



Digital Literacy *Orientation Exam*

1. The flexible lab learning-model requires many lectures (TRUE) or (FALSE)
 - a. True
 - b. False**
2. Which of the following is a key to student success in a flexible-lab model?
 - a. Being disciplined, self-reliant, and taking initiative**
 - b. Waiting for instructions before proceeding to the next step
 - c. Re-arrange work schedule to accommodate class hours
 - d. All of the above
3. Which of the following is NOT true about flexible-lab learning?
 - a. Courses occur partly online and partly in labs; there are no formal attendance requirements
 - b. All course topics must be completed within a five-week time frame
 - c. Classes are self-paced meaning students may complete topics in random order taking as much time as he/she requires**
 - d. Students will not receive a refund if the course is not completed within five weeks
4. When a laboratory assignment is successfully completed, the instructor signs-off on:
 - a. Experiment Log Sheet**
 - b. Course Structure
 - c. Syllabus
 - d. Study Guide
5. Exam and Lab grades should be recorded on:
 - a. Experiment Log Sheet
 - b. Course Structure**
 - c. Syllabus
 - d. Study Guide
6. Course materials are found:
 - a. Online at HFC's home page
 - b. Online in HFC's Moodlerooms platform**
 - c. Offline in the instructor's office
 - d. All of the above





Digital Literacy Orientation Exam

7. How may a student contact the course instructor?
 - a. Online
 - b. Scheduled lab hours
 - c. Schedule office hours
 - d. All of the above**
8. Students may receive assistance from the instructor during lab assignments (TRUE) or (FALSE)
 - a. True**
 - b. False
9. How often should a student check Moodlerooms for announcements, updates, etc.?
 - a. Weekly
 - b. Everyday**
 - c. Once per unit
 - d. Bi-weekly
10. Which of the following is true?
 - a. Course Structure lists all of the units that make up a particular course
 - b. Study Guide lists required activities to perform for each unit
 - c. Experiment Log Sheet tracks completed lab assignments
 - d. All of the above**
11. Unit Exams are open book; students may use references and notes (TRUE) or (FALSE)
 - a. True
 - b. False**
12. Which of the following are allowed while taking a Unit Exam?
 - a. Notebook computer
 - b. Mobile phone
 - c. Tablet
 - d. None of the above**





Digital Literacy Orientation Exam

13. Which of the following testing infractions may cause a student to be terminated from the course?

- a. Removing an exam from the exam room
- b. Talking or whispering to anyone other than the instructor
- c. Using or possessing unauthorized materials or devices
- d. **All of the above**

14. How much time is allowed to complete a lab procedure?

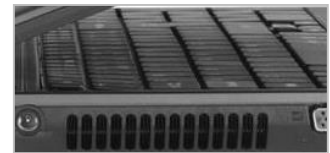
- a. **30 minutes**
- b. As much time as needed
- c. Until the lab closes
- d. 4 hours

15. Lab Procedures are open book; students may use references and notes (TRUE) or (FALSE)

- a. **True**
- b. False

16. The slots in the diagram should be covered to minimize the amount of dust inside the computer

- a. **False**
- b. True



17. The VGA port is used to connect to:

- a. A video game accessory
- b. **An external display**
- c. An external hard drive



18. The touch pad can be used in place of which device

- a. Monitor
- b. **Mouse**
- c. Tablet PC



19. From left to right, these ports can be used for:

- a. **Digital television, Internet, HDMI device, USB device**
- b. Mouse, fax machine, battery charger, SD card
- c. Floppy disk, telephone, MHDl device, UBS device





Digital Literacy Orientation Exam

20. If your DVD is stuck inside the computer, you should use a _____ to manually open the drive

- a. Butter Knife
- b. Safety Pin**
- c. Phillips Head Screwdriver



21. On your Acer Aspire notebook, to adjust screen brightness using the keyboard, first press and hold the _____ key.

- a. Fn**
- b. Alt
- c. Ctrl



22. If you'd like to use your laptop on your lap, you should place _____ underneath it to prevent the computer from overheating

- a. A pillow
- b. A book**
- c. Nothing



23. To connect a wireless mouse to a computer, insert the adapter into the:

- a. USB port**
- b. Wi-fi connector
- c. Mouse drive



24. On your Acer Aspire notebook, which key combination will disable the touch pad

- a. Fn + F7**
- b. Alt + F7
- c. Fn + F5



25. Which of the following statements are TRUE

- a. DVD drives can play DVDs and CDs**
- b. CD drives can play CDs and DVDs
- c. DVD drives can only play DVDs





Digital Literacy Orientation Exam

26. Your battery is low and there isn't an electrical outlet to plug in the power cord; what can you do to preserve power?

