

CIS 070 COMPUTER PLACEMENT TEST REVIEW

(Revised July 2009)

The Business and Computer Technology Division at Wayne Community College has developed this study guide to help you refresh your basic computer skills using Windows XP before taking the CIS070/CTS080 placement test. In order to be proficient in upper-level computer courses, you must demonstrate your mastery of basic computer skills. Some computer courses have prerequisites that you must meet before taking the course. On page eleven there is a practice quiz with answers provided at the end.

You need to be proficient in the following areas:

- Use and manage the taskbar
- Open and close Windows Explorer and My Computer
- Use Windows Explorer and My Computer
- Use and identify parts of a tool bar
- Identify parts of a window
- Create folders
- Rename folders and files
- Move a folder or file to a specific location
- Copy a folder or file to a specific location
- Delete a folder or file
- Search for a folder or file
- Web applications

Websites for practice:

<http://tech.tln.lib.mi.us/tutor/welcome.htm>

http://monroe.lib.mi.us/mouse_exercise.htm

<http://learningladder.org/basics>

<http://www.helpwithpcs.com/courses/windows-xp-tutorial-desktop.htm>

http://js082.k12.sd.us/links_pages/additional_computer_links/some_computer_terms.htm

<http://www.teacherclick.com/winxp/index.htm>

Computer Terms

General Terms

1. Desktop: A desktop consists of pictures or icons that show [files](#), [folders](#), and various types of [documents](#) such as letters, reports, and pictures.
2. Application: A [program](#) or group of programs designed for [end users](#).
3. Taskbar: A bar across the bottom of the screen that displays active programs and the start button.
4. Windows Explorer: A program in the program menu that lists the files and drives on a computer.
5. My Computer: An icon on the desktop that lists the files and drives on a computer.
6. My Computer Window: This window displays the organization of the computer, including all of the disk drives.
7. Web Filter: A program that limits the websites that can be viewed.
8. Antivirus Program: A program that protects a computer from a computer virus.
9. Recycle Bin: An [icon](#) on the [Windows desktop](#) that represents a [directory](#) where deleted files are temporarily stored.
10. File Folder Hierarchy: A hierarchical system in [computers](#) is a [file system](#), in which [directories](#) have [files](#) and [subdirectories](#) beneath them. Such a file organization is, in fact, called a *hierarchical file system*. To move up one level in the file hierarchy, click the up arrow button.
11. Byte: An abbreviation for [binary term](#), a unit of [storage](#) capable of holding a single [character](#).
12. Kilobyte: A kilobyte is 1,024 [bytes](#), but it is often used loosely as a synonym for 1,000 bytes. Kilobyte is frequently abbreviated as *K*, [KiB](#), or *KB*.
13. Megabyte: A megabyte is 1,048,576 [bytes](#). *Megabyte* is frequently abbreviated as *M*, *MiB*, or [MB](#).
14. Gigabyte: One [gigabyte](#) is equal to 1,024 [megabytes](#). Gigabyte is often abbreviated as *G*, *GiB*, or *GB*.

15. To summarize, some common file size units are:

- a) 1 [KiB](#) = 1,024 bytes
- b) 1 [MiB](#) = 1,048,576 bytes
- c) 1 [GiB](#) = 1,073,741,824 bytes

16. Search Criteria: To search for a file in My Computer, use the following criteria; all or part of the file name, a word or phrase in the file, the date when the file was modified.

17. Wildcard: A special symbol that stands for one or more [characters](#). The [asterisk](#) (*) is a wild card that stands for any combination of letters.

18. Compressed File or Folder: Storing data in a format that requires less space than usual.

19. Clipboard: A special [file](#) or [memory](#) area ([buffer](#)) where [data](#) is [stored](#) temporarily before being [copied](#) to another location.

20. Web Application: There are several [applications](#) called [Web browsers](#) that make it easy to [access](#) the World Wide Web; Two of the most popular being [Netscape Navigator](#) and [Microsoft's Internet Explorer](#):

21. C: Drive, also known as Hard Drive, and Fixed Drive: The internal computer mechanism that [reads](#) and [writes data](#) on a [hard disk](#). A disk drive rotates the disk very fast and has one or more heads that read and write data.

22. D: Drive: A drive that is [usually](#) reserved for your zip drive, but not always. Drive letters are assigned in a specific order.

23. E: Drive: A drive that is [usually](#) reserved for your CD or DVD drive, but not always. Drive letters are assigned in a specific order.

