KINGSWAY ACADEMY
INFORMATION TECHNOLOGY
UNIT TEST 4 & 5
Grade 7

NAME: _____ GRADE: _____



SECTION A

Multiple Choice

Read each question carefully. There are four options for each question. (a, b, c, d). Type the letter of the best answer to each question in the box provided. [23 points]

1. **What is software? Software is _____ that tell the computer what to do.**

   a. **equipment**
   b. **tools**
   c. **access**
   d. **programs**

2. **How many categories of software are there?**

   a. **2**
   b. **11**
   c. **9**
   d. **many**

3. **The categories of software are_____.**

   a. **Hardware and software**
   b. **Application software and system software.**
   c. **Word and Excel**
   d. **all of the above**

4. **What is System Software? System software is software responsible for generating the _____ and comprises of programs that are responsible for controlling and maintaining the computer's equipment.**

   a. **hardware**
   b. **software**
   c. **User Interface (GUI)**
   d. **output**

LIVEWORKSHEETS

5. **System Software consists of _____.**

   a. **User Interface and Operating System**
   b. **Utility programs and Drivers**
   c. **Word Processing Software and Spreadsheet Software**
   d. **Both a. and b.**

6. **Operating System is a program that allows the _____ to communicate with the Application Software.**

   a. **Software**
   b. **Hardware**
   c. **User Interface**
   d. **all of the above**

7. **The User Interface allows the _____ to interact with the computer.**

   a. **user**
   b. **computer**
   c. **hardware**
   d. **software**

8. **The Utility Programs perform _____ type tasks.**

   a. **performance**
   b. **work**
   c. **operation**
   d. **maintenance**

9. **Tasks performed by Utility Programs include _____.**

   a. **File renaming, file compression, anti-virus scanning and data backups.**
   b. **Typing services.**
   c. **Word Processing services**
   d. **Database services**

10. **A driver is a program whose purpose is to _____ commands from the operating system into commands that the hardware understands.**

    a. **Delete**
    b. **Save**
    c. **Escape**
    d. **Translate**

LIVEWORKSHEETS

11. **Application software allows users to perform every day tasks like _____.**

    a. **Typing a letter.**
    b. **Sending an email.**
    c. **Performing a calculation and printing a document.**
    d. **All of the above.**

12. **Categories of application software include_____?**

    a. **Word Processing, Database, Spreadsheet and web browser.**
    b. **Presentation, Desktop Publishing and Communication.**
    c. **Only a.**
    d. **Both a. and b.**

13. **What are the two main input devices?**

    a. **Mouse and keyboard**
    b. **Joystick and keyboard**
    c. **Scanner and mouse**
    d. **Monitor and keyboard**

14. **The mouse is a _____ device used to move the pointer and make selections on the screens.**

    a. **typing**
    b. **manipulating**
    c. **pointing**
    d. **all of the above**

15. **Which of the following is NOT a part of the mouse.**

    a. **Left mouse button**
    b. **Right mouse button**
    c. **Scroll wheel**
    d. **Up arrow**

16. **Who invented the computer mouse and in which year?**

    a. **John Mauchly; 1946**
    b. **Grace Hopper; 1953**
    c. **Douglas Engelbart; 1964**
    d. **Steve Jobs; 1976**

LIVEWORKSHEETS

17. **The keyboard is used to enter _____ and _____ into the computer.**

    a. **Data and instructions**
    b. **Input and output**
    c. **Right click and left click**
    d. **All of the above**

18. **The keyboard is similar to a typewriter, but with additional special keys comprising of function keys, a numerical key pad, directional keys, _____ keys, editing keys, control, alt and windows keys and the escape key.**

    a. **Monitoring**
    b. **Resizing**
    c. **Navigational**
    d. **Sponsorship**

19. **Which set of special keys on the computer keyboard is numbered from F1-F12?**

    a. **Editing keys**
    b. **Numerical keypad**
    c. **Directional keys**
    d. **Function keys**

20. **The backspace key is used to erase text to the _____ of the cursor. The delete key is used to erase text to the _____ of the cursor.**

    a. **Left; right**
    b. **Right; left**
    c. **Top; bottom**
    d. **Front; back**

21. **The Ctrl, _____ and Windows keys are found on both sides of the spacebar.**

    a. **Left**
    b. **Alt**
    c. **Page down**
    d. **Up arrow**

LIVEWORKSHEETS

SECTION B
Mouse Actions

Match the mouse action on the left with the description on the right. Complete the word.

