

## Objective 1.03 Review Questions

Directions: Complete and key the questions in complete sentences using word processing software. Save the file as A103-05. Remember to include a header with your name, class, and date.

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1. To move and/or duplicate text or images in a document, use \_\_\_\_\_.
2. To duplicate a picture on page 5 to page 9, use \_\_\_\_\_.
3. A temporary storage place for all items cut or copied is called a/an \_\_\_\_\_.
4. The maximize button on windows is in the shape of a \_\_\_\_\_.
5. Clicking the X in the lower set of buttons in a program will \_\_\_\_\_.
6. To display more than one window in an MS Office program, click on the \_\_\_\_\_ menu.
7. The area of a window to click in order to resize it is the \_\_\_\_\_.
8. Three dots that appear beside a menu item and indicate that another dialog box will open up is called a/an \_\_\_\_\_.
9. A triangle that it is beside a menu item indicates a/an \_\_\_\_\_.
10. To save a file with a new name, use the \_\_\_\_\_ command.
11. To display all of the files and folders on the computer, double click \_\_\_\_\_.
12. To view the attributes and modification dates of files, click \_\_\_\_\_.
13. One way to create a folder on the C: drive is to \_\_\_\_\_.
14. To select multiple files that are side by side, use the \_\_\_\_\_ key.
15. To select multiple files that are not side by side, use the \_\_\_\_\_ key.
16. The process of realigning files to utilize optimal computer space is \_\_\_\_\_.
17. To take a picture or image of the screen, use the \_\_\_\_\_ key.
18. Zipped files are smaller because they have been \_\_\_\_\_.
19. The keyboard shortcut for paste is \_\_\_\_\_.
20. A USB flash drive that is added on will be assigned the \_\_\_\_\_ disk drive.
21. Most software can be installed using the \_\_\_\_\_ settings.
22. The printer that is automatically selected when the user prints is the \_\_\_\_\_.
23. Networks without wires are configured as \_\_\_\_\_.
24. A company with offices in different cities would use a \_\_\_\_\_ configuration network the computers.
25. File sharing networks are also known as \_\_\_\_\_ networks.

### Fundamentals of Business Systems and Communications

Discuss business communication hazards, techniques, system maintenance and navigation.

### Activity A103-05 Word List:

If the word list is used, students must key the word choice, **not** the letter!

- |                                  |                             |
|----------------------------------|-----------------------------|
| a. Clipboard                     | o. Next                     |
| b. Close only the current window | p. P2P                      |
| c. Compressed                    | q. Paste                    |
| d. Control V                     | r. Print screen             |
| e. Copy                          | s. Rectangular box          |
| f. CTRL                          | t. Right click, New, Folder |
| g. Cut                           | u. Save                     |
| h. Default                       | v. Save As                  |
| i. Defragmenting                 | w. Shift                    |
| j. Detail                        | x. Sub-menu                 |
| k. Ellipsis                      | y. WAN                      |
| l. LAN                           | z. Window                   |
| m. Lower right corner            | aa. Wireless                |
| n. My computer                   |                             |

\*Some words are used more than once.