلاستيكية الخاصة التي تحتوي على المعالج والذاكرة وتستخدم لدفع ثمن السلع والخدمات في كل مرة تستخدم البطاقة للحصول على تفاصيل حول بطاقة تحديثها . ما هو اسم هذه البطاقة ؟

- 1- Magnetic card .
- 2- Memory card .

③ **Smart card.** البطاقة الذكية .

- 4- Processor card .

165-The range of voice, computer messages and other services provided by : مجموعة من الرسائل الصوتية والرسائل الكمبيوتر وغيرها من الخدمات التي تقدمها :

- 1- ISBN .
- 2- PSBX .

③ **ISDN .**

- 4- PSDN .

166- The location of information on the internet can be obtained by using a database : موقع المعلومات على الإنترنت يمكن أن تحصل عليها باستعمال قاعدة البيانات :

- 1- Web editor application .

② **Search engine .** محرك البحث .

- 3- Spreadsheet application .

- 4- Word perfect .

167- In which situation would a bar code reader the most suitable input device? أي حالة التي سيكون على قارئ باركود أنسب جهاز إدخال ؟

- 1- Analysis of blood sample .
- 2- Filling the client details in a bank .

③ **Issuing library books .** إصدار كتب المكتبة .

- 4- Stock taking in restaurant .

168- A GUI is used to: الواجهة الرسومية تستخدم في :

- 1- Draw graphs and drawing .
- 2- Provide the interface between two peripherals .

③ **Provide an easy way to use computer .** تكون طريقا سهلا لاستعمال الحاسوب .

- 4- Store graphics image as file .

169- Which of the following statement is true? أي من هذه العبارات صحيح ؟

- 1- The CPU is an input devices .
- 2- The CPU is an output devices .

③ **The CPU is used to process program instructions and data .**

وحدة المعالجة المركزية أو المعالج يقوم بمعالجة البرامج والبيانات .

- 4- The CPU is used as non volatile storage media .

170- An End User License Agreement : اتفاق ترخيص المستخدم :

- 1- Is a form of advertising between a software application author and the user .

- 2- Gives the user the exclusive right to copy and sell the software to other potential users .

158-The data stored on CD-Rom are : البيانات المخزنة على CD-Rom تكون :

- 1- Volatile and read only data .

② **Non Volatile and read only data .**

غير متغيرة وتكون للقراءة فقط .

- 3- Non Volatile and read/write data .

- 4- Volatile and read/write data .

159- Which is the most appropriate application to store census information? أي من هذه التطبيقات يستخدم في تخزين معلومات عن تعداد السكان ؟

- 1- Data Logging Application .

- 2- CAD Application .

③ **Database Application .**

- 4- Word Processor Application .

160-Which one of the following devices connect to the system unit externally and controlled by the central processing unit?

أي واحد من الأجهزة التالية للاتصال بوحدة النظام خارجيا والتي تسيطر عليها وحدة المعالجة المركزية ؟

- 1- Additional devices .

- 2- Storage Units .

- 3- Input devices .

④ **Peripheral devices .** الأجهزة الطرفية .

161-Which one of the following is not related to the operating system?

أي واحدة من التالية لا علاقة بها بنظام التشغيل ؟

- 1- GUI .

② **The program that you can use when the system has been loaded .**

البرامج التي يمكنك استخدامها عندما يكون النظام قد تم تحميلها .

- 3- Allow you to use computer without learn about how hardware work .

- 4- Special program that run automatically when you start the computer .

162-Where the computer is appropriate more than people?

متى يكون الكمبيوتر هو مناسب أكثر من الناس ؟

- 1- In interpreting .

- 2- In recognizing .

③ **In dangerous situation .**

في الحالات الخطرة .

- 4- In completing .

163- An equipment that attached to computer to stop large volts of electricity : المعدات التي تعلق على الكمبيوتر لوقف فولت كبيرة من الكهرباء :

- 1- UPS .

- 2- Battery .

- 3- Charger .

④ **Surge suppressor .** مانع الاندفاع .

164- Special plastic cards containing a processor and memory are used to pay for goods and services, Each Time the card used the details on the card updated. What is the name of such a card?



**1-Running life-support systems .**

تشغيل نظم دعم الحياة .

- 2- Diagnosis Patient .
- 3- Comforting patients .
- 4- Guiding support groups .

176- Which one of the following statements about copyright is true?

أي واحد من هذه البيانات حول حقوق النسخ صحيح ؟

1- If you can copy material from a disk you automatically gain the copyright .

