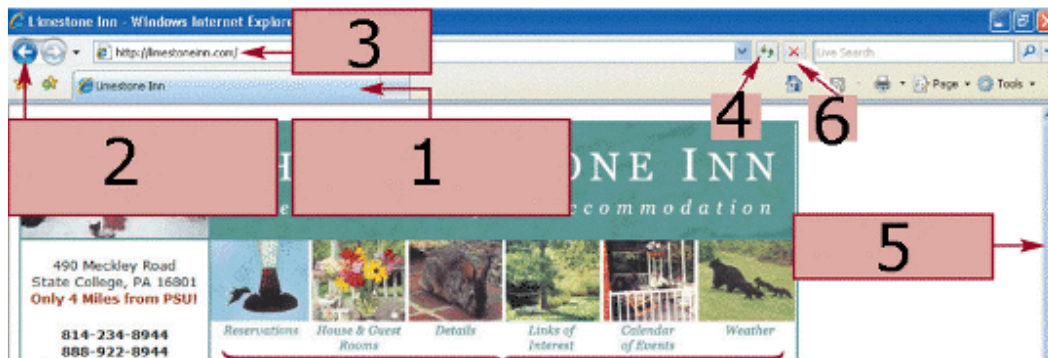


**Chapter ECC – Essential Computer Concepts**

1. A data file contains instructions for a computer on how to perform a specific task.  
T F
2. A collection of Web pages is called a Web site.  
T F
3. Pressing **Alt + Print Screen** will capture the entire screen & copy it to the clip board while pressing only **Print Screen** will only capture the currently active window.  
T F
4. The physical components of a computer are referred to as \_\_\_\_\_.  
a. Software c. configurations  
b. Hardware d. specifications
5. \_\_\_\_\_ are removable circuit boards that are inserted into slots on the motherboard to expand the capabilities of the motherboard.  
a. Drives c. Peripheral devices  
b. Cards d. Chips
6. A series of eight bits is called a(n) \_\_\_\_\_.
7. A(n) \_\_\_\_\_ is created by a user, for instance, a report you write with a word processing program.

**Ch BEB – Browser & E-mail Basics**

8. An anti-phishing is a filter feature that warns you if the Web site you are visiting might be invalid or unsecured.  
T F
9. The term cyberlaw applies to material that can be used for educational or nonprofit purposes, as opposed to commercial profit.  
T F



10. Item 3 in the figure above is a(n)  
a. tab            b. ribbon            c. URL            d. display list



Label the items from the figure above:

11. 1- \_\_\_\_\_  
12. 2- \_\_\_\_\_  
13. 3- \_\_\_\_\_  
14. 4- \_\_\_\_\_

15. The Web is a system of electronic documents called Web \_\_\_\_\_.  
a. servers            b. pages            c. engines            d. directories

16. In your own words, describe one of the basic rules or pieces of etiquette from the handout regarding e-mail rules & etiquette.

---

---

---

---

---

---

---

---

### Chapter OFF – Getting Started with Office

17. Excel is often referred to as a spreadsheet program.  
T        F

18. Microsoft Access displays data in a file called a workbook.  
T        F

19. The ability to share information between two programs is known as \_\_\_\_.

- a. relational communication
- b. maximizing
- c. networking
- d. integration

20. You can have \_\_\_\_ files open at the same time.

- a. multiple
- b. four
- c. two
- d. only one

21. Ctrl+S is an example of a(n) \_\_\_\_.

- a. icon
- b. button name
- c. keyboard shortcut
- d. Key Tip



22. Item 1 in the figure above is an example of a \_\_\_\_.

- a. Live Preview
- b. bullet style from the Bullet Library gallery
- c. both a and b are correct
- d. neither a nor b are correct

23. The ¶ following the word “Palette” shown in the figure above is a(n) \_\_\_\_.

- a. bullet
- b. icon
- c. nonprinting character
- d. symbol

24. The Recent Documents list is found on the \_\_\_\_.

- a. Office Button
- b. Clipboard group
- c. Quick Access Toolbar
- d. taskbar

### Chapter FM - File Management

25. Folders cannot contain other folders.

T F

26. In the filename **CS104-A02Pikalek.zip** the **.zip** portion is referred to as the extension.

T F

27. It's a good idea to give your files and folders meaningful names that will help you remember their purpose and contents.