24. Emoticons: Emoticons are emotional graphics--visual ways to express the way you feel when words alone just aren't enough. A [smiley](#) face (☺) is often used in [text](#) communications to convey an emotion with a message. Smilies are used in [text messages](#) in the same way voice changes and facial expressions are used in face-to-face or telephone conversation.

25. Instant Messaging: Abbreviated *IM*, a type of [communications service](#) that enables you to create a kind of private [chat room](#) with another individual in order to communicate in [real time](#) over the [Internet](#), analogous to a telephone conversation but using [text](#)-based, not voice-based, communication. Typically, the instant [messaging system](#) alerts you whenever somebody on your private list is online. You can then initiate a chat session with that particular individual.

26. Real Time: Real time refers to events that occur at the same time that they would occur in real life. For example instant messaging and chats are real time.

Mouse Terms

1. Object: icon, folder, file, or hyperlink
2. Left-Click: select object with mouse
3. Double-Click: double left-click that opens the object
4. Right-Click: opens the shortcut menu for the clicked object
5. Cursor: picture of mouse pointer on the screen (possibly blinking)
6. Drag and Drop: moving one object into another object

Menu Terms

1. Menu: list of options for an object
2. Shortcut Menu: menu of shortcut options for the object
3. Shortcuts: icons linked to objects
4. Start Button: Button at lower left-hand corner of desktop
5. Start Menu: Menu accessed by the start button that lists programs, documents, control panel, run, etc.
6. Drop-down Menu: list of menu choices below a menu heading
7. Menu Bar: bar below the title bar in a program that organizes the program's commands (ex. File, Edit, View, Window, Help, etc.)
8. Program Menu: lists the programs on a computer through the start button
9. Open With: Right click any file in any window, and you should see Open With in the shortcut list. Click Open With and choose how you want to open your files. This is a valuable tool when you are trying to open a file for which you do not have the application on your computer.

Window Box Terms

1. Window: An enclosed, rectangular area on a [display screen](#). Most modern [operating systems](#) and [applications](#) have [graphical user interfaces](#) (GUIs) that let you divide your display into several [windows](#). Within each window, you can [run](#) a different [program](#) or display different [data](#).
2. Title Bar: Bar across the top of a program that has the title of the program and file name written within it

3. Size buttons: located in the title bar, contains minimize (-) and restore down or maximize (☐) buttons
4. Close button: located in the title bar (X), closes a program
5. Minimize Button: (-) shrinks the program to the taskbar
6. Maximize Button: (☐) makes the program big, entire screen
7. Dialog Box: window that opens offering options before a command can be done
8. Scroll Bar: vertical bar down the right-hand side and horizontal bar across the bottom of the window that moves the window up/down/left/right
9. Toolbar: bar below a menu bar with icons for program commands
10. Template: A preset document that contains the formatting needed. All you have to do is fill in the blanks.

Document Terms

1. Document: file created by a word processor (MSWord, Wordpad, Notepad)
2. Format Document: To change the **style, font, size, and look (bold, italic, underline)** of words (text) in a document.
3. Format Paragraph: Change the LOOK of a paragraph by changing the indention, spacing, etc., but NOT the content (information).
4. Highlighting text: Selecting a lot of words by dragging the cursor over the words while holding the left mouse button
5. Create: Open an application and enter data.
6. Save: To [copy data](#) from a temporary area to a more permanent [storage medium](#)
7. Edit: To make changes to the content of the document [**but NOT the STYLE (text, style, font, size, and look etc).**]
8. File: A collection of [data](#) or information that has a [name](#), called the [filename](#)
9. Print: Allows you to send a document to a printer to get a hard copy (paper copy).
10. Word wrap: The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.

Copying/Cutting/Moving/Pasting/Deleting

- a) The **Copy** command is used to copy an item from one location to another. The computer places a copy of the original item into the Clipboard. The copy of the item is then transferred from the Clipboard to the destination.

- b) The **Paste** command informs the computer of the destination location, the copy of the item is then transferred from the Clipboard to the destination. ***The original item is not moved or changed.***
- c) The **Move/Cut** command is used to move an item from one location to another. The computer places a copy of the original item into the Clipboard and ***deletes the original item.*** The copy of the item is then transferred from the Clipboard to the destination. The Paste command informs the computer of the destination location. ***The original is deleted without going to the Recycle Bin.***
- d) The **Delete** command is used to delete an item from the computer. The deleted item is transferred to the Recycle Bin. The deleted item is not removed from the computer. To delete the item fully from a computer, one must open the Recycle Bin and delete the item again. The deleted item is then from the computer. Items not stored on the fixed drive of the computer are not placed in the Recycle Bin.

