





1.15 Exercises







The following exercises will help you master what you have just learned. Have you forgotten how to do something? You can use the number beside the footsteps  to look it up in the appendix *How Do I Do That Again?* at the end of this book.



Exercise 1: Opening and Closing



 Turn on your computer (and monitor) again and click the lock screen.



 If necessary, click your user account and log on with your password. ²



 Open *Calculator*. ³



 Minimize the *Calculator* window. ⁴



 Open *WordPad*. ³




 Maximize the *WordPad* window. ⁵



 Minimize the *WordPad* window. ⁴

 Display the *Calculator* window on the desktop again by using the taskbar button ⁶

 Close *Calculator*. ¹

 Display the *WordPad* window on the desktop again by using the taskbar button. ⁶

 Minimize the *WordPad* window ⁴ and restore it back to its former size. ⁶

 Close *WordPad*. ¹