Please write the letter of the best answer to the following questions.

# What mouse button is used to highlight a desktop icon? \_\_\_\_\_\_

1. The left mouse button.
2. The right mouse button.
3. Both the right and left mouse button pressed at the same time.
4. All of the above.

# What information is shown in left panel of the Start Menu? \_\_\_\_\_

1. The active applications in the system.
2. The most frequently used applications.
3. The applications listed in alphabetical order.
4. The applications used during the last time the system was used.

# Where can you find the Help and Support option? \_\_\_\_\_

1. On the Task Bar.
2. On the keyboard.
3. In the Start Menu.
4. As an Icon on the desktop.

## What control do I use to expand a window to full screen? \_\_\_\_\_\_

1. The minimize button.
2. The maximize button.
3. Double click on the top border of the window.
4. Answers b and c..

# What happens when you click the RIGHT Mouse button? \_\_\_\_\_

1. It operates the same as the Left mouse button.
2. It displays a full description of the selected application or file.
3. It deletes the selected icon.
4. It displays a custom menu of options specific to the object selected.

# What are two of the three ways to Open a selected icon? \_\_\_\_

1. Single click the Left mouse button and double click the Right mouse button.
2. Double click the Left mouse button and Press the “Ctrl” key.
3. Double click the Left mouse button and Type “Open”.
4. Double click the left mouse button and Highlight and Press the “Enter” key.

# What information is shown in right panel of the Start Menu? \_\_\_\_

1. A list of the most recently used applications.
2. A list of Windows-specific items that “open” directories and features.
3. A list of all the application folders in the system.
4. A list of all of the file folders.

# How do you know how many desktop applications are open? \_\_\_\_\_

1. Count the icons on the desktop.
2. Open the Start Menu count the applications in the left panel.
3. Count the icons at the bottom right of the Status bar.
4. Count the number of Application buttons in the Task Bar.

# Where can I find the option to display windows side by side? \_\_\_\_

1. In the title bar of each window.
2. On the keyboard.
3. Right click on the task bar.
4. Left click the resize button in the Window frame.

# Where can you find a list of the most used applications? \_\_\_\_

1. In the Task Bar.
2. In the Start Menu right panel.
3. In the Recycle Bin.
4. In the Start Menu left panel.