

Lesson 2: The Windows Operating System

I. MULTIPLE CHOICE:

1. One key benefit of a GUI is that it provides a _____.
 - a. consistent way to work within each program
 - b. simple way to switch between programs
 - c. consistent way to work with other programs
 - d. all of the above
2. Windows XP automatically starts when you _____.
 - a. turn on your computer
 - b. log on to your computer
 - c. access your account
 - d. select the Windows icon
3. Which is NOT a component of the new Windows desktop?
 - a. taskbar
 - b. control panel
 - c. icons
 - d. Quick Launch toolbar
4. The Start menu is accessed by clicking the Start button on the _____.
 - a. desktop
 - b. Quick Launch toolbar
 - c. taskbar
 - d. My Computer folder
5. You can use the Start menu to _____.
 - a. launch programs
 - b. shut down Windows
 - c. find files or folders
 - d. all of the above
6. The arrow you see on the desktop is the _____.
 - a. mouse pointer
 - b. mouse
 - c. mouse arrow
 - d. cursor
7. When you are working with text, the mouse pointer changes to a(n) _____.
 - a. hourglass
 - b. circle with a slash through it
 - c. I-beam
 - d. arrow
8. Dragging an object with the mouse _____ the object.
 - a. selects
 - b. moves
 - c. copies
 - d. resizes
9. A box that contains only one option and a special arrow symbol is called a _____.
 - a. drop-down list box
 - b. check box
 - c. combo box
 - d. scroll box
10. The _____ contains buttons that permit you to access various functions and issue commands.
 - a. Windows toolbar
 - b. Standard toolbar
 - c. taskbar
 - d. all of the above
11. The _____ bar displays icons for frequently used programs so that they are always visible on your desktop for easy access.
 - a. Easy On
 - b. Standard
 - c. Fast Finder
 - d. Quick Launch

12. The items on the right side of the separator line in the Start menu are called _____.
 - a. program folders
 - b. pinned items
 - c. Quick Launch files
 - d. none of the above

13. A wireless mouse is sometimes called a _____ because it has no “tail” or cable.
 - a. Manx mouse
 - b. squirrel
 - c. gerbil
 - d. hamster

14. To view all of the open windows on your desktop without overlapping them, chose the _____ option on the taskbar shortcut menu.
 - a. Tile Windows Vertically
 - b. Tile Windows Horizontally
 - c. Cascade Windows
 - d. Both a and b

15. Someone you know can connect to your computer from another computer and observe your screen as you work by using the _____ feature.
 - a. Did You Know?
 - b. Pick a Topic
 - c. Remote Assistance
 - d. Connectivity

COMPLETION:

1. The capability of running several programs at the same time is called _____.
ANS: multitasking

2. Windows XP opens to the _____, which contains your preferred settings.
ANS: standard desktop

3. In Windows XP, you can access open programs by clicking on its button on the _____.
ANS: taskbar

4. On the Start menu, the items on the right side of the separator line are called the _____ items list.
ANS: pinned

5. Click the Start button on the _____ to display the Start menu.
ANS: taskbar

6. The _____ is an input device that allows you to find files, access tools, and to move items on the desktop.
ANS: mouse

7. A(n) “_____” on your mouse lets you move through documents quickly by allowing you to roll to scroll.
ANS: Fast Wheel

8. The _____ option allows you to resume your work at the same place you left off.

ANS: Stand By

9. Most Windows activity takes place on the _____.

ANS: desktop

10. The active window can be distinguished by the color of its _____ bar.

ANS: title

11. _____ buttons carry out your instructions using the information selected in a dialog box.

ANS: Command

12. A right-pointing arrow next to a menu option indicates that a(n) _____ will appear if you select that option.

ANS: submenu

13. A predetermined software choice or setting is called the _____.

ANS: default

14. A(n) _____ menu can be accessed by right-clicking on an object.

ANS: shortcut

15. Windows' _____ features allow you to easily transfer data among different software applications.

ANS: linking

16. The _____ bar provides current information about a selected item or task being performed.

ANS: status

17. To organize open windows in a stack with title bars showing and the active window in front, use the _____ option.

ANS: Cascade Windows

18. The _____ option on the Start menu offers assistance, information about updates, and tips on using Windows XP.

ANS: Help and Support

19. A(n) _____ is a list of related options or choices.

ANS: menu

20. The _____ option in the Log Off Windows message box will keep your open programs running and waiting for you while making the computer available for another user.

ANS: Switch User

Answer Keys:

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