Shelly Cashman Series Lab - Understanding the Motherboard

Name ARŽENŠEK BRANKO 7

Course and Division _____

Date 6.11.2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

75 MHz Pentium. PENTIUM IMA VGRAJENE NAPREDNEJŠE FUNKCIJE

2. Indicate what each of the following acronyms stand for.

ROM READ ONLY MEMORY

RAM RANDOM ACCESS MEMORY

SIMM SINGLE INLINE MEMORY MODULE

CPU CENTRAL PROCESS UNIT

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

NE, KER SE PODATKI OB IZGUBI ENERGIJE V RAM-u ZBRIŠEJO (NISO TRAJNI)

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

MAX = 36 MB RAM

1 x 16 MB + 2 x 8 MB + 1 x 4 MB

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

10^8 times ACTIVITIES

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns SIMM

7. The BIOS program is permanently stored in ROM.

a. AUTOEXEC.BAT
b. BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

ISA ? PCI

old computers faster

9. At any given instant, Two component(s) can use a bus to transport data.

a. one
b. two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

EISA HAS 32-bit MEMORY ADDRESSING FOR CPU, DMA, AND BUS MASTER DEVICES

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

NO

YES

12. Describe how the PCI bus structure differs from both ISA and EISA.

Shelly Cashman Series Lab - Understanding the Motherboard

Name COLTAN GASPER

Course and Division _____

Date _____ Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

75 MHz Pentium, ker pentium omogoča boljšo preformance in je novejši, kompatibilnejši... in v splošnem je pentium hitrejši od 486DX, čeprav sta tudi računalnika enaka hitra (približno)

2. Indicate what each of the following acronyms stand for.

ROM read only memmory

RAM random access memmory

SIMM Serial inline memory modem

CPU central process Unit

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

izgubimo podatke, kajti le ti so v RAMu zapisani začasno in ne permanentno.

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

kombinacija:
2x2 MB SIMMs - že gor
2x8 MB SIMMs
20 MB SIMMs

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

100.000.000 x

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 us

7. The b program is permanently stored in ROM.

a. AUTOEXEC.BAT
b. BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

serial PCI bus

9. At any given instant, b component(s) can use a bus to transport data.

a. one
b. two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

ISA ima 16 linkov EISA pa 32

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

Yes
NO

12. Describe how the PCI bus structure differs from both ISA and EISA.

PCI ima dodatno linijo. ?

Shelly Cashman Series Lab - Understanding the Motherboard

Name Jožko Hočevar 8

Course and Division _____

Date 6.11.2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

Prva, zaradi hitrejšega matičnega čipa (procesne hitrosti)

2. Indicate what each of the following acronyms stand for.

ROM Read only memory

RAM Random access memory

SIMM Serial in-line memory module

CPU Central processing unit

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

~~No it will not, because this is a temporary memory~~

Ne, ne bo, ker je to trenutni spomin. RAM je do pomembnem zagonu prazen - delo je tarej izbrisano

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

1000.000.000

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns

7. The B program is permanently stored in ROM.

a. AUTOEXEC.BAT
b. BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

internal external

?

9. At any given instant, B component(s) can use a bus to transport data.

a. one
b. two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

The ISA has 16 lines and EISA 32 lines

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

YES

NOT

12. Describe how the PCI bus structure differs from both ISA and EISA.

Shelly Cashman Series Lab - Understanding the Motherboard

Name HUZJAN TADEJA 3

Course and Division _____

Date 6.11.2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

100 MHz 486DX, ker je hitrejši kot 75 MHz Pentium

2. Indicate what each of the following acronyms stand for.

ROM Read only memory

RAM Random Access Memory

SIMM Serial In-line Memory Module

CPU Central Processing Unit

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

Ne, ne bo, ker je RAM le trenutni pomnilnik in je ob vsakem zagonu računalnika prazen.

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

24 MB ?

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

100.000.000

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns

7. The b program is permanently stored in ROM.

a. AUTOEXEC.BAT
(b) BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

internal external

?

9. At any given instant, b component(s) can use a bus to transport data.

a. one
(b.) two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

The ISA has 16 lines, EISA has 32.

