

Computer Literacy Module - 5

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1} What are these images called?



- A) Click art B) Pictoclicks C) **Icons** D) Taskbar

2} What are these buttons called?



- A) **Window buttons** B) Screen buttons C) Size buttons D) Benjamin Buttons

3} How do you get this kind of window to appear?



- A) Double-click with the left mouse button B) **Click with the right mouse button**

- C) Click with the left mouse button D) Click start

4} What is the name of this Windows element?



- A) Workbar B) **Taskbar** C) Program bar D) Spacebar

5} How do you drag with the mouse?

A) Click, point, move the mouse

B) Point, click, move the mouse, click

C) **Point, press the mouse button, move the mouse, release the mouse**

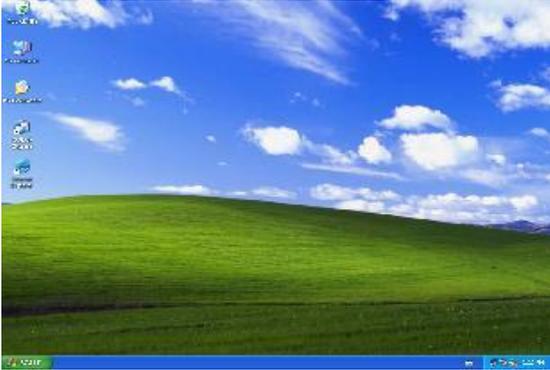
button

D) Double Click the item you want to drag

6} What is Windows XP?

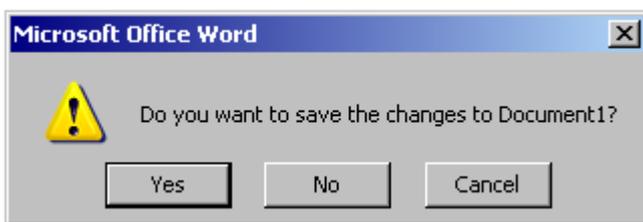
- A) **The computer's operating system**
- B) A program for displaying images on the screen
- C) A system for displaying photos and images on the computer
- D) A hard drive

7} What is the name of this Windows screen?



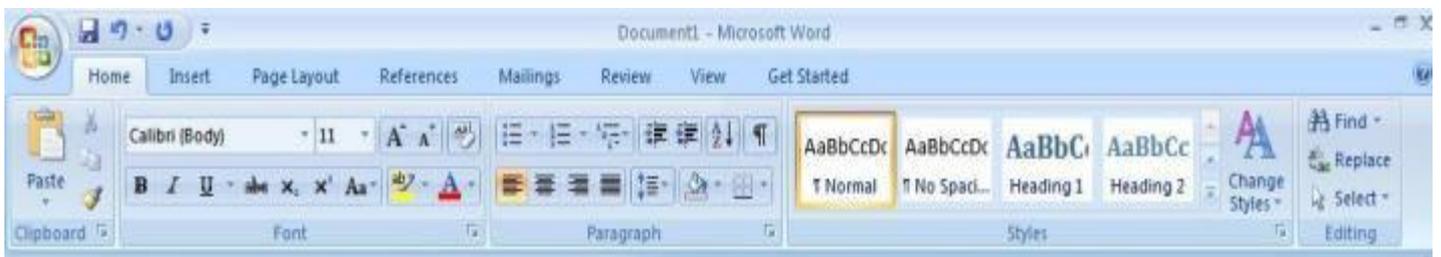
- A) Desk screen
- B) **Desktop**
- C) Desk window
- D) Home page

8} You see this dialog box. You want to close the program without saving the latest version of your document. Which button will you click on?



- A) Yes
- B) **No**
- C) Cancel

9} What is the name of this row of buttons in Word 2007?



- A) Home page
- B) **Ribbon**
- C) Taskbar

10} What does this button do?



- A) Closes the window
- B) **Maximizes the window**
- C) Reduces the size of the window

11} What type of port is this?



- A) PS/2 port B) **USB port** C) Parallel port D) Pass Port

12} In which window can you display the available hard drive space most quickly?

- A) System Properties B) **My Computer** C) My Documents

13} What are documents, drawings, and programs stored on the hard drive called?

- A) Folders B) **Files** C) Folder properties D) DVD

14} What might be going on if you see the following message in the Internet Explorer window?



- A) The web page is too large for your screen
B) The computer settings have been adjusted so that this website is not accessible
C) **The Internet connection isn't working**
D) Your monitor is not on

15} Are spaces allowed in web addresses?

- A) Yes, but only between two letters
B) Yes
C) **No**

16} What is jumping from one website to another called?

- A) Leaping
B) Hyperlinking
C) **Surfing**

17} What kinds of printers are there?

