

How well do you know basic computer and Windows skills. All these questions are covered in the Biz Skills Basic Computer and Windows Skills Course

**This course is structured on the unit competencies of the accredited level one course
BSBITU101 – Operating a Personal Computer**

1. Why is ergonomics knowledge important when using a computer?
2. What are the two primary computer categories?
3. What is the system software also known as?
4. What are the 4 basic functions?
5. What are the 5 main components of a computer?
6. What is a heat sink assembly?
7. What is HDD and SSD?
8. What sort of device is a keyboard or a mouse?
9. What is QWERTY?
10. What is the name of the default computer account?
11. What is the difference between login and logon?
12. True or false. "if you forget your password it is easy to reset"
13. What are the 3 keys you hold down to log off or switch to another user?
14. What is the first step to resize a desktop icon?
15. What menu would you look for to find the apps list?
16. Name two things you would use the systems settings for.
17. Name the 4 tabs in the ribbon menu of file explorer.
18. What are two ways to change a desktop background to a theme?
19. Name the 3 panes in file explorer.
20. What is the Windows filing system structure known as?
21. What are the file naming rules?
22. How do you set up an efficient filing system in your computer?
23. What is the name of the group where you will find 'New folder' in file explorer?
24. What are file extensions?
25. What is a desktop shortcut?

26. List three things to do to save a word document for the first time.
27. Select the nine characters that cannot be used when naming a file.
28. What are two ways of renaming a folder?
29. What does an optical disc use to read data?
30. What are two ways to connect an external hard drive?
31. Do you use the shift key or the Ctrl key to move a consecutive order group of files?
32. What happens if you press shift while deleting?
33. What is the Windows search facility also known as?
34. True or false: "You cannot connect more than printer to a computer"
35. In file explorer, what tab would you find the command 'print'?
36. What is the name of the box showing all the print jobs?
37. To cancel a print job which command do you click on in the document dropdown list?
38. How many printers can you select to be a default printer?
39. What is the best way of shutting down the computer?
40. True or false: Restart temporarily shuts down the computer and then puts it in hibernation mode.