Lesson # 2

Classwork #2

The Windows Operating System

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True/False

Indicate whether the sentence or statement is true or false.

____ 1. The Contents tab in a Windows application Help Viewer provides an alphabetical listing of key words and terms related to the application.

____ 2. Windows allows you to work with several open and *active* programs at once.

____ 3. Windows XP contains a mechanism that delivers information from the World Wide Web to your machine without requiring you to connect to the Web.

____ 4. The linking feature in Windows XP allows you to quickly connect to the Internet.

____ 5. When the mouse pointer changes to an hourglass, it means that Windows isn't ready to receive further input.

____ 6. The left mouse button is called the primary button.

____ 7. When you drag an icon using the mouse, a "ghost image" of the icon follows the mouse pointer.

____ 8. A list entry box is a combination of a text box and a list box.

____ 9. Command buttons are sometimes called radio buttons.

____ 10. The ellipsis (...) that follows some Windows commands indicates the need for additional information.

____ 11. A dialog box is a type of window and has some features in common with a document window, such as its identifying title bar.

____ 12. Shortcut keys allow you to access menu commands and features without using the mouse.

____ 13. If a menu has one or more commands highlighted, then they are the only options available.

____ 14. A computer system that frequently "locks up" may be a sign of unstable operating system files that should be reinstalled to protect data.

____ 15. You can only use uppercase letters for shortcut keys.

Multiple Choice

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

____ 16. 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

____ 17. 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

____ 18. Which is NOT a component of the new Windows desktop?

a. taskbar
b. control panel
c. icons
d. Quick Launch toolbar

____ 19. The Start menu is accessed by clicking the Start button on the ____.

a. desktop
b. Quick Launch toolbar
c. taskbar
d. My Computer folder

____ 20. You can use the Start menu to ____.

a. launch programs
b. shut down Windows
c. find files or folders
d. all of the above

____ 21. The arrow you see on the desktop is the ____.

a. mouse pointer
b. mouse
c. mouse arrow
d. cursor

____ 22. 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

____ 23. Dragging an object with the mouse ____ the object.

a. selects
b. moves
c. copies
d. resizes

____ 24. 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

____ 25. 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

____ 26. 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

____ 27. 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

____ 28. A wireless mouse is sometimes called a ____ because it has no "tail" or cable.

a. Manx mouse
b. squirrel
c. gerbil
d. hamster

____ 29. 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

____ 30. 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

Complete each sentence or statement.

31. The capability of running several programs at the same time is called _____.

32. Windows XP opens to the _____, which contains your preferred settings.

33. In Windows XP, you can access open programs by clicking on its button on the _____.

34. On the Start menu, the items on the right side of the separator line are called the _____ items list.

35. Click the Start button on the _____ to display the Start menu.

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

37. A(n) "_____" on your mouse lets you move through documents quickly by allowing you to roll to scroll.

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

39. Most Windows activity takes place on the _____.

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

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

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

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

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

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

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

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

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

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

50. The _____ option in the Log Off Windows message