

**DigiTools Digital Workbook**  
**Chapter 1**

**Name:** \_\_\_\_\_

**Reminder:** Save the CH01 Workbook file under a new name if you plan to key your answers in the document. Use the filename Workbook CH01, and place the file in your DigiTools your name\Chapter 1 folder.

**Review Questions**

**Instructions:** Write or key your answers to the questions below.

**Peer Check** Check your answers by comparing them with those of a classmate.

1. List three examples of digital hardware.
2. List and describe the five parts of a digital communication.
3. Explain the roles of an access point in a wireless network.
4. What is the purpose of a password? Give four rules for choosing and using passwords.
5. Why is a computer virus dangerous to your computer or network?
6. Explain the difference between an operating system and software applications.
7. List and briefly describe three types of computer interfaces.
8. What happens when you click a program's Minimize Control button? How can this action be reversed?
9. What programs are usually included in an office suite application? Give three examples of office suite software.
10. Give two advantages of using an office suite over using individual programs designed by different companies.
11. Describe two ways in which you can close a program when working with Microsoft Windows.
12. When keying text in Microsoft Word, what action does pressing the **Home** key cause? When keying text in Microsoft Word, what action does pressing the **End** key cause?
13. What happens to a document that has not been saved when you shut down your computer?
14. What is the purpose of the File, Close command in Microsoft Word?
15. What is the purpose of the Print Preview command in Microsoft Word, and when should you use it?
16. List three of the options that may be changed in the Print dialog box of Microsoft Word.
17. The Help feature in Microsoft Word includes options on three tabs. List and briefly describe the three tabs.
18. How does the storage capacity of a floppy disk or CD compare to that of a hard drive on a computer or a network?
19. List five actions that the Windows Explorer program allows you to do.
20. List three of the career clusters or pathways identified by the U.S. Department of Education. List one or two jobs that you think would be found in each career cluster you listed.