

Using a PC Windows 11 Practice



In this course, we've learned a lot about how to use a computer. In today's lesson, we are using a Microsoft Word and Excel on a Windows 11 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

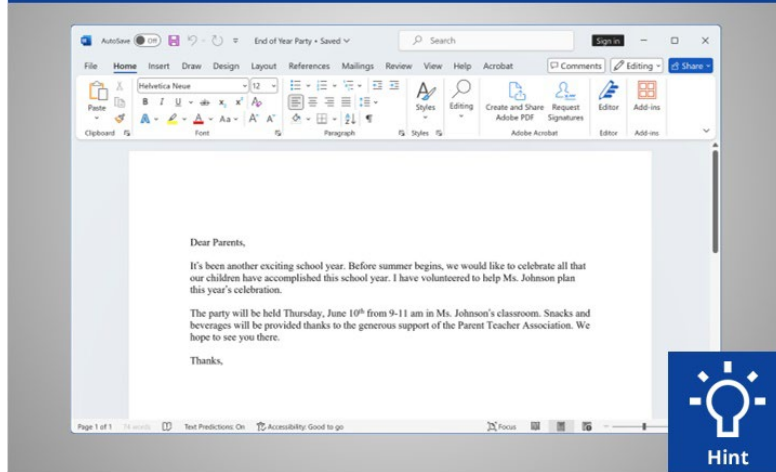
Single-click the icon on the desktop

Drag the icon into the trash

Click Next
to continue

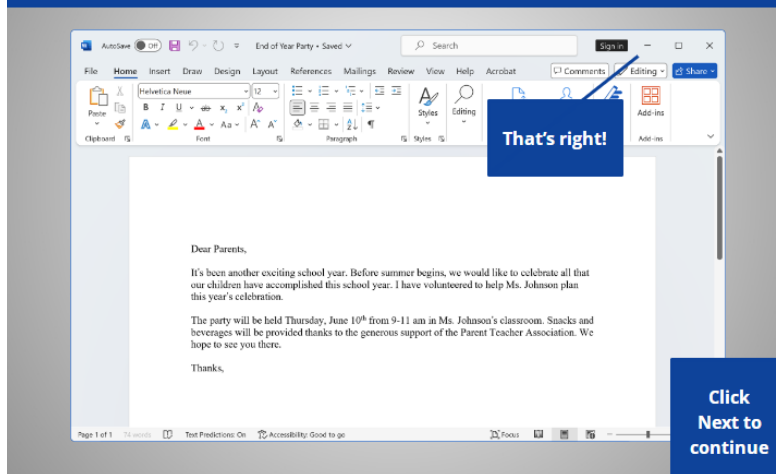
That's right! Celine needs to double-click the icon on the desktop to open the application. Click next to continue.

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



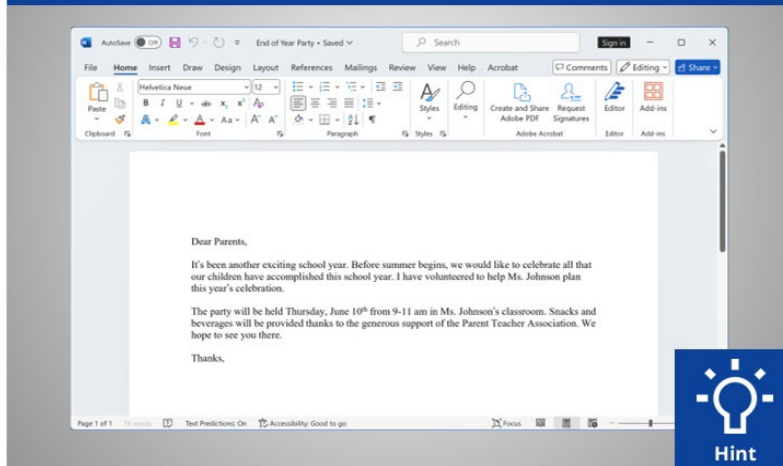
Celine wants to minimize the window currently open on her screen. What icon would she click to do that? Click on it now. If you need help, click on the Hint button.

