NEW MEXICO BROADBAND PROGRAM

BASIC COMPUTER SKILLS
MODULE 3 - ASSESSMENT

1. The information that appears on the left side of the Start menu is best described as
   a. a list of tools most commonly used on the computer.
   b. a list that includes the locations of your personal documents and information.
   c. a listing of errors on your computer.

2. The information that appears on the right side of the Start menu is best described as
   a. a list of tools most commonly used on the computer.
   b. a list that includes the locations of your personal documents and information.
   c. a listing of errors on your computer.

3. The Libraries icon on the Taskbar looks like
   a. an old building.
   b. a shelf with books.
   c. a set of folders held by bookends.

4. To open the Documents Library
   a. click on “Documents” on the right side of the Start menu.
   b. click on “Computer” on the right side of the Start menu.
   c. press the power button on the front of the computer or keyboard.

5. Clicking the back arrow in the top left corner of your window once will
   a. take you to the Start menu.
   b. take you to the previous page on a website.
   c. take you to the desktop.

6. The “breadcrumbs” in the long textbox at the top of the window shows you
   a. how to get to the kitchen.
   b. how to get to the Start menu.
   c. the path between your current computer or website location and where you began.

7. If you want to add a printer to your computer, you will need to open which tab on the Start menu?
   a. Control Panel
   b. Documents
   c. Computer

8. The minimize button
   a. closes the window.
   b. decreases the window size.
   c. hides the window on the Taskbar.

9. You can change the size of a window by
   a. using the minimize button.
   b. grabbing the window by the top of the frame and dragging.
   c. using the double pointed arrow that appears when you place your cursor over the corner of the window.

10. You can move a window by
    a. using the minimize button.
    b. grabbing the window by the top of the frame and dragging.
    c. using the double pointed arrow that appears when you place your cursor over the corner of the window.