

## **Questions for Credit**

1. Definition and examples of data and information. Differences between data and information. Information technology.
2. Uses of computers in human beings. The use of computers and computer technology in medicine.
3. Generations and types of computers.
4. Definition of a computer. Classification and examples of hardware and software. Functional parts of a computer.
5. Definition and examples of input devices.
6. Output devices. Differences between input and output devices.
7. Components of C.P.U. Memory unit. Types of memory unit.
8. Secondary memory devices. Unit of storage in memory devices.
9. File structure organization.
10. Main principles of file archiving. Popular file archive programs: WinRAR, 7z, Allzip.
11. Packing (creation) of RAR or ZIP archives. Unpacking files. Creating multi-volume(split) archives, self-extracting files. Adding comments to archive.
12. Definition and types of software.
13. Common application packages: word processing, spreadsheet, database, graphics.
14. Standard Windows applications: Notepad, WordPad, MS Calc, MS Paint.
15. MS Word processor. Elements of program environment. Creating, saving and opening the documents. Copying, moving, deleting and formatting text.
16. MS Word processor. Finding and replacing text. Creating and manipulating tables. Inserting header, footer, footnotes, endnotes, page numbers, file, page break, section break, graphics, pictures, charts, word art, symbols and organization chart. Borders and shading. Opening and saving different types of document. Setting page layout, previewing and printing documents.
17. Elements of MS Excel environment. Creating, saving and opening the documents.
18. Basic terms in MS Excel. Data types. Basic operations.
19. Database packages. MS Access. Basic terms in database. Types of database organization, methods and their features.
20. Steps in creating database: define the structure, indicate field type (numeric, character, data, text, etc), enter data, save data.
21. Basic operations on already created database.
22. Sources of security breaches. The affect of a virus on a computer system.
23. Preventive measures. Use of antivirus software.

24. Antivirus programs: installing, changing default settings. Scanning files, folders, logical disks.

25. Features of PowerPoint environment. Steps in activating and exiting PowerPoint. PowerPoint operations. Run slide show. Print presentation. Close presentation.

26. Internet. Features of Internet browsers.

27. Types of Internet services.