

**COMPUTER SKILLS  
EAST FORSYTH MIDDLE SCHOOL**

- 1) An example of public data is \_\_\_\_\_.
- a. telephone books
  - b. medical information
  - c. passwords
  - d. your school grades
- 2) For correct keyboarding, what is the recommended placement of fingers on the home row keys?
- a. fingers of the left hand on A-S-D-F and fingers on the right hand on J-K-L-;
  - b. fingers of the right hand on A-S-D-F and fingers on the left hand on J-K-L-;
  - c. fingers of the left hand on A-S-E-F and fingers on the right hand on J-K-O-P
  - d. fingers of the left hand on Q-W-E-R and fingers on the right hand on U-I-O-P
- 3) In order to use an on-line Internet Service Provider, which of the following would you need?
- a. computer, cable or phone line, printer, CD-ROM drive
  - b. cable or phone line, telecomputing software, modem, computer
  - c. computer, telecomputing software, printer
  - d. telecomputing software, cable or phone line, modem
- 4) When using the Internet, if you don't know a specific address, what is the name of the software program that acts as your information detective? It looks for word matches based on keywords you type in the search window.
- a. fax machine
  - b. web page
  - c. search engine
  - d. hypertext
- 5) All of the following are true about databases, except:
- a. once a database has been created, you cannot add additional fields or records
  - b. you can delete records from a database
  - c. you can rename a field
  - d. you can sort a field
- 6) All of the following terms are related to databases except which one?
- a. query or filter
  - b. field
  - c. cell
  - d. record
- 7) What happens when you use the Edit - Cut command?
- a. separates words at the end of a line
  - b. creates a split screen effect
  - c. removes highlighted text
  - d. shuts down your computer automatically

# Pronto Teachers Resource Pack Level 1 Pronto Spanish Course

**Michael Brown**



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