- A) Laser printers and modem printers
B) **Laser printers and inkjet printers**

C) Laser printers and typex printers

18} **What is this kind of computer called?**



A) Lapcomp

B) **Laptop**

C) Toplap

D) Windows Mobile

19} **Is www.visualsteps@com a proper web address?**

A) Yes, this address is correct. As a result of the @ symbol, the first web page is immediately opened

B) No, because the dot should be replaced by an @ symbol

C) **No, because the @ should be replaced by a dot**

20} **What does downloading from the Internet mean?**

A) **Retrieving files from the Internet**

B) Lowering your game level on the Internet

C) Viewing web pages on the Internet

21} **What does a green wavy line under a word or phrase in the document mean in Microsoft Word?**

A) The word or phrase might be misspelled

B) **The word or phrase might contain a grammatical error**

C) The word or phrase has been copied to the clipboard

22} **What happens if you click on this knob in Internet Explorer?**



- A) **A list of previously visited websites appears on the left-hand side of the window**
- B) The last action is undone
- C) A list of favorite web addresses appears on the left-hand side of the window
- 23} **What is a search engine?**
- A) A program that monitors your surfing behavior on the Internet
- B) **A website where you can type in key words and search for them in millions of web pages**
- C) A website where you can click on hundreds of categorized web addresses
- 24} **Which device connects your computer to the Internet?**
- A) Telephone table B) **Modem** C) Hard drive D) CD rom
- 25} **What ribbon do you use to change margins?**
- A) **Page Layout** B) View C) Home D) Insert
- 26} **What does WWW mean?**
- A) Web World Works B) **World Wide Web** C) World Wide Watch
- D) World Wrestling Federation
- 27} **If you're connected to the Internet, you are:**
- A) Outline B) Offline C) **Online**
- 28} **In Microsoft Word 2007, a squiggly red line under a word means**
- A) Check your grammer B) Word does not have a synonym match
- C) **The word is misspelled** D) The dictionary is full
- 29} **What is the 1 shortcut key in Microsoft Word that will start the spellcheck feature automatically?**
- A) F5 B) F4 C) **F7** D) F2
- 30} **On what tool bar do you need to be on to select the ruler?**
- A) Home B) Developer C) Page Layout D) **View**
- 31} **What page view can you use to see what it will look like when printed?**
- A) Draft View B) **Outline View** C) Print View D) Reading View
- 32} **The ribbon consists of a series of _____ which contains groups of tools related to specific tasks.**
- A) Files B) **Tabs** C) Dialog Boxes D) Task Panes
- 33} **The prefix kilo, as in kilobyte, stands for what number?**

A) 10,000 B) 100 C) 1,000,000 D) **1,000**

34} **To get help using Word, click the Help icon on the ribbon or press the F1 key.**

A) **True** B) False

35} **A _____ is a document that provides a preformatted layout for text and graphics, as well as some content.**

A) Wizard B) **Template** C) Letter D) Thumbnail

36} **The first time you save a document in word you must name the file.**

A) **True** B) False

37} **After selecting text, use the _____ and _____ commands to move the text to a different location.**

A) Copy; Paste B) Cut; Repeat C) Copy; Paste Special D) **Cut; Paste**

38} **With regards to storing information, can you create a folder within a folder?**

A) **Yes** B) No C) It depends on the folder size

39} **In Word 07, you can only undo the last change made to the document.**

A) True B) **False**

40} **In Word, a quick way to change all the instances of the word beautiful with the word picturesque is to use the _____ feature.**

A) **Find and Replace** B) Thesaurus C) Document Information D) Properties

41} **In Microsoft Word, to insert a word into the middle of a sentence....**

A) **Move the cursor to the desired location in the sentence and type the new word)**

B) Move the cursor to the desired location in the sentence, press Enter key, and type the new word)

C) Move the cursor to the beginning of the sentence and start typing.

D) Retype the whole sentence.

42} **In Microsoft word, the arrow keys can be used to**

A) **Move the cursor in the text that has already been entered**

B) Delete text C) Save the document D) Move the cursor while deleting text

43} **The Standard Toolbar**

A) Provides a list of pull-down menu names.

- B) Displays information about commands being selected
- C) **Is used to execute commonly performed actions.(Missed)**
- D) Is used to bring hidden parts of a document into view.

44} **The Hide/Show button found in the Standard Toolbar**

- A) Creates a new paragraph
- B) Displays or hides symbols for characters like spaces and tabs.
- C) **Displays or hides the Standard Toolbar.**
- D) Displays or hides the text just typed

45} **In Microsoft Word, when a file is saved for the first time**

- A) A copy is automatically printed
- B) **It must be given a name to identify it.**
- C) It does not need a name
- D) It only needs a name if it is not going to be printed