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

Yes

No

12. Describe how the PCI bus structure differs from both ISA and EISA.

Shelly Cashman Series Lab - Understanding the Motherboard

Name Robert KORBER 9

Course and Division _____

Date 6/11/2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

75 MHz Pentium; newer, more capable processor

2. Indicate what each of the following acronyms stand for.

ROM read only memory

RAM random access memory

SIMM Single Inline Memory Module

CPU Central Processing Unit

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

If the power is lost, RAM is erased.

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

Combination: 16 MB, 8 MB, 8 MB, 4 MB

Configuration: 36 MB

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

10^8

eye 1/10 procesor 1/1000000000

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns

7. The _____ program is permanently stored in ROM.

a. AUTOEXEC.BAT
(b). BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

1. address bus 2. data bus

1. ~~transport the data~~ address the location of data 2. transport the data

1. ~~transport the information of the location~~ future location of the data

9. At any given instant, two component(s) ~~can use~~ a bus to transport data.

a. one
(b) two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

EISA is newer than ISA. EISA is bolja standard, ima 32 bitni bus.

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

Yes

No

12. Describe how the PCI bus structure differs from both ISA and EISA.

PCI: 64 bits ; ISA and EISA: 8, 32 bits

Shelly Cashman Series Lab - Understanding the Motherboard

Name ROK KOSEC 9

Course and Division _____

Date 6.11.00 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

100 MHz, ker podpira višji hitrosti

2. Indicate what each of the following acronyms stand for.

ROM READ ONLY MEMORY

RAM RANDOM ACCESS MEMORI

SIMM SERIAL INLINE MEMORY MODEM

CPU CENTRAL PROCESING UNIT

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

PODATKE IZGUBIMO, KER GRE ZA ZAČASNI OPERATIVNI SPOMIN (DELOVNI)

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

20

2 x 8MB +2 x 2MB

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

100 mio

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns

7. The BIOS (B) program is permanently stored in ROM.

a. AUTOEXEC.BAT
b. BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

9. At any given instant, B component(s) can use a bus to transport data.

a. one
b. two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

ISA ima 16 linkov, EISA ga 32

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

DA

NE

12. Describe how the PCI bus structure differs from both ISA and EISA.

Shelly Cashman Series Lab - Understanding the Motherboard

9

Name MARKO ŠKUFCA

Course and Division RIS

Date 6.11.2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

75 MHz Pentium. Je hitrejši in zanesljivejši (zanesljivejši)

2. Indicate what each of the following acronyms stand for.

ROM Read only memory

RAM Random access memory

SIMM single inline memory module

CPU Central processing unit

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

Ker je RAM ob izgubi električnega toka izpraznjen v celoti izgubimo vse podatke, ki jih predhodno nismo shranili - trdi tele

100

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

20 MB

2 x 2MB + 2 x 8MB

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

100.000.000

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 ns

7. The b program is permanently stored in ROM.

a. AUTOEXEC.BAT
(b.) BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

INTERNAL EXTERNAL

Interni je za notranje priključke z komponentami v računalniku, zunanji ali external pa je za zunanje komponente.

9. At any given instant, TWO component(s) can use a bus to transport data.

a. one
(b) two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

ISA → 16 LINES EISA → 32 LINES

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

DA

NE

12. Describe how the PCI bus structure differs from both ISA and EISA.

PCI bus je na poleg povezav, ki so standardne še dodatna povezava, ki teče direktno v CPU.

Shelly Cashman Series Lab - Understanding the Motherboard

Name ŽIGA TRŠAR E

Course and Division _____

Date _____ Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. You are mail-ordering a new motherboard for your computer and see a company offering a 100 MHz 486DX board and a 75 MHz Pentium board for the same price. Which one is the better value? Why?

