

# TEST BANK

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**Windows® 7**  
Comprehensive

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## Chapter 2: Working with the Windows 7 Desktop

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### MULTIPLE CHOICE

1. A \_\_\_\_ is a set of computer instructions that carries out a task on the computer.
- a. server
  - b. folder
  - c. program
  - d. file

ANS: C                      PTS: 1                      REF: WIN 69

2. The \_\_\_\_ library acts as a central location for managing documents and folders.
- a. Documents
  - b. Folders
  - c. Files
  - d. Programs

ANS: B                      PTS: 1                      REF: WIN 69

3. A file name can contain up to \_\_\_\_ characters, including spaces.
- a. 105
  - b. 155
  - c. 205
  - d. 255

ANS: D                      PTS: 1                      REF: WIN 71

4. When you create a document using a program such as WordPad, the document is stored in the main memory (\_\_\_\_) of the computer.
- a. RAM
  - b. ROM
  - c. CPU
  - d. DVD

ANS: A                      PTS: 1                      REF: WIN 71

5. The Documents library displays links to \_\_\_\_.
- a. the user's documents
  - b. any public documents
  - c. both a. and b.
  - d. neither a. nor b.

ANS: C                      PTS: 1                      REF: WIN 71

6. A \_\_\_\_ is an example of a file.
- a. WordPad document
  - b. Excel spreadsheet
  - c. saved e-mail message
  - d. all of the above

ANS: D                      PTS: 1                      REF: WIN 71

7. Most documents created using the WordPad program are saved as \_\_\_\_ documents.
- a. .rtf
  - b. .txt
  - c. .doc
  - d. .docx

ANS: A                      PTS: 1                      REF: WIN 71

8. The Save As command offers several preset ways to save a file, which can be accessed by clicking the \_\_\_\_ that follows the command.
- a. asterisk
  - b. plus sign
  - c. arrow
  - d. floppy disk icon

ANS: C                      PTS: 1                      REF: WIN 72

9. After saving a document with a file name, the file name will display on the \_\_\_\_ bar.

- a. address
- b. task
- c. title
- d. notification

ANS: C                    PTS: 1                    REF: WIN 74

10. The option buttons give you the choice of printing all pages of a document (All), selected parts of a document (\_\_\_\_), current page (Current Page), or selected pages of a document (Pages).
- a. Parts
  - b. Selection
  - c. Area
  - d. Snippet

ANS: B                    PTS: 1                    REF: WIN 75

11. If instead of launching a program to create and modify a document, you first create a blank document directly in the Documents library and then use the WordPad program to enter data into the document, it is called the \_\_\_\_-centric approach,
- a. application
  - b. document
  - c. file
  - d. library

ANS: B                    PTS: 1                    REF: WIN 78

12. If a document has a .txt file name extension, you will need to use the \_\_\_\_ command to save it in Rich Text Format, which is WordPad's default format.
- a. Save
  - b. Save as
  - c. either a. or b.
  - d. neither a. nor b.

ANS: B                    PTS: 1                    REF: WIN 82

13. Once you create documents in the Documents library, you can \_\_\_\_.
- a. continue to modify and save the documents
  - b. print the documents
  - c. create a folder to contain the documents
  - d. all of the above

ANS: A                    PTS: 1                    REF: WIN 83

14. \_\_\_\_ view shows a list of files and folders, in addition to common properties such as Date Modified and Type.
- a. List
  - b. Details
  - c. Tiles
  - d. Library

ANS: B                    PTS: 1                    REF: WIN 84

15. \_\_\_\_ view displays the files and folders as a list of file names without any extra details.
- a. List
  - b. Details
  - c. Tiles
  - d. Library

ANS: A                    PTS: 1                    REF: WIN 84

16. \_\_\_\_ view displays the files and folders as tiles, which consist of an icon and icon description.
- a. List
  - b. Details
  - c. Tiles
  - d. Library

ANS: C                    PTS: 1                    REF: WIN 84

17. Within any of the Document Library views, the default arrangement for the icons is to be alphabetical by \_\_\_\_.



23. Referring to the accompanying figure, once the two items are in the Recycle Bin, you can \_\_\_\_.
- a. restore them
  - b. delete them permanently
  - c. both a. and b.
  - d. neither a. nor b.

