

# 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.

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



Double-click the icon on the desktop

Single-click the icon on the desktop

Drag the icon into the trash

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.



Double-click the icon on the desktop

Single-click the icon on the desktop

Drag the icon into the trash

Click Next  
to continue

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

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

The screenshot shows a Microsoft Word window titled 'AutoSave' and 'End... - Last Modified: Yester...'. The ribbon includes 'File', 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. The 'Home' tab is active, showing font settings (Times Roman, size 12) and paragraph styles. The document content includes a salutation 'Dear Parents,' followed by two paragraphs of text about a school celebration and a party on June 10th, and ends with 'Thanks,'. At the bottom right of the window, there is a blue square button with a white lightbulb icon and the word 'Hint' below it.

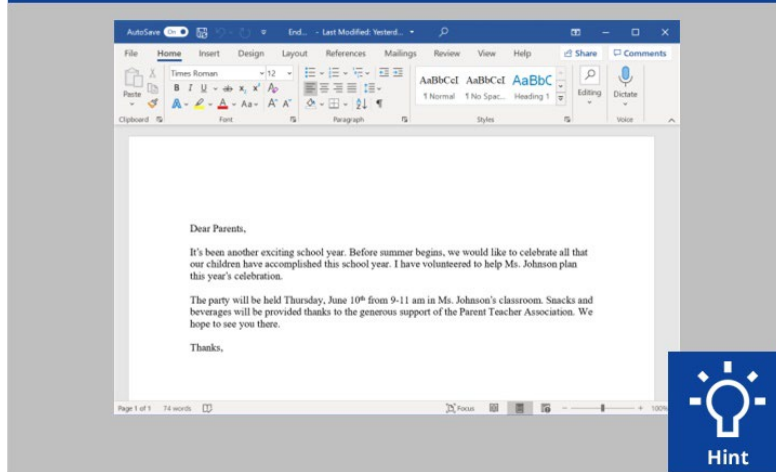
Celine wants to minimize the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help, click on the Hint button.

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

This screenshot is identical to the previous one, but with a blue callout box containing the text 'That's right!' pointing to the minimize button in the window's title bar. At the bottom right, there is a blue square button with the text 'Click Next to continue'.

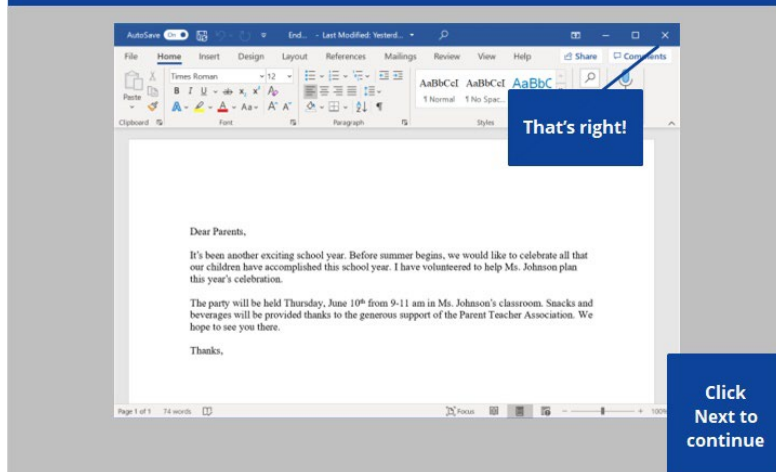
That's right! Click next to continue.

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



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.

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



That's right! Click next to continue.

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

The screenshot shows an Excel spreadsheet titled "2nd Grade - End of Year Party Budget". The spreadsheet has the following data:

Item	Anticipated Cost	Encumbered	Paid	Funds Remaining
Food and Drink	\$400	(\$172.00)	\$0.00	\$228.00
Decorations	\$150	\$0.00	(\$135.00)	\$15.00
Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75
Gift for Classroom	\$100			\$100
Total	\$875	-\$396.25	-\$135.00	\$343.75

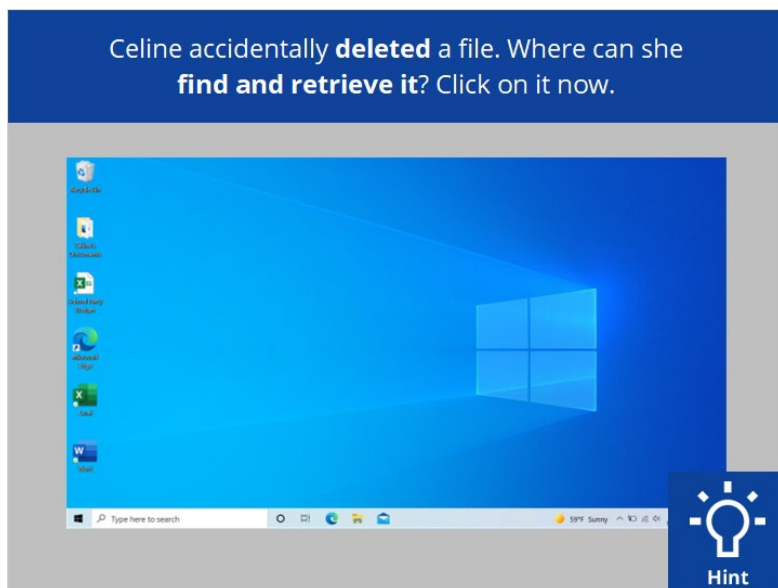
A blue button with a lightbulb icon and the word "Hint" is located in the bottom right corner of the screenshot.

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.

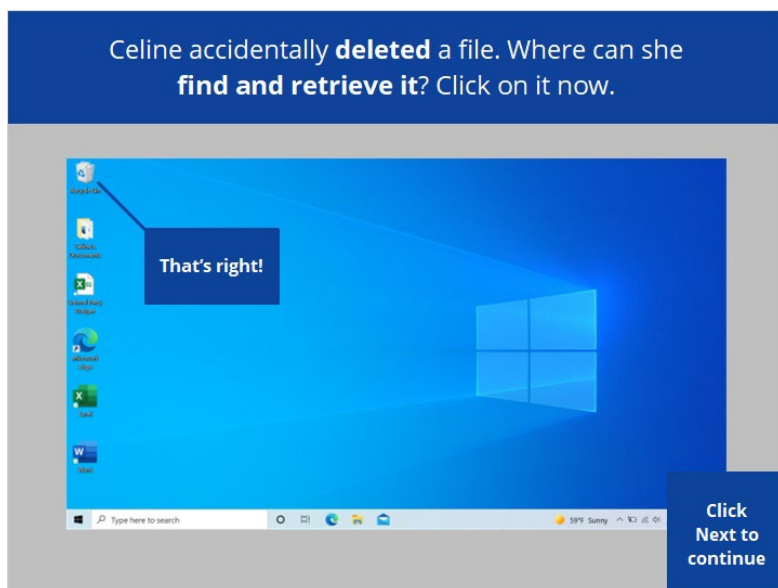
Celine wants to **save the document**. What icon would she click to do that? Click on it now.

The screenshot shows the same Excel spreadsheet as before. A blue callout box with the text "That's right!" has a blue arrow pointing to the Save icon (a floppy disk) in the File menu of the Excel ribbon. A blue button with the text "Click Next to continue" is located in the bottom right corner of the screenshot.

That's right! Click next to continue.



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.



That's right! Click next to continue.



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!