

ATOMIC LEARNING

Practice Sets

Windows 7

SECTION A – Introducing Windows 7

INSTRUCTIONS

Using Windows 7 follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

TUTORIAL TASKS AND QUESTIONS

Key#75840 - [Introducing Windows 7 pt. 1](#)

Task: Click on the Start button and open the Getting Started window.

Question: The enhanced Taskbar is also known as what in Windows 7?

- A) The Wonder bar.
- B) The Super bar.
- C) The Dock.
- D) The Menu bar.

Key#75841 - [Introducing Windows 7 pt. 2](#)

Task: Position two windows side-by-side using AeroSnap.

Question: AeroPeek allows you to do what?

- A) View thumbnails of everything that's open in each individual program on the Taskbar.
- B) Preview unopened files on your computer.
- C) View information in shared folders.
- D) Group similar file types.

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Key#75842 - [Getting started](#)

Task: Click on the Start button and move to Getting Started to display the Jump List. Click on Personalize Windows to open that feature.

Question: Getting Started in Windows 7 replaced what feature in Windows Vista?

- A) The Welcome Center.
- B) The Quick Launch toolbar.
- C) The Taskbar.
- D) The Control Panel.

Key#75843 - [Using the Start menu](#)

Task: Click the Start button and pin the Paint program to the Start menu, then unpin the Paint program.

Question: By default, how many recent programs is the Start menu set to retain?

- A) 5.
- B) 10.
- C) 8.
- D) 4.

Key#75845 - [Adding and using the desktop gadgets](#)

Task: Right-click on the desktop and select Gadgets. Add the Clock gadget to the desktop.

Question: What feature was removed from the desktop display in Windows 7 and replaced with Gadgets?

- A) The Sidebar.
- B) The Taskbar.
- C) The Menu bar.
- D) The Super bar.

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Key#75847 - [Using the Taskbar](#)

Task: Click on the Windows Explorer button to open that window, then review how the Taskbar identifies both opened and closed windows.

Question: What are the four default buttons on the left side of the Taskbar?

- A) Start, Internet Explorer, Windows Explorer, and the Windows Media Player.
- B) Start, Windows Explorer, Firefox, Record.
- C) Windows Media Player, Microsoft Word, Internet Explorer, and Microsoft Excel.
- D) Microsoft Word, Show Desktop, Windows Explorer, and Start.

Key#75851 - [Using Jump lists](#)

Task: Right-click on the Internet Explorer icon on the Taskbar to display the Jump list. Pin a frequent website to the Jump list, and then unpin it.

Question: Jump lists appear in two locations, what are they?

- A) The Taskbar and the Start menu.
- B) The Control Panel and the Start menu.
- C) The Desktop and the Control Panel.
- D) The Taskbar and the Desktop.

Key#75853 - [Using Aero Themes pt. 1](#)

Task: Right-click on the desktop and in the shortcut menu select Personalize. In the Personalization area change the Aero Theme to "Scenes".

Question: The predefined Aero Themes are a combination of what?

- A) Desktop backgrounds, Gadgets, and Screen Savers.
- B) Desktop backgrounds, Windows Colors, Sounds, and Screen Savers.
- C) Desktop backgrounds, Windows Colors, Start menus, and Gadgets.
- D) None of the above.

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Key#75861 - [Using Aero Themes pt. 2](#)

Task: With the “Scenes” Aero Theme selected, right-click on the desktop and in the shortcut menu select “Next Desktop background” to change the background image to the next image in the theme.

Question: The images in the Aero Themes change every 30 minutes.

True or False

Key#75859 - [Using Aero Peek pt. 1](#)

Task: Hover the mouse over the Show Desktop button to peek at the desktop.

Question: The Peek at desktop feature can be turned off and on by right-clicking the Show Desktop button and selecting what?

- A) Properties.
- B) Peek at desktop.
- C) Show desktop.
- D) None of the above.

Key#75860 - [Using Aero Peek pt. 2](#)

Task: With several windows open, press Alt + Tab on the keyboard to view thumbnails of the open windows. Press the Tab key several times to rotate through the open windows.

Question: Pressing the Windows Logo Key + Tab key on the keyboard activates what feature?

- A) Windows Flip 3D.
- B) Windows Carousel.
- C) Windows Picker.
- D) Windows Selector.

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Key#75862 - [Using Aero Snap](#)

Task: With two windows open, use Aero Snap to place them side-by-side.

Question: To restore a window to its previous size using the Aero Snap feature, after maximizing it using the Aero Snap feature, what would you do?

- A) Right-click on the title bar and select Restore.
- B) Double-click on the Title bar.
- C) Minimize the window using the Minimize button.
- D) Drag the Title bar down toward the middle of the screen to restore it.

Key#75863 - [Using Aero Shake](#)

Task: Click on the Title Bar of an open window and quickly shake it back and forth to minimize all windows except the one you are focusing on.

Question: Aero Shake is available in which edition of Windows?

- A) All Windows 7 editions.
- B) Windows 7 Starter.
- C) Windows 7 Home Basic.
- D) None of the above.

Key#75865 - [Using libraries](#)

Task: Click on the Windows Explorer icon on the Taskbar to open it and view the Libraries available in Windows 7.

Question: What are the four default Libraries in Windows 7?

- A) Documents, Files, Shared Files, Pictures.
- B) Documents, Music, Pictures, Videos.
- C) My Documents, Photos, Shared Files, Videos.
- D) Videos, Pictures, Music, Files.

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Key#75870 - [Creating a HomeGroup](#)

Task: Click on the Start button and in the Start menu select Control Panel. In the Control Panel select the Network and Internet link, then click on the HomeGroup link to view the options available.

Question: Creating a HomeGroup allows you to share what?

- A) Pictures.
- B) Video.
- C) Documents.
- D) All of the above.

Key#75875 - [Using the Action Center](#)

Task: Click on the Start button and in the Start menu select Control Panel. In the Control Panel select the System and Security link, then click on the Action Center link to view the options available.

Question: The Action Center oversees what?

- A) Security and Power Options.
- B) Maintenance and Defragmentation.
- C) Security and Maintenance.
- D) None of the above.