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## Quiz #3

1. From the choices below, write in the letter that matches the description. The first one is done for you. You will be matching the alphabet choices to the numbered choices.

- |     |                    |    |  |
|-----|--------------------|----|--|
| 1.  | Monitor - <b>d</b> | k. | personal computer  |
| 2.  | C.P.U. -           | l. | enables you to send and retrieve information from the computer from a disk |
| 3.  | Floppy disk -      | m. | hard plastic disk that is used for extra storage                           |
| 4.  | CD drive -         | n. | display screen   |
| 5.  | Keyboard -         | o. | the brains of the computer - central processing unit                       |
| 6.  | Mouse -            | p. | almost the same as a typewriter  |
| 7.  | Speakers -         | q. | refers to anything you can see and touch                                   |
| 8.  | P.C. -             | r. | the thing that looks like a small hand rest with a cord                    |
| 9.  | Hardware -         | s. | programs that run on the computer  |
| 10. | Software -         | t. | the square boxes that sound comes out of                                   |

2. Where would I find a scroll bar and what does it do?

- a scroll bar is located on the Icon task bar and is a shortcut to a tool.
- a scroll bar is located at the sides of the screen and moves the page up and down and side to side.
- a scroll bar is located at the bottom of the screen and moves the page from top to bottom only.

3. What is a cursor?

- A person who likes to swear
- the flashing line (active spot) on your screen.
- the "X" on the top of the screen

4. **What are the little pictures on your desktop called?**
  - a. Icons
  - b. Accessories
  - c. Applications
  
5. **What is an Icon?**
  - a. a shortcut to a program or function
  - b. graphics to insert into documents
  - c. indicated as an open window on the bottom task bar.
  
6. **What are the arrow keys used for?**
  - a. to move the page up and down, side to side.
  - b. to move the cursor up and down, side to side.
  - c. to move the mouse up and down, side to side.
  
7. **Match up what each Icon on the task bar does. Draw a line to connect the answers.**

1. scissors	a. copy text
2. clipboard	b. prints file
3. disk	c. save file
4. 2 sheets of paper	d. paste text
5. printer	e. cut text
6. B	f. centers text
7. I	g. changes font size
8. numbers	h. makes text bold
9. lines in center	i. spell check
10. ABC with check mark	j. makes text italic
  
8. **Which option would you use if you wanted to change the font size, text, colour etc.?**
  - a. Format
  - b. Edit
  - c. Window
  
9. **If spellcheck is needed, under which heading would it be listed on the text tool bar?**
  - a. Format
  - b. Tools
  - c. File

10. **To center text on the page, which Icon on the Icon tool bar is used?**
  - a. The one with the two pieces of paper
  - b. The one with the I
  - c. The one with the short and long lines in the middle of the button
  
11. **Under which heading would you be able to set tabs, bullets and paragraphs.**
  - a. Tools
  - b. Edit
  - c. Format
  
12. **How would you insert a clipart drawing into a file?**
  - a. Click on insert, then clipart, choose a picture then insert
  - b. Click on format, then clipart, choose a picture then insert
  - c. Click on file, then clipart, choose a picture then insert
  
13. **Where would you make changes if you wanted to add borders and shading?**
  - a. Format
  - b. File
  - c. Tools
  
14. **In Microsoft Works, pre-designed forms, such as letters, resumes, labels are called?**
  - a. Pre-designed forms
  - b. Templates
  - c. Form letters
  
15. **Most of our printing is done in portrait style (top to bottom). When we print from side to side, it's called what?**
  - a. Side printing
  - b. Landscape printing
  - c. Form printing
  
16. **What does the Icon with the piece of paper with the magnifying glass do?**
  - a. print
  - b. print preview
  - c. zoom in (enlarge print)
  
17. **In Microsoft Works, what does the yellow piece of paper Icon stand for?**
  - a. Start
  - b. Add a sheet of paper
  - c. Task launcher

