المدة: ساعتان

دائرة المياريات مباراة للتعاقد على بعض المهام لدى وزارة العدل مسابقة خطية في المدخل الى علم الكمبيوتر لمهام فنى معلوماتية مدخل معلومات الرجاء الاجابة على ورقة الاسنلة مع عدم ذكر الاسم والرقم وربطها بكراس الاجابة

Choose the right answer (s):

Windows :

- 1. Microsoft Windows is:
 - a. A program used to operate other programs.
 - b. The operating system of the computer.
 - c. A graphic interface.
 - d. BIOS necessary to start the computer.
- 2. When pressing on F8 during windows startup:
 - a. Windows will stop running.
 - b. BIOS menu appears.
 - c. Windows menu is displayed for choosing many running options.
 - d. Switching users.
- 3. To toggle between applications we press:
 - a. Alt+Tab
 - b. Alt+Esc
 - c. Ctrl+Tab
 - d. Ctrl+Esc
- 4. To add a printer:
 - a. Control panel \rightarrow Add a Hardware.
 - b. Control panel \rightarrow Printers and faxes \rightarrow Add a Printer.
 - c. Control panel \rightarrow System \rightarrow Add a Hardware.
 - d. Control panel \rightarrow Add a program \rightarrow Add a Hardware.
- 5. To add a new user:
 - a. Left click "My computer" \rightarrow Manage.
 - b. Right click "My computer" \rightarrow Manage.
 - c. Start \rightarrow Control Panel \rightarrow Security center.
 - d. Start \rightarrow Manage.
- 6. Windows XP or VISTA is:
 - a. Mono user system.
 - b. Multi users system.
 - c. Used by two users.
 - d. Used by three users.
- 7. Switch users:
 - a. The users can be connected many times.
 - b. The users can switch quickly between accounts without the needs of logging off.
 - c. Maximum 5 Users can log on simultaneously.
 - d. Eliminate the needs of logging on when the computer starts.
- 8. To display a list of active applications and identify the one that does not responds:
 - a. Task Manager \rightarrow Applications.
 - b. Task Manager \rightarrow Processes.
 - c. Task Manager \rightarrow Performance.
 - d. Task Manager \rightarrow Networking.
- 9. Scheduled Tasks is used to:
 - a. Set commands to run at a certain time once, or to repeat at selected days or times.
 - b. Set commands to stop running at a certain time.

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مجلس الخدمة المدنية دائرة المياريات مدار اة للتعاقد على بعض المهام لدى وزارة العدل مسابقة خطية في المدخل الى علم الكمبيوتر لمهام فنى معلوماتية مدخل معلومات

- c. Set commands to be deleted at a certain time once, or at selected days or times.
- d. Set commands to be created at a certain time.
- 10. Defragmentation is used to :
 - a. Create an image of current computer settings.
 - b. Back up drivers, system files.
 - c. Gathers the noncontiguous data into one place, making files run faster.
 - d. Separate the contiguous data into many places, making files run faster.
- 11. Restore Point is used to:
 - a. Create an image of current computer settings, then, if the computer crashes, it will roll back to a previous configuration.
 - b. Provide immediate protection as new threats develop.
 - c. Set commands to run at a certain time once, or to repeat at selected days or times.
 - d. Back up drivers, system files.
- 12. While performing preventive maintenance, a technician notices that the operating system is missing updates. How can the technician enable automatic updates?
 - a. Run the Sysedit utility from the command line.
 - b. Run the Autoupdate utility from the command line.
 - c. Run the Automatic Updates utility from the Control Panel.
 - d. Click the Update icon in the System Tray.
- 13. In Search if you type: "*.xls" that means:
 - a. The windows is going to find all the Word files.
 - b. The windows is going to find all the Excel files.
 - c. The windows is going to find all the Text files.
 - d. The windows is going to find all the executable files.
- 14. In Search if you type: "???.doc" that means:
 - a. The windows is going to find all the Word files.
 - b. The windows is going to find all the Word files of three characters.
 - c. The windows is going to find all the Excel files.
 - d. The windows is going to find all the Excel files of three characters.
- 15. In Search if you type: "S*.*" that means:
 - a. The windows is going to find all the files.
 - b. The windows is going to find all the files that begins with the letter S.
 - c. The windows is going to find all the files that ends with the letter S.
 - d. The windows is going to find all the files that begins and ends with the letter S.
- 16. To access a " Wav " file we must use the program:
 - a. Microsoft Word
 - b. Paint
 - c. Winzip
 - d. Media Player

