

TEST BANK: CHAPTER 2 – Computer Skills and Access

TRUE/FALSE

1. Students who lack confidence with computer hardware, Internet skills, Microsoft Office, and email will end up behind and have difficulty in keeping up with the course.

ANS: T PTS: 1

2. Tablets are the best computer technology to have for a college course.

ANS: F PTS: 1

3. Just as on-campus students must be concerned with how they are going to get to class, the online student must also question how they are going to get to class.

ANS: T PTS: 1

4. It is not enough to be computer literate to be a successful online student.

ANS: T PTS: 1

5. Knowing the specifications of your computer will let you know if the configuration data meets the requirements for the course.

ANS: T PTS: 1

6. Every student needs to have a printer even if they are taking only online courses.

ANS: F PTS: 1

7. In order to be connected to your online campus, you will need an ISP.

ANS: T PTS: 1

8. Students can choose between an ISP or an LMS to connect to their course materials.

ANS: F PTS: 1

9. To minimize fatigue as an online learner, change your environment each time you sit at your desk to complete your assignments.

ANS: F PTS: 1

10. Your online desktop is powered by the operating system of your computer.

ANS: T PTS: 1

MULTIPLE CHOICE

1. One of the common reasons online students drop out of their program is:
a. Too much work.

- b. Poor organizational skills.
- c. Poor communication with key people such as family, and instructors.
- d. None of the above

ANS: C PTS: 1

2. Online instructors consistently list which of the following as a main hurdle for new online students?
- a. Lack of pre-requisites.
 - b. Lack of study skills.
 - c. Lack of technology preparedness.
 - d. Lack of confidence.

ANS: C PTS: 1

3. The term hardware refers to the
- a. physical components that make up your computer.
 - b. the programs that run on your computer.
 - c. the connection your computer has to course materials.
 - d. All of the above.

ANS: A PTS: 1

4. Which of the following is not a peripheral?
- a. Web cameras.
 - b. Scanners.
 - c. External hard-drives.
 - d. CPUs.

ANS: D PTS: 1

5. Online students must have the following to be a successful in their courses:
- a. Technical skills.
 - b. An up-to-date computer.
 - c. Reliable, constant internet services.
 - d. All of the above

ANS: D PTS: 1

6. Applications consists of
- a. Files.
 - b. Letters.
 - c. Sounds.
 - d. Software packages.

ANS: D PTS: 1

7. In order to ensure an ergonomic working environment, you might
- a. position your computer monitor in a certain way.
 - b. purchase an anti-virus program.
 - c. use a thumb drive to save your work.
 - d. switch rooms around your house throughout your academic program.

ANS: A PTS: 1

8. In order to maximize your workspace, you should
- a. have a computer desk.

- b. have space to spread out.
- c. have an ergonomic chair.
- d. mount your monitor to the wall.

ANS: B PTS: 1

9. When organizing your online file structure, it is best to
- a. store all of your files on a thumb drive.
 - b. store your files in your My Documents folder.
 - c. create a folder for each class.
 - d. use a program that sorts data by subject matter.

ANS: C PTS: 1

10. Your institution may suggest you use a certain web browser primarily because
- a. the material is optimized for that browser.
 - b. it is the most economical option.
 - c. it will prevent you from getting a computer virus.
 - d. the ISP will work more quickly.

ANS: A PTS: 1

11. Backing up data can be done in a number of ways including
- a. with a surge protector.
 - b. with your Operating System.
 - c. with an uninterruptable power supply (UPS).
 - d. with a portable hard drive.

ANS: D PTS: 1

12. Which of the following should be considered when choosing an ISP?
- a. The amount of storage you will be provided with.
 - b. The compatibility with your Learning Management System (LMS).
 - c. The speed and reliability of service.
 - d. The company's Technology Assurance Plan.

ANS: C PTS: 1

13. Which of the following would not be included in a Technology Assurance Plan?
- a. The phone number for technical support at your college.
 - b. A thumb drive with your most important files.
 - c. A wireless card.
 - d. The costs associated with your Internet Service Provider.

ANS: C PTS: 1

14. It is important to position your monitor ergonomically such that
- a. your eyes hit the monitor about 1/3 of the way down from the top of the screen.
 - b. your monitor is higher than your shoulders.
 - c. your monitor is 3 feet from your head.
 - d. your chair height is equal to your spine length.

ANS: A PTS: 1

15. What are the basic features you will find in any Learning Management System?
- a. The public side.

- b. The private side.
- c. The course view.
- d. All of the above.

ANS: D PTS: 1

16. Your Learning Management System likely includes student resources that will
- a. have links to popular ISPs.
 - b. have links to additional services from your school.
 - c. have links to your hard drive.
 - d. have links to your peripherals.

ANS: B PTS: 1

17. Which of the following statements is true, as you consider choosing between a desktop and a laptop?
- a. A desktop is more expensive.
 - b. A laptop carries more risk of damage or theft.
 - c. A laptop is more current than a desktop.
 - d. A desktop runs more applications than a laptop.

ANS: B PTS: 1