

CIS4Windows8Final

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- _____ 1. Windows 8 is a/an _____ for a computer.
- operating system
 - software
 - hardware
 - system
- _____ 2. The _____ appears after you sign in to Windows 8 and enables you to start apps.
- desktop
 - Start screen
 - File Explorer window
 - Taskbar
- _____ 3. Display the _____ from the desktop or Start screen to perform activities such as searching for apps and files or changing system settings.
- icons
 - tiles
 - charms
 - notifications
- _____ 4. To choose commands in many modern desktop applications, including File Explorer windows, choose commands from tabs on the _____.
- command bar
 - menu bar
 - status bar
 - Ribbon
- _____ 5. How do you display the commands in a Windows 8 app?
- Select an item that prompts the commands to appear.
 - Right-click an open space in the app.
 - Drag or swipe in from the top or bottom edge.
 - All of the above.
- _____ 6. The _____ state preserves your current work and helps the computer conserve power when you need to walk away from the computer for a while.
- sleep
 - hibernate
 - screen saver
 - both a and b
- _____ 7. A(n) _____ is *not* an example of nonvolatile storage.
- hard disk
 - floppy disk
 - optical disc
 - These are all examples of nonvolatile storage.

- _____ 8. A _____ is a type of storage that uses static memory.
- flash drive
 - DVD drive
 - hard disk drive
 - floppy disk drive
- _____ 9. A _____ has the least amount of storage capacity.
- DVD-RW
 - USB flash drive
 - floppy disk
 - CD-RW
- _____ 10. What is the default drive letter for the primary hard disk?
- A
 - C
 - D
 - F
- _____ 11. How many bytes in a megabyte?
- 1,024
 - 1,048,576
 - 1,073,741,824
 - 1,024 gigabytes
- _____ 12. Which type(s) of user account allows permission to change a volume label?
- Guest, Standard, and Administrator
 - Administrator only
 - Standard and Administrator only
 - Standard only
- _____ 13. You can suppress the AutoPlay window when connecting a flash drive or inserting a CD by holding down the _____ key.
- Ctrl
 - Shift
 - Alt
 - Caps Lock
- _____ 14. Which type of CD writing requires the disc to be formatted first, and then works the same as a USB or other removable rewriteable drive?
- Windows Live file system
 - Mastered disc
 - NTFS
 - CD-R
- _____ 15. The Live File System format enables you to do what to a CD-R disc?
- Write data to the disc much more quickly.
 - Create discs that can be played on any computer.
 - Create discs that can be played on any DVD movie player.
 - Write data to it in increments, rather than all at once.

- _____ 16. The Mastered format enables you to do what to a CD-R disc?
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- _____ 17. Create a _____ on a disk to organize files.
- volume
 - label
 - sector
 - folder
- _____ 18. To display the contents of a drive or folder in the Folders list, _____.
- click the white triangle beside it
 - click the black triangle beside it
 - double-click it
 - either a or c
- _____ 19. Open the _____ window to see the disks available on the system.
- Computer
 - Disks
 - Drives
 - File Explorer
- _____ 20. You must first _____ a file or folder in a File Explorer window to perform any action on it.
- double-click
 - remove
 - select
 - sort
- _____ 21. A _____ folder is created as a result of filtering folder contents or performing a search.
- virtual
 - group
 - personal
 - computer
- _____ 22. Where in a File Explorer or library window do you access saved searches?
- Folders list
 - Address bar
 - Favorites section
 - Details pane
- _____ 23. To create a desktop shortcut to a file or folder, _____.
- Shift+drag it to the desktop
 - Ctrl+drag it to the desktop
 - Alt+drag it to the desktop
 - drag it to the desktop

