

Lesson 3: Changing Settings and Customizing the Desktop

I. MULTIPLE CHOICE:

1. Select the ____ tab of the Display Properties dialog box to change the type of monitor your system uses.
 - a. Desktop
 - b. Screen Saver
 - c. Appearance
 - d. Settings
2. Select the ____ tab to change the background image on your desktop.
 - a. Desktop
 - b. Themes
 - c. Appearance
 - d. Either a or b
3. When you click a theme, the new background will appear in the sample window in the center of the ____ dialog box.
 - a. Display Properties
 - b. Themes
 - c. Desktop Properties
 - d. Display Themes
4. By default, the Background Position option is set to _____.
 - a. tile
 - b. center
 - c. stretch
 - d. fill
5. If you remove a desktop shortcut using the Desktop Cleanup Wizard, the shortcuts are sent to the ____ folder.
 - a. Recycle Bin
 - b. Unused Desktop Shortcuts
 - c. My Shortcuts
 - d. None. They are simply deleted.
6. Which desktop icon allows you to browse through files on a connected computer?
 - a. Internet Explorer
 - b. My Network Places
 - c. My Connections
 - d. Both a and b
7. To change the computer's clock or time, you can open the Date and Time Properties dialog box from the Control Panel or click an icon on the _____.
 - a. status bar
 - b. taskbar
 - c. toolbar
 - d. address bar
8. A shortcut icon can be identified by a small _____.
 - a. check mark in the lower-left corner
 - b. x in the upper-right corner
 - c. arrow in the lower-left corner
 - d. arrow in the lower-right corner
9. Which of the following is NOT an element of a desktop theme?
 - a. screen saver
 - b. background image
 - c. monitor resolution
 - d. window colors
10. A(n) ____ is a program that displays static or moving graphics or a blank screen when your computer is idle.
 - a. theme program
 - b. screen saver
 - c. active document
 - d. shortcut
11. The default view in the Control Panel window is ____ view.
 - a. Category
 - b. Classic
 - c. Control
 - d. System
12. Icons on your desktop that function as shortcuts to an application or document are called _____.

- a. wizard shortcuts
 - b. desk images
 - c. quick links
 - d. desktop shortcuts
13. Which category on the Control Panel would you choose to change the settings for your keyboard?
- a. Sounds, Speech, and Audio Devices
 - b. Printers and Other Hardware
 - c. User Accounts
 - d. Performance and Maintenance
14. The ____ gives you access to information about system settings, display options, and ways to customize your desktop.
- a. Shortcut menu
 - b. Control Panel
 - c. Standard toolbar
 - d. none of the above
15. To repeat a graphic many times to fill the whole computer screen, you would choose the ____ position option for the background.
- a. tile
 - b. center
 - c. stretch
 - d. fill

II. COMPLETION:

1. The default Windows XP background is _____.
- ANS: Bliss
2. By selecting a(n) _____, you can modify your background, icons, fonts, colors, and sounds.
- ANS: desktop theme
3. The _____ button toward the bottom of the Desktop tab provides a convenient way for you to select which icons appear on your desktop.
- ANS: Customize Desktop
4. To select which standard icons appear on your desktop, select the _____ tab in the Desktop Items dialog box.
- ANS: General
5. You can click the _____ icon to access a personalized Web browser.
- ANS: Internet Explorer
6. Windows XP provides a number of utility programs, called _____, that help you perform a task quickly and easily.
- ANS: Wizards
7. Windows XP contains a(n) _____ Wizard that can check your desktop for shortcuts that you have not used during the previous 60 days.
- ANS: Desktop Cleanup

8. Use the _____ tab in the Display Properties dialog box to change the resolution of your desktop.
ANS: Settings
9. A(n) _____ functions as a pointer to an application or document file.
ANS: shortcut
10. A(n) _____ is a keystroke combination that runs a program or opens the dialog box to which it is linked.
ANS: shortcut key
11. You can assign a shortcut key to a shortcut in the shortcut's _____ dialog box.
ANS: Properties
12. The _____ desktop icon displays the hardware devices, resources, programs, and files that are stored on your computer.
ANS: My Computer
13. To change the password required to log on to Windows XP, you would begin by selecting the _____ category on the Control Panel.
ANS: User Accounts
14. You open the Control Panel by selecting it from the _____ menu.
ANS: Start
15. To access the Systems Properties dialog box and display basic information about your computer system, you would select the _____ category in the Control Panel.
ANS: Performance and Maintenance
16. You can change the time zone for your computer's internal clock in the _____ dialog box.
ANS: Date and Time Properties
17. Windows can use any graphics file with an extension such as GIF, JPG, or BMP as a _____ for the desktop.
ANS: background
18. To display different toolbars in your window, you must select them from the Toolbars submenu on the _____ menu.
ANS: View
19. One way to delete a shortcut from your desktop is to drag it to the _____.

ANS: Recycle Bin

20. Clicking an icon on the taskbar that looks like a bullhorn opens the _____ dialog box.

ANS: Volume Control

Answer Keys:

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