



Lesson 1

Classwork#1

Essential Computer Skills

True/False

Indicate whether the sentence or statement is true or false.

- _____ 1. The graphical user interface or GUI loads automatically when you start your computer.
- _____ 2. Horizontal or vertical scroll bars are used to control the part of a document that displays in the window.
- _____ 3. A menu is a text interface.
- _____ 4. A pointer often appears as an arrow or I-beam.
- _____ 5. In most operating systems, the term “Window” and the term “window” may be used interchangeably.
- _____ 6. In Windows XP, you start the process of shutting down your system by clicking the End button.
- _____ 7. When you minimize a window, the window is closed.
- _____ 8. You can have two instances of the same program open at the same time.
- _____ 9. You cannot have more than one file in a folder with the same name.
- _____ 10. Today, most kinds of storage media need to be formatted before they can be used to store data.
- _____ 11. You can delete a file by right-clicking it and then clicking the Eliminate command on the shortcut menu that displays.
- _____ 12. If you turn off your computer without going through the shutdown process, you will see a warning screen telling you the disk must be checked for errors when you start the computer again.
- _____ 13. Software upgrades may make an application more compatible with newer hardware or operating systems.
- _____ 14. When you install new software, you may see a message that says you must restart the computer before the new program will be available.
- _____ 15. You should always upgrade to the newest version of a software program as soon as possible.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- _____ 16. The acronym “GUI” stands for _____.
- a. Graphical User Interface
 - b. Graphics Utility Input
 - c. Graphic Utility Interface
 - d. Graphical User Imaging
- _____ 17. The _____ is the first screen you see when the operating system is up and fully running.
- a. icon
 - b. desktop
 - c. menu
 - d. window
- _____ 18. 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
- _____ 19. A floppy disk is just one of many kinds of _____ storage media.
- a. magnetic
 - b. recycle
 - c. track
 - d. band
- _____ 20. When you _____ a window, it fills the entire screen.
- a. manage
 - b. maximize
 - c. expand
 - d. minimize
- _____ 21. 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
- _____ 22. 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
- _____ 23. 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
- _____ 24. Double-clicking an icon opens a _____.
- a. page
 - b. window
 - c. desktop
 - d. Web link

- _____ 25. 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
- _____ 26. 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
- _____ 27. 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
- _____ 28. When you _____ a disk, it is organized into tracks and sectors.
- a. erase
 - b. format
 - c. reorganize
 - d. start
- _____ 29. A window that is minimized appears as a button on the _____.
- a. toolbar
 - b. taskbar
 - c. scroll bar
 - d. menu bar
- _____ 30. On what menu will you find the Save As command?
- a. Edit
 - b. File
 - c. View
 - d. Tools

Completion

Complete each sentence or statement.

31. 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.
32. A small picture that represents a file, command, or some other computer function is known as a(n) _____.
33. The _____ is an on-screen symbol that shows the current position of the mouse.
34. A trackball is a(n) _____ device.
35. In the Windows environment, the Close option is located under the _____ menu.

36. A formatted disk is organized into tracks and _____.
37. When you format a disk, all data on the disk is _____.
38. When you _____ a window, it returns to its previous size.
39. When you maximize a window, the Maximize button becomes the _____ button.
40. You can select a group of nonadjacent files by clicking the first file, holding down the _____ key, and then clicking the remaining files.
41. When you have more than one window open, the title bar of the _____ window appears in dark or bright lettering.
42. After you install new software, you often need to _____ the computer.
43. The _____ is a computer representation of how people work that contains windows and icons.
44. One way to execute a command is by clicking an option in a drop-down _____.
45. The _____ table on a floppy disk logs information about each track on the disk.
46. When you _____ a file, you make an exact duplicate of the original file.
47. Software that is distributed to users through a Web site at no cost is called _____.
48. To install new software, start the _____ file and follow the instructions in the Wizard.
49. Clicking or double-clicking a small graphic called a(n) _____ will execute an associated command.
50. A(n) _____, such as a mouse, allows a computer user to select objects, such as icons or text.