- _____ 24. What is the Recycle Bin?
- It is a holding place for deleted files.
 - It is a folder where you place files before burning them to a CD-R.
 - It is a location where you store notes and scraps of text.
 - It is a location for recovered parts of files.
- _____ 25. To resize a pane in File Explorer, position the mouse pointer over a divider so that the pointer turns into a
- triangle.
 - four-headed arrow.
 - black arrow.
 - double-headed arrow.
- _____ 26. A(n) _____ is a code that follows the file name, separated from it by a period, that indicates the file's type.
- property
 - extension
 - indicator
 - flag
- _____ 27. When Windows is set to display hidden files and folders, they appear _____.
- the same as unhidden ones
 - slightly faded
 - a pale blue tint
 - a pale green tint
- _____ 28. To show operating system files, Click the View tab, click the _____ button, and then click the View tab in the Folder Options dialog box and mark or clear the Hide protected operating system files check box.
- Show/Hide
 - Tools
 - Settings
 - Options
- _____ 29. Permission for users on the same PC to access each other's files is called _____.
- local file permission
 - network sharing
 - group sharing
 - user sharing
- _____ 30. To view the local permissions for a file or folder, open its Properties box and look on the _____ tab.
- Security
 - Sharing
 - General
 - Custom
- _____ 31. The file name extension identifies _____.
- the file format and/or program used to create the file
 - the disk where the file is stored
 - the file's author
 - both a and b

- _____ 32. If a document fails to print, you should check _____.
a. that the printer is turned on
b. that the printer has paper
c. that the printer is properly connected
d. all of the above
- _____ 33. Select the _____ printer in the Print dialog box to “print” a copy of the file to Microsoft’s portable document format.
a. FAX
b. Microsoft XPS Document Writer
c. Microsoft PDF
d. Microsoft File Printer
- _____ 34. If your system is not on a network and you want to send a fax directly from the computer, you must have the _____ hardware component installed.
a. video modem
b. fax printer
c. fax modem
d. fax console
- _____ 35. The _____ choice in the list in at the left side of the Control Panel window enables you to return to the list of categories.
a. Back
b. Home
c. Control Panel Home
d. Return to the main Control Panel choices
- _____ 36. Display Settings include the screen refresh rate and _____, the pixel width, and height of the screen display.
a. display size
b. monitor size
c. resolution
d. display area
- _____ 37. Right-click the desktop and then click _____ to see choices for changing the order of icons.
a. *New*
b. *Icons*
c. *View*
d. *Sort by*
- _____ 38. You can _____ an app to the Start screen to make it a shortcut there.
a. Pin
b. Link
c. Add
d. Copy
- _____ 39. Name a toolbar that you can display on the taskbar.
a. Address
b. Links
c. Desktop
d. all of the above

- _____ 40. Enabling the _____ option displays the taskbar only when the mouse pointer is over it.
- Auto-hide
 - Lock
 - Hide inactive icons
 - none of the above
- _____ 41. You can set up Windows to synchronize the system clock with a(n) _____.
- Internet clock
 - Windows 8 scheduler
 - Calendar updater
 - Internet time server
- _____ 42. The Web page URL identifies the _____ part(s) of the page address.
- protocol
 - domain
 - file name
 - all of the above
- _____ 43. An item on a Web page that you click to display another location is called a(n) _____.
- HTML document
 - hyperlink
 - protocol
 - rollover
- _____ 44. The default search engine in Windows is called _____.
- MSN Search
 - Bing
 - Live Search
 - none of the above
- _____ 45. When you mark a frequently visited page as a favorite, it is added to the _____.
- Search list
 - History
 - Favorites Center
 - Start screen
- _____ 46. _____ is a mode in Internet Explorer that does not retain any information about the browsing in cookies, history, or temporary Internet files.
- SmartScreen Filter
 - InPrivate Browsing
 - Credential Manager
 - Secure Browsing
- _____ 47. To clear the browsing history in Internet Explorer, choose _____, *Delete Browsing History*.
- Safety
 - Tools
 - Options
 - File

Name: _____

ID: A

- ____ 48. A ____ is a numbered software channel that directs network input and output.
- a. firewall
 - b. port
 - c. cookie
 - d. phish
- ____ 49. A ____ prevents malicious programs from using unsecured ports to send commands that can compromise security to your system.
- a. cache
 - b. cookie
 - c. firewall
 - d. filter
- ____ 50. The ____ program in Windows 8 guards against spyware and adware.
- a. Disk Defragmenter
 - b. Microsoft Antivirus
 - c. Windows Defender
 - d. Windows Scanner