75 PENTIUM PENTIUM IMA 32 BIT ARHITEKTURO

2. Indicate what each of the following acronyms stand for.

ROM READ ONLY MEMORY

RAM RANDOM ACCESS MEMORY

SIMM SINGLE INCLINE MEMORY MODULE

CPU CENTRAL PROCESING UNIT

3. Assume you are working on a word processing document that you previously saved to disk. You enter another 100 keystrokes and your computer loses power. Will the document on disk contain the last 100 keystrokes when you load the document from disk into RAM? Why? What happens to your work in RAM when you lose power?

Vsi podatki zadnjih 100 tipkam bodo izbrisani. Zato ker se nalozijo v Ram, ki izgubi se izbrise ob izpadu elektrike.

4. A generous friend is helping you upgrade your system by giving you four 4 MB SIMMs, two 8 MB SIMMs, and a 16 MB SIMM. If your motherboard has four SIMM sockets, and two 2 MB SIMMs are already installed, what is the maximum memory configuration you can install? What combination of SIMMs would you use?

2x8 + 2x4 => če damo stare Rame vem = 24 MB

5. If it takes one-tenth of a second to blink your eye, and an activity in RAM takes one nanosecond (one-billionth of a second), then how many times can the activity in RAM take place in the time that it takes you to blink your eye?

100 milijonkrat

6. One SIMM is rated at 60 ns, and another is rated at 90 ns. Which one of the two is the fastest?

60 NS

7. The BIOS program is permanently stored in ROM.

a. AUTOEXEC.BAT
b. BIOS
c. CONFIG.SYS
d. COMMAND.COM

8. What are the two parts of the bus? How do they differ in function?

ADRESS BUS , DATA BUS

POVE KAM PODATKI GRE/O PRENAŠA PODATKE

9. At any given instant, [redacted] component(s) can use a bus to transport data.

a. one
b. two
c. four
d. eight

10. Describe the difference between the ISA and EISA bus architectures.

ISA je 8 BIT-16BIT EISA je 32 BIT (EXTENDED)

11. Can an ISA card be used in an EISA slot? Can an EISA card be used in an ISA slot?

Yes
NO

12. Describe how the PCI bus structure differs from both ISA and EISA.

PCI IMA 64 BITNO VODILO

Shelly Cashman Series Lab - Exploring the Computers of the Future

Name _____

Course and Division _____

Date _____ Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Over time, computers have become _____.

a. larger in size
b. smaller in size
c. slower
d. more expensive

2. A smartcard has an embedded _____.

a. laser printer
b. mouse
c. microprocessor chip
d. CD-ROM

3. _____ uses pattern matching.

a. Voice recognition
b. Handwriting recognition
c. both a and b
d. neither a nor b

4. _____ often use special accessories such as goggles or gloves.

a. Virtual reality systems
b. Agents
c. Cross-platform applications
d. Smartcards

5. Fiber optic cables are made of _____.

a. human hair
b. telephone wire
c. light beams
d. glass

Shelly Cashman Series Lab - Exploring the Computers of the Future

Name _____

Course and Division _____

Date _____ Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Over time, computers have become _____.

a. larger in size
b. smaller in size
c. slower
d. more expensive

2. A smartcard has an embedded _____.

a. laser printer
b. mouse
c. microprocessor chip
d. CD-ROM

3. _____ uses pattern matching.

a. Voice recognition
b. Handwriting recognition
c. both a and b
d. neither a nor b

4. _____ often use special accessories such as goggles or gloves.

a. Virtual reality systems
b. Agents
c. Cross-platform applications
d. Smartcards

5. Fiber optic cables are made of _____.

a. human hair
b. telephone wire
c. light beams
d. glass

6. List three advantages of using fiber optic cables and ISDN.

_____

_____

_____

7. In the future, virtual reality will be used for training in high risk professions. True or False? _____

8. List two types of technologies that make it possible to convert paper documents to electronic form easily.

_____ _____

9. List four technologies used in an interconnected work environme nt.

_____

_____

10. In the future, people will be able to adjust their home network by using voice commands. True or False?

_____

Shelly Cashman Series Lab - Word Processing Lab

Name PREGELJC VALENTINA

9

Course and Division poslovno informacijska smer

Date 16.10.2000 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Word processing is the ability to produce or modify text to create a b.

a. virus
b. document
c. spreadsheet
d. program

2. Word processing software is a computer program that enables you to generate d.

a. an electronic copy of a document
b. a paper copy of a document
c. a handwritten copy of a document
d. both an electronic and paper copy of a document

3. List 5 types of documents people produce with word processing software.

a. memo
b. letter
c. document
d. newspaper
e.

