Chapter 7: Exploring Microsoft Windows 7
Quiz Yourself Answers

1. When you point to the Start button, a ScreenTip identifying the name of button appears. When you click the Start button, the Start menu opens.

2. When you right-click an item, a shortcut menu with commands specific to that item appears.

3. A library is a central place to view and organize files and folders stored anywhere that your computer can access, such as those on your hard drive, removable drives, and network.

4. The left pane in a Windows Explorer window is called the Navigation pane.

5. To change the view in a Windows Explorer window, you can click the Change your view button on the toolbar, or you can click the More options button on the toolbar and then click the view you want.

6. To manually resize a window, point to a windows border until the pointer changes to the two-headed arrow, and then drag the border.

7. Only one window can be active at a time.

8. To display the contents of a folder in a Windows Explorer window, do any of the following: double-click the folder in the right pane; click the folder name in the Navigation pane; click the folder name in the Address bar; in the Address bar, click the arrow to the right of the folder containing the folder you want to open, and then click the folder in the list.

9. To display the list of subfolders in a folder without displaying them in the right pane, click the expand arrow next to the folder name in the Navigation pane.

10. To permanently delete files in the Recycle Bin from a drive, do one of the following: right-click the Recycle Bin, and then click Empty Recycle Bin on the shortcut menu; or double-click the Recycle Bin, click the file you want to permanently delete, and then click the Empty the Recycle Bin button on the toolbar.

11. To access Windows Help and Support, click the Start button, and then click Help and Support. Or, in any Windows Explorer window, click the Get help button.

12. You should shut down Windows before turning off your computer to save energy, preserve your data and settings, and make sure your computer starts quickly the next time you use it.