Desktop



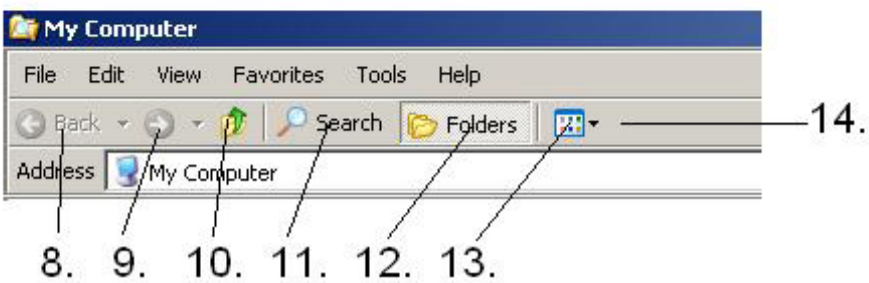
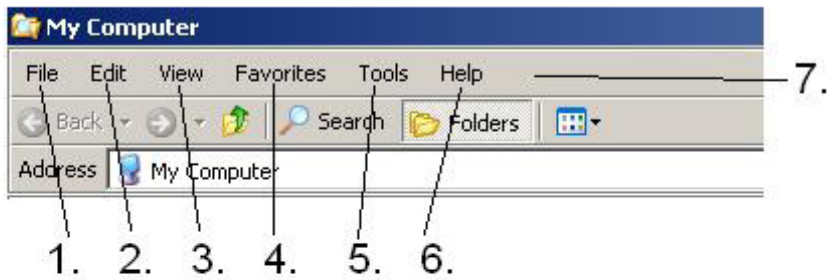
- 1. My Computer
- 2. Recycle Bin

3. Tool Bar
4. Address Bar
5. Minimize Window Button
6. Maximize Window Button
7. Close Window Button
8. Status Indicator
9. Go Button
10. Control Panel
11. Fixed or Hard Drive
12. Removable Drive
13. CD-ROM Drive (removable drive)
14. Network Drive
15. Contents Pane (right pane)
16. Folder Pane (left pane)
17. Expand a folder Indicator
18. Collapse a folder Indicator
19. Status Bar
20. Desktop
21. Fixed or Hard Drive
22. Active Window

Continue on next page:

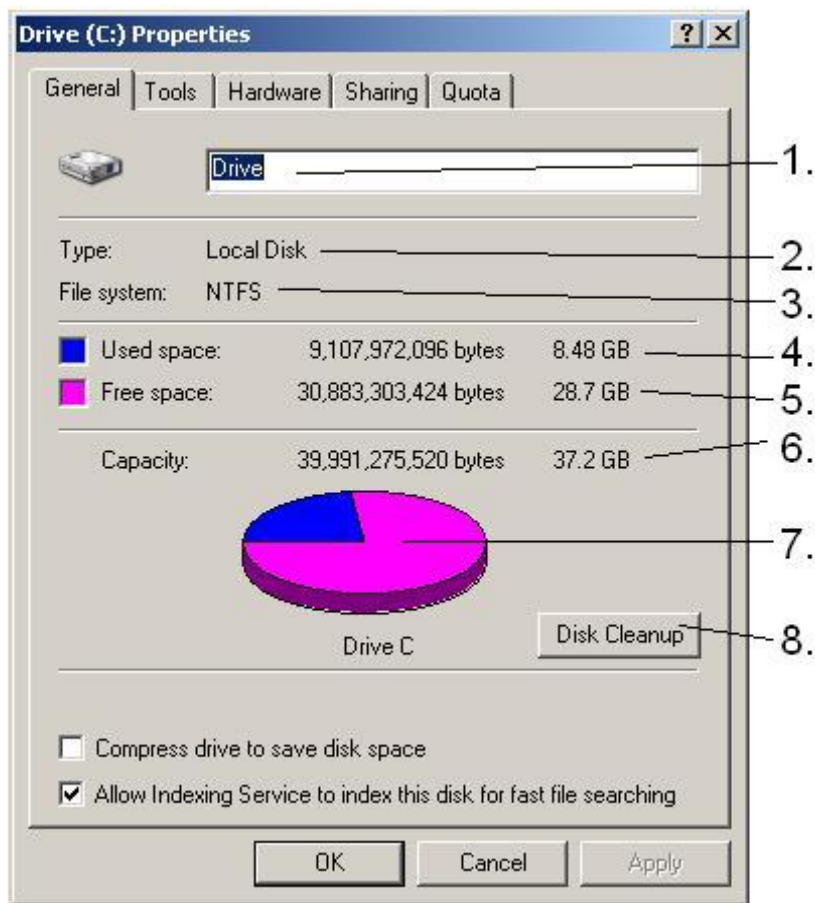
Menu and Tool Bars

Menu and Tool Bars

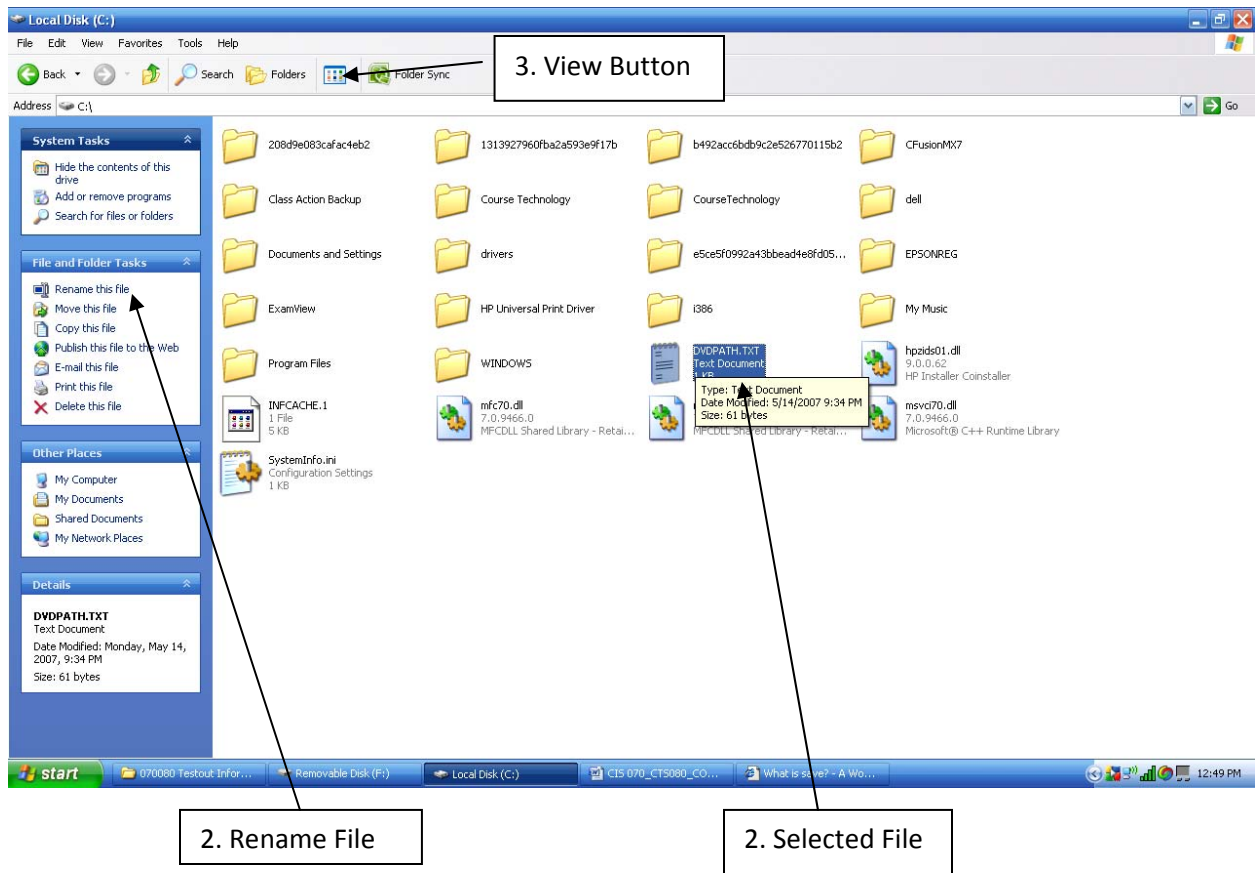


1. File Menu Option
2. Edit Menu Option
3. View Menu Option
4. Favorites Menu Option
5. Tools Menu Option
6. Help Menu Option
7. Menu Bar
8. Back Button
9. Forward Button
10. Folder Up Arrow Button
11. Search Button
12. Folders List Button
13. Views Button
14. Tool Bar

