

Sheet1

LV Q1,C,40

- 1 Many people refer to RAM as the
- 1 Floppy disks are like cassettes and
- 1 Which of the following is not part
- 1 The notch on a floppy disk is called
- 1 Since floppy disks do not require
- 1 Why is it a good idea to save your files
- 1 Software is really a set of _____
- 1 The hardware is useless without the _____.
- 1 Microcomputers differ from Mainframes
- 1 Hardware devices are considered either _____ or Output devices or both.
- 1 All computers require an _____ system.
- 1 DOS performs the following functions:
- 1 DOS is considered:
- 1 When a floppy drive is being accessed -
- 1 Diskettes are:
- 1 Word processing, Spreadsheets, Games, Database Management, Accounting are
- 1 Later when you want to bring back a
- 1 Who created MR DOS tutorial:
- 1 The original IBM differs from the
- 1 IBM stands for
- 1 The first electronic computer was
- 1 IBM introduced its first PC in _____
- 1 Today APPLE computers still dominate
- 1 IBM's market entry made the PC a
- 1 IBM has _____ architecture in its
- 1 IBM's open architecture allowed for a
- 1 Visicalc software is credited with
- 1 DEC stands for:
- 1 MR DOS Tutorial was originally written
- 2 Each time the computer is turned off
- 2 The floppy disk material is made out
- 2 Floppy disks and hard disks are similar
- 2 RAM is part of the computer's brain.
- 2 Physical devices such as monitors,
- 2 Since RAM requires electricity to
- 2 When we create something with the
- 2 What does the CPU stand for?
- 2 What does BIT stand for?
- 2 8 bits comprise a?
- 2 RAM stands for:
- 2 ROM stands for:
- 2 The layout of the computer keyboard is
- 2 A IBM monitor displays:
- 2 What do you call the device which
- 2 A Joystick is:
- 2 _____ printers are fast
- 2 MR DOS Tutorial can run on any:
- 3 What is the process of loading DOS into

Q2,C,40

- Computer's _____ .
- video tapes because
- of proper disk handling:
- the _____ notch.
- electricity to hold their information,
- on at least 2 separate disks?
- which are placed in RAM to give the
- _____.
- by all the following reasons except for:
- _____ or Output devices or both.
- system.
- either written to and read from:
- Document Management, Accounting are
- document created at an earlier time, you
- original APPLE in many ways - 1 way
- developed in 1942 at
- the _____ market.
- legitimate _____ tool.
- design.
- host of lower cost _____ comput
- _____.
- in 1989? True/False
- all the information in _____ is lost
- of _____.
- for the following, except:
- What does it stand for?
- keyboards, modems, etc are referred
- contain its information, it is referred
- computer - like a document, we then
- called a _____ keyboard.
- enables you to hook your computer up
- and inexpensive.
- RAM called?

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- 3 DOS has 2 key functions: Linking the Hardware and _____
- 3 What is the maximum number of characters allowed in a filename? (do not include
- 3 What is the maximum number of characters allowed in an extension? (do not include
- 3 What is the following referred to: A>
- 3 When you see the DOS Prompt: A> The "A" drive is referred to as the
- 3 A floppy disk is like a:
- 3 How can you get a listing of files on the disk in the A drive? (Do not use
- 3 The disk in drive A contains a file called: SAMPLE.WK1 How would y
- 3 What does the following command do? A>DATE
- 3 What does A>DIR/P accomplish that a simple A>DIR does not?
- 3 What is wrong with this filename: BUD-1989.123
- 3 How would you copy a file called: TEST.PRG from the B drive to the A driv
- 3 How can you change the default drive from A to B
- 3 How can you delete the file called TEST.PRG from the disk in the B drive
- 3 What command will indicate the amount of RAM storage on your machine?
- 3 How can you clear the screen in DOS?
- 3 What does FORMATING a disk do?
- 3 When using a 2 drive system, what is in the A drive when this is issued:
- 3 In a single drive system, what is in the A drive when the following is issued:
- 3 What command will Format a disk in the drive, and place the internal DOS files
- 3 What command will make an exact copy of a disk in the A drive onto a disk in the
- 3 A floppy disk is like a _____.
- 3 Two files with the _____ cannot exist on the same disk.
- 3 Unless told otherwise, the computer assumes the _____ drive is where
- 3 MR DOS is called a SHAREWARE product
- 4 What does ROM stand for?
- 4 _____ allow expanding the file criteria of DOS commands
- 4 How would you copy all files from the A disk with an extension of .EXE to the
- 4 What command will delete the following from the B drive: SALES.COM SALE.D
- 4 Internal DOS, the 3 files which are necessary to boot DOS include
- 4 The first purpose of ROM is to install instructions in RAM to perform
- 4 The 2 hidden files within the internal DOS file trilogy enable:
- 4 Other than LINKING HARDWARE, DOS's mission is one of _____.
- 4 How would you copy all files beginning with a D and with an extension of WK1
- 4 The * (asterisk) wildcard is commonly called _____
- 4 How would you delete all files that begin with a D and have an extension W
- 4 How would you get a directory of the B disk for files that have an extension of
- 4 How would you include the following files in a copy from A to B - BUDGET.W
- 4 How would you delete all files from the B disk?
- 4 The last instruction that ROM gives is:
- 4 Does this command make sense: A>FORMAT B:*.*
- 4 I want to copy these: SALE.JAN SALE. but not SALESMAN.JAN SALESMAN.FE
- 4 What command will allow seeing all files on the A drive but will pause after each
- 4 What command will allow displaying all the filenames on the B disk but listed
- 4 It is OK to use upper or lower case or a combination when typing a DOS comm
- 4 How can we delete all files from a disk in the A drive?
- 4 Is it possible to issue both a copy and a delete command at the same time?
- 4 How can I copy all files that have S as the first character and D as the third
- 4 What would happen with the following command: A>COPY *.* B

