**CHAPTER 5**

**Computer Basics**

**Buzz Words**

Instructions: Fill in the blanks using the words from the Word Bank above.

Veena was looking into buying a new computer and was trying to decide what (1) **platform** to buy, a PC or a Mac. She had used PCs all her life, so she was more familiar with the (2) **Windows** operating system. Still, she liked the way the (3) **Mac OS** looked and was considering switching. Her brother didn’t like either operating system, so he used (4) **Linux**, a free operating system instead.

After a little research, Veena decided to buy a PC. With it, she got the most recent version of Windows, (5) **Windows XP**. She vowed that with this computer, she’d practice better (6) **file management**, because she often had a hard time finding files on her old computer. To view all of the folders on her computer, she opened (7) **Windows Explorer**. She made sure that she gave descriptive names to her (8) **files** and placed them in organized (9) **folders**.

Veena also decided that with her new computer, she’d pay more attention to the (10) **utility programs**, those little special-function programs that help with maintenance and repairs. These special-function programs, in addition to the OS, make up the (11) **system software**. Veena looked into some of the more frequently used utilities. She thought it would be a good idea to (12) **defrag** her hard drive regularly so that all the files lined up in sequentially ordered (13) **sectors** and so that it was more efficient. She also looked into (14) **file compression** utilities, which would help her reduce the size of her files when she sent them to others over the Internet. Finally, she decided to use the Windows (15) **Task Scheduler** utility to schedule tasks automatically so that she wouldn’t forget.

Multiple Choice

1. PDAs use which category of operating system?

**a. Single-user, single task**

b. Multiuser, multitask

c. Single-user, multitask

d. Real-time

2. Which is something the operating system would not be expected to do?

a. Provide a means for the user to interact with the computer

b. Help the computer print and search the Web at the same time

c. Store data to the hard drive when there is insufficient volatile memory

**d. The OS helps with all of the above.**

3. The combination of operating system and central processing unit is called the computer’s

**a. platform.**

b. structure.

c. API.

d. system unit.

4. The process of managing memory demands by borrowing space on the hard drive is called

a. thrashing.

b. paging.

**c. virtual memory.**

d. cache.

5. Plug and Play allows you to

a. multitask by listening to a CD and surfing the Internet at the same time.

b. install gaming software without going through Add/Remove Programs.

**c. install a hardware device without separately installing a driver.**

d. All of the above

6. The boot process happens in the following order:

a. POST test, activate BIOS, check settings, load OS into RAM

**b. Activate BIOS, POST test, load OS into RAM, check settings**

c. Check settings, load OS into RAM, activate BIOS, POST test

d. Load OS into RAM, check settings, activate BIOS, POST test

7. When a computer is in Safe mode:

a. only the essential devices of the system function.

b. the monitor will display only in basic graphics mode.

c. all nonessential icons are eliminated from the desktop.

**d. All of the above**

8. The program that is used on a Windows-based PC to manage your files and folders is called

a. Root directory.

**b. Windows Explorer.**

c. Finder.

d. My Documents.

9. Which Windows utility arranges files on the hard drive in sequential order?

a. System Restore

**b. Disk Defragmenter**

c. Windows Explorer

d. Disk Cleanup

10. Which utility do you use to check on a program that has stopped working?

a. Shut Down

b. Task Scheduler

 **c. Task Manager**

d. Disk Defragmenter

**True/False**

\_\_**T**\_\_ 1. Before installing software or hardware, it’s a good idea to create a restore point.

\_\_**F**\_\_ 2. PDAs use a real-time operating system.

\_\_**F**\_\_ 3. GUI is a command-driven user interface.

\_\_**F**\_\_ 4. Every program that runs on Windows can also run on a Mac.

\_\_**F**\_\_ 5. BIOS stands for Basic Input Operating System.