

Windows Vista 3-4 Review

1. The ____ folder contains programs and files necessary for the operation of the operating system.
2. A(n) ____ is a brief description that appears when you hold the mouse over an object on the screen.
3. How can you find the capacity of a drive? ____
4. The ____ abbreviation used with CDs and DVDs means rewritable.
5. Which drive designation is normally used for a computer's primary drive? ____
6. A computer will always have at least one ____ drive.
7. The names and addresses in the ____ field will be hidden from all recipients of the same e-mail message.
8. The ____ in the Computer folder window shows the System properties button.
9. The names and e-mail addresses of recipients listed in the ____ field will be visible to all recipients of the same e-mail message.
10. A ____ allows you to encrypt messages sent over the Internet and to prove your identity in an electronic transaction.
11. A font size is measured in ____.
12. To send your reply to an e-mail message to all of the original recipients, click the ____ button on the toolbar.
13. One method of composing and sending an answer to an incoming e-mail uses the ____ button, located on the toolbar.
14. You can press the ____ keyboard shortcut keys to open the Print dialog box and then press the ENTER key to print a selected e-mail message.
15. Which of the following toolbar buttons is clicked to compose a new e-mail message? ____
16. ____ is an example of an e-mail program installed on a computer.
17. A(n) ____ backup is a backup that is made according to dates and times that you predetermine.
18. Windows ____ is the default Windows Vista program for playing and working with digital media files such as music or video files.
19. The ____ appears on the left below the toolbar in a folder window.
20. Which of the following is NOT a common music file format?
21. When you ____ a file, you extract the audio data from a CD and transfer it to your hard disk.
22. Which of the following is the default electronic mail package installed with Windows Vista? ____
23. The ____ displays each image in the Pictures folder in a presentation format on your computer screen.
24. A(n) ____ means that a picture belongs to the person who created it.
25. Which keyboard shortcut allows you to cycle through open windows to activate a specific window? ____
26. Displaying multiple open windows in the ____ format, allows the windows to overlap each other in an organized manner.
27. When you ____ a window, it occupies the entire screen.
28. By default, ____ files and folders are not displayed in a file listing.
29. Which of the following characters is used to represent unknown characters in a folder or file name during a search? ____
30. Selecting the ____ command on the Start menu opens a window that contains the storage devices that are installed on the computer.

True/False

31. All newsgroups are supervised by someone who reads each message to ensure that it is appropriate for posting
32. When you need to send an e-mail message, you can just guess the e-mail address of the recipient.
33. The message abbreviation PLS stands for See you later.
34. You retain the rights to all messages received to or sent from an e-mail account set up for you by your employer.
35. With Windows Vista, Microsoft moved the instant messaging capability from the operating system to the Web.
36. When viewing your pictures as a slide show, each picture is shown one at a time while everything else on the desktop is hidden from sight.
37. To navigate through your pictures, you can click the Next and Previous buttons at the bottom of the Windows Photo Gallery window.
38. You can view photos individually or as part of a slide show.
39. You can select multiple files and then move them into a new folder all at one time by right-dragging them to the folder.
40. Before using pictures and other multimedia files, you should know whether you are allowed to use them for your intended purpose.
41. Pictures that you take with your digital camera and load onto a computer running Windows Vista become the property of Microsoft, the manufacturer of Windows Vista.
42. Cascading three open windows arranges them vertically above each other on the desktop.
43. When multiple windows are open on the desktop, you must first make a specific window the active window in order to work in it.
44. You can click anywhere in a window to make it the active window.
45. Many people find working with one maximized window easier than working with multiple smaller windows on the desktop.
46. When Windows Vista is searching for a specific folder or file, an animated circle will attach to the mouse pointer.
47. The Space free and Total size values for a hard disk are the same on all personal computers running the Windows Vista operating system.
48. A disk label or title, as shown in the accompanying figure, may be useful but is not required.
49. Storing data on a USB drive is more convenient than storing the data on your computer's hard drive because a USB drive is faster and has more storage capacity.
50. Depending on which folder you are viewing, the folder window will display the toolbar options that are most appropriate for working with the folder contents.

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.**