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- 4 What would happen with the following command; A>COPY A:*.*
- 5 If something created on an older version of software works on a newer, this is
- 5 F.A.T. refers to:
- 5 A fragmented disk means:
- 5 When a file is deleted from a disk, the contents are only removed from the
- 5 What command will print out the list of files on the B drive?
- 5 What command will display the contents of the A disk in alphabetic order
- 5 What command will print out a sorted list of B disk files?
- 5 What command will show all files on the A disk with BUD in the filename?
- 5 How can I get a display of files on the B drive sorted by extension?
- 5 Batch files are called Batch because:
- 5 What command will allow me to create a file called DIRLIST.001 which contains
- 5 What is the kick-off command that will allow construction of a batch file
- 5 What command will allow displaying the A disk directory in sorted order by
- 5 What command will allow executing a batch file called WP.BAT from a disk
- 5 What command will allow copying all files from the A disk to the B disk?
- 5 One of the reasons for software upgrade is to rid _____ from the software.
- 5 When you purchase software, _____ version requirements and RAM required
- 5 When a file is copied to a disk, the _____ is checked for available
- 5 Why would the command DIR |FIND ".C not list WP.COM or any other output?
- 5 When building a Batch file with the COPY CON command approach, what k
- 5 Can a disk in which a PIPING command SORT, FIND or MORE is used be write-
- 5 Fragmented files do not affect the data integrity - likelihood of losing data -
- 5 What command will allow deleting all files from the B disk?
- 5 What command will yield a sorted print-out of the C drive directory (sorted by
- 5 What is the standard output device in DOS?
- 5 What is the standard input device for DOS?
- 6 Only .COM .BAT and _____ files can be executed from the DOS prompt.
- 6 The unit of measure commonly used for file size, disk size and RAM capacity is
- 6 1,000 (1,024 actual) Bytes are known as a _____.
- 6 What command will allow considering the subdirectory: C:\LOTUS\FILES
- 6 What command will change the DOS pro from C> to C:\>
- 6 What command will give a status report on the C drive and allow converting
- 6 After a disk has been formatted, what command will transfer the DOS hidden
- 6 The SUBST command has been used to assign E as the logical drive for a
- 6 The _____ command will enable DOS to check other subdirectory locations for
- 6 The main directory of a hard drive is like a subdirectory but is called
- 6 How can all the files of the subdirectory called WPFILES be copied
- 6 What command will allow creating a subdirectory called LOTUS
- 6 How can I change to the C:\DBASE subdirectory?
- 6 How can I change to the LOTUS subdirectory?
- 6 To remove a subdirectory we use the RD command. The subdirectory to remove
- 6 Assuming the WPFIL89 subdirectory is empty, what command will remove it?
- 6 What command will allow you to return to the ROOT directory?
- 6 How can I change the current directory to C:\LOTUS\123FILES in 1 command?
- 6 How can I make a sub-subdirectory called DATFILES underneath a subdirectory
- 6 What command will give a listing of all subdirectories on the C drive?
- 6 What command will give a listing of all subdirectories on a disk AS WELL AS all
- 6 What command will set a path to include the subdirectories: DOS, LOTUS

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- 6 What command will allow me to make an EXACT copy of a disk in drive A to a
6 CONFIG.sys and _____ are 2 optional files that will be opened and read by
6 <CTRL>-<ALT> and _____ are 3 keys that are required to warm boot the system.
7 Batch files have an extension of:
7 What command would allow you to list the contents of the LOTUS.BAT batch
7 What optional file will help DOS _____ configure the hardware of our system
7 In an optional CONFIG.SYS file, the _____ BUFFERS command refers to:
7 Unless specified in the optional _____ CONFIG.SYS file, the default number
7 What command will allow BACKING UP entire C disk to disks in the A drive
7 What command will allow restoring the entire C drive from floppies produced
7 What command will allow me to BACKUP only files from a subdirectory called
7 The following is true about XCOPY _____ except:
7 How would you use the XCOPY command to COPY the entire contents of the
7 Other than the COPY CON technique, what command would allow creating an
7 Using the XCOPY command, how can I copy only the files from this subdir
7 Using BACKUP, how can I backup the or the files that have been modified since
7 AUTOEXEC.BAT and _____ are 2 optional files that are opened and read
7 What command would you enter to get a print out of the AUTOEXEC.BAT file
7 The BACKUP command will produce a set of numbered disks which really represent
7 Using XCOPY, how would I copy only the files in this subdirectory created after
7 What is the command given within the EDLIN environment to end and save what
7 Is it a good idea to put all program _____ BATCH files in a subdirectory called
7 What command will BACKUP the entire hard drive of only files that have been
7 How is C:\BUD>COPY *.* A: different than C:\BUD>XCOPY *.* A:
7 While using the EDLIN editor, what _____ command issued from the leftmost
7 EDLIN and the COPY CON technique will create _____ type files.
7 Ideally the ROOT directory will only _____ contain Command.com, Config.sys,
7 When purchasing a hard disk drive, the _____ 2 factors affecting cost are: Capacity

