

CIS 070 COMPUTER PLACEMENT TEST REVIEW

(Revised June 2013)

The Business and Computer Technology Division at Wayne Community College has developed this study guide to help you refresh your basic computer terminology before taking the CIS070 placement test. In order to be proficient in upper-level computer courses, you must demonstrate your mastery of basic computers. Some computer courses have prerequisites that you must meet before taking the course. A sample placement test has been provided so that you can get a feel for the test format and questions.

<i>General Computer Terminology</i>	
Audio	Music, speech, or any other sound.
Click	To move the mouse pointer to a button or link on the computer screen, and then to press and release the left mouse button.
Copy command	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.
Cursor	Picture of mouse pointer on the screen (possibly blinking)
Delete command	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.
Double-Click	Double left-click opens an object
Drag and Drop	Moving one object into another position
Edit	To make changes to the content of the document [<i>but NOT the STYLE (text, style, font, size, and look etc.)</i>]
File backup	Duplicate or copy of a file, program, or disk that can be used if the original is lost, damaged, or destroyed.
Font	A name assigned to a specific design of characters, such as Cambria or Calibri.
Hardware	Electric, electronic, and mechanical components contained in a computer.
Left-Click	Used to select object with mouse
Move/Cut command	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.
Operating system	A set of programs that coordinates all the activities among computer hardware devices.

Output device	Any hardware component that conveys information to one or more people.
Paste command	Informs the computer of the destination location, the copy of the item is then transferred from the Clipboard to the destination. <i>The original item is not moved or changed.</i>
Programmer	Person who writes and modifies computer programs.
Right-Click	Opens the shortcut menu for the clicked on object
Save	To copy data from a temporary area to a more permanent storage medium
Smart phone	Internet-enabled telephone that usually also provides personal information management functions.
Software/ Program	Series of instructions that tells a computer what tasks to perform and how to perform them.
Zip file/ Compressed File/ or Folder	Storing data in a format that requires less space than usual

<i>Types of Computers</i>	
Handheld computer	Computer small enough to fit in one hand.
Laptop / Notebook computer	Portable, personal computer often designed to fit on your lap.
Mainframe	Large, expensive, powerful computer that can handle hundreds or thousands of connected users simultaneously, storing tremendous amounts of data, instructions, and information.
Mobile computer	Personal computer that a user can carry from place to place.
Netbook	Type of notebook computer that is smaller, lighter than, and often not as powerful as a traditional notebook computer.
PDA (personal digital assistant)	Lightweight mobile device that provides personal information management functions such as a calendar, appointment book, address book, calculator, and notepad.
Personal computer	Computer that can perform all of its input, processing, output, and storage activities by itself and contains a processor, memory, and one or more input and output devices, and storage devices.
Tablet PC	Special type of notebook computer that resembles a letter-sized slate, which allows a user to write on the screen using a digital pen.

Internet and World Wide Web Terminology

Adware	Program that displays an online advertisement in a banner or pop-up window on Web pages, e-mail, or other Internet services.
Antivirus program	Program that protects a computer against viruses by identifying and removing any computer viruses found in memory, on storage media, or on incoming files.
Chat	Real-time typed conversation that takes place on a computer.
Cookie	Small text file that a Web server stores on a computer.
Copyright	Exclusive rights given to authors and artists to duplicate, publish, and sell their materials.
Downloading	Process of a computer receiving information, such as a Web page, from a server on the Internet.
E-mail program	Software used to create, send, receive, forward, store, print, and delete e-mail messages.
Firewall	Hardware and/or software that protects a network's resources from intrusion by users on another network such as the Internet.
Home page	First page that a Web site displays.
Hot spots	Wireless network that provides Wi-Fi Internet connections to mobile computers and devices.
Hyperlink	Built-in connection to another related Web page or part of a Web page.
Instant messaging (IM)	Real-time Internet communications service that notifies a user when one or more people are online and then allows the user to exchange messages or files or join a private chat room with those people.
Internet	Worldwide collection of networks that connects millions of businesses, government agencies, educational institutions, and individuals.
License agreement	An agreement issued by a software manufacturer that gives the user the right to use the software.
Online	Describes the state of a computer when it is connected to a network.
Online social network	Online community that encourages its members to share their interests, ideas, stories, photos, music, and videos with other registered users.
Password	A private combination of characters associated with the user name that allows access to certain computer resources.
Search engine	Program that finds Web sites, Web pages, images, videos, news, maps, and other information related to a specific topic.
Social networking Web site	Online community that encourages its members to share their interests, ideas, stories, photos, music, and videos with other registered users.
Spam	Unsolicited e-mail message or newsgroups posting sent to many recipients or newsgroups at once.
Spyware	Program placed on a computer without the user's knowledge that secretly collects information about the user.
Surfing the Web	Activity of using links to explore the Web.

Thumbnail	Small version of a larger graphic.
Uploading	Process of transferring documents, graphics, and other objects from a computer to a server on the Internet.
URL/ Uniform Resource Locator/ or Web address.	Unique address for a Web page.
User name	Unique combination of characters, such as letters of the alphabet and/or numbers that identifies a specific user.
Virus	Potentially damaging computer program that affects, or infects, a computer negatively by altering the way the computer works without the user's knowledge or permission.
Web/ World Wide Web	Worldwide collection of electronic documents called Web pages; the Web is one of the more popular services on the Internet.
Web browser	Application software that allows users to access and view Web pages.
Web page	Electronic document on the Web, which can contain text, graphics, animation, audio, and video and often has built-in connections to other documents, graphics, Web pages, or Web sites.
Web page	Electronic document on the Web, which can contain text, graphics, animation, audio, and video and often has built-in connections to other documents.
Web site	Collection of related Web pages and associated items stored on a Web server.
Wi-Fi	Short for wireless fidelity. Type of broadband Internet connection that uses radio signals to provide high-speed Internet connections to compatible or properly equipped wireless computers and devices.
Wiki	Collaborative Web site that allows users to create, add to, modify, or delete the Web site content via their Web browser.
Wireless Internet service provider	Company that provides wireless Internet access to desktop and notebook computers and mobile devices, such as smart phones and portable media players, with built-in wireless capability (such as Wi-Fi) or to computers using wireless modems or wireless access devices.