**2-Copyrights provides control over how other people make disk copies of someone's work .**

حقوق التأليف والنشر يتيح السيطرة على شعب آخر فى كيفية عمل نسخ قرص لشخص فى العمل .

3- Graphics published on CD-ROM are not subjected to any form of copyright .

4- If you create a CD-ROM yourself, you own the copyright to anything you put on it .

177- Which one of these actions demonstrate poor health and safety practice?

أي واحد من هذه الممارسات غير الجيدة فى التعامل مع الحاسب ؟

1- Installing too much of software on a computer .

**2-Leaving power cable unsecured .**

ترك كابلات الكهرباء غير آمنة .

3-Turning off the power without first shutting down the PC .

4- Running several applications at the same time .

178- Which statement about computers and the environment is true?

أي من هذه العبارات عن الحاسب والبيئة صحيح ؟

1- Running an animated screensavers saves power .

**2-Printer toner cartridges can be recycled .**

من الممكن إعادة استخدام حاويات حبر الطابعة .

3- You can't recycle paper from a laser printer .

4- Laptops on standby use more electricity than when running normally .

179- Which one of the following statements about formatting computer media is true?

أي واحدة من العبارات التالية حول تنسيق وسائل إعلام الكمبيوتر هو صحيح ؟

1- Before accessing the internet, you need to run a virus check .

2- Deleting an infected file will eliminate the virus .

3- Anti-virus software can detect all known viruses .

**4-Anti-virus software can disinfect applications as well as files .**

البرامج المضادة للفيروسات يمكنها تطهير التطبيقات وكذلك الملفات .

180- Which one of the following statements about teleworking is true?

أي واحدة من العبارات التالية حول العمل عن بعد هو الصحيح ؟

1- More human contact with the team .

2- Increased company space requirements .

**3-Greater ability to focus on one task .**

4- Inflexible schedules .

3- Grants ownership of the software to the user .

**4-Is a legal contract between a software application author or publisher and the user with regard to terms of distribution, release and restricted use .**

هو عقد قانونى بين تطبيق البرمجيات المؤلف أو الناشر والمستخدم فيما يتعلق من حيث التوزيع والإفراج عنها والاستخدام المقيد .

171- Which of the following provides an example of a good working environment?

أي من هذه العبارات تقدم مثالا لبيئة عمل جيدة ؟

**1-Adequate lighting .**

الإضاءة الكافية .

2- Energy-saving hardware .

3- New computer hardware every two years .

4- Staff welfare benefits .

172-Which Preventative measure can be used to stop computer system becoming infected with a virus?

ما التدبير الوقائى الذى يمكن أن يستخدم لوقف نظام الكمبيوتر بعدوى فيروس ؟

1- Install physical security measures .

2- Password protect the start-up process .

3- Disable the floppy disk drive .

**4-A virus-checking program .**

برنامج التحقق من الفيروس .

173- Which one of these statements correctly completes the following sentence? A computer's operating system :

أي واحدة من هذه العبارات صحيح لتكملة الجملة ؟ نظام التشغيل للحاسب :

1- Is the last program to load when you start the computer .

2- Does not control devices connected to the PC .

3- Is not necessary on high-powered personal computers .

**4-Instructs the screen to display data entered with the keyboard .**

يرشد الشاشة لعرض البيانات التى أدخلت بلوحة المفاتيح .

174- Which one of the following statements about copyright is true?

أي واحد من هذه البيانات حول حقوق النسخ صحيح ؟

1- The paper license that comes with software on CD transfers the copyright to you .

**2-You can make a backup CD of software bought for your own use .**

تستطيع عمل نسخة من البرنامج كنسخة احتياطية لاستخدامك الشخصى .

3- Software purchased on the web and copied to CD-ROM can be shared with friends .

4- Copying text, images, audio, or video from disk is always illegal .

175- For which one of the following tasks in hospitals and health care would large-scale computer applications be most appropriate?

أي واحدة من المهام التالية فى المستشفيات والرعاية الصحية من شأنه أن تكون تطبيقات الكمبيوتر واسعة النطاق من الأنسب ؟

①-ISP stands for Internet Service Provider .

خدمة الإنترنت تتوقف على موفر خدمة إنترنت .

- 2- The Internet can only be used to connect computers with the same ISP
- 3- You must have a modem to connect to the Internet .
- 4- You must have a telephone line to connect to the Internet .

188- Which one of the following is not an input device?

أى من هذه الأجهزة لا يكون وحدة إدخال ؟

- 1- Web camera .
- 2- Scanner.
- 3- Touch pad.

④-Monitor.

