

This closed book exam covers [Computing Concepts](#), [Microsoft Windows 7](#), [Office Fundamentals](#), and the [Internet](#). You are advised to review our textbook's chapters about these topics and examine the Online Study Guide area of the publisher's web site for each of those chapters, including the practice exams at:

[http://wps.prenhall.com/bp\\_exploring\\_gs\\_computing\\_concepts/140/35989/9213330.cw/content/index.html](http://wps.prenhall.com/bp_exploring_gs_computing_concepts/140/35989/9213330.cw/content/index.html)

[http://wps.prenhall.com/bp\\_exploring\\_mso2010\\_vol1/157/40251/10304354.cw/content/index.html](http://wps.prenhall.com/bp_exploring_mso2010_vol1/157/40251/10304354.cw/content/index.html)

[http://wps.prenhall.com/bp\\_exploring\\_mso2010\\_vol1/157/40251/10304410.cw/content/index.html](http://wps.prenhall.com/bp_exploring_mso2010_vol1/157/40251/10304410.cw/content/index.html)

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You can use the Submit Answers for Grading button to check your answers, but do *not* email your results to your instructor – these are just practice tests.

As a bare minimum, you should know at least the following:

1. In the Windows® environment, it is possible to have multiple programs loaded in main memory simultaneously.
2. The mouse pointer assumes many different shapes depending on where you point on the screen.
3. On a menu, ellipses (...) or an arrowhead indicate that a command cannot be executed in one step.
4. Menus toggle open and closed each time you click on their choice.
5. You can have many check boxes selected at a time in a dialog box, but option buttons are exclusive.
6. A large scroll box indicates a short list, and a small scroll box indicates a long list.
7. You can change the height and width of a window at the same time by dragging its corner.
8. "Icons" are onscreen images that represent items such as applications and folders.
9. The "desktop" is the graphic user interface (GUI) area of the Windows screen that displays the Recycle Bin and other utilities.
10. The Windows "taskbar" indicates which programs are currently running.
11. Additional icons can be added to the task bar in an action called pinning by right-clicking any Start menu choice.
12. "Dragging" is a mouse action in which you hold down the left mouse button as you move the mouse.
13. "Right-clicking" will display a shortcut menu related to the item you are pointing to.
14. Keystrokes listed to the right of menu items could be used to execute the command without opening the menu at all.
15. Dimmed out menu items cannot be used.
16. A "text box" is a dialog box component that lets you either select or type text.
17. When text is highlighted in a text box the existing text box entry will be replaced by text that you type.
18. You can drag a window to a new location by first pointing to its title bar.
19. You can use the mouse to size a window by first pointing to any border or corner.
20. The order in which files are listed in a folder window can be controlled by clicking the column heading in the Details view.
21. You can use the View menu to increase or decrease the size of folder and file icons.
22. A file name and file extension both can contain several characters including spaces.
23. Files deleted from removable storage media are not placed in the Recycle Bin.
24. The Computer window displays icons representing available drives and system settings.
25. The best indicators of a file's type are its icon and extension.
26. Each user account on a Windows computer has its own private Documents folder.
27. The Control Panel program is used to configure hardware and store user preferences about system software settings.
28. A triangle symbol (▶) to the left of a folder indicates that the folder contains subfolders.
29. To create a new folder, right-click the background of the parent folder's content pane and select New from the menu.
30. A tooltip is displayed when you point to (hover over) a button.
31. Clicking any column heading will toggle between ascending and descending order in the rows displayed.
32. When copying a file from a folder on the C drive to a disk in the A drive, the C drive in this case is known as the "source" and the A drive in this case is known as the "destination".

33. A *selected* folder contains several files and several subfolders. If you press the Delete key you will remove the files and the subfolders.
34. The properties command will display information such as the type, size, and date of individual (selected) files.
35. If you try to copy a file to a file name that already exists in another folder, Windows will display a dialog box so you can decide what to do.
36. Once a copied object has been pasted from the Clipboard to its destination, the object that was on the Clipboard remains on the Clipboard until you Copy or Cut something else.
37. The two commands that provide the most efficient way to send a copy of a file to a different folder and remove it from its original location are Cut and Paste .
38. The "paste" action inserts information from the Clipboard to the cursor position.
39. To move a file from one drive to another drive, hold Shift while dragging.
40. To copy a file from one folder to another on the same drive, hold Ctrl while dragging.
41. The three parts of a Uniform Resource Locator (URL) in appearance order are: protocol ID, domain name, file name.
42. Web pages are just text files that are created using a special language called Hypertext Markup Language.
43. The wording of search phrases depends on which company's search engine you use.
44. Search "directories" on the WWW are based on a top-down search strategy.
45. The search strategy used by most search engines is called "bottom up".
46. The "Favorites" list (a.k.a. "bookmarks") do not disappear at the end of each MS Internet Explorer session.
47. Alta Vista, Excite, and Yahoo are all examples of Internet search engines.
48. The MS Internet Explorer feature that keeps track of web pages you have already visited during the current session is called the History list.
49. The "Find (on This Page)" on the Search menu in Internet Explorer allows you to locate text in the current web page.