

Final Test: Computer Essentials, Windows, Word

Course: Computer Literacy

Instructor: Ms. Ann Gordon

Semester: Spring 1999

Name _____ **Date** _____

Multiple Choice and True / False Questions:

1. How big is a megabyte?
 - a. 10 kilobytes
 - b. About a million bytes
 - c. 100 kilobytes
 - d. About a million bits

2. How big is a kilobyte?
 - a. 10 bytes
 - b. 100 bytes
 - c. 1000 bytes
 - d. 10,000 bytes

3. Which of the following temporarily stores data while you are creating a document?
 - a. A floppy disk
 - b. ROM
 - c. RAM
 - d. A hard disk

4. What telecommunications device is used to convert digital signals to analog signals?
 - a. A mouse
 - b. A system device driver
 - c. A modem
 - d. A telephone pole

5. RAM is a type of memory you can upgrade on your computer.
 - a. True
 - b. False

6. Why would you want to use a ZIP disk instead of a floppy disk to save data?
 - a. Because the ZIP disk is cheaper
 - b. Because the ZIP disk holds more data
 - c. Because the ZIP disk is smaller
 - d. Because you work for Iomega

7. A floppy disk can hold *up to* how much data?
 - a. 100 kilobytes
 - b. 100 megabytes
 - c. 2.5 megabytes
 - d. 1.44 megabytes
8. A series of 8 bits is called:
 - a. A pixel
 - b. A kilobyte
 - c. A byte
 - d. A bit
9. On the taskbar, clicking the Start button:
 - a. Automatically starts the My Computer program
 - b. Opens Windows
 - c. Displays a menu from which you can start programs and find files
 - d. Opens all the programs contained on your computer
10. Clicking the right mouse button in different parts of the document window has what effect?
 - a. Help information appears
 - b. The last command you used is repeated
 - c. A pop-up menu opens
 - d. Nothing happens
11. To open a menu using the keyboard, you:
 - a. Press the [Alt] key, then press the underlined letter of the menu item you want.
 - b. Press the [Ctrl] key, then use the arrow keys to move to the menu item you want.
 - c. Press the [Shift] key, then press the underlined letter of the menu item you want.
 - d. Press the [Shift] key, then use the arrow keys to move to the menu item you want.
12. You display a ToolTip for a button by:
 - a. Clicking Start on the taskbar, then clicking Show ToolTip
 - b. Clicking the button with the left mouse button
 - c. Clicking the button with the right mouse button
 - d. Pointing to the button
13. In a dialog box, pressing [Esc]:
 - a. Is the same as clicking Cancel.
 - b. Is the same as clicking OK.
 - c. Accepts any changes and closes the dialog box.
 - d. Accepts any changes and keeps the dialog box open.
14. When describing a computer's operating system, the acronym GUI stands for group user interface.
 - a. True
 - b. False

15. Clicking a radio button in a dialog box:
 - a. Disables a dialog box option
 - b. Carries out a command
 - c. Selects a single dialog box option
 - d. Turns a dialog box option on or off

16. When do scroll bars appear?
 - a. When there is more information than can be displayed in the active window
 - b. Scroll bars always appear
 - c. When you click the scroll bars button
 - d. When you double-click the active window

17. Clicking the **right mouse button** on a drive letter, file, or part of a document window has what effect?
 - a. The help wizard displays
 - b. The last command you used is repeated
 - c. A pop-up menu opens
 - d. Nothing happens

18. The taskbar displays the programs that are currently open and active.
 - a. True
 - b. False

19. Double-clicking an icon opens a window or program.
 - a. True
 - b. False

20. An arrow next to a menu item indicates that additional menu options are available.
 - a. True
 - b. False

21. The sizing buttons are located in the upper-right corner of a window.
 - a. True
 - b. False

22. Pressing [Enter] in a dialog box is the same as clicking OK.
 - a. True
 - b. False

23. A window can display both vertical and horizontal scroll bars at the same time.
 - a. True
 - b. False

24. It is a good idea to turn off the computer while Windows is still running.
 - a. True
 - b. False

25. The mouse pointer changes shape depending on its location on the screen.
 - a. True
 - b. False

26. In MS Word, to select a paragraph,
 - a. Press the [Ctrl] key and click in the selection bar, or triple-click in the selection bar.
 - b. Double-click in the selection bar next to the paragraph, or triple-click within the paragraph.
 - c. Press the [Ctrl] key and click within the paragraph.
 - d. Double-click the paragraph.

27. To select a line in MS Word,
 - a. Click and drag in the selection bar next to the line.
 - b. Press the Control key and click within the line.
 - c. Double-click within the line.
 - d. Click in the selection bar next to the line.

28. In MS Word, to move text with _____, you need to select the text, press and hold the mouse button while you use the pointer to drag the text to a new place, then release the mouse button.
 - a. Drag and drop
 - b. Cut and paste
 - c. Copy and paste
 - d. None of the above

29. Editing a document consists of reading through the document, then:
 - a. Correcting your errors
 - b. Printing the document
 - c. Saving the document
 - d. None of the above

30. To substitute specific text with specified replacement text, use the:
 - a. Replace command
 - b. Find command
 - c. Insert command
 - d. Browse command

31. Symbols that can be displayed on the screen, but which do not show when you print your document, are called
 - a. Hidden characters
 - b. Nonstandard characters
 - c. Default characters
 - d. Nonprinting characters

32. To see how a document page will look when printed, use the:
 - a. Print dialog box
 - b. Help menu
 - c. Print Preview window
 - d. Normal view command

33. To quickly indent a single paragraph, you can use the:
 - a. Increase Indent button
 - b. Decrease Indent button
 - c. Justify button
 - d. Center button

34. The vertical spacing of text is also referred to as:
 - a. Tabs
 - b. Alignment
 - c. Justification
 - d. Line spacing

35. A font without the small horizontal lines at the tops and bottoms of letters is called:
 - a. A roman font
 - b. A sans serif font
 - c. An italic font
 - d. A title font

36. MS Word offers standard settings that are appropriate for most documents; these settings are called:
 - a. Default settings
 - b. Document settings
 - c. Normal settings
 - d. Screen settings