

SIMPLE ASSESSMENT

Pretest Study Guide

Match the product with the best application type which could be used to create it.



Essay

Pamphlet

Web Page

Designing a Logo

Word Processor

Desktop Publishing Application

Graphics Application

HTML Editor

Match the product with the best application type which could be used to create it.



Essay

Word Processor

Pamphlet

Desktop Publishing Application

Web Page

Graphics Application

Designing a Logo

HTML Editor

Essay: Word Processor

The best application to use in writing an essay is a Word Processor because you need an application that allows you to type words. The Word Processor we use is Microsoft Word.

Pamphlet: Desktop Publishing Application

The best application to use in creating a Pamphlet is a Desktop Publishing Application because it contains templates for Pamphlets and graphics which makes it easier to create. The Desktop Publishing Application we use is Microsoft Publisher.

Web Page: HTML Editor

The best application to use in creating a Webpage is an HTML editor because HTML is the "language" that the browsers are interpreting to make the web pages look to us the way that they do. It allows the use of characters, images, tables, frames and many other advanced features that a webpage can have. Some examples of applications to create web pages are: Microsoft FrontPage and Macromedia Dreamweaver.

Designing a Logo: Graphics Application

The best application to use in designing a Logo is a Graphics Application because it allows you to create pictures, fancy words, etc. Some examples of applications to create graphics are: Paint and Macromedia Fireworks.



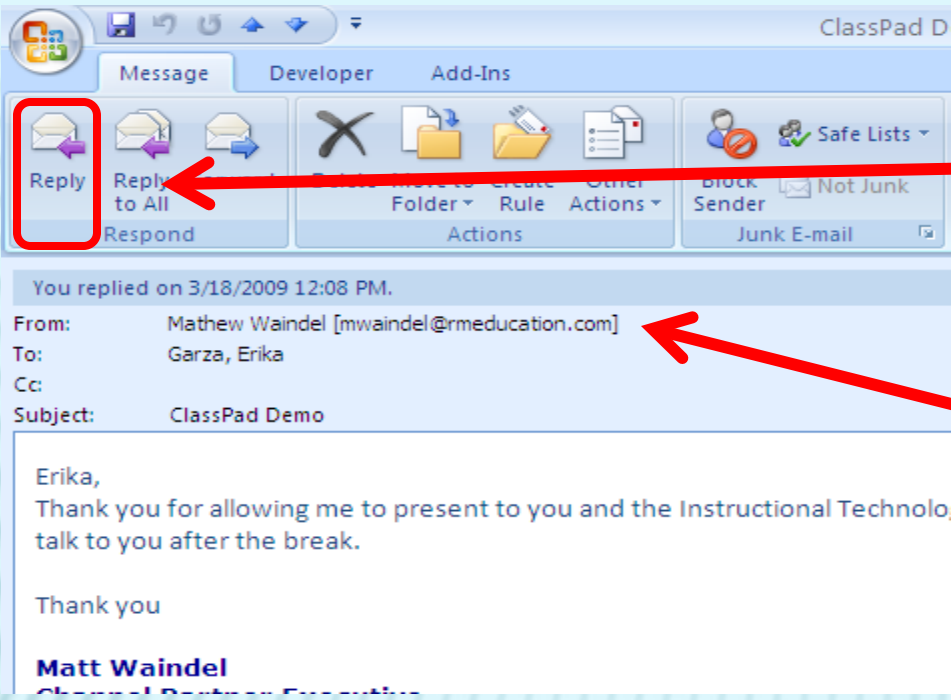
**When replying to an e-mail
you will,**

- A. Forward the e-mail to another person
- B. Respond to the same person
- C. Create a new e-mail message
- D. Record your e-mail message

**When replying to an e-mail
you will,**

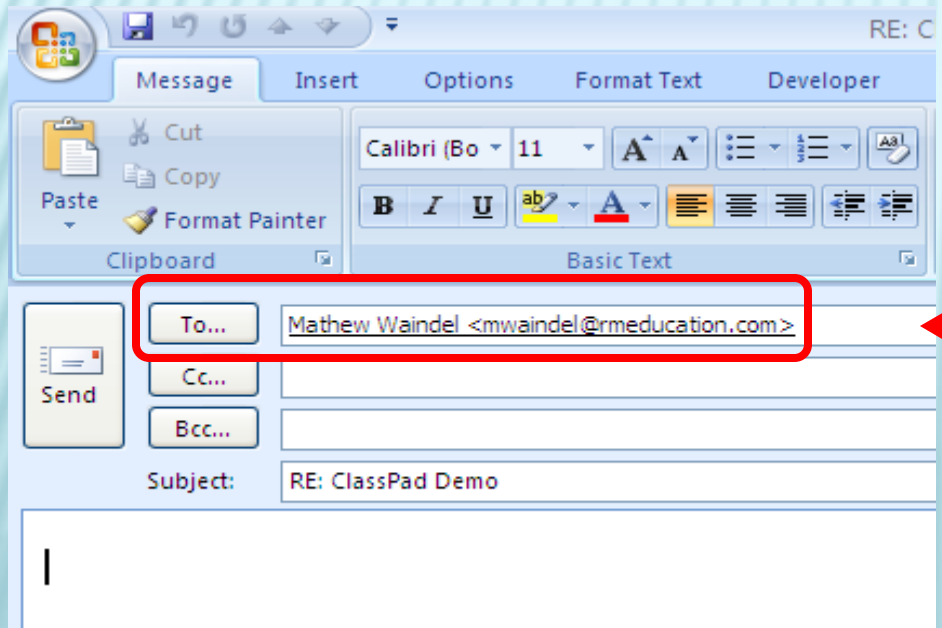


- A. Forward the e-mail to another person
- B. Respond to the same person**
- C. Create a new e-mail message
- D. Record your e-mail message



When someone sends you an e-mail, you click **Reply**

This is the person who sent the e-mail



After you do that, it automatically opens up a message to e-mail the person who sent you the message.

What is proper etiquette when responding to E-mail?



(Select all that apply)

- A. Use Proper Grammar and Spelling
- B. Always send a chain letter with each response
- C. Limit the use of abbreviations and emotions
- D. Do not write in all caps

What is proper etiquette when responding to E-mail?



(Select all that apply)

A. Use Proper Grammar and Spelling

B. Always send a chain letter with each response

C. Limit the use of abbreviations and emotions

D. Do not write in all caps

When responding to an e-mail, you should always use proper **grammar and spelling**. E-mails that do not contain proper spelling and grammar are hard to read and the reader might understand the message differently than what you intended.

You should also limit the use of **abbreviations and emotions**. Some people might not know what the abbreviations or emotions symbols mean. They might assume it means something different than what you intended.

You should not write in **all caps** because this means that you are shouting. You might make the person angry.

Where do you click to respond to an e-mail message?

A screenshot of the Microsoft Outlook email interface. The ribbon is set to 'Message', with sub-tabs for 'Message', 'Developer', and 'Add-Ins'. The 'Respond' group contains 'Reply', 'Reply to All', and 'Forward'. The 'Actions' group contains 'Delete', 'Move to Folder', 'Create Rule', and 'Other Actions'. The 'Junk E-mail' group contains 'Block Sender', 'Safe Lists', and 'Not Junk'. The email header shows 'Re: Sole Sour' and a timestamp 'You replied on 3/19/2009 7:22 AM.'. The email body contains the following text:

Hi . . .

They are not out of print and are available online at <http://fnopress.stores.yahoo.net/> for payment with a credit card.

Some other folks sell our books, too, so we cannot sign a sole source letter.

Sorry!

Where do you click to respond to an e-mail message?

A screenshot of the Microsoft Outlook email interface. The 'Message' ribbon is active, and the 'Respond' button is highlighted with a red box. The email content is visible below the ribbon.

Re: Sole Sour

Message Developer Add-Ins

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Safe Lists Not Junk Junk E-mail

You replied on 3/19/2009 7:22 AM.

From: fromnowon@earthlink.net
To: Garza, Erika
Cc:
Subject: Re: Sole Source letter

Hi

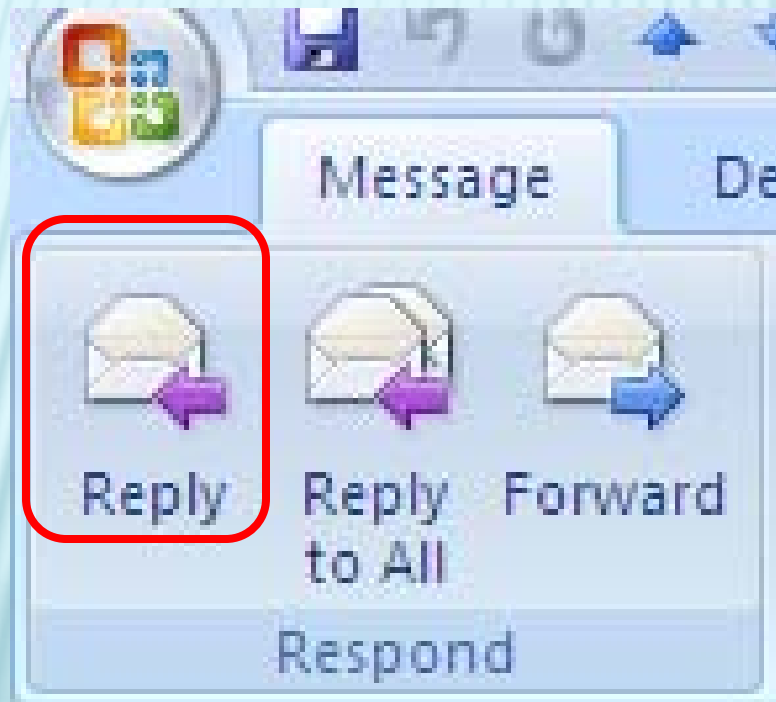
They are not out of print and are available online at <http://fnopress.stores.yahoo.net/> for payment with a credit card.

Some other folks sell our books, too, so we cannot sign a sole source letter.

Sorry!

To respond to a message, you simply need to click the **Reply** button.

This means you want to write back to the person who sent you the message.



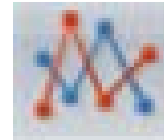


Match the following chart types with the correct picture icon.

Line Graph

Pie Graph

Bar Graph



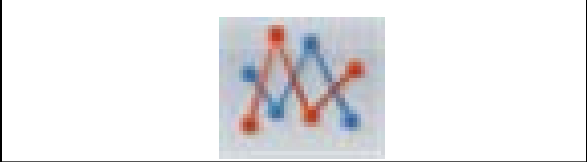


Match the following chart types with the correct picture icon.

Line Graph



Pie Graph



Bar Graph





Line Graph

Line graphs can be used to show how something changes over time. They have an x-axis (horizontal) and a y-axis (vertical). Usually, the x-axis has numbers for the time period, and the y-axis has numbers for what is being measured. Line graphs can be used when you're plotting data that has peaks (ups) and valleys (downs), or that was collected in a short time period.



Pie Graph

Pie charts can be used to show percentages of a whole, and represent percentages at a set point in time. They do not show changes over time.



Bar Graph

Bar graphs can be used to show how something changes over time or to compare items. They have an x-axis (horizontal) and a y-axis (vertical). Typically, the x-axis has numbers for the time period or what is being measured, and the y-axis has numbers for the amount of stuff being measured. Bar graphs are good when you're plotting data that spans many years (or days, weeks...), has really big changes from year to year (or day to day...), or when you are comparing things.



Which of the following are components of an e-mail message?

(Select all that apply)

- A. Bcc
- B. Subject
- C. Cc
- D. Category
- E. To



Which of the following are components of an e-mail message?

(Select all that apply)

A. Bcc

B. Subject

C. Cc

D. Category

E. To

Which of the following are components of an e-mail message?



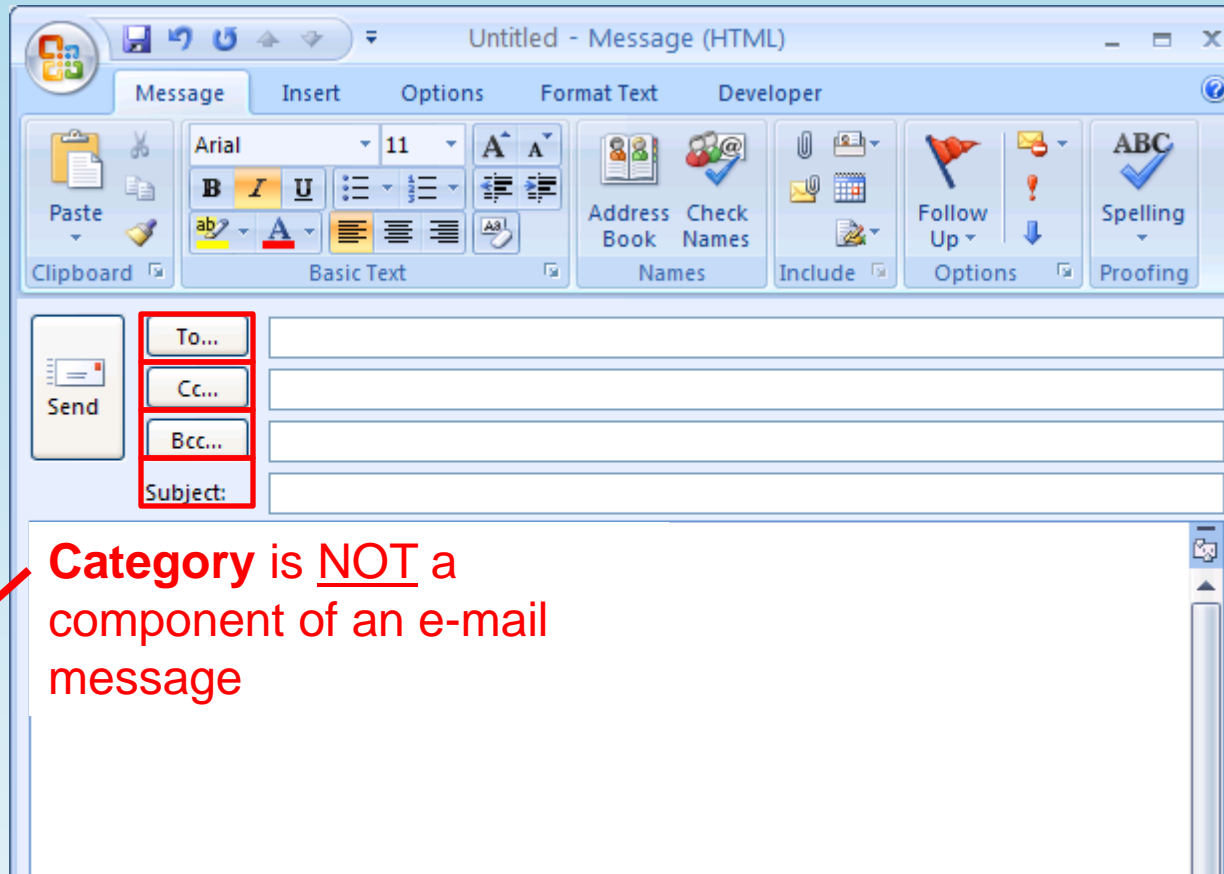
A. BCC

B. Subject

C. Cc

D. Category

E. To



Category is NOT a component of an e-mail message



The following the steps are needed to create a chart in MS Excel 2007. Put them in the correct sequence.

Add a title to the chart, format the legend, and colors

From the insert tab, select the desired chart type

Select the spreadsheet data you wish to include in your chart

Enter the data into a spreadsheet, each piece in its own cell, organized in rows and columns



The following the steps are needed to create a chart in MS Excel 2007. Put them in the correct sequence.

1

Enter the data into a spreadsheet, each piece in its own cell, organized in rows and columns

2

Select the spreadsheet data you wish to include in your chart

3

From the insert tab, select the desired chart type

4

Add a title to the chart, format the legend, and colors

The following are some of the steps needed to create a chart in MS Excel 2007. Put them in the correct sequence.



1

Enter the data into a spreadsheet, each piece in its own cell, organized in rows and columns

In order to create a chart, you must have data first!

