12 Question Computer Basics Assessment

Read directions. Then begin with question #1.

**Take screen shots of the following and place the screen shot in the blank area below the question.**

1. Your desktop
2. Pull down menu to empty trash
3. Pull down menu to create a new folder on your desktop
4. Pull down menu to show Macintosh HD if it is not showing up on your desktop.
5. Pull down menu to change the location and setup of your dock.
6. Pull down menu to force quit a program
7. Pull down menu to go to Documents, Downloads, etc.

**Type the following answers on your document .**

1. Type in your email address
2. What are the short-cut keys to take a screen shot of an item on your desktop?
3. When you save a file, how do you know where you saved it?
4. ADM has a AUP. What does AUP stand for?
5. Where can you find the AUP document?