17. The bar that contains the title of a window is :

- a. Control Bar
- b. Menu Bar
- c. Title Bar
- d. Tool Bar

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18. The file system that offers the security is:

a. FAT.

- b. FAT 32.
- c. NTFS.
- d. DOS.

19. To Delete all files from your computer permanently:

- a. Delete the files.
- b. Right click Recycle Bin→ Empty Recycle Bin.
- c. Right click Recycle $Bin \rightarrow Open \rightarrow Restore$ all items.
- d. Right click Recycle $Bin \rightarrow Open \rightarrow Empty$ Recycle Bin.
- 20. To uninstall a program from your computer:
 - a. Start \rightarrow Control Panel \rightarrow Add or Remove Programs \rightarrow Choose the Program \rightarrow Remove.
 - b. Start \rightarrow Control Panel \rightarrow Security Center \rightarrow Choose the Program \rightarrow Remove.
 - c. Start \rightarrow Control Panel \rightarrow Windows Fire Wall \rightarrow Choose the Program \rightarrow Remove.
 - d. Start \rightarrow All Programs \rightarrow Choose the Program \rightarrow Uninstall.

21. To Remove the Background Picture from the Desktop:

- a. Right click the desktop \rightarrow Properties \rightarrow Themes \rightarrow Background \rightarrow None.
- b. Right click the desktop \rightarrow Properties \rightarrow Desktop \rightarrow Background \rightarrow None.
- c. Right click the desktop \rightarrow Properties \rightarrow Appearance \rightarrow Background \rightarrow None.
- d. Right click the desktop \rightarrow Properties \rightarrow Settings \rightarrow Background \rightarrow None.
- 22. The fastest way to remove a hardware :
 - a. Left click on the icon "Safely Remove Hardware" \rightarrow Click the hardware name.
 - b. Right click on the icon " Safely Remove Hardware" \rightarrow Safely Remove Hardware \rightarrow Choose the Hardware \rightarrow Click Stop.
 - c. Double click "My computer" \rightarrow Right click the Hardware \rightarrow Eject.
 - d. Double click "My computer" \rightarrow Right click the Hardware \rightarrow Stop.
- 23. To Keep the same file at 2 different folders:
 - a. Right click the file \rightarrow Copy \rightarrow go to folder \rightarrow Paste.
 - b. Left click the file \rightarrow Copy \rightarrow go to folder \rightarrow Paste.
 - c. Right click the file \rightarrow Cut \rightarrow go to folder \rightarrow Paste.
 - d. Left click the file \rightarrow Cut \rightarrow go to folder \rightarrow Paste.
- 24. To Show the clock on the "Task Bar":
 - a. Right click the "Task Bar" \rightarrow Properties \rightarrow Show the Clock.
 - b. Double click the "Task Bar" \rightarrow Properties \rightarrow Show the Clock.
 - c. Start \rightarrow Control Panel \rightarrow Date and Time \rightarrow Show the Clock.
 - d. Left click the "Task Bar" \rightarrow Properties \rightarrow Show the Clock.
- 25. As a User you can change the password:
 - a. Right click My Computer \rightarrow Manage \rightarrow Local users and Groups \rightarrow Users \rightarrow Right click the user \rightarrow Set Password.
 - b. You Press Ctrl +Alt+ Del \rightarrow Change a password.
 - c. Right click Start \rightarrow Change a password.
 - d. Left click My Computer \rightarrow Manage \rightarrow Local users and Groups \rightarrow Users \rightarrow Right click the user \rightarrow Set Password.
- 26. As an Administrator you can change the password for a user:
 - a. Right click My Computer \rightarrow Manage \rightarrow Local users and Groups \rightarrow Users \rightarrow Right click the user \rightarrow Set Password.
 - b. You Press Ctrl +Alt+ Del \rightarrow Change a password.

