

Pretest

What You Should Know Before Taking a Level 1 Application Course





To get the most out of this class, you should have knowledge of the personal computer basics. The following questions are a self evaluation, which should help determine if you are ready for the class or should take a Windows Level 1 class. You should be able to answer at least 12 of the 15 questions.

| Question | Answer |
|--|--------|
| 1. What do click, drag, double-click, and right-click mean when referring to the mouse? | |
| 2. How is a program started? How is a program exited? | |
| 3. What are the Minimize, Maximize, Restore, and Close buttons (upper right corner of program window) and what do they do? | |
| 4. What is the Taskbar (bar at bottom of screen)? | |
| 5. What is a file? | |
| 6. What is a folder (directory)? | |
| 7. Why do we have a folder system on disk drives and network drives? | |
| 8. Of what significance is the "current" folder? | |
| 9. How do you make a different folder "current?" | |
| 10. What is a dialog box and when is it displayed? | |
| 11. What is the insertion point and how is it moved on the screen? Can it be moved by the keyboard? By the mouse? | |
| 12. After creating a document, worksheet, graph, or presentation, what must be done if the file is to be used at a later time? | |
| 13. When information is saved, where does it go? | |
| 14. What does the Num Lock key do? | |
| 15. What is the C: drive? | |

Answer Sheet

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.
2. Click Start button, point to All Programs, desired program name or click application on taskbar or double-click application shortcut on the desktop (if available). Other methods also exist.
File, Exit or double-click the application's Control Menu button or click the application's Close button.

3.

| Icon | Button | Usually used to... |
|---|----------|--|
|  | Minimize | shrink a window to only a button on the taskbar. Click the button on the taskbar to restore. |
|  | Restore | return the window to its size before being maximized. |
|  | Close | close the window and take the contents out of temporary memory. |
|  | Maximize | enlarge the window to its largest size, usually the entire screen. |

4. Bar on the desktop containing the Start button and buttons for various programs.
5. Electronic data stored on a disk.
6. A special location on the disk (usually hard disk) where files are placed.
7. To organize files.
8. The current folder is the folder that the application will use when opening or saving files.
9. When the desired folder is displayed, right-click the folder and choose Open, or double-click the folder. This may require clicking the Up One Level button to display other folders.
10. A window that appears when a command is chosen that requires additional information from the user to complete the task or when a dialog box launcher is clicked in an Office 2007/2010 application.
11. Blinking indicator showing where typing will occur. Moved with cursor keypad and other special keys, or by clicking the mouse when the pointer is an I shape.
12. The file must be saved.
13. To the default location or to the specified folder and disk.
14. Locks number pad on keyboard to type numbers rather than move insertion point.
15. The C: drive is usually the hard drive on the computer used to start (boot) the computer.