

ATOMIC LEARNING

Practice Sets

Windows 7

SECTION C – Updated Features in 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#75864 - [Using WordPad](#)

Task: Open WordPad and review the changes made to the application in this version of Windows.

Question: What is the feature new to Office 2007, and now WordPad, that allows you to see the formatting before actually applying it?

- A) Preview Maker.
- B) Live Preview.
- C) Live Look.
- D) None of the above.

Key#75873 - [Using Paint](#)

Task: Open Paint and review the changes made to the application in this version of Windows.

Question: What is a gallery on the ribbon?

- A) A set of tools.
- B) A menu.
- C) A set of graphical options.
- D) None of the above.

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Key#75874 - [Using the Calculator](#)

Task: Open the Calculator and select the View menu. Select Statistics to change the calculator to Statistical view and then change it back to Standard view.

Question: Which option will keep track of the calculations performed in the current session in Standard and Scientific mode?

- A) History.
- B) Basic.
- C) Worksheets.
- D) All of the above.

Key#75881 - [Using the Snipping tool](#)

Task: Use the Snipping tool to capture several different images.

Question: The Snipping tool allows you to Capture images as well as what?

- A) Annotate.
- B) Save.
- C) Share.
- D) All of the above.

Key#75877 - [Using Sticky Notes pt. 1](#)

Task: Create a Sticky Note and change the font formatting as well as the size of the Sticky Note.

Question: What keyboard shortcut do you use to create a bulleted or numbered list in a Sticky Note?

- A) Ctrl + Alt + S.
- B) Ctrl + B.
- C) Ctrl + Shift + L.
- D) None of the above.

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Key#75878 - [Using Sticky Notes pt. 2](#)

Task: Change the color of the Sticky Note created in the previous task.

Question: How do you add a new Sticky Note?

- A) Click on the plus sign in the top, left corner of the current Sticky Note.
- B) Use the keyboard shortcut Ctrl + N.
- C) Use the Jump list for the Sticky Note and select New Note.
- D) All of the above.

Key#75879 - [Using Internet Explorer 8](#)

Task: Open Internet Explorer and select a section of text on a web page. Select the Accelerator icon to view the accelerator options available for the selected text.

Question: What option in Internet Explorer allows you to stay updated on specific things like weather, stock quotes, sports scores, auction items, e-mail, etc.

- A) Accelerators.
- B) Compatibility View.
- C) Web Slices.
- D) None of the above.

Key#75880 - [Using Windows Search](#)

Task: Select the Start button and with the cursor blinking in the Search text box type in the text "word". A list of options will appear as you type. Click on WordPad in the Programs category to open WordPad.

Question: Search results are grouped by category and contain highlighted keywords which make them easier to review.

True or False

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Key#75869 - [Using the XPS viewer](#)

Task: Open a document and if available save it as an XPS document or print the document using the Microsoft XPS Document Writer to create an XPS version of the document.

Question: The Microsoft XPS file format was developed to compete with what file format as a standard file format for digital documents?

- A) Adobe PDF.
- B) Windows Vista.
- C) Templates.
- D) None of the above.

Key#75872 - [Using the devices and printers](#)

Task: Select the Start button and on the right side of the Start Menu click on Devices and Printers to open that window. Review the options available and then close the window.

Question: The Device and Printers folder allows you to view, use, or troubleshoot all of the devices connected to the computer.

True or False

Key#75876 - [Changing the User Account Control settings](#)

Task: Navigate to the Action Center in the Control Panel. In the Action Center window click on the Change User Account Control Settings link on the left side of the window to view the User Account Control settings.

Question: There are two ways to access the User Account Control Settings. One way is to click on the Change User Account Control Settings link on the left side of the window, what is the other way?

- A) Click on the Change Action Center Settings link on the left side of the window.
- B) Click on the Change Settings link under User Account Control in the Security section of the Action Center window.
- C) Click on the View installed antispyware programs link under Virus protection in the Security section of the Action Center window.
- D) None of the above.

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Key#75871 - [Using the new keyboard shortcuts](#)

Task: Open WordPad and make sure that it is in a restored position. Then press the Windows Logo key and the Up Arrow key on the keyboard to maximize the window. Then press the Windows Logo key and the Down Arrow key to minimize the window.

Question: Which keyboard shortcut allows you to choose external displays or presentation options?

- A) The Windows Logo key + Left Arrow.
- B) The Windows Logo key + Spacebar.
- C) The Windows Logo key + Tab key.
- D) The Windows Logo key + P.