



CLEP Business: Financial Accounting, Business Law, Information Systems & Computer Applications, Management, Marketing

Test Prep CLEP-Business

Version Demo

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Topic Break Down

Topic	No. of Questions
Topic 1, Information Systems and Computer Applications	100
Total	120

QUESTION NO: 2

With _____ software, a mobile user can create and deliver a presentation to a large audience by connecting a mobile computer or device to a video projector that displays the presentation on a full screen.

- A. word processing
- B. presentation graphics
- C. spreadsheet
- D. database
- E. browser

ANSWER: B

Explanation:

Presentation graphics is correct because this category of application software is specifically designed to create, organize, and display visual presentations for an audience. A user can combine slides containing text, images, charts, diagrams, audio, video, and animations, then run the slide show in full-screen mode. When a laptop, tablet, or other mobile device is connected to a video projector or external display, the presentation graphics application sends the slide show to that larger screen so the audience can view it clearly.

Programs such as Microsoft PowerPoint, Apple Keynote, and Google Slides are common examples of presentation graphics software. Their core purpose is to support oral or visual communication in meetings, classes, sales demonstrations, and similar settings, including delivery from portable devices. Microsoft describes PowerPoint as software for creating presentations, while Google Slides supports presenting slides and using a presenter view during delivery. These capabilities directly match the situation described: creating a presentation and projecting it full-screen to a large audience. See [Microsoft Support: What is PowerPoint?](#) and [Google Docs Editors Help: Present slides](#).

QUESTION NO: 3

A(n) _____ usually lists just transactions.

- A. external report
- B. detailed report
- C. exception report
- D. summary report
- E. internal report

ANSWER: B

Explanation:

detailed report is correct because it presents transaction-level information rather than combining records into higher-level totals. In a management information system, a detailed report commonly lists the individual events captured by transaction processing, such as each sales order, invoice, payment, inventory movement, or employee time entry during a specified period. The report therefore preserves the underlying records and their relevant fields—such as dates, transaction numbers, customer identifiers, quantities, and amounts—so a manager or employee can inspect the activity in detail.

Transaction processing systems collect and store the routine operational transactions that occur as an organization conducts business. Detailed reporting is a direct use of that data: it turns the stored transaction records into a usable listing for operational review, documentation, reconciliation, and follow-up. This distinction is central to business information systems because managers need access both to the individual records and to information derived from them. OpenStax describes transaction processing systems as systems that handle an organization's routine transactions in [its overview of information systems](#). IBM also explains the role of transaction processing in reliably handling business transactions in its [transaction processing overview](#).

QUESTION NO: 4

_____ is copyrighted software provided for an unlimited time at no cost to a user.

- A. Custom software
- B. Public-domain software
- C. Packaged software
- D. Freeware
- E. Shareware

ANSWER: D

Explanation:

Freeware is copyrighted software that its copyright holder makes available for users to obtain and use without paying a fee, ordinarily without a set expiration date. The author or publisher retains ownership and copyright, so free availability does not mean that the software has no legal restrictions. Instead, the permitted uses are governed by the license or terms supplied with the program. Those terms may, for example, limit redistribution, commercial use, modification, or reverse engineering. This distinction is essential in business computing because organizations must comply with the applicable software license even when no purchase price is charged. The U.S. Copyright Office explains that copyright protection applies to original works of authorship, including computer programs, and gives copyright owners exclusive rights subject to authorized licensing. The Free Software Foundation also distinguishes “freeware,” meaning software available at no charge, from software whose license grants broader freedoms to run, study, modify, and redistribute it. Thus, the description of copyrighted software supplied to a user at no cost for an unlimited time identifies freeware. See the [U.S. Copyright Office FAQ on copyright protection](#) and the [Free Software Foundation's software-category definitions](#).

QUESTION NO: 6

An information system must share information, or have _____, with other information systems within an enterprise.

