

Sheet1

LVQ1,C,40

Q2,C,40

- 1 The concept of Computers is as old as:
- 1 Many people refer to RAM as the Computer's _____ .
- 1 Floppy disks are like cassettes and video tapes because
- 1 Which of the following is not part of proper disk handling:
- 1 The notch on a floppy disk is called the _____ notch.
- 1 Since floppy disks do not require electricity to hold their information,
- 1 Why is it a good idea to save your files on at least 2 separate disks?
- 1 Software is really a set of _____ which are placed in RAM to give the
- 1 The hardware is useless without the _____.
- 1 Microcomputers differ from Mainframes by all the following reasons except for:
- 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 - either written to and read from:
- 1 Diskettes are:
- 1 Word processing, Spreadsheets, Games, Database Management, Accounting are
- 1 Later when you want to bring back a document created at an earlier time, you
- 1 Who created MR DOS tutorial:
- 1 The original IBM differs from the original APPLE in many ways - 1 way
- 1 IBM stands for
- 1 The first electronic computer was developed in 1942 at
- 1 IBM introduced its first PC in _____
- 1 Today APPLE computers still dominate the _____ market.
- 1 IBM's market entry made the PC a legitimate _____ tool.
- 1 IBM has _____ architecture in its design.
- 1 IBM's open architecture allowed for a host of lower cost _____ compute
- 1 Visicalc software is credited with _____.
- 1 DEC stands for:
- 1 MR DOS Tutorial was originally written in 1989? True/False
- 2 Each time the computer is turned off all the information in _____ is lost
- 2 The floppy disk material is made out of _____.
- 2 Floppy disks and hard disks are similar for the following, except:
- 2 RAM is part of the computer's brain. What does it stand for?
- 2 Physical devices such as monitors, keyboards, modems, etc are referred
- 2 Since RAM requires electricity to contain its information, it is referred
- 2 When we create something with the computer - like a document, we then
- 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 called a _____ keyboard.
- 2 A IBM monitor displays:
- 2 What do you call the device which enables you to hook your computer up
- 2 A Joystick is:
- 2 _____ printers are fast and inexpensive.
- 2 MR DOS Tutorial can run on any:

Sheet1

- 3 What is the process of loading DOS into RAM called?
- 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

Sheet1

- 4 What would happen with the following command: A>COPY *.* B
- 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 upgrades 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 WPFILS 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 WPFILS 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

Sheet1

- 6 What command will set a path to include the subdirectories: DOS, LOTUS
- 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

Sheet1

Q3,C,40

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

Stanely Steamer
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 columem by 25 rows
MODEM
A smiling broom
DOT-MATRIX
Computer

A2,C,30

Chinese Abacus
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/DEMULATO
A computer input device
DOT MATRIX
MS DOS Computer

Sheet1

_____.	BOOTING	BOOTING DOS
the extension)	MANAGEMENT OF FILES	MANAGING THE FILES
the filename)	6	11
_____ drive?	3	10
command options: /P or /W)	DOS PROMPT	PROMPT
copy it to a disk in the B drive?	DEFAULT	THE DEFAULT 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:

Sheet1

(notice, no full colon after the B)
referred to as _____ compatible.

F.A.T.

based on filename?

an alphabetic list of B disk files?
called DB.BAT on the A disk?
date?
in the A drive?

are noted on the package.
sector locations.

pressed to save and exit the process?
protected?
but, they do affect the retrieval _____

filename)?

known as a _____.

the D drive?

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?

must be _____ prior to removal.

called WP in 1 command?

files?

All files copied to B disk
Error message would appear
UPWARD

FILE ALLOCATION TABLE

The envelope is torn.

True

DIR B:>PRN

DIR |SORT

DIR B:|SORT >PRN

DIR BUD*.*

DIR B:|SORT/+10

They are whipped up

DIR B:|SORT >DIRLIST.001

COPY CON:DB.BAT

DIR |SORT/+24

WP

COPY A:*.* B:

BUGS

DOS

F.A.T.

FIND is only for EXE files

<F6>

YES

SPEED

DEL B:*.*

DIR C:|SORT >PRN

MONITOR

KEYBOARD

.EXE

BYTE

KILOBYTE

SUBST D: C:\LOTUS\FILES

PROMPT \$P\$G

CHKDSK /F

SYS A:

SUBST E: /D

PATH

ROOT

COPY C:\WPFILES*.* A:

MD LOTUS

CD DBASE

CD\LOTUS

EMPTY

RD WPFILE89

CD\

CD\LOTUS\123FILES

MD C:\WP\DATFILES

TREE

TREE /F

No files copied to B disk
Files correctly copied to B
UPWARDLY

The mylar is torn.

False

DIR B: >PRN

DIR A:|SORT

DIR B:|SORT>PRN

DIR A:BUD*.*

DIR B: |SORT/+10

They contain a series of

DIR B: |SORT >DIRLIST.001

COPY CON:A:DB.BAT

DIR A:|SORT/+24

COPY *.* B:

BUG

DISK OPERATING SYSTEM

FAT

WP.COM is not a file

F6

NO

ACCESS TIME

DEL B:*.*

DIR C:|SORT>PRN

CRT

KEYPAD

EXE

KB

SUBST D: \LOTUS\FILES

CHKDSK C:/F

PATH COMMAND

COPY \WPFILES*.* A:

MD \LOTUS

CD\DBASE

EMPTIED

RD\WPFILE89

CD LOTUS\123FILES

MD WP\DATFILES

TREE C:

TREE C:/F

Sheet1

disk in drive B? DOS upon Booting.	PATH=\DOS;\LOTUS DISKCOPY A: B: AUTOEXEC.BAT DEL BAT	PATH=C:\DOS;C:\LOTUS .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) with the BACKUP command in the A drive? 123FILES to disks in the A drive?	5 BACKUP C:*.* A: /S RESTORE A: C:*.* /S BACKUP C:\123FILES*.* A: Faster than COPY command	2 BACKUP *.* A: /S 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? 1 continuous floppy disk: January 1, 1990 to the A disk? you just created?	XCOPY C:*.* A: EDLIN AUTOEXEC.BAT XCOPY *.* A:/M BACKUP C:*.* A: /M CONFIG.SYS PRINT AUTOEXEC.BAT TRUE XCOPY C:*.* A:*.* /D:01-01-90 E	XCOPY C:\123FILES*.* A: EDLIN C:\AUTOEXEC.BAT XCOPY C:\DBFILES*.* A:/M BACKUP C:\WPFILES*.* A: / PRINT C:\AUTOEXEC.BAT 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 Cotton Mill STORAGE AREA They have a shelf life Use felt tip pens WRITE PROTECTION	A4,C,30 Edsel NOSE They're easily repaired Do not leave in hot or cold COPY OVER PROTECTION	A5,C,30 Numerical Controlled Machines 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
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 MUFFINS 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	Radio	Racetrack

Sheet1

COLD BOOT	WARM BOOT	
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: SAM	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:

Sheet1

Files copied to A disk all All files copied to B drive	under the name B All files deleted	Nothing - error message appear Some files copied
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It is a 2-tiered hard drive	Files are stored in non-	contiguous sectors
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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
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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	CD \LOTUS\123FILES MD\WP\DATFILES TREE/F

Sheet1

PATH = \DOS;\LOTUS

PATH = C:\DOS;C:\LOTUS

DELETE

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

Staging area within RAM 20

BACKUP C:*.* A:*.* /S

BACKUP C:*.* A:/S

BACKUP *.* 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

Faster than BACKUP command

XCOPY C:*.* A:*.*

XCOPY *.* A:\

XCOPY *.* A:.*

XCOPY C:.* A:/M

XCOPY C:.* A: /M

XCOPY *.* A: /M

BACKUP *.* A: /M

BACKUP C:.* A:\ /M

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

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

TYPE 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

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

XCOPY allows for a single file larger than 1 disk could hold

COPY is faster

ASCII

ASME

Spreadsheet

Subdirectories

Read.Me files

Text Files

Sheet1

H1,C,30

The Abacus depends on the 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

H2,C,30

location of beads. A computer 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, tworld of IBM compatible

H3,C,30

- the location of 0s and 1s 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.

Sheet1

The computer seeks out certain files on a disk - thus pulling	itself from its bootstraps
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	payment honor system.
ROM chips contain a factory preset instruction set	
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.	

Sheet1

When a drive is not specified, Copy requires noting which dBASE IV - a database software The F.A.T. is like an index to Many third party tools exist This is why software tools The greater than sign > is The files are not permanently This print out is often folded The FIND approach will also To sort by Date would require Batch files always have the This file will be date stamped Edlin is a very basic Word The first date character is 24 Batch files have the The Copy command will send Upgrades with a suffix of .01 For most programs, any DOS When a file is deleted, the Although when specifying a Pressing <F6> will display When using one of these Many third party de-fragment DEL and ERASE are identical This will display the current DOS commands default their Sometimes the Keyboard is All other files are regarded A Byte is comprised of 8 bits. A Kilobyte means 1,000 bytes. Any command referring to the The Prompt command allows mar The *.* option will also The disk in the A drive must The SUBST must be cancelled Typing PATH without any The Root directory contains A subdirectory is like a The command MKDIR is the same The blank space approach: Use of CD LOTUS only works if Being empty also means that A subdirectory is empty when On some versions of DOS, No Help No Help Many third party software Many third party software	DOS assumes the default drive. drive to copy to. If none is downward compatible with the disk - it notes which to defragment disks. exist which can recover a redirection of output from sorted on the disk. They and placed inside the disk pickup files with BUD within /+24 extension .BAT this is good way to keep a Processor supplied with DOS. characters in on the DIR line. extension of .BAT but you files in a serial fashion. are often known as Bug-Fixes. over 2.11 will be adequate. information is deleted from file within a DOS command the ^Z on the screen. commands, a temporary file is software exist which will help commands. directory of the C drive only- output to the screen. known as the Console as data files. However, a kilobyte actually D drive will actually be alternative configuration of report on the fragmentation be empty - UNLESS - this is prior to re-assigning to parameters will display the all the subdirectories separate disk. Many commands require us to specify a drive, abbreviated MD command as the more common, CD DBASE works anytime you are changing a subdirectory level below the current hung from the subdirectory subdirectories are deleted. 1 level above the current one.	specified, it assumes default. dBASE III - this is unusual. files are located at which previously deleted files. the default of the screen. appear sorted for this command sleeve as a reference. the filenames - 89BUDGT.wk1 - record of a disk content on It can only create ASCII files Dates are in order by Month, only need to enter the Thus, no fragmentation - Example: version 4.01 is the the FAT only - thus allowing period is necessary, it does written to the disk the system performance. see Hard Disk sections for has 1024 bytes. acting on the C:\lotus\files the DOS prompt. This is the status of all files used to Upgrade the hidden another subdirectory current DOS path setting. require us to specify a drive, abbreviated MD command are changing a subdirectory level below the current hung from the subdirectory subdirectories are deleted. 1 level above the current one. displaying the layout of tools do a better job of tools do a better job.
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Sheet1

DOS will now look for EXE, COM and BAT files in both the DOS and LOTUS subdirectories if
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

Sheet1

H4,C,30	DOSPROMPT,CMULTIPLE,N,1,0
	2
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

Sheet1

		0
		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>	

But, cant copy unto itself! 3
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