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they are called _____ memory hardware a useful ability.

all examples of _____ software. _____ it from a floppy disk.

is:

ers

to as what?

to as _____ memory _____ it to a floppy disk.

to another via a phone line:

A1,C,30

BRAIN

You can record movies on disks

Never touch the mylar surface

WRITE PROTECT

NON-VOLATILE

Help the disk manufacturers

INSTRUCTIONS

SOFTWARE

Cost

INPUT

OPERATING

Links File Management

HARDWARE

The drive light will light up

Female Disks

APPLICATION

RETRIEVE

RON REAGAN

OPEN ARCHITECTURE

NAUGHTY DOGGY

Duke University

1981

SCHOOL

BUSINESS

OPEN

COMPATIBLE

PC market growth

Digit Eprom Conduit

TRUE

RAM

MYLAR

Storage mediums

RANDOM ACCESS MEMORY

HARDWARE

VOLATILE

SAVE

CENTRAL PROCESSING UNIT

BINARY DIGIT

NIBBLE

RANDOM ACCESS MEMORY

READ ONLY MEMORY

QWERTY

80 columns by 25 rows

MODEM

A smiling broom

DOT-MATRIX

Computer

BOOTING

A2,C,30

GUT

They use magnetic media

Hold the disk by its label

WRITE PROTECT NOTCH

NON VOLATILE

In case one is destroyed

INSTRUCTION SET

Capacity

DOS

Enables screen graphics

SOFTWARE

The earth stops rotating

Rockettes understudies

APPLICATIONS

READ

MS DOS

SIZE OF FLOPPY DISKS

ICE BY MENNON

Moscow Research Institute

EDUCATION

CLOSED

COMPATIBLES

Children's software

Dark Electron Control

T

RANDOM ACCESS MEMORY

Non volatile memory

COMPUTER HARDWARE

STORE

CENTRAL PROCESSOR UNIT

STRAND

40 columns by 25 rows

MODULATOR/DEMODULATOR

A computer input device

DOT MATRIX

MS DOS Computer

BOOTING DOS

Sheet1

_____.	MANAGEMENT OF FILES	MANAGING THE FILES
the extension)	6	11
the filename)	3	10
_____ drive?	DOS PROMPT	PROMPT
command options: /P or /W)	DEFAULT	THE DEFAULT DRIVE
copy it to a disk in the B drive?	Frisbee	Brazier
	DIR	DIR A:
	COPY A:SAMPLE.WK1 B:	COPY SAMPLE.WK1 B:
	Displays today's date	Allows changing system date
	PAUSES AFTER EACH SCREEN	PAUSES
	The 1st character is a letter	Extensions must be characters
e	COPY B:TEST.PRG A:	COPY B:TEST.PRG
	B:	
	DEL TEST.PRG	ERASE TEST.PRG
	CHKDSK A:	CHKDSK
	CLS	
	Evens the margins	Increases storage space
A>FORMAT B:	DOS DISK	DOS
A>FORMAT B:	DOS DISK	DISK OPERATING SYSTEM
on the disk too.	FORMAT B:/S	FORMAT/S B:
B drive.	DISKCOPY A: B:	
	FILE CABINET	FRISBEE
	SAME EXTENSIONS	SAME NAMES
the action is?	DEFAULT	
	True	False
	READ ONLY MEMORY	
	WILDCARDS	WILDCARD
B drive?	COPY A:*.EXE B:	COPY *.EXE B:
SALESMAN.EXE SALLIKE.WK1 SALINAS	DEL B:SAL*.*	DEL B:SA*.*
COMMAND.COM and 2 _____ files.	HIDDEN	
_____ checks.	SYSTEM	HARDWARE
	Linking file strings	Command execution
	FILE MANAGEMENT	MANAGEMENT OF FILES
from the B disk to the A disk?	COPY B:D*.WK1 A:	COPY B:D*.WK1
	STAR	
from the A disk?	DEL A:D*.WK1	DEL D*.WK1
COM only?	DIR B:*.COM	DIR B:?????????.COM
BUD1989.DOC BAR.GO SALESMAN.PR	COPY A:*. * B:	COPY *. * B:
	DEL B:*. *	DEL B:?????????.*
	To turn on the power supply	To beep when disks access
	YES	NO
A to B - how?	COPY A:SALE.* B:	COPY SALE.* B:
screen is filled?	DIR/P	DIR A:/P
widthwise on the screen?	DIR B:/W	DIR B: /W
and?	TRUE	FALSE
	DEL A:*. *	DEL *. *
	YES	NO
character from A to B drive?	COPY A:S?D*. * B:	COPY S?D*. * B:
(notice, no full colon after the B)	All files copied to B disk	No files copied to B disk

