1. When two or more windows are open, the _____ window is the window in which the cursor movements, commands, or text entry occur.

   a. active
   b. effective
   c. operating
   d. foremost
   e. designated

2. The _____ bar is a toolbar that displays the organizational path to the active file, folder, or window.

   a. address
   b. title
   c. scroll
   d. task
   e. status

3. The action of placing files on another drive for long-term storage is called _____.

   a. archiving
   b. backing-up
   c. securing
   d. recording
   e. safing

4. A compact disc that can store information written to it exactly one time is called a _____.

   a. CD-R
   b. CD-RW
   c. CD-ROM
   d. CD-RD
   e. CD-WO

5. A compact disc that can store information written to it many times is called a _____.

   a. CD-RW
   b. CD-R
   c. CD-ROM
   d. CD-RD
   e. CD-WO

6. The verb used to describe the action of depressing the buttons on a mouse is _____.

   a. click
   b. tick
   c. push
   d. press
   e. tap

7. The _____ stores the most recent item that was copied.

   a. clipboard
   b. notepad
   c. desktop
   d. local disk
   e. flash drive

8. The _____ button is a shortcut button in a title bar that closes a window or program.

   a. close
   b. shut
   c. stop
   d. quit
   e. exit

9. The ____ button in the folders pane of the My Documents window is used to hide subfolders and files from view.

   a. collapse
   b. hide
   c. conceal
   d. prune
   e. cover

10. Windows XP provides the capability to ____ a file which reduces the size of the file.

   a. compress
   b. shrink
   c. pack
   d. condense
   e. compact

11. The working area of the Windows display is called a(n) ____ because on it you can place electronic versions of things you have on your regular desk.

   a. desktop
   b. workbench
   c. in-basket
   d. tabletop
   e. deskpad

12. A(n) ____ box is a window that displays, and which asks you to make a decision about an individual object or topic.

   a. dialog
   b. request
   c. decision
   d. query
   e. search

13. The verb to hold down the left mouse button while moving the mouse is called ____.

   a. drag
   b. draw
   c. tow
   d. yank
   e. pull

14. A ____ is an area of storage that is formatted with the Windows file system and is identified using a capital letter such as C, D, or E.

   a. drive
   b. disk
   c. file
   d. RAM
   e. CD-ROM

15. ____ mode enables you to change the name of a file or folder, and works the same in all Windows applications.

   a. edit
   b. update
   c. change
   d. alter
   e. modify

16. To keep the information you create for future use, you must save it as a(n) ____ on one of the drives available to you.

   a. file
   b. folder
   c. document
   d. record
   e. report

17. The last three characters of a file name is called a file _____ and they identify the program that created the file.

    a. extension
    b. type
    c. identifier
    d. suffix
    e. designator

18. A(n) _____ is a Windows object that is used to keep related files stored together is one location.

    a. folder
    b. container
    c. database
    d. registry
    e. directory

19. A(n) _____ is a graphic representation of an object that you can select and open, such as a drive, a disk, a folder, a document, or a program.

    a. icon
    b. thumbnail
    c. figure
    d. sign
    e. drawing

20. A(n) _____ is a list of commands within a category.

    a. menu
    b. toolbar
    c. desktop
    d. clipboard
    e. folder

21. A(n) _____ is a row of buttons that activate commands, such as Undo or Bold, with a single click of the left mouse button.

    a. toolbar
    b. menu
    c. dropdown list
    d. menubar
    e. selectionbar

22. Saving a copy of a Web page on your computer or storage device is referred to as _____.

    a. downloading
    b. archiving
    c. recording
    d. capturing
    e. retrieving

23. The _____ list contains Web addresses for sites you plan to visit frequently.

    a. favorites
    b. preferred
    c. active
    d. most-recent
    e. selection

24. The Web page may be divided into _____ or separate areas of content placed closely together.

    a. frames
    b. containers
    c. panes
    d. folders
    e. enclosures

25. The Internet Explorer ____ feature tracks recently visited Web pages and sites.

    a. history
    b. record
    c. account
    d. display
    e. backtrack

26. Each time you start Internet Explorer when you are connected to the Internet, the ____ page that has been set on your computer displays.

