Please write the letter of the best answer to the following 10 questions.

1) **What mouse button is used to highlight a desktop icon?**
   - a) The left mouse button.
   - b) The right mouse button.
   - c) Both the right and left mouse button pressed at the same time.
   - d) All of the above.

2) **What tools are shown in the Left edge of the Start Menu?**
   - a) The active applications in the system.
   - b) The most frequently used applications.
   - c) The power, settings, and user buttons.
   - d) The applications used during the last time the system was used.

3) **What keyboard key will open the Start Menu?**
   - a) Combination of Ctrl-Alt-Delete.
   - b) The Windows Key.
   - c) The Menu Key.
   - d) The F1 Key.

4) **What control do I use to expand a window to full screen?**
   - a) The minimize button.
   - b) The maximize button.
   - c) Double click on the top border of the window.
   - d) Answers b and c.

5) **What happens when you click the RIGHT Mouse button?**
   - a) It operates the same as the Left mouse button.
   - b) It displays a full description of the selected application or file.
   - c) It deletes the selected icon.
   - d) It displays a custom menu of options specific to the object selected.
6) What are two of the three ways to open a desktop icon? _____

a) Single click the Left mouse button and double click the Right mouse button.
b) Double click the Left mouse button and Press the “Ctrl” key.
c) Double click the Left mouse button and Type “Open”.
d) Double click the left mouse button and Highlight and Press the “Enter” key.

7) How do I expand a window’s vertical size without changing its width? _____

a) Double click on the title bar.
b) Drag the left corner of the window to maximum.
c) Drag the right border of the window to the left side of the desktop.
d) Drag the top border of the window to the top of the desktop.

8) How do you know how many desktop applications are open? _____

a) Count the icons on the desktop.
b) Count the number of underlined quick access icons.
c) Count the icons at the bottom right of the Task bar.
d) Count the number of Application tiles in the Start menu.

9) How can you view all of the application windows at one time? _____

a) Look in the title bar of each window.
b) Press the Windows key on the keyboard.
c) Left click the Task View button in the Task Bar.
d) Left click the resize button in the Window frame.

10) Where can you find the tool to search for a program? _____

a) On the Task Bar.
b) Click the Start Menu and start typing.
c) On the left edge of the Start menu.
d) Both answers a) and b).