2

Select the spreadsheet data you wish to include in your chart

You have to select the spreadsheet data you wish to include so that the program knows “what it is” you want in your chart. Then you pick what kind of chart you want

3

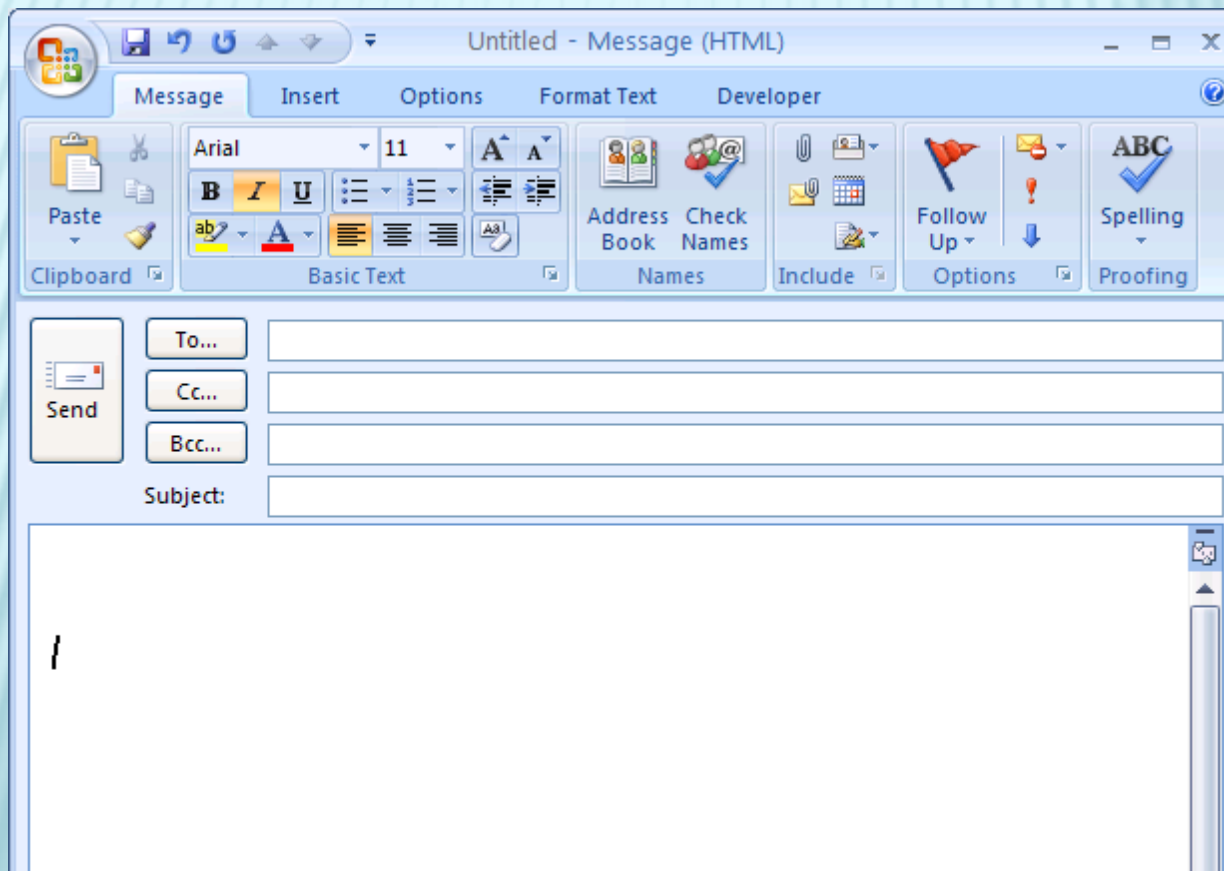
From the insert tab, select the desired chart type

4

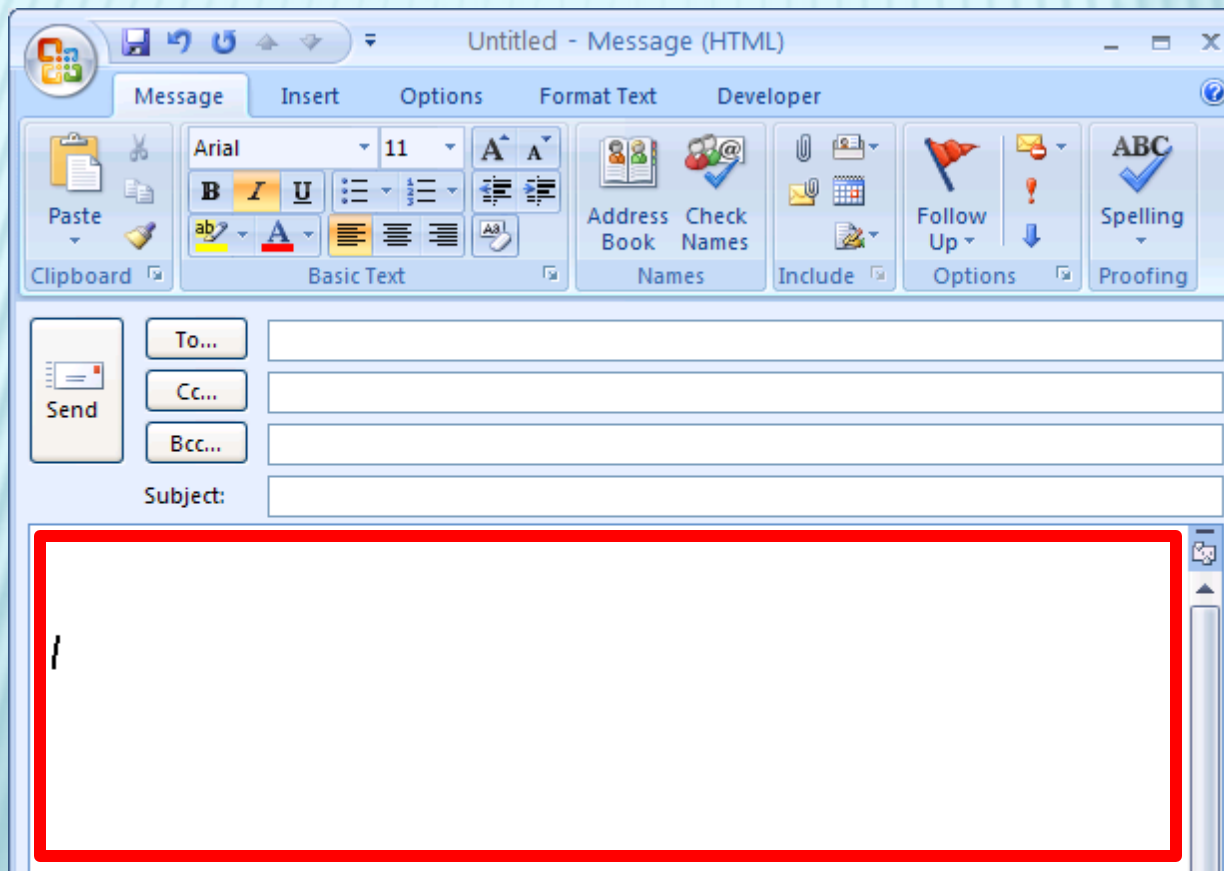
Add a title to the chart, format the legend, and colors

Once you’ve inserted your chart, you can modify it to make it look eye-catching.

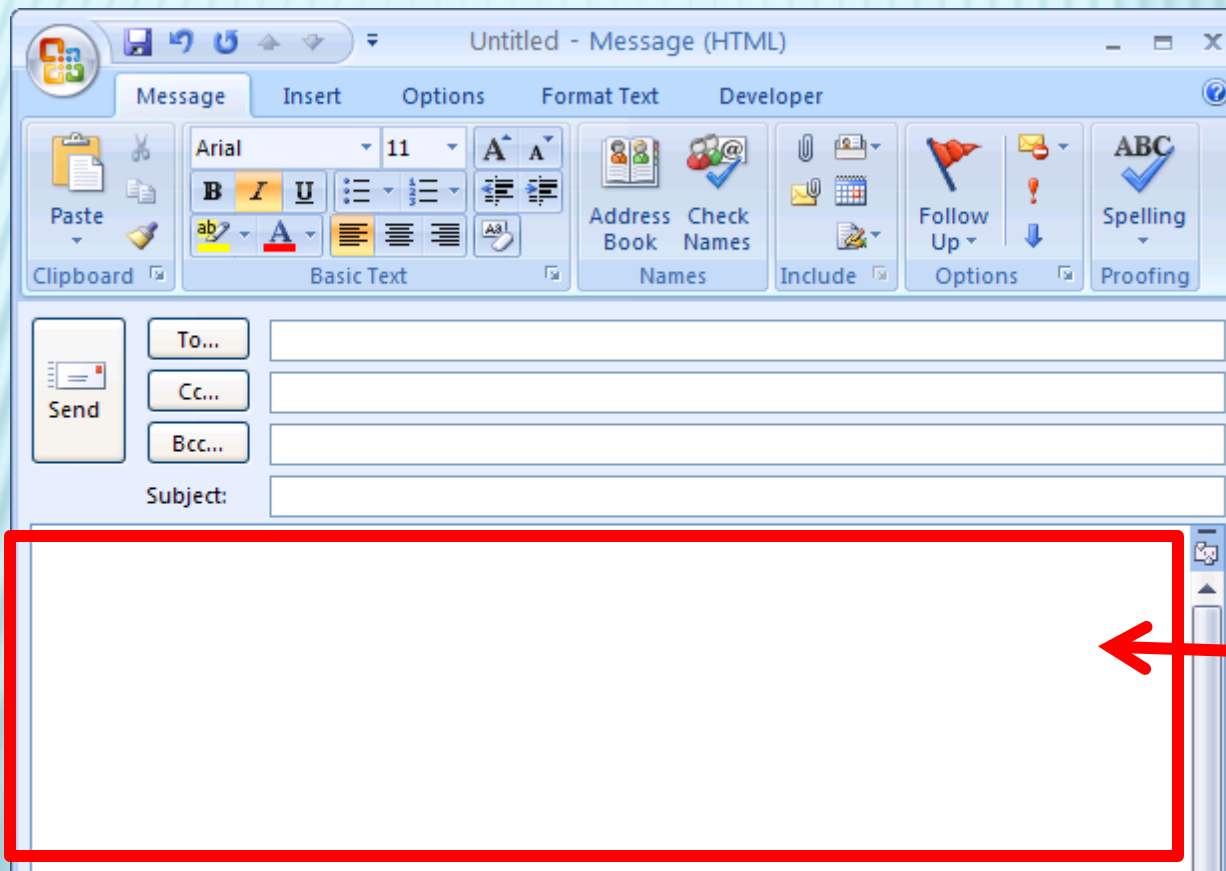
Where do you click to type the body of the e-mail message?



Where do you click to type the body of the e-mail message?



Where do you click to type the body of the e-mail message?



This is the **Message Text Box**. Simply click inside this box to begin typing your message.

According to the Copyright Fair Use Policy, you can copy the information for any reason as long as it does not have the copyright symbol or the word copyright.



- A. True
- B. False

According to the Copyright Fair Use Policy, you can copy the information for any reason as long as it does not have the copyright symbol or the word copyright.



A. True

B. False

According to the Copyright Fair Use Policy, you can copy the information for any reason as long as it does not have the copyright symbol or the word copyright.

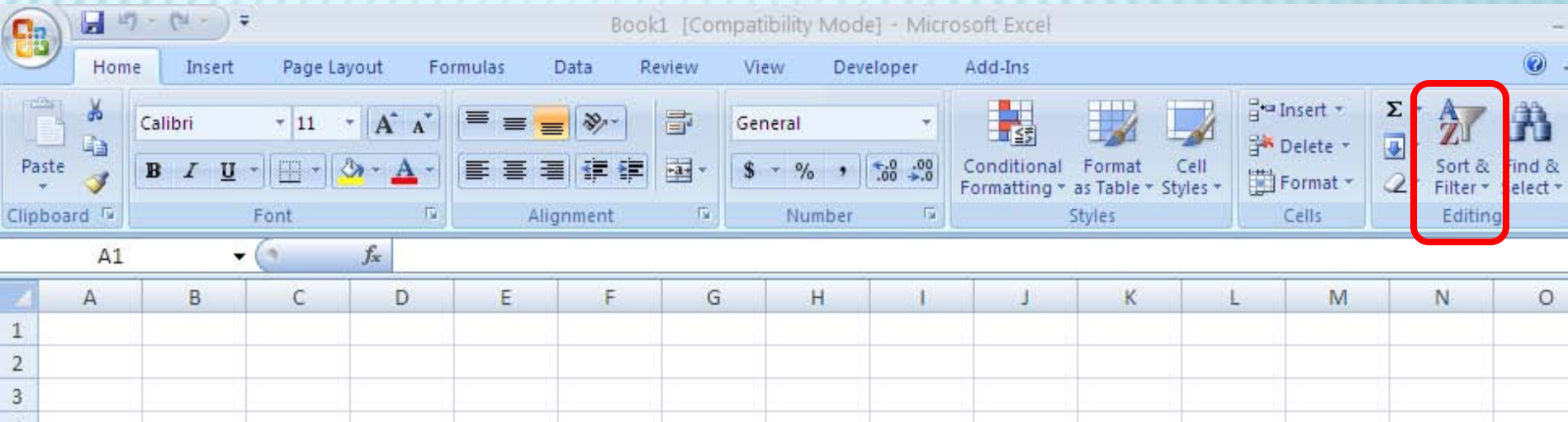


A. True

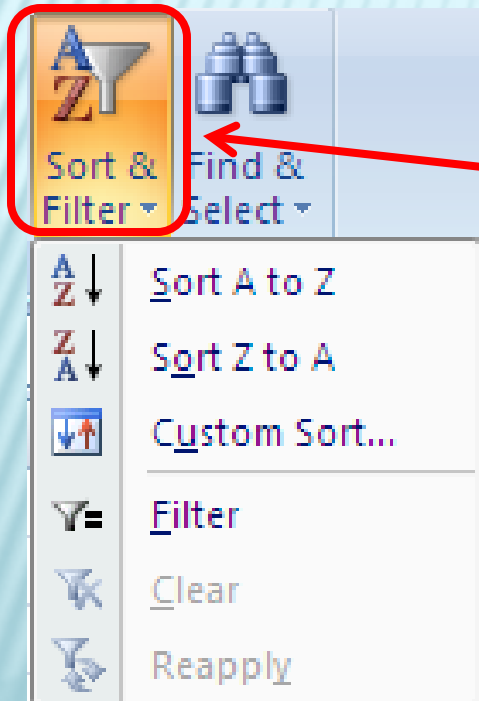
B. False

Just because the word "Copyright" or the copyright symbol is not visible, doesn't mean the material is not copyrighted. They may be part of a copyright collection.

Where on the Ribbon do you click to sort data on a worksheet?



Where on the Ribbon do you click to sort data on a worksheet?



Clicking the Sort & Filter allows you to sort data alphabetically OR to customize the way they want to sort their data.

In MS Windows, if you accidentally delete a file from your hard drive, how can you retrieve it?



- A. It is not possible to retrieve a deleted file.
- B. Open your CPU case to see if you can find the file.
- C. Open the Recycle Bin, select the file, then select Restore
- D. Open the Recycle Bin and select Empty Recycle Bin

In MS Windows, if you accidentally delete a file from your hard drive, how can you retrieve it?



- A. It is not possible to retrieve a deleted file.
- B. Open your CPU case to see if you can find the file.
- C. Open the Recycle Bin, select the file, then select Restore**
- D. Open the Recycle Bin and select Empty Recycle Bin

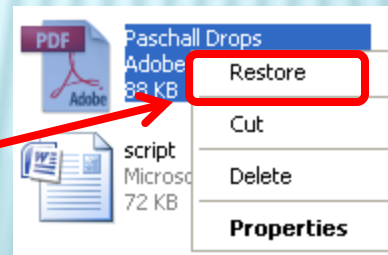
In MS Windows, if you accidentally delete a file from your hard drive, how can you retrieve it?



To retrieve a deleted file, double-click to open the recycle bin



Find the file you wish to retrieve and right-click on it.



Click **Restore**.

Keyboard, Scanner, Digital Video Camera, and Mouse are input devices.



- A. True
- B. False

Keyboard, Scanner, Digital Video Camera, and Mouse are input devices.



A. True

B. False

Keyboard, Scanner, Digital Video Camera, and Mouse are input devices.



A. True

B. False

An input device is used to enter information into a computer:

Keyboard, Scanner, Digital Video Camera, and Mouse are all input devices because they are all used to enter information into a computer.

Match the following terms with the proper definition.



ASCII

A standard American code for representing characters as binary numbers used on most computer systems.

WWW

A system in which text and graphics displayed on the monitor during editing is the same as what you will see on the printed page.

