

CAO 152 Intro to Windows for the PC Homework Assignment #2

1. Open a Microsoft Word document.
2. Save the document as hw2.doc in your homework folder on your disk. (Hint: You may have to create the homework folder before you can save to it.)
3. Type your name in the upper right hand corner of the document. (Hint: Use the header feature and the Tab button.)
4. Type the course name under your name. (Hint: You're still in the header.)

Note: *For the following steps, please type both the question and the answer in your document. It is not necessary to type the numbers to the questions.*

5. List the steps to copy a file and paste it into another folder. (Hint: You need to leave the header before answering.)
6. Why is it important to shut down Windows before turning off the computer?
7. What is supposed to happen when you hold down the Alt key and press the Tab key at the same time?

8. List three items that could be found on the Start menu.
9. List one way to find out a toolbar button's function.
10. List two different ways to exit a program.
11. How can you tell if more than one application is running at one time?
12. What does it mean to maximize a window?
13. Why would someone format a disk?
14. How do you select a block of text?
15. List the names of three different applications.
16. List the steps to move a file into a folder.
17. List the steps to rename a folder.
18. Why do you need to be careful when renaming a document?
19. Why should you have files saved in more than one location?
20. Save the file again and print it out to give to the instructor.

This assignment is due at the following class meeting, but may be turned in early if finished in class.