T F

28. You cannot use spaces in your Windows XP filenames.

T F

29. The file path **F:\FM\Tutorial\Holiday.bmp** has \_\_\_\_ parts

- a. 3    b. 4    c. 5    d. 6

30. The referred to in the filepath **D:\C\A\B\A.doc** is stored on drive \_\_\_\_.

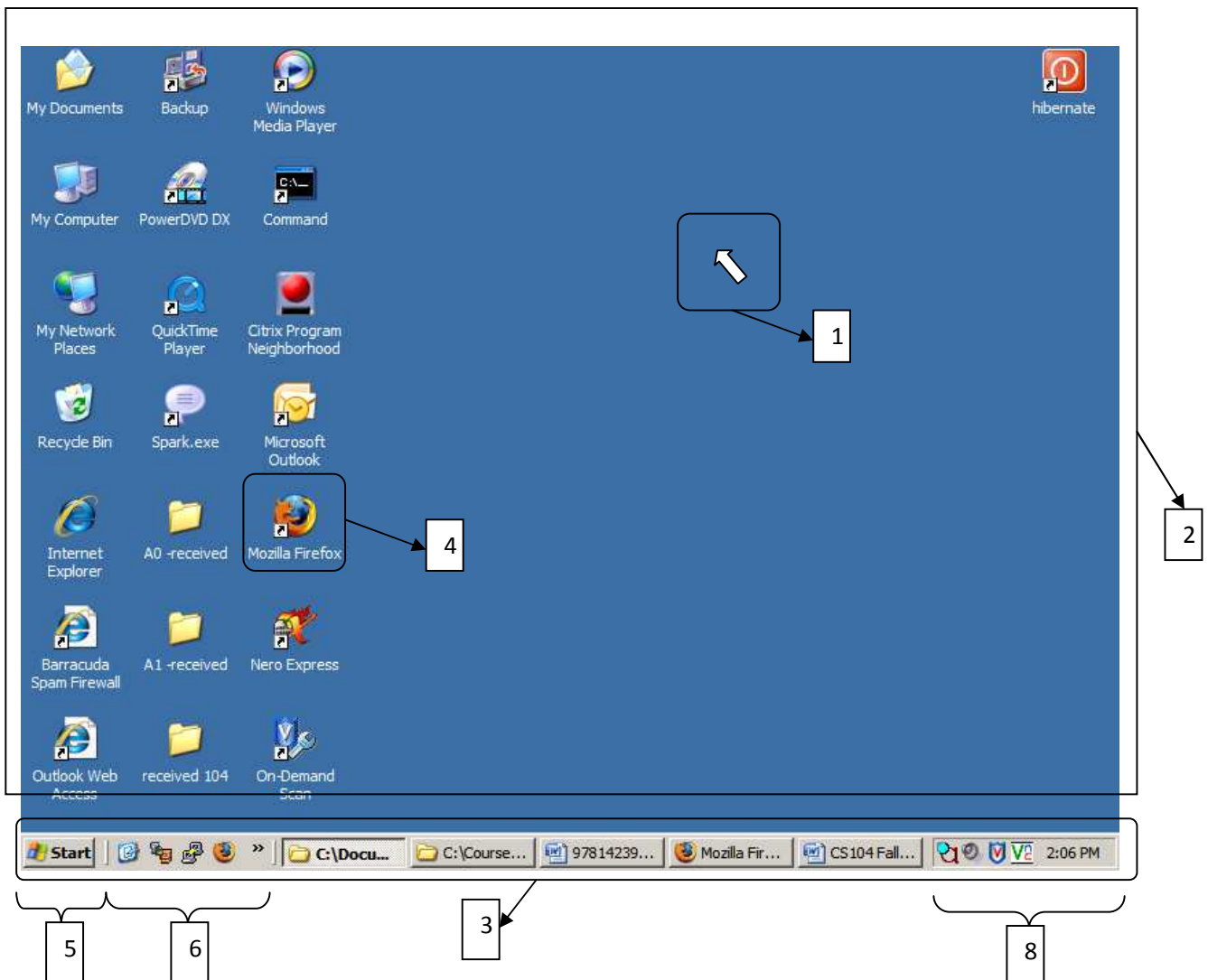
- a. A    b. B    c. C    d. D

31. The top level of the file system is known as the \_\_\_\_.

- a. directory    b. operating system    c. root directory    d. system folder

Name	Size	Type	Date Modified
Access		File Folder	6/25/2008 1:52 PM
assessment		File Folder	9/16/2008 10:37 AM
concordia		File Folder	9/9/2008 10:03 AM
downloads		File Folder	9/16/2008 11:28 AM
Excel		File Folder	6/25/2008 1:40 PM
Mozilla		File Folder	6/24/2008 1:47 PM
My Music		File Folder	9/16/2008 1:01 PM
My Pictures		File Folder	8/29/2008 8:59 AM
My Videos		File Folder	6/24/2008 1:56 PM
Outlook		File Folder	8/18/2008 9:15 AM
Powerpoint		File Folder	6/25/2008 1:40 PM
Publisher		File Folder	6/25/2008 2:01 PM
Word		File Folder	9/8/2008 4:27 PM
Parking application ...	33 KB	Adobe Acrobat...	9/8/2008 1:07 PM
Pikalek Parking appl...	39 KB	Adobe Acrobat...	9/8/2008 2:52 PM
desktop.ini	1 KB	Configuration ...	8/15/2008 3:09 PM
Adding_a_picture_t...	119 KB	Microsoft Offic...	8/26/2008 2:43 PM
outlook attachment...	26 KB	Microsoft Offic...	9/9/2008 10:27 AM
outlook_attachmen...	22 KB	Microsoft Offic...	9/9/2008 1:34 PM
sdu.rtf	1 KB	Rich Text Format	9/16/2008 8:34 AM

32. In the figure above, item 1 refers \_\_\_\_\_.
- the entire immediate contents of My Documents.
  - just the files of My Documents.
  - just the folders inside My Documents.
  - Just a selected number of files in My Documents
31. In the figure above, item 3 refers to \_\_\_\_\_.
- the entire immediate contents of My Documents.
  - just the files of My Documents.
  - just the folders inside My Documents.
  - Just a selected number of files in My Documents
32. In the figure above item 5 refers to \_\_\_\_\_.



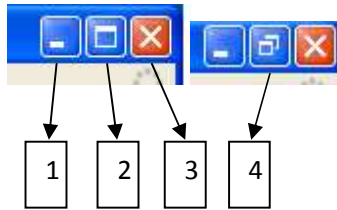
Referring to the figure above label the following items:

33. Item 1 \_\_\_\_\_

34. Item 2 \_\_\_\_\_

35. Item 3 \_\_\_\_\_

36. Item 4 \_\_\_\_\_



Referring to the figure above, describe the function of the following items:

37. Item 1 \_\_\_\_\_

38. Item 2 \_\_\_\_\_

39. Item 3 \_\_\_\_\_

40. Item 4 \_\_\_\_\_