WYSIWYG

A very large set of interlinked documents, graphics and other information accessed via the Internet. A commonly used prefix to locate Websites on the Web.



Match the following terms with the proper definition.

ASCII

A standard American code for representing characters as binary numbers used on most computer systems.

WWW

A system in which text and graphics displayed on the monitor during editing is the same as what you will see on the printed page.

WYSIWYG

A very large set of interlinked documents, graphics and other information accessed via the Internet. A commonly used prefix to locate Websites on the Web.

ASCII

American Standard Code for Information Interchange is a standard code for representing characters as binary numbers, used on most computer systems.

WWW

The **World Wide Web** is a very large set of interlinked documents, graphics and other information accessed via the Internet. WWW is the commonly used prefix to locate Websites on the Web.

WYSIWYG is an acronym for *What You See Is What You Get*, used in computing to describe a system in which text and graphics displayed on the monitor during editing is the same as what you will see on the printed page.

Violations for a breach in a school district's Acceptable Use Policy and copyright include:



(Select all that apply)

- A. Student fines for costs of labor to repair damage.
- B. Legal action including being sued.
- C. School technology privileges revoked.
- D. School disciplinary action
- E. Criminal charges

Violations for a breach in a school district's Acceptable Use Policy and copyright include:



(Select all that apply)

- A. Student fines for costs of labor to repair damage.
- B. Legal action including being sued.
- C. School technology privileges revoked.
- D. School disciplinary action
- E. Criminal charges

Depending on the severity of the copyright violation, you could see yourself facing any of these 5 consequences.

A. Student fines for costs of labor to repair damage.

This is stated in JISD's AUP. There is an estimated \$80/hour cost just for labor for repairs (or virus removal, etc).

B. Legal action including being sued.

For defamation of character or violations of copyright, you may be sued by the person you defamed or the person whose work you stole or sold.

C. School technology privileges revoked. In JISD's AUP

D. School disciplinary action. In JISD's AUP

E. Criminal charges. These may apply if the violation is piracy or intentional disruption of school.

According to the TA TEKS, which of the following are considered violations?



(Select all that apply)

- A. Software Piracy
- B. Intentional Virus-setting
- C. Computer Hacking
- D. Invasion of Privacy
- E. Using another person's account

According to the TA TEKS, which of the following are considered violations?



(Select all that apply)

- A. Software Piracy
- B. Intentional Virus-setting
- C. Computer Hacking
- D. Invasion of Privacy
- E. Using another person's account

(3) Foundations. The student complies with the laws and examines the issues regarding the use of technology in society. The student is expected to:

- (A) discuss copyright **laws/issues and model ethical acquisition and use of digital information**, citing sources using established methods;
- (B) demonstrate **proper etiquette and knowledge of acceptable use** while in an individual classroom, lab, or on the Internet and intranet;
- (C) describe the consequences regarding copyright **violations including, but not limited to, computer hacking, computer piracy, intentional virus setting, and invasion of privacy**;
- (D) Invasion of Privacy **the wrongful intrusion by individuals into private affairs with which the public has no concern.**
- (E) Using another person's account **Never share your password(s) with any other users or keep it where it might be compromised! No one should have access to your account. You are responsible for your account and what happens to it.**

**WWW is the abbreviation
for _____?**



- A. World With Web
- B. Web With Work
- C. Wide Wiki Web
- D. World Wide Web

**WWW is the abbreviation
for _____?**



- A. World With Web
- B. Web With Work
- C. Wide Wiki Web
- D. World Wide Web**

WWW is an abbreviation for : World Wide Web



When blogging, you should never disclose the following information:

(Select all that apply)

- A. Your phone number
- B. Your home address
- C. Your first name
- D. Your social security number

When blogging, you should never disclose the following information:



(Select all that apply)

A. Your phone number

B. Your home address

C. Your first name

D. Your social security number

When blogging, you should **never** reveal personal information that could enable a stranger to locate you. Personal information includes your last name, phone number, home address, social security number, the name of your school, sports teams, the town you live in, and places you hang out.

Which closing would be appropriate to use when responding to an adult or your principal?



- A. LOL 😊
- B. Yo, outta here.
- C. Thanks for your help.
- D. G2G-L8TR

Which closing would be appropriate to use when responding to an adult or your principal?



A. LOL 😊

B. Yo, outta here.

C. Thanks for your help.

D. G2G-L8TR

When responding to other adults and professionals, a person should always use proper grammar and spelling. A person should limit the use of abbreviations and emotional symbols in their message. Some people may interpret a different meaning for them than what you intended to say. Always ask, “Would I say this to the person’s face?” If the answer is no, avoid placing it in your e-mail message.



Match each number with the corresponding step for creating a podcast.

1

2

3

4

Edit your podcast

Set up and record your podcast

Publish your podcast

Plan and outline your podcast



Match each number with the corresponding step for creating a podcast.

1

2

3

4

Edit your podcast

Set up and record your podcast

Publish your podcast

Plan and outline your podcast

First, plan and outline your podcast. You want to have some idea of who, when, what, and how the content will be presented.

Second, record the podcast using the outline. It is important to have the appropriate, quality equipment to begin recording and knowledge of the content.

Third, preview the recorded podcast and make any adjustments or changes to its content. It is important to have a smooth, flowing podcast, so that the listener is capable of understanding the content.

Fourth, publish the podcast to a podcasting site such as a blog, RSS feed, or iTunes.

Boolean searches use logic that refers to the logical relationship among search terms such as AND, OR, and NOT.



A. True

B. False

Boolean searches use logic that refers to the logical relationship among search terms such as AND, OR, and NOT.



A. True

B. False

Using Boolean Logic to broaden and/or narrow your search is not as complicated as it sounds; in fact, you might already be doing it. Boolean logic is just the term used to describe certain logical operations that are used to combine search terms in many search engine databases and directories on the Net.

Using **AND** narrows a search by combining terms; it will retrieve documents that use both the search terms you specify as in this example: Portland AND Oregon.

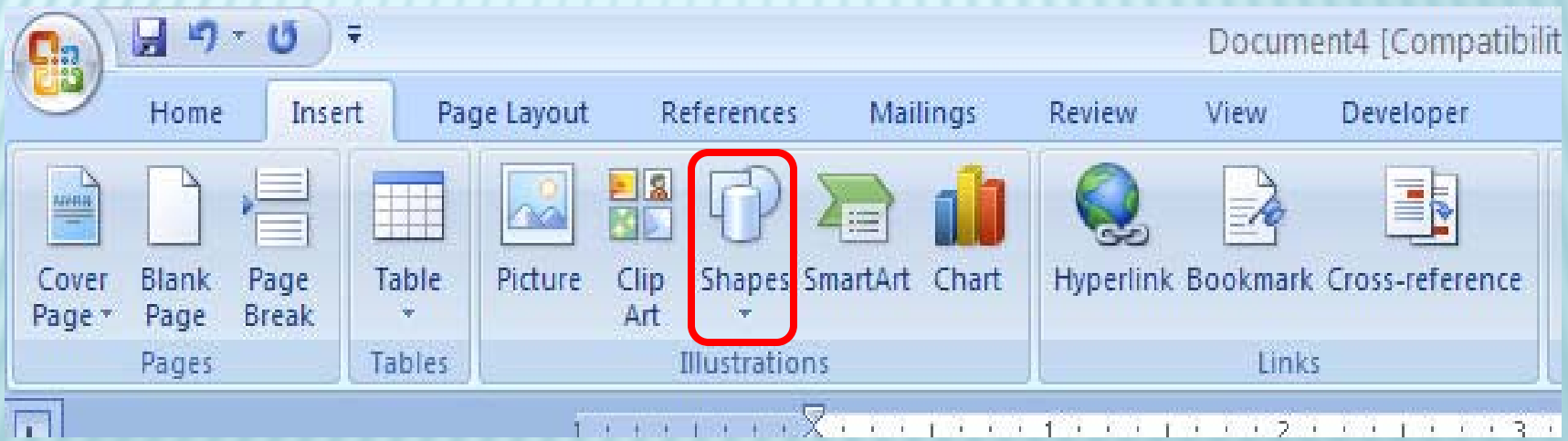
Using **OR** broadens a search to include results that contain either of the words you type in. OR is a good tool to use when there are several common spellings or synonyms of a word this example: liberal OR democrat.

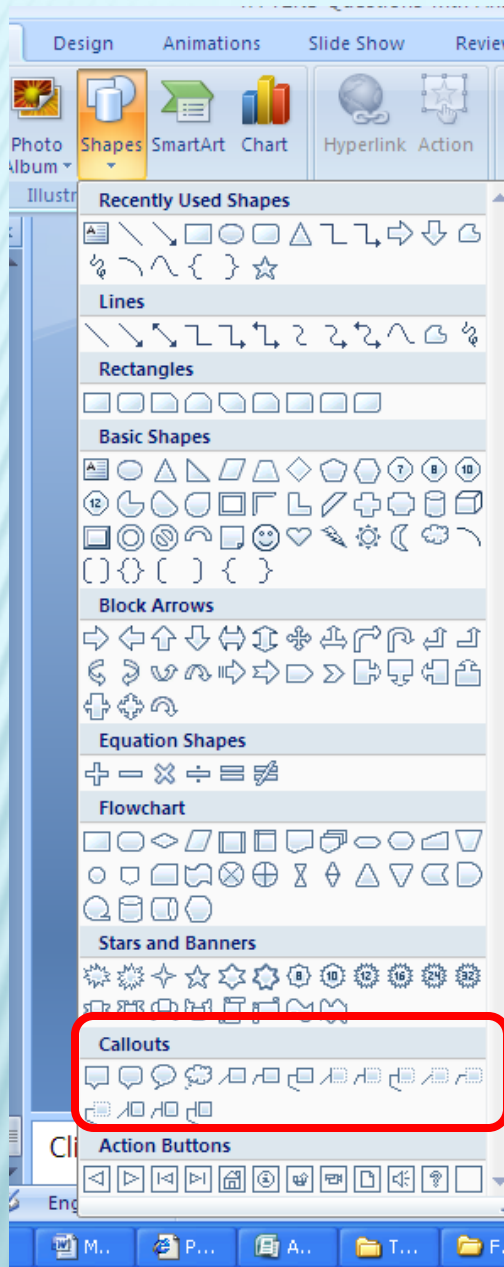
Using **NOT** will narrow a search by excluding certain search terms. NOT retrieves documents that contain one, but not the other of the search terms you enter, as in this example: Oregon NOT travel.

Where would you click to insert a Callout?



Where would you click to insert a Callout?





To insert a callout:

1. Click the **Insert** tab
2. In the **Illustrations Group**, click the **Shapes** button.
3. Select the **Callout** you want.

At which setting should your cell phone be in the doctor's office as a courtesy to others?



- A. Turned On
- B. Turned Off
- C. On Low
- D. On Vibrate

At which setting should your cell phone be in the doctor's office as a courtesy to others?



A. Turned On

B. Turned Off

C. On Low

D. On Vibrate

When a Private Conversation Isn't Possible:

Intimate public settings such as restaurants, public restrooms, waiting rooms, hallways, buses, subways or anywhere a private conversation is not possible is a bad place for a cell phone conversation. To practice good cell phone etiquette, put the ringer on vibrate or silent mode and let the call roll over to voice mail. If it's an important call, step outside or to a secluded area to return the call. If that's not possible and you must take the call, keep your voice low and the conversation brief. Let the caller know you'll get back to them when you're able.

Below is a picture of a website you can use to help you cite your sources properly. Where should you click to start?





EasyBib: Free Bibliography Maker - MLA, APA, Chicago citation styles - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print New Tab

Address <http://easybib.com/> Go Links SnagIt


 [Blog](#) [Help](#)

 The **Automatic** Bibliography & Citation Maker
Start your works cited list below.

Format: [MLA \(free!\)](#) | [APA](#) | [Chicago/Turabian](#)

Choose source: [Click here to select a source](#)

FRIEND US! [BLOG](#) [EMAIL](#) [WIDGET](#)
[SHARE](#) [facebook](#) [twitter](#) [easybib.com](#)

PREMIUM EASYBIB FEATURES **FREE WITH TRIALPAY**
APA, Chicago style & inline citation wizards 

Below is a picture of a website you can use to help you cite your sources properly. Where should you click to start?



EasyBib: Free Bibliography Maker - MLA, APA, Chicago citation styles - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print New Tab

Address <http://easybib.com/> Go Links SnagIt

[Blog](#) [Help](#)

The **Automatic** Bibliography & Citation Maker
Start your works cited list below.

Format: [MLA \(free!\)](#) | [APA](#) | [Chicago/Turabian](#)

Choose source [Click here to select a source](#)

FRIEND US! [BLOG](#) [EMAIL](#) [WIDGET](#)
[SHARE](#) [facebook](#) [twitter](#) [easybib.com](#)

PREMIUM EASYBIB FEATURES **FREE WITH TRIALPAY**
APA, Chicago style & inline citation wizards

You would click the **“Click here to select a source”**

This will allow you to select what source you are citing. For example: a book, journal, magazine, online database, or website.

Which of the following was passed by Congress in October 1998, requiring the Federal Trade Commission (FTC) to issue and enforce rules concerning children's online privacy?



- A. Federal Website Regulations Act
- B. Council for Children's Protection
- C. No Child Left Behind
- D. Children's Online Protection Policy Act

Which of the following was passed by Congress in October 1998, requiring the Federal Trade Commission (FTC) to issue and enforce rules concerning children's online privacy?



- A. Federal Website Regulations Act
- B. Council for Children's Protection
- C. No Child Left Behind
- D. Children's Online Protection Policy Act**

COPPA states that there cannot be any collection of personal information from a child under the age of 13 (age 12 and under) without informed parental consent.

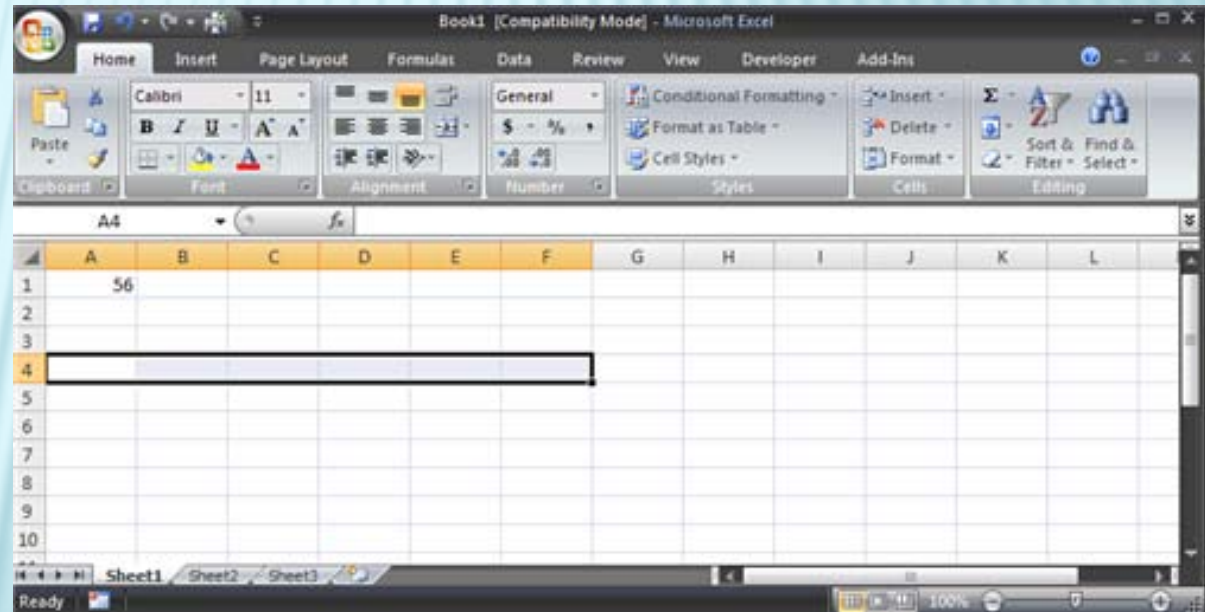
Personal information includes such items as full name, home address, e-mail address, telephone number, social security number or any other information that the FTC determines "permits the physical or online contacting of a specific individual."

COPPA applies to commercial websites, online services "targeted at children" and any online service operators with actual knowledge that they collect personal information from a child. (Actual knowledge can be as simple as a child sharing their grade or age in a monitored general audience chatroom on a website, or can be supplied by an email or phone call from concerned parents who object to the collection practices on behalf of their child.)