4. List the 4 steps used to produce a document.

a. create
b. edit
c. format
d. print

5. Word wrap allows you to type text that continuously flows to the next line without having to press the [illegible].

c

a. END Key
b. DOWN ARROW Key
c. ENTER Key
d. PAGE DOWN Key

6. Label each of the following word processing features as an E for Editing or an F for Formatting.

Insert & Delete	E	Margins	F
Undo	E	Columns & Tables	F
Grammar Checker	E	Auto Correct	E
Spacing	F	Borders & Shading	F
Drag & Drop	F	Thesaurus	F
Graphics	F	Cut, Copy and Paste	E
Search & Replace	E	Page Numbering	F
Revision Marks	F	Headers & Footers	F
Typeface & Font	F	Annotations	F
Highlighting Tool	F	Size & Style	F
Spell Checker	E	Alignment	F
Built-in Styles	F	Templates	F

7. Spacing can be adjusted in some programs from a d.

a. Font dialog box
b. Page Setup dialog box
c. Print dialog box
d. Paragraph dialog box

8. List 3 common ways to quickly save a document.

click 

File Menu - Save

Control + C

9. List 4 printing options

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name MITJA POLJŠAK 9

Course and Division P1

Date 23.10.2000 Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as d spreadsheets.

a. 125
b. 155
c. 225
d. 255

3. Columns and rows are used c.

a. as a formatting feature
b. for printing purposes
c. to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by d.

a. column label
b. row label
c. labels defined by the user
d. column letter and row number

5. List 3 types of data you can enter into a cell.

a. numbers
b. text
c. formulas

6. When you change values in a spreadsheet, formulas are automatically c.

a. removed
b. copied to an adjacent cell

c. recalculated
d. copied to another spreadsheet

Shelly Cashman Series Lab - Working with Spreadsheets Lab
Page 2 of 2

7. List 8 functions that come built-in with spreadsheet programs.

a. SUM
b. AVERAGE
c. MAX
d. MIN
e. VAR
f. COUNT
g. STD
h. DATE
i. NPV

Viv: Excel za Telebuke, Pasadena 1998

8. Columns are identified by a.

a. letters ranging from A to IV
b. numbers from 1 to 256
c. letters from A to Z and numbers from 1 to 230
d. numbers from 1 to 230 and letters from A to Z

9. What-if analysis is a powerful tool for testing the impact of changing values in a formula. (True or False) TRUE

10. A spreadsheet can convert numerical calculations into charts and graphs to show relationships graphically. (True or False) TRUE

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name MITJA POLJŠAK 9

Course and Division P1

Date 23.10.2000 Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as d spreadsheets.

a. 125
b. 155
c. 225
(d.) 255

3. Columns and rows are used c.

a. as a formatting feature
b. for printing purposes
(c.) to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by d.

a. column label
b. row label
c. labels defined by the user
(d.) column letter and row number

5. List 3 types of data you can enter into a cell.

a. numbers
b. text
c. formulas

6. When you change values in a spreadsheet, formulas are automatically c.

a. removed
b. copied to an adjacent cell

Shelly Cashman Series Lab - Word Processing Lab

8

Name VITA MUSIC

Course and Division _____

Date _____ Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Word processing is the ability to produce or modify text to create a DOCUMENT.

a. virus
b. document
c. spreadsheet
d. program

2. Word processing software is a computer program that enables you to generate BOTH AN ELECTRONIC AND PAPER COPY OF A DOC.

a. an electronic copy of a document
b. a paper copy of a document
c. a handwritten copy of a document
(d). both an electronic and paper copy of a document

