**Windows XP/Basic Computer Operation**

25 Questions  I  Created By Sumter

Quiz to test knowledge of Windows XP basic operation and basic computer vocabulary and operation.

Top of Form

 HIGHLIGHT YOUR ANSWERs

Bottom of Form

**Question Excerpt**

|  |  |
| --- | --- |
| **1.** | Which of the following would NOT turn off the computer in the Computer Lab? |
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| --- | --- |
| **A.** | Click Start, Shut Down, OK |

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| --- | --- |
| **B.** | Click "Control, Alt, Delete" and select "Shut Down" |

|  |  |
| --- | --- |
| **C.** | Press and hold the power button 8-10 seconds. |

|  |  |
| --- | --- |
| **D.** | Press ESC on the keyboard. |

|  |  |
| --- | --- |
| **2.** | Location of Start Button, active programs, Quick Launch, and current time: |
|  |  |

|  |  |
| --- | --- |
| **A.** | My Computer |

|  |  |
| --- | --- |
| **B.** | Windows |

|  |  |
| --- | --- |
| **C.** | Task Bar |

|  |  |
| --- | --- |
| **D.** | Desktop |

|  |  |
| --- | --- |
| **3.** | Click here to access drives (C, Floppy, Flash Drive, CD/ROM, Network Drives): |
|  |  |

|  |  |
| --- | --- |
| **A.** | Programs |

|  |  |
| --- | --- |
| **B.** | My Computer |

|  |  |
| --- | --- |
| **C.** | My Documents |

|  |  |
| --- | --- |
| **D.** | Internet Explorer |

|  |  |
| --- | --- |
| **4.** | Launches Web Browser: |
|  |  |

|  |  |
| --- | --- |
| **5.** | When you delete an object, Windows XP sends it here: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Internet |

|  |  |
| --- | --- |
| **B.** | My Documents |

|  |  |
| --- | --- |
| **C.** | Task Bar |

|  |  |
| --- | --- |
| **D.** | Recycle Bin |

|  |  |
| --- | --- |
| **6.** | An icon with an arrow in the lower left hand corner for quick access: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Shortcut |

|  |  |
| --- | --- |
| **B.** | Folder |

|  |  |
| --- | --- |
| **C.** | Document |

|  |  |
| --- | --- |
| **D.** | File |

|  |  |
| --- | --- |
| **7.** | Click this button to shut down computer: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Stop |

|  |  |
| --- | --- |
| **B.** | My Documents |

|  |  |
| --- | --- |
| **C.** | Start |

|  |  |
| --- | --- |
| **D.** | Programs |

|  |  |
| --- | --- |
| **8.** | Icon is another word for: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Picture |

|  |  |
| --- | --- |
| **B.** | Label |

|  |  |
| --- | --- |
| **C.** | Button |

|  |  |
| --- | --- |
| **D.** | Program |
|  |  |

|  |  |
| --- | --- |
| **9.** | The operating system for computers in Computer Lab: |
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|  |  |
| --- | --- |
| **A.** | Vista |

|  |  |
| --- | --- |
| **B.** | Windows XP |

|  |  |
| --- | --- |
| **C.** | MAC OS |

|  |  |
| --- | --- |
| **D.** | Windows 2000 |

|  |  |
| --- | --- |
| **10.** | The Operating System functions like a human: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Heart |

|  |  |
| --- | --- |
| **B.** | Eye |

|  |  |
| --- | --- |
| **C.** | Brain |

|  |  |
| --- | --- |
| **D.** | Lung |

|  |  |
| --- | --- |
| **11.** | Why should we shut off the monitors when we shut down computers in the lab? |
|  |  |

|  |  |
| --- | --- |
| **A.** | The monitors might blow up if we don't. |

|  |  |
| --- | --- |
| **B.** | Our documents will be lost if we don't. |

|  |  |
| --- | --- |
| **C.** | It saves electrical power and money. |

|  |  |
| --- | --- |
| **D.** | It saves memory on the computer. |

|  |  |
| --- | --- |
| **12.** | Which of the following are hardware (not software). Check all that apply. |
|  |  |

|  |  |
| --- | --- |
| **13.** | What is the function of the single left click on the computer mouse? |
|  |  |

|  |  |
| --- | --- |
| **A.** | Activate |

|  |  |
| --- | --- |
| **B.** | Open menu of options |

|  |  |
| --- | --- |
| **C.** | Scroll |

|  |  |
| --- | --- |
| **D.** | Select |

|  |  |
| --- | --- |
| **E.** | Drag and release |

|  |  |
| --- | --- |
| **14.** | What is the function of the double left click on the computer mouse? |
|  |  |

|  |  |
| --- | --- |
| **A.** | Activate |

|  |  |
| --- | --- |
| **B.** | Open menu of options |

|  |  |
| --- | --- |
| **C.** | Scroll |

|  |  |
| --- | --- |
| **D.** | Select |

|  |  |
| --- | --- |
| **E.** | Drag and release |

|  |  |
| --- | --- |
| **15.** | What is the function of the right click on the computer mouse? |
|  |  |