- a. **Dim the screen brightness**
- b. Remove the battery and shake it
- c. Switch to reserve power mode



27. What should you do before removing a flash drive from a PC?

- a. Close all application programs
- b. **Use the Safely Remove Hardware utility**
- c. Disconnect from the Internet
- d. Wipe dust off of the drive case

28. On a Windows PC, you can access the file system using:

- a. **Windows Explorer or File Explorer**
- b. Windows Finder or File Locator
- c. Internet Explorer or System Explorer
- d. None of the above

29. On a Windows PC, when a file is deleted ...

- a. **It goes to the Recycle Bin**
- b. It cannot be retrieved
- c. It is hidden as a system file
- d. It is removed from the hard drive

30. Which of the following are new features in Windows 10

- a. Cortana and Microsoft Edge
- b. Task View and Virtual Desktops
- c. Tablet mode and Action Center
- d. **All of the above**



Digital Literacy Orientation Exam

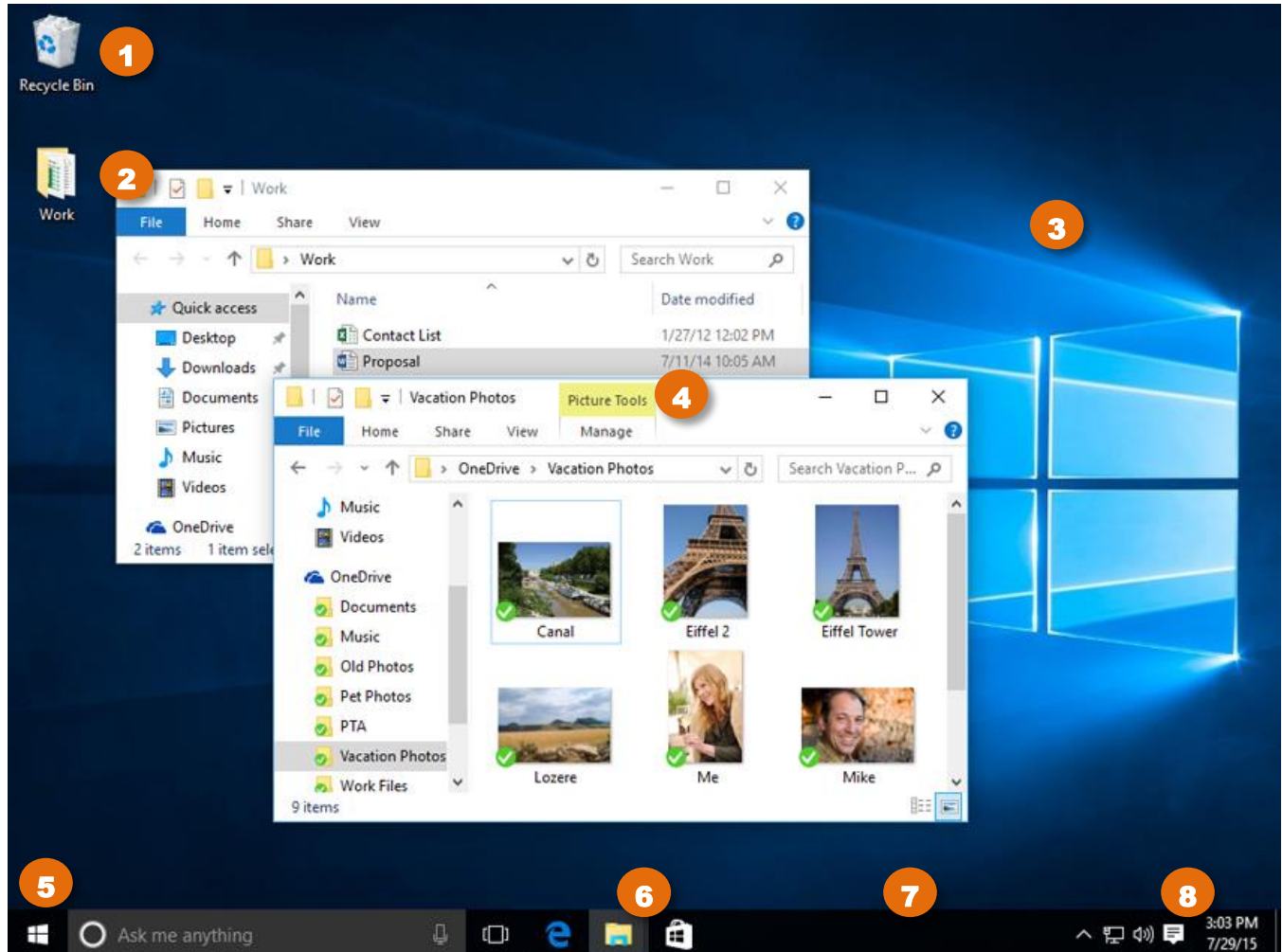
31. Review Diagram 1 on the last page; match numbers in the diagram with the descriptions below
- a. 7 Taskbar can be used to switch between open applications
 - b. 2 Shortcut to open a folder
 - c. 8 Notification area shows date and time, and shortcuts to settings
 - d. 1 Deleted files are moved here so they can be recovered if needed
 - e. 4 File Explorer opens when you double-click a folder
 - f. 5 Start Button opens the Start menu
 - g. 3 Desktop background
 - h. 6 Taskbar shortcuts: a quick way to open frequently used programs
32. Which of the following are Windows security features?
- a. Windows Defender
 - b. Windows Firewall
 - c. User Account Control
 - d. **All of the above**
33. To avoid being locked out of the PC if you forget your password, you should:
- a. **Create a password reset disk**
 - b. Never use a password for your PC
 - c. Tell your password to family and friends
 - d. Use your name for your password
34. What does it mean to Pin and application?
- a. Assign a PIN number that is required to open the app
 - b. **Permanently place an app's icon on the Start menu**
 - c. Make the application window remain on top of other apps
 - d. None of the above
35. What is a virtual desktop?
- a. **A group of open applications**
 - b. A cloud-version of the PC desktop
 - c. An alternate version of Windows
 - d. None of the above





Digital Literacy Orientation Exam

DIAGRAM 1





Digital Literacy *Orientation Exam*

SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work.

M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

DOL DISCLAIMER:

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: <http://www.msamc.org/resources.html>.