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referred to as _____ compatible.	Error message would appear UPWARD	Files correctly copied to B UPWARDLY
F.A.T.	FILE ALLOCATION TABLE	
based on filename?	The envelope is torn. True	The mylar is torn. False
	DIR B:>PRN	DIR B: >PRN
	DIR SORT	DIR A: SORT
	DIR B: SORT >PRN	DIR B: SORT>PRN
	DIR BUD*.*	DIR A:BUD*.*
	DIR B: SORT/+10	DIR B: SORT/+10
an alphabetic list of B disk files? called DB.BAT on the A disk? date? in the A drive?	They are whipped up DIR B: SORT >DIRLIST.001 COPY CON:DB.BAT DIR SORT/+24 WP	They contain a series of DIR B: SORT >DIRLIST.001 COPY CON:A:DB.BAT DIR A: SORT/+24
	COPY A:*.* B:	COPY *.* B:
are noted on the package. sector locations.	BUGS DOS F.A.T. FIND is only for EXE files	BUG DISK OPERATING SYSTEM FAT WP.COM is not a file
pressed to save and exit the process? protected? but, they do affect the retrieval _____	<F6> YES SPEED	F6 NO ACCESS TIME
filename)?	DEL B:*.* DIR C: SORT >PRN MONITOR KEYBOARD .EXE	DEL B:*.* DIR C: SORT>PRN CRT KEYPAD EXE
known as a _____.	BYTE KILOBYTE	KB
the D drive?	SUBST D: C:\LOTUS\FILES PROMPT \$P\$G	SUBST D: \LOTUS\FILES
lost clusters to .CHK files. files from the C drive to the A drive? subdirectory, how cancel this setting? .EXE, .COM and .BAT files? the _____ directory. to the A disk?	CHKDSK /F SYS A: SUBST E: /D PATH ROOT COPY C:\WPFILES*.* A: MD LOTUS CD DBASE CD\LOTUS	CHKDSK C:/F PATH COMMAND COPY \WPFILES*.* A: MD \LOTUS CD\DBASE
must be _____ prior to removal.	EMPTY RD WPFIL89 CD\ CD\LOTUS\123FILES	EMPTIED RD\WPFIL89
called WP in 1 command?	MD C:\WP\DATFILES TREE TREE /F PATH=\DOS;\LOTUS	CD LOTUS\123FILES MD WP\DATFILES TREE C: TREE C:/F PATH=C:\DOS;C:\LOTUS
files?		

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disk in drive B? DOS upon Booting.	DISKCOPY A: B: AUTOEXEC.BAT DEL BAT	 .BAT
file which is on the B disk? when it boots?	TYPE B:LOTUS.BAT CONFIG.SYS Reliever to RAM stress	ASCII microspooler
of files that DOS allows open at once is (Use BACKUP)	5 BACKUP C:*.* A: /S	2 BACKUP *.* A: /S
with the BACKUP command in the A drive? 123FILES to disks in the A drive?	RESTORE A: C:*.* /S BACKUP C:\123FILES*.* A: Faster than COPY command	RESTORE A:*.* C:*.* /S BACKUP C:\123FILES*.* A:\ Able to transfer entire Subdir
123FILES subdirectory to the A drive? AUTOEXEC.BAT file in the Root directory? that have been modified since last XCOPY the last BACKUP in this subdirectory. upon booting if located in the Root dir. for use as good documentation?	XCOPY C:*.* A: EDLIN AUTOEXEC.BAT XCOPY *.* A:/M BACKUP C:*.* A: /M CONFIG.SYS PRINT AUTOEXEC.BAT	XCOPY C:\123FILES*.* A:\ EDLIN C:\AUTOEXEC.BAT XCOPY C:\DBFILES*.* A:/M BACKUP C:\WPFILES*.* A: / PRINT C:\AUTOEXEC.BAT
1 continuous floppy disk: January 1, 1990 to the A disk? you just created?	TRUE XCOPY C:*.* A:*.* /D:01-01-90 E	FALSE XCOPY *.* A: /D:01-01-90
BATCH which is included in a PATH comnd modified since the last BACKUP?	YES BACKUP C:*.* A:\ /S/M XCOPY allows for more files	NO BACKUP *.* A: /S/M than 1 disk could hold
asterisk will delete line #6?	6D .EXE	Document
Autoexec.bat and _____ . and Access Time?	Program Files TRUE	Batch Files FALSE