Which tab would you use to begin creating a custom format in Excel?



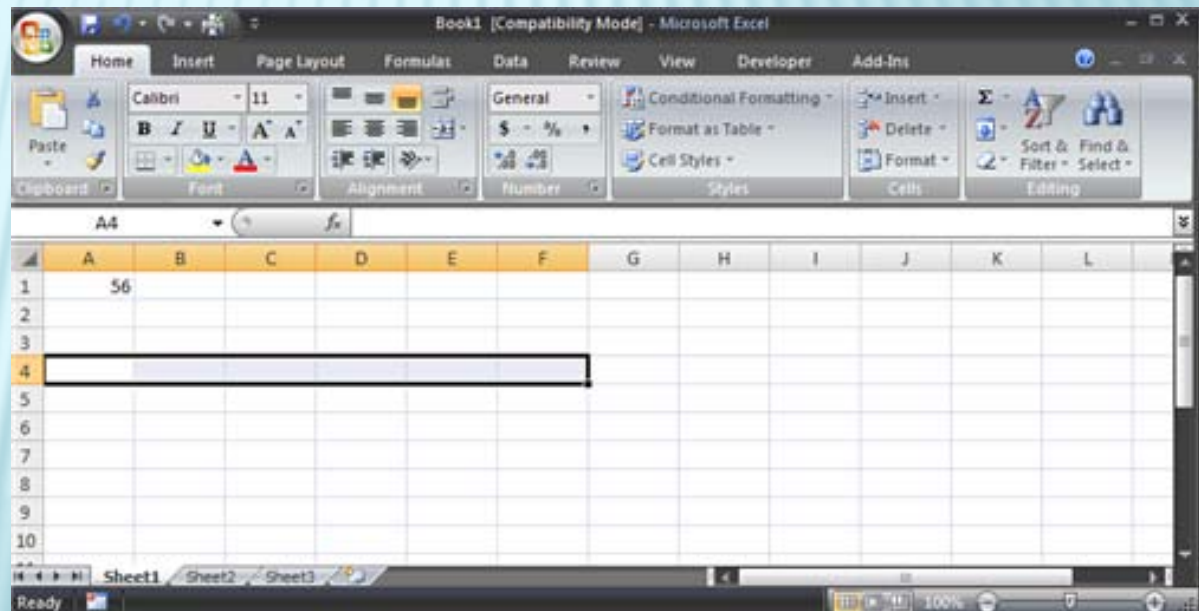
- A. Page Layout
- B. Review
- C. Home
- D. Formulas



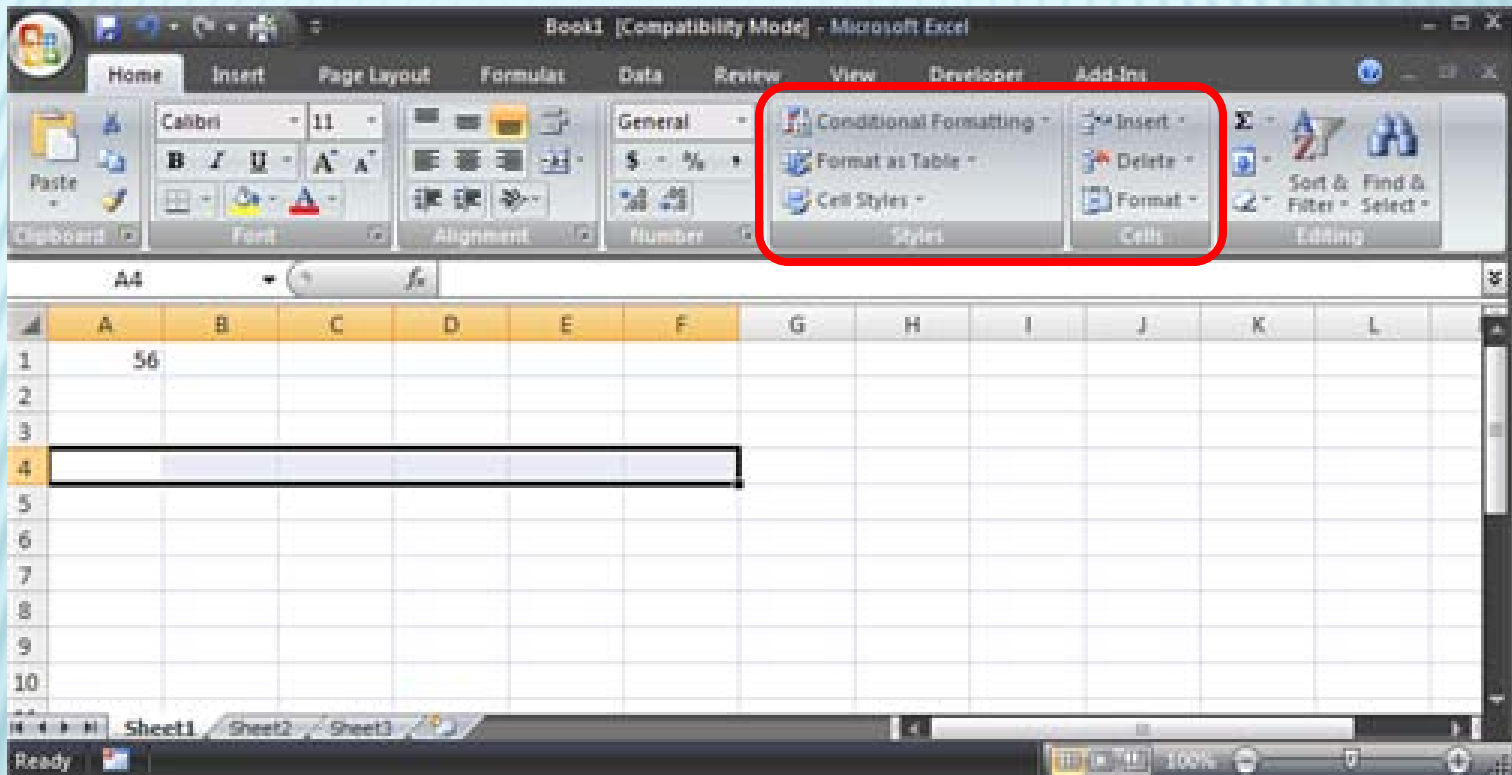
Which tab would you use to begin creating a custom format in Excel?



- A. Page Layout
- B. Review
- C. Home
- D. Formulas



There are various formatting tools on the **Home** tab.





Why must all Internet users take special caution not to be a cyberbully?

- A. It is a funny movie.
- B. It is easier to be mean to someone when you do not have to look at them in the face.
- C. It is always punishable with jail time.
- D. Everybody likes being teased.



Why must all Internet users take special caution not to be a cyberbully?

- A. It is a funny movie.
- B. It is easier to be mean to someone when you do not have to look at them in the face.
- C. It is always punishable with jail time.
- D. Everybody likes being teased.

It is indeed a lot easier to be mean to someone when you do not have to look at them in the face.

You never know what last effects mean words can have on a person so always be nice when chatting online!

Which of the following would most likely be the domain extension for a state university's website?



- A. .mil
- B. .org
- C. .com
- D. .gov
- E. .edu

Which of the following would most likely be the domain extension for a state university's website?



- A. .mil
- B. .org
- C. .com
- D. .gov
- E. .edu**

.edu is the sponsored top-level domain for educational institutions, primarily those in the United States. Although not officially mandated for much of the domain's existence, in practice it has been used for US based four year universities.

An appropriate file format for an audio file would be a .jpg.



A. True

B. False

An appropriate file format for an audio file would be a .jpg.



A. True

B. False

AVI, WAV, MP3 are some examples of Audio file formats.

A .jpg is a graphic file

Using the picture below, click any of the choices which will move you to the next slide?



The image shows a screenshot of a presentation slide with a dark background. The slide content includes a central image of a globe with blue lines, a status box with the following text: "Status: Engaged", "Active Targeting: On", "Radar: Active", and "Location: W34.346 N24.234". Below this is a "Trip Navigation Status: ON" indicator with "Back" and "Next" buttons. At the bottom, a blue box displays "On Board Computer:" and "Current Flying Speed: 23.4 Tagets".

Navigation controls are visible on the left side, including a "Slides" pane with five slide thumbnails. Red callout boxes labeled A through F point to various elements: A points to the right arrow, B points to the globe, C points to the left arrow, D points to the third slide thumbnail, E points to the bottom status box, and F points to the bottom navigation area.

Click to add notes

Using the picture below, click any of the choices which will move you to the next slide?



The screenshot shows a presentation software interface with a slide navigation pane on the left and a main content area. The navigation pane contains five slide thumbnails, with the second slide selected. The main content area displays a slide with a central image of a globe and a control panel below it. The control panel includes a status display, navigation buttons, and a data display.

Navigation controls and status information:

- Navigation Pane (Left):** Shows five slide thumbnails. Slide 2 is selected.
- Slide 1:** Technology Assessment Modula
- Slide 2:** (Selected) Shows a globe and a control panel.
- Slide 3:** Shows a laptop and a control panel.
- Slide 4:** Shows a horse and a control panel.
- Slide 5:** Shows a bar chart and a control panel.

Central Slide Content:

- Image:** A globe with a blue and white pattern.
- Control Panel:**
 - Status: Engaged
 - Active Targeting: On
 - Radar: Active
 - Location: W34.346 N24.234
- Navigation Buttons:** Back, Trip Navigation Status: ON, Next
- Data Display:** On Board Computer: Current Flying Speed: 23.4 Tagets

Navigation Callouts:

- A:** Red arrow pointing right from the right edge of the slide.
- B:** Red arrow pointing right from the globe image.
- C:** Red arrow pointing left from the left edge of the slide.
- D:** Red arrow pointing left from the slide 3 thumbnail.
- E:** Red arrow pointing down from the data display.
- F:** Red arrow pointing down from the slide 2 thumbnail.

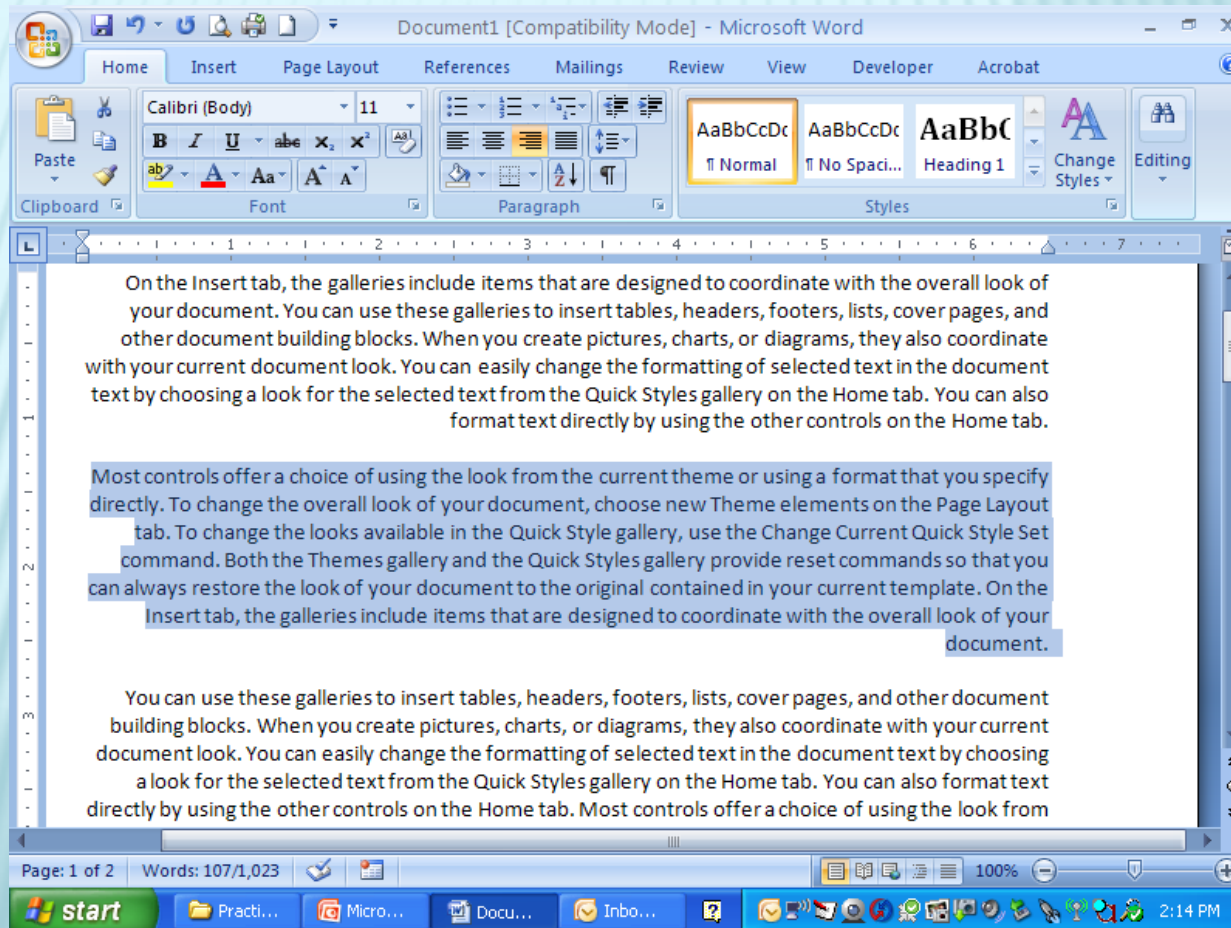
Click to add notes

There are several ways to move to the next slide.

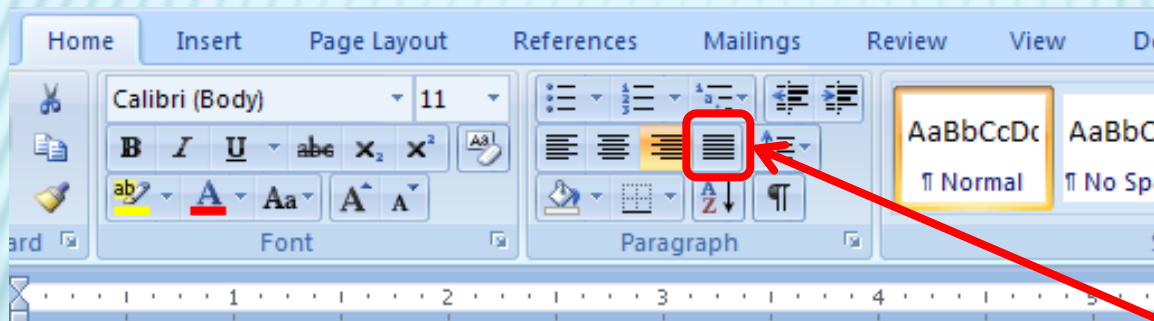
The following choices are incorrect:

- Using the scroll bar in the pane on the left allows you to view different slide thumbnails, but does not change the current slide you are viewing.
- Clicking the notes pane allows you to type a note.
- Clicking the current slide allows you to edit that slide.
- Clicking the grey space does nothing.

Where on the ribbon would you click to justify the selected paragraph?



Where on the ribbon would you click to justify the selected paragraph?



In the Paragraph group, you would click the **Justify** button.

On the Insert tab, the galleries include items that are designed to coordinate with your document. You can use these galleries to insert tables, headers, footers, list other document building blocks. When you create pictures, charts, or diagrams, they will match with your current document look. You can easily change the formatting of selected text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls in the Paragraph group.

Most controls offer a choice of using the look from the current theme or using a format directly. To change the overall look of your document, choose new Theme elements from the Design tab. To change the looks available in the Quick Style gallery, use the Change Current Style gallery on the Home tab.

The **Justify** button aligns text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.

School districts consume huge amounts of energy.⁸ But as much as we wanted to turn green talk into action, it was difficult to do with our aging buildings, large installed infrastructure, and rapidly growing student population. The perfect opportunity came with a bond measure in 2006 that gave us a chance to remake our technology program with a new green vision. We built architecture around virtual desktops--and that has resulted in huge cost savings and considerable energy reductions.¶

We recently completed a two-year rollout of new technology that could be a model for any district that is struggling to upgrade, improve, and expand technology, while at the same time trying to hold down or cut costs. At Judson Independent School District, we saved \$2 million on the cost of traditional computing equipment, quadrupled the number of student computing seats, and cut energy costs by 73 percent. This was made possible by implementing virtual desktops.¶

Remaking our technology program was an opportunity as vast as the problem we set out to address for our 21,000-student school district on the outskirts of San Antonio, Texas. In 2006, voters approved a sizeable bond measure for Judson ISD that earmarked more than \$8 million for technology. This came none too soon, as almost every computer in the district at that time was at least six years old and needed replacing. The student ranks were swelling as well, with growth exceeding 5 percent in each of the two prior years and showing no signs of stopping, meaning we also had to add to our computing capacity.¶

A _____ alters a computer program or gains unauthorized entry into a computer, program or computer system.



