

Computer Entry Exam Topics

The exam contains 40 multiple-choice questions to be solved in 30 minutes. The test will cover Computing Fundamentals, Basic Applications and Internet as follows:

Topics in Computing Fundamentals **[20 questions]**

- 1. Computer Hardware** [10 questions]
- 2. Operating System (Windows)** [6 questions]
- 3. Data Representation and Programming** [4 questions]

Topics in Basic Applications and Internet **[20 questions]**


- 1. Word Processing (MS-Word)** [5 questions]
- 2. Spread Sheets (Excel)** [5 questions]
- 3. Presentation (PowerPoint)** [5 questions]
- 4. Internet** [5 questions]





**IT Placement Exam
Sample Questions**

1. All of the following are examples of computer input units EXCEPT:
 - a. Scanner
 - b. Speaker
 - c. Bar code reader
 - d. Keyboard

2. Which of the following units is the biggest capacity:
 - a. Byte
 - b. Kilobyte
 - c. Gigabyte
 - d. Megabyte

3. If you *Cut* a file from “Documents” folder then *Paste* it at “Music” folder then:
 - a. You can find the file only at “Music” folder
 - b. You can find the file only at “Documents” folder
 - c. You can find the file at both folders; “Documents” and “Music”
 - d. You can’t find the file at any folder; “Documents” nor “Music”

4. In Ms Word, the following icon is used to

 - a. Open a file
 - b. Save a file
 - c. Create a new Document
 - d. Print Preview the document

5. In Excel, which of the following icons is used to find the summation of cells
 - a. 
 - b. 
 - c. 
 - d. 

6. In PowerPoint, each page is called
 - a. A worksheet
 - b. A text page
 - c. A slide
 - d. A presentation

7. Which of these could be done using internet
 - a. E-mails
 - b. Shopping
 - c. Education
 - d. All choices are correct

8. Computer converts everything before processing to
 - a. Letters
 - b. Numbers from 0 to 9
 - c. Letters, digits or symbols
 - d. Zeros and ones numbers