


Appendix A. How Do I Do That Again?

The actions and exercises in this book are marked with footsteps: 1
In this appendix you can look up the numbers of the footsteps and read how to execute certain operations.

1 Close a window, program, or app



- Click 

2 Sign on with your user account

- Click your account name
- Type your password



3 Open a program or app

- Click 
- Type (a part of) the name of the program or app
- Click the program or app, for example  **WordPad**
Desktop app


4 Minimize window

- Click 

5 Maximize window

- Click 

6 Restore window

- Click the taskbar button on the taskbar, for example 




7 Restore window back to its previous size

- Click 




8 Type a blank line

- Press 

9 Open print preview

- Click 
- Place the pointer on  Print
- Click  **Print preview**
Preview and make changes before printing.

10 Open a document

- Click 
- Click  Open
- If necessary, click  **Documents**
- Click the name of the document