Lesson 2: The Windows Operating Systems
Classwork Sheet

1. Match each term with the correct definition. (/10)

Term		Definition
___	1. Dragging	A. Instructions to perform an operation or execute a program.
___	2. Address bar	B. A menu within another menu
___	3. Log off	C. Allow you to choose one option from a group of options
___	4. Dialog box	D. The window currently in use
___	5. Option buttons	E. The space in some application windows that displays the name of the open folder or object
___	6. Command	F. Pressing and releasing the left (primary) mouse button.
___	7. Shortcut Keys	G. Pressing and releasing the left (primary) mouse button
___	8. Clicking	H. An information-exchange window in which the user provides information
___	9. Submenu	I. A combination of two or more keystrokes that, when pressed, carries out a specific action or function
___	10. Active window	J. To exit the account you are using, but keep the computer on for you or another user to log on at a later time

II. Choose the best answer for the following statements: (/5)

1. Why is Windows XP called a graphical user interface?
    a. You can use it to access the Internet and move around to different Web sites.
    b. It lets you draw pictures and illustrations.
    c. It contains visual components, such as the desktop, plus items, such as windows and icons, that can be manipulated by using the mouse rather than keying commands.
    d. You can interact with other users by sending them e-mail and instant messages

2. Windows XP is designed to ease the transition for users accustomed to an older version of the Windows operating system.
    a. True
    b. False

3. The _____ option on the Start menu contains a complete list of the software applications installed on the computer.
    a. My Documents
    b. My Computer
    c. All Programs
    d. Control Panel

4. The fast Alt + Tab key lets you switch between open windows.
    a. True
    b. False

5. You are left-handed and want to know how to switch the primary mouse button from the left button to the right button. Which of the following would probably be the fastest way to find out this information?
    a. Help and Support Center search
    b. The "Did you know?" option
    c. Ask for assistance option
    d. Fixing a Problem option in the Pick a Help topic menu