

Name: _____

**CS-100
Midterm Exam
Prof. Blessing**

<u>Problems</u>	<u>Points</u>	<u>Total</u>	<u>Score</u>
1	10	10	
2 - 8	5 pts. ea.	35	
9 - 10	10 pts. ea.	20	
11 - 15	5 pts. ea.	40	
		_____	_____
		105	

Windows

1) Match the term on the left with the best description of the term from the right column.

- | | | |
|---------------|----|---|
| ___ Clipboard | a) | Buttons which enlarge/shrink or iconify a window. |
| ___ Control | b) | Bar which contains the window name. |
| ___ Sizing | c) | Bar which contains icons that represent common commands. |
| ___ Scroll | d) | Arranges windows in a convenient non-overlapping fashion. |
| ___ Title | e) | Menu which contains window manipulation commands. |
| ___ Menu | f) | Bar which allows fast formatting of selected objects. |
| ___ Tool | g) | Arranges windows in a convenient overlapping fashion. |
| ___ Speed | h) | Contains the last thing deleted or copied from a window. |
| ___ Tile | i) | Bar which contains: 'File Edit View ...' etc. |
| ___ Cascade | j) | Bar which slides to display parts of a window. |

2) If a window becomes buried, how can you get Windows to redisplay the window on top of all other open windows?

3) Describe how you would change the graphics driver from VGA to SuperVGA.

4) Describe how you would locate a file named `foobar.dat` on the `c:` drive.

5) Which windows utility allows one to format and store files on a new floppy disk?

- 6) Describe the easiest way to launch an application in Windows 95.

- 7) Describe how you would create a subdirectory named MyFiles to store your data files.

- 8) Describe how you would recover a deleted file named junk.txt

WordPerfect

- 9) Show the algebraic equation that would result from the following WordPerfect Equation Editor command:

$f(x) \sim\sim \text{left} \left\{ \text{stack}\{-1\#0\#1\} \sim\sim \text{stack}\{\{if\ x < 0\}\#\{if\ x = 0\}\#\{if\ x > 0\}\} \text{right} .$

- 10) Show what control codes the “Reveal Codes” command would display for the following formatted sentence:

Regular, *italics*, **bold**, and underlined text can be displayed and centered.

Quattro Pro

- 11) How are Quattro Pro spreadsheets organized as a notebook?

- 12) Write the cell formula which will average the values displayed in cells B3 through B227.

- 13) How does one 'drill' an entry into more than one page of a spreadsheet in Quattro Pro?

- 14) How does one select multiple blocks in Quattro Pro while using only the mouse?

- 15) Suppose that cell A1 contained the following cell formula:

+F\$2-\$C1

List the cell contents that would result from SpeedFilling cells A1 through B5.