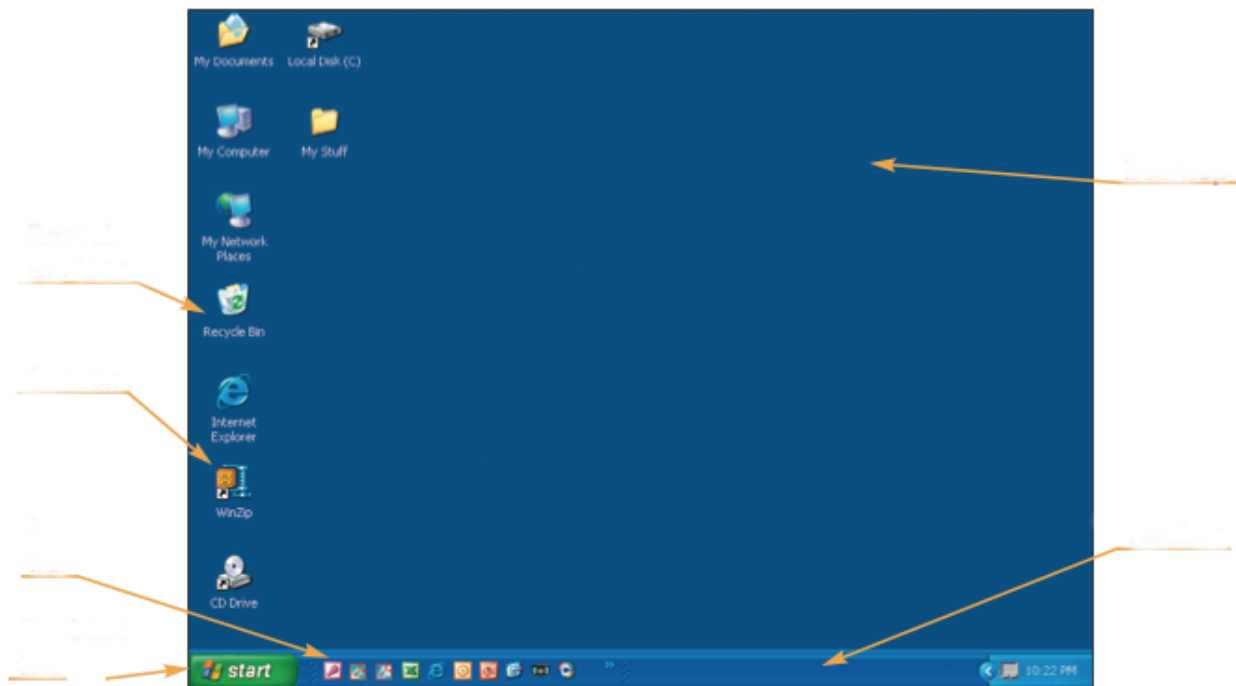




Lesson 2: The Windows Operating Systems  
Homework Sheet

1. Label the following figure below using the listed words. (\_\_\_\_/5)  
Desktop, taskbar, Start Button, Quick launch bar, Recycle bin icon



2. Choose the best answer for the following questions: (\_\_\_\_/10)

- 1) The kind of box that allows you to key information in the dialog box and to change existing text and highlight it by double-clicking it is called:
- Text Boxes
  - Check boxes
  - List Boxes
  - Combo Box

- 2) If you choose to \_\_\_\_\_, Windows saves your work and settings and returns to the welcome screen for the next user.
- Turn Off
  - Restart
  - Standby
  - Log off
- 3) If you want to save electrical energy but keep your current programs running so you can resume where you left off, you need to \_\_\_\_\_ the computer.
- Turn off
  - Restart
  - Standby
  - Log off
- 4) You use the \_\_\_\_\_ to switch back and forth between running programs and to open files and documents:
- Task bar
  - Tool bar
  - Title bar
  - Menu bar
- 5) \_\_\_\_\_ button is rectangular and lets you execute an action.
- Command
  - Options
- 6) \_\_\_\_\_ button lets you choose from one of the commands or options.
- Command
  - Options
- 7) The \_\_\_\_\_ icons lets you open a program or file with a click:
- Quick launch
  - Start
  - Tools
  - Options
- 8) If additional information is needed, Windows displays:
- Message box
  - Dialog box
  - Prompt box
  - Control menu box

9) When multiple windows are open at your desktop, the one that you are working on, where the title bar has a darker color than the other windows is called:

- a. Title bar
- b. Active window
- c. Current window
- d. On Screen Window

10) \_\_\_\_\_ allows you to make choices from a group of choices where you can check several boxes from a variety of options.

- a. Check box
- b. Command box
- c. Combo box
- d. Drop down box