[12 points]

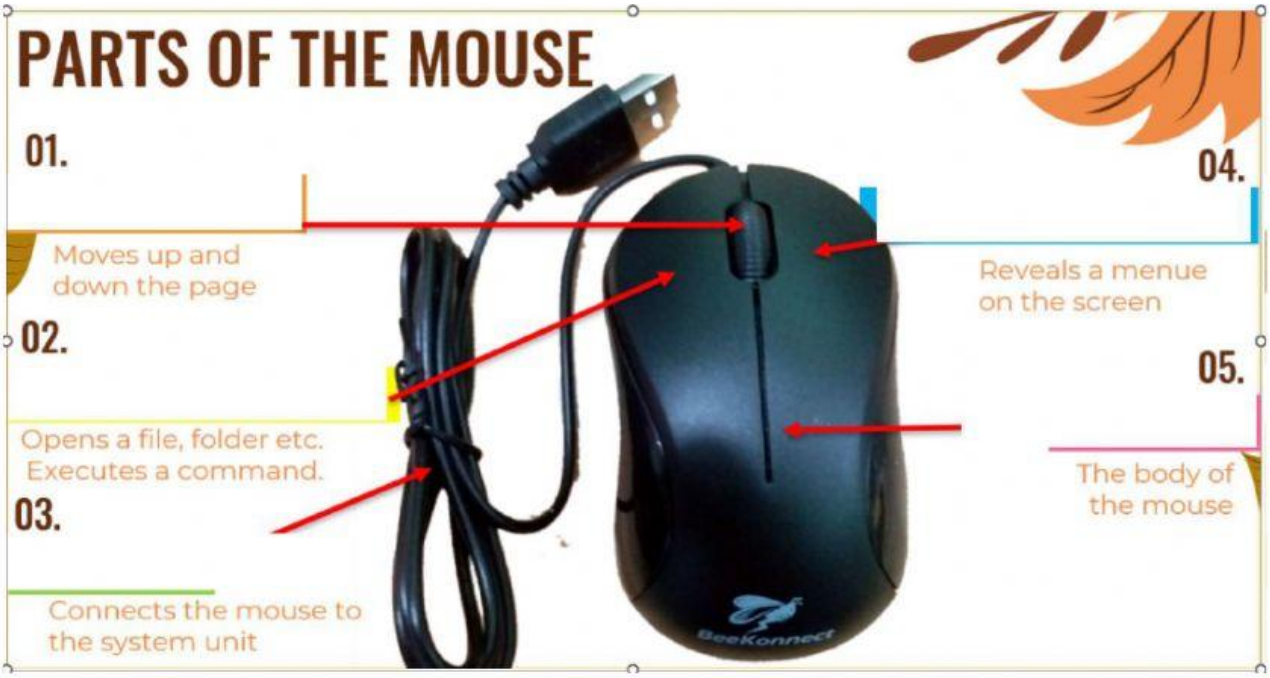
WORD BANK	Description
• P_____	• You use this to make a selection
• L_____ _____	• This is when you move the mouse
• R_____ _____	• This is to press the left mouse button down and move the mouse
• D_____ _____	• This is to press the left mouse button three times. This can be uses to highlight a paragraph.
• T_____ _____	• This is to press the left mouse button two times. This can be uses to highlight a paragraph.
• D_____	• This is to press the right mouse button once. This usually opens a menu.

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SECTION C
Parts of the Mouse

Label the mouse

[10 points]



LIVEWORKSHEETS

SECTION D
Application Software

Name the application software described. **[7 points]**

1. I am the type of application software that creates documents that are made up of mostly text.

2. I am the type of application software that works with numbers. _____.

3. I am the type of application software used to retrieve and manipulate data. _____.

4. I am the type of application software that allows you to surf the web. _____.

5. I am the type of application software that allows you to create presentations. _____.

6. I am the type of application software that allows you to create a holiday card or church bulletin.

   _____.

7. I am the type of application software that allows you to collaborate with others electronically.

   _____.

SECTION E

LIVEWORKSHEETS

The Keyboard: Keys and their Functions

Match the special key responsible for the action. **[10 points]**

SPECIAL KEY	FUNCTION
1. End	a. Used in conjunction with other keys to perform a specific task. There are usually two of these.
2. Up arrow___ _____	b. Reveals the start menu.
3. Home	c. Moves the cursor to the end of the line.
4. Down arrow	d. Moves the cursor up one line, in text editing programs. Also moves the page up in non-editing programs.
5. Page up	e. Moves the cursor up one page.
6. Page down	f. Moves the cursor down one page.
7. Control (Ctrl) key	g. Moves the cursor to the beginning of the line.
8. Spacebar	h. Moves the cursor down one line, in text editing programs. Also moves the page down in non-editing programs.
9. Windows key	i. Used to add space between characters.
10. Alt keys	j. This key plus the letter X erases a selection.

LIVEWORKSHEETS