الشاشة .

189- Software that can be use for more than one user is referred to :

برامج يمكن أن تستخدم مع أكثر من مستخدم هي :

- 1- E- ware .
- 2- Freeware .
- 3- Sharware .

④-Multiuser Software .

متعددة المستخدمين .

190- Which of the following statements about safety precautions when

using computers? أى العبارات التالية حول احتياطات السلامة عند استخدام أجهزة الكمبيوتر ؟

- 1- Faulty cables should be repaired using insulating tape .
- 2- You should shut down your PC by unplugging it from electricity supply

③-There no safe way to run cables across open areas .

توجد طريقة آمنة لتشغيل الكابلات عبر المناطق المفتوحة .

- 4- More than one computer should not use the same power socket .

191- Which one of these computer types is the least expensive ?

أى أنواع الحواسيب التالية الأقل تكلفة ؟

- 1- A Mainframe Computer .
- 2- Mini Computer .

③-Personal Computer .

الحاسوب الشخصي .

- 4- Laptop .

192- A computer virus is a program that :

فيروس الكمبيوتر هو برنامج :

- 1- Before accessing the internet, you need to run a virus check .
- 2- Deleting an infected file will eliminate the virus .
- 3- Anti-virus software can detect all known viruses .

④-Can make the hard disk unusable on a computer .

يمكن أن يجعل من القرص الصلب غير قابل للاستخدام على جهاز كمبيوتر .

193- CBT has been used for on-line learning. CBT stand for :

يستخدم مصطلح CBT في التعلم عبر الإنترنت للدلالة على :

- 1- Computer-based technology .

②-Computer-based training .

التدريب القائم على الحاسوب .

181- For which one of these tasks would a computerized solution be more appropriate ?

أى من هذه المهام يكون نظام تحليل النظم أكثر ملائمة ؟  
حساب الرواتب للموظفين .

①-Calculating payroll of staff .

- 2- Solving staff relations .
- 3- Motivating staff .
- 4- Selecting new staff .

182- A kilobyte =

الكيلو بايت يساوى :

- 1- 100 bytes .
- 2- 1000 bytes .
- ③- 1024 bytes .
- 4- 1240 bytes .

183- which one of the following is used to measure computer screen resolution ?

أى من التالى يستخدم لقياس دقة الشاشة ؟

- 1- Points .
- ②-Pixels .
- 3- Centimetres/Inches .
- 4- Characters .

184- Which two of the following is true about a graphical user interface

( GUI )? أى من هذه العبارات صحيح عن الواجهة الرسومية لنظام التشغيل ؟

- 1- Using a software application for technical drawing .
- 2- Using picture rather than words for online help .

③-Using windows icons and a mouse to operate a computer .

استعمال النوافذ والماوس فى أعمال الحاسب .

④-Allows you to interact very flexibly with your computer .

يسمح بالتفاعل المرن مع الحاسب .

185- Which two of these is an open source operating system?

أى اثنين من نظم التشغيل هذه مصدر مفتوح ؟

- 1- Windows xp .
- ②-Linux .
- 3- Solaris .
- ④-BSD .
- 5- MS-DOS .

186- Which of the following best describes teleworking?

أى من هذه العبارات توصف العمل من البيت ؟

- 1- Working for a television .
- 2- Working for a telesales company .
- 3- Designing teletext pages .

④-Working at home using electronic communications .

العمل الذى يستعمل اتصالات إلكترونية فى البيت .

187- Which one of these statements about connecting to the internet is true?

43 أى من هذه العبارات صحيح عن الاتصال بشبكة الإنترنت صحيح ؟



200-GUI stands for : GUI تقف على :

1- Graphical user interfaces .

② **Graphical user interface .** واجهة المستخدم الرسومية .

3- Graphical user internal .

4- Graphical user internet .

201-Which one of these types of storage disks can save the most data?

أي واحد من هذه الأنواع من أقراص التخزين يمكن حفظ معظم البيانات ؟

1- Zip disk .

2- Floppy disk .

③ **DVD .**

4- CD-ROM .

202-Megabyte is approximately : الميجا بايت حوالى :

1- 1000 Byte .

2- 10000 Byte .

3- 100000 Byte .

④ **1000000 Byte .**

203-For which one of these tasks would traditional banking be preferable to online banking?

أي واحد من الخيارات التالية تفضل فى مجال الخدمات المصرفية التقليدية من المعاملات المصرفية عبر الإنترنت ؟

1- Checking an account .

② **Opening a new account .** فتح حساب جديد .

3- Depositing a cheque .

