

CIT 1093 Microcomputer Applications

TEST #1: Review (Windows)

1. What are the basic Mouse Commands and what are they used for?
 - Point
 - Click
 - Right Click
 - Double Click
 - Drag
 - Right Drag
2. What is a keyboard shortcut?
3. Basic Windows Explorer items:
 - plus box
 - minus box
 - folder list pane
 - contents list pane
4. Basic Parts of a window
 - Title Bar
 - Menu Bar
 - Toolbar
 - Address Bar
 - Scroll Bar
 - Status Bar
5. Windows Desktop Items
 - Icons
 - Taskbar
 - Quick launch toolbar
 - Notification Area (System tray)
 - Screen Tips
 - Recycle Bin
 - Active Program
6. Minimize, Maximize, Restore, Close buttons
7. Copying and moving files with right drag
8. How do you format a disk?
9. Menu Conventions/Items:
 - check mark
 - grayed item
 - ellipsis
 - command shortcuts
 - submenu indicator (triangle)
10. Dialog Box Conventions/Items:
 - command buttons
 - option buttons
 - text boxes
 - list boxes
 - tab
 - check box
 - option button
11. Different views in my computer or windows explorer
 - large icons
 - small icons
 - list
 - details
12. Be able to identify Basic Desktop items

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1. This test will be about **40 questions** (including Multiple Choice and True/False). There will also be a **40-minute** time limit.
 2. This test will be taken at d2l.rose.edu and reviewed immediately afterwards.
 3. Study hard, you will **not** be allowed to use your textbooks or any notes on this test.