|  |  |
| --- | --- |
| **A.** | Activate |

|  |  |
| --- | --- |
| **B.** | Open menu of options |

|  |  |
| --- | --- |
| **C.** | Scroll |

|  |  |
| --- | --- |
| **D.** | Select |

|  |  |
| --- | --- |
| **E.** | Drag and release |

|  |  |
| --- | --- |
| **16.** | What is the function of the wheel on the computer mouse? |
|  |  |

|  |  |
| --- | --- |
| **A.** | Activate |

|  |  |
| --- | --- |
| **B.** | Open menu of options |

|  |  |
| --- | --- |
| **C.** | Scroll |

|  |  |
| --- | --- |
| **D.** | Select |

|  |  |
| --- | --- |
| **E.** | Drag and release |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **17.** | What is the function of the left click plus hold on the computer mouse? |
|  |  |

|  |  |
| --- | --- |
| **A.** | Activate |

|  |  |
| --- | --- |
| **B.** | Open menu of options |

|  |  |
| --- | --- |
| **C.** | Scroll |

|  |  |
| --- | --- |
| **D.** | Select |

|  |  |
| --- | --- |
| **E.** | Drag and release |

|  |  |
| --- | --- |
| **18.** | Which of the following will open a program on the Computer Lab computers (click all that apply): |
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|  |  |
| --- | --- |
| **A.** | Double left click on program icon |

|  |  |
| --- | --- |
| **B.** | Right click on program icon and select "Open" |

|  |  |
| --- | --- |
| **C.** | Click "Start", "All Programs", select program |

|  |  |
| --- | --- |
| **D.** | Click "My Computer", "Tools" |

|  |  |
| --- | --- |
| **E.** | Click "My Documents", "Folders" |

|  |  |
| --- | --- |
| **19.** | Computers in the Computer Lab should NOT have the following on the desktop? |
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|  |  |
| --- | --- |
| **A.** | Type to Learn shortcut |

|  |  |
| --- | --- |
| **B.** | Powerpoint shortcut |

|  |  |
| --- | --- |
| **C.** | Word shortcut |

|  |  |
| --- | --- |
| **D.** | Word documents |

|  |  |
| --- | --- |
| **E.** | My documents shortcut |

|  |  |
| --- | --- |
| **20.** | Which of the following are software (not hardware)? Check all that apply: |
|  |  |

|  |  |
| --- | --- |
| **A.** | CPU |

|  |  |
| --- | --- |
| **B.** | Type to Learn |

|  |  |
| --- | --- |
| **C.** | Operating System |

|  |  |
| --- | --- |
| **D.** | Keyboard |

|  |  |
| --- | --- |
| **E.** | Program |

|  |  |
| --- | --- |
| **21.** | In the Windows XP Tutorial “Shutting Down a Frozen Program”, the user is told to depress the following to open the Task Manager: |
|  |  |

|  |  |
| --- | --- |
| **A.** | START, Task Manager, Stop |

|  |  |
| --- | --- |
| **B.** | CTRL/ALT/Delete, Processes |

|  |  |
| --- | --- |
| **C.** | Right Click, Task Manager, Stop |

|  |  |
| --- | --- |
| **D.** | File, Task Manager, Exit |

|  |  |
| --- | --- |
| **22.** | In the Windows XP Tutorial “Running Disk Cleanup”, the user is told to access Disk Cleanup by depressing the following: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Start, All Programs, Maintenance, Disk Cleanup |

|  |  |
| --- | --- |
| **B.** | Start, Control Panel, PC Maintenance, System Tools, Disk Cleanup |

|  |  |
| --- | --- |
| **C.** | Start, All Programs, Accessories, System Tools, Disk Cleanup |

|  |  |
| --- | --- |
| **D.** | File, Task Manager, Disk Cleanup |
|  |  |

|  |  |
| --- | --- |
| **23.** | In the Windows XP Tutorial “Understanding System Settings” to access information about your overall system, showing system, registered to, manufacturer, etc., depress the following: |
|  |  |

|  |  |
| --- | --- |
| **A.** | Start, Control Panel, System |

|  |  |
| --- | --- |
| **B.** | Right Click on the desktop, System |

|  |  |
| --- | --- |
| **C.** | Start, All Programs, System Information |

|  |  |
| --- | --- |
| **D.** | Start, Help |

|  |  |
| --- | --- |
| **24.** | In the Windows XP Tutorials, the tutorial in Section A “Very Basic” defines the bar at the bottom of the desktop as: |
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|  |  |
| --- | --- |
| **A.** | Start Menu |

|  |  |
| --- | --- |
| **B.** | Control Panel |

|  |  |
| --- | --- |
| **C.** | Taskbar |

|  |  |
| --- | --- |
| **D.** | Command Area |