4- Transferring funds .

5- Applying for loans .

204- EFT is a commonly used payment method for E- commerce. EFT stands for :

تحويل الأموال الإلكتروني هو وسيلة الدفع المستخدمة عادة للتجارة الإلكترونية . وهو يتوقف على :

1- E-conomic Finance Transit .

② **Economic Funds Transfer .** صناديق النقل الاقتصادية .

3- E-mail Finance Transport .

4- E-commerce Fund Transit .

205-Which one of following has the attributes of a secure password?

أي من هذه العبارات عن كلمة السر الآمنة ؟

1- Your name .

2- Your telephone number .

③ **A word with both alpha and numeric characters.** كلمة مكونة من حروف وأرقام.

4- A word with alpha characters only .

206-Which one of the following statements is true about RAM (Random-

Access Memory) : أي واحد من البيانات التالية صحيح حول ذاكرة الوصول العشوائى ؟

3- Computer-based teaching .

4- Computer-based text books .

194-Which one of these computers is the least powerful?

أي واحد من أجهزة الكمبيوتر هذه هي الأقل قوة ؟

1- Server .

② **PDA .**

3- Personal Computer .

4- Laptop .

195-Which two of the following statements about extranet is true?

أي اثنتين من العبارات التالية حول إكسترنانت صحيح ؟

1- Very small internet within an organization .

2- Very large internet within an organization .

③ **A network shares data between more than one organization .**

شبكة تنقل البيانات بين أكثر من منظمة واحدة .

④ **Private company network uses an external users .**

شبكة خاصة لشركة يستخدمها المستخدمين الخارجيين .

5- An internet used for web-mail .

196-The speed of Computer can be measured in : يمكن قياس سرعة الكمبيوتر :

1- Kilohertz .

② **Megahertz .**

3- Gigahertz .

4- Terahertz .

197- Gigabyte is approximately : الجيجا بايت حوالى :

1- Hundred Byte .

2- Thousand Byte .

3- Million Byte .

④ **Milliar Byte .**

198- Which of the following can make online banking computer

application? أي من التالي يمكن على الإنترنت جعل تطبيق الكمبيوتر المصرفى ؟

1- Message reservation .

② **Opening a new account (balance, funds ,loans) .**

فتح حساب جديد ( الرصيد والصناديق والقروض ) .

3- Check policy details .

4- Administration payrolls .

199-To make aback up of file own to a company on the internet you

cannot take a copy is called :

الملف الخاص لشركة على شبكة الإنترنت التى لا يمكن أخذ نسخة يسمى :

1- Backup .

② **Copyright .**

حقوق الطبع والنشر .

3- Download .

4- Not allowed .

- 1- Mouse .
- 2- Keyboard .
- ③ Bar code scanner .
- 4- Mark reader .

213- Which is the smallest unit of computer storage?

- 1- Byte .
- ② Bit .
- 3- Kilobit .
- 4- Megabyte .

214- Which of the following would be the slowest device for accessing data?

- ① A Floppy disk .
- 2- A Hard disk .
- 3- A Tap disk .
- 4- A Zip disk .

215- Which of these is NOT a benefit of E-mail?

- 1- Ability to send attachments .
- ② Receiving junk mail .
- 3- Instant delivery of your message .
- 4- Sending to more than one person at once .

216- What is an attachment?

- 1- A peripheral device .
- ② A file sent with an email message .
- 3- A component of network software .
- 4- A password system .

217- What is the name for licensed software that can be used for a trial period after which the user is requested to pay a fee for continued use?

- ① Shareware .
- 2- Freeware .
- 3- Licensed software .
- 4- Software bundle .

218- Which one of the following statements about software copyright is true?

- 1- Copyright promotes the illegal use of software .
- ② Copyright is the exclusive legal right of software authors to produce copies of their own software .
- 3- Copyright is designed to protect a disk against computer viruses .
- 4- Copyright will prevent a CD-ROM from being duplicated .

① RAM is used to temporarily store data that is being processed .

تستخدم ذاكرة الوصول العشوائي لتخزين البيانات بشكل مؤقت والتي يتم معالجتها .

- 2- RAM is used to permanently store data that is being processed .
- 3- RAM is used to back-up data that has been processed .
- 4- RAM is used to delete data that has been processed .

207- Which one of these statements could each be used to complete the following sentence? A security policy protects :

أي واحد من هذه البيانات يمكن أن تستخدم لإكمال الجملة التالية؟ سياسة الأمن تحمي :

- 1- Employees from lawsuits and bankruptcy .
- 2- Employers from lawsuits and bankruptcy .
- ③ The employee s confidential information . المعلومات السرية للموظف .
- 4- The company s revenue .