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- c. Right click Start \rightarrow Change a password.
- d. Left click My Computer \rightarrow Manage \rightarrow Local users and Groups \rightarrow Users \rightarrow Right click the user \rightarrow Set Password.
- 27. While creating a folder, characters that are not allowed in the name :
 - a. Alphabetical.
 - b. Alphanumerical.
 - c. Numerical.
 - d. These characters: = $+ / \setminus$

Internet Explorer and Outlook:

- 1. To Change the Home Page of your Browser:
 - a. Double Click the Internet Explore Icon \rightarrow Tools \rightarrow Internet Options \rightarrow In Home Page Change the Address.
 - b. Right click the Internet Explore Icon \rightarrow Properties \rightarrow In Home Page Change the Address.
 - c. Double Click the Internet Explore Icon \rightarrow File \rightarrow Open \rightarrow Change the Address.
 - d. Double Click the Internet Explore Icon \rightarrow in the address box type the address.
- 2. To delete Temporary files, history, cookies, saved passwords:
 - a. Double Click the Internet Explore Icon \rightarrow Tools \rightarrow Internet Options \rightarrow In browsing history \rightarrow Delete.
 - b. Right click the Internet Explore Icon \rightarrow Properties \rightarrow In browsing history \rightarrow Delete.
 - c. Double Click the Internet Explore Icon \rightarrow File \rightarrow Delete.
 - d. Double Click the Internet Explore Icon \rightarrow Edit \rightarrow Cut.
- 3. Your I.E browser need to save the web address, you can use:
 - a. Favorites \rightarrow Add to Favorites.
 - b. File \rightarrow Save.
 - c. File \rightarrow Save As.

d. File \rightarrow Send \rightarrow Page By Email.

- 4. To open a web site at another browser:
 - a. File \rightarrow New Tab.
 - b. File \rightarrow New Window.
 - c. File \rightarrow Open.
 - d. File \rightarrow Edit.
- 5. To view the address of the web sites previously visited:
 - a. View \rightarrow Favorites.
 - b. View \rightarrow History.
 - c. View \rightarrow Feeds.
 - d. View \rightarrow Research.
- 6. To Reload the page at the browser:
 - a. Reload.
 - b. Refresh.
 - c. Save.

d. Save As.

- 7. Outlook is used for:
 - a. Browsing internet.
 - b. Text editor.
 - c. Manage e-mail messages, calendars and tasks.
 - d. File organizer.

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- 8. All the e-mails come to :
 - a. Inbox.
 - b. Outbox.
 - c. Drafts.
 - d. Junk E-mails.
- 9. All The written e-mails that not have been sent are found in:
 - a. Inbox.
 - b. Outbox.
 - c. Drafts.
 - d. Junk E-mails.
- 10. All e-mails that have been sent can be found in:
 - a. Inbox.
 - b. Sent Items.
 - c. Drafts.
 - d. Junk E-mails.
- 11. When sending an e-mail BCC is used to:
 - a. Addresses written in the BCC cannot be seen by other recipients.
 - b. Addresses written in the BCC can be seen by other recipients.
 - c. Adding many people to send the e-mail to.
 - d. Only one address can receive the e-mail.
- 12. To send a file (Data or Music or video) with the e-mail:
 - a. Attach Items.
 - b. Signature.
 - c. Business card.
 - d. Attach file.

13. When Receiving an e-mail from undesired person and don't want to receive e-mail to you inbox:

- a. Add the address to contact.
- b. Remove the address from contact.
- c. Add the address to Block sender List (Junk)
- d. Send him an e-mail saying you don't want to receive any e-mail from him.
- 14. When receiving an e-mail from one person and you want to send him back an answer:
 - a. You will use New e-mail
 - b. You will use Reply.
 - c. You will use Forward.
 - d. You will use Reply to all.
- 15. With Outlook we can create new:
 - a. Mail message.
 - b. Appointment.
 - c. Task.
 - d. File.

