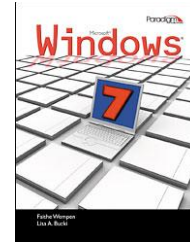


Windows 7 Challenge Exam Study Guide

Questions on the exam are taken from the textbook used in CO-105. The book is available at the GRCC bookstore.

Print Edition

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Faithe Wempen, Lisa A. Bucki
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Material used for the questions in the Challenge Exam is taken from the textbook used for the CO-105 Windows Operating Systems Course. Those taking the Challenge Exam should be familiar with the following functions of Windows 7.

The Challenge Exam is 50 multiple choice questions worth 2 points each for a total of 100 points. A score of 75% or better constitutes a passing grade for the purpose of receiving credit for the class.

Part 1. Learning Windows 7 Basics.

1. Working with the Windows 7 Desktop.
 - a. Includes material on logging on/off , starting/stopping
 - b. Using the interface: taskbar, dialog boxes, opening/maximizing/minimizing windows
 - c. Understanding user accounts: adding/deleting accounts, setting password, understanding differences between admin and user accounts.
 - d. Pausing/hibernating/sleeping/locking/shutting down system
2. Working with Disks and Other Removable Media.
 - a. Understanding different types of storage
 - b. Working with CD and DVD media
 - c. Working with hard drives
 - d. Working with USB flash drives
3. Learning about Files, Folders, and Libraries
 - a. Using the Explorer Interface
 - b. Managing files and folders
 - c. Working with Libraries
 - d. Searching for files and folders
 - e. Creating shortcuts to files/folders/applications.
4. Organizing and Protecting Information.
 - a. Customizing the display of files/folders
 - b. Working with file properties
 - c. Setting file/folder permissions
5. Using Windows 7 Programs.
 - a. Opening/Closing/Saving/Printing from programs
 - b. Using the calculator
 - c. Using Notepad and Paint
 - d. Copying data between applications
 - e. Using the command prompt
6. Customizing the Desktop.
 - a. Changing the keyboard and mouse default settings

- b. Changing display settings
- c. Desktop icons
- d. Customizing the start menu
- e. Using gadgets
- f. Working with time and dates

Part 2. Using the Internet and Multimedia with Windows 7.

- 7. Browsing with Internet Explorer
 - a. Understanding URL's
 - b. Browsing using commands and tabs
 - c. Searching the Web
 - d. Working with favorites
 - e. Using accelerators and web slices
- 8. Ensuring Your Safety and Privacy on the Internet.
 - a. Evaluating overall security status
 - b. Adjusting default browser security settings (Internet Explorer)
 - c. Configuring privacy preferences
 - d. Configuring the Windows firewall
 - e. Using Windows Defender
- 9. Using Windows Live Mail.
 - a. No questions on this chapter
- 10. Working with Digital Photographs and Music.
 - a. Importing pictures from a camera
 - b. Using Live Photo Gallery
 - c. Using Windows Media Player

Part 3. Basic Networking and System Maintenance.

- 11. Using Your System on a Network.
 - a. Wired and wireless network structure
 - b. Connecting to a network
 - c. Sharing files/folders on a network
 - d. Working with network printers
 - e. Troubleshooting-using network diagnosis tools, pinging a connection
- 12. Maintaining Your System.
 - a. Using Windows update to keep Win 7 current
 - b. Using disk cleanup to remove unneeded files
 - c. Defragmenting a disk
 - d. Configuring power settings
 - e. Using backup/restore
 - f. Restoring settings to a system restore point
- 13. Adding Software and Hardware.
 - a. How to install and remove hardware and software
 - b. Installing program updates
 - c. Using multiple monitors

Part 4. Power Computing Topics.

- 14. Troubleshooting and Repairing Your System.
 - a. Checking a hard disk for errors
 - b. Using Advanced Boot Options to fix problems at startup

- c. Troubleshooting printing problems from the print queue
 - d. Troubleshooting hardware problems using drivers
15. Securing and Monitoring Your System.
- a. Viewing system info: installed CPU and RAM
 - b. Rating/Tracking system performance
 - c. Working with user accounts and passwords
 - d. Using file encryption to secure files
16. Sharing Information On and Off the Road.
- a. Syncing files between computers
 - b. Working offline with network information
 - c. Connecting to a system with remote desktop
 - d. Improving notebook performance using Windows mobility center
 - e. Manage battery power
 - f. Connecting to presentation systems via a wireless network
 - g. Working with power conservation.