208- Which one of the following noticeably affects a computers performance?

أي واحد من الخيارات التالية تؤثر بشكل ملحوظ على أداء الحاسوب ؟

- 1- Modifying the screen resolution to 640× 480 .
- 2- The number of printers installed on the computer .
- ③ The number of applications running . عدد التطبيقات التي تعمل .
- 4- Modifying the brightness of you monitor .

209- Which one of these statements describes a Client / Server network?

أي واحد من هذه البيانات يصف شبكة عميل / ملقم ؟

- 1- A Client / Server network must be connected to the Internet .
- 2- A Client / Server network allows all computers that are turned on to communicate with one another .
- ③ A Client / Server network must have a server that is running in order for computers to communicate .
- 4- A Client / Server network protects users from unauthorized computers infiltrating the network .

يجب على شبكة عميل / ملقم لديك ملقم يستخدم في النظام لأجهزة الكمبيوتر للاتصال .

210- Which type of printer prints fastest?

- ① Laser .
- 2- Inkjet .
- 3- Bubble jet .
- 4- Dot matrix .

211- Which type of software is used to access the Internet?

- 1- Interface .
- 2- Presentation .
- ③ Browser .
- 4- System .

212- Which device is used to enter sales data into a supermarket computer system?



226- You have created an email group. Where is the group stored?

- 1- Inbox .
- 2- Outbox .
- ③- **Contacts .**
- 4- Cabinet folder .

227-Which type of software would you use to store customer data?

- ①- **Database .**
- 2- Spreadsheet .
- 3- Presentation .
- 4- Word processing .

228- You have a modem and a telephone connection. What else do you need to connect your Computer to the Internet?

- 1- Browser and printer .
- 2- ISP account and printer .
- 3- ISP account and network .
- ④- **Browser and ISP account .**

229- Which type of system is used to provide information for employees within a company?

- 1- Internet .
- ②- **Intranet .**
- 3- Extranet .
- 4- Electronic mail .

230- Computers are much used in supermarkets. Which of these computer based applications will be of MOST use to the managers of the supermarket?

- 1- Scanning the items sold .
- ②- **Providing stock information .**
- 3- Producing itemised bills .
- 4- Checking prices .

231- Which of these applications of computers would store information about which course a student is enrolled on?

- 1- Computer based training .
- 2- Timetabling .
- ③- **Student record .**
- 4- Fees database .

232- Which is the best way of protecting a computer system from unauthorised use?

- ①- **Ensuring all users have passwords .**
- 2- Locking the office .
- 3- Using a screen saver .
- 4- Maintaining an audit trail .

219-Which one of the following refers to using computers for training?

- 1- WAN .
- ②- **CBT .**
- 3- HTTP .
- 4- LAN .

220-Which one of the following terms commonly refers to a network where one computer provides shared resources to other computers?

- 1- Server / Client .
- 2- Client / User .
- ③- **Client / Server .**
- 4- Server / Provider .

221-Which one of the following is an advantage of teleworking?

- 1- More emphasis on teamwork .
- 2- Allows only fixed working hours .
- ③- **Allows flexible working hours .**
- 4- Never a need to use a computer or telephone .

222-Which one of the following usually causes RSI?

- 1- Viewing a monitor that has a lot of glare and reflections .
- 2- Working where there is inadequate lighting and ventilation .
- 3- Using a chair without arms .
- ④- **Typing for a long period of time without breaks .**

223-The \_\_\_\_\_ virus is a self replicating program that may damage files on a computer system. Which one of the following would complete the sentence?

- 1- Snail .
- ②- **Worm .**
- 3- Wasp .
- 4- Mouse .

224-Which one of these statements is False?

- 1- A network of computer linked within a building is called a LAN .
- 2- Databases can be accessed by many users who connected to a LAN .
- 3- A network-linking computer over cities countries is called WAN .
- ④- **Applications cannot be shared over a LAN .**

225-When working away from the office a sales representative might typically use which type of computer?

- 1- Desktop computer .
- ②- **Laptop computer .**
- 3- An analogue computer .
- 4- A mainframe computer .

240-Which one of the following best describes an extranet?

- 1- A worldwide network of servers that store a collection of linked hypertext documents .
- 2- An extension to a network operating system used to monitor and control the flow of data .

**③- An extension of an intranet using Internet technologies to facilitate communication with specified users outside the intranet .**

- 4- An external network filing system for backing up large data files .