3. List 5 types of documents people produce with word processing software.

a. _____
b. _____
c. _____
d. _____
e. _____

4. List the 4 steps used to produce a document.

a. CREATE
b. EDIT
c. FORMAT
d. PRINT

5. Word wrap allows you to type text that continuously flows to the next line without having to press the ENTER KEY.

a. END Key
b. DOWN ARROW Key
c. ENTER Key
d. PAGE DOWN Key

6. Label each of the following word processing features as an E for Editing or an F for Formatting.

Insert & Delete	E	Margins	F
Undo	E	Columns & Tables	F
Grammar Checker	E	Auto Correct	E
Spacing	F	Borders & Shading	F
Drag & Drop	E	Thesaurus	E
Graphics	F	Cut, Copy and Paste	E
Search & Replace	E	Page Numbering	F
Revision Marks	E	Headers & Footers	F
Typeface & Font	F	Annotations	
Highlighting Tool	F	Size & Style	F
Spell Checker	E	Alignment	F
Built-in Styles	F	Templates	F

7. Spacing can be adjusted in some programs from a PARAGRAPH DIALOG BOX ?

a. Font dialog box
b. Page Setup dialog box
c. Print dialog box
d. Paragraph dialog box

8. List 3 common ways to quickly save a document.

save button on the menu

file, save button

9. List 4 printing options

file, print

print button

10. A TEMPLATE is a predefined style that provides the formatting so you only have to input text.

a. font
b. template
c. table of contents
d. Page Setup dialog box

11. A document should be saved ALL OF THE ABOVE

a. Prior to printing a document
b. when you are creating a document
c. when you are editing a document
d. when you are formatting a document
e. all of the above

Shelly Cashman Series Lab - Word Processing Lab 10

Name LOREDAN DANIEL

Course and Division _____

Date _____ Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Word processing is the ability to produce or modify text to create a B.

a. virus
b. document
c. spreadsheet
d. program

2. Word processing software is a computer program that enables you to generate D.

a. an electronic copy of a document
b. a paper copy of a document
c. a handwritten copy of a document
d. both an electronic and paper copy of a document

3. List 5 types of documents people produce with word processing software.

a. LETTERS
b. MEMOS
c. REPORTS
d. NEWSLETTERS
e. WEB PAGES

4. List the 4 steps used to produce a document.

a. CREATING
b. EDITING
c. FORMATTING
d. PRINTING

5. Word wrap allows you to type text that continuously flows to the next line without having to press the C.

a. END Key
b. DOWN ARROW Key
c. ENTER Key
d. PAGE DOWN Key

6. Label each of the following word processing features as an E for Editing or an F for Formatting.

Insert & Delete	E	Margins	F
Undo	E	Columns & Tables	F
Grammar Checker	E	Auto Correct	E
Spacing	F	Borders & Shading	F
Drag & Drop	E	Thesaurus	E
Graphics	E	Cut, Copy and Paste	E
Search & Replace	E	Page Numbering	F
Revision Marks	F	Headers & Footers	F
Typeface & Font	F	Annotations	E
Highlighting Tool	F	Size & Style	F
Spell Checker	E	Alignment	F
Built-in Styles	F	Templates	F

7. Spacing can be adjusted in some programs from a D.

a. Font dialog box
b. Page Setup dialog box
c. Print dialog box
d. Paragraph dialog box

8. List 3 common ways to quickly save a document.

KEY COMBINATION (CTRL+S)

ICON ON THE TOOLBAR

SAVE OPTION IN THE FILE MENU

9. List 4 printing options

RANGE (NUMBER OF PAGES)
ORIENTATION (PORTRAIT / LANDSCAPE)
PAPER TYPE
NUMBER OF COPIES

10. A B is a predefined style that provides the formatting so you only have to input text.

a. font
b. template
c. table of contents
d. Page Setup dialog box

11. A document should be saved E.

a. Prior to printing a document
b. when you are creating a document
c. when you are editing a document
d. when you are formatting a document
e. all of the above

c. recalculated
d. copied to another spreadsheet

7. List 8 functions that come built-in with spreadsheet programs.

a. SUM() FV() HYPERLINK()
b. AVG() COUNT() PMT()
c. IIF() SIN()
d. NPV() COS()
e. MAX() TAN()
f. MIN() ~~ASTATE()~~
g. FLOOR() ATAN()
h. CEIL() SUMIF()
POWER()