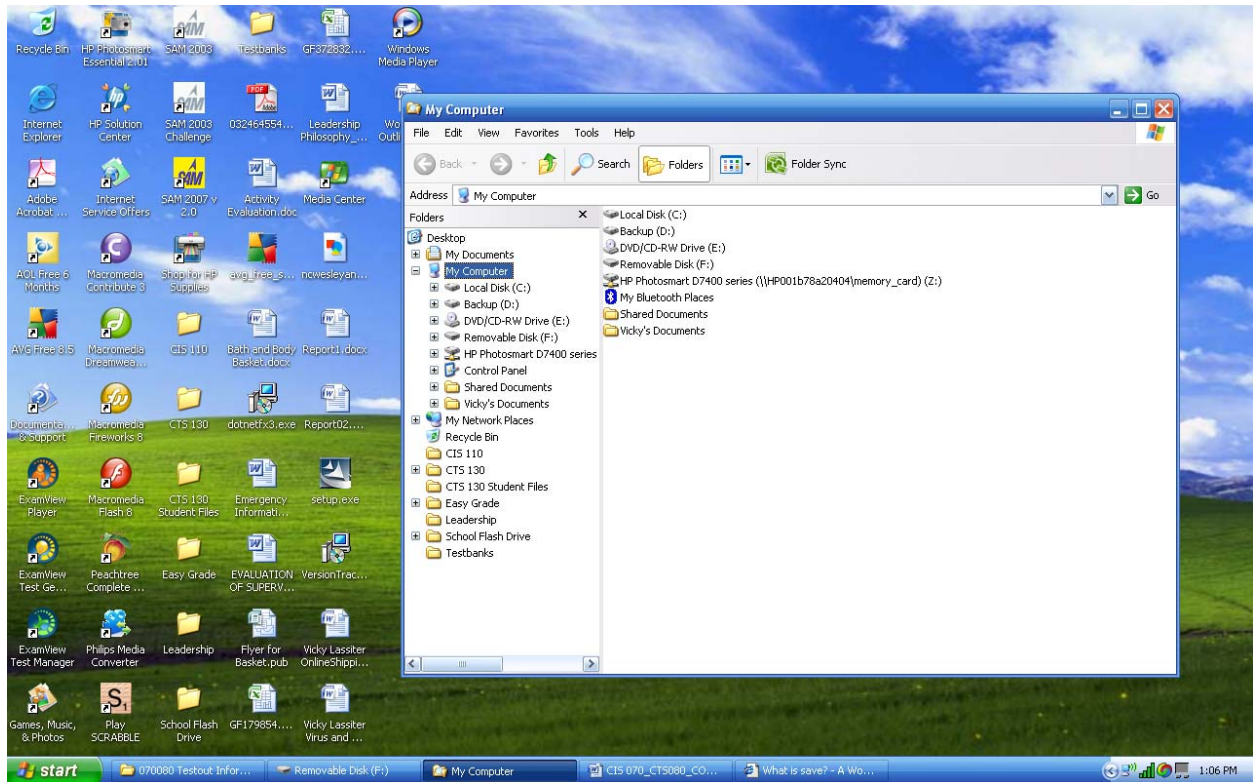
Fixed Drive (Also known as Hard Drive or C: Drive) Properties



1. Drive Name
2. Type of Drive
3. File System of the Drive
4. Amount of Used Disk Space
5. Amount of Free Disk Space
6. Total Amount of Disk Space
7. Graphical Indicator of Disk Space (free and used)
8. Disk Clean Up Button



1. **File Management:** Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.
2. If you have a **file selected**, you can then see the **Rename File option**.
3. If you click the **View button** on the Toolbar, you can choose to view your files in **Detail view**.

