

Windows Vista 1-2 Review

1. When you point to a button in Windows Vista, the button's function displays in a ____.
2. ____ is masked for security.
3. What options are available on the Shut Down options menu?
4. The ____ experience provides a 3-dimensional graphical user interface.
5. Windows ____ can transfer recorded audio and video from analog camcorders or digital video cameras to a computer.
6. The most complete edition of Windows Vista is the ____ Edition.
7. You can close the Windows Sidebar by right-clicking a blank area on the Sidebar and clicking ____.
8. A(n) ____ drive is a handy device for physically moving copies of files and folders from one computer to another.
9. Which key allows you to select multiple nonadjacent items? ____
10. Which key allows you to select multiple adjacent items? ____
11. A(n) ____ is a computer that controls access to the hardware and software on a network
12. Which button allows you to close WordPad without updating the open document with any changes made? ____
13. The WordPad Print command is located on the ____ menu.
14. To save a file in the Documents folder, you should click the Documents folder icon in the Save As dialog box ____.
15. Which symbol appears after a menu command to indicate that clicking the command opens a dialog box? ____
16. The first time you save a new WordPad document, you should click the ____ command on the WordPad File menu.
17. Which characters CANNOT be included in a file name? ____
18. A file name can contain up to ____ characters.
19. Clicking the Windows Help online link launches the ____ window and displays the Windows Vista: Help and How-to Web page.
20. You can click the ____ button on the Quick Launch toolbar to start Windows Flip 3-D.
21. ____ is a popular application program available with Windows Vista that allows you to create, save, and print simple text documents.
22. The newest version of the Microsoft Windows operating system is Windows ____.
23. ____ are mini-programs on the Sidebar that display information and provide access to various useful tools.
24. The ____ in the Documents folder window displays a hierarchical structure of files, folder, and drives on the computer.
25. You can move any open window to another location on the desktop by ____ the title bar of the window with the mouse pointer.
26. Enlarging a window in order to view all of its contents is called ____ the window.
27. A window that remains open but only appears as a button on the taskbar has been ____.
28. The ____ button updates the contents of the right pane of the Computer folder window.
29. The Power button, Lock this computer button, and Lock menu arrow are all located on the ____.
30. The ____ menu allows you to easily access the most useful items on your computer.
31. The Windows ____ is the long vertical strip on the right edge of the desktop that holds mini-programs.
32. The ____ on the taskbar shows icons for utilities running in the background and the current time.
33. The worldwide group of connected computer networks is called the ____.

True/False

34. Sending items to the Recycle Bin permanently removes the items from your computer
35. Attempting to remove a USB drive while Windows Vista is still accessing the drive may cause you to lose the data stored on the drive.
36. Windows Vista limits you to one open document and application at a time.
37. Deleting a shortcut you place on the Start menu also deletes the file or folder associated with the shortcut.
38. Adding a shortcut to a folder to the desktop actually moves the folder from its current location to the desktop.
39. Placing a shortcut to a folder on the Start menu or on the desktop can make it easier to locate and open the folder.
40. In the Documents folder, you can click the Back and Forward buttons (just like the Back and Forward buttons in a Web browser) to navigate between locations you have visited .
41. You can right-drag a document icon onto a folder icon and click the Copy Here command, as shown in the accompanying figure, to move the document into the folder.
42. You can expand or collapse the Folders list in the Documents folder window as needed.
43. You can resize a window with the mouse pointer by dragging only the top, bottom, left, or right borders.
44. It is possible to prevent users from adding an icon to their desktop; for example, students in a computer lab may be prevented from customizing the desktop of a computer they are using.
45. You cannot close a window using a shortcut menu command.
46. A program running in your computer's background has a button on the taskbar.
47. The Quick Launch toolbar contains icons for those applications you want to be able to access quickly.
48. Windows Vista offers two variations of GUIs: Windows Vista Basic and Windows Vista Aero.
49. Microsoft Windows Vista is available in only three editions: Home Basic, Business, and Enterprise.
50. Working with an operating system requires a basic knowledge of how to start the operating system, log on and off the computer, and identify the objects on the desktop.

1. **This test will be about 50 questions (actual test questions above).**
2. **This test is only available at the time scheduled in the syllabus and has a 50-minute time limit.**
3. **This test will be taken in the ONLINE CLASSROOM and reviewed immediately afterwards.**
4. **Study hard, you will not be allowed to use your textbooks or any notes or this review on this test.**