- A. Phisher
- B. Spammer
- C. Scroller
- D. Hacker

A _____ alters a computer program or gains unauthorized entry into a computer, program or computer system.



- A. Phisher
- B. Spammer
- C. Scroller
- D. Hacker**

A hacker is a person who uses a computer system without a specific, constructive purpose or without proper authorization.

Which of the following is true about Wikis?



(Select all that apply)

- A. A child can post information to Wikipedia
- B. Information found on a Wiki may be biased and/or not research-based.
- C. A Wiki is a good tool for several individuals to share and elaborate on ideas.
- D. Wikipedia is an excellent source of accurate information.

Which of the following is true about Wikis?



(Select all that apply)

- A. A child can post information to Wikipedia
- B. Information found on a Wiki may be biased and/or not research-based.
- C. A Wiki is a good tool for several individuals to share and elaborate on ideas.
- D. Wikipedia is an excellent source of accurate information.

The first three are true statements:

A child can post information to Wikipedia

Information found on a Wiki may be biased and/or not research-base

A Wiki is a good tool for several individuals to share and elaborate on ideas

Wikipedia is *NOT* an excellent source of accurate information because information may not be verified.

When using an Internet Browser, the area of the window in which you may manually enter the URL is called the:



- A. Hyperlink
- B. HTML
- C. Address bar
- D. Homepage

When using an Internet Browser, the area of the window in which you may manually enter the URL is called the:



- A. Hyperlink
- B. HTML
- C. Address bar**
- D. Homepage

An address bar is the area within a browser where you type a web site address.

Given the website below, click the location which would most likely help you find your school's phone number the fastest.



Judson ISD - Academics First, Excellence Always! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Documents

Address <http://www.judsonisd.org/> Go Links SnagIt

JISD
JUDSON INDEPENDENT
SCHOOL DISTRICT

Search

Home District Info Departments Campuses Bond Info Parents Employees Community

Given the website below, click the location which would most likely help you find your school's phone number the fastest.



Judson ISD - Academics First, Excellence Always! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print My Recent Documents

Address <http://www.judsonisd.org/> Go Links SnagIt

JISD
JUDSON INDEPENDENT
SCHOOL DISTRICT

Search

Home District Info Departments Campuses Bond Info Parents Employees Community

The search window allows you to perform a search on a website or information located within a website..

Which of the following scenarios are more likely to corrupt files on a flash drive?



(Select all that apply)

- A. The power goes out while working on a file.
- B. You remove the flash drive before selecting “safely remove hardware”
- C. You save an infected file to your flash drive.
- D. You shut down your computer

Which of the following scenarios are more likely to corrupt files on a flash drive?



(Select all that apply)

- A. The power goes out while working on a file.
- B. You remove the flash drive before selecting “safely remove hardware”
- C. You save an infected file to your flash drive.
- D. You shut down your computer

You need to think of your Thumb Drive as a portable hard drive.

- A. The power goes out while working on a file. **This will not corrupt your files because the flash drive will shut down like a hard drive in a computer.**
- B. You remove the flash drive before selecting “safely remove hardware” **If you do this it will either not save your file or save part of the file or could erase it from your thumb drive.**
- C. You save an infected file to your flash drive. **There are viruses that will destroy all your files on your thumb drive just like the hard drive in your computer.**
- D. You shut down your computer. **This will not corrupt your files because the flash drive will shut down like a hard drive in a computer.**

Which of the following files are graphic file types?



(Select all that apply)

A.file.jpg

B.file.wav

C.file.doc

D.file.wmv

E.file.png

Which of the following files are graphic file types?



(Select all that apply)

A.file.jpg

B.file.wav

C.file.doc

D.file.wmv

E.file.png

file.jpg is a graphics file which stands for:
Joint Photographic Experts Group

file.png is a graphics file which stands for:
Portable Network Graphics

If you were writing a report on unemployment, what visual could you put into the report that will help readers understand the growth or decline of unemployment.



- A. Organizational Chart
- B. Audio File
- C. Bar Graph
- D. Clip Art

If you were writing a report on unemployment, what visual could you put into the report that will help readers understand the growth or decline of unemployment.



- A. Organizational Chart
- B. Audio File
- C. Bar Graph
- D. Clip Art

Bar graphs can be used to show how something changes over time or to compare items.

Match the file name with the best application you could use to view the file.



Flash Player

Real Player

Acrobat Reader

Paint or PhotoShop

Internet Explorer

file.pdf

file.swf

file.wav

file.bmp

file.html

Match the file name with the best application you could use to view the file.



Flash Player

Real Player

Acrobat Reader

Paint or PhotoShop

Internet Explorer

file.pdf

file.swf

file.wav

file.bmp

file.html



SWF is a file extension that stands for Shockwave **Flash** animation

WAV is the file name extension for audio files - music and songs in WAV (WaveForm) format, developed by Microsoft and IBM. **Real Player** is an application that can play wav files.

PDF or "Portable Document Format" was created by Adobe Systems in 1993 to facilitate document exchange . PDF files can be created and edited with Adobe Acrobat, a commercial program; they can be opened and viewed using the free **Acrobat Reader**.

BMP file extension normally represents that the file is an **image**. BMP files are normally used on Windows machines though many other operating systems have programs to view such files. BMPs can represent virtually any type of image imaginable, from photographs of cars to holiday clip-art. Virtually any image viewer/editor can view and edit bitmaps.

HTML is Hypertext Markup Language -Web pages coded in html can be displayed in a Web browser like Internet Explorer.

Which of the following criteria do you need to consider when determining the validity of information you find on the Internet?



(Select all that apply)

- A. The site domain extension (org., gov., edu.)**
- B. The legitimacy of the website**
- C. The source/author of the information**
- D. The quality of the graphics**

Which of the following criteria do you need to consider when determining the validity of information you find on the Internet?



(Select all that apply)

- A. The site domain extension (org., gov., edu.)
- B. The legitimacy of the website
- C. The source/author of the information
- D. The quality of the graphics

When researching information on a website, you need to know if the website is managed by a government, educational, or legitimate organization.
(Wikipedia.com would not be a reputable source.)

You want to learn more about the personal life of a movie star. What is the best strategy to find this information?



- A. Use a search engine and type in the movie star's name in quotations and choose a credible website
- B. Search www.wikipedia.org
- C. Search for "astronomy" using a search engine
- D. Go to their fan site

You want to learn more about the personal life of a movie star. What is the best strategy to find this information?



- A. Use a search engine and type in the movie star's name in quotations and choose a credible website
- B. Search www.wikipedia.org
- C. Search for "astronomy" using a search engine
- D. Go to their fan site

Placing words in quotation marks refines the search. It retrieves documents and web pages that include information about the words in quotations.



If you were going to have surgery on your leg and the doctor gave you an Internet address to visit where you can view the surgery virtually, this will likely...

- A. Show that there is a game about your surgery
- B. Allow you to see what they will be doing during the surgery
- C. Show what people do in the waiting room
- D. Allow you to see the step by step written instructions from the doctor



If you were going to have surgery on your leg and the doctor gave you an Internet address to visit where you can view the surgery virtually, this will likely...

- A. Show that there is a game about your surgery
- B. Allow you to see what they will be doing during the surgery
- C. Show what people do in the waiting room
- D. Allow you to see the step by step written instructions from the doctor

When you see something “virtual”, you see an electronically generated animation or image. This is a great way to “visit” places or see things in action without leaving your home or the classroom.

Virtual trips can range from a simple photo tour of a famous museum, to extremely detailed and high-tech field trip that offers video and audio segments to make the visit more interactive.

The fastest way to find information on a website is to read the site carefully from top to bottom.



A. True

B. False



The fastest way to find information on a website is to read the site carefully from top to bottom.

A. True

B. False

To find out if the website has the information you need:

- Skim through the article and look for key words.
- Look at the main links to see if they have something to do with what you are searching for.

What are the appropriate uses for Excel?



(Select all that apply)

- A. Inventory
- B. Creating a Graph
- C. Budget
- D. Greeting Card
- E. Newsletter

What are the appropriate uses for Excel?



(Select all that apply)

A. Inventory

B. Creating a Graph

C. Budget

D. Greeting Card

E. Newsletter

Excel is a program used to create spreadsheets. A spreadsheet is a document that stores data in a grid of rows and columns. Spreadsheets are often used to store financial or numerical data.

- Excel allows you to create an inventory of items. You can create a formula to automatically add up the total number of items. This helps keep track of inventory more efficiently!
- Excel also allows you to create a graph that represents the data on your spreadsheet. This is a great way to help you visualize concepts!
- Excel is also often used to create a budgets. Once you have entered data and added formulas, you can change the data and Excel will automatically recalculate the answer for you!

Which of the following allows you to visually interact with the program to better understand a skill or process?



- A. Online video
- B. Podcast
- C. Simulation
- D. Blog

Which of the following allows you to visually interact with the program to better understand a skill or process?



- A. Online video
- B. Podcast
- C. Simulation
- D. Blog

A simulation would be the best answer because it allows a user to explore a specific program to see how it works, the process, and how it will help the user.

An online video allows a user to watch as the skill or idea is demonstrated.

A podcast allows a user to listen to an idea.

A blog allows a user to interact with another individual to share ideas and skills.

Which application would be the most useful application for creating a podcast?



- A. Word Processor
- B. Spreadsheet
- C. Presentation
- D. Audio Editing

Which application would be the most useful application for creating a podcast?



- A. Word Processor
- B. Spreadsheet
- C. Presentation
- D. Audio Editing

An audio editing application gives a user the ability to record and edit sounds. It then converts the audio file into an .mp3 file which is the format required in a podcast.

Word Processors allow users to enter, revise, and format text.

Spreadsheets allow users to enter data and perform calculations based on the data.

Presentations give a user the ability to share and present their ideas in the form of a slide show.

Which of the following is not a step in creating a wiki?



- A. Navigating
- B. Chatting
- C. Writing and Editing
- D. Proofreading Work

Which of the following is not a step in creating a wiki?



- A. Navigating
- B. Chatting**
- C. Writing and Editing
- D. Proofreading Work

In a wiki, a user must be able to navigate to different pages within the wiki. Since the information in a wiki is written by the user to be read by others, it is essential for the user to edit and proofread their work.

Place the following steps on how to create a SUM function in Excel 2007 in the correct order.



Click the Auto Sum button

Click the cell where the function results will be displayed

Select SUM

Check to make sure the values in the functions are correct

Hit Enter

Place the following steps on how to create a SUM function in Excel 2007 in the correct order.



1

Click the cell where the function results will be displayed

2

Click the AutoSum button

3

Select Sum

4

Check to make sure the values in the functions are correct

5

Press the Enter key

Place the following steps on how to create a SUM function in Excel 2007 in the correct order.



1

Click the cell where the function results will be displayed

2

Click the AutoSum button

3

Select Sum

4

Check to make sure the values in the functions are correct

5

Press the Enter key

Select the cell located under or to the side of the data that you want to add.

When you select SUM, Excel automatically highlights the area it assumes that the user would like to add.

Verify the data that you want to perform the SUM function on and then watch the results appear!



Which application type would best be suited for combining both audio and graphics files into an mpeg4 or avi file format?

- A. Word Processor, i.e. MSWord
- B. Spreadsheet program, i.e. MS Excel
- C. Multimedia program, i.e. MS PowerPoint or Movie Maker
- D. Graphics program, i.e. PhotoShop or Paint



Which application type would best be suited for combining both audio and graphics files into an mpeg4 or avi file format?

- A. Word Processor, i.e. MSWord
- B. Spreadsheet program, i.e. MS Excel
- C. Multimedia program, i.e. MS PowerPoint or Movie Maker
- D. Graphics program, i.e. PhotoShop or Paint

Multimedia programs allow users to combine multiple formats of media into a single product.

A product is considered multimedia usually when 2-3 of the below are used within the same product:

- Text
- Graphics
- Audio
- Video

Word is a document file, Photoshop edits photos, and Excel is spreadsheet. Only multimedia programs can bring in **multiple media** formats. Hence the term multimedia.

Advanced multimedia programs like Movie Maker allow you to export or change these files into formats that can be saved to a DVD. AVI files may include audio, video, & graphics and are best viewed on a PC. An MPEG4 is similar format.

When would you want to use a pie chart?



- A. To show progress over the week
- B. To show parts of a whole
- C. To compare two sets
- D. To show highs and lows

When would you want to use a pie chart?



- A. To show progress over the week
- B. To show parts of a whole**
- C. To compare two sets
- D. To show highs and lows

B. To show parts of a whole

Pie Graph

Pie charts can be used to show percentages of a whole, and represent percentages at a set point in time. They do not show changes over time.





Which method of communication would be the fastest and most reliable way to let your parents know you will be home late?

- A. Post the information to your blog
- B. Create a website containing the information
- C. Send a text message to your parents' cell phone
- D. Post the information to a discussion board



Which method of communication would be the fastest and most reliable way to let your parents know you will be home late?

- A. Post the information to your blog
- B. Create a website containing the information
- C. Send a text message to your parents' cell phone
- D. Post the information to a discussion board

- A. Post the information to your blog – Your parent's would have to check your blog. A blog is a real-time, interactive, online discussion about a specific topic hosted on the Internet. This internet location is set up to handle group discussions, and everyone sees what everyone else types.
- B. Create a website containing the information – Your Parent's would have to check your website. A website is a set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.
- C. Send a text message to your parents' cell phone
This is the quickest way to get your message to your parents.
- D. Post the information to a discussion board – Parent's would have to log on to check for your message .A discussion board is author-centered. The author creates their own log to make statements and others can react to it either in comments attached to the original post, or on their own blogs.



A graphic organizer can be used to visually arrange ideas and information that you are studying.