8. Columns are identified by _____.

a. letters ranging from A to IV
b. numbers from 1 to 256
c. letters from A to Z and numbers from 1 to 230
d. numbers from 1 to 230 and letters from A to Z

9. What-if analysis is a powerful tool for testing the impact of changing values in a formula. (True or False) TRUE

10. A spreadsheet can convert numerical calculations into charts and graphs to show relationships graphically. (True or False) TRUE

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name ĆEKRLIĆ BOJAN

7

Course and Division GF-P1

Date 23.10.92K

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as _____ spreadsheets.

a. 125
b. 155
c. 225
d. 255

3. Columns and rows are used _____.

a. as a formatting feature
b. for printing purposes
c. to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by _____.

a. column label
b. row label
c. labels defined by the user
d. column letter and row number

5. List 3 types of data you can enter into a cell.

a. date / time
b. number
c. character data

6. When you change values in a spreadsheet, formulas are automatically recalculated.

a. removed
b. copied to an adjacent cell

c. recalculated
d. copied to another spreadsheet

Shelly Cashman Series Lab - Working with Spreadsheets Lab
Page 2 of 2

7. List 8 functions that come built-in with spreadsheet programs.

a. ~~CREATE A SPREADSHEET~~ SUM ()
b. ~~COUNT ()~~ COUNT
c. ~~AVG ()~~ AVERAGE
d. ~~NOW ()~~ IF
e. ~~MAX ()~~ HYPERLINK
f. ~~MIN ()~~ MAX
g. ~~FLOOR ()~~ MIN
h. ~~POWER ()~~ PMT

~~Financial~~
~~Date & Time~~
~~Math & Trig~~
~~Statistical~~

8. Columns are identified by a.

a. letters ranging from A to IV
b. numbers from 1 to 256
c. letters from A to Z and numbers from 1 to 230
d. numbers from 1 to 230 and letters from A to Z

9. What-if analysis is a powerful tool for testing the impact of changing values in a formula. (True or False) T

10. A spreadsheet can convert numerical calculations into charts and graphs to show relationships graphically. (True or False) T

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name BOŽIČ URŠA

9

Course and Division _____

Date 23.10.00 Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) T

2. An electronic spreadsheet file can contain as many as d spreadsheets.

a. 125
b. 155
c. 225
d. 255

3. Columns and rows are used c.

a. as a formatting feature
b. for printing purposes
c. to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by d.

a. column label
b. row label
c. labels defined by the user
d. column letter and row number

5. List 3 types of data you can enter into a cell.

a. TEXT
b. DATE
c. CURRENCY

6. When you change values in a spreadsheet, formulas are automatically c.

a. removed
b. copied to an adjacent cell

Shelly Cashman Series Lab - Word Processing Lab 8

Name MIHA JERINA

Course and Division _____

Date 16.10.00 Page 1 of 3

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Word processing is the ability to produce or modify text to create a document (b)

a. virus
b. document
c. spreadsheet
d. program

2. Word processing software is a computer program that enables you to generate a.

a. an electronic copy of a document
b. a paper copy of a document
c. a handwritten copy of a document
d. both an electronic and paper copy of a document

3. List 5 types of documents people produce with word processing software.

a. letter
b. memo
c. report
d. ~~fax~~
e. web page

4. List the 4 steps used to produce a document.

a. creating
b. editing
c. formating
d. printing

5. Word wrap allows you to type text that continuously flows to the next line without having to press the ~~return~~ (c) enter key.

a. END Key
b. DOWN ARROW Key
c. ENTER Key
d. PAGE DOWN Key

6. Label each of the following word processing features as an E for Editing or an F for Formatting.

Insert & Delete	E	Margins	F
Undo	E	Columns & Tables	F
Grammar Checker	E	Auto Correct	E
Spacing	F	Borders & Shading	F
Drag & Drop	E	Thesaurus	F
Graphics	F	Cut, Copy and Paste	E
Search & Replace	F	Page Numbering	F
Revision Marks	F	Headers & Footers	F
Typeface & Font	F	Annotations	F
Highlighting Tool	F	Size & Style	F
Spell Checker	E	Alignment	F
Built-in Styles	F	Templates	F