Sheet1

A3,C,30 STORAGE AREA They have a shelf life Use felt tip pens WRITE PROTECTION	A4,C,30 NOSE They're easily repaired Do not leave in hot or cold COPY OVER PROTECTION	A5,C,30 TOE NAIL They do not require a stylus Remove prior to power off ERASE PROTECTION
2 heads are better than one INSTRUCTION	Disks are people too	IBM says so
Speed	Size	The use of 0s and 1s
DISK OPERATING SYSTEM Links Hardware and File Mgmt	Translate ASCII characters	Allows Word Processing
Neurons release energy Floppy Disks DEDICATED	Synapses flow Baby Frisbees	Electricity reverses Female Disco
PETER DIOTTE VOLTAGE REQUIRED INTERNAL BYTE METHODS German Rocket Research Uni	WILL ROGERS TYPE OF MONITORS INTERNATIONAL BUSINESS MACHINE Iowa College	PETER NORTON TYPE OF PRINTERS ITTY BITTY MACHINE Harvard
MODERN CLONE College math software Digital Equipment Corporation	FLAT MS DOS Computer drafting Disks, Equipment, Computers	MICROTIC DOS Hardware Big Blue
Read and Write to and from	Used with micro computers	Both are portable
HARDWARE DEVICES		
WRITE Γ		
BYTE	BROGEN STAFFOSOUND	MICRORAM
132 columns by 25 rows MODULATOR DEMODULATOR Divining rod	infinite columns and rows Baseball bat	73 columns by 20 rows Electronic letter opener
TV COLD BOOT	Radio WARM BOOT	Racetrack

Sheet1

FILE MANAGEMENT	MANAGING FILES	MANAGEMENT OF FILES
8	5	14
0	2	4
A PROMPT	DOS COMMAND PROMPT	
DEFAULT DRIVE		
Rolodex	Stage Shoot	File Cabinet
DIR A:*. *	DIR A:/*.*	DIR A:/
COPY SAMPLE.WK1 B:SAMF	COPY A:\SAMPLE.WK1 B:	COPY A:\SAMPLE.WK1 B:\
Initiates computer dating	Nothing	Prints a date stamp
PAUSES THE SCROLLING	PAUSES AFTER EACH PAGE	PAUSE
Too many characters	A dash (-) is not allowed	This name is reserved
COPY B:\TEST.PRG	COPY B:\TEST.PRG A:	COPY B:\TEST.PRG A:\
DEL B:TEST.PRG	ERASE B:TEST.PRG	DEL B:\TEST.PRG
CHKDSK A:\	CHKDSK A:*. *	CHKDSK A:*.*
Initializes a new disk for use	Alphabetizes all the files	Removes old, unused files
DISK OPERATING SYSTEM	MS DOS	MS-DOS
OPERATING SYSTEM	MS-DOS	DOS
ENVELOPE	DLOPPY FISK	RETAINING WALL
SAME PROGRAM	SAME SIZE	DIFFERENT PROGRAMS
*	* AND ?	* ?
COPY ????????.EXE B:	COPY A:?????????.EXE B:	COPY A:*.EXE B:
DEL B:S*.*	DEL B:\SAL*.*	DEL B:SAL?????.???
HARDWARE SYSTEM		
Linking hardware	Internal command set	Software logo
MANAGING FILES		
COPY B:D?????????.WK1 A:	COPY B:D?????????.WK1	COPY B:\D*.WK1 A:\
DEL A:D?????????.WK1	DEL D?????????.WK1	DEL A:\D*.WK1
DIR B:*.COM		
COPY A:?????????.* B:	COPY A:*.* B:	COPY A:?????????.??? B:
DEL B:?????????.???	DEL B:*.*???	DEL B:*.*
To find DOS in drive A or C	IBM trademark	Clean out all RAM chips
COPY A:SALE.??? B:	COPY SALE.??? B:	COPY A:\SALE.* B:
DIR /P	DIR *.* /P	DIR A:*.* /P
DIR/W B:	DIR B:*.* /W	DIR B:*.* /W
DEL A:?????????.???	DEL ??????????.???	DEL A:*.*
COPY S?D?????.* B:	COPY S?D?????.??? B:	COPY A:S?D*.??? B:
Files copied to A disk all	under the name B	Nothing - error message appear

Sheet1

All files copied to B drive

All files deleted

Some files copied

It is a 2-tiered hard drive

Files are stored in non-

contiguous sectors

DIR A: |SORT
 DIR B: |SORT >PRN
 DIR |FIND "BUD"
 DIR B: |SORT /+10
 commands that are executed sequentially.
 DIR B:|SORT>DIRLIST.001
 EDLIN DB.BAT
 DIR |SORT /+24

DIR A:\ |SORT
 DIR B: |SORT>PRN
 DIR A:|FIND "BUD"
 DIR B:*. * |SORT /+10
 DIR B: |SORT>DIRLIST.001
 EDLIN A:DB.BAT
 DIR A:*. * |SORT/+24

DIR A:*. * |SORT
 DIR B:*. * |SORT>PRN
 DIR A:\BUD*. *
 DIR B:*. * |SORT /+10
 They are a sub-DOS grouping
 DIR B:*. * |SORT>DIRLIST.001
 EDLIN A:\DR.BAT
 DIR A:*. * |SORT/+24