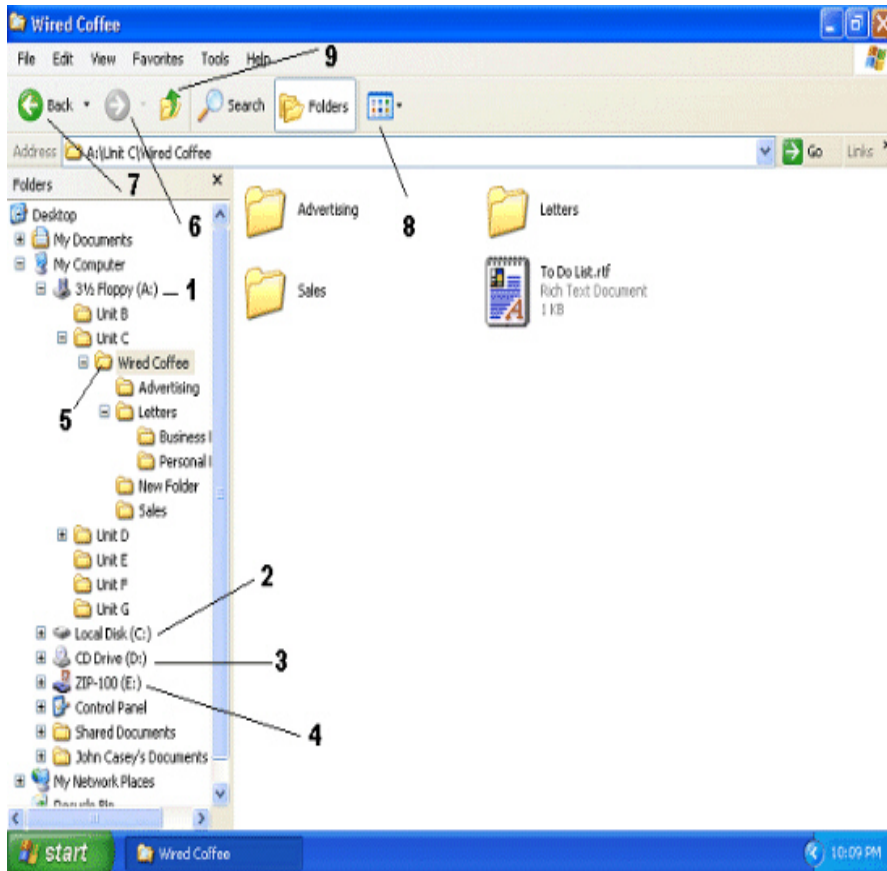


Windows Explorer

1. Windows Explorer has two panes.
2. Click your Favorites button, and you will see your Organize Favorites Button.

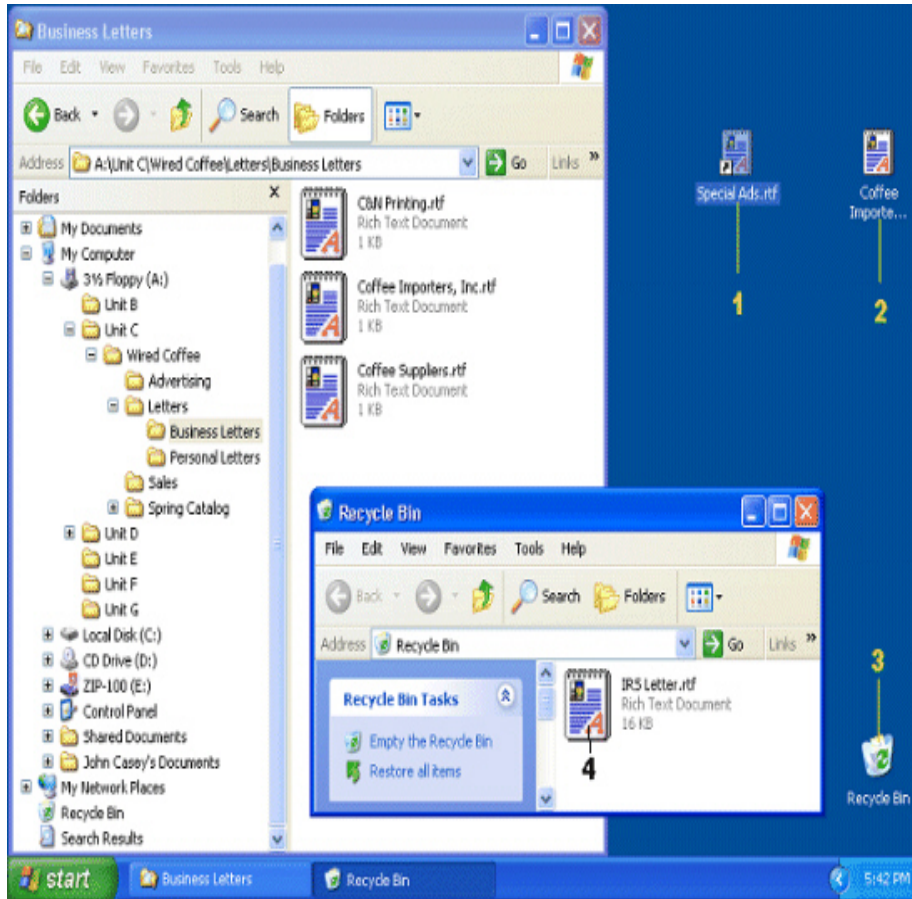
SAMPLE QUIZ

VIEW THE SCREEN SHOTS BELOW AND ANSWER QUESTIONS ONE THROUGH TWENTY-SEVEN. THE ANSWERS ARE PROVIDED AT THE END OF THIS DOCUMENT. (Please note: These questions are just a *sample* of test questions. In order to prepare for the CIS 070 Placement Test, students should study the entire Computer Review document.) The Academic Skills Center (ASC) offers further explanations or demonstrations of the topics listed on this study guide. The ASC is located in room WLC-322 on the third floor of the WLC building.



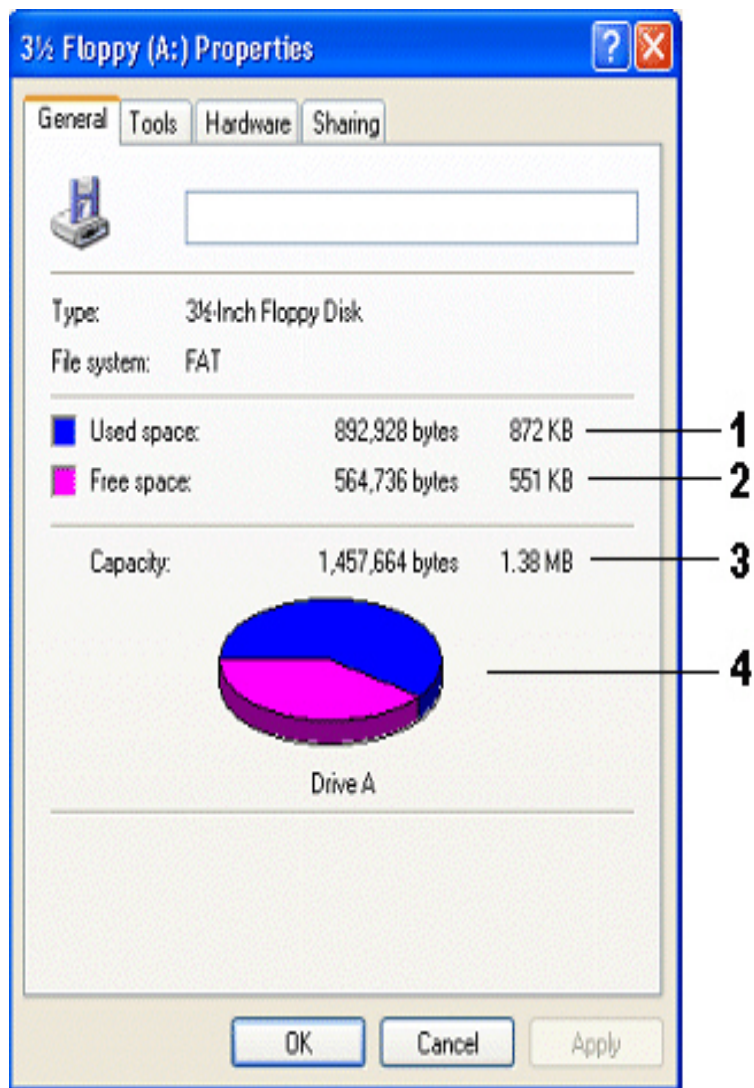
Using the figure above:

1. Which number above identifies the C: Drive (also known as Hard Drive, Fixed Drive)?
2. Which number above identifies the D: Drive?
3. Which number above identifies the E: Drive?
4. What is the name of the active window?
5. Which number above will take you back to the previous window?
6. Which number above points to the Folders List where you would change your view?
7. What is the parent folder for Wired Coffee?
8. Which number identifies the drive where the Wired Coffee folder located?
9. Which number identifies the button takes you up a level?
10. The contents of which folder is being displayed.
11. Which number above points to the button that will move you forward?
12. When you drag a file or folder from one disk to another, what happens?



