

## **CAO 152 Introduction to Windows**

### **Quiz #1 (10 points possible)**

(If there is a Q & A next to a question, then type the question and answer on the document to be printed.)

1. Open WordPad
2. Type your name at the top of the page.
3. Save the document on the desktop as quiz1.
4. Q & A If there is more than one application open at one time, how can you change between the different applications?
5. Q & A What is an example of an input device?
6. Q & A What is an example of an output device?
7. Q & A What happens when you right-click in Windows?
8. Q & A What is the difference between closing a document and minimizing a document?
9. Q & A What is an example of when you would double click something?
10. Q & A What is an example of when you would single click something?
11. Q & A Why is this class important to you?
12. Save the document again.
13. Print the document and turn it in to the instructor.