COPY A:*. * B:
 PROBLEMS

COPY A:*. * B:\
 ERRORS

DISKCOPY A: B:
 GREMLINS

FILE ALLOCATION TABLE
 DIR listings do not contain a
 FUNCTION KEY 6

period before the extension
 <CTRL><Z>

COM is in upper case

TIME
 ERASE B:*. *
 DIR C: |SORT>PRN
 SCREEN
 CONSOLE

ERASE B:*. *
 DIR C: |SORT >PRN
 DISPLAY SCREEN

DIR C:*. * |SORT>PRN

1 KILOBYTE

CHKDSK C:*. */F

CHKDSK C: /F

CHKDSK C:*. */F

COPY C:\WPFILE*. * A:\
 MD C:\LOTUS
 CD \DBASE

COPY \WPFILE*. * A:\

COPY C:\WPFILES*. * A:*. *

RD C:\WPFILE89

RD \WPFILE89

CD C:\LOTUS\123FILES
 MD \WP\DATFILES
 TREE C:\
 TREE C: /F
 PATH = \DOS;\LOTUS

CD \LOTUS\123FILES
 MD \WP\DATFILES
 TREE/F
 PATH = C:\DOS;C:\LOTUS

DELETE

Number of open files allowed The type of Word Processor
15 7

BACKUP C:*.* A:*.* /S BACKUP C:*.* A:/S
RESTORE *.* C:*.* /S RESTORE A:*.* C:*.* /S
BACKUP \123FILES*.* A: BACKUP \123FILES*.* A:\

Target disks must be formatted Can copy files > floppy size
XCOPY C:*.* A:*.* XCOPY *.* A:\

XCOPY C:*.* A:/M XCOPY C:*.* A: /M
BACKUP *.* A: /M BACKUP C:*.* A:\ /M

TYPE AUTOEXEC.BAT >PRN TYPE C:\AUTOEXEC.BAT >PRN

XCOPY C:*.* A: /D:01-01-90 XCOPY *.* A:\ /D:01-01-90

BACKUP C:*.* A:\ /S /M BACKUP C:*.* A: /S /M
XCOPY allows for a single file larger than 1 disk could hold

ASCII ASME
Subdirectories Read.Me files

Staging area within RAM
20
BACKUP *.* A:/S

Faster than BACKUP command
XCOPY *.* A:*.*

XCOPY *.* A: /M
BACKUP C:*.* A:*.* /M

TYPE AUTOEXEC.BAT>PRN

BACKUP C:*.* A:*.* /S /M
COPY is faster

Spreadsheet
Text Files

Sheet1

H1,C,30

A Brain contains memories
Each uses a magnetic spread
It is ok to remove disks
If the notch is covered, the
Like recorded cassettes, the
Disks are fragile. They can
We learn by data being fed
Likewise, the software is not
Technically, there is little
Disk drives are both Input
IBM and all the IBM compatible
DOS is vital to a computer's
Apple has its own DOS. This
Generally, removal of a disk
Diskette is the eloquent way
DOS is software too, but since
Files are Written to and Read
MS DOS is the official name
Open Architecture of the IBM
Some say IBM stands for Big
Although some dissent, many
Not the first on the scene,
Although IBM is gaining school
The market grew very quickly
Open architecture is a
We have benefitted due to the
Visicalc is the first software
DEC is considered on the
June of 1989.
RAM is called volatile memory
This is the same material that
Both Floppy drive and Hard
RAM contains the instructions
In general, if you can touch
When the power is cut to the
Writing to a floppy disk does
The CPU determines the speed
A Binary Digit is a 0 or a 1.
A "Byte" sound larger than
RAM is often considered the
ROM contains factory preset
The top row of keys = QWERTY.
Some specialty software can
For less than \$100 you can
First seen on video games,
Dot Matrix printers are the
MS DOS computers encompass
The computer seeks out certain

H2,C,30

in which inputs are compared
to store data. Magnets have
prior to turning off the
disk cannot be copied to
information can be played back
fail for no apparent reason.
thru our 5 senses into our
useful without the hardware.
difference. It all boils down
and Output devices. A
computers use Microsoft's
operation.
is one reason that Apple
while the drive light is lit
of referring to a floppy Disk.
it is vital it is not
from a floppy disk. It is
of MicroSoft's DOS. Some
lead to faster add-on systems
Blue since it has dominated
agree that Iowa College
but quickly a dominant player.
market share.
with IBM as a player.
natural for add-in cards.
downward price pressure thru
that business found new
cutting edge of technology,
because it requires
are used in cassettes and
drives operate in a similar
that gives a computer a
it, it is Hardware
computer, all of RAM's
not mean you are dysfunctional
of computation. This is
a "Bit" - and it is.
brain of the computer
instructions. It can be READ
The keyboard is laid out
alter the display of columns
have this ability. It opens
this device is primarily used
most popular due to cost,
world of IBM compatible
files on a disk - thus pulling

