Introduction to Computers for Health Care Professionals 7th edition Joos Test Bank

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Chapter 1: On the Way to Digital Literacy

1. Computer literacy is the ability to use the computer to do practical tasks and to:

a. use basic computer applications.

b. complete basic networking skills.

c. know how to assess a computer for purchase.

d. use basic computer keyboards.

Answer: A

2. Which of the following individuals can be described as digitally literate?

a. A group leader highlights important parts of the textbook.

b. A student posts a blueprint to Google Docs.

c. A faculty member draws a diagram on the whiteboard with dry erase markers.

d. A librarian assists students in finding books for research.

Answer: B

3. An email with which type of attachment is at risk for releasing a virus when opening?

a. .pdf

b. .exe

c. .wav

d. .doc

Answer: B

4. A person who is using MS Excel is interested in:

a. word processing.

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b. graphics and design.

c. storing pictures and video clips.

d. creating spreadsheets.

Answer: D

5. A text file may also be called a(n) _____ file.

a. Word

b. PowerPoint

c. Excel

d. .Wav

Answer: A

6. Which icon would you use to download an email attachment?

a. Clipboard

b. Paperclip

c. Scissors

d. Exclamation mark

Answer: B

7. When texting in a professional setting, be sure to:

a. use abbreviations to avoid a lengthy text.

b. use emojis to convey emotions.

c. include more than 150 characters per message.

d. eliminate punctuation.

Answer: A

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8. Which information would *not* be included in an email from one nurse to another?

a. A patient's social security number

b. A patient's gender

c. The primary care provider for a patient

d. Recommendations for a support group for a patient

Answer: A

9. Which of the following should be avoided in a professional email?

a. Formal salutations

b. A signature file

c. Use of all capital letters

d. Subject heading

Answer: C

10. When logging in to the computer, how many attempts are usually given before an individual must reset his or her password?

a. One

b. Two

c. Three

d. Four

Answer: C

11. Which of the following is a best practice to follow to use email safely?

a. Reply to all spam in a timely manner.

b. Click on the link provided in the email to ensure it is legitimate.

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c. Scan emails through a virus checker.

d. Call the number listed on the email to verify the sender.

Answer: C

12. Which function is used to send an existing email to another individual?

a. Reply

b. Carbon copy

c. Reply all

d. Forward

Answer: D

13. The header of an email does not have which of the following components?

a. Date

b. Subject

c. CC

d. Location

Answer: D

14. Which of the following is also known as the return key?

a. Ctrl

b. Esc

c. Shift

d. Enter

Answer: D

15. Which of the following best defines phishing?

a. Fraudulent email that solicits private information

b. A tool that automatically moves incoming mail to separate folders

c. Symbols that substitute for facial expressions

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d. A message that failed to deliver properly

Answer: A

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