

# Basic computer technology

In the following article, please join the Network Administrator to learn the knowledge of basic computer techniques, with these questions, you will have more experience in the process of using laptops.

1. Question 1. What is the operating system concept?
  1. 1. Supply and process hardware and software
  2. 1. Research methods and techniques for information processing by electronic computers
  3. 1. Research on hardware and software technologies
  4. A software that runs on a computer, used to manage and manage hardware devices and software resources on computers
2. Question 2. Indicates how to delete a file or folder without moving it to the Recycle Bin?
  1. 1. Select the folder or file to delete -> Delete
  2. 1. Select the folder or file to delete -> Ctrl + Delete
  3. 1. Select the folder or file to delete -> Alt + Delete
  4. Select the folder or file to delete -> Shift + Delete
3. Question 3. List of items selected in the menu called:
  1. 1. Menu pad
  2. 1. Options menu
  3. Menu bar
  4. 1. All is wrong
4. Question 4. What is the use of the Print Screen key?
  1. 1. Print the current screen to the printer
  2. There is no use when using it alone
  3. 1. Print the current document to the printer
  4. Screen capture current
5. Question 5. If you want to make the window smaller (not full screen), which button should you use?
  1. Maximum
  2. Minimum
  3. Restore down
  4. 1. Close
6. Question 6. In the Windows Explorer application, to select multiple files or folders intermittently we perform keystroke operation . with mouse click.
  1. Shift
  2. 1. Alt

3. 1. Tab
4. Ctrl
7. Question 7. Shortcuts to copy an object to ClipBoard are:
  1. 1. Ctrl + X
  2. 1. Ctrl + C
  3. Ctrl + V
  4. Ctrl + Z
8. Question 8. The control box for zooming in and out, closing the window is called:
  1. 1. Dialogbox
  2. Control box
  3. 1. Listbox
  4. 1. Text box
9. Question 9. Which way do we choose to ensure safety?
  1. Set hidden properties
  2. Copy multiple locations on the computer drive
  3. 1. Set Readonly properties
  4. Backup backup
10. Question 10. In the windows operating system is the Disk Defragment function called?
  1. Defragment the hard drive
  2. 1. Backup hard drive data
  3. 1. Reduces hard drive capacity
  4. Clean the hard drive junk file
11. Question 11. In Windows, which program can be used as a pocket computer?
  1. 1. Excel
  2. Calculator
  3. 1. WinWord
  4. 1. Notepad
12. Question 12. When working in a local network, if you want to see resources on the network, double-click and select the icon
  1. 1. MyComputer
  2. My Document
  3. My Network Places
  4. 1. Internet Explorer
13. Question 13. In Windows Explorer, which key must be pressed when selecting multiple discrete files or folders?
  1. 1. Alt
  2. 1. Shift
  3. Ctrl
  4. 1. Enter
14. Question 14. In which window Explorer would you like to display the following keystroke menu?
  1. F9
  2. F10
  3. F11
  4. F12

15. Question 15. In Windows Explorer you want to rename a folder we do:

1. Click on the folder name and press F2, type the new name and Enter
2. Double click on the folder name to rename
3. 1. Go to the Edit menu, select Rename
4. Select the Rename command button on the toolbar

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