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and action is taken. RAM is
2 orientations - N to S, and
system - just be sure you have
or erased. Do not use clear
for years to come.
Don't be caught with a
brain. The computer learns by
to distinguishing between a 0
keyboard is an input device, a
Disk OPERATING System.
compatibility with IBM is not
is hazardous.
considered Application
a magnetic storage cabinet.
wonder if it's a feminist.
from vendors. This aided
the direction of the micro-
deserves the credit
added competition in the
abilities with.
while IBM is noted for
electricity to keep its
video tapes.
way. Hard drives are faster
specific ability.
contents is lost.
it means you are saving it on
called the clock speed. A slow
but not written to, thus
illogically to slow typist
and rows
the world of information right
on computer games.
speed and durability.
computers.
itself from its bootstraps

Sheet1

DOS is vital - 1st piece of software installed in RAM.	Can't run computer without it.
Filename and Extensions can be comprised of letters or numbers.	
Filename and Extensions can be comprised of letters or numbers.	
Some novices call it the "A greater than sign"	
UNLESS told otherwise, the computer will assume the "action" is in the default	
A floppy disk contains files which can be copied, erased, printed, etc - just like	
DIR is short for DIRectory. Notice that since A is the default drive, it is not	
The COPY command requires 2 pieces of information: What file on which drive to be	
Each file that is created or modified will be date stamped with the system date. It is	
If more than 25 files on a disk, they will scroll by a full screen without stop.	
Other symbols off limits: . " / \ [] : < > + = ; ,	
Since A is the default drive its use is optional	
The default drive is where DOS will look unless told otherwise	
Notice the default prompt is now the B drive. DEL and ERASE are identical commands	
This command also shows the amount of free storage space on the disk, and other items -	
Although the remains of previous commands are on a screen, they have no use.	
FORMAT superimposes a grid of sectors on a disk. Apple's grid is different, thus	
FORMAT is an External command DOS must be present in the system	
When an external command is issued, the file is loaded into RAM, then pauses while	
The internal DOS files can only be placed on a disk at specific times. This is one	
There are other ways to copy an entire disk which are covered in the next unit	
Floppy disks have a limited capacity to hold files. DOS enables management of these	
In Hard Disk DOS we will learn that 2 identical named files can co-exist in different	
To change the Default drive, just type the new default drive followed by a full colon	
Shareware is a technique for distributing software on a preset instruction set	
ROM chips contain a factory the ? payment honor system.	
The * is more powerful than the ?	
Use the file commands the same as with a single file - use the wildcards to broaden their	
Using a DIR B:SAL*.* would provide a peak as to the files you are about to delete - a	
A hidden file cannot be seen with DIR or copied or deleted with conventional means.	
ROM is preset at the factory	
For IBM's PC-DOS, these files are: IBMDOS.SYS IBMBIO.SYS	
DOS is vital to computer operation	
The * is quicker to type than ?. Note: It works to put *.* after A: or A:\ -	
	Copy *.EXE files = Copy star
NO HELP	
The DIR command default is to show all files, wildcards can narrow the criteria	
This was a partial trick question - there is no common base between the 4 files. Must	
Again, since the asterisk is more powerful fewer are needed to do this job.	
If no disk is in the A drive, the computer will then look in the root directory of a hard	
FORMAT is not a file specific command - it is an operation performed on an entire disk.	
Artful use of wildcards can greatly speed the task of file management.	
Since A is the default drive, it is not necessary to call it out in this command.	
You will lose the size, date and time information for each file with the /W switch in a	
Although most computer activities require exact type including case, DOS is an	
Be careful! Of course the DEL command will not erase hidden files from a disk.	
DOS file management is one of single task instruction that is executed by pressing the	
This is a case where the ? wildcard must be used.	
When a drive is not specified, DOS assumes the default drive.	

Sheet1

Copy requires noting which drive to copy to. If none specified, it assumes default.
dBASE IV - a database software is downward compatible with dBASE III - this is unusual.
The F.A.T. is like an index to the disk - it notes which files are located at which
Many third party tools exist to defragment disks.
This is why software tools exist which can recover previously deleted files.
The greater than sign > is a redirection of output from the default of the screen.
The files are not permanently sorted on the disk. They appear sorted for this command
This print out is often folded and placed inside the disk sleeve as a reference.
The FIND approach will also pickup files with BUD within the filenames - 89BUDGT.wk1 -
To sort by Date would require /+24
Batch files always have the extension .BAT
This file will be date stamped this is good way to keep a
Edlin is a very basic Word Processor supplied with DOS.
The first date character is 24 characters in on the DIR line.
Batch files have the extension of .BAT but you
The Copy command will send files in a serial fashion.
Upgrades with a suffix of .01 are often known as Bug-Fixes.
For most programs, any DOS over 2.11 will be adequate.
When a file is deleted, the information is deleted from
Although when specifying a file within a DOS command the
Pressing <F6> will display ^Z on the screen.
When using one of these commands, a temporary file is
Many third party de-fragment software exist which will help
DEL and ERASE are identical commands.
This will display the current directory of the C drive only-
DOS commands default their output to the screen.
Sometimes the Keyboard is known as the Console
All other files are regarded as data files.
A Byte is comprised of 8 bits.
A Kilobyte means 1,000 bytes. However, a kilobyte actually
Any command referring to the D drive will actually be
The Prompt command allows for alternative configuration of
The *.* option will also report on the fragmentation
The disk in the A drive must be empty - UNLESS - this is
The SUBST must be cancelled prior to re-assigning to
Typing PATH without any parameters will display the
The Root directory contains all the subdirectories
A subdirectory is like a separate disk. Many commands
The command MKDIR is the same as the more common,
The blank space approach: CD DBASE works anytime you
Use of CD LOTUS only works if the LOTUS subdirectory is one
Being empty also means that no other subdirectories are
A subdirectory is empty when all files and connected
On some versions of DOS, CD.. will move the user to
No Help
No Help
Many third party software tools do a better job of
Many third party software tools do a better job.
DOS will now look for EXE, COM and BAT files in both the DOS and LOTUS subdirectories if

