

In order to learn which questions have been answered correctly:

1. Print these pages.
2. Answer the questions.
3. Send this assessment with the answers via:
 - a. FAX to (212) 967-3498.

Or

- b. Mail the answers to the following address:

**SYS-ED
PO Box 1213
New York, NY 10156**

Client contact:

Name:	
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1 PC Basics

1. _____ refers to the operating system and applications such as Windows 95 and Microsoft Excel.

A	B	C
Software	CPU	Hardware

2. RAM and ROM are the two basic types of computer memory chips. RAM is random-access memory and ROM is read-only memory.

A	B	
True	False	

3. The _____ is a collection of memory-resident and disk-resident programs that control the overall operation of the PC hardware.

A	B	C
Operating System	Input devices	Hardware

4. _____ converts mathematical calculations to words and graphics that you see on the screen or on paper.

A	B	C
Software	A calculator	Hardware

5. The CPU interprets software instructions and controls the overall activity of the PC and communication to the peripheral devices.

A	B	
True	False	

6. Many PCs include other hardware devices such as a mouse, modem, printer, and possibly a CD-ROM drive and sound card which are referred to as _____.

A	B	C
PC devices	Peripherals	Software

7. The keyboard and mouse allow you to enter information into your PC and are known as _____.

A	B	C
Output devices	Software	Input devices

8. _____ refers to the PC's physical components, such as the system unit, monitor, and the keyboard.

A	B	C
Software	CPU	Hardware

9. An _____ is designed to solve a particular problem or accomplish a specific task.

A	B	C
Application program	Operating System	Input device

10. The monitor and printer transmit information from the PC to you and are known as _____.

A	B	C
Software	Output devices	Input devices

11. You can protect information stored on a diskette from accidental deletion using the diskette's _____ feature.

A	B	C
Storage	Write-protect	Formatting

12. A _____ is a hardware component located inside the system unit which has a rigid disk or multiple stacked disks in a sealed case.

A	B	C
Floppy disk drive	Hard disk drive	Circuit board

Enter the number of the appropriate definition in the blank line to the left of the term:

Answer	Term	Definition
_____	Monitor	13. An internal or external hardware component that reads and writes data to and from a disk.
_____	ROM	14. An output device that prints to paper the information processed by your PC.
_____	Disk drive	15. An input device that is used to type instructions for your computer as well as type information you want your computer to process.
_____	Mouse	16. A type of memory chip within the PC that is supplied by the PC's manufacturer and cannot be altered by a user.
_____	Motherboard	17. A hand-held input device with buttons which, when moved manually across a flat surface, moves a pointer on your PC screen.
_____	RAM	18. The screen on which your PC displays information, including the instructions you send to your PC and the results the PC returns.
_____	Keyboard	19. A type of memory chip that holds the instructions that your PC receives as well as the information it processes, but only when the PC is turned on.
_____	Printer	20. A large printed circuit board inside the system unit that has several microchips mounted on it.

2 Desktop, Windows, And Programs

21. Windows 95 allows you to open and work with multiple windows simultaneously.

A	B	
True	False	

22. The _____ enables you to organize the tools and data you frequently use to accomplish your tasks.

A	B	C
Desktop	Taskbar	Start menu

23. Windows cannot be resized and moved.

A	B	
True	False	

24. An _____ is the picture that represents an object, such as a file or program.

A	B	C
Icon	Image	Interface

25. The _____ refers to the object normally located at the bottom of your desktop in which buttons, representing running applications, appear whenever you start a program or open a window.

A	B	C
Desktop	Taskbar	Icon

26. Folders can store other folders, as well as files.

A	B	
True	False	

27. Folders can be created, renamed, moved, and deleted.

A	B	
True	False	

28. Folders cannot appear on the desktop.

A	B	
True	False	

29. You can use _____ to view and quickly access any resources available to your computer.

A	B	C
My Computer	Properties dialog box	Disk drive

30. You can install a program using the Control Panel.

A	B	
True	False	

31. Once you install a program, you cannot remove it.

A	B	
True	False	

32. You can use the Control Panel to view information about print jobs, such as the order in which documents will be printed.

A	B	
True	False	

33. You cannot copy information from one diskette to another diskette.

A	B	
True	False	

3 Hands On

1. Open the My Computer window.
2. Change the view to display the small icons, then return the view to the default of large icons.
3. Insert the blank diskette, provided by the instructor, that you need to format.
4. Format the diskette using the Full format method. Label the disk important.
5. Remove the formatted diskette and insert the student data diskette.
6. View the contents of the A: drive.
7. View the properties of the A: drive.
8. Open the Control Panel window.
9. Use the Device Manager to verify that the keyboard is working properly.
10. Start the Paint program that is stored in the Accessories folder.
11. Close the Paint program and all open windows.