

Directions for Administering and Scoring the Computer Knowledge Quiz

Name _____ Date _____
Age _____ Grade _____ Sex _____ Site _____

Computer Knowledge Quiz Key

COMPUTER AND ITS PARTS

Look at the KEYBOARD DIAGRAM and answer questions 1-5,

1-5 Matching questions about keys. Draw a line from the key to its function.

1. Arrow _____ → Move cursor around on the screen
2. Enter _____ → Send signal to computer/select option
3. Shift _____ → Capitalize a letter
4. Caps lock _____ → Capitalize all letters
5. Delete/backspace _____ → Erase the last letter typed

PERIPHERALS/PARTS OF THE COMPUTER

Look at the COMPUTER PICTURE and answer questions 6-11

6-11. Matching questions about peripherals/parts of the computer. Various parts in the photograph are labeled with alphabet letters. Put the correct letter of the part next to its name in the list below.

For example: G Mousepad

- _____ 6. Keyboard
- _____ 7. Joystick
- _____ 8. Montor/Computer Screen
- _____ 9. Printer
- _____ 10. Disk drive
- _____ 11. Mouse

_____ (6 possible)

MOUSE FUNCTIONS

12-16. Circle the best answer.

12. What would you do to highlight a word? You position the cursor next to the word, and then...

- a. **Drag mouse while holding button down**
- b. Click mouse once
- c. Roll mouse around
- d. Roll and then click mouse

13. To open a disk you position the mouse pointer on the disk icon, and then...

- a. Rrag mouse while holding button down
- b. **Double click mouse**
- c. Roll mouse around
- d. Roll and then click mouse

14. What would you do to move the mouse pointer on the screen?

- a. Drag mouse while holding button down
- b. Click mouse once
- c. **Roll mouse around**
- d. Roll and then click mouse

15. What is the best position to operate the mouse?

- a. Tail towards you
- b. Tail away from you
- c. **Tail to the right**
- d. Tail to the left

16. What should you do when the mouse pointer goes off the screen?

- a. Click the mouse
- b. Press the space bar
- c. **Wiggle the mouse**
- d. Tap the mouse gently

_____ (5 possible)

DISKETTES

Look at the DISK PICTURE showing a floppy disk and a rigid diskette and answer the next set of questions.

17-28. Put a check mark next to the best answer.

17-18. Is it OK to write on the disk label with a marker or felt tip pen?

Floppy Yes___ No X

Rigid Yes X No___

19-20. Is it OK to write on the disk label with a ball-point ink pen?

Floppy Yes___ No X

Rigid Yes X No___

21-22. Is it OK to get the disk wet?

Floppy Yes___ No X

Rigid Yes___ No X

23-24. Is it OK to bend the disk?

Floppy Yes___ No X

Rigid Yes___ No X

25-26. Is it OK to expose the disk to fluorescent light?

Floppy Yes X No___

Rigid Yes X No___

27-28. Is it OK to put the disk next to a magnet?

Floppy Yes___ No X

Rigid Yes___ No X

29-30. What is the proper way to load a diskette? Put the correct letter in the blank.

Floppy C Rigid C

- a. With the label away from you
- b. With the label down
- c. With the label toward you**
- d. It does not matter

31-32. What is the proper way to remove a diskette?

Floppy_____ Rigid_____

- a. Twist the lock and pull the disk out
- b. Drag the disk icon to the trash
- c. Turn off the computer
- d. Type "eject" on the keyboard and press return
- e. Push a button and the disk pops out

33. What is a floppy or rigid disk used for? Circle the best answer.

- a. To erase the computer screen
- b. To make the printer work
- c. To store information**
- d. To unlock the computer

_____ (17 possible)

GAME QUESTIONS

Circle the best answer for questions 34-36.

34. Suppose you are playing a game on an Apple computer. If you would like to start over at any time during that game, you need to press...

- a. reset**
- b. shift Z
- c. spacebar two times
- d. escape/break

35. If you need to type your name in order to play a computer game, which is best?

- a. Type your name exactly the same way each time
- b. Type your name a different way each time
- c. Type your name in all capital letters only
- d. Type your name in small letters only

36. If you have a game diskette, what computer will run it?
- a. It will run on any computer
 - b. It will run only on a computer that takes that type diskette (floppy or rigid)**
 - c. It will run on any computer with a joystick
 - d. It will run on only one type of computer (Apple, IBM, MacIntosh)**

_____ (3 possible)

WRITING on MAC

37. When writing a letter (to the Wiz), how do you print it?
- a. It automatically prints when you're done
 - b. Turn on the printer and push the select button
 - c. Pull down the file menu and select print**
 - d. Type "print" and hit return
38. When writing a letter (to the Wiz) what do you do to save it?
- a. It automatically saves when you're done
 - b. Hit the save button on the keyboard
 - c. Type "save" and hit return
 - d. Pull down the file menu and select save**
39. What is the font?
- a. The shape of the letters and characters in your document**
 - b. A type of paper with tear-off edges used with computers
 - c. The speed at which your printer transmits letters
 - d. The brightness setting on your screen
40. How do you change the font?
- a. Lift off the cover of the printer and open the clasps
 - b. Depress the apple key and hit "F"
 - c. Adjust the knob on the monitor
 - d. Pull down the menu and select**

_____ (4 possible)

END