

Worksheet 1.3.8: Windows Navigation and Settings

1. It is extremely important not to power off the computer while the operating system is still running using the _____.
2. The main display screen in Windows is known as the _____.
3. The _____ contains the start button, quick launch buttons, and the clock.
4. The _____ menu allows you to access virtually every program and function on the PC.
5. To adjust the date and time, double-click on the _____ on the right side of the _____.
6. Most applications have three tiny icons in the upper right corner of the screen that are used to _____ the screen, _____ the screen, or _____ the application.
7. To adjust the screen display, first _____ all windows that are open. Right-click on empty space on the _____ and choose properties.
8. To access the volume control, click on the _____ icon on the right side of the _____.
9. To move a desktop icon to another position on the desktop, click on it and then _____ it to the desired location.
10. Once highlighted, you can rename icons, like folders, by clicking on the _____ and then typing in a new one.
11. To create a new folder, _____ click on the desktop and then select New and then Folder.
12. The _____ bar displays the name of the document and application.
13. The _____ bar contains menus for manipulating the document, such as creating new documents, copying text, inserting images, and so on.
14. The _____ bar shows useful information, such as page number, whether the file is being saved, how to access the Help feature, and so on.
15. The _____ bars appear when the document is too large for it to fit on the screen and are used for moving the image or text through the window.