A. True

B. False

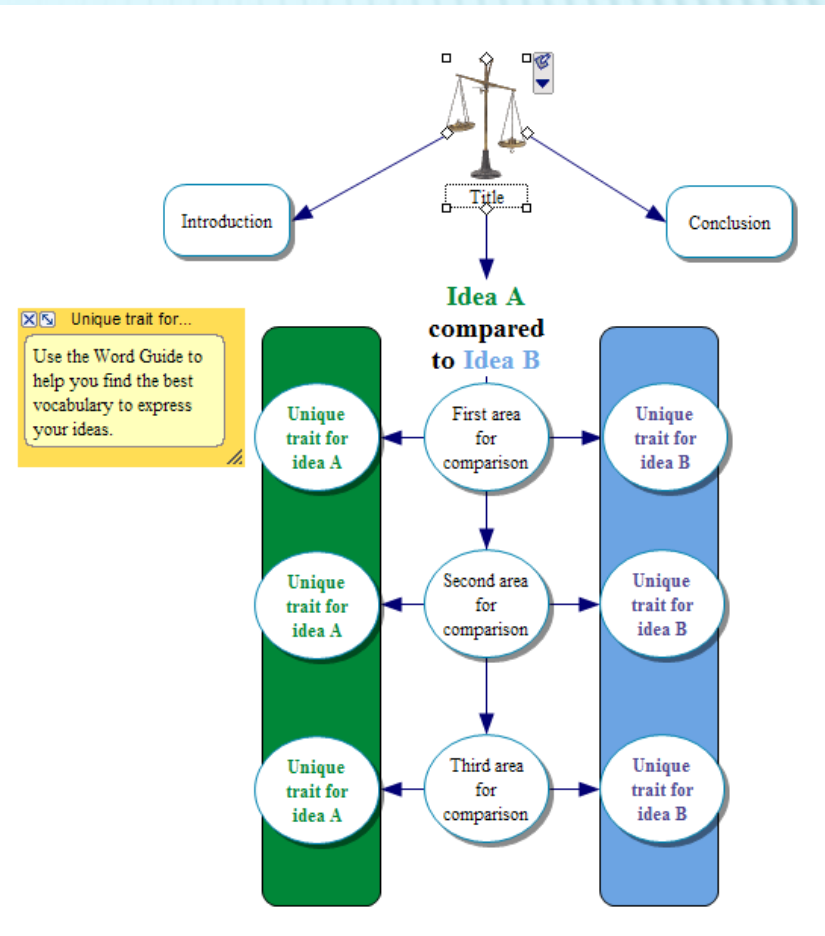
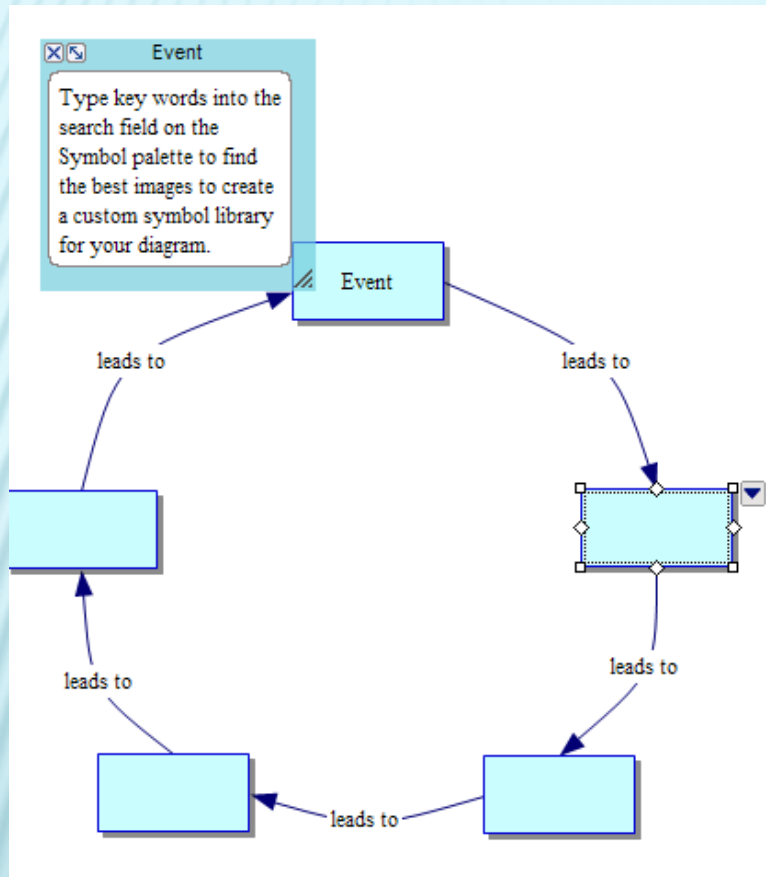
A graphic organizer can be used to visually arrange ideas and information that you are studying.



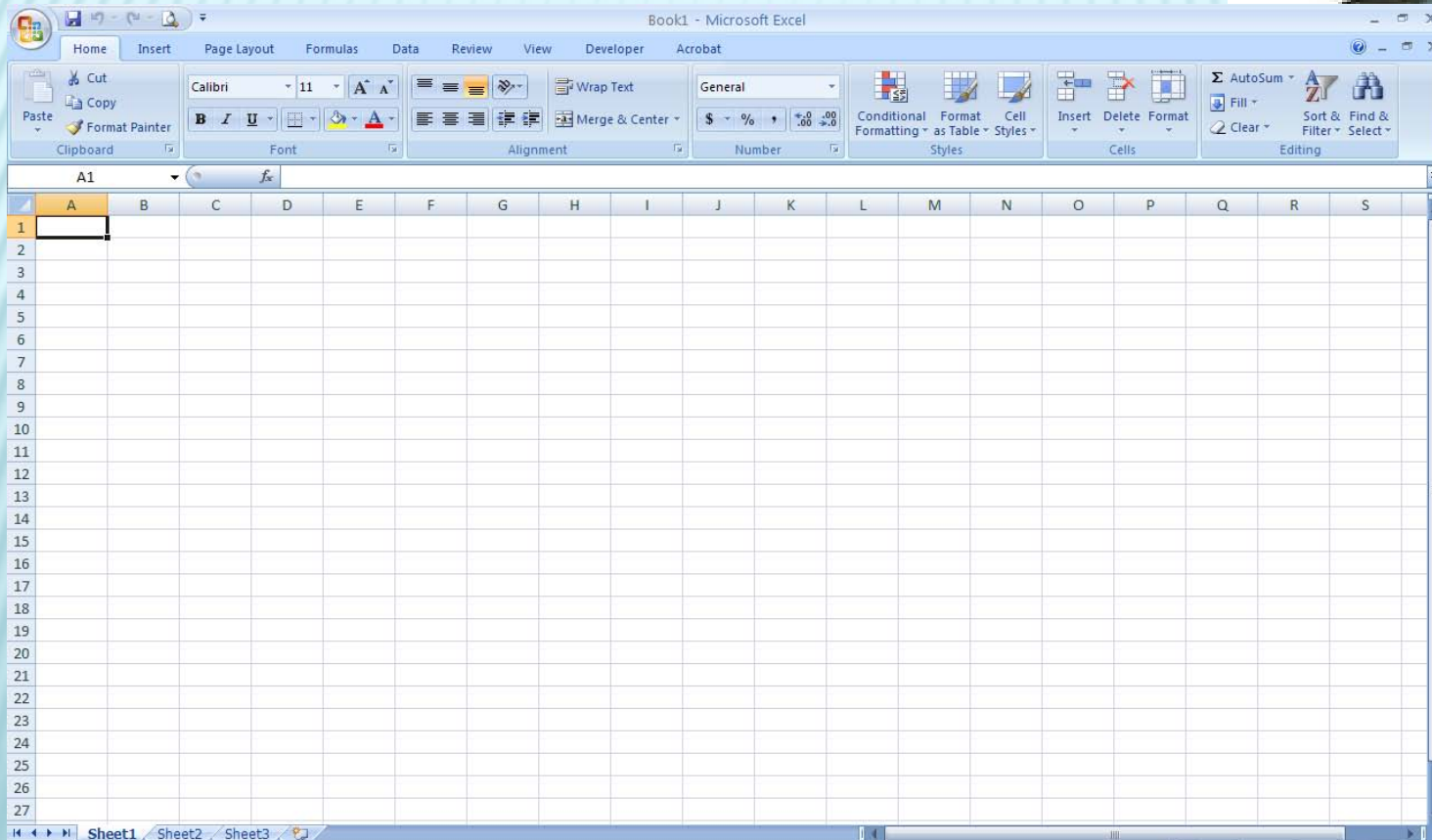
A. True

B. False

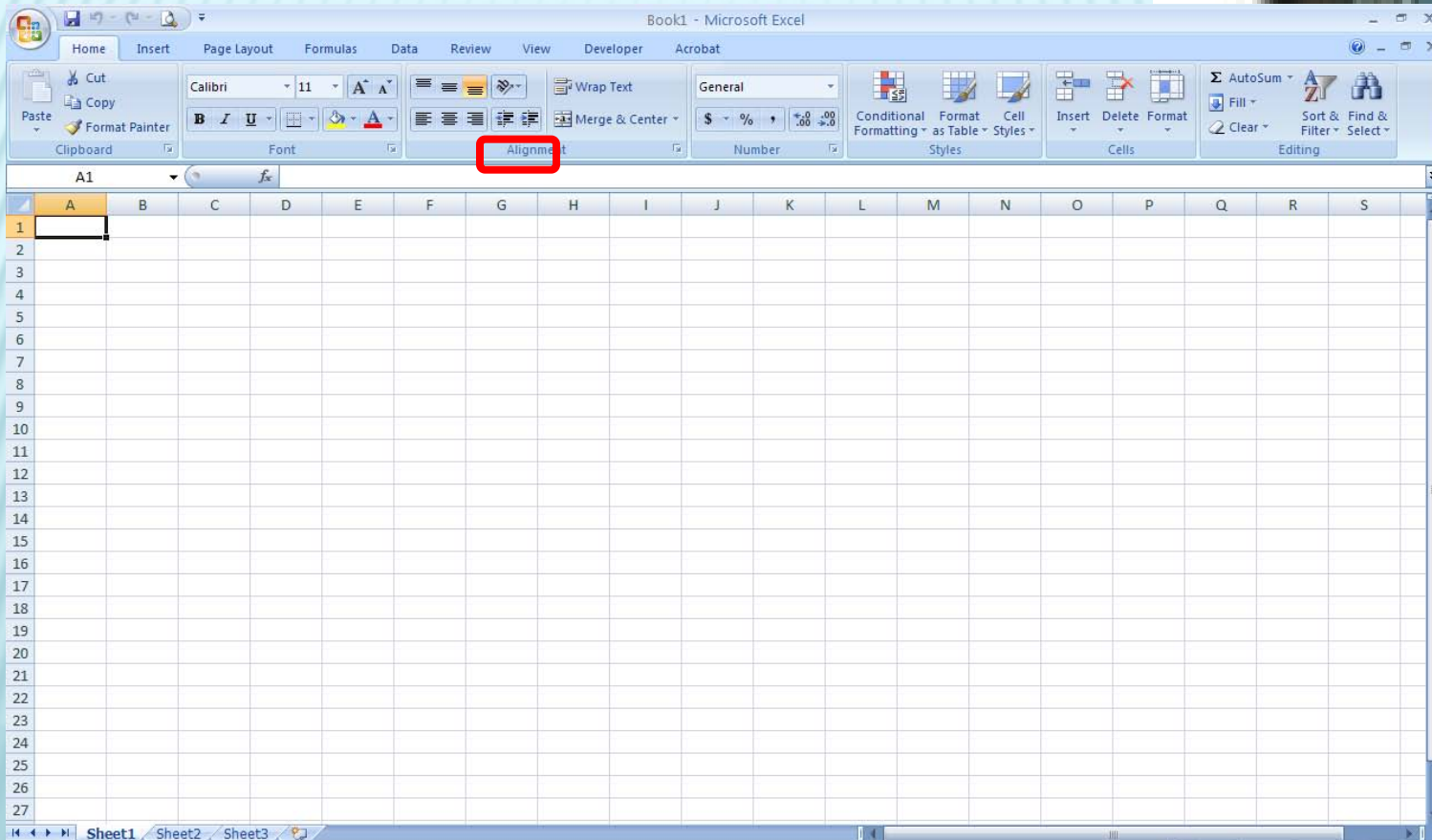
Graphic organizers can be used for learning. See examples below.



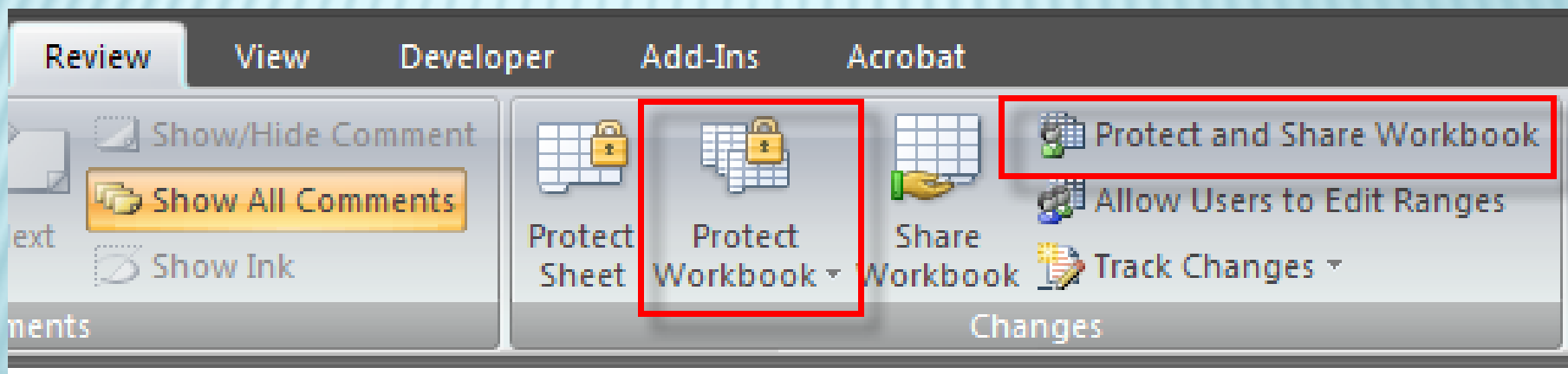
Click the tab you would use to protect a workbook.



Click the tab you would use to protect a workbook.



The Review ribbon offers two options for protecting a workbook. A workbook might need protecting if you plan to share it with others and want to ensure certain or all aspects of the workbook cannot be changed accidentally.



Using the Scientific Method, you have been assigned online research for your Science Fair project. What is the first step you would take to conduct your research?



- A. Research online using a search engine
- B. Go to the library and checkout books
- C. Create questions to answer during research
- D. Ask others for internet sites they may know about

Using the Scientific Method, you have been assigned online research for your Science Fair project. What is the first step you would take to conduct your research?



- A. Research online using a search engine
- B. Go to the library and checkout books
- C. Create questions to answer during research
- D. Ask others for internet sites they may know about

You must always have a goal in mind when you start researching something to ensure your research is focused.

What is the name of a system that links together electronic office equipment, such as computers and printers, and forms a network within a small office or building?



- A. LAN
- B. WAN
- C. VPN
- D. MAN

What is the name of a system that links together electronic office equipment, such as computers and printers, and forms a network within a small office or building?



A. LAN

B. WAN

C. VPN

D. MAN

LAN (local area network) is a network of interconnected workstations sharing the resources of a single processor or server within a relatively small geographic area.

WAN (wide area network) a linked network of LANs. The WAN has a backbone that can link computers over distances of hundreds or even thousands of miles.

VPN (virtual private network) is "tunneled" through a wide area network WAN such as the Internet. By using encryption and other security measures, a VPN can scramble all the data sent through the wide area network, so the network is "virtually" private.

MAN (Metropolitan Area Network) is a data network designed for a town or city. MANs are larger than local-area networks (LANs), but smaller than wide-area networks (WANs).

Match the following forms of communication with the proper definition.



Discussion boards

A real-time, interactive, online discussion about a specific topic hosted on the Internet. This internet location is set up to handle group discussions, and everyone sees what everyone else types.

Wikis

Serves a publicly accessible personal electronic journal for an individual. Typically updated daily, entries often reflect the personality of the author. Short for web log.

Blogs

A general term for any online “bulletin board” where you can leave and expect to see responses to messages you have left.

Chat Rooms

A server software application that all allows users to freely create and edit Web page content using any Web browser.

Match the following forms of communication with the proper definition.



Discussion boards

A general term for any online “bulletin board” where you can leave and expect to see responses to messages you have left.

Wikis

Serves a publicly accessible personal electronic journal for an individual. Typically updated daily, entries often reflect the personality of the author. Short for web log.

Blogs

A real-time, interactive, online discussion about a specific topic hosted on the Internet. This internet location is set up to handle group discussions, and everyone sees what everyone else types.

Chat Rooms

A server software application that all allows users to freely create and edit Web page content using any Web browser.

Discussion Boards are places to post topic-centered messages, like a bulletin board. Others can view your message and post answers or replies.

Wikis are just a website that users can edit. The most well-known wiki is Wikipedia.

Blogs are author-centered. The author creates their own log to make statements and others can react to it either in comments attached to the original post, or on their own blogs.

Chat Rooms are more immediate communication and cover a wide variety of topics. While chat is structured by rooms relating to topic, there is no structure for the conversation.

Where do you click to compose a new message?



