Circle the correct answer.

1. For a button to be clicked the:
   A. point of the arrow must be in the same location at the start and the end of the click
   B. row coordinate of the mouse pointer must be inside the button
   C. column coordinate of the mouse pointer must be inside the button
   D. all of the above

2. Examples of random access include all of the following except:
   A. playing your favorite song on a CD
   B. getting to your car in the parking lot
   C. finding a scene on a videotape
   D. finding an article in a newspaper

3. The only way to retain information between sessions is to save the information to the:
   A. RAM
   B. ROM
   C. hard disk
   D. microchip

4. Booting a computer means to:
   A. restart the computer after a crash
   B. run a program from the hard disk
   C. start the computer
   D. none of the above

5. In Microsoft Word on Windows, the majority of menu shortcut keys are activated by using the:
   A. Alternate key
   B. Control key
   C. Windows key
   D. Option key

6. When a menu option is gray, it means the option:
   A. is unavailable
   B. is broken
   C. is ready for use
   D. has a shortcut

(Over)
7. You want to copy something but the shortcut of the Copy command doesn’t seem to work. The problem could be:
   A. no content was selected for copying
   B. you already have something copied and can’t copy new information
   C. there is no Copy command in this application
   D. the Copy command doesn’t have a shortcut

8. To select two noncontiguous items, you need to select one and then click on the other while holding down the:
   A. Option key
   B. Shift key
   C. Control key
   D. Alt key

9. Samuel Langhorne Clemens ← Mark Twain
   would:
   A. search Samuel Langhorne Clemens for Mark Twain
   B. replace Samuel Langhorne Clemens with Mark Twain
   C. insert Mark Twain at the end of Samuel Langhorne Clemens
   D. none of the above

Fill in the blanks.

10. Individual display units on the computer screen are called ___________________.

11. RAM is short for _________________________________.

12. GUI is short for _________________________________.

13. LCD is short for _________________________________.

14. ___________________ set up through My Network Places is used to access your files stored in the My Documents folder on any ACS managed system from any non-ACS managed system (like home or laptop) – as discussed in Lab 1.

15. The most useful shortcut I have learned so far is ...