241-Which one of the following is good working practice when using a computer?

- 1- Reducing the light level in the area around the computer .
- ②- Taking frequent breaks away from the computer .**
- 3- Sitting in a comfortable armchair when using the computer .
- 4- Positioning the keyboard below wrist level on the desk .

242-A security policy uses \_\_\_\_\_ to allow or deny users the privileges to create, view, change or delete data on a computer system. Which one of the following terms would complete the sentence?

- 1- Client rights .
- ②- Access rights .**
- 3- Sign on rights .
- 4- Entry rights .

243-Which one of the following would be most used by someone who travels by train to work in various locations?

- 1- Workstation .
- 2- Mainframe .
- ③- Laptop .**
- 4- Desktop .

244-Which one of the following statements about Read Only Memory is true?

- 1- Application programs can write data to ROM .
- ②- The contents of ROM are not deleted when the computer is switched off .**
- 3- Internet pages are stored in ROM while they are being loaded .
- 4- The contents of ROM are deleted when the computer is switched off .

245-What is the purpose of fully formatting a floppy disk?

- 1- To scan the floppy disk for viruses .
- 2- To lock the floppy disk .
- ③- To prepare the floppy disk to store files .**
- 4- To allow read/write access to files on the floppy disk .

233- Contact details can be automatically added to email messages. What is this called?

- 1- Autograph .
- 2- Closure .
- ③- Signature .**
- 4- Footer .

234- One byte is equivalent to:

- 1- 2 bit .
- ②- 8 bit .**
- 3- 16 bit .
- 4- 4 bit .

235- Which of the following requires power to be on in order to maintain the data it stores?

- 1- ROM .
- ②- RAM .**
- 3- Hard disk .
- 4- Floppy disk .

236-You want all users to be able to view data in a computer system and selected users to be able to enter and change the data. How can you achieve this?

- 1- Allow unrestricted access to the system .
- 2- Give authorised users a password .
- ③- Set access rights for different groups of users .**
- 4- Allocate keys to authorised users .

237- Which type of computer stores the common files in a network?

- 1- Mainframe .
- 2- Laptop .
- 3- Desktop .
- ④- Server .**

238- Many supermarkets use computers. Which of these benefits do you think is most important to the customers?

- ①- Faster service .**
- 2- Improved Stock control .
- 3- Better working environment .
- 4- Increased customer information .

239- You can help to preserve the environment by .....

- 1- Using a screensaver .
- ②- Recycling printer cartridges .**
- 3- Using a filtered plug .
- 4- Using a smaller screen .

254-A spreadsheet is the most appropriate software application to use to ..... Which one of the following would complete the sentence?

- 1- Compose a standard letter for a mail shot .
- 2- Reserve an airline ticket .
- 3- Present sales data to a large audience .
- ④- **Palculate a budget and cash flow for a new project .**

255-The computers in your local office building are connected together so staff in the building can share files and printers. What is this arrangement of computers called?

- ①- **LAN .**
- 2- ISDN .
- 3- WAN .
- 4- FTP.

256-Which one of the following is good practice when downloading files?

- 1- Disable virus-scanning software when downloading files .
- 2- Open all unrecognised e-mail messages .
- ③- **Enable virus scanning software and download files from secure sites only .**
- 4- Download files from Internet bulletin boards .

257-Which one of the following activities could lead to the spread of a computer virus?

- 1- Only using software that has been checked for viruses .
- 2- Maintaining regularly updated antivirus software .
- 3- Only opening virus-checked file attachments from known sources .
- ④- **Using floppy disks from unknown sources to exchange data .**

258-You have installed a new version of software on your computer at home. A version is .....

- 1- A number that identifies a stage of software development .
- ②- **A number that identifies a public release of software .**
- 3- A number that identifies the author of the software .
- 4- A number that indicates where to install the software .

259-What name is given to the use of the Internet to buy and sell goods?

- 1- E-mail .
- 2- E-data exchange .
- 3- E-retail .
- ④- **E-commerce .**

260-Which one of the following statements best describes a peripheral?

- 1- A peripheral is a type of computer .
- ②- **A peripheral is a device that can be attached to a computer .**
- 3- A peripheral is a type of GUI .
- 4- A peripheral is only a type of keyboard or scanner .

246- Which of the following would be the fastest device for accessing data?

- 1- A Floppy disk .
- 2- A Zip disk .
- ③- **A Hard disk .**
- 4- A magnetic tape drive .

247- Laws governing the use of software prevent people from making illegal copies of software. Which of the following is the best way to prevent this from happening?