- A. availability
- B. scalability
- C. probability
- D. security
- E. interoperability

ANSWER: E

Explanation:

The correct term is **interoperability**. In an enterprise, separate information systems commonly support different departments, business processes, applications, and data sources. Interoperability is the ability of those distinct systems to exchange information and to use the exchanged information effectively. This capability lets an organization coordinate work across functions—for example, allowing an order-management system, inventory system, billing application, and customer relationship management system to communicate reliably without requiring users to re-enter the same data manually.

Interoperability is enabled through agreed technical standards and interfaces, such as application programming interfaces (APIs), common data formats, messaging standards, and integration services. These mechanisms establish how systems identify data, transmit it, interpret its structure and meaning, and process it consistently. In this context, sharing information is not merely storing data in multiple places; it requires systems to connect and exchange usable data across organizational boundaries. The U.S. National Institute of Standards and Technology defines interoperability in terms of diverse systems and organizations working together and exchanging information effectively. See [NIST's interoperability glossary entry](#) and the [ISO/IEC 2382 information-technology terminology resource](#).

QUESTION NO: 7

A ____ is a window on a screen that provides areas for entering or changing data in a database.

- A. record
- B. cell
- C. field
- D. report
- E. form

ANSWER: E

Explanation:

The correct answer is **form**. In a database application, a form is a user-interface object that presents fields from one or more underlying tables or queries in a screen-based layout. It provides controls—such as text boxes, drop-down lists, check boxes, and buttons—through which a user can enter new information, view existing information, or edit stored data. Forms make database data easier to work with because they can organize related fields in a logical order, apply input rules, and guide users through data-entry tasks without requiring them to interact directly with table rows. For example, a customer-entry form may display areas for a customer name, address, telephone number, and account details, then save those entries to the appropriate database table. This use of forms supports accurate and efficient data maintenance while giving the database designer control over the layout and behavior of the entry screen. Microsoft describes Access forms as database objects that users can use to add, edit, or display data. See [Microsoft Support: Introduction to forms](#) and [Microsoft Support: Create a form in Access](#).

QUESTION NO: 8

A bar code scanner uses ____ to read the bar code on a product.

- A. laser beams
- B. OCR
- C. radio waves
- D. MICR
- E. OMR

ANSWER: A

Explanation:

laser beams is correct in the context of a traditional bar code scanner. A laser scanner projects a narrow beam of light across the alternating dark bars and light spaces of a printed barcode. The dark bars absorb more of the light, while the lighter spaces reflect more light back to the scanner. A photosensor detects these changing reflection levels and converts them into an electrical signal. The scanner's decoder then interprets the resulting pattern of widths and spaces as the numeric or alphanumeric data represented by the barcode.

This optical reading process is the basis of the familiar handheld and fixed-position laser scanners commonly used at retail checkout counters and in inventory systems. Although current barcode readers may also use LED illumination and camera-based imaging technology, "laser beams" is the standard answer for a question describing the conventional barcode-scanning method. Barcode symbols encode data in patterns intended to be captured by optical scanners and then decoded for use by a point-of-sale or inventory application. GS1 provides an overview of barcode technology at <https://www.gs1.org/standards/barcodes>, and Zebra explains the optical operation of barcode scanners at <https://www.zebra.com/us/en/resource-library/faq/how-do-barcode-scanners-work.html>.

QUESTION NO: 9

A DBMS uses the _____ to perform validation checks.

- A. data server
- B. data warehouse
- C. data mart
- D. data dictionary
- E. data model

ANSWER: D

Explanation:

The correct answer is **data dictionary**. A data dictionary is the DBMS repository of metadata: definitions and descriptive rules about the database's data elements. For a field, this metadata can specify characteristics such as its data type, permitted length, format, allowable values, whether a value is required, and relationships to other data. The DBMS can use these stored definitions when data is entered or updated to determine whether the proposed value conforms to the established rules. This is the basis for validation checks, which help preserve data integrity and consistency throughout the database.