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



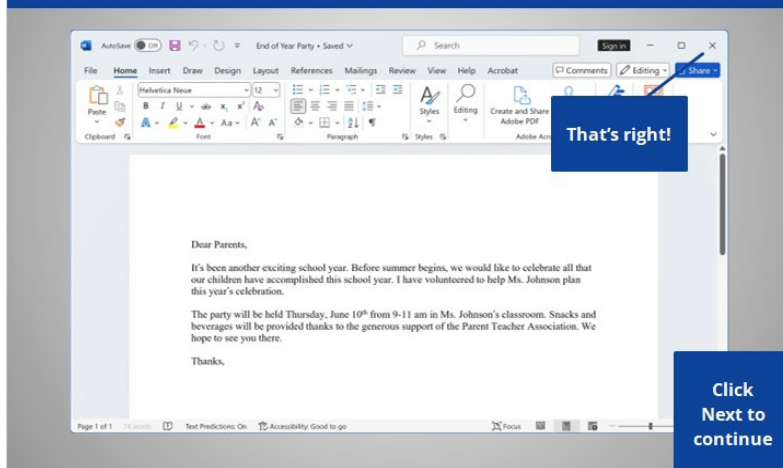
That's right! Click next to continue.

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. If you need help click the hint button.

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.

2nd Grade - End of Year Party Budget				
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

Celine wants to save the document she is working on. What would she click to save the document? Click on it now. If you need help click the hint button.

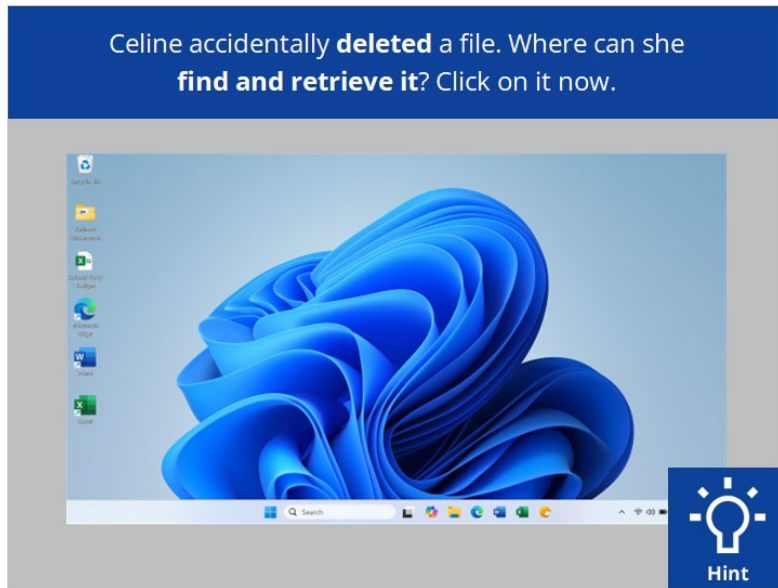
Celine wants to **save the document**. What icon would she click to do that? Click on it now.

That's right!

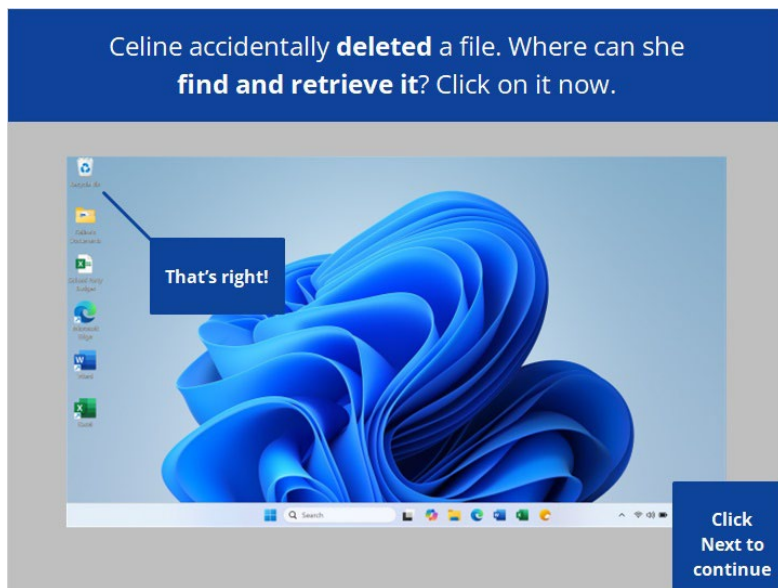
2nd Grade - End of Year Party Budget				
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Decorations	\$150	\$0.00	(\$135.00)	\$15.00
Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75
Gift for Classroom	\$100			\$100
Total	\$875	-\$396.25	-\$135.00	\$343.75

Click Next to continue

That's right! Click next to continue.



Celine accidentally deleted a file. Where can she find and retrieve it? Click on it now. If you need help click the hint button.



That's right! Click next to continue.



In this course we learned how to use a computer that has a Windows 11 operating system. Why don't you try exploring some of these features on your own!