

## Using a PC Windows 10 Practice



In this course, we've learned a lot about how to use a computer. In today's examples, we are using a Microsoft Word and Excel on a Windows 10 operating system to practice what we've learned.

Let's see what you remember.

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If Celine wants to open an application on the desktop what does she **need to** do? Click the correct answer.



If Celine wants to open an application on the desktop, what does she need to do? Click the correct answer.



That's right! Celine needs to double-click the icon on the desktop to open the application. Click next to continue.

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Celine wants to **minimize the window**. What icon would she click to do that? Click on it now.

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Celine wants to minimize the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help, click on the Hint button.

Celii	ne wants to <b>minimize the window</b> . What icon would she click to do that? Click on it now.
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That's right! Click next to continue.

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Celine wants to **close the window**. What icon would she click to do that? Click on it now.

Dear Parents, It's been another exciting school year. Bet our children have accomplished this schoo this year's celebration.	fore summer begins ol year. I have volu	, we would like inteered to help M	o celebrate all t Is. Johnson plan	hat	
The party will be held Thursday, June 10 <sup>4</sup> beverages will be provided thanks to the g hope to see you there.	from 9-11 am in 1 generous support of	As. Johnson's cla the Parent Teacl	ssroom. Snacks ter Association.	and We	
Thanks,					•
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Celine wants to close the window currently open on her screen. What icon would she click to do that? Click on it now. Click on the hint button if you need help.

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	Dear Parents,
	It's been another exciting school year. Before summer begins, we would like to celebrate all that our children have accomplished this school year. I have volunteered to help Ms. Johnson plan this year's celebration.
	The party will be held Thursday, June 10 <sup>th</sup> from 9-11 am in Ms. Johnson's classroom. Snacks and beverages will be provided thanks to the generous support of the Parent Teacher Association. We hope to use you there.
	Thanks.

That's right! Click next to continue.

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Celine wants to **save the document**. What icon would she click to do that? Click on it now.

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Food, and Drink	\$400	(\$172.00)	\$0.00	\$228.00		
3 Decorations	\$150	\$0.00	(\$135.00)	\$15.00		
Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75		
6 Gift for Classroom	\$100			\$100		
7 Total	\$875	-\$396.25	-\$135.00	\$343.75		
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Celine wants to save the document she is working on. What would she click to save the document? Click on it now. Click on the hint button if you need help.

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3 Food and Drink	\$400	(\$172.00)	\$0.00	\$228.00		
4 Decorations	\$150	\$0.00	(\$135.00)	\$15.00		
5 Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75		
6 Gift for Classroom	\$100			\$100		
7 Total	\$875	-\$396.25	-\$135.00	\$343.75		
8						
9						a second

That's right! Click next to continue.

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Celine accidentally deleted a file. Where can she find and retrieve it? Click on it now. Click on the hint button if you need help.

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That's right! Click next to continue.

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In this course we learned how to use a computer that has a Windows 10 operating system. Why don't you try exploring some of these features on your own!

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