**18. What are databases used for?**

- a. the base program needed to run your computer
- b. to store unnecessary icons
- c. to store and organize large amounts of information

**19. What are spreadsheets used for?**

- a. budgeting and calculations
- b. charts, graphs and labels
- c. all of the above

**20. If you wanted to install or delete a program, where would you click?**

- a. click on my computer, then add/remove program
- b. click on start, then programs, then tools
- c. click on windows explorer then disk drive

Name

Date

## Quiz #3 Answers

1. 1D, 2E, 3C, 4B, 5F, 6H, 7J, 8A, 9G, 10I.
2. B - scroll bars move the page up, down, side to side.
3. B - the cursor is the active spot and flashing line on the screen, anything that you do will happen where the cursor is.
4. A - the little pictures on the desktop are called icons.
5. A - icons are links or shortcuts to features or programs within the computer.
6. B - the directional keys move the cursor up, down, side to side.
7. 1E, 2D, 3C, 4A, 5B, 6H, 7J, 8G, 9F, 10I.
8. A - format and then Font and Style is used to alter text appearance.
9. B - tools and then Spellcheck is used to check spelling.
10. C - center text alignment is indicated by short and long lines centered on a page.
11. C - format and then the feature needed will set tabs, paragraphs, etc.
12. A - insert, clipart, choose a picture then insert, to insert clipart in document.
13. A - format then borders and shading to add borders to document.
14. B - templates are pre-designed forms, ready to use.
15. B - landscape printing is side to side, portrait is done from top to bottom.
16. B - print preview is indicated by the magnifying glass looking at a piece of paper.
17. C - task launcher is accessed by clicking on the yellow piece of paper.
18. C - databases store and organize large amounts of information.

19. C - spreadsheets can do budgeting, calculations, charts, graphs etc.
20. A - if the program doesn't have an automatic installation wizard, then click on my computer then add/remove program.

# Skill Review

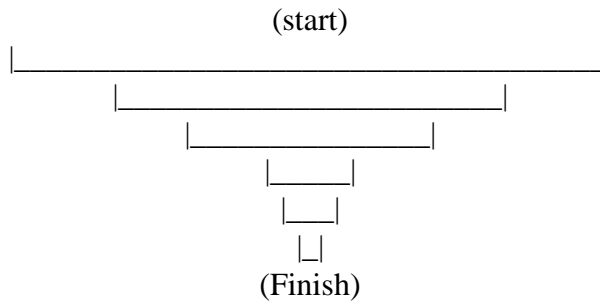
**\*\*Note\*\***

If this skill review was printed out and not downloaded, then it will have to be retyped in Microsoft Works before the exercises can be completed on the computer.

1. Move the cursor to each picture and type in the matching letter beside it.



2. Using the mouse and cursor, place a number beside each point going from left to right.



3. Type your name without leaving any spaces between them, so you end up with two lines of your name. After you have the two lines, go back and add a space between each one of your names using the space bar.

Example: fredfredfredfred

4. Use the backspace or delete key to erase the black text.

**\*\*Note\*\***

If some of your text does not appear coloured, then erase all the letters and leave the numbers.

fsdklhawr4tghowitwhlk;wv jklare;t eahgioae giaethio4a5eu54903[g  
j e945p[6u30[ ffebahitgo[3a bu3590[b uti4po[eb uio[64 [e[0g bo4]



fkselfjeiofjioewfjllwvfjijklfvjiwljfiowio]fefeffefefgegsghfdggbiotbrgko5bnttw[tuvtu4u  
Otuuroigjlkhgtiotuiow[[wrip[itoputuwpeowpirorirprp3[irpwirfkfodfjwpejfopjfo

5. Using the backspace or delete key, remove the spaces between the letters to complete the word.

1. mus ic
2. ele phant
3. mon key
4. ket tle
5. can dle

6. Complete each word.



sm le



fla



bo b



s n



ma l



ho se

7. Insert the missing letter to discover the type of animal it is.

dg  
ca  
fsh  
trtle  
frg

hose  
elephnt  
tigr  
zera  
buny

8. Use the backspace, delete and the enter keys to make the sentences look right. (Have only 1 sentence per line).

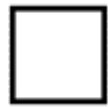
It was a really hot day. We decided to go

to the beach for a swim. The water was cool, so it felt good. The sand was hot, too hot to walk on. There were lifeguards on duty. We liked the beach. We will go again some

time soon.