For example, metadata for a date field can define an accepted date format, while metadata for an identifier can establish a maximum length or require uniqueness. Maintaining these definitions centrally in the data dictionary allows validation requirements to be applied consistently rather than being dependent on informal user practices. IBM describes a data dictionary as a centralized repository of metadata and notes that it records information about database objects and data elements. Oracle similarly explains that database metadata describes the structure and properties of stored data. See [IBM's overview of data dictionaries](#) and [Oracle Database documentation on the data dictionary](#).

QUESTION NO: 10

A(n) _____ tests the data in two or more associated fields to ensure that the relationship is logical.

- A. range check
- B. completeness check
- C. consistency check
- D. alphabetic/numeric check
- E. value check

ANSWER: C

Explanation:

A consistency check tests whether values entered in related fields make logical sense when evaluated together. Rather than examining a single input in isolation, this validation control compares associated data elements according to a business rule or expected relationship. For example, in an account system, a withdrawal date should not precede the account activation date; similarly, a shipment date should not occur before an order date. Applying this type of edit check during data entry or batch processing helps organizations identify records that may be inaccurate, incomplete in context, or internally contradictory before the data are used in reports, transactions, or decisions. Consistency checks are an important application control because reliable information depends not only on individual values having acceptable formats or limits, but also on related values agreeing with one another logically. Guidance on data validation recognizes cross-field validation as a way to enforce rules involving multiple attributes, as described by [IBM's cross-field validation documentation](#). The broader role of validation rules in maintaining data quality is also discussed by [Microsoft's business-rules documentation](#).

QUESTION NO: 11

A(n) _____ consolidates data, usually with tools, tables, or graphs.

- A. external report
- B. exception report
- C. detailed report
- D. summary report
- E. internal report

ANSWER: D

Explanation:

A **summary report** consolidates detailed data into an aggregated, high-level presentation, commonly using tables, charts, graphs, dashboards, and key performance measures. Its purpose is to help managers and other decision-makers quickly identify overall results, patterns, trends, and significant performance indicators without having to review every individual transaction or record. For example, a monthly sales summary can combine thousands of sales transactions into totals by product, region, or salesperson, with a graph showing changes over time. This supports efficient managerial decision-making because readers can grasp the essential information at a glance and then request more detail if necessary. Summary reporting is a core capability of information systems and business-intelligence tools, which transform operational data into useful information for planning, monitoring, and control. Microsoft's documentation describes reports as organized presentations of data that can include visual elements such as charts and tables, while IBM explains that dashboards and reporting provide summarized views of business data for analysis. See [Microsoft Support: Introduction to reports in Access](#) and [IBM: Business intelligence](#).

QUESTION NO: 12

_____ is a job title in the end-user computing area of an IT department.

- A. Software engineer
- B. Webmaster
- C. Help Desk specialist
- D. Systems analyst
- E. Application programmer

ANSWER: C

Explanation:

Help Desk specialist is a job title in the end-user computing area because this role directly supports employees and other users as they use an organization's technology. End-user computing focuses on helping people effectively use hardware, operating systems, business applications, network services, and communication tools in their day-to-day work. A Help Desk specialist receives and documents support requests, diagnoses common technical issues, guides users through solutions, resolves incidents within the scope of the role, and escalates more complex problems to specialized IT teams when appropriate. This function is often the primary point of contact between the IT department and its users, making it central to end-user support operations. In addition to resolving immediate issues, help desk personnel may provide basic training, maintain knowledge-base articles, manage user access requests, and identify recurring problems that should be addressed more broadly. The U.S. Bureau of Labor Statistics describes computer user support specialists as providing technical assistance directly to computer users, including diagnosing and resolving problems. This aligns closely with the responsibilities associated with a Help Desk specialist. See the [U.S. Bureau of Labor Statistics occupational profile for computer support specialists](#) and the [NIST help desk guidance](#).