    a. home
    b. first
    c. primary
    d. default
    e. initial

27. Most Web sites contain ____, which provide another navigation tool for browsing Web pages.

    a. hyperlinks
    b. portals
    c. gateways
    d. URLs
    e. ISPs

28. A(n) ____ is a set of rules for transferring data over the Internet.

    a. protocol
    b. hyperlink
    c. frame
    d. portal
    e. URL

29. The Search ____ task pane assists in your search for topics by locating sites that may contain information your are seeking.

    a. Companion
    b. Assistant
    c. Appliance
    d. Associate
    e. Engine

30. Each Web site has its own unique address, called a ____.

    a. URL
    b. ISP
    c. WWW
    d. HTML
    e. HTTP

31. Which of the following requires one byte of storage?

    a. character
    b. paragraph
    c. sentence
    d. page
    e. RAM

32. Which of the following terms represents the fastest computer speed?

    a. 2 GHz
    b. 286 MHz
    c. 7.33 MHz
    d. 2 kHz
    e. 1,200 MHz

33. Which of the following is not an input device?

    a. speaker
    b. keyboard
    c. mouse
    d. stylus
    e. joystick

34. Which of the following is an example of optical storage?

    a. compact disc
    b. monitor
    c. random access memory
    d. disk drive
    e. read only memory

35. Which of the following is not a type of computer?

    a. multitask
    b. mainframe
    c. tablet
    d. personal
    e. notebook

36. Before a computer can process data, where must it be stored?

    a. in computer memory
    b. on a disk
    c. in the control unit
    d. on the monitor
    e. in the central processing unit

37. What term, related to computers, means billions?

    a. Giga
    b. Mega
    c. Kilo
    d. Nano
    e. Tera

38. Which of the following can make a computer invisible to hackers?

    a. firewall
    b. antivirus software
    c. antispy software
    d. denial of service
    e. dedicated server

39. Which of the following is capable of opening a "back door" on a computer and is able to spread without human interaction?

    a. worm
    b. Trojan horse
    c. virus
    d. cookie
    e. zombie

40. A(n) _____ is a company that provides access to the Internet.

    a. ISP
    b. WWW
    c. URL
    d. XML
    e. MSN

41. A _____ is a small text file that contains information that can identify you to a Web site.

    a. cookie
    b. infomatid
    c. icon
    d. spam
    e. track

42. The number of _____ on a screen determines the resolution of the monitor.

    a. pixels
    b. dots
    c. lines

    d. points
    e. strokes

43. Select the phrase found on the Web page at http://www.bls.gov.

    a. Wages, Earnings, & Benefits
    b. Students
    c. Citizens: Get It Done Online!
    d. Authors & Reviewers
    e. MSNBC NEWS

44. ____ acts as the computer's short-term memory, and stores data temporarily as it is being processed.

    a. RAM
    b. ROM
    c. WOM
    d. PDA
    e. ISB

45. ____ divide the tracks into pie-shaped wedges extending from the center to the outer edge of the disk.

    a. Sectors
    b. Tracks
    c. Slices
    d. Partitions
    e. Pages

46. ____ computers sit on your desktop, floor, table or other flat surface and have a detachable keyboard, mouse, monitor, and other pieces of equipment.

    a. Desktop
    b. Main/frame
    c. Notebook
    d. Tablet
    e. Super

47. The main parts of the CPU are:

    a. arithmetic logic unit and the control unit
    b. central processing unit and the arithmetic and logic unit
    c. universal serial bus and the ALU
    d. AMD and the control unit
    e. motherboard and peripheral

48. A(n) ____ card is a removable circuit board used to add a new peripheral or increase the capability of the computer.

    a. expansion
    b. extension
    c. companion
    d. foundation
    e. daughter

49. Select the storage device that is NOT magnetic.

    a. CD
    b. zip disk
    c. hard disk
    d. floppy disk
    e. 9-track tape

50. Select the advantage that is NOT a feature of a CRT monitor.

    a. Causes less eyestrain
    b. Images can be viewed from all angles
    c. Resolution can be adjusted more completely
    d. Better color accuracy and clarity
    e. Better for gaming and watching DVD's