

# CIS 50 Study Aid Ch. 9 & 10

## Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- \_\_\_ 1. The computers and software that provide e-mail services form an e-mail  
a. network. b. system. c. neighborhood. d. route.
- \_\_\_ 2. At the heart of a typical e-mail system is an e-mail  
a. client. b. network. c. server. d. printer.
- \_\_\_ 3. An e-mail \_\_\_ is a computer that essentially acts as a central post office for a group of people.  
a. client b. network c. printer d. server
- \_\_\_ 4. E-mail is a(n) \_\_\_ technology.  
a. indexed b. store-and-forward c. concatenated d. batch-based
- \_\_\_ 5. When you compose new messages, they are typically stored on your PC until you are ready to transmit them to the e-mail  
a. client. b. file. c. server. d. printer.
- \_\_\_ 6. To read your mail, you must first connect to the mail server and download new messages to your  
a. Read box. b. Outbox. c. Queue. d. Inbox.
- \_\_\_ 7. The \_\_\_ is a folder on your PC's hard disk that holds incoming e-mail.  
a. Inbox b. Queue c. Read box d. Outbox
- \_\_\_ 8. Typically, replying to a message will also display the text of the original message, with each line being preceded by a \_\_\_ symbol.  
a. & b. > c. \* d. ^
- \_\_\_ 9. To send formatted text, graphics, video, or sound files, you can use e-mail  
a. attachments. b. indices. c. docs. d. tags.
- \_\_\_ 10. An e-mail \_\_\_ is a file that travels along with an e-mail message.  
a. index b. attachment c. link d. tag
- \_\_\_ 11. Which of the following formats are not affected by compression?  
a. BMP b. TXT c. GIF d. All of the above
- \_\_\_ 12. A \_\_\_ is a device that provides a centralized point of connection for devices on a LAN.  
a. file server b. network server c. hub d. print server
- \_\_\_ 13. \_\_\_ cable has square plastic connectors that look much like those on a standard telephone cable.  
a. Coaxial b. Transceiver c. PCMCIA d. 10Base-T
- \_\_\_ 14. If your workstation is a notebook computer, the network interface card slides into a \_\_\_ slot.  
a. PCMCIA b. NIC c. 10Base-T d. coaxial
- \_\_\_ 15. When you boot your PC, Windows automatically checks the \_\_\_ to find out whether a network interface card has been installed.  
a. Network Neighborhood b. Registry c. Control Panel d. Either A or C
- \_\_\_ 16. Popular \_\_\_ software includes Microsoft Word, WordPerfect, and Lotus Word Pro.  
a. WP b. DTP c. PW d. DP
- \_\_\_ 17. A built-in \_\_\_ checker can help you spot awkward sentences, for example.  
a. index b. grammar c. spelling d. thesaurus

## CIS 50 Study Aid Ch. 9 & 10

- \_\_\_ 18. To make your writing really sparkle, boost your vocabulary by using the built-in  
a. index. b. glossary. c. dictionary. d. thesaurus.
- \_\_\_ 19. A \_\_\_ checker compares each word in your document to an electronic dictionary.  
a. spelling b. thesaurus c. link d. grammar
- \_\_\_ 20. You can use your WP software to \_\_\_ a document and change its appearance to create a professional, high-  
impact, or casual look.  
a. align b. format c. wrap d. adjust
- \_\_\_ 21. As you type text in a WP document, the software will automatically word \_\_\_ to the next line.  
a. format b. link c. align d. wrap
- \_\_\_ 22. The term \_\_\_ refers to the design or typeface of each text character.  
a. format b. font c. style d. icon
- \_\_\_ 23. Bold, italics, and underlining are examples of \_\_\_ formats.  
a. paragraph b. page c. character d. justification
- \_\_\_ 24. Margin settings and line spacing are examples of \_\_\_ formats.  
a. index b. page c. character d. paragraph
- \_\_\_ 25. Bulleted and numbered lists and columns are examples of \_\_\_ formats.  
a. paragraph b. page c. character d. link
- \_\_\_ 26. To apply \_\_\_ formats, make sure that you are working within a paragraph and then use a menu option to  
select a format.  
a. page b. paragraph c. character d. link
- \_\_\_ 27. Your word processor typically keeps track of the styles you define in a style  
a. list. b. index. c. wizard. d. catalog.
- \_\_\_ 28. The look of a document depends on the \_\_\_ settings that you use for each element, such as titles, tables, and  
footnotes.  
a. font b. style c. template d. wizard

## CIS 50 Study Aid Ch. 9 & 10

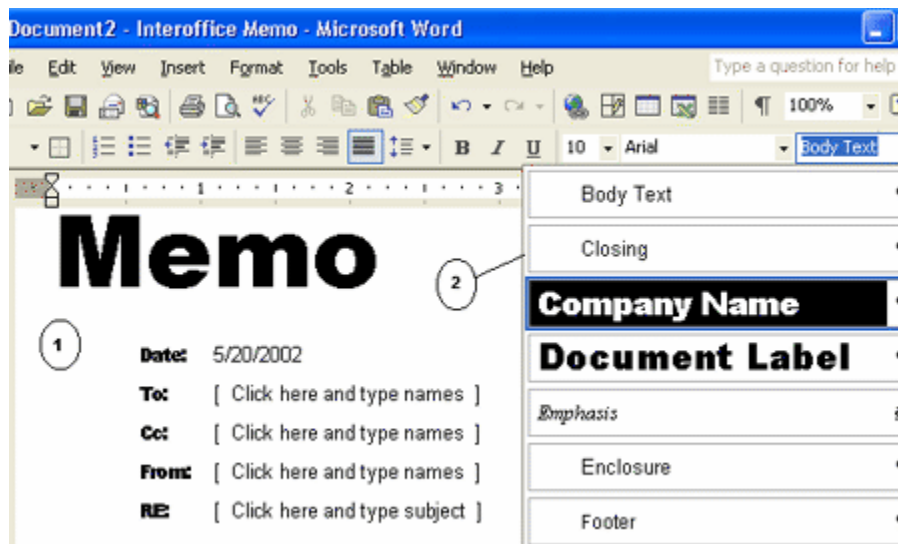


Figure 10-3

- \_\_\_ 29. The item marked 2 in Figure 10-3 is a \_\_\_ list.  
a. master b. link c. style d. key
- \_\_\_ 30. The item marked 1 in Figure 10-3 is a  
a. master. b. wizard. c. table. d. template.

# CIS 50 Study Aid Ch. 9 & 10

## CIS 50 Study Aid Ch. 9 & 10 Answer Section

### MULTIPLE CHOICE

1.	ANS:	REF:	99
2.	ANS:	REF:	99
3.	ANS:	REF:	99
4.	ANS:	REF:	99
5.	ANS:	REF:	99
6.	ANS:	REF:	100
7.	ANS:	REF:	100
8.	ANS:	REF:	100
9.	ANS:	REF:	101
10.	ANS:	REF:	101
11.	ANS:	REF:	102
12.	ANS:	REF:	104
13.	ANS:	REF:	105
14.	ANS:	REF:	105
15.	ANS:	REF:	106
16.	ANS:	REF:	111
17.	ANS:	REF:	111
18.	ANS:	REF:	111
19.	ANS:	REF:	111
20.	ANS:	REF:	112
21.	ANS:	REF:	112
22.	ANS:	REF:	112
23.	ANS:	REF:	112
24.	ANS:	REF:	112
25.	ANS:	REF:	112
26.	ANS:	REF:	112
27.	ANS:	REF:	113
28.	ANS:	REF:	113
29.	ANS:	REF:	113
30.	ANS:	REF:	113