

QUIZ ONE: WINDOWS REVIEW

Press the down arrow to hear directions

Directions for JAWS:

Press the down arrow slowly to hear each line. To hear the same line again, press INSERT + Up Arrow. Then press the down arrow until you hear the word blank. Type your answer here. Please do not type your answer anywhere else. Also please do not press the enter key. When you are done, press Control + S. Then press Alt + F4 to close the program.

Directions for Zoomtext:

Press Alt + Shift + L to hear each line. Then press the down arrow to go to another line. Press Alt + Shift + L again. When you do not hear anything, then type in your answer. Please do not type your answer anywhere else. Also please do not press the enter key. When you are done, press Control + S. Then press Alt + F4 to close the program.

- 1) To close a program, which keys do you press?
- 2) Name at least three hardware parts making up the entire computer system
- 3) Explain the steps that you would do to correctly turn off the computer
- 4) Which holds more memory: the floppy disk or the cd-rom?
- 5) What is the difference between hardware and software?
- 6) Give an example of an operating system
- 7) What does the term reboot mean?
- 8) What are the names of the drives on your computer?
- 9) What does WINDOWS+M do?
- 10) What are two ways that you can move from one icon to another?

QUIZ TWO: ZOOMTEXT REVIEW

Press the down arrow to hear the directions

Directions

Press Alt + Shift + L to hear each line. Then press the down arrow to go to another line.

Press Alt + Shift + L again. When you do not hear anything, then type in your answer.

Do not type your answer anywhere else. Do not press the enter key during this whole review.

When you are done, press Control + S. Then press Alt + F4 to close the program.

1. How do you turn on Docreader?
2. How do you read the current word in Microsoft Word?
3. How do you read the current word in Docreader?
4. How do you read a line that you have written?
5. How do you turn on the speak-it tool?
6. How do you turn off Docreader?
7. How do you turn on edge smoothing?
8. How do you make the screen bigger in Docreader?
9. How do you make the screen bigger when Docreader is not turned on?
10. How do you move to the desktop?

QUIZ THREE: JAWS REVIEW PRESS THE DOWN ARROW FOR DIRECTIONS

Here are the directions for JAWS: First, press the down arrow slowly to hear each line.

To hear the same line again, press INSERT + Up Arrow.

Then press the down arrow until you hear the word blank. Type your answer here.

Please do not type your answer anywhere else. Also please do not press the enter key.

When you are done, press Control + S. Then press Alt + F4 to close the program.

- 1)How do you hear the title bar?
- 2)How do you move between icons?
- 3)How do you hear a full description of where your cursor is and what is selected?
- 4)How do you turn off JAWS?
- 5)How do you start JAWS?
- 6)Which key do you press to stop JAWS from speaking?
- 7)How do you find out which programs are open?
- 8)What do you press to hear JAWS help?
- 9)How do you turn on keyboard help?
- 10)How do you repeat the word that your cursor is on?

Extra Credit

- 11) How do you hear the time?
- 12) How do you repeat the same line?
- 13) How do you spell a word?
- 14) How do you hear what font is being used?

QUIZ FOUR: MICROSOFT WORD REVIEW

Press the down arrow for directions

Directions for JAWS:

Press the down arrow slowly to hear each line. To hear the same line again, press INSERT + Up Arrow.

Then press the down arrow until you hear the word blank. Type your answer here.

Please do not type your answer anywhere else. Also please do not press the enter key.

When you are done, press Control + S. Then press Alt + F4 to close the program.

Directions for Zoomtext:

Press Alt + Shift + L to hear each line. Then press the down arrow to go to another line.

Press Alt + Shift + L again. When you do not hear anything, then type in your answer.

Please do not type your answer anywhere else. Also please do not press the enter key.

When you are done, press Control + S. Then press Alt + F4 to close the program.

- 1) How do you make a line all capital letters?
- 2) How do you go to the right margin?
- 3) How do you turn on spell checker?
- 4) How do you select everything on the screen?
- 5) How can you move from page one to page two?
- 6) How do you turn on bold?
- 7) How do you underline?
- 8) How do you switch between open documents?
- 9) How do you move to the beginning of the line?
- 10) How do you move from one word to another?

Extra Credit

- 11) How do you move to the end of the document?
- 12) How do you move to the center margin?
- 13) What is the undo command?

ANSWER KEY

Quiz One: Windows Review

1. ALT – F4
2. Monitor, keyboard, mouse
3. Windows key, shut down button, turn off computer radio button
4. CD-ROM
5. Hardware is physical, and software is a program
6. Windows 2000, ME, Windows XP
7. To restart the computer
8. Hard drive, cd drive, and floppy drive
9. Minimizes all programs, and moves focus to desktop
10. Using arrow keys, or first letter of icon's name

Quiz Two: Zoomtext Review

1. CTRL-SHIFT-R
2. ALT-SHIFT-W
3. Spacebar
4. ALT-SHIFT-L
5. ALT-SHIFT-T
6. Escape key
7. CTRL-SHIFT-E
8. Plus Sign
9. ALT-Plus Sign
10. WINDOWS-M

Quiz Three: JAWS Review

1. INSERT-T
2. Arrow keys, or first letter of icon
3. INSERT-TAB
4. INSERT-F4
5. ALT-CTRL-J
6. CONTROL
7. INSERT-F10
8. INSERT-F1
9. INSERT-1
10. INSERT-NUM PAD 5
11. INSERT-F12
12. INSERT-UP ARROW
13. INSERT-NUM PAD 5 TWICE
14. INSERT-F

Quiz Four: Microsoft Word Review

1. SHIFT-F3
2. CTRL-R
3. F7
4. CTRL-A
5. CTRL-PAGE DOWN
6. CTRL-B
7. CTRL-U
8. ALT-TAB
9. HOME
10. CTRL-LEFT/RIGHT ARROW
11. CTRL-END
12. CTRL-E
13. CTRL-Z