

# Introduction to Computers

Homework – Operating Systems

Name: \_\_\_\_\_

1. What is the role of an Operating System?

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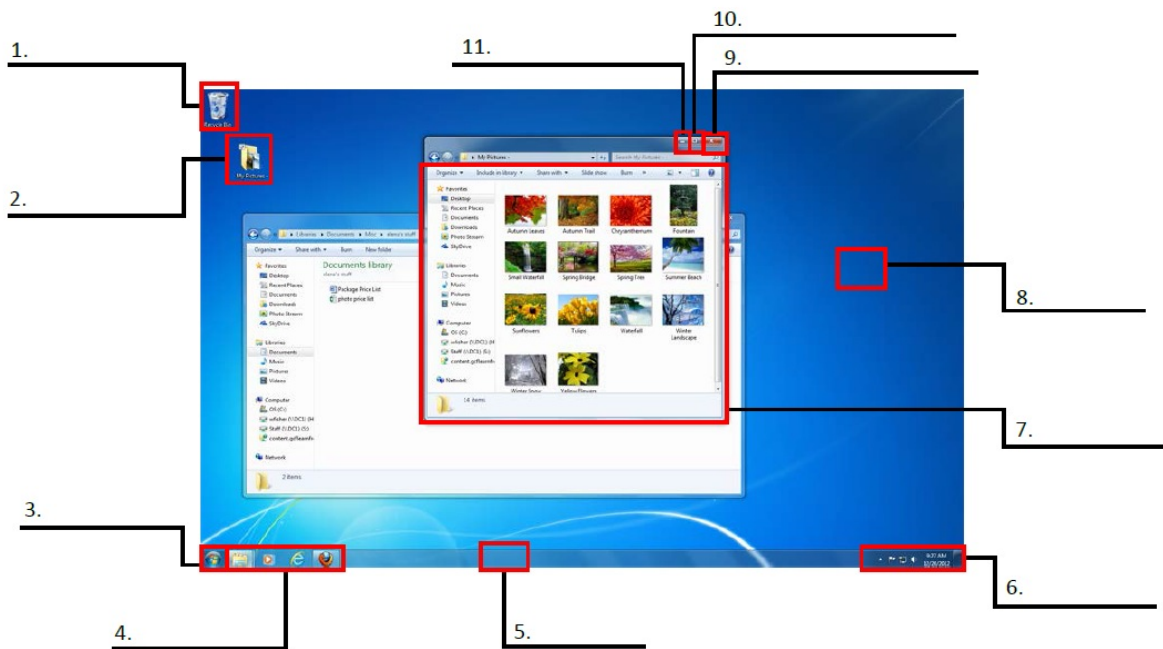
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2. Software that can be edited by anyone is (circle one):

1. Freeware
2. Shareware
3. Open-source
4. Proprietary

3. Label 1 thru 11: (if you use a Mac, use the image on the extra page)

## Parts of a Desktop (Windows 7)



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

7. In which folder would you most likely find files that you have created in a word processor or spreadsheet software?

\_\_\_\_\_

8. List the following in order from smallest to largest: **yottabyte, megabyte, kilobyte, gigabyte, bit, terabyte.**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

9. Write the shortcut key(s) for the following functions?

a. Copy \_\_\_\_\_

b. Cut \_\_\_\_\_

c. Paste \_\_\_\_\_

d. Help \_\_\_\_\_

e. Undo \_\_\_\_\_

f. Save \_\_\_\_\_

g. Print \_\_\_\_\_

h. Restart \_\_\_\_\_

10. Write the correct answers in each blank:

Cascading windows sit \_\_\_\_\_ (next to, on top of) each other.

Tiled windows sit \_\_\_\_\_ (next to, on top of) each other.

12. What key combination lets you switch between open windows? \_\_\_\_\_

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13. When selecting multiple files or folders, holding down the \_\_\_\_\_, allows the user to select files adjacent to each other.

14. When selecting multiple files or folders, holding down the \_\_\_\_\_, allows the user to select files not adjacent to each other.

15. A picture on the desktop that you double-click to open a program, folder, or file is called a(n): \_\_\_\_\_.

16. A picture on the desktop that you double-click to open a program, folder, or file, but that also has an arrow in one corner is called a(n): \_\_\_\_\_.

17. What is an important difference between the pictures described in questions 15 and 16?

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18. Clicking what part of an open window allows you to move it to another location on your screen?

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19. What is the name of the menu that lists the programs on your computer?

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20. What button do you click to shut down or restart a computer?

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