

Beginning Computer Basics Answer Sheet

Written Portion

1) Which of these is an example of hardware? Circle the correct answer.

- A. Monitor
- B. Microsoft word
- C. Internet explorer
- D. Windows Media Player

2) Which of these is an example of software? Circle the correct answer.

- A. Keyboard
- B. Monitor
- C. Microsoft Excel
- D. Printer

3) List two examples of an input device

Mouse, Keyboard, Microphone, Flash Drive, or Scanner

4) List two examples of an output device

Printer, Monitor, Speakers, or Headphones

5) Match the word to the correct definition by writing the correct letter in the space provided.

- A. Click gives a drop down menu of options specific to the task you're trying to perform E
- B. Double Click used to pick up and move a picture or selected text to another area C
- C. Drag and Drop used to select multiple items or highlight text D
- D. Click and drag used to open a program B
- E. Right Click used to select or place cursor where you want it on the page A

6) Fill in the blank with the correct answer

The Shift key allows you to capitalize letters when pressed down and allows you to access the secondary function of your computer keys.

The Windows key opens and closes your windows start menu.

To make all letters capital until you turn it off you use the Caps Lock key.

To start a new line you press Enter.

If you want to erase an object to the left of your cursor you press Backspace but if you want to erase an object to the right of your cursor you press Delete.

The Insert key allows you to replace a word with another by writing over it.

The Home key moves your cursor to the front of your line of text.

To add one blank space between objects you press the Space Bar.

To move your cursor to the end of your line of text you press the End key.

If you want to indent a paragraph you use the Tab key.

7) Which desktop shortcut items must you double click to open?

Icons

8) What are the three menus on the taskbar? Circle the correct answer.

A. Start menu, quick launch bar, system tray

B. Icons, system tray, hot button

C. Fast bar, console, start icon

D. Menu, start, icons

9) Label the basic computer equipment



Monitor



Console



Mouse



Keyboard

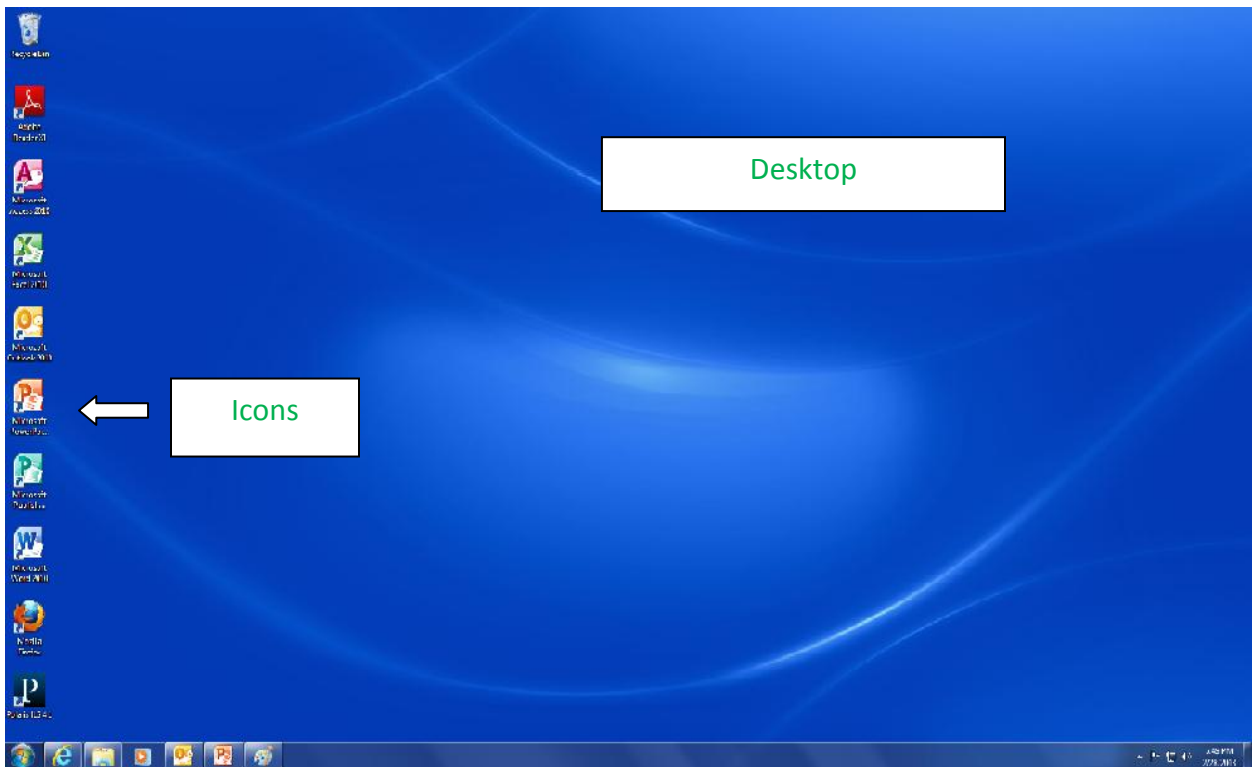


Speakers



Printer

10) Label this screenshot.



Desktop

Icons

Start Menu

Quick Launch Bar

Taskbar

System Tray

Practice Portion

- 1) Follow the instructions below to practice working with the desktop
 - Move an icon to the right side of the screen
 - Open the start menu
 - Select all programs
 - Click on the accessories folder
 - Find the calculator, right click on it and pin it to the start menu
 - Close the start menu
 - Open the start menu
 - Select all programs
 - Click on the games folder
 - Find solitaire, right click on it and pin it to the taskbar
 - Close the start menu
 - Open the start menu
 - Select all programs
 - Click on Microsoft Office
 - Click on Microsoft Word 2010

- 2) Retype the following sentences into the word document you just opened, using your shift key for the symbols. (You don't need to type the letters a, b, c, etc.)
 - a. This was all I had!
 - b. She put \$50 in the bank.
 - c. Johnny's jersey was #53.
 - d. 90% of statistics are made up.
 - e. John said, "Give me liberty, or give me death!"
 - f. $1+1=2$
 - g. It is 3:00 o'clock in the morning.
 - h. Jack & Jill went up a hill.