

3. Multitasking is a very useful feature. What is multitasking?

4. Throughout your use of computers, you will have an opportunity to apply the text editing functions/operations shown below.

a) Highlight: How do you highlight something?

b) Copy/Cut and Paste text:
How do you copy something?

What is the shortcut for copy?

How do you cut something?

What is the shortcut for cut?

How do you paste something?

What is the shortcut to paste?

c) Standard and Formatting toolbars:
What is the standard toolbar?

What is the formatting toolbar?

d) Save and/or Save As:
What is the difference between Save and Save As?

e) Print command:
How do you print a page?

5. File management is a very useful feature in a Windows environment. File management allows you to complete each of the following tasks (remember to practice these as much as you can):

- a) Create a new folder: How do you create a new folder?

- b) Copy/Move files from one folder to another. List the steps:

- c) Drag and Drop files. How do you drag and drop?

- d) Create different file types with varying extensions. How do you save with a different extension?

- e) Create a shortcut to an often-used file or application. How do you create a shortcut?

- f) Utilize the hard drive and floppy drive for file management. List three drives:

- g) Rename/Delete a folder or file.
How do you rename a folder or a file?

- h) How do you delete a folder or a file?

6. Maintenance on the PC can prevent unforeseen problems. The following two features can be extremely important in preserving and enhancing your computer's capabilities.

- a) Use a virus checking program. List three tips to avoid getting a virus:

- b) Use the System Tools to defragment your hard drive.
How do you defragment your computer?

7. Familiarity with the following terms will make you more savvy in the Web environment.

- a) ISP: What is an ISP?

Which type do you use at home??

- b) URL: What is a URL?

- c) Web site: What is a web site?

- d) Home page: What is a home page?

- e) Bookmark: What is a favorite?

- f) Search engine: List four search engines: