Test Bank for Enhanced Discovering Computers and Microsoft Office 2013 A Combined Fundamental Approach 1st Vermaat

lete Test Bank for Enhanced Discovering Computers and Microsoft Office 2013 A Combined Fundamental Approach

Name:_____ Class:_____ Date:_____

DC Chapter 01: Digital Literacy

1. Which of the following entails having the knowledge and understanding of computers, mobile devices, the Internet, and related technologies?

a. digital literacy b. digital intimacy
c. digital legitimacy d. digital intelligence

ANSWER: a
POINTS: 1
REFERENCES: 2
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1



2. Which of the following terms is an alternate term for the kind of computer shown in the accompanying figure?

a. thinbook b. quickbook
c. notebook computer d. slimbook

ANSWER: c
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

3. Which of the following style of tablet does not contain a physical keyboard?

a. power b. virtual
c. convertible d. slate

ANSWER: d
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

4. Which of the following is an electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce results, and store the results for future use?

a. input device b. computer
c. output device d. both a and c

ANSWER: b
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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5. Which of the following is a personal computer that users can carry from place to place?
   a. integrated computer b. desktop computer
   c. mobile computer d. encapsulated computer
ANSWER: c
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

6. In which gesture do you quickly touch and release one finger one time?
   a. tap b. stretch
   c. swipe d. slide
ANSWER: a
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

7. In which gesture do you quickly touch and release one finger two times?
   a. double-pinch b. double-stretch
   c. double-tap d. double-hold
ANSWER: c
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

8. In which gesture do you press and hold one finger on an object and then move the finger to the new location?
   a. swipe b. tap
   c. pinch d. slide
ANSWER: d
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

9. In which gesture do you press and hold one finger and then move the finger horizontally or vertically on the screen?
   a. swipe b. slide
   c. tap d. stretch
ANSWER: a
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

10. In which gesture do you move two fingers apart?
   a. double-tap b. slide
   c. stretch d. press and hold

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ANSWER: c
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

11. In which gesture do you move two fingers together?
a. stretch b. pinch
c. swipe d. slide
ANSWER: b
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

12. Which gesture displays a shortcut menu?
a. slide b. swipe
c. stretch d. press and hold
ANSWER: d
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

13. Which kind of desktop uses the same case to house the screen and processing circuitry?
a. all-in-one b. tower
c. slate d. convertible
ANSWER: a
POINTS: 1
REFERENCES: 6
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

14. What is a type of personal computer designed so all of its components fit entirely on or under a desk or table?
a. desktop computer b. mobile computer
c. encapsulated computer d. handheld computer
ANSWER: a
POINTS: 1
REFERENCES: 6
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

15. Which of the following is NOT a type of message you can send with a smartphone?
a. text message b. picture message
c. media message d. video message
ANSWER: c
POINTS: 1
REFERENCES: 7

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DC Chapter 01: Digital Literacy

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

16. Which of the following is an electronic version of a printed book, readable on computers and other digital devices?

a. PPA b. e-book
c. digibook d. compulibro

ANSWER: b
POINTS: 1
REFERENCES: 9
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

17. Which of the following is a collection of unprocessed items, which can include text, numbers, images, audio, and video?

a. Data b. Output
c. Information d. Input

ANSWER: a
POINTS: 1
REFERENCES: 11
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3

18. Which of the following conveys meaning and is useful to users?

a. Data b. Information
c. Input d. Output

ANSWER: b
POINTS: 1
REFERENCES: 11
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3

19. In which of the following mouse operations do you move the mouse until the pointer is positioned on the item of choice?

a. point b. click
c. right-click d. drag

ANSWER: a
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

20. In which of the following mouse operations do you press and release the primary mouse button?

a. click b. point
c. right-click d. drag

ANSWER: a
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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21. In which of the following mouse operations do you press and release the secondary mouse button?

a. point b. right-click

c. drag d. double-click

ANSWER: b
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

22. In which of the following mouse operations do you quickly press and release the left mouse button twice without moving the mouse?

a. double-press b. click

c. double-click d. drag

ANSWER: c
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

23. In which of the following mouse operations do you point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button?

a. point b. click

c. double-click d. drag

ANSWER: d
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

24. Which of the following consists of electronic components that store instructions waiting to be executed and data needed by those instructions?

a. The processor b. The CPU

c. The control unit d. Memory

ANSWER: d
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

25. For which of the following is the spelling, disk, used?

a. magnetic media b. CDs

c. DVDs d. optical media

ANSWER: a
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

26. Which type of disc is a type of storage media that consists of a flat, round, portable metal disc made of metal, plastic,

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and lacquer that is written and read by a laser?

a. solid-state b. virtual
c. cloud d. optical

ANSWER: d
POINTS: 1
REFERENCES: 17
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

27. Which of the following is a worldwide collection of networks that connects millions of businesses, government agencies, educational institutions, and individuals?

a. Web b. Usenet
c. Newsnet d. Internet

ANSWER: d
POINTS: 1
REFERENCES: 18
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

28. What is the definition of a website?

a. a collection of related webpages
b. the location from which a webpage originates
c. the source of a webpage
d. an author of a webpage

ANSWER: a
POINTS: 1
REFERENCES: 20
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

29. Which of the following is NOT one of the widely used browsers?

a. Firefox b. Safari
c. Windows Explorer d. Google Chrome

ANSWER: c
POINTS: 1
REFERENCES: 20
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

30. Which of the following is a popular social networking site?

a. Facebook b. Chrome
c. Safari d. Internet Explorer

ANSWER: a
POINTS: 1
REFERENCES: 21
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

31. Which of the following is NOT an example of malware?

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a. adware b. vaporware
c. rootkits d. zombies

ANSWER: b
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

32. Which of the following is the term for known specific patterns of viruses?
a. virtual viruses b. virus traces
c. virus signatures d. virus items

ANSWER: c
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

33. Which of the following is NOT a strategy that supports green computing?
a. using energy efficient hardware
b. regulating manufacturing processes
c. recycling
d. creating web apps instead of desktop apps

ANSWER: d
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

34. What involves reducing the electricity consumed and environmental waste generated when using a computer?
a. Green computing b. Universal computing
c. Streamlined computing d. Comprehensive computing

ANSWER: a
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

35. Who is Microsoft's founder?
a. Bill Gates b. Steve Jobs
c. Steve Wozniak d. Larry Ellison

ANSWER: a
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

36. Who is Apple's cofounder?
a. Bill Gates b. Steve Jobs

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c. Steve Ballmer d. Larry Ellison

ANSWER: b
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

37. Which of the following is NOT an operating system used by today's computers and mobile devices?

a. Mac OS b. Windows
c. DOS d. Android

ANSWER: c
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

38. What consist(s) of a series of related instructions that tells the computer what tasks to perform and how to perform them?

a. GUIs b. Storage utilities
c. Sharing communities d. Software

ANSWER: d
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

39. You interact with a program through which of the following, thereby controlling how you enter data and instructions and how information is displayed on the screen?

a. operating system b. storage
c. user interface d. icon

ANSWER: c
POINTS: 1
REFERENCES: 27
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

40. Which of the following kinds of software is NOT usually included by an installed operating system?

a. browser b. media player
c. spreadsheet d. calculator

ANSWER: c
POINTS: 1
REFERENCES: 27
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

41. Which of the following is NOT a popular programming language?

a. Java b. Visual C#
c. C++ d. Chrome

ANSWER: d

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DC Chapter 01: Digital Literacy

POINTS: 1
REFERENCES: 28
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

42. Which of the following is a specification that enables web content to be distributed to subscribers?
a. VoIP b. GPS
c. RSS d. FTP
ANSWER: c
POINTS: 1
REFERENCES: 29
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

43. Which kind of device is hardware capable of transferring items from computers and devices to transmission media and vice versa?
a. transfer device b. communications device
c. integrated device d. embedded device
ANSWER: b
POINTS: 1
REFERENCES: 29
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9



44. Which of the following is a collection of computers and devices connected together, as shown in the accompanying figure, often wirelessly, via communications devices and transmission media?
a. client base b. baseline
c. network d. server farm
ANSWER: c
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

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45. Collections, such as that pictured in the accompanying figure, allow computers to share which of the following?

a. resources b. systems

c. links d. media

ANSWER: a

POINTS: 1

REFERENCES: 30

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

46. What term is used to illustrate the gap between those with and those without access to technology?

a. digital divide b. mobile stratification

c. technology caste system d. none of the above

ANSWER: a

POINTS: 1

REFERENCES: 34

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

47. Which of the following is a category of users?

a. telemetry users b. enterprise users

c. tower users d. communications users

ANSWER: b

POINTS: 1

REFERENCES: 39

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

48. Which of the following category of users works on a computer while away from a main office, home office, or school?

a. SOHO b. power

c. mobile d. key

ANSWER: c

POINTS: 1

REFERENCES: 38

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

49. Which kind of user requires the capabilities of a powerful computer?

a. SOHO b. power

c. mobile d. key

ANSWER: b

POINTS: 1

REFERENCES: 39

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

50. Each employee or customer who uses a computer in a large business is which kind of user?

a. multinational b. telematic

c. global d. enterprise

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ANSWER: d
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

COGNITIVE ASSESSMENT

51. Which of the following is true about a computer?
    a. Its electronic components process data using instructions.
    b. It creates data from information that it gathers using software that directs the processing in the computer.
    c. It converts data to information or converts information to data, depending on the status of the information processing cycle.
    d. It is an electronic device that processes data as specified by the computer user when the user enters instructions.

ANSWER: a
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

52. You want to interact with a touch screen. Which of the following do you use?
    a. telemetry b. gestures
    c. apps d. servlets

ANSWER: b
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

53. Which of the following gestures would you use if you want to activate a link on your new tablet?
    a. press and hold b. pinch
    c. tap d. stretch

ANSWER: c
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

54. Which of the following gestures would you use if you want to run a new browser app on your new tablet?
    a. press and hold b. double-tap
    c. slide d. pinch

ANSWER: b
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

55. Which of the following gestures would you use if you want to get immediate access to allowable actions on your new

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tablet?

a. swipe b. tap
c. stretch d. press and hold

ANSWER: d
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

56. Which of the following gestures would you use if you want to activate a mode that enables you to move an item with one finger to a new location on your new tablet?

a. slide b. double-tap
c. press and hold d. swipe

ANSWER: c
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

57. Which of the following gestures would you use if you want to move an item around the screen on your new tablet?

a. slide b. swipe
c. stretch d. pinch

ANSWER: a
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

58. Which of the following gestures would you use if you want to scroll on your new tablet?

a. tap b. swipe
c. press and hold d. pinch

ANSWER: b
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

59. Which of the following gestures would you use if you want to zoom in on your new tablet to see more detail on a map, for example?

a. tap b. press and hold
c. pinch d. stretch

ANSWER: d
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

60. Which of the following gestures would you use if you want to zoom out on your new tablet and see less detail on a map, for example?

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a. stretch b. slide
c. pinch d. swipe

ANSWER: c
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

61. Which of the following gestures would you use if you want to display a bar that contains commands on an edge of the screen of your new tablet?

a. swipe b. stretch
c. pinch d. press and hold

ANSWER: a
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

62. If a tablet has no keyboard, how do you type on it?

a. You activate a wired keyboard.
b. You use an on-screen keyboard.
c. You use a server to communicate with the tablet.
d. You use a keyboard application.

ANSWER: b
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

63. How do you determine which type of computer — tablet, laptop, or desktop — is best?

a. It depends on your network. b. It depends on your application status.
c. It depends on your needs. d. It depends on your client.

ANSWER: c
POINTS: 1
REFERENCES: 6
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

64. Which of the following is not one of the reasons that a mobile device can be categorized as a computer?

a. It operates under the control of instructions stored in its own memory.
b. It can accept output.
c. It can process data according to specified rules.
d. It can store information for future use.

ANSWER: b
POINTS: 1
REFERENCES: 7
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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65. Which of the following is a typical size for a game console?
a. one-half pound b. one pound
c. four pounds d. 15 pounds
ANSWER: c
POINTS: 1
REFERENCES: 9
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

66. Your smartphone allows you to take and store photos, and play and view your digital media. What is this overlap of technologies called?
a. convergence b. digital assimilation
c. digibridge d. online integration
ANSWER: a
POINTS: 1
REFERENCES: 10
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

67. Which of the following is NOT a reason that consumers purchase separate stand-alone devices?
a. They want to be able to use both devices at the same time.
b. They want protection if the combined device breaks.
c. The stand-alone device has more features than the combined device offers.
d. They are practitioners of online integration.
ANSWER: d
POINTS: 1
REFERENCES: 10
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

68. Which of the following is an example of information on a grade report?
a. grade point average b. name
c. term d. address
ANSWER: a
POINTS: 1
REFERENCES: 11
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3

69. Which of the following is an example of data on a grade report?
a. total semester hours b. grade point average
c. course names d. total credits
ANSWER: c
POINTS: 1
REFERENCES: 11
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3

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70. If a computer adds together a list of numbers, what term identifies these numbers?
a. Information b. Instructions
c. Software d. Data
ANSWER: d
POINTS: 1
REFERENCES: 11
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3

71. If you are looking for a keyboard to project from a device to a flat surface, which of the following would you use?
a. virtual keyboard b. wireless keyboard
c. digital keyboard d. integrated keyboard
ANSWER: a
POINTS: 1
REFERENCES: 12
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

72. On which of the following pointing devices can you control the pointer by sliding your fingertip?
a. mouse b. digital tablet
c. touchpad d. online pad
ANSWER: c
POINTS: 1
REFERENCES: 12
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

73. Which of the following mouse operations would you use if you want to change the position of the pointer on the screen?
a. click b. right-click
c. double-click d. point
ANSWER: d
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

74. Which of the following mouse operations would you use if you want to deselect an item on the screen?
a. click b. right-click
c. double-click d. drag
ANSWER: a
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

75. Which of the following mouse operations would you use if you want to display a shortcut menu?
a. right-drag b. right-click
c. drag d. point

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ANSWER: b
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

76. Which of the following mouse operations would you use if you want to start a program feature?
a. drag b. point
c. double-click d. click
ANSWER: c
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

77. Which of the following mouse operations would you use if you want to draw a picture?
a. click b. point
c. double-click d. drag
ANSWER: d
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

78. Which of the following works in a manner similar to a copy machine?
a. scanner b. memory
c. display d. solid-state drive
ANSWER: a
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

79. If your friend is playing a game on a computer, on what type of device would he see a big explosion within the game?
a. Output b. Input
c. Storage d. Communications
ANSWER: a
POINTS: 1
REFERENCES: 14
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

80. When a person buys something from an app store, the cost of the item is charged to a credit card whose number often is known by the app store. On what type of device is the credit card number kept by the app store?
a. Communications b. Storage
c. Memory d. Input
ANSWER: b
POINTS: 1

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REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

81. Which of the following is NOT a suggestion for easing eyestrain while using a mobile device?
a. Position the display about 90 degrees below eye level.
b. Clean the screen regularly.
c. Blink your eyes every five seconds.
d. Take an eye break every 30 minutes.

ANSWER: a
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

82. If a manufacturer is looking for memory that is very durable and shock resistant, which kind of technology might it use in its laptops?
a. SSDs b. hard disks
c. platters d. DVD drives

ANSWER: a
POINTS: 1
REFERENCES: 16
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

83. If your cousin asks you what devices can be used to record and retrieve data, instructions, and/or information for future use on a computer, which of the following would you tell her?
a. USB flash drives, SSDs, hard disks
b. Hard disks, memory cards, memory
c. Scanners, DVD drives, memory cards
d. Memory, Blu-ray Disc drives, USB flash drives

ANSWER: a
POINTS: 1
REFERENCES: 15-16
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

84. You do not want to store your data locally on your hard disk. You would rather store it using an Internet service. What is this kind of storage known as?
a. distributed storage b. cloud storage
c. integrated storage d. VoIP

ANSWER: b
POINTS: 1
REFERENCES: 17
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

85. The Internet is a worldwide network. What is the World Wide Web?
a. It is the same as the Internet.

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b. It is a feature that allows e-mail between computers connected to the Internet.
c. It is a service on the Internet.
d. It is an exclusive network of computers separate from the Internet that allows functions such as social sites, resource sharing, blogs, and research.

ANSWER: c
POINTS: 1
REFERENCES: 18
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

86. You want to download a video from the Internet to your desktop. What process do you use?
a. Downloading b. VoIP
c. Surfing d. Wireless accessing

ANSWER: a
POINTS: 1
REFERENCES: 19
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

87. What makes the posts on Twitter considered a blog?
a. The integration of posts with multimedia b. Their social orientation
c. The nature of following d. Their journal format

ANSWER: d
POINTS: 1
REFERENCES: 22
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

88. If you are looking for an online social network that allows you to share messages and interests with family and friends, which of the following is the best match for you?
a. Facebook b. Twitter
c. LinkedIn d. Digg

ANSWER: a
POINTS: 1
REFERENCES: 22
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

89. If you are looking for an online social network that allows you to include recommendations from people who know you professionally, which of the following is the best match for you?
a. Facebook b. Twitter
c. LinkedIn d. Digg

ANSWER: c
POINTS: 1
REFERENCES: 22
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

90. If you are looking for an online social network that allows you to stay current with the daily activities of those you are

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following, which of the following is the best match for you?

a. Facebook b. Twitter

c. LinkedIn d. Digg

ANSWER: b
POINTS: 1
REFERENCES: 22
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

91. With which of the following can users transfer items to and from other computer on the Internet?

a. IM b. VoIP

c. HTML d. FTP

ANSWER: d
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

92. Which of the following enables users to speak to other users over the Internet?

a. FTP b. IM

c. VoIP d. HTTPS

ANSWER: c
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

93. With which of the following can you have a real-time typed conversation with another connected user?

a. FTP b. IM

c. VoIP d. HTTPS

ANSWER: b
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

94. A leading maker of security software has made a claim that its software blocked a given number of malware attacks in a single year. From your knowledge of malware, which of the following is the likeliest number from that claim?

a. 15,000 b. 2 million

c. 5 billion d. 500 billion

ANSWER: c
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

95. How often should you change your password?

a. every other day b. every week

c. every three months d. never

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ANSWER: c
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

96. If you were required to give a speech identifying the risks of using computers and digital devices, which group of items would you include?

a. Health risks, privacy risks, environmental risks
b. Privacy risks, environmental risks, reliability risks, communication risks
c. Impact on labor force risks, environmental risks, speed risks, information sharing risks
d. Unreliability risks, mental health risks, behavioral risks, computer crime risks

ANSWER: a
POINTS: 1
REFERENCES: 24-25
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

97. If someone feels distressed when deprived of computers and mobile devices, that person is said to suffer from what condition?

a. Technological neurosis b. Technology overload
c. Technology use syndrome d. Technological interference

ANSWER: b
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

98. Green computing involves reducing electricity consumed and environmental waste generated when using a computer. Which of the following is a valid strategy for supporting green computing?

a. Buy battery-operated computers only
b. Dispose of replaced computers by selling them on a website
c. Buy a computer from a retailer who will dispose of your old computer properly
d. Replace a computer as soon as a newer, more efficient model is available

ANSWER: c
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

99. Word processing software, spreadsheet software, database software, and presentation software are examples of what category of computer software?

a. System software
b. Application software
c. Hardware coordination software
d. World Wide Web personal use and productivity software

ANSWER: b
POINTS: 1

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REFERENCES: 26
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

100. Most computers and many mobile devices, such as smartphones and portable media players, can connect to which kind of network?

a. Wi-Fi b. cellular radio
c. Bluetooth d. all of the above

ANSWER: a
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9



101. Most examples of the kind of computer shown in the accompanying figure can operate solely on batteries.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

102. Batteries in the kind of computer shown in the accompanying figure typically last longer than those in tablets.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

103. On a typical notebook computer, the monitor is on top of the system unit, and the keyboard attaches to the system unit with hinges.

a. True
b. False

ANSWER: False

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POINTS: 1
REFERENCES: 4
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1



104. Servers like the one in the accompanying figure typically support only one computer at a time.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 6
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

105. Larger corporate, government, and Internet applications may use powerful, expensive servers (an example of which is shown in the accompanying figure) to support their daily operation.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 6
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

106. The major differences between server computers like the one in the accompanying figure and client computers are that the client typically has more power, more storage space, and expanded communications capabilities.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

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107. Providers of wireless communications services may charge additional fees for sending text, picture, or video messages, depending on the service plan.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 7
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

108. Research indicates that the more text messages students send, the more easily they find formal writing.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: 8
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

109. Digital cameras often can connect to or communicate wirelessly with a computer, a printer, or the Internet.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 8
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

110. Most e-book readers are usually smaller than smartphones.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: 9
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

111. A game console is small enough to fit in one hand, making it more portable than the handheld game device.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: 9
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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112. Storage devices like the hard disk shown in the accompanying figure often function as a source of input because they transfer items from storage to memory.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

113. USB flash drives and memory cards usually hold more than hard disks like the kind shown in the accompanying figure.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

114. Most memory keeps data and instructions permanently.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

115. The terms web and Internet can be used interchangeably.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 18
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

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116. The Internet is a service of the web.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 18
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

117. A webpage is a collection of related websites.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 20
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

118. All social networking sites have a specialized audience.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 21
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

119. Nearly every life event is stored in a computer somewhere.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

120. A password is a unique combination of characters, such as letters of the alphabet or numbers, that identifies one specific user.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

121. One effective strategy for creating strong passwords includes changing common words to symbols.
a. True
b. False

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ANSWER: False
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

122. With contemporary antivirus protection it is now possible to ensure a virus or malware never will attack your computer.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

123. You should delete or quarantine flagged attachments immediately.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

124. Never start a computer with removable media inserted in the computer unless you are certain the media are uninfected.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

125. The application system provides a means for users to communicate with the computer or mobile device and other software.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

126. The term drive app is used to describe applications stored on a computer.
a. True
b. False
ANSWER: False

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POINTS: 1
REFERENCES: 26
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

127. The term web app is an application stored on a web server.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 26
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

128. Examples of operating systems include those that allow you to send and receive e-mail messages, prepare your taxes, organize digital photos, and play games.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 26
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

129. You usually need to install web apps before you can run them.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 27
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

130. Wireless Internet access points enable users with computers and mobile devices to connect to the Internet wirelessly.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 29
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

131. Wi-Fi uses short-range radio signals to enable specially enabled computers and devices to communicate with each other.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 30

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LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

132. Cellular radio uses the cellular network to enable high-speed Internet connections to devices with built-in compatible technology, such as smartphones.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

133. A hot spot is a wireless network that provides Internet connections to mobile computers and devices.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

134. In many networks, one or more computers act as a server.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

135. You need extensive knowledge of networks to set up a home network.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: 31
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

136. In a networked environment, each computer on the network can access the hardware on the network.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: 31
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

137. With a one-way sync, also called mirroring, you add, change, or delete files in a destination location, called the

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target, without altering the same files in the original location.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: 32
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

138. While distance learning classes are popular, you cannot obtain a degree from them.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 33
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

139. To promote education by computer, vendors often offer substantial student discounts on hardware and software.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: 33
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

140. With online investing, the transaction fee for each trade usually is much more than when trading through a broker.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 34
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

141. Some websites support streaming, where you access the media content while it downloads.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: 35
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

142. You cannot make copies of media, even as a personal backup, without violating copyright.

a. True
b. False

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ANSWER: False
POINTS: 1
REFERENCES: 36
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

143. Nearly every area of health care uses computers.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 36
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

144. Breakthroughs in surgery, medicine, and treatments seldom result from scientists' use of computers.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 37
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

145. The capability of the computer to recognize spoken words is a direct result of scientific experimentation with cochlear implants.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 37
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

146. A blog is an informal website consisting of time-stamped articles in a diary or journal format, usually listed in reverse chronological order.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 37
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

147. As wikis have grown in number, size, and popularity, many educators and librarians have shunned the sites as valid sources of research.
a. True
b. False
ANSWER: True

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POINTS: 1
REFERENCES: 38
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

148. CAM is used by a variety of industries, including oil drilling, power generating, food production, and automobile manufacturing.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 38
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10

149. Examples of mobile users include engineers, scientists, architects, desktop publishers, and graphic artists.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

150. Enterprise users use spreadsheet, database, and accounting software.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

151. Because technology changes, you must keep up with the changes to remain digitally _____.
ANSWER: literate
POINTS: 1
REFERENCES: 2
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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152. A computer like the one in the accompanying figure weighs up to _____ pounds (depending on the configuration).

ANSWER: 10
ten

POINTS: 1

REFERENCES: 4

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

153. A(n) _____ is a motion you make on a touch screen with the tip of one or more fingers or your hand.

ANSWER: gesture

POINTS: 1

REFERENCES: 5

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

154. A(n) _____ device is a computing device small enough to hold in your hand.

ANSWER: mobile

POINTS: 1

REFERENCES: 7

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

155. A(n) _____ is an Internet-capable phone that usually also includes a calendar, an appointment book, an address book, a calculator, a notepad, games, and several other apps (programs).

ANSWER: smartphone

POINTS: 1

REFERENCES: 7

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

156. A(n) _____ is a mobile computing device designed for single-player or multiplayer video games.

ANSWER: game console

POINTS: 1

REFERENCES: 9

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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157. A(n) _____ is an input device that converts printed material into a form the computer can process.
ANSWER: scanner
POINTS: 1
REFERENCES: 13
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

158. Printed content sometimes is referred to as a(n) _____.
ANSWER: hard copy
printout
POINTS: 1
REFERENCES: 14
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4



159. Storage devices like the _____ in the accompanying figure hold data, instructions, and information for future use.
ANSWER: hard disk drive
hard disk
POINTS: 1
REFERENCES: 15
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

160. A(n) _____ is a portable storage device that is small and lightweight enough to be transported on a keychain or in a pocket.
ANSWER: USB flash drive
POINTS: 1
REFERENCES: 16
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

161. A(n) _____ is a named collection of stored data, instructions, or information and can contain text, images, video, and audio.
ANSWER: file
POINTS: 1
REFERENCES: 17
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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162. A(n) _____ is a duplicate of content on a storage medium that you can use in case the original is lost, damaged, or destroyed.
ANSWER: backup
POINTS: 1
REFERENCES: 17
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

163. A(n) _____ is software that finds websites, webpages, images, videos, news, maps, and other information related to a specific topic.
ANSWER: search engine
POINTS: 1
REFERENCES: 21
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

164. A(n) _____, which is similar to a password, consists of several words separated by spaces.
ANSWER: passphrase
POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

165. _____ software consists of the programs that control or maintain the operations of the computer and its devices.
ANSWER: System
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

166. One type of system software is a(n) _____ system, which is a set of programs that coordinates all the activities among computer hardware devices.
ANSWER: operating
POINTS: 1
REFERENCES: 25
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

167. _____ software consists of programs designed to make users more productive and/or assist them with personal tasks.
ANSWER: Application
POINTS: 1
REFERENCES: 26
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

168. When you instruct a computer or mobile device to run an application, the computer or mobile device _____ its software, which means the application is copied from storage to memory.
ANSWER: loads
POINTS: 1

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REFERENCES: 27
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

169. Examples of _____ users are sales reps, real estate agents, insurance agents, meter readers, package delivery people, journalists, consultants, and students.
ANSWER: mobile
POINTS: 1
REFERENCES: 38
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

170. Examples of _____ users include engineers, scientists, architects, desktop publishers, and graphic artists.
ANSWER: power
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

Critical Thinking Questions
Case 1-1

You have purchased your first tablet and the use of gestures for interacting with the touch screen is taking a little bit of getting used to. You take a quick online tutorial to familiarize yourself with the gestures.

171. You want to display a shortcut menu in order to quickly show you all of the possible actions at a particular moment in your use of the tablet. Which of the following gestures does the tutorial tell you to use?

a. tap	c. press and hold
b. pinch	d. swipe

ANSWER: C
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
TOPICS: Critical Thinking

172. You are looking for a bar that displays commands on an edge of the tablet's screen. You have seen this before so you know it can be done. According to the tutorial, what gesture should you use?

a. swipe	c. double-tap
b. stretch	d. pinch

ANSWER: A
POINTS: 1
REFERENCES: 5
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
TOPICS: Critical Thinking

Critical Thinking Questions
Case 1-2

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Another approach to learning about computers is to study how they are used today, which means learning about the categories of users.

173. Which of the following types of users is the most likely to use computer-aided design software?

a. small office/home office	c. mobile
b. home	d. power

ANSWER: D
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
TOPICS: Critical Thinking

174. Which of the following types of users is the most likely to use accounting software?

a. power	c. enterprise
b. mobile	d. home

ANSWER: C
POINTS: 1
REFERENCES: 39
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
TOPICS: Critical Thinking

175. Explain what the World Wide Web is, including several tasks that can be accomplished online. Include definitions of the following terms in your response: webpage, downloading, website, and web server.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

The World Wide Web (or web, for short) is a global library of information available to anyone connected to the Internet. People around the world access the web to accomplish a variety of online tasks, including:

- Search for information
- Conduct research
- Communicate with and meet other people
- Share information, photos, and videos with others
- Access news, weather, and sports
- Participate in online training
- Shop for goods and services
- Play games with others
- Download or listen to music
- Watch videos
- Download or read books

The web consists of a worldwide collection of electronic documents. Each electronic document on the web is called a webpage, which can contain text, graphics, audio, and video.

Webpages often contain links. A link, short for hyperlink, is a built-in connection to other documents, graphics, audio files, videos, webpages, or websites. To activate an item

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associated with a link, you tap or click the link. A text link often changes color after you tap or click it to remind you visually that you previously have visited the webpage or downloaded the content associated with the link.

Links allow you to obtain information in a nonlinear way. That is, instead of accessing topics in a specified order, you move directly to a topic of interest. Some people use the phrase surfing the web to refer to the activity of using links to explore the web.

A website is a collection of related webpages, which are stored on a web server. A web server is a computer that delivers requested webpages to your computer or mobile device.

POINTS: 1
REFERENCES: 19-20
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
TOPICS: Critical Thinking

176. List at least five different practices to adopt in order to protect your computer from viruses and other malware.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

Although it is impossible to ensure a virus or malware never will attack a computer, you can take steps to protect your computer by following these practices:

• Use virus protection software. Install a reputable antivirus program and then scan the entire computer to be certain it is free of viruses and other malware. Update the antivirus program and the virus signatures (known specific patterns of viruses) regularly.

• Use a firewall. Set up a hardware firewall or install a software firewall that protects your network's resources from outside intrusions.

• Be suspicious of all unsolicited email attachments. Never open an email attachment unless you are expecting it and it is from a trusted source. When in doubt, ask the sender to confirm the attachment is legitimate before you open it. Delete or quarantine flagged attachments immediately.

• Disconnect your computer from the Internet. If you do not need Internet access, disconnect the computer from the Internet. Some security experts recommend disconnecting from the computer network before opening email attachments.

• Download software with caution. Download programs or apps only from websites you trust, especially those with music and movie sharing software.

• Close spyware windows. If you suspect a pop-up window (rectangular area that suddenly appears on your screen) may be spyware, close the window. Never click an Agree or OK button in a suspicious window.

• Before using any removable media, scan it for malware. Follow this procedure even for shrink-wrapped software from major developers. Some commercial software has been infected and distributed to unsuspecting users. Never start a computer with removable media inserted in the computer unless you are certain the media are uninfected.

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• Keep current. Install the latest updates for your computer software. Stay informed about new virus alerts and virus hoaxes.

• Back up regularly. In the event your computer becomes unusable due to a virus attack or other malware, you will be able to restore operations if you have a clean (uninfected) backup.

POINTS: 1
REFERENCES: 23
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
TOPICS: Critical Thinking

177. List at least four guidelines for creating strong passwords.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

A good password is easy for you to remember but difficult for criminals and password-breaking software to guess. Use these guidelines to create effective, strong passwords:

• Personal information: Avoid using any part of your first or last name, your family members' names, phone number, street address, license plate number, Social Security number, or birth date.

• Length: Use at least eight characters.

• Difficulty: Use a variety of uppercase and lowercase letters, numbers, punctuation, and symbols. Select characters located on different parts of the keyboard, not the ones you commonly use or that are adjacent to each other. Criminals use software that converts common words to symbols, so changing the word, two, to the numeral, 2, or the word, and, to the ampersand symbol, &, is not likely to foil a thief.

• Modify: Change the password frequently, at least every three months.

• Variation: Do not use the same password for all accounts. Once criminals have stolen a password, they attempt to use that password for other accounts they find on your computer or mobile device, especially banking websites.

• Passphrase: A passphrase, which is similar to a password, consists of several words separated by spaces. Security experts recommend misspelling a few of the words and adding several numerals. For example, the phrase, "Create a strong password," could become the passphrase, "Creaet a strang pasword42."

• Common sequences: Avoid numbers or letters in easily recognized patterns, such as "asdfjkl;," "12345678," "09870987," or "abcdefg." Also, do not spell words backwards or use common abbreviations.

• Test: Use online tools to evaluate password strength.

POINTS: 1
REFERENCES: 24
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
TOPICS: Critical Thinking

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178. List the steps to locate, install, and then run a mobile app.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

The following steps describe how to locate, install, and run an app on a mobile device:

• Navigate to the online store for your device. Common stores used to obtain apps include Apple's App Store and Google Play.

• Use the search feature to browse for the type of app you would like to download and install. If the app is not free, follow the payment instructions.

• Tap or click the appropriate button to download the desired app. Depending on your device, you may need to enter additional information, such as a password, to download the app. Once the app downloads, it should install automatically.

• Locate the app's icon on your device and then tap or click the icon to run the app. Depending on the app, you may have to create a profile, which contains personal data about a user, or enter your email address.

POINTS: 1

REFERENCES: 27

LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

TOPICS: Critical Thinking

179. List four guidelines for using public Wi-Fi hot spots safely.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

Connecting wirelessly to a public hot spot at your local coffee shop or at the airport can be convenient and practical. Using this free service can be risky, however, because cybercriminals lurk in these areas hoping to gain access to confidential information on your computer or mobile device. Follow these guidelines for a safer browsing experience:

• Avoid typing passwords and financial information. Identity thieves are on the lookout for people who sign in to accounts, enter their credit card account numbers in shopping websites, or conduct online banking transactions. If you must type this personal information, be certain the web address begins with "https," not "http." If the web address changes to "http," sign out of (end your Internet session) immediately.

• Sign out of websites. When finished using an account, sign out of it and close the window.

• Disable your wireless connection. If you have finished working online but still need to use the computer, disconnect from the wireless connection.

• Do not leave the computer unattended. It may seem obvious, but always stay with your computer or mobile device. Turning your back to talk with a friend or to refill your coffee gives thieves a few seconds to steal sensitive information that may be displayed on the screen.

• Beware of over-the-shoulder snoopers. The person sitting behind you may be watching or

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using a camera phone to record your keystrokes, read your email messages and social networking posts, and view your photos and videos.