ANS: C                      PTS: 1                      REF: WIN 113

24. In addition to clicking the \_\_\_\_ button of an inactive window to make that window the active window, you can click any open area of the window.
- a. taskbar
  - b. open
  - c. save
  - d. maximize

ANS: A                      PTS: 1                      REF: WIN 101

25. There are several different ways to select multiple items. If items are NOT adjacent to each other you should select the first item, then while holding down the \_\_\_\_ key, you can select the other items.
- a. CTRL
  - b. SHIFT
  - c. TAB
  - d. F7

ANS: A                      PTS: 1                      REF: WIN 105

26. There are several different ways to select multiple items. If items are next to each other, you can select the first item, then while holding down the \_\_\_\_ key, you can select the other items.
- a. CTRL
  - b. SHIFT
  - c. TAB
  - d. F8

ANS: B                      PTS: 1                      REF: WIN 105

27. Copying a file or folder to a USB flash drive is one way to create a backup, but backing up files often is a much more elaborate process. Most backup systems use tape or portable hard disks that contain hundreds of \_\_\_\_ (billions of characters).
- a. megabytes
  - b. terabytes
  - c. gigabytes
  - d. petabytes

ANS: C                      PTS: 1                      REF: WIN 105

28. A \_\_\_\_ flash drive is a handy device for physically moving copies of files and folders between computers.
- a. USB
  - b. FTP
  - c. HTML
  - d. ROM

ANS: A                      PTS: 1                      REF: WIN 105

29. To back up the Documents library, display the Start menu, right-click the Documents command, click \_\_\_\_ to on the shortcut menu, and then click the location of the backup drive
- a. Save
  - b. Send
  - c. Go to
  - d. Start

ANS: B                      PTS: 1                      REF: WIN 107

30. A shortcut icon includes an arrow to indicate that it is a shortcut, whereas a file or folder does not have the \_\_\_\_ as part of its icon
- a. border
  - b. arrow
  - c. plus sign
  - d. green light icon

ANS: B                      PTS: 1                      REF: WIN 110

31. \_\_\_\_ can include items such as a clock, a small calendar, the current weather, and news headlines.
- a. Gizmos
  - b. Helpers
  - c. Gadgets
  - d. Blogs

ANS: C                      PTS: 1                      REF: WIN 114

32. Once you find a gadget online that you are interested in, you can \_\_\_\_ and install it on your computer.
- a. download
  - b. upload
  - c. either a. or b.
  - d. neither a. nor b.

ANS: A                      PTS: 1                      REF: WIN 114

33. Before downloading and installing a gadget, first make sure that it comes from a \_\_\_\_ source.
- a. trusted
  - b. faithful
  - c. local
  - d. well-known

ANS: A                      PTS: 1                      REF: WIN 114

34. Now that you have saved the document, you can use the \_\_\_\_ command to save changes to the document without having to type a new name or select a new storage location.
- a. File
  - b. Save as
  - c. Launch
  - d. Save

ANS: D                      PTS: 1                      REF: WIN 74

35. To launch a program and create a document you can open Start menu, click All Programs, click \_\_\_\_, click WordPad.
- a. Microsoft
  - b. Windows
  - c. Word Processor
  - d. Accessories

ANS: D                      PTS: 1                      REF: WIN 70

36. To print a document you can press ALT+\_\_\_\_, and then press P.
- a. F
  - b. P
  - c. R
  - d. W

ANS: A                      PTS: 1                      REF: WIN 75

37. If you forget to save a document after you have edited it, a \_\_\_\_ will display asking if you want to save your changes.
- a. wizard
  - b. error message
  - c. ScreenTip
  - d. dialog box

ANS: D                      PTS: 1                      REF: WIN 77

38. An alternative method to save and close a WordPad document is to Press ALT+\_\_\_\_, and then press ENTER.
- a. F1
  - b. F2
  - c. F3
  - d. F4

ANS: D                      PTS: 1                      REF: WIN 78

39. A method of changing your view to small icons is to \_\_\_\_ open space in Documents library, point to View, and click Small icons
- a. right-click
  - b. left-click
  - c. double-click
  - d. single-click

ANS: A                    PTS: 1                    REF: WIN 84

40. An alternative method to create and name a folder in the Documents library is press \_\_\_\_, press W, press F, type file name, and then press ENTER.
- a. ALT+F
  - b. CTRL+F
  - c. ALT+S
  - d. CTRL+S

ANS: A                    PTS: 1                    REF: WIN 86

### MULTIPLE RESPONSE

1. Any uppercase or lowercase character is valid when creating a file name except \_\_\_\_, because these symbols have special meaning for the operating system.
- a. backslash (\)
  - b. question mark (?)
  - c. semicolon (;)
  - d. exclamation mark (!)

