

1. Know the definition of the words: hardware, software, program, operating system, motherboard, nonvolatile, CPU, ALU, RAM, ROM, and USB.
2. Know the term that describes a monitor's sharpness or clarity
3. Know the differences between RAM and a hard drive.
4. Explain the terms used in measuring data storage capacity and processor speed.
5. Define the acronym "GUI" and its significance to computer users.
6. Explain the features Windows offers to control the size and position of windows, including task bar features and the terms: cascade and tile.
7. Describe the mouse actions: point (hover), click, right-click, double-click, drag, shift+click, ctrl+click, etc.
8. Define the terms: window, dialog box, icon, shortcut, button, check box, option button, spinner, slider, desktop, notification area, task pane, toolbar, tool tip (screen tip), insertion point, and mouse pointer.
9. Explain the main function of an operating system.
10. Tell the location and purpose of the Start button.
11. Explain how Windows provides visual feedback to the user (eg. tool tips, ellipses, keyboard short-cut notations, mouse pointer shapes, button borders, etc.)
12. Explain how data storage areas (drives, folders, files, etc) are named using paths filenames and extensions including the use of the backwards slash (\), the period and upper/lower case.
13. Explain how scrollbars and scrollboxes work.
14. Explain what multitasking is.
15. Explain what happens when you right-click a screen object.
16. Explain what the My Computer program does and how to launch it.
17. Explain how the left pane is used in the My Computer program to navigate and manage the folder hierarchy (tree).
18. Know what formatting a disk does.
19. Explain how Windows handles data file association with specific programs.
20. Explain the purpose, use and limitations of the Windows Recycle Bin.
21. Describe how to use the Windows Clipboard, including the operations of: copy, cut and paste. Know the keyboard shortcuts for copy, cut, and paste.
22. Explain how to:
 - create a folder, file, or compressed folder.
 - rename a folder or file
 - move or copy one or more folders or files
 - delete a folder or file
23. Know what a minus sign [-] in front of a folder means.
24. Know if two files can have the same name and extension in separate directories.
25. Explain how to use the Undo command and its limitations.
26. Explain the typical purpose of the keys: Backspace, Delete, Esc, Tab, and F1
27. Know what happens if you copy, move, or delete a shortcut.
28. Know the different techniques used to open a data file with an appropriate program.
29. Explain the difference between the History List and Favorite Places in Internet Explorer.
30. Define the Internet terms: Internet, WWW, browser, domain, URL, and HTML.
31. Explain how to use a search engine, Internet directory or portal, to find information.