**Computer Quiz Name**

You may use the Internet to answer the following questions on your first attempt. Your second attempt will be without the Internet.

1. True or False: I will be able to turn in digital assignments without obtaining my personal CPS login.
2. True or False: You can have several programs open in separate windows.
3. Icons are pictures representing \_\_\_\_\_\_\_\_\_\_\_.
4. Explain how to find Photoshop?
5. In which folder will you be saving your files?
6. Where is the Taskbar located?
7. The bar at the top of every window is called the \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.
8. What is it called when you move something using the mouse?
9. In the top-right corner of each window is a set of three buttons. The left-hand button allows you to \_\_\_\_\_\_\_\_\_\_\_ the window.
10. In the middle of these three buttons is a button which will let you either \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_ a window, depending on the current state of the window.
11. The right-hand button in this set is used to \_\_\_\_\_\_\_\_\_\_\_ the window.
12. When a window is \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_, you can resize it. Just click and drag from the \_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ corner of the window.
13. How do you hide all the windows and show the desktop?
14. Which button on your mouse should you press to see a contextual menu?
15. In order to open a file in a program other than its default program, right-click on it and select \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
16. To create a new file in a program, first click on \_\_\_\_\_\_\_\_\_\_\_ and then \_\_\_\_\_\_\_\_\_\_\_.
17. To open a file from inside in a program, first click on \_\_\_\_\_\_\_\_\_\_\_ and then \_\_\_\_\_\_\_\_\_\_\_.
18. When saving a new file, put the file's name into the \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ field in the **Save As...** dialog box.
19. True or False: The NumLock needs to beoff if you want to type numbers on the number keypad.
20. True or False: The power button is the preferable way to shut down the computer.