

## Lesson 1: Essential Computer Skills

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### I. MULTIPLE CHOICE:

1. The acronym "GUI" stands for \_\_\_\_\_.
  - a. Graphical User Interface
  - b. Graphics Utility Input
  - c. Graphic Utility Interface
  - d. Graphical User Imaging
2. The \_\_\_\_ is the first screen you see when the operating system is up and fully running.
  - a. icon
  - b. desktop
  - c. menu
  - d. window
3. Even after you delete a file or folder, you can retrieve it from \_\_\_\_\_.
  - a. the Icon bin
  - b. Delete
  - c. the Trash
  - d. the Recycle Bin
4. A floppy disk is just one of many kinds of \_\_\_\_ storage media.
  - a. magnetic
  - b. recycle
  - c. track
  - d. band
5. When you \_\_\_\_ a window, it fills the entire screen.
  - a. manage
  - b. maximize
  - c. expand
  - d. minimize
6. If you don't like the location of a window, you can move it by placing the mouse pointer over the \_\_\_\_ and then dragging the window to a new location.
  - a. status bar
  - b. title bar
  - c. Options icon
  - d. Restore button
7. When you move a file, it is copied to a new location and the version in the original location is \_\_\_\_\_.
  - a. modified
  - b. untouched
  - c. erased
  - d. formatted
8. In the Windows environment, you can select multiple files in a list by clicking the first file, holding down the \_\_\_\_ key, and then clicking the last file in the list.
  - a. Shift
  - b. Ctrl
  - c. Alt
  - d. Finder
9. Double-clicking an icon opens a \_\_\_\_\_.
  - a. page
  - b. window
  - c. desktop
  - d. Web link
10. The row of buttons that often appears in a window below the menu bar is called the \_\_\_\_\_.
  - a. title bar
  - b. status bar
  - c. taskbar
  - d. toolbar
11. To start a program that is not represented by an icon on the desktop, you click the Start button and then point to \_\_\_\_ on the menu to access a submenu.
  - a. Other Programs
  - b. All Programs
  - c. Search Programs
  - d. Launch Programs

12. The \_\_\_\_\_ are bars at the bottom and left of many windows that allow you to move to any part of a file.

- a. toolbars
- b. serial bars
- c. scroll bars
- d. movement bars

13. When you \_\_\_\_\_ a disk, it is organized into tracks and sectors.

- a. erase
- b. format
- c. reorganize
- d. start

14. A window that is minimized appears as a button on the \_\_\_\_\_.

- a. toolbar
- b. taskbar
- c. scroll bar
- d. menu bar

15. On what menu will you find the Save As command?

- a. Edit
- b. File
- c. View
- d. Tools

**II. COMPLETION:**

1. Despite a GUI's convenient features that makes it easy to issue commands using the mouse, it is still necessary to use a(n) \_\_\_\_\_ for many programs.

ANS: keyboard

2. A small picture that represents a file, command, or some other computer function is known as a(n) \_\_\_\_\_.

ANS: icon

3. The \_\_\_\_\_ is an on-screen symbol that shows the current position of the mouse.

ANS: pointer

4. A trackball is a(n) \_\_\_\_\_ device.

ANS: Pointing OR pointer

5. In the Windows environment, the Close option is located under the \_\_\_\_\_ menu.

ANS: File

6. A formatted disk is organized into tracks and \_\_\_\_\_.

ANS: sectors

7. When you format a disk, all data on the disk is \_\_\_\_\_.

ANS: Lost OR deleted OR erased

8. When you \_\_\_\_\_ a window, it returns to its previous size.

ANS: restore

9. When you maximize a window, the Maximize button becomes the \_\_\_\_\_ button.

ANS: Restore Down OR Restore

10. You can select a group of nonadjacent files by clicking the first file, holding down the \_\_\_\_\_ key, and then clicking the remaining files.

ANS: Ctrl OR Control

11. When you have more than one window open, the title bar of the \_\_\_\_\_ window appears in dark or bright lettering.

ANS: active

12. After you install new software, you often need to \_\_\_\_\_ the computer.

ANS: restart OR reboot

13. The \_\_\_\_\_ is a computer representation of how people work that contains windows and icons.

ANS: desktop

14. One way to execute a command is by clicking an option in a drop-down \_\_\_\_\_.

ANS: menu

15. The \_\_\_\_\_ table on a floppy disk logs information about each track on the disk.

ANS: file allocation

16. When you \_\_\_\_\_ a file, you make an exact duplicate of the original file.

ANS: copy

17. Software that is distributed to users through a Web site at no cost is called \_\_\_\_\_.

ANS: freeware

18. To install new software, start the \_\_\_\_\_ file and follow the instructions in the Wizard.

ANS: Install OR Setup

19. Clicking or double-clicking a small graphic called a(n) \_\_\_\_\_ will execute an associated command.

ANS: icon

20. A(n) \_\_\_\_\_, such as a mouse, allows a computer user to select objects, such as icons or text.

ANS: pointing device

**Answer Keys:**

1. A
2. B
3. D
4. A
5. B
6. B
7. C
8. A
9. B
10. D
11. B
12. C
13. B
14. B
15. B