ANS: A, B                    PTS: 1                    REF: WIN 71

2. When creating file names, they cannot be \_\_\_\_ because those are names reserved by the operating system.
- a. COM
  - b. PRT
  - c. NUL
  - d. AUX

ANS: C, D                    PTS: 1                    REF: WIN 71

3. By changing the location using the Address bar, you can save a file in a different \_\_\_\_.
- a. folder
  - b. library
  - c. drive
  - d. sector

ANS: A, B, C                    PTS: 1                    REF: WIN 74

4. When \_\_\_\_ icon views are selected, Windows 7 provides a live preview option.
- a. Small
  - b. Medium
  - c. Large
  - d. Extra large

ANS: B, C, D                    PTS: 1                    REF: WIN 84

5. Occasionally, you will want to delete files and folders from the Documents library. Windows 7 offers three different techniques to perform this operation:
- a. right-drag the object to the Recycle Bin
  - b. double-click on the object and press F7
  - c. right-click the object and then click Delete on the shortcut menu.
  - d. drag the object to the Recycle Bin

ANS: A, C, D                    PTS: 1                    REF: WIN 110

### TRUE/FALSE

1. As soon as you see the result you are looking for at the top of the list in the Programs area above the Start menu Search box, you can press the ENTER key.

ANS: T                    PTS: 1                    REF: WIN 70

2. When a document is stored in the main memory (RAM) of the computer, if you close the program without saving the document or if the computer accidentally loses electrical power, the document will be lost.  
ANS: T                   PTS: 1                   REF: WIN 71
3. Since you can save documents to the desktop, it is recommended that you do so often.  
ANS: F                   PTS: 1                   REF: WIN 71
4. Files and folders are stored in the Documents library.  
ANS: F                   PTS: 1                   REF: WIN 71
5. By default, the Documents library shows all files and folders in the My Documents folder.  
ANS: T                   PTS: 1                   REF: WIN 71
6. When you create a file, you must assign a file name to the file.  
ANS: T                   PTS: 1                   REF: WIN 71
7. A plain text document allows for formatting text and inserting graphics, which is not supported in a Rich Text Format text files.  
ANS: F                   PTS: 1                   REF: WIN 71
8. Once you have saved the document, you can use the Save command to save changes to the document without having to type a new name or select a new storage location.  
ANS: T                   PTS: 1                   REF: WIN 74
9. Paper printouts are not an important form of output for electronic documents.  
ANS: F                   PTS: 1                   REF: WIN 75
10. If you forget to save a document after you have edited it, you will receive an error message.  
ANS: F                   PTS: 1                   REF: WIN 77
11. Windows 7 creates a unique Documents library for each computer user.  
ANS: T                   PTS: 1                   REF: WIN 83
12. The ability to organize documents and files within folders allows you to keep the Documents library organized when using Windows 7.  
ANS: T                   PTS: 1                   REF: WIN 87
13. A shortcut icon is the actual document or program.  
ANS: F                   PTS: 1                   REF: WIN 93
14. Windows 7 recommends that both shortcuts and actual files and folders be kept on the desktop.



ANS: F                   PTS: 1                   REF: WIN 98

15. When editing a document, you must first open the program it was created in, before you can open that document.

ANS: F                   PTS: 1                   REF: WIN 99

16. Windows 7 does not allow you to have more than one document and program open at the same time.

ANS: F                   PTS: 1                   REF: WIN 100

17. When only one document is open in WordPad, the WordPad icon appears like a single button.

ANS: T                   PTS: 1                   REF: WIN 100

18. If multiple documents are open, the icon appear as a stacked button to indicate there is more than one document open.

ANS: T                   PTS: 1                   REF: WIN 100

19. When you have finished working with multiple windows, you should close them.

ANS: T                   PTS: 1                   REF: WIN 104

20. The Recent list shows the files you recently have edited, but does remove duplicate listings.

ANS: F                   PTS: 1                   REF: WIN 104

21. You can print multiple documents from within a folder without actually opening the documents.

ANS: T                   PTS: 1                   REF: WIN 105

22. A USB drive always had the drive letter of F.

ANS: F                   PTS: 1                   REF: WIN 106

23. Safely removing the USB flash drive tells Windows 7 to stop communicating with the device. If you were to remove it while Windows 7 was still accessing it, you could lose your data stored on it.

