

Hands-on Quiz for MUS_TECH 434: Operating System Functionality

1/16/05

Directions: I will expect you to be able to demonstrate these items on both a Windows and Macintosh machine. If you have a Windows laptop, make an appointment with Lynn to take the quiz (Tues and Thurs preferred) in my office. Otherwise, we will need to meet in the music listening center lab which has both computers available. Quiz appointments in the music listening center lab can be scheduled with me or Lynn on Mon, Wed, Friday, 2-4 pm. I am planning on just being there those times so you can also come and take pot-luck. Budget about 20 minutes. I will not tutor you at these exam times, just evaluate your knowledge. Be sure to network with each other to learn the ways to do these tasks. I have setup a discussion forum in Blackboard for this purpose and will be a participant for this,

There is no failing this exam. You do it until competency is attained. Of course if you blow this off, you will fail.

1. Demonstrate two ways to find any given application that might be installed; show how you can determine keyboard equivalents for general commands.
2. Open any application, create some simple content, and save a file in two different locations on your hard drive and on one removable drive (I will supply this).
3. Demonstrate how to find a connected printer. Be able to explain possible reasons why a connected printer (or any other device like a MIDI interface) is not "seen" by the operating system.
4. Show how you determine:
Version of the operating system
Overall size of hard drive and amount of free space available
Size of RAM
CPU processing speed
5. Show where you would go to determine the computer's settings for an Internet connection. If you are using your own laptop for this quiz, show how you connect to the net in your own living area. If you are taking the quiz on a University lab computer, show how these are configured (fixed IP address or dynamic).
6. Show how you can manage (mover back and forth) between three applications running at the same time.
7. Show how to make an alias/shortcut for an application on your desktop. Show how you can use the right button on your mouse (or its equivalent on a Mac that uses one button) to create a folder within a folder in an appropriate place on your computer; write a pathname for a file that might be placed in this internal folder.
8. Show how to open a MS Word document and change its format from a native file format to a plain text file and a rich text format. Show how your would use extensions to the name of the file to indicate this. Be prepared to describe the file extensions that are described in table 6.4 in the text.
9. Demonstrate the ability to burn a CD on either a Mac or PC.
10. Bring the take-home quiz to your hands-on appointment with questions about items for which you have questions.