50/50 - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

New Reply Reply to All Forward Send/Receive Search address books

Mail

Favorite Folders

Mail Folders

All Mail Items

Mailbox - Garza, Erika

- Deleted Items (27)
- Drafts (3)
- Inbox
 - 50/50
 - Applications
 - Assessment
 - Bond Deployment
 - Book Study
 - Campuses
 - Alternative
 - Converse
 - Coronado
 - Crestview
 - Ed Franz
 - Hopkins
 - JHS
 - JSAS
 - Kirby
 - Kitty Hawk
 - Metzger
 - Miller's Point
 - Park Village

Calendar

Contacts

Tasks

27 Items

Online with Microsoft Exchange

3:24 PM

50/50

Search 50/50

Arranged By: From A on top

Jaime Palacios		
Jaime Palacios	12/15/2008	
re: Projector DOA		
Molina, Rosemary		
Molina, Rosemary	12/2/2008	
FW: room numbers		
Orona, John		
Orona, John	12/15/2008	
Projector DOA		
Pack, Emily		
Pack, Emily	1/20/2009	
RE: if it is easy		
Pack, Emily	12/15/2008	
FW: projector		
Pittman, Donald		
Pittman, Donald	12/11/2008	
RE: 50/50 Initiative		
Stavinoha, Veronica		
Stavinoha, Veronica	12/8/2008	
RE: 50/50 Initiative		
tom boyd		
tom boyd	Fri 1/30	
Olympia Update		
tom boyd	Mon 1/26	
Wagner and Olympia Updates		

re: Projector DOA

Jaime Palacios [jaime.palacios@trox.com]

Sent: Mon 12/15/2008 10:56 AM

To: Orona, John

Cc: Garza, Erika

Hi John,

We will take care of that replacement ASAP. The rep handling the RMA & replacement is Michael Vallio. Michael will be contacting you shortly and just for reference here is his contact info:

1-800-352-7912 Ext 1603
e-mail: michael.vallio@trox.com

Regards,

Jaime Palacios
Troxell Communications Inc.
jaime.palacios@trox.com
Please visit our website www.trox.com

Join our ESGRP (Education Scholarship/Grant Rebate Program) today! This program makes funding available to any educational institution that purchases products made eligible for rebate by our participating vendor partners - check out our web site at www.trox.com for more information and to view our entire product line, obtain written quotes, track orders, print invoices, see specials, on-line ordering, and much more. Please call or e-mail me with any of your audio / visual / multimedia equipment needs or for anything else that I may assist you with!

----- Original Message -----

Where do you click to compose a new message?



50/50 - Microsoft Outlook

File Edit View Go Tools Actions Help

New
Reply
Reply to All
Forward
Send/Receive
Search address books

Mail

Favorite Folders

Mail Folders

All Mail Items

Mailbox - Garza, Erika

- Deleted Items (27)
- Drafts (3)
- Inbox
 - 50/50
 - Applications
 - Assessment
 - Bond Deployment
 - Book Study
 - Campuses
 - Alternative
 - Converse
 - Coronado
 - Crestview
 - Ed Franz
 - Hopkins
 - JHS
 - JSAS
 - Kirby
 - Kitty Hawk
 - Metzger
 - Miller's Point
 - Park Village

Calendar

Contacts

Tasks

27 Items

50/50

Search 50/50

Arranged By: From

A on top

Jaime Palacios		
Jaime Palacios	12/15/2008	
re: Projector DOA		
Molina, Rosemary		
Molina, Rosemary	12/2/2008	
FW: room numbers		
Orona, John		
Orona, John	12/15/2008	
Projector DOA		
Pack, Emily		
Pack, Emily	1/20/2009	
RE: if it is easy		
Pack, Emily	12/15/2008	
FW: projector		
Pittman, Donald		
Pittman, Donald	12/11/2008	
RE: 50/50 Initiative		
Stavinoha, Veronica		
Stavinoha, Veronica	12/8/2008	
RE: 50/50 Initiative		
tom boyd		
tom boyd	Fri 1/30	
Olympia Update		
tom boyd	Mon 1/26	
Wagner and Olympia Updates		

re: Projector DOA

Jaime Palacios [jaime.palacios@trox.com]

Sent: Mon 12/15/2008 10:56 AM

To: Orona, John

Cc: Garza, Erika

Hi John,

We will take care of that replacement ASAP. The rep handling the RMA & replacement is Michael Vallio. Michael will be contacting you shortly and just for reference here is his contact info:

1-800-352-7912 Ext 1603
e-mail: michael.vallio@trox.com

Regards,

Jaime Palacios
Troxell Communications Inc.
jaime.palacios@trox.com
Please visit our website www.trox.com

Join our ESGRP (Education Scholarship/Grant Rebate Program) today! This program makes funding available to any educational institution that purchases products made eligible for rebate by our participating vendor partners - check out our web site at www.trox.com for more information and to view our entire product line, obtain written quotes, track orders, print invoices, see specials, on-line ordering, and much more. Please call or e-mail me with any of your audio / visual / multimedia equipment needs or for anything else that I may assist you with!

----- Original Message -----

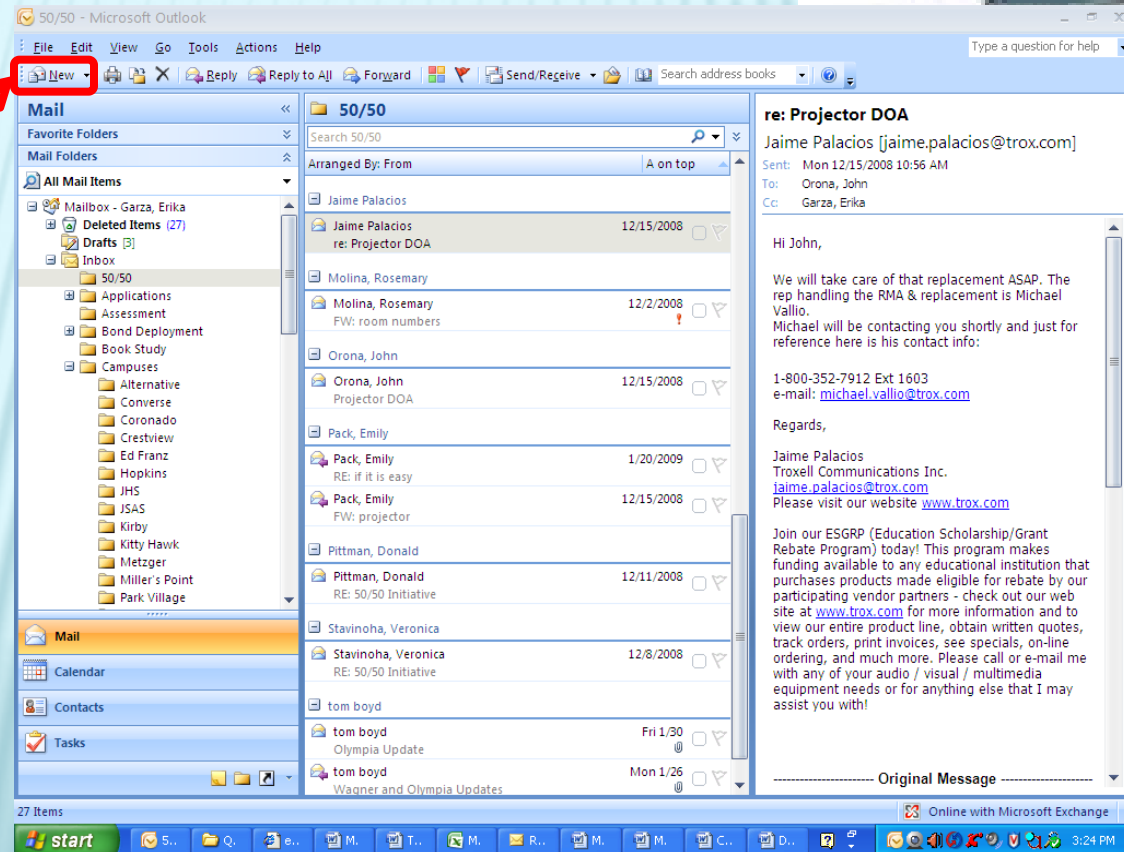
Online with Microsoft Exchange

3:24 PM

Where do you click to compose a new message?



When you are in Mail, click New to create a new message.



Most computer equipment contains _____ materials, which should not be disposed of in a landfills?



- A. Plastic
- B. Biodegradable
- C. Hazardous
- D. Edible

Most computer equipment contains _____ materials, which should not be disposed of in a landfills?



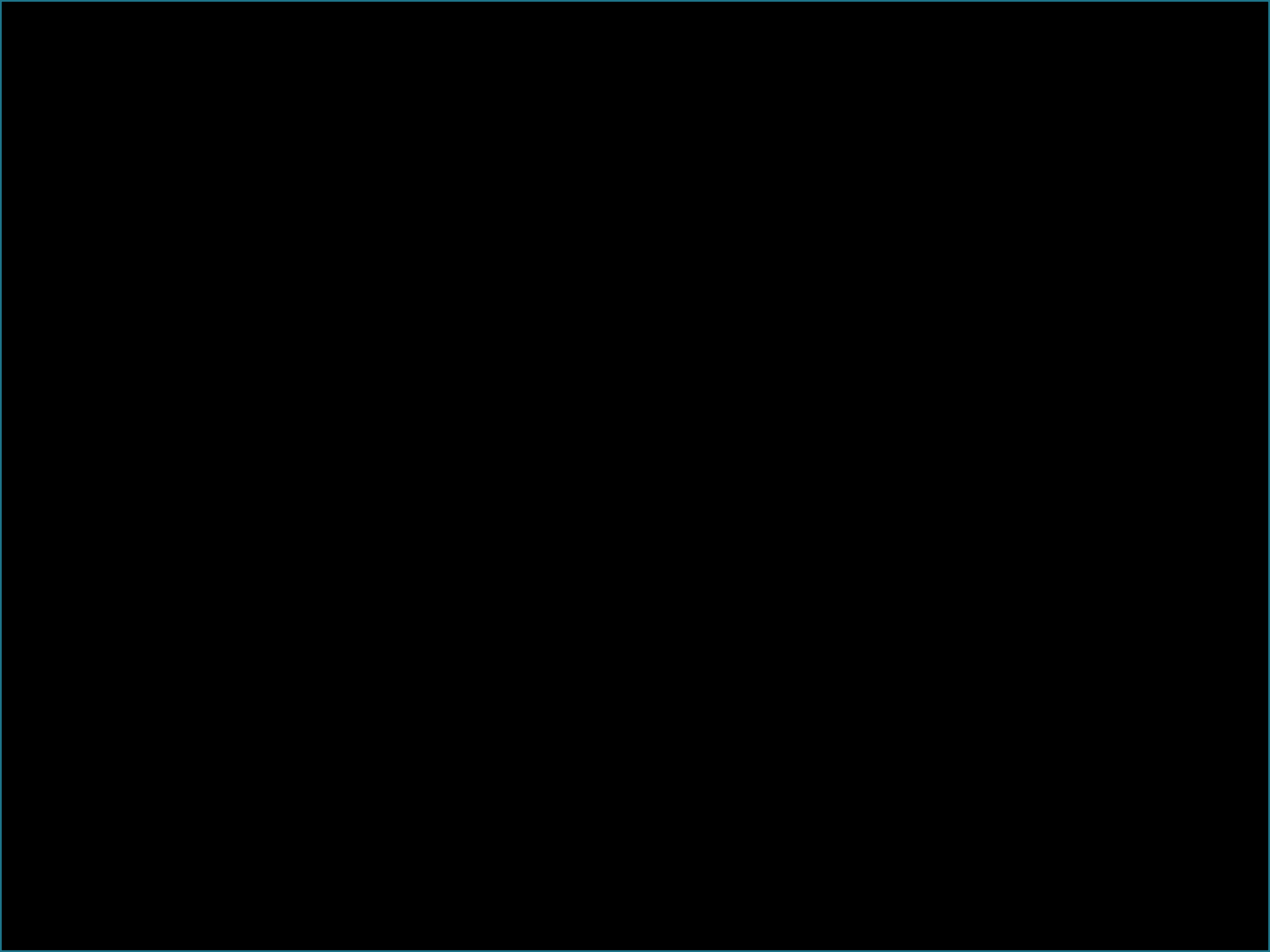
A. Plastic

B. Biodegradable

C. Hazardous

D. Edible

Most computers and their parts are made from plastic. Plastic is not biodegradable material. It should be recycled.



The safest way to prevent data loss is to save your file early on and often while working.



A.True

B.False

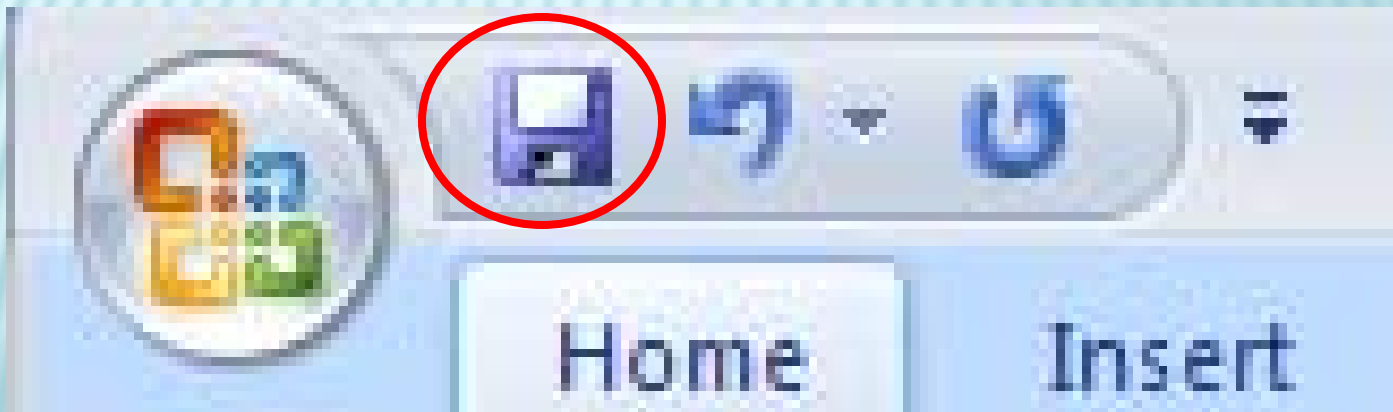
The safest way to prevent data loss is to save your file early on and often while working.