- 1- Labelling the software .
- ②- **Using a code to unlock the software .**
- 3- Sending offenders to prison .
- 4- Requiring passwords for copying .

248- Which of the following is NOT a sensible precaution for preventing viruses on your computer?

- 1- Using virus checking software .
- 2- Only downloading software from reputable web sites .
- ③- **Using a screensaver when the computer is idle .**
- 4- Avoiding software from unreliable sources .

249- Which of the following statements is NOT TRUE in relation to the Data Protection Act? The data user must ensure that the information

- 1- Is obtained fairly and accurately .
- 2- Is stored with proper security .
- 3- Is accurate and up to date .
- ④- **Can be sent abroad at any time .**

250- What is a computer virus?

- ①- **A program that can damage your computer .**
- 2- A hardware fault .
- 3- A program that you have downloaded from an Internet site .
- 4- A corrupted area of your disk .

251-Which one of the following statements about RAM is true?

- 1- RAM retains data when the computer shuts down .
- ②- **RAM is a form of read and write memory .**
- 3- RAM is Read Access Memory .
- 4- RAM cannot be increased in any computer .

253-Which one of the following is a peripheral device that can be used for inputting to a GUI?

- 1- Plotter .
- 2- RAM .
- 3- Printer .
- ④- **Scanner .**



268-Which one of the following statements describes a good approach to information security for an organisation?

- 1- Sensitive data is available to everyone .
- ②- Computer systems are backed up on a regular basis .**
- 3- There are no procedures for reporting security lapses .
- 4- Staff passwords are never changed .

269-Which category of software would be most appropriate to develop an Online Insurance Claims system?

- 1- Desktop publishing software .
- 2- Word processing software .
- ③- Large scale applications software .**
- 4- Operating System software .

270-Which one of the following results of computer crime could have the most serious long-term effects?

- 1- The loss of computer processing time .
- 2- Having to reinstall software .
- ③- The possible misuse or loss of confidential files .**
- 4- Having to reissue passwords .

271-Which one of the following is normally considered an appropriate distance to sit from a computer screen?

- 1- 30 centimetres (12 inches) .
- ②- 60 centimetres (24 inches) .**
- 3- 90 centimetres (36 inches) .
- 4- 120 centimetres (48 inches) .

272-Which one of the following would be a typical file size for a 2-paged word processed letter?

- 1- 30 bits .
- 2- 100 bytes .
- ③- 30 kilobytes .**
- 4- 1 megabyte .

273-In telecommunications what does the term analogue mean?

- ①- A signal that is continuously varying in strength .**
- 2- A method for converting signals .
- 3- Computer information represented by zeros and ones .
- 4- A type of storage device .

274-The World Wide Web is .....

- 1- A multimedia applications package that is used in education .
- 2- A set of documents used for computer based training on a LAN .
- 3- A worldwide network of computers linked by telephone wires .
- ④- A set of linked hypertext documents on HTTP servers .**

261-The instructions to start up a computer are stored in \_\_\_\_\_. Which one of the following would complete the sentence?

- 1- RAM .
- 2- Cache .
- 3- Immediate access memory .
- ④- ROM .**

262- Which is the first stage of the systems life cycle?

- ①- Feasibility Study .**
- 2- Systems Analysis .
- 3- Programming .
- 4- Testing .

263- Which upgrade will have the most impact on the performance of your computer?

- ①- Adding more RAM .**
- 2- Reducing the peripheral devices .
- 3- Adding a network card .
- 4- Fitting a second hard disk .

264- Which of these would be used to back up large quantities of data?

- 1- Floppy disk .
- ②- Data cartridge .**
- 3- Laptop .
- 4- PDA .

265- Computers can damage your health in various ways. Which is the best way of preventing this?

- ①- Taking frequent breaks .**
- 2- Having good lighting .
- 3- Using a screen protector .
- 4- Raising the height of the monitor .

266-Which one of the following measurements of computer memory is the smallest in size?

- 1- megabyte .
- 2- byte .
- ③- bit .**
- 4- kilobyte .

267-Which one of the following types of training is most suitable for training people to do hazardous tasks?

- ①- Simulations .**
- 2- Groupwork using a LAN .
- 3- Seminars using presentation software .
- 4- Workshops delivered over the Internet .

282-A database is the most appropriate software application to use to ...

- 1- Design a cover for a new magazine .
- 2- Compose a standard letter for a mail shot .
- ③-Record details of staff training courses .
- 4- Calculate a budget for a new project .

283-A laptop is most likely to have which one of the following input devices fitted as standard?