Sheet1

The disks must be the same size. The COPY command is slower, but does defragment
If booting from a hard drive, these files must be present in the Root directory.
A cold boot is when the power to the computer is turned on.
Certain extensions have reserved meanings in the world of DOS. BAT is one of them
The TYPE command is used to display ASCII files. All other file types will not be
If not present, all hardware settings will default to DOS standard settings
Word Processing and Spread- sheet programs do not make use of these Buffers. Accounting
The program called DBASE requires FILES=20 parameter set for proper operation.
The /S option instructs it to include all subdirectories.
The /S option requires that all subdirectories be restored
This is useful because it only includes files we have created
XCOPY is very powerful and is available from DOS 3.2 Its
If more than 1 disk is needed, it will prompt you for it.
EDLIN is a basic word processor supplied with DOS.
Be careful to use C:*. * rather than C:*. * - this
The /M option will speed up the process since only files
CONFIG.SYS is for special configuration of hardware.
A redirected TYPE command is similar to the PRINT command.
BACKUP was created to address the inability to copy a single
XCOPY is useful because it can selectively pick files -
This command is issued at the leftmost asterisk in the
This will keep the ROOT directory uncluttered.
The /S option ensures that all subdirectories and their
XCOPY is like BACKUP in that it can handle more files than
Be sure to say 6D rather than D6. D6 will delete the
ASCII stands for American Standard Code for Information
It is not a must, but this is a good organization technique.
Access Time is amount of time a random piece of data is
access on the drive. It is

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H4,C,30	DOSPROMPT,CMULTIPLE,N,1,0
similar.	1
S to N - thus a 0 or 1.	2
saved anything you've created.	5
tape to cover.	
catastrophic data loss	2
pushing instructions into RAM.	
and a 1 at a high rate.	5
monitor is an output device.	
	3
automatic.	2
	1
	3
software	
	3
quick market penetration.	1
market.	4
	4
	1
market.	
	1
customer service and support.	3
	0
information.	
and less likely to fail.	5
	0
	0
the disk.	
one is 4.7 megahertz, fast 20.	0
	0
	3
cannot be altered.	
when the machine was 1st built	
	1
to your own home/business	
	2
	2
	0

Sheet1

		0
		3
		1
		0
drive.		0
manila folders in a cabinet		5
necessary to include that info	A>	
copied to which drive.	A>	
important that it is correct.		2
DIR/P is 1 approach to help.		
		4
	A>	
	A>	
in DOS.	B>	
see Hard Disk DOS	A>	
CLS simply wipes it clean.	A>	
another compatibility issue		3
disks are changed.		
of them.	A>	
	A>	
file cabinets.		1
Sub-Directories		2
A>B:		
		1
application.	A>	
good idea!	A>	
		3
A:*. * or A:*. *	A>	
dot EXE files		
	A>	
	A>	
use the *. * approach.	A>	
	A>	
drive.		3
		2
	A>	
	A>	
DIR command.	A>	
exception		1
	A>	
Enter key.		2
	A>	
		3

But, cant copy unto itself! 1

location. 4
1

only. A>
A>
A>
BUD*.* wont A>
A>

a particular date. 2
A>
A>
not by year. A>
filename to execute. A>
Diskcopy will not. A>
Bug-Fix of version 4.00

un-deletion if necessary.
not show up in the DIR output. 3
2

A>
more information

subdirectory C>
most common. C:\>
files already on the A disk. C:\>
C:\>

similarly we specify a subdir. C:\>

below the current one. C:\>
directory C:\DBASE>

C:\>
C:\123FILES>
C:\>
C:\>
subdirectories C:\>
C:\>
not found in the current sub. C:\>

the files being sent.	C:\>	
discernable with this command.	C:\>	
and database software does.		5
		4
	C:\>	
	A>	
the Lotus program itself.	C:\>	
copy a single file > floppy.		4
123FILES is the current subdir	C:\123FILES>	
	C:\>	
C:*. * refers to current subdir	C:\DBFILES>	
be included.	C:\WPFILES>	
containing DOS commands.		
command, TYPE is not.	C:\>	
floppy disk to a floppy disk.		1
the COPY command to retrieve.	C:\BUDGET>	
		1
option checks for modification	C:\>	
single file larger than a disk		1
line #1 - not line #6.	*	
contain only text characters.		3
		3
measured in milliseconds.		1