

Skills 2 Test

1) How do I launch Windows Explorer?

- a. Start Menu, Accessories, Windows Explorer.
- b. Start Menu, Computer.
- c. Double-click on your personal folder icon. (Vista/7).
- d. Open "My Document" (XP/7).
- e. Open "My Picture" (XP/7).
- f. Start Menu, Documents.
- g. Start Menu, Pictures.
- h. All of the above.

2) What is purpose of "Copy or Cut & Paste" is to:

- a. Move or copy text within a document.
- b. Delete text from one document and place in another.
- c. Insert a photograph from my camera into a document.
- d. Move or copy files from one folder to another folder.
- e. Burn photos onto a CD.
- f. Download a file from the Internet.
- g. Copy files from a flash drive to your hard drive.
- h. All of the above.

3) What can I do with "Drag and Drop"?

- a. Move text within a document.
- b. Delete text from one document and place in another.
- c. Insert a photograph from my camera into a document.
- d. Move files from one folder to another folder.
- e. Burn photos onto a CD.
- f. Download a file from the Internet.
- g. Copy files from a flash drive to your hard drive.
- h. All of the above.

4) When to use the double-click?

- a. To **view** a photo in the My Picture folder.
- b. To **edit** a letter in My Document folder.
- c. **Open** a folder on the desktop.
- d. **To start** an application on the desktop.
- e. **Play** a DVD movie or CD music
- f. On a file to **open** its associated application.
- g. Only on icons.
- h. All of the above..

Computer Test Questions Part 2

5) What can you do using the “Right” Mouse Button :

- a. Show a context sensitive shortcut menu.
- b. Move or copy text within a document.
- c. Change the display background.
- d. Delete text from one document and place in another.
- e. Insert a photograph from my camera into a document.
- f. Move or copy files from one folder to another folder.
- g. Burn photos onto a CD.
- h. Download a file from the Internet.
- i. Copy files from a flash drive to your hard drive.
- j. Allow you the select anything within the context of the object selected.
- k. Adjust the time and date.
- l. All of the above.

6) “Cut and Paste” is the same as:

- a. Move text within a document.
- b. Move documents from one place in another..
- c. Move files from one folder to another folder.
- d. Move files from a flash drive to your hard drive.
- e. All of the above.

7) The purpose of the Delete key is to.

- a. Delete text in a document.
- b. Erase a paragraph.
- c. Delete a file.
- d. Put folders in the Recycle Bin
- e. Erase photos from my camera”.
- f. All of the above

8) All files you create can be stored:

- a. On your computer.
- b. On a CD
- c. On your hard drive.
- d. On the Desktop.
- e. In a folder called “My Pictures”.
- f. In a folder called “My Documents.”.
- g. Somewhere in your personal folder. (Vista/7) or My Documents(XP).
- h. On a web server.
- i. In cyber-space
- j. On a flash drive.