

Tutorials 1 & 2 Test: Operating Systems

Course: Operating Systems – Windows

Instructor: Ms. Ann Gordon

Semester: Spring 1998

Name _____ **Date** _____

Directions: Finish this part of the test first. Hand the test to the instructor before starting the Activity part of the test. Follow directions on the handout. Give the instructor the handout and your floppy disk when you finish the Activity.

1. Which of the following software does your school computer use for basic operating tasks such as saving data on your disks?
 - a. Task Reference
 - b. ToolTips
 - c. Microsoft Windows
 - d. Microsoft Reference Windows

2. Small pictures that represent objects such as a specific computer program or a document are known as _____.
 - a. Icons
 - b. Pointers
 - c. Tasks
 - d. Windows

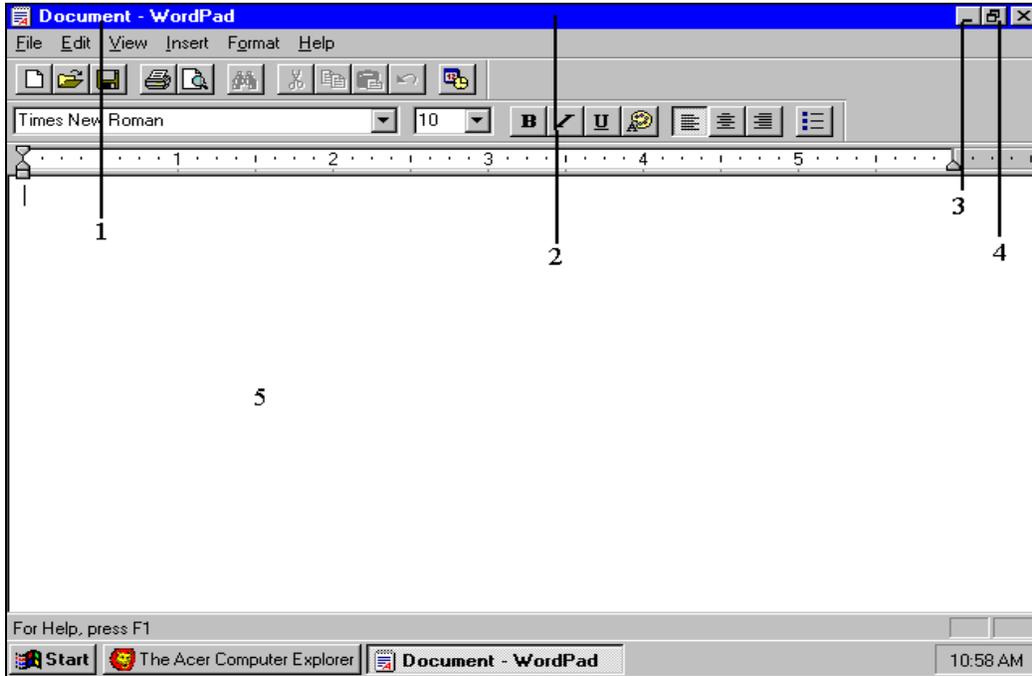
3. Which button is used to access essential Windows functions, programs, and documents?
 - a. Restore
 - b. Open
 - c. Start
 - d. Access

4. What action selects an object on the desktop (using the mouse)?
 - a. Drag
 - b. Point
 - c. Click
 - d. Double-click

5. Windows includes an easy-to-use word-processing program called:
 - a. Write
 - b. WordPad
 - c. Notebook
 - d. Stationery

6. What Windows feature allows multiple programs to run at the same time?
 - a. Multi-tasking
 - b. WorkOver
 - c. Group
 - d. Multi-programs

7. In the WordPad figure below, item 4 points to which button?
- Minimize
 - Open
 - Restore
 - Close



8. In the WordPad figure above, the 3 points to which button?
- Minimize
 - Maximize
 - Restore
 - Close

9. In the WordPad figure above, the area where number 5 is located is referred to as:
- The writing tablet
 - The screen area
 - The notebook
 - The workspace

10. In the WordPad figure above, the 1 points to:
- The window title
 - The toolbar
 - The menu bar
 - The taskbar

11. Holding the mouse button down while simultaneously moving the mouse is called:
 - a. Clicking
 - b. Double-clicking
 - c. Sliding
 - d. Dragging

12. What symbol on the right side of a menu item indicates that the menu item has submenus?
 - a. Check mark
 - b. Ellipsis
 - c. Triangle
 - d. Exclamation mark

13. If a menu option is unavailable at the present time, the menu option is:
 - a. Deleted
 - b. Bold
 - c. Italicized
 - d. Grayed-out

14. The program in which you are currently working in is known as the _____ program.
 - a. Active
 - b. Running
 - c. Open
 - d. Working

