

Qassim University
Deanship of Educational Services
Preparatory Year Program- Computer Science Unit
Sample Questions
Time: 2 Hours

Student name:

Student id:

Choose the best answers:

Microsoft Excel 2016: Open the exam Excel file and then start to solve: (15 Questions)

Q1: By default, a new Workbook contains _____ sheet(s).

- A. 2 B.1 C. 5 D.3

Q2: In "Sales" sheet, what is the average sales in January?

- A. 7 B. 5 C.6 D. 3

Microsoft PowerPoint 2016: (10 Questions)

Open the exam PowerPoint file and then start to solve:

Q1: Which of the following views is used to make the content of slides easier to read?

- A. Slide Show view C. Slide Sorter view
B. Reading view D. Normal view

Q2: What is the type of animation effect applied to the picture in slide 3?

- A. Shape B. Split C. Wipe D. Fade
B.

Microsoft Access 2016 (15 questions)

Open the exam Access file and then start to solve:

Q1: _____ are responsible for routine, day to day entry, data maintenance and information retrieval

- A. Database designers C. Database users
B. Database administrators D. Database developers

Q2: What is the data type of "Salary" field in "Sales Employees" table?

- A. Date/Time B. Short Text C. AutoNumber D. Currency

Good Luck