- 1- Touch screen .
- 2- Laser pen .
- 3- Mouse .
- ④-Touch pad .

284- Which device would you chose to present the results from a data logger?

- 1- Printer .
- ②-Plotter .
- 3- Speaker .
- 4- CD-ROM .

285-Which one of the following is a use of the Internet in the home?

- 1- Printing a newsletter .
- 2- Editing family photographs .
- ③-Researching information on holiday destinations .
- 4- Managing household accounts .

286-Data protection legislation .....

- 1- Gives computer owners the right to protect themselves against computer fraud .
- 2- Gives software owners the right to promote software copyright .
- 3- Gives governments the right to control data access on the Internet .
- ④-Gives a right to individuals to establish the existence of personal data.

287-Which one of the following is generally considered to be a computer hazard?

- 1- Paper jam in a printer .
- 2- Faulty keyboard .
- 3- Too many open applications .
- ④-Unsecured trailing power cables .

288- Which of these is a hand held device that stores appointments?

- 1- Notebook .
- 2- Desktop .
- 3- Mini computer .
- ④-PDA .

275- What is controlled by software copyright regulations?

- 1- Making back ups of the software .
- 2- Number of copies sold .
- 3- Type of computer used for the software .
- ④-Illegal distribution of software .

276- Which type of software would you use to maintain information about account holders at a Bank or Building Society?

- 1- Spreadsheet .
- 2- Word processor .
- ③-Database .
- 4- Stock Control .

277- Which is the BEST way of preventing loss of your data if there is a power cut?

- 1- Use a filtered plug .
- ②-Make frequent back ups of the data .
- 3- Ensure passwords are used .
- 4- Install virus checking software .

278-Which one of these tasks is more likely to be carried out by a person not using a computer?

- 1- Performing repetitive calculations at high speed .
- 2- Diagnostic analysis .
- ③-Interviewing a job candidate .
- 4- Processing cheques in a bank .

279- Which computer would typically be the cheapest to buy?

- ①-Desktop computer .
- 2- Laptop computer .
- 3- Mainframe computer .
- 4- Mini computer .

280-Your computer is slow when running some applications. Which one of the following is most likely to improve the performance of the computer?

- 1- Buying a zip drive .
- 2- Buying a bigger monitor .
- ③-Installing more memory .
- 4- Installing a faster CD-ROM drive .

281- Which of these is the major benefit of computer-based training?

- 1- Easier .
- 2- Cheaper .
- 3- Reduced contact with other students .
- ④-Available at any time .

297-Which of the following four activities is normally carried out last as part of a Systems Development process?

- 1- Programming .
- ②- **Testing .**
- 3- Design .
- 4- Analysis .

298-How would computers in the Italian and English offices of a multinational company be interconnected?

- 1- WWW .
- 2- LAN .
- ③- **WAN .**
- 4- E-Commerce .

299-An Intranet is .....

- 1- A network of a maximum of 3 computers .
- ②- **A private company network .**
- 3- Only used in the home .
- 4- A world wide network of computers .

300-Disinfecting files is the process of .....

- 1- Removing the extension from file names .
- 2- Removing the read only status from files .
- ③- **Removing a virus from infected files .**
- 4- Moving files to a peripheral device .

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289- Which type of software can you use without having to pay a fee?

- ①- **Freeware .**
- 2- Shareware .
- 3- Operating system .
- 4- Application software .

290-Which type of memory holds the basic operating system commands?

- ①- **ROM .**
- 2- RAM .
- 3- Cache .
- 4- Auxiliary .

291-What do the letters CPU stand for?

- 1- Calculating Process Unit .
- 2- Control Program Unit .
- 3- Control Process Unit .
- ④- **Central Processing Unit .**

292-Linux is .....

- 1- A database application .
- 2- An anti-virus scanner .
- 3- A backup utility .
- ④- **An operating system .**

293-What size is a kilobyte?

- 1- 1,000,000 bytes .
- 2- 1000 bytes .
- 3- 1024 bits .
- ④- **1024 bytes .**

294-Which data storage medium has the smallest capacity?

- 1- Zip disk .
- 2- Hard disk .
- ③- **Floppy disk .**
- 4- CD ROM .

295-Which type of software controls the allocation of resources and software on the computer?

- ①- **Operating system software .**
- 2- Utility software .
- 3- Browser software .
- 4- Security software .

296-In telecommunications what does the term digital mean?

- 1- A method for converting signals .
- 2- A signal that varies from an average strength .
- ③- **Information represented by computers using zeros and ones .**
- 4- A display of a range of coloured pixels .