

Name _____

Instructions for MS Windows Project: Circle answer and fill in the blank numbers with item name

1. How do you properly turn off and restart a computer?

- A. Press the round button on the computer unit to turn it off, press it again to turn the computer on.
- B. Click Start, then select Shut Down.
- C. Hit CTRL+ALT > DEL to enter the task manager and select 'Shut Down'.
- D. Unplug the computer

2. How would you open a window that contains an MS Word document?

- A. Click on the desired MS Word icon on the desktop.
- B. Click on the Start button and choose the desired file.
- C. Open the internet.
- D. A and C are correct.

3. MS Internet explorer and MS Edge are?

- A. Internet Games
- B. Word documents
- C. Web browsers
- D. Internet documents