POINTS: 1
REFERENCES: 30
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
TOPICS: Critical Thinking

180. Explain in detail what it means to synchronize computers and mobile devices. Include at least two strategies for keeping your files in sync in your answer.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

If you use multiple computers and mobile devices throughout the day, keeping track of common files may be difficult. For example, each morning, you may begin the day by checking your appointment calendar on your computer. That same calendar appears on your smartphone, so that you can view your schedule throughout the day. You may, however, add, change, or delete appointments using the smartphone, so when you return home you will need to update the calendar on your computer to reflect these edits. When you synchronize, or sync, computers and mobile devices, you match the files in two or more locations with each other, as shown in the figure below. Along with appointments, other commonly synced files from a smartphone are photos, email messages, music, apps, contacts, calendars, and ringtones.

Syncing can be a one-way or a two-way process. With a one-way sync, also called mirroring, you add, change, or delete files in a destination location, called the target, without altering the same files in the original location, called the source. For example, you may have a large collection of music stored on your computer at home (the source), and you often copy some of these songs to your mobile device (the target). If you add or delete songs from your computer, you also will want to add or change these songs on your mobile device. If, however, you add or change the songs on your mobile device, you would not want to make these changes on your computer.

In two-way sync, any change made in one location also is made in any other sync location. For example, you and your friends may be working together to create one document reflecting your combined ideas. This document could be stored on a network or on cloud storage on the Internet. Your collaboration efforts should reflect the latest edits each person has made to the file.

You can use wired or wireless methods to sync. In a wired setup, cables connect one device to another, which allows for reliable data transfer. While wireless syncing offers convenience and automation, possible issues include battery drain and low signal strength when the devices are not close to each other.

Strategies for keeping your files in sync include the following:
• Use a cable and software. Syncing photos from a camera or a smartphone to a computer frees up memory on the mobile device and creates a backup of these files. You easily can transfer photos using a data sync cable and synchronization software. Be certain not to disconnect the mobile device from the computer until the sync is complete. You also can copy your photos and documents from the computer to a smartphone, an external hard disk, a USB flash drive, or some other portable storage device.

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• Use cloud storage. Cloud storage can provide a convenient method of syncing files stored on multiple computers and accessing them from most devices with Internet access. Several cloud storage providers offer a small amount of storage space at no cost and additional storage for a nominal fee per month or per year. Each provider has specific features, but most allow users to share files with other users, preview file contents, set passwords, and control who has permission to edit the files.

• Use web apps. By using web apps for email, contacts, and calendars, your information is stored online, so that it is accessible anywhere you have an Internet connection, and can sync with multiple devices.

POINTS: 1
REFERENCES: 32
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
TOPICS: Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.

a. storage media
b. solid-state drive
c. program
d. file
e. browser
f. digital literacy
g. desktop
h. smartphone
i. output device
j. input device
k. server
l. mobile device
m. computer
n. tablet
o. laptop
p. search engine
q. online social network
r. World Wide Web
s. memory card
t. Internet

REFERENCES: 2
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18
17
21
25
20

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
VERR.DICO.15.2 - 2
VERR.DICO.15.4 - 4
VERR.DICO.15.5 - 5
VERR.DICO.15.6 - 6
VERR.DICO.15.8 - 8

181. Having a current knowledge and understanding of computers and related technologies
ANSWER: f
POINTS: 1

182. Thin, lightweight mobile computer with a screen in its lid and a keyboard in its base
ANSWER: o
POINTS: 1

183. A thin, lightweight mobile computer with a touch screen
ANSWER: n
POINTS: 1

184. An electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce information, and store the information for future use
ANSWER: m
POINTS: 1

185. A personal computer designed to be in a stationary location
ANSWER: g
POINTS: 1

186. A computer dedicated to providing one or more services to other computers or devices on a network
ANSWER: k
POINTS: 1

187. A computing device small enough to hold in your hand
ANSWER: l
POINTS: 1

188. An internet-capable phone that usually also includes a calendar, an appointment book, an address book, a calculator, notepad, games, and several other apps
ANSWER: h
POINTS: 1

189. Any hardware component that allows you to enter data and instructions into a computer or mobile device

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ANSWER: j
POINTS: 1

190. Any hardware component that conveys information from a computer or mobile device to one or more people
ANSWER: i
POINTS: 1

191. Where a computer keeps data, instructions, and information
ANSWER: a
POINTS: 1

192. Removable flash memory
ANSWER: s
POINTS: 1

193. A worldwide collection of computer networks that connects millions of businesses, government agencies, educational institutions, and individuals
ANSWER: t
POINTS: 1

194. One of the more widely used Internet services
ANSWER: r
POINTS: 1

195. A storage device that typically uses flash memory to store data, instructions, and information
ANSWER: b
POINTS: 1

196. A named collection of stored data, instructions, or information
ANSWER: d
POINTS: 1

197. A website that encourages members to share their interests, ideas, stories, photos, music, and videos with other users
ANSWER: q
POINTS: 1

198. A series of related instructions, organized for a common purpose, that tells the computer what tasks to perform and how to perform them
ANSWER: c
POINTS: 1

199. Software that finds websites, webpages, images, videos, news, maps, and other information related to a specific topic
ANSWER: p
POINTS: 1

200. Software that enables users with an Internet connection to access and view webpages on a computer or mobile device

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DC Chapter 01: Digital Literacy

ANSWER: e
POINTS: 1

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