

# CHAPTER

# 1

## Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to [digicom.glencoe.com](http://digicom.glencoe.com) and click on **Chapter 1, Self-Assessment**.  
Or:  
Ask your teacher for a personal copy.

### Rank Your Understanding

Lesson	Topic	4	3	2	1
1.1	• List three ways of entering text without using a keyboard				
	• Compare and contrast different digital devices				
	• Explain the uses of handheld computers and Tablet PCs				
	• Describe what speech recognition software does				
	• Enter text and save a file				
1.2	• Explore the Control Panel				
	• Navigate drives, folders, and files				
	• Identify the software and hardware used by a computer				
	• Change how a mouse works				
1.3	• Create a new folder				
	• Explain the importance of keeping files organized				
	• Explain how computers use file extensions				
	• List three file extensions				
1.4	• Define digital				
	• Identify digital devices				
	• Explain input and output				
	• Identify four external input and output devices				
1.5	• List and describe the differences between two kinds of CDs				
	• Explain how megabytes (MB) relate to gigabytes (GB)				
	• Describe how to save a file to a USB flash drive and a CD-RW				
1.6	• Explain the importance of having technology skills				
	• Describe what e-portfolios are used for				

If you ranked all topics 4, congratulations! Consider doing a quick review.  
If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.