

## Common Tasks ECDL Module 2

### Common Computer Problems and Tasks

1. The term crash is used when an error causes an application to stop working. It is also called a not \_\_\_\_\_ or f\_\_\_\_\_ application.

2. What three keys are pressed together to open the Windows Task Manager.

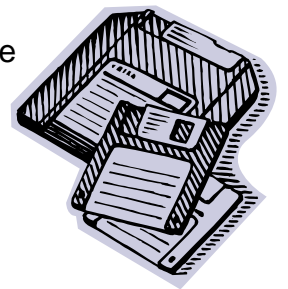
3. It is not possible to save your work after your computer has crashed. Therefore outline a strategy to minimise the effect of any application you are working on crashing?

4. Why do you need to format floppy and zip disks?

5. What will happen if you format a disk that already contains files of data?

6. Please delete the incorrect answer:

Floppy disks are a **magnetic/ non magnetic** storage media. They have **smaller/larger** storage capacity than CDs. Formatting a floppy disk will create a series of compartments known as **vectors/sectors** in which you can store data. The capacity of a standard floppy disk is **1.44mb / 2.44mb**.



7. Which key would you press access the help facilities in Windows XP and any Microsoft program?