

To place yourself in the right class, refer to the course assessments below. If you can answer 8 out of 10 questions for the appropriate assessment, you probably do not need to take the class. If you cannot answer 8 out of 10 questions, you probably need to take the class.

For additional information, contact the Program Supervisor at 505-277-6037 or digitalarts@unm.edu.

Computer Basics/Mac for New Computer Users (51010/54010)

1. Define hardware and memory.
2. What is a microprocessor or CPU?
3. Describe the difference between a hard drive and a CD drive.
4. Describe the difference between operating system and application software.
5. List some popular word processing, spreadsheet, database, and graphics programs.
6. Define bytes, kilobytes, megabytes, and gigabytes.
7. Explain mouse operations such as click, double-click, right-click, click-and-drag.
8. What is anti-virus software?
9. List three input devices and three output devices.
10. List three storage devices and describe how they are different from each other.

Windows/Mac OS: Beginning (51101/54101)

1. Describe the difference between files and folders. How do you move and copy files between folders? How do you find a lost file or folder?
2. How do you move and resize a window?
3. What is a shortcut (Windows) or alias (Mac) and how do you create one?
4. What is the Recycle Bin (Windows) or Trash (Mac)?
5. Describe how to launch a program.
6. Describe how to change the mouse properties and the desktop display.
7. What is the Taskbar (Windows) or Dock (Mac)?
8. What is the Start Menu (Windows) or Apple Menu (Mac)?
9. List the keyboard shortcuts for cut, copy, and paste.
10. Describe how to eject a disk or CD.

Computer Graphics: Raster and Vector Art (56101)

1. Explain the difference between raster and vector graphics. What are the advantages and disadvantages of each?
2. List two programs that work with raster graphics and two programs that work with vector graphics. List two programs for page layout and two for web design.
3. Define PostScript and describe some of its uses.
4. Define aliasing and anti-aliasing.
5. Define resolution and explain how it is measured. Indicate a standard resolution for print and one for web.
6. List three graphics file formats and explain when you would use each.
7. When would you rasterize a graphic and when would you trace a graphic?
8. Describe what a Bezier curve is and where you would find one.
9. Describe what a pixel is and where you would find one.
10. Define color depth (bit depth).