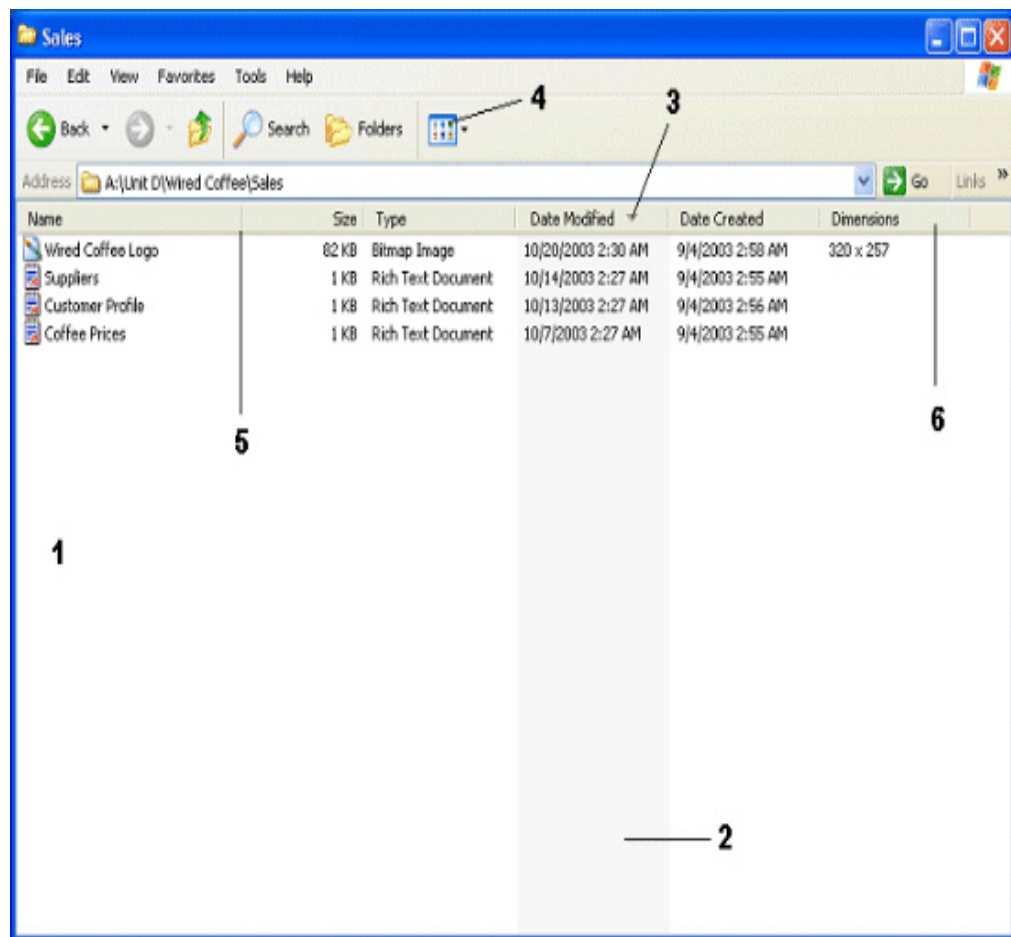
Using the figure above:

13. How many windows are open?
14. Which element is a shortcut?
15. Which element has been deleted or is ready to restore?
16. Which folder contains the subfolder Business Letters?
17. Which element expands a folder?
18. How do you actually delete files rather than send them to the Recycle Bin?
19. When can you view removable drives?



Using the figure above:

20. What is the capacity of this disk?
21. How much space has been used on this disk?
22. How much free space is available on this disk?



DETAIL VIEW

Using the figure above:

23. Which element would you use to resize a column?
24. Which element would you use to move a column?
25. Which column is selected?
26. Which element would you use to change views?
27. Which element sorts files by date?

ANSWERS TO STUDY GUIDE QUESTIONS

1. 2
2. 3
3. 4
4. Wired Coffee
5. 7
6. 8
7. Unit C
8. 1
9. 9
10. Wired Coffee
11. 6
12. A copy of the file or folder is created on the disk.
13. 2
14. 1
15. 4
16. Letters
17. Plus Sign
18. Click delete file in the My Computer Window
19. When you have removable storage devices (such as a zip disk inserted in the zip drive or a USB inserted in the removable disk drive).
20. 3 1.38 MB
21. 1 872 KB
22. 2 551 KB
23. 5
24. 6
25. 2
26. 4
27. 3