

Chapter 2: Windows 7

When you delete a file,

- A copy of the file will be sent to the desktop
- You send the file to the Recycle Bin.
- The file will not be affected.
- A copy of the file will be stored in your active folder.

Which of the following statements is correct about arrange icon on desktop.

- Icons on desktop can be arranged by name.
- Icons on desktop can be arranged by type.
- Icons on desktop can be arranged by size.
- All of the above.

Which of the following statements is correct about opening control panel.

- You can open control panel from windows explorer.
- You can open control panel from start menu.
- You can open control panel from my computer.
- All of the above.

The documents that is located in start menu store.

- The last 15 files that you have open.
- The last 15 files that you have delete.
- The last 15 files that you have copy.
- None of the above.

The desktop is:

- An example of a hardware device.
- A folder.
- A file
- A window.

The Shutdown icon on start menu means:

- Close all windows.
- Close the current windows.
- Close your computer.
- None of the above.

To open a minimized window, you can click on the:-

- window's button on the body of the taskbar.
- maximized button on the title bar.
- restore button on the title bar.
- all of the above.

When you select search icon from start menu and you type ??? .txt, this mean that:

- The computer will find all files that have extension **txt** only.
- The computer will find all files that have only three letters with all extensions.
- The computer will find all files that have three letter and extension **txt** only.
- None of the above

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When you select search icon from start menu and type S*S.doc, this means that:

- The computer will find all files that have extension **doc** only.
- The computer will find all files that have only three letters and extension is **doc**.
- The computer will find all files that have first and last letter is **S** and extension is **doc**.
- None of the above

The easiest way to move a file from one folder to another in windows xp is to:

- Use Copy and Paste.
- Use Cut and Copy.
- Use Drag and Drop.
- Use Cut and Drop

To launch an application in Windows, you can _____ on its icon..

- Click
- Drag
- Double click
- none of the above

We can copy, move, paste and rename files and folders by using.

- Windows explorer.
- My computer.
- A and B.
- None of the above

Windows xp is an example of a(n)

- operating system.
- graphical user interface.
- application software.
- basic tools.

When you double-click on an icon, you will _____ it.

- Highlight
- Disable
- Open
- Select

You can get a popup (context) menu in Windows XP by:

- Right-Clicking on the desktop.
- Left-Clicking on **My Computer**.
- Left-Clicking the **start button**, then selecting Windows Explorer from the **Programs** menu
- Double-clicking on **My Computer**

An operating system is a computer program which has many functions, one of these functions is:

- It can link it self to other programs.
- It can store huge amounts of data.
- It Manages computer files.
- It is used to store user programs and data.

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When you select properties from context menu of disk top, you will open.

- a. Display properties.
- b. Taskbar properties.
- c. Control panel.
- d. None of the above.

The Date/Time icon on control panel used to.

- a. Change computer time.
- b. Change computer date.
- c. A and B.
- d. None of the above

You can change the background of disk top from.

- a. Taskbar properties.
- b. Add/Remove programs on control panel.
- c. Display properties.
- d. None of the above.

Screen Saver enables you to.

- a. Save the power dissipated by computer when you leave it operates alone.
- b. Protect your computer from accessing by another users when you make password enabled.
- c. Display another picture for your screen after specified time.
- d. All of the above.

You can change the screen saver in win Xp through the:

- a. Accessibility Options Icon in Control Panel windows.
- b. System Icon in Control Panel windows.
- c. Date/Time Icon in Control Panel windows.
- d. Display Icon in Control Panel windows.

To change the appearance of your desktop,

- a. You have to buy a new computer.
- b. You can click the right mouse button on the desktop and select properties.
- c. You can adjust the settings by choosing Accessories from the Start button.
- d. You cannot change the properties of the desktop.

To copy a file from one folder to another,

- a. Select the file, press the right mouse button select copy, go to the destination folder, press the right mouse button select Past.
- b. Select the file, press and hold on the left mouse button, go to the destination folder, release the mouse button, and select copy here from the pop-up menu.
- c. Select the file, press and hold on the left mouse button, go to the destination folder, and release the mouse button.
- d. Non of the above.

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To move a file from one folder to another,

- You can use copy and paste.
- You can use cut and paste.
- You can use cut and copy.
- b and c.

To rename a file Test.DOC to Test.txt

- Click on the file using the left mouse button, the name will be highlighted, and then type the new name.
- Click on the file using the mouse right button, select Rename from the pop-up menu, and then type the new name.
- Using windows Explorer Click on the file using the mouse left button, select Rename from the File menu, and then type the new name.
- b and c

How do you shut down your computer?

- Press on the PC power button to be off.
- From start menu choose shut down.
- Unplug the wire from your PC.
- Non of the above.

How do you change the date and/or time of your PC?

- Start Menu → Control Panel → Date and Time.
- Double click on the time which is appear on the right of Taskbar.
- Right click on desktop, then choose Time\Date.
- a+b

What do you type to make search only on the file of size 4 characters that beginning with letter a and end with letter h and the extension of the file start with letter d

- a*h.doc
- a??h.d*
- a?*h.*
- *h.d*

There is some different between folder and file?