ANS: T                   PTS: 1                   REF: WIN 110

24. If you are running low on hard disk space, one way to gain additional space is to empty the Recycle Bin.

ANS: T                   PTS: 1                   REF: WIN 110

25. Once an item is in the Recycle Bin, it cannot be recovered.

ANS: F                   PTS: 1                   REF: WIN 110

## **COMPLETION**

1. In computing terminology, the method of opening an application program and then creating a document is known as the \_\_\_\_\_-centric approach.

ANS: application

PTS: 1 REF: WIN 69

2. The \_\_\_\_\_ folder contains a particular user's documents and folders.

ANS: My Documents

PTS: 1 REF: WIN 71

3. A(n) \_\_\_\_\_ refers to a group of meaningful data that is identified by a name.

ANS: file

PTS: 1 REF: WIN 71

4. All files are identified by a file \_\_\_\_\_ which should be descriptive of the saved file.

ANS: name

PTS: 1 REF: WIN 71

5. To associate a file with a program, Windows 7 assigns a(n) \_\_\_\_\_ to the file name, consisting of a period followed by three or more characters.

ANS: extension

PTS: 1 REF: WIN 71

6. If you want to save a file with a different name or to a different location, you would use the \_\_\_\_\_ command.

ANS: Save as

PTS: 1 REF: WIN 74

7. The default view in the Documents library is \_\_\_\_\_ view.

ANS: Details

PTS: 1 REF: WIN 84

8. To keep multiple documents together in one place, you first must create a(n) \_\_\_\_\_ in which to store them.

ANS: folder

PTS: 1 REF: WIN 86

9. The \_\_\_\_\_ appears at the top of the Documents library window and displays your current location as a series of links separated by arrows.

ANS: Address bar

PTS: 1 REF: WIN 89

10. A(n) \_\_\_\_\_ is a link to any object on the computer or on a network, such as a program, file, folder, Web page, printer, or another computer.

ANS: shortcut

PTS: 1 REF: WIN 93

11. The concept of multiple programs running at the same time is called \_\_\_\_\_.

ANS: multitasking

PTS: 1 REF: WIN 100

12. It is a good policy to make a copy of a folder and the documents within the folder so that if the folder or its contents are accidentally lost or damaged, you do not lose your work. This is referred to as making a \_\_\_\_\_ of the files and folders.

ANS: backup

PTS: 1 REF: WIN 105

13. When you delete a file or folder, Windows 7 places these items in the \_\_\_\_\_, which is an area on the hard disk that contains all the items you have deleted.

ANS: Recycle Bin

PTS: 1 REF: WIN 110

14. The Windows desktop can be customized by adding miniprograms called \_\_\_\_\_.

ANS: gadgets

PTS: 1 REF: WIN 114

15. A(n) \_\_\_\_\_ source is a source that has been verified to be trustworthy either by you, by a trusted friend, or by a trusted organization such as Microsoft.

ANS: trusted

PTS: 1 REF: WIN 114

16. You should know which USB \_\_\_\_\_ you can use to connect a USB flash drive to your computer.

ANS: ports

PTS: 1 REF: WIN 68

17. The default file name of a new blank document in the Documents library is New \_\_\_\_\_ Document.

ANS: Text

PTS: 1 REF: WIN 80

18. WordPad's default format is .rtf which stands for \_\_\_\_\_.

ANS: Rich Text Format

PTS: 1 REF: WIN 82

19. When you right-drag a document in the Documents library, a(n) \_\_\_\_\_ menu opens and lists the available options.

ANS: shortcut

PTS: 1 REF: WIN 88

20. When you select a document in the Documents library, the \_\_\_\_\_ pane displays a live view of the document to the right of the list of files in the folder window.

ANS: Preview

PTS: 1 REF: WIN 91

#### MODIFIED TRUE/FALSE

1. You create written documents with a word-processing program. \_\_\_\_\_

ANS: T PTS: 1 REF: WIN 69

2. Text files open with WordPad by default. \_\_\_\_\_

ANS: F, Notepad

PTS: 1 REF: WIN 81

3. With live thumbnails, the icons display images that more closely reflect the actual contents of the files or folders. \_\_\_\_\_

ANS: F, preview

PTS: 1 REF: WIN 84

4. When you select a document, the Preview pane displays a live view of the document to the left of the list of files in the folder window. \_\_\_\_\_

ANS: F, right

PTS: 1 REF: WIN 91

5. Once you are finished, you should safely remove the USB flash drive using the Eject command.

ANS: T

PTS: 1

REF: WIN 108

## MATCHING

Please match the terms below to the appropriate description.

