

# Chapter 1: Worksheet 1A

## Rate Your Computer Skills

**Directions** This survey will help evaluate how much you know about what will soon be taught. Later you can use it to determine how much you have learned. Answer each question fairly and to your best ability.

Rate your response 1–5, based on the following statements:

1 = I do not know anything about this.

2 = I recognize some of these terms.

3 = I know how to do about half of these things.

4 = I do not know everything, but I can probably figure this out on my own.

5 = I know how to do this, and I have done it before.

### Basic Computer Skills

- \_\_\_\_\_ 1. I know the difference between RAM and ROM.
- \_\_\_\_\_ 2. I can start up and shut down a computer system and its peripherals.
- \_\_\_\_\_ 3. I can use the following terms appropriately: CPU, monitor, hard disk, floppy disk, flash drive, megahertz, megabyte, bit, software, and hardware.
- \_\_\_\_\_ 4. I can point, click, double-click, and click and drag with a mouse.
- \_\_\_\_\_ 5. I can select, open, move, resize, and close a window.
- \_\_\_\_\_ 6. I can scroll up/down, left/right within a window.
- \_\_\_\_\_ 7. I can start an application and create a document.
- \_\_\_\_\_ 8. I can name, save, retrieve, revise, and rename a document.
- \_\_\_\_\_ 9. I can find lost files.
- \_\_\_\_\_ 10. I can preview a document before printing it to see how it will look.
- \_\_\_\_\_ 11. I can format, name, and rename a floppy disk.
- \_\_\_\_\_ 12. I can copy a document from the hard disk to a floppy disk and vice versa.
- \_\_\_\_\_ 13. I can create and name/rename folders, directories, and subdirectories.
- \_\_\_\_\_ 14. I know some strategies for guarding against computer viruses.
- \_\_\_\_\_ 15. I know some of my rights and responsibilities under copyright law.
- \_\_\_\_\_ 16. I can copy files and save them to another location without first opening them.
- \_\_\_\_\_ 17. I can use the following terms appropriately: WYSIWYG, interface, icon, window, document, application, kilobytes (KB), file system, and save as.

*(continued)*

## Chapter 1: Worksheet 1A (continued)

### Word Processing

- \_\_\_\_\_ 18. I can select text.
- \_\_\_\_\_ 19. I can copy and move blocks of text.
- \_\_\_\_\_ 20. I can change font size and font style.
- \_\_\_\_\_ 21. I can change text alignment.
- \_\_\_\_\_ 22. I can categorize fonts into six different families, and I know when to use them.
- \_\_\_\_\_ 23. I can change text margins and line spacing.
- \_\_\_\_\_ 24. I know how to switch between portrait and landscape orientation.
- \_\_\_\_\_ 25. I can set and use tab stops and add leaders to the tab stop locations.
- \_\_\_\_\_ 26. I can create a table and format the table to make it more readable.
- \_\_\_\_\_ 27. I use writing tools like the spell checker, the thesaurus, and the grammar checker.
- \_\_\_\_\_ 28. I can create a header and footer within a document.
- \_\_\_\_\_ 29. I can instruct the computer to insert the date, time, and page number into a document.
- \_\_\_\_\_ 30. I can insert symbols not found on the keyboard like:  $\zeta$ ,  $\acute{e}$ ,  $\div$ ,  $\pi$ ,  $\phi$ , and  $\frac{1}{3}$ .
- \_\_\_\_\_ 31. I know how to make letters appear superscripted, subscripted, embossed, and shadowed.
- \_\_\_\_\_ 32. I can insert clip art into a document.
- \_\_\_\_\_ 33. I can insert and edit WordArt.
- \_\_\_\_\_ 34. I can insert, move, and resize text boxes.
- \_\_\_\_\_ 35. I can change text direction.
- \_\_\_\_\_ 36. I can change the text wrapping around a drawing object.
- \_\_\_\_\_ 37. I can have the computer place drawing objects in the exact center of a page.
- \_\_\_\_\_ 38. I can add a decorative page border without using clip art.
- \_\_\_\_\_ 39. I can adjust the leading in a paragraph.
- \_\_\_\_\_ 40. I can kern text.
- \_\_\_\_\_ 41. I can create a drop cap.
- \_\_\_\_\_ 42. I can use the following terms appropriately: tab stop, kerning, leading, drop cap, format, layout, header and footer.

# Chapter 1: Worksheet 1B

## Review Desktop Publishing Skills

**Directions** Match each font in the box below with the correct description.

a. <b>Font</b>	c. <i>Font</i>	e. <b>Font</b>
b. <i>Font</i>	d. <b>Font</b>	f. <i>Font</i>

- \_\_\_\_\_ 1. decorative
- \_\_\_\_\_ 2. modern
- \_\_\_\_\_ 3. Oldstyle
- \_\_\_\_\_ 4. sans serif
- \_\_\_\_\_ 5. script
- \_\_\_\_\_ 6. slab serif

**Directions** Circle **T** for true or **F** for false for each statement below. For each false statement, write the correct answer on the lines below.

7. The dash is correct in the following example: The festival will be held June 26-July 8. **T F**

\_\_\_\_\_

\_\_\_\_\_

8. Use the space bar to align text. **T F**

\_\_\_\_\_

\_\_\_\_\_

9. Leading should be 120 percent–150 percent of the font size, depending on font, audience, and purpose. **T F**

\_\_\_\_\_

\_\_\_\_\_

10. Paragraphs are more readable when you use an Oldstyle serif font like Garamond. **T F**

\_\_\_\_\_

\_\_\_\_\_

11. Arial is a serif font. **T F**

\_\_\_\_\_

\_\_\_\_\_

12. When you use the Cut command, you delete the selected item. **T F**

\_\_\_\_\_

\_\_\_\_\_