

1-Hypertext is

- a) an underline text.
- b) a piece of text that can perform an action when clicks on it.
- c) a protocol.
- d) an animation of text.

Correct answer is: 2

2-What is a Search Engine?

- a) A program that searches Web pages for viruses
- b) A program that searches for an Internet connection
- c) A program that refreshes Web pages
- d) A program that searches the Internet by key words

Correct answer is: 4

3-In the e-mail address annsmith@revco.com the part 'revco' refers to

- a) Domain
- b) Username
- c) Host
- d) Sub domain

Correct answer is: 1

4-visit the link <http://ju.edu.jo/admission/index.htm> the name of the picture that appears in the page is.

- a) mixing_reg.jpg
- b) admission.jpg
- c) graduate.jpg

d) students.jpg

Correct answer is: 1

5- Open "exam" folder on the desktop ,how many files of type "doc" in the folder .

a) 1

b) 2

c) 3

d) 4

Correct answer is: 4

6-The extension of the largest file is

a) bmp

b) doc

c) ppt

d) txt

Correct answer is: 1

7-The oldest file is

a) myfile

b) paper

c) table

d) pictures

Correct answer is: 2

8-The size of all word documents in the folder is

- a) 923
- b) 149
- c) 135
- d) 24

Correct answer is: 3

9-The size of the "skills" file is

- a) 28 kb
- b) 27.5 kb
- c) 1 kb
- d) 74 kb

Correct answer is: 2

10-Recycle Bin contains :

- a) All folders and files in the system
- b) All the deleted objects
- c) All permanently deleted objects
- d) All drives in the system

Correct answer is: 2

11-If you delete all html files in the folder ,the total number of files in the folder will be :

- a) 16
- b) 13
- c) 11
- d) 15

Correct answer is: 3

12-How many types of files are exist in the "exam" folder

- a) 8
- b) 7
- c) 1
- d) 14

Correct answer is: 2

13-open exam1.doc in WORD EXAM folder on DESKTOP,the alignment of page number is

- a) outside
- b) left and right
- c) inside
- d) a and b

Correct answer is: 1

14-the number of rows and columns in table 3

- a) 3 rows,7 columns
- b) 5 rows,3 columns
- c) 7rows,2 columns
- d) 7 rows,3 columns

Correct answer is: 4

15-in exam1.doc ,the underlined style and font of "the university of jordan" are :

- a) bold, Arial

- b) Times New Roman, 24**
- c) words only, Times New Roman**
- d) Bold, Times New Roman**

Correct answer is: 3

16-if you want to correct the word (studnt) in exam1.doc (ignore all) means:

- a) ignore the first occurrence of the word**
- b) delete all the (studnt) words in the documents**
- c) leave it as it is in all its occurrences**
- d) delete the first occurrence of the word.**

Correct answer is: 3

17-in exam1.doc , the border width and settings of table2 :

- a) width:1.5 pt , settings custom**
- b) width:2 pt , settings all**
- c) width 3/4 pt , settings custom**
- d) width 2pt, settings grid**

Correct answer is: 1

18-the case of the sentence "plans and aspiration" is:

- a) sentence case**
- b) toggle case**
- c) title case**
- d) upper case**

Correct answer is: 3

19-in table1 ,the first row cells differs from other cells in:

- a) font style,alignment
- b) font size,cell shading
- c) font size,font type
- d) font type,border

Correct answer is: 2

20-what does object1 in first page represent ?

- a) symbol
- b) keyboard letter
- c) auto shapes
- d) picture

Correct answer is: 4

21-split cell labeled 8 in table3 to many rows,which of the following is allowed to split to:

- a) 2
- b) 5
- c) 3
- d) all of them

Correct answer is: 1

22-the rotation angle of shape 1 is

- a) 63 degrees
- b) 12 degrees

c) 36 degrees

d) 0 degrees

Correct answer is: 3

23-the number of words in the document are:

a) 655

b) 661

c) 660

d) 670

Correct answer is: 1

24-make the the line spacing (double) for the whole document,what is the number of pages:

a) 5

b) 6

c) 9

d) 8

Correct answer is: 3