Word:

- 1. To write " \log_{10} " we use the procedure:
 - a. format \rightarrow bullets & numbering
 - b. format \rightarrow font \rightarrow subscript
 - c. format \rightarrow font \rightarrow superscript
 - d. format \rightarrow Drop Cap

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- 2. To write " technique " we use the procedure:
 - a. format \rightarrow font \rightarrow underline style
 - b. format \rightarrow font \rightarrow double strikethrough
 - c. format \rightarrow font \rightarrow subscript
 - d. format \rightarrow font \rightarrow superscript
- 3. To turn a page horizontally we use the procedure:
 - a. format \rightarrow font \rightarrow double strikethrough
 - b. file \rightarrow page setup \rightarrow margins \rightarrow orientation
 - c. format \rightarrow change case \rightarrow lowercase
 - d. format \rightarrow font \rightarrow symbol
- 4. To write " Lebanon" on utilise la procédure suivante :
 - a. format \rightarrow font \rightarrow latin text font
 - b. format \rightarrow borders and shading...
 - c. format \rightarrow bullets & numbering
 - d. format \rightarrow font \rightarrow superscript
- 5. To obtain the following form we use the procedure :
 - he first

step in computer

- a. format \rightarrow bullets & numbering
- b. format \rightarrow font \rightarrow subscript
- c. format \rightarrow font \rightarrow superscript
- d. format \rightarrow Drop Cap
- 6. To align text from left and right at the same time we use align:

a. Left

- b. Right
- c. Left & Right
- d. Justify.
- 7. To copy the format from one place and apply it to another we use:
 - a. Copy.
 - b. Cut.
 - c. Format Painter.

d. Paste.

8. To insert decorative text in a document we use:

a. ClipArt.

- b. Picture.
- c. WordArt.
- d. SmartArt.
- 9. To Color the background behind text or paragraph we use:
 - a. Font color.
 - b. Text highlights color.
 - c. Shading.
 - d. Border.

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- 10. To create a link to a web page:
 - a. Insert web address.
 - b. Insert hyperlink.
 - c. Insert Bookmark
 - d. Insert cross-reference.
- 11. To start the next page at the current location:
 - a. Press Enter until adding a new page.
 - b. Insert Page break.
 - c. Insert Cover page.
 - d. Insert Clip Art.
- 12. To repeat the same text at the top of all the pages :
 - a. Type the text in the Footer.
 - b. Type the text in the Header.
 - c. Type the text in all the pages.
 - d. Copy the text to all pages.

Excel:

13. Each formula must begin with:

- a. Sum.
- b. =
- c. "

d. +

14. Join the selected cells into one larger cell:

- a. Wrap Text.
- b. Merge & center.
- c. Shrink to fit.
- d. None of the above.

15. To keep a portion of the sheet visible while the rest of the sheet scrolls:

- a. Split.
- b. Hide.
- c. Freeze.
- d. Arrange All.
- 16. Checks whether any of the arguments of the function is TRUE; the function is TRUE
 - a. And.
 - b. Or.
 - c. Nand.
 - d. Nor.

17. Checks whether all of the arguments of the function is TRUE; the function is TRUE

- a. And.
- b. Or.
- c. Nand.
- d. Nor.

18. Make all content visible within a cell by displaying it on multiple lines :

- a. Wrap Text.
- b. Merge & center.
- c. Shrink to fit.
- d. None of the above.

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19. You can arrange data in ascending or descending order:

- a. Filter.
- b. Sort.
- c. Fill.
- d. Clear.

20. To Check whether a condition is met, we insert the function:

- a. IF.
- b. IFERROR
- c. SUMIF
- d. COUNTIF

21. Counts the number of cells within a range that meet the given condition:

- a. Count.
- b. Countif.
- c. Sum.
- d. Sumif.

22. Adds the cells specified by a given condition:

- a. Count.
- b. Countif.
- c. Sum.
- d. Sumif.
- 23. Returns the largest value:
 - a. Min.
 - b. Max.
 - c. Average.
 - d. Count.

بيروت في ٢٠٠٩/١٢/١٢

اللجنة الفاحصة