***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Midterm-Exam-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Midterm-Exam-Files*** to store all midterm exam files
5. Download ***Midterm-Exam.docx*** to ***Midterm-Exam-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Midterm-Exam-Files\Midterm-Exam.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (3 points) Explain what each of these acronyms stand for (One point for each correct answer – up to 3 points):

|  |  |
| --- | --- |
| **Acronym** | **Stand for?** |
| PC |  |
| CPU |  |
| RAM |  |
| GPU |  |
| USB |  |

Q2) (3 points) List the three primary functions of Operating Systems (One point for each correct answer – up to 3 points):

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| --- |
| **Operating Systems Primary Functions** |
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|  |

Q3) (3 points) Name three popular Operating Systems (One point for each correct answer – up to 3 points):

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| --- |
| **Name Three Popular Operating Systems**  |
|  |
|  |
|  |

Q4) (3 points) Name three popular computer types – hint: form factor & purpose (One point for each correct answer – up to 3 points):

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| --- |
| **Name Three Popular Computer Types**  |
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|  |

Q5) (3 points) List the three primary panes of the File Explorer (One point for each correct answer – up to 3 points):

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| --- |
| **Windows Explorer or File Explorer Panes** |
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|  |

Q6) (3 points) List the three parts of the Windows Taskbar (One point for each correct answer – up to 3 points):

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| --- |
| **Taskbar Parts** |
|  |
|  |
|  |

Q7) (2 points) Show the Windows edition, and Computer Name on the computer you are using:

1. Open the ***System*** screen (Control Panel -> System and Security -> System)
2. Use the Snipping tool to capture the ***System*** window (1 point)
3. Use the blue Pen to circle the ***Widows edition***, and ***Computer name*** (1 point)
4. Save as ***snip-1.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-1-here

Q8) (2 points) Show all local drives on the computer you are using:

1. Open the ***File Explorer*** screen (Use File Explorer icon on Taskbar or right-click on Start button and click on File Explorer)
2. From the Navigation pane, click on ***This PC*** link
3. Use the Snipping tool to capture the ***File Explorer*** window
4. Use the blue Pen to circle the list of ***Devices and drives*** (2 point)
5. Save as ***snip-2.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-2-here

Q9) (3 points) List the three most popular Internet browsers (One point for each correct answer – up to 3 points:

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| --- |
| **Most Popular Internet Browsers** |
|  |
|  |
|  |

Q10) (3 points) List the three most popular Internet search services/engines (One point for each correct answer – up to 3 points:

|  |
| --- |
| **Most Popular Internet Search Engines** |
|  |
|  |
|  |

Q11 (3 points) List the three important reasons why people use cloud storage – i.e. Google Drive, Microsoft OneDrive, Dropbox, etc. (One point for each correct answer – up to 3 points):

|  |
| --- |
| **Reasons for using Cloud Storage** |
|  |
|  |
|  |

Q12) (2 points) Enable the ***Screen Saver***, the ***Wait*** to ***5*** minutes, and enable the ***On resume, display logon screen*** option:

1. Open the ***Screen Saver Settings*** screen (Control Panel -> Appearance and Personalization -> Screen Saver Settings)
2. Select a Screen Saver, set the ***Wait*** to ***5*** Minutes and enable the ***On resume, display logon screen*** option:
3. Use the Snipping tool to capture the ***Screen Saver Settings*** window
4. Use the blue Pen to circle the selected options (2 points)
5. Save as ***snip-3.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-3-here

Q13) (2 points) Logon to ***gmail.com*** using the LBCC provided Google account:

1. Compose an email, attached all files in ***Week3-Files*** folder, enter “Gmail midterm testing” in the ***Subject*** field, whatever you want in the message body, and send to 2 fellow students
2. Click on the ***Sent Mail*** in the navigation pane
3. Use the Snipping tool to capture the Gmail window
4. Use the blue Pen to circle your account name (top-right corner)( point)
5. Use the blue Pen to circle sent e-mail with the paper clip for attached files ( point)
6. Save as ***snip-4.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-4-here

Q14) (2 points) Using the LBCC provided Google account, logon to Google Drive:

1. Create an **LBCC** folder (unless the folder already exists), and inside the **LBCC** folder create **CIS101** ***Midterm*** sub-folder
2. Open the ***CIS101 Midterm*** folder and create a new Google Docs document:
3. Enter the following text:
	1. In this assignment, I’ll create a Google midterm Docs file and save it on Google Drive in the \LBCC\CIS101 Midterm folder and call it Midterm Test.
4. Select the text you just typed, change font to **Times New Roman** and font size to **14** and line spacing to **Double**
5. Enter the following header:
	1. Midterm Header
6. Change the header font to **Times New Roman** and font size to **24** and ***center*** text
7. Use the Snipping tool to capture the Google Docs window
8. Use the blue Pen to circle the document body (1 point)
9. Use the blue Pen to circle the file name - top-left, ***Untitled Document*** (1 point)
10. Save as ***snip-5.jpg*** in ***Midterm-Exam-Files*** folder.

NOTE: Don’t close the document yet – needed for next question.

Paste-snip-5-here

Q15) (2 points) Change document name and save file:

1. Change the document name to ***Midterm Test***
2. Exit Google Docs
3. Use the Snipping tool to capture the Google Drive window
4. Use the blue Pen to circle the ***Midterm Test*** document name and the **CIS101 Midterm** folder (2 point)
5. Save as ***snip-6.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-6-here

Q16) (2 points) Change the ***Midterm Test*** document permissions so one person, another student, will have ***edit*** permission and ***Anyone with the link*** will have ***view*** permission:

1. From the ***CIS101 Midterm*** folder, right-click on **Midterm Test**
2. Click on **Share**
3. Click on **Advanced**
4. Give ***Anyone who has a link, view*** permission
5. Give one person, another student, ***edit*** permission
6. Click on ***OK***, then ***Done*** buttons
7. Right-click on ***Midterm Test***, then ***Share***, then ***Advanced***
8. Use the Snipping tool to capture the Google Drive window
9. Use the blue Pen to circle the document permissions under **Who has access** (2 point)
10. Save as ***snip-7.jpg*** in ***Midterm-Exam-Files*** folder
11. Click on **Done**.

Paste-snip-7-here

Q17) (2 points) Using the LBCC provided Google account, logon Google Calendar:

1. Change view to ***Month***
2. Click on the box for next Thursday
3. Click on the ***Edit event*** link in the pop-up window
4. In the event title, top-left, type ***CIS101 Midterm Meeting***
5. Uncheck the ***All day*** box and select from ***1:00pm*** until ***2:00pm***
6. In the ***Where*** box, type:
	1. Cafeteria
7. In the ***Description*** box, type:
	1. Study for CIS101 Midterm Exam
8. In the ***Add guest*** box, enter the invitee’s name and accept their e-mail address
9. Change the ***Event color*** to red
10. Study the other fields and leave everything else as is
11. ***Save*** the event
12. If prompted to ***Send invitation?*** click on ***Send***
13. Click on the event in the next Tuesday box and then click on ***Edit event***
14. Use the Snipping tool to capture the Google Calendar window
15. Use the blue Pen to circle the event selections you made (2 point)
16. Save as ***snip-8.jpg*** in ***Midterm-Exam-Files*** folder.
17. Click on ***Done***.

Paste-snip-8-here

Q18) (3 points) List three Windows security utilities one could use to secure their computer and self (One point for each correct answer – up to 3 points):

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| --- |
| **Three Windows Security Utilities** |
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|  |

Q19) (3 points) List the three most common Malware types (One point for each correct answer – up to 3 points):

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| --- |
| **Most Common Malware Types** |
|  |
|  |
|  |

Q20) (2 points) View the Windows Update history:

1. Right-click on the **Start** button and search for “Windows Update”
2. Click on the ***Advanced Options*** link
3. Click on the ***View your update history*** link
4. Use the Snipping tool to capture the ***Advanced Options*** window
5. Use the blue Pen to circle the visible updates (2 points)
6. Save as ***snip-9.jpg*** in ***Midterm-Exam-Files*** folder.

Paste-snip-9-here