- Yes.
- No.

What is the purpose of the Run option on the Start Menu?

- It is used to launch the Internet browser.
- It is used to open the Internet Explorer.
- It can be used to open any program.
- It is used to edit text files.

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Which of the following statements about the Recycle Bin is correct?

- Once a file has been sent to the Recycle Bin, it cannot be restored.
- Files in the Recycle Bin can be restored from the File -> Restore menu, but they are sent to the Windows -> Temp directory .
- Files in the Recycle Bin can be restored, and they are sent back to their original directory (where they were located before deletion)
- There is no way to specify the size of the Recycle Bin

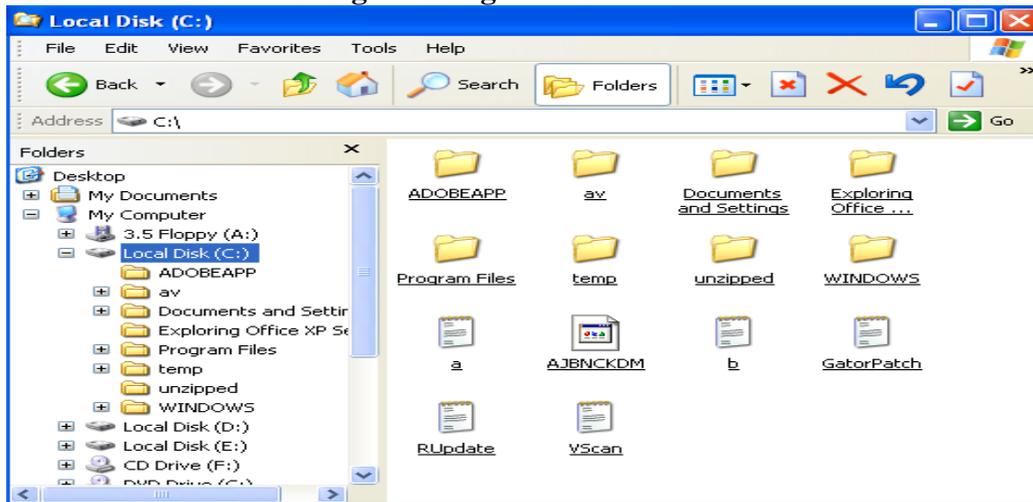
Which of the following statements about the Windows Taskbar are correct?

- The Taskbar can never be hidden.
- The Taskbar cannot be moved or resized.
- The Taskbar displays buttons representing computer programs currently running.
- Non of the above

Which combination of keys on the keyboard arranges all the open windows in a 3D stack that you can easily flip through?

- Alt + Tab
- Windows logo key + Tab
- Ctrl + Tab
- Shift + Tab

The active drive according to the figure below is:



- Drive C.
- Drive D.
- Drive E.
- Drive F.

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What we call the figure below



Stick Note

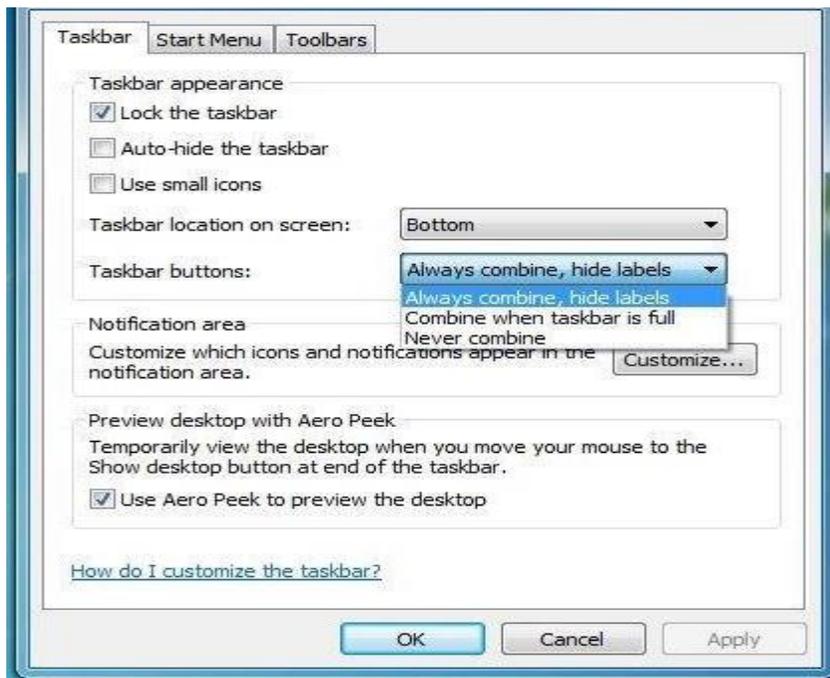
Desktop Gadgets

File

Folder

The following

The following figure below represent



Taskbar Properties

Start Menu Properties

Desktop Properties

Taskbar and Start Menu Properties