



## Using Computer and Managing Files

*Sample exam*

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## Preface

Today's society is shaped by sudden growth and development of the information technology (IT) resulting with its great dependency on the knowledge and competence of individuals in the IT area. Although this dependency is growing from day to day, the **human right to education and information** is not extended to the IT area. Problems affecting society as a whole are emerging, creating gaps and distancing people from the main reason and motivation for advancement- from **opportunity**. To be a computer illiterate person today means being a person unable to participate in modern society, being a person without opportunity and despite the acknowledged necessity and benefits of inclusive computer literacy from institutions like the European Commission, UNESCO, OECD, there are still groups of people having difficulties accessing basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed persons, persons that live in remote (rural) areas where IT education is not accessible).

These notes, combined with other materials published on ITdesk.info, represent our effort and contribution to the realization and promotion of human rights to education and information considering the IT area. We hope that this education will help you in mastering basic computer skills and with that hope we wish you to learn as much as you can and therefore become an active member of modern ICT society.

Sincerely yours,

*ITdesk.info team*



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|----|--|-----------|
| 1. | Create a new folder on the desktop and name it <b>Mapa 1</b> . | [1 point] |
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|----|--|-----------|
| 2. | Create a new text file on your desktop and name it <b>Datoteka 1.txt</b> . | [1 point] |
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| 3. | Move the file <b>Datoteka 1.txt</b> to the folder <b>Mapa 1</b> . | [1 point] |
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| 4. | Create a new folder within the folder <b>Mapa 1</b> . Name it <b>Mapa 2</b> . | [1 point] |
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| 5. | Rename the folder <b>Mapa 2</b> into <b>Podmapa 1</b> . | [1 point] |
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| 6. | Create a new text file within the folder <b>Podmapa 1</b> and name it <b>Datoteka 2.txt</b> . | [1 point] |
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| 7. | Cut the file <b>Datoteka 2.txt</b> and paste it within the folder <b>Mapa 1</b> . | [1 point] |
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| 8. | Delete the file <b>Datoteka 2.txt</b> . | [1 point] |
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| 9. | Restore the file <b>Datoteka 2.txt</b> from the Recycle Bin. | [1 point] |
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| 10. | Create a shortcut of the file <b>Datoteka 2.txt</b> on the desktop. | [1 point] |
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| 11. | Compress the file <b>Datoteka 1.txt</b> using the appropriate application. | [1 point] |
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| 12. | Unzip the zipped folder <b>Datoteka 1.rar</b> (.zip, .7z,...) to the same folder and then delete it. | [1 point] |
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| 13. | Empty the Recycle Bin. | [1 point] |
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| 14. | In the Folder options, hide the extensions for known types of data. | [1 point] |
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| 15. | Adjust the settings to show extensions again. Adjust the settings not to show hidden folders or files. | [2 points] |
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| 16. | Update the date and time via Microsoft server. | [1 point] |
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| 17. | Open the <b>Task Manager</b> . | [1 point] |
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| 18. | Open <b>Windows Explorer</b> via <b>Task Manager</b> . | [1 point] |
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| 19. | Close the <b>Windows Explorer</b> and <b>Task Manager</b> and then open the <b>Windows Explorer</b> again, but using the <b>Run</b> window.  | [1 point]  |
| 20. | Open the folder <b>Mapa 1</b> in <b>Windows Explorer</b> .   | [1 point]  |
| 21. | View the content of the folder <b>Mapa 1</b> as a list with details.   | [1 point]  |
| 22. | Close all open windows. Use the Search option to find all your desktop documents, folders containing the word <b>datoteka</b> in their name. | [2 points] |
| 23. | In the window with the search results, delete the shortcut to the file <b>Datoteka 2</b> .   | [1 point]  |
| 24. | Close all open windows, then set the background image to „None“ and switch the color to blue.  | [1 point]  |
| 25. | Set the Screensaver to start after 5 minutes of inactivity.  | [1 point]  |
| 26. | Set the Screensaver to display the 3D text „ITdesk.info“.  | [1 point]  |
| 27. | Using the command <b>Run</b> , start the application <b>Microsoft Paint</b> .  | [1 point]  |
| 28. | Open the folder <b>Mapa 1</b> and <b>print screen</b> .  | [1 point]  |
| 29. | Paste the image in the <b>MS Paint</b> and save it as <b>ekran.bmp</b> on the desktop.   | [1 point]  |
| 30. | Print screen only the window of the folder <b>Mapa 1</b> , paste it in the <b>MS Paint</b> and save it as <b>mapa1.bmp</b> on the desktop.   | [1 point]  |
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**TOTAL POINTS:**

**32**

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***This sample exam is intended for learning in conjunction with materials published on the following links:***

**\*Notes:**

<http://www.itdesk.info/Basic%20computer%20use%20notes.pdf>

**\*Handbook:**

[http://www.itdesk.info/handbook\\_using\\_computer\\_managing\\_files.pdf](http://www.itdesk.info/handbook_using_computer_managing_files.pdf)

**\* Video presentations showing basic computer use and managing files:**

[Using Windows XP - presentation 1](#)

[Using Windows XP - presentation 2](#)

[Using Windows XP - presentation 3](#)

**\* Solution for this sample exam:**

<http://www.itdesk.info/en/exam-solution-module-2/>

**\*Quiz for self-evaluation:**

[using the computer and managing files - quiz](#)

(To open a link contained within the .PDF document, just press the left mouse button on one of the links above. The web page the link points to will open in a browser that you have installed on your computer.)

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