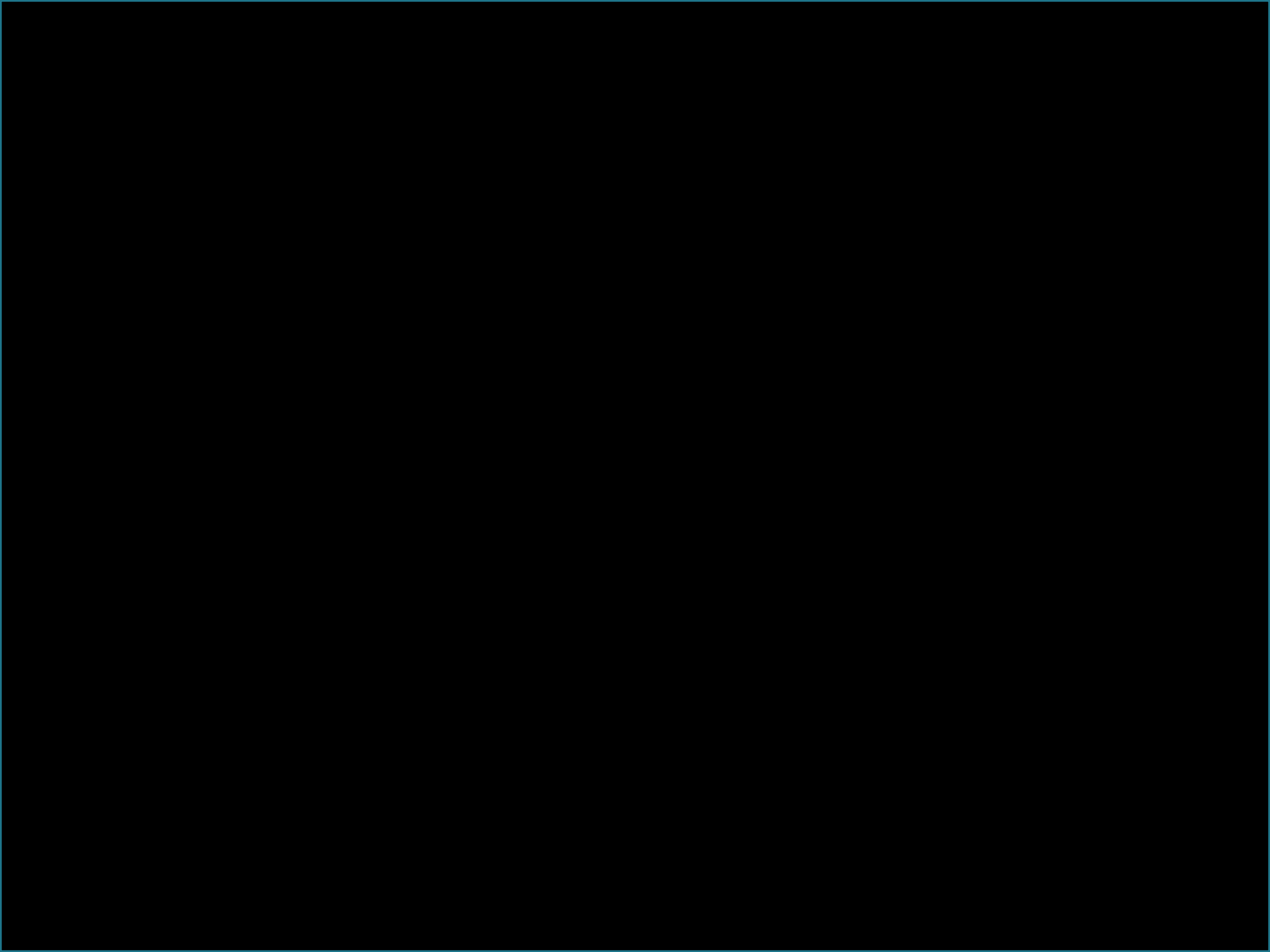


A.True

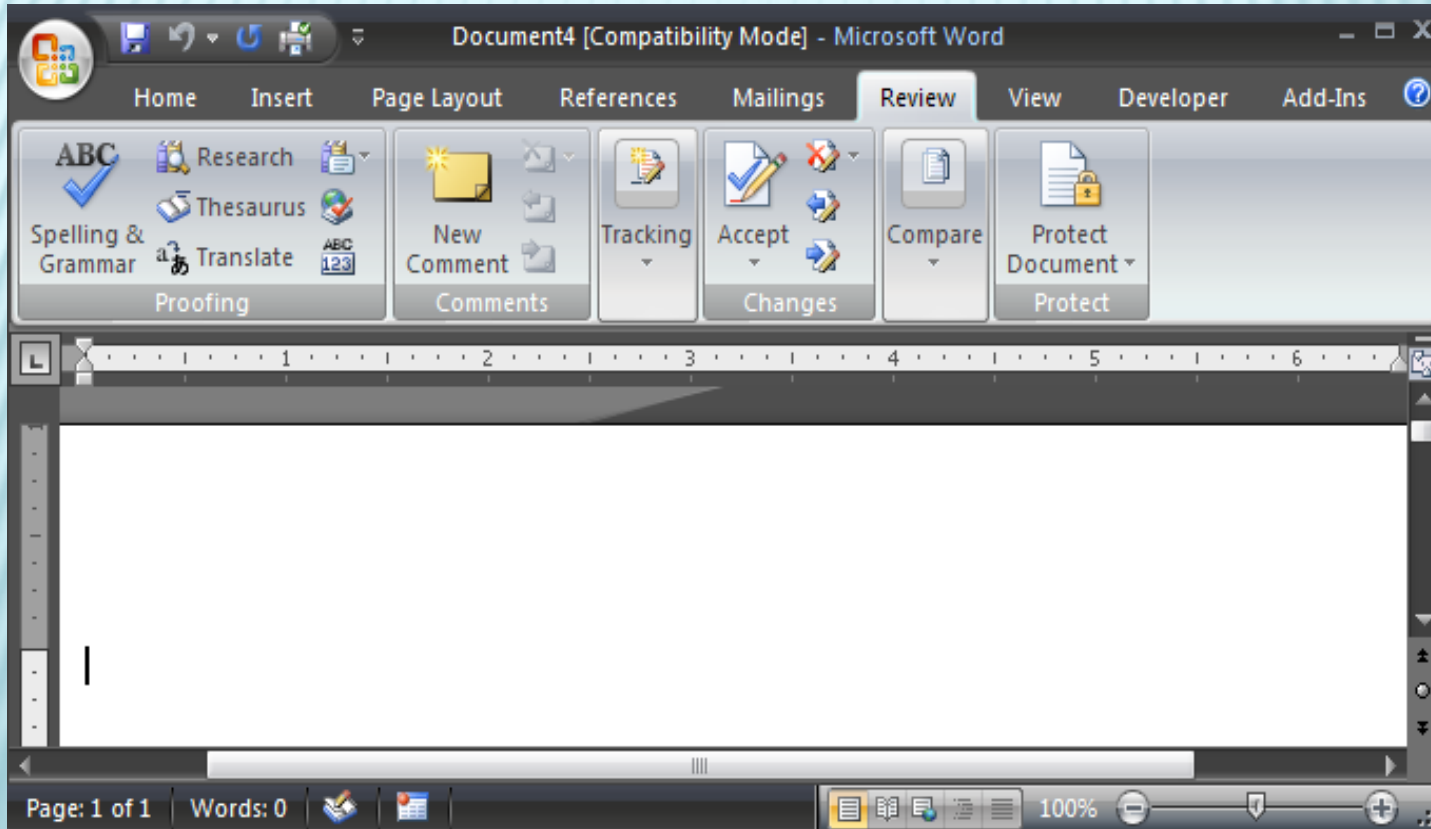
B.False

If you save your file as soon as you open the document this will limit loss of information incase of a power outage or more. After you “Save As” you can then save often by clicking on the floppy disk icon at the top on the “Quick Access Tool Bar”

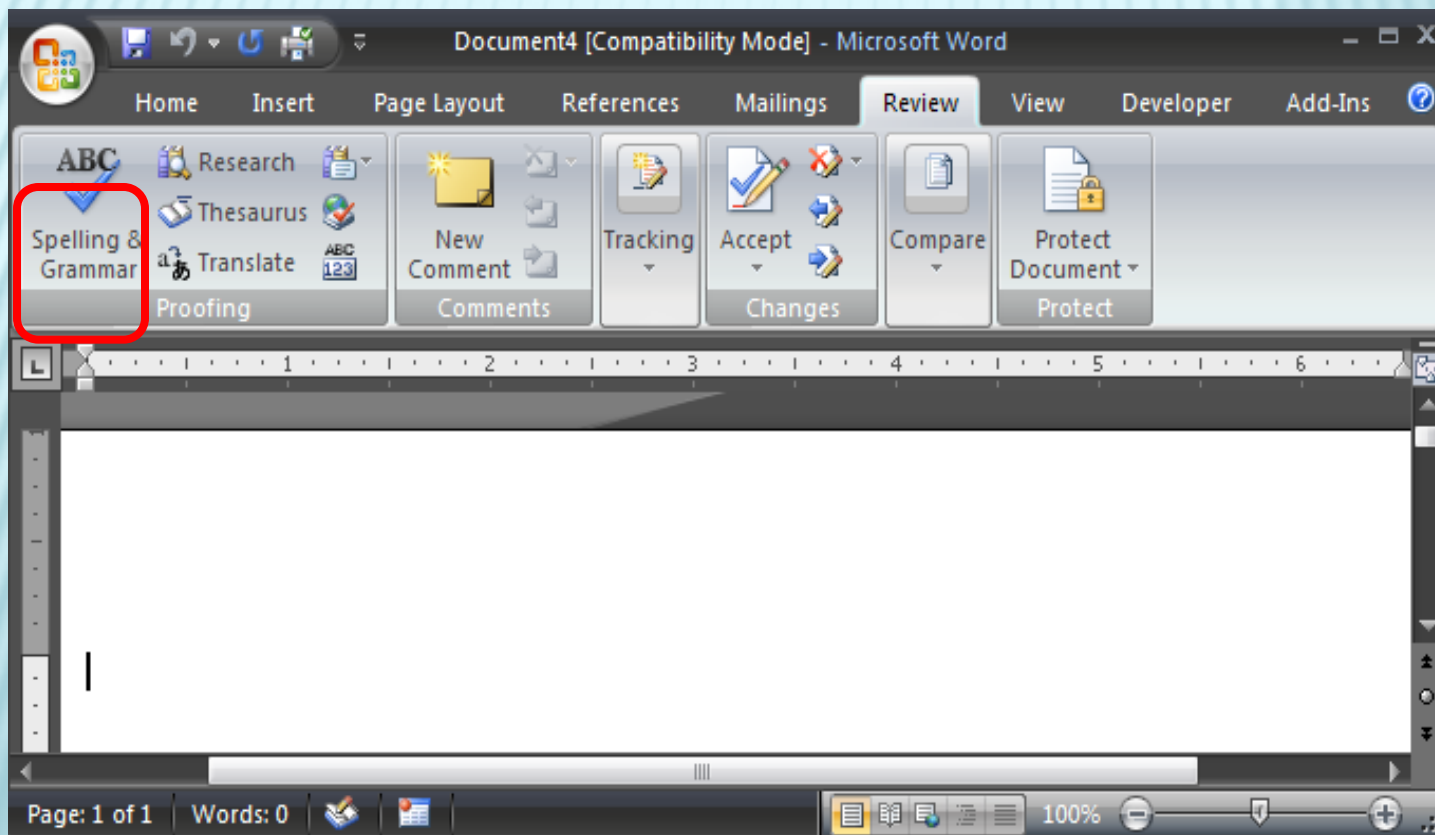




Where do you click to check your spelling and grammar?



Where do you click to check your spelling and grammar?



You can now find the Spelling / Grammar Icon under the Review Tab in the Proofing Group.

If you use the following key stroke combination [CTRL + ALT + DELETE], which of the following would you not be able to do?



- A. Log off
- B. Lock your computer
- C. Print
- D. Force the program to quit

If you use the following key stroke combination [CTRL + ALT + DELETE], which of the following would you not be able to do?



- A. Log off
- B. Lock your computer
- C. Print**
- D. Force the program to quit

Using **CTRL + ALT + DELETE** allows you to do all of the choices except Print.

In order to print, you have to have an application open that has information that can be printed.

CTRL + ALT + DELETE will close, end a program, shut down, or log you off.

Match the following computer viruses with the correct definition.



Worm

Logic bomb

Directory virus

Trojan

A hidden code that instructs a computer virus to perform a malicious action when specific criteria are met.

A virus that contains malicious code, but it does not replicate or reproduce.

A virus that changes the paths that indicate a location of a file.

A virus that has the ability to self-replicate, and it can infect your computer program and files.

Match the following computer viruses with the correct definition.



Worm

Logic bomb

Directory virus

Trojan

A hidden code that instructs a computer virus to perform a malicious action when specific criteria are met.

A virus that contains malicious code, but it does not replicate or reproduce.

A virus that changes the paths that indicate a location of a file.

A virus that has the ability to self-replicate, and it can infect your computer program and files.

Viruses come in many forms.

WORM is a virus that has the ability to self-replicate, and it can infect your computer program and files.

LOGIC BOMB is a hidden code that instructs a computer virus to perform a malicious action when specific criteria are met.

DIRECTORY VIRUS is a virus that changes the paths that indicate a location of a file.

TROJAN is a virus that contains malicious code, but it does not replicate or reproduce.

What is a Podcast?



(Select all that apply)

- A. A CD of music
- B. A Search Engine
- C. A broadcast that can be downloaded from the Internet to a personal audio player.
- D. An MP3 file that can be played on an iPod.



What is a Podcast?

(Select all that apply)

A. A CD of music

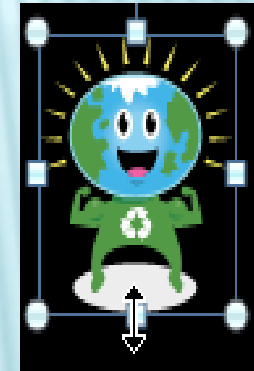
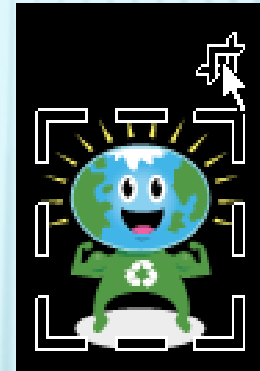
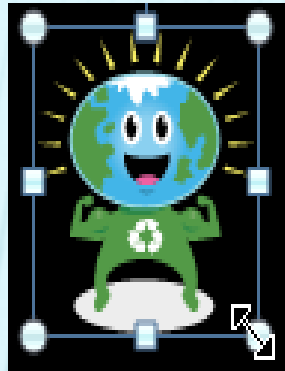
B. A Search Engine

C. A broadcast that can be downloaded from the Internet to a personal audio player.

D. An MP3 file that can be played on an iPod.

A Podcast is an audio broadcast that has been converted to an MP3 file or another audio file format to play back in a music player. Podcasts can be played in a regular computer or an MP3 player such as an iPod.

Match the actions above with the outcomes below.



move



rotate



resize

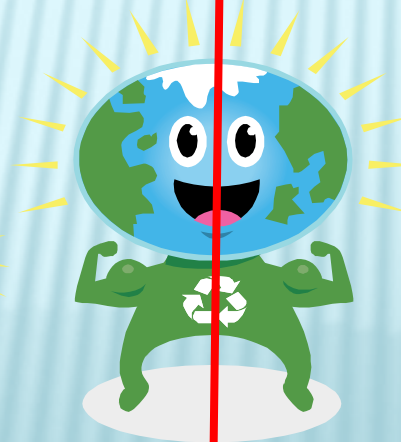
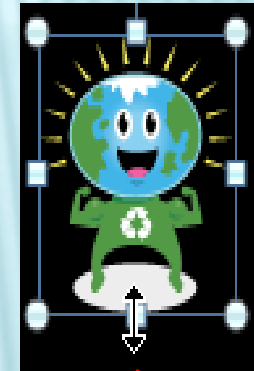
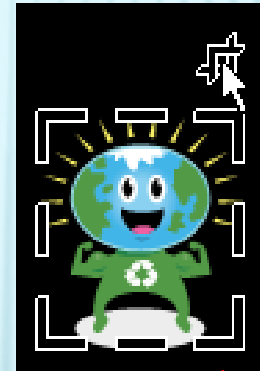
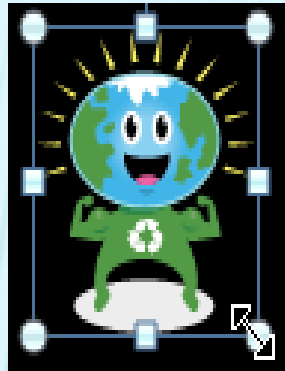


stretch



crop

Match the actions above with the outcomes below.



move

rotate

resize

stretch

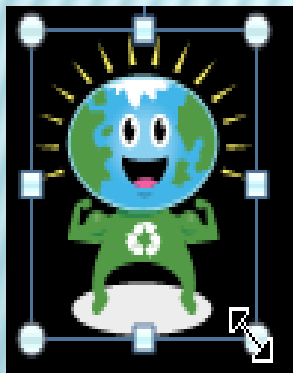
crop



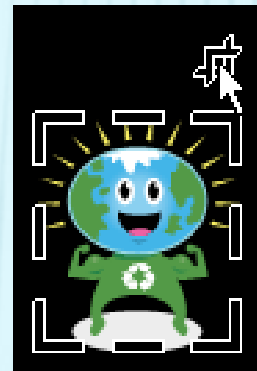
The arrow with a circle allows you to rotate a graphic. Rotate means that you can make the graphic “turn around”



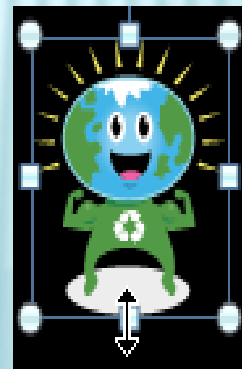
The cross with 4 arrows allows you to move a graphic.



The double arrow allows you to resize a graphic. The graphic should always be resized by using the one of the corners so that the graphic does not get distorted.



The cropping tool allows you to “cut” the part(s) of the graphic you don’t want.



The double arrow (when used on the top, bottom, or side handles) allows you to stretch the graphic.

Which of the following can be done in word processing?



(Select all that apply)

- A. Insert graphics
- B. Insert columns
- C. Create a table
- D. Email a document as an attachment
- E. Create a Podcast



Which of the following can be done in word processing?

(Select all that apply)

A. Insert graphics

B. Insert columns

C. Create a table

D. Email a document as an document

E. Create a Podcast

Word Processing allows you to:

- Insert graphics
- Insert columns
- Create a table
- Email a document as an document

It does NOT have the capability to allow you to create a Podcast.

A logic bomb is a hidden code that instructs a computer virus to perform a malicious action when specific criteria are met.



A.True

B.False



A logic bomb is a hidden code that instructs a computer virus to perform a malicious action when specific criteria are met.

A.True

B.False

In a computer program, a **logic bomb**, also called *slag code*, is a programming code, inserted intentionally, that is designed to execute (or "explode") under circumstances such as the lapse of a certain amount of time or the failure of a program user to respond to a program command. It is in effect a delayed-action computer virus or a Trojan horse. A logic bomb, when "exploded," may be designed to display or print a spurious message, delete or corrupt data, or have other undesirable effects.

