

Pretest

What You Should Know Before Taking FrontPage Level 1

To get the most out of this class, you should have knowledge of the Microsoft Word program, how to use the mouse, and have used the Internet. The following questions are a self evaluation, which should help determine if you are ready for the FrontPage Level 1 class or should take a prerequisite class, or in some other way learn the basic information required. You should know at least 12 of the 15 questions.

Question	Answer
1. What do the terms click, drag, double-click, and right-click mean when referring to the mouse?	
2. Which command sequence is used to move text?	
3. What are the command sequences used to save a file in most Windows applications?	
4. (T/F) The command sequence used to close the document window is File, New.	
5. How can a file be retrieved from disk in Word?	
6. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> with the Edit, Copy command. This text can then be reinserted at a new location in the document.	
7. Why is there a folder system on hard drives?	
8. (T/F) Formatting is changing the words in a document.	
9. (T/F) To format existing characters in Word, the text must be selected before performing the format commands.	
10. (T/F) I have visited at least 10 Internet sites.	
11. (T/F) To access the Internet, you must use a software program called a browser.	
12. When browsing on the Web, colored and underlined words usually mean a _____.	
13. (T/F) Going to a web site downloads the pages displayed on your computer.	
14. (T/F) Hyperlink means displaying another web page when clicking on hyperlinked text or graphics.	
15. URL stands for: _____.	

Answer Sheet

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| 1. Click - press mouse button one time.
Drag - press and hold mouse button while dragging the mouse.
Double-click - press the mouse button twice in rapid succession.
Right-click - press right mouse button one time. | 6. False | 11. True |
| 2. Edit, Cut then Edit, Paste | 7. To organize files. | 12. a hyperlink |
| 3. File, Save or Save As | 8. False | 13. True |
| 4. False | 9. True | 14. True |
| 5. File, Open or Open button | 10. True | 15: Uniform Resource Locator, an Internet location |