

Name: _____

Date: _____

CAO 152 Intro to Windows for the PC Homework Assignment #1

Follow the instructions below and write the answers to the questions on the lines provided.

Using desktop skills:

1. Start WordPad and maximize WordPad (if not already maximized).
2. Start Calculator.
3. Start Paint and maximize Paint (if not already maximized)
4. Minimize WordPad.
5. Minimize Calculator.
6. How many tasks are currently running? _____
7. Maximize WordPad.
8. Maximize Paint.
9. Change the size of the WordPad window to half the screen size.
What part of the window do you click and drag to resize a window?

10. Move the window to the left, then to the right. What part of the window do you click and drag to move the window?

11. Maximize WordPad.
12. Restore WordPad. What size is WordPad restored to?

13. Close Calculator.
14. Close Paint.
15. Close WordPad.

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Homework Assignment #1 Continued

Using document creation skills:

1. Start the WordPad accessory program. Maximize WordPad, if needed. Type a short note to a friend. Save the file as NOTE on the Desktop. Close the WordPad program.
2. Start the Paint accessory program. Maximize Paint, if needed. Draw a picture of a house. Save the file as HOUSE on the Desktop. Minimize the Paint program.
3. Start the NotePad accessory program. Maximize Notepad, if needed. Type a sentence about today's weather. Save the file as WEATHER on the Desktop. Minimize the NotePad program.
4. Start the WordPad accessory program. Maximize WordPad, if needed. Retrieve your file called NOTE. Type today's date at the beginning of the letter and press the Enter key twice to create a blank line after the date. Save the file on the Desktop using the filename NOTE. Print the file, then close the WordPad program.
5. Restore the Paint program from the Taskbar. Add a picture of a tree next to your house. Save the file on the Desktop using the same filename HOUSE. Print the file, then minimize the Paint program.
6. Restore the NotePad program from the Taskbar. Close the NotePad program. Close the Paint Program.
7. How many of your files are on the Desktop? _____
8. What are the names of your files on the Desktop?

Staple your printouts to this paper and submit your assignment on the due date.