

ATOMIC LEARNING

Practice Sets

Windows 7

SECTION B – Customizing 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#75844 - [Customizing the Start menu](#)

Task: Click with the right mouse button on the Start Menu. In the shortcut menu select Properties and review the options available for customizing the Start Menu

Question: The default action of the Power button can be changed.

True or False

Key#75846 - [Customizing the desktop gadgets](#)

Task: Add the Clock gadget and change how the Clock gadget looks.

Question: When you hover the mouse over a gadget, what appears next to the gadget?

- A) A checkmark.
- B) A toolbar.
- C) A shortcut menu.
- D) None of the above.

Key#75848 - [Customizing the Taskbar](#)

Task: Pin a program to the Taskbar.

Question: The Start button can also be rearranged on the Taskbar along with the other Taskbar icons.

True or False

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Key#75849 - [Setting Taskbar options pt. 1](#)

Task: Right-click the Taskbar and select Properties in the shortcut menu. Select the option to “Auto-hide the taskbar”.

Question: By default, the Taskbar is located at the bottom of the screen, however the Taskbar location on the screen can also be set to what?

- A) Left.
- B) Top.
- C) Right.
- D) All of the above.

Key#75850 - [Setting Taskbar options pt. 2](#)

Task: Change the Taskbar buttons option to “Never Combine”, then back to the default “Always combine, hide labels”.

Question: Which icons appear by default in the Notification area of the Taskbar?

- A) Volume, Network, Internet Explorer, and Security.
- B) Power, Volume, Windows Explorer, and Action Center.
- C) Volume, Action Center, Power, and Network.
- D) None of the above.

Key#75852 - [Customizing Jump Lists](#)

Task: Change the number of recent items to display in Jump Lists to six (6).

Question: To change the number of recent items to display in Jump Lists, which steps should you follow?

- A) Right-click on the Desktop and select Properties. In the Taskbar and Start Menu Properties dialog box select the Start Menu tab, then select Customize. At the bottom of the Customize Start Menu dialog box change the number of recent items to display in Jump Lists.
- B) Right-click on the Taskbar and select Properties. In the Taskbar and Start Menu Properties dialog box select the Start Menu tab, then select Customize. At the bottom of the Customize Start Menu dialog box change the number of recent items to display in Jump Lists.
- C) Right-click on the Taskbar and select Properties. In the Taskbar and Start Menu Properties dialog box select the Toolbars tab, then select which toolbars to add to the Taskbar.
- D) None of the above.

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Key#75854 - [Customizing a theme](#)

Task: In the Personalization area of the Control Panel, change the Window Color and the Screen Saver for the existing Aero Theme.

Question: Any single change you make to a Aero Theme will place the revised theme in the My Themes section as an Unsaved Theme.

True or **False**

Key#75855 - [Saving a theme](#)

Task: In the Personalization area of the Control Panel, make changes to a couple of the existing Aero Themes by changing the Window Color, Sounds or Screen Saver.

Question: What happens when you save an Unsaved Theme?

- A) The newly named theme stays in the My Themes section.
- B) It deletes the existing theme and stays in the My Themes section.
- C) It replaces the existing Aero Theme.
- D) None of the above.

Key#75856 - [Creating a desktop slideshow pt. 1](#)

Task: In the Personalization area of the Control Panel, select the Desktop Background option for the existing theme. Select the pull-down arrow next to Picture Location to view the different options available for selecting pictures for a desktop slideshow.

Question: The desktop slideshow was introduced in which version of Windows?

- A) Windows XP.
- B) Windows Vista.
- C) Windows 7.
- D) None of the above.

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Key#75857 - [Creating a desktop slideshow pt. 2](#)

Task: Select “Top Rated Photos” in the Picture Location list, and then select only half of the Sample Pictures displayed for the desktop slideshow .

Question: To select non-adjacent pictures, what key should you hold down on the keyboard?

- A) The Ctrl key.
- B) The Alt key.
- C) The Shift key.
- D) None of the above.

Key#75858 - [Deleting a theme](#)

Task: Delete one of the themes that appears in the My Themes section of the Themes area.

Question: To delete a theme in the My Themes section, what steps should you follow?

- A) Double-click on the theme you want to delete and select Delete Theme in the shortcut menu. Select Yes to continue with the deletion.
- B) Click with the right mouse button on the theme you want to delete and select Delete Theme in the shortcut menu. Select Yes to continue with the deletion.
- C) Select the theme you want to delete and press the Delete key on the keyboard. Select Yes to continue with the deletion.
- D) None of the above.

Key#75866 - [Including folders in a library](#)

Task: Add a folder location to one of the four existing Libraries: Documents, Music, Pictures, or Videos.

Question: To add a folder location from within the library itself, which steps should you follow?

- A) Select the locations link (i.e. Includes: 2 locations) at the top of the selected library and in the Library Locations dialog box click on the Add button. Select the folder you want to include and click on the Include Folder button. Select OK to include the location in the existing library.
- B) Select the New Folder button at the top of the selected library. Type in the New Folder name and press the Enter key on the keyboard.
- C) Select the locations link (i.e. Includes: 2 locations) at the top of the selected library. In the Library Locations dialog box select a folder location and click on the Remove button. Then select OK to exit the dialog box.
- D) None of the above.

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Key#75867 - [Removing folders from a library](#)

Task: Remove the folder location that was added in the previous task.

Question: To remove a folder location from within the library itself, which steps should you follow?

- A) Select the folder in the library and press the Delete key on the keyboard.
- B) Select the locations link (i.e. Includes: 3 locations) at the top of the selected library. In the Library Locations dialog box select a folder location and click on the Remove button. Then select OK to exit the dialog box.
- C) Select the folder in the library and use the keyboard shortcut Ctrl + D.
- D) All of the above.

Key#75868 - [Creating a library](#)

Task: Create a new library to store information specific to your job or position.

Question: There are a couple of ways to create a new library. Which answer below best describes one of those methods?

- A) In Libraries view, select the New Library button at the top of the window. Type in the new library name and press the Enter key on the keyboard to accept it.
- B) Select the locations link (i.e. Includes: 2 locations) at the top of the selected library and in the Library Locations dialog box click on the Add button. Type in the new library name and press the Enter key on the keyboard to accept it.
- C) Select the New Library button at the top of the selected library. Type in the New Library name and press the Enter key on the keyboard.
- D) None of the above.