7. Spacing can be adjusted in some programs from a D ?.

a. Font dialog box
b. Page Setup dialog box
c. Print dialog box
d. Paragraph dialog box

8. List 3 common ways to quickly save a document.

in file menu push SAVE
shortcut button (Ctrl + S)
icon button

9. List 4 printing options

shortcut (Ctrl + P)
in File menu press Print
icon button for printing
in page layout press print

10. A (b) template is a predefined style that provides the formatting so you only have to input text.

a. font
b. template
c. table of contents
d. Page Setup dialog box

11. A document should be saved (e) all of the above

a. Prior to printing a document
b. when you are creating a document
c. when you are editing a document
d. when you are formatting a document
e. all of the above

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name MLADEN SAMOHOD

10

Course and Division _____

Date _____ Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as 255 spreadsheets.

a. 125
b. 155
c. 225
d. 255

3. Columns and rows are used to organize...

a. as a formatting feature
b. for printing purposes
c. to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by column.Lot.

a. column label
b. row label
c. labels defined by the user
d. column letter and row number

5. List 3 types of data you can enter into a cell.

a. numbers
b. date, time
c. ~~numeric values~~ text currency...

6. When you change values in a spreadsheet, formulas are automatically recalculated.

a. removed
b. copied to an adjacent cell

c. recalculated
d. copied to another spreadsheet

7. List 8 functions that come built-in with spreadsheet programs.

a. FINANCIAL
b. DATE&TIME
c. MATH & TRIG
d. STATISTICAL
e. DATABASE
f. TEXT
g. LOGICAL
h. INFORMATION

8. Columns are identified by letters A to IV.

a. letters ranging from A to IV
b. numbers from 1 to 256
c. letters from A to Z and numbers from 1 to 230
d. numbers from 1 to 230 and letters from A to Z

9. What-if analysis is a powerful tool for testing the impact of changing values in a formula. (True or False) TRUE

10. A spreadsheet can convert numerical calculations into charts and graphs to show relationships graphically. (True or False) TRUE

Shelly Cashman Series Lab - Working with Spreadsheets Lab

Name RADO SKENDER

9

Course and Division _____

Date _____ Page 1 of 2

As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. A spreadsheet is a worksheet that resembles a table and is used for organizing numbers. (True or False) TRUE

2. An electronic spreadsheet file can contain as many as 255 spreadsheets.

a. 125
b. 155
c. 225
d. 255

3. Columns and rows are used c.

a. as a formatting feature
b. for printing purposes
c. to organize data or information in a spreadsheet
d. for adding or inputting data

4. Cells are referenced by d.

a. column label
b. row label
c. labels defined by the user
d. column letter and row number

5. List 3 types of data you can enter into a cell.

a. NUMBER
b. TEXT
c. IMAGE FORMULAS

6. When you change values in a spreadsheet, formulas are automatically c.

a. removed
b. copied to an adjacent cell

c. recalculated
d. copied to another spreadsheet

Shelly Cashman Series Lab - Working with Spreadsheets Lab

7. List 8 functions that come built-in with spreadsheet programs.

a. GOAL SEEK
b. SCENARIOS
c. SOLVER
d.
e.
f.
g.
h.

SUM
AVG
IF
NPV
MAX
MIN
FLOOR
CEIL

FINANCIAL
DATE & TIME
MATH TRIG
STATISTICAL
LOOKUP REFERENCE
DATABASE
LOGICAL

8. Columns are identified by _____.

a. letters ranging from A to IV
b. numbers from 1 to 256
c. letters from A to Z and numbers from 1 to 230
d. numbers from 1 to 230 and letters from A to Z

9. What-if analysis is a powerful tool for testing the impact of changing values in a formula. (True or False) TRUE

10. A spreadsheet can convert numerical calculations into charts and graphs to show relationships graphically. (True or False) TRUE