15. From a program window, one way to return to the Windows desktop is to click the Close button.
 - a. True
 - b. False

16. The active program is the one in which you are currently working.
 - a. True
 - b. False

17. The toolbar contains the titles of menus.
 - a. True
 - b. False

18. The title bar contains the window title and basic window control buttons.
 - a. True
 - b. False

19. To move a window, you click and drag it by its title bar.
 - a. True
 - b. False

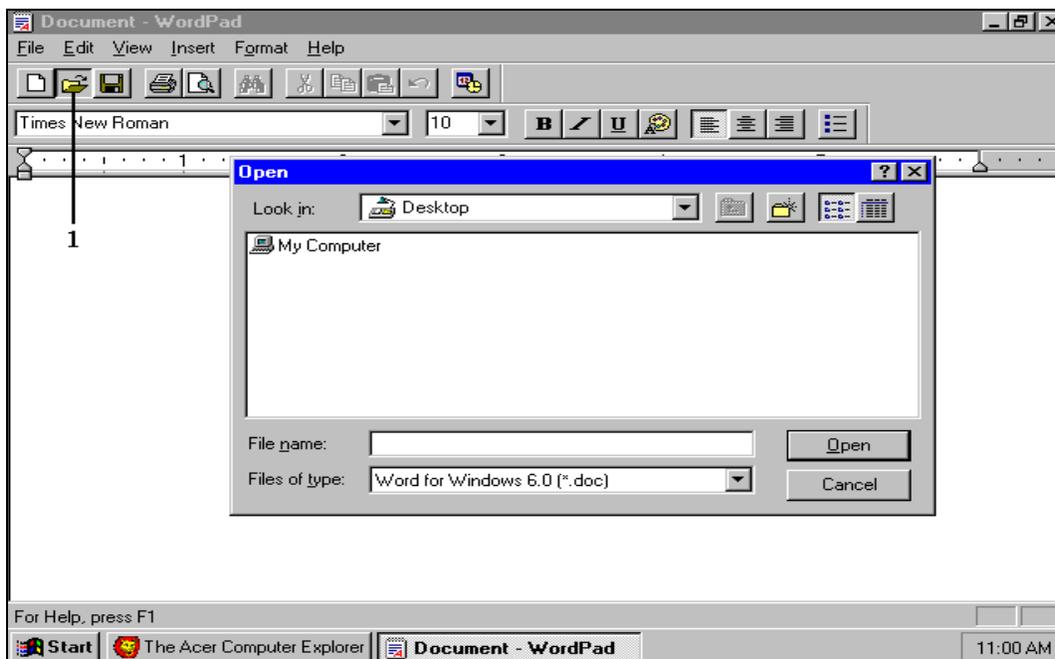
20. How many characters can you use in a Windows filename?
- 8
 - 10
 - 150
 - 255
21. Which Windows feature automatically continues your text onto the next line?
- Write word
 - Word wrap
 - Wrap text
 - Text write
22. Which symbol separates a filename from the filename extension?
- Comma
 - Colon
 - Period
 - Backslash

Use the following terms to answer Questions 23 through 31:

Selected	ToolTips	Graphic User Interface
Dragging	Check	Application
Multi-Tasking	Clicking	Pointer
Taskbar	Tools	Menu

23. The _____ sometimes changes shape depending on where it is on the screen.
24. When the pointer is located over an object, _____ tell the function or purpose of the object.
25. When a character is _____, it is highlighted by a dark background.
26. _____ the mouse selects an object on the desktop.
27. A program or a(n) _____ is the software you use in Windows.
28. The _____ feature of Windows allows you to work on more than one task at a time and to quickly switch between tasks.
29. The _____ contains the program buttons that indicate which programs are running and which one is active.
30. _____ an object moves it to a new location.
31. In dialog boxes, when you click a check box, a(n) _____ appears in it.

32. Which key deletes the character to the left of the insertion point?
- Backspace
 - Delete
 - Either a or b
 - None of the above
33. Which key deletes the character to the right of the insertion point?
- Backspace
 - Delete
 - Either a or b
 - None of the above
34. Which of the following can be done to a block of text?
- Deleting
 - Moving
 - Underlining
 - All of the above
35. In the Open dialog box below, where will the computer be looking for the file?
- Network Neighborhood
 - Desktop
 - Recycle Bin
 - Student Disk



36. In the Open dialog box above, which button is indicated by the number 1?
- Save
 - New
 - Open
 - Print
37. To open an icon, select the icon and then press what key?
- Start
 - Enter
 - Alt
 - Ctrl
38. To see how a document will appear on paper before you print, use:
- Print Preview
 - Print Check
 - Paper Print
 - Mirror Print
39. When you delete a file on the computer using the “delete” feature, where is the file retained?
- My Computer
 - Network Neighborhood
 - Recycle Bin
 - The file is not retained, but erased immediately
40. When you delete a file from a floppy disk, where is it retained?
- My Computer
 - Network Neighborhood
 - Recycle Bin
 - The file is not retained, but deleted immediately
41. The insertion point moves as you type.
- True
 - False
42. The computer's memory temporarily holds the text you type.
- True
 - False
43. You can delete a file or folder by deleting its icon.
- True
 - False

Use the following terms to fill in the blanks for questions 45 to 55:

Backup	My Computer	Folder
File	Back Space	Delete
Enter	Shift	Word Wrap
Period	Comma	Print Preview
Paste	I-beam	Disk

44. A _____ is a collection of data that has a name and is stored in a computer.
45. _____ automatically continues the text you are typing on to the next line without pressing Enter.
46. The _____ key deletes the character to the left.
47. The _____ key deletes the character to the right.
48. A _____ separates the filename from the filename extension.
49. To view your document as it will appear when printed, click _____.
50. To open an icon, click the icon then press the _____ key.
51. The _____ window contains an icon for each of the storage devices on your computer.
52. To create a folder, click File then point to New, then click _____.
53. To avoid losing all your data, it is a good idea to make a(n) _____ copy.
54. When you are working in a text box, the pointer shape changes to a(n) _____.