- |                      |                        |
|----------------------|------------------------|
| a. live preview      | f. backup              |
| b. Documents library | g. Rich Text Format    |
| c. shortcut          | h. multitasking        |
| d. gadgets           | i. Recycle Bin         |
| e. file              | j. My Documents folder |

1. Displays links to the user's documents as well as any public documents
2. Contains a particular user's documents and folders
3. A group of meaningful data that is identified by a name
4. WordPad's default format
5. Icons display images that more closely reflect the actual contents of the files or folders
6. The Windows desktop can be customized by adding miniprograms called \_\_\_\_\_
7. Area on the hard disk that contains all the items you have deleted
8. A copy of a folder in case the contents of the folder is lost or damaged
9. Multiple programs running at the same time
10. Link to any object on the computer or on a network

- |            |        |              |
|------------|--------|--------------|
| 1. ANS: B  | PTS: 1 | REF: WIN 71  |
| 2. ANS: J  | PTS: 1 | REF: WIN 71  |
| 3. ANS: E  | PTS: 1 | REF: WIN 71  |
| 4. ANS: G  | PTS: 1 | REF: WIN 82  |
| 5. ANS: A  | PTS: 1 | REF: WIN 84  |
| 6. ANS: D  | PTS: 1 | REF: WIN 114 |
| 7. ANS: I  | PTS: 1 | REF: WIN 110 |
| 8. ANS: F  | PTS: 1 | REF: WIN 105 |
| 9. ANS: H  | PTS: 1 | REF: WIN 100 |
| 10. ANS: C | PTS: 1 | REF: WIN 93  |

## ESSAY

1. What is the difference between an application-centric approach and a document-centric approach?

ANS:

When you create a document by launching the application program, typing your text, and then saving the document in your My Documents folder using the Documents library it is an application-centric approach.

When you first create a blank document directly in the Documents library and then use the WordPad program to enter data into the document, this method is called the document-centric approach.

PTS: 1

REF: WIN 69|WIN 78

TOP: Critical Thinking

2. Where is the Address Bar located in the Documents library window? How can the Address Bar be used to navigate to a folder?

ANS:

The Address bar appears at the top of the Documents library window and displays your current location as a series of links separated by arrows. By clicking the arrows, you can change your location. The Forward and Back buttons can be used to navigate through the locations you have visited just like the Forward and Back buttons in a Web browser.

PTS: 1                      REF: WIN 89                      TOP: Critical Thinking

3. What kind of shortcuts can you add to the Start menu? How do you add them?

ANS:

In addition to placing a folder shortcut on the Start menu, you also can place a shortcut to other objects (programs, files, USB flash drives, Web pages, printers, or other computers) on the Start menu in a similar manner.

To add a shortcut, first display the object's icon and then drag the icon onto the Start button.

PTS: 1                      REF: WIN 95                      TOP: Critical Thinking

## CASE

### Case 1

Sofia wants to add a calendar gadget to her desktop. Please answer the questions below.

1. To access the Gadget Gallery, Sofia will display the Start menu, and click All Programs to display the All Programs list. She will then click the \_\_\_\_ command to open the Gadget Gallery.
- Desktop Gadget Gallery
  - Desktop Gadget Library
  - View Gadgets
  - Gadgets Online

ANS:

A

PTS: 1                      REF: WIN 119                      TOP: Critical Thinking

2. Sofia then clicks the 'Get more gadgets online' link to open Windows Internet Explorer and display the \_\_\_\_ Gallery Web page.
- Organization
  - Customization
  - Personalization
  - Education

ANS:

C

PTS: 1                      REF: WIN 119-WIN 120                      TOP: Critical Thinking

## Case 2

Matthew is working on a major project and he wants to organize his files in groups. Please answer the questions below.

3. At first Matthew chooses to group the files by Type, but then changes his mind. To remove the groupings, he would select \_\_\_\_ on the Group by submenu.
- Delete
  - None
  - Default
  - Ungroup

ANS:

B

PTS: 1

REF: WIN 85

TOP: Critical Thinking

4. If Matthew wanted to access a group that begins with the letter "Z," he would sort the groups in reverse alphabetical order by choosing the \_\_\_\_ option.
- Ascending
  - Descending
  - Up
  - Down

ANS:

B

PTS: 1

REF: WIN 85

TOP: Critical Thinking