9. **Type your name and address as it would appear on an envelope.** Make sure you use both small and capital letters and use the enter key to start you on the next line.

10. **Move the cursor beside each picture and use the shift key to make each one start with a capital letter.** Highlight the small letter and then type in the capital letter.



box



star



car



flag



ambulance



plane



face



check



bus



bike



present



fire truck

11. **Type your name 3 times on 5 lines** (you should end up with your name typed 15 times). **Use the tab to create columns for these words.** (create each list 2 tab stops apart).

Example:      fred          fred          fred

fred fred fred

12. **Place either the plus (+), minus (-) or equal (=) sign in each question to complete it.**

$1 \quad 2 = 3$

$9 - 5 =$

$25 + \quad = 28$

$\quad - 17 = 6$

13. **Using the cutting and pasting tools arrange the numbers from the largest to the smallest.** Highlight the text before you use the cutting tool.

3

50

100

25

1000

14. **Type your name 5 times, each time change the size, style and colour of the font.** Click on Format and then font and style to make the changes.

- 1.
- 2.
- 3.
- 4.
- 5.

15. **Type your name again 3 times, this time make one bold, one italic and underline one.** Choose the tool you need before typing your name.

- 1.
- 2.
- 3.

16. **Align the first line to the right, the second to the left and center the third.** Highlight the sentence and then click on the alignment tool on the tool bar.

1. The cat sat in the hat and made it flat.
2. She got in her car and drove really far.
3. The flowers always smell better after a rain.

17. **Use spell check to correct the spelling mistakes in this section.** Highlight the three lines before clicking on Spell check.

The ball was big and blu.

The sun is a bright yelow.

The grass is forrest gren.

18. **Use the Thesaurus to find a new word for the second column.** Highlight the word to be changed and then, click on tools and then on Thesaurus.

pretty	pretty
dog	dog
book	book

19. **Type and indent the first line of this paragraph.** Click on format and then on paragraph. Click on indent first line and then OK.

Once upon a time there were three bears. They lived in a little house in the woods. They each had a chair. They each had a bed. They each had a bowl of porridge.

20. **Set tabs at 1, 2, 3 and 4 and type the following lines, setting the words at each tab.** Have the cursor flashing below the word "car" before you begin. Click on format and then tabs. Type in the number, press set and then OK when finished.

act add age air all  
bag bat bee bed boy  
car cat cow cup cut

21. **Add bullets in front of the ingredients.** Have your cursor flashing in front of the typed text and then click on the bullet icon on the tool bar.

Vegetable dip

½ cup sour cream  
½ cup plain yogurt  
1 clove garlic, minced  
¼ teaspoon Worcestershire sauce  
½ teaspoon dill weed  
salt and pepper to taste

mix all ingredients well and chill. Serve with sliced, fresh vegetables.

22. **Add a clipart image here. Make it 2x2, you will have to apply the ruler to get the measurements.** Click on insert, then clipart, then click once on a picture of your choice and then on insert.

23. **Add a border to our review, make it any colour you wish.** Click on format then borders and shading.

24. **Add a shading box and type in the text.** Click on format then borders and shading.  
This is my skill review.

**25. Create a certificate using the templates in Microsoft Works and then paste it after your letter at the end of this review.**

Name

Date

## Outcomes Lesson #10

1. Learners can answer a multiple choice quiz on terminology covered in this course.
2. Test their hand and eye coordination applying the various skills covered in this course.
3. Can speak and listen effectively.
4. Write clearly to express ideas.
5. Read with understanding for various purposes.