**NEW MEXICO BROADBAND PROGRAM**

**BASIC COMPUTER SKILLS**  
**MODULE 2 – ASSESSMENT**

1. To turn on a computer, you will  
   a. tap the keyboard  
   b. press the power button  
   c. pour coffee on the mouse

2. When you slide your mouse across the desktop, what will happen on your screen?  
   a. the icons disappear  
   b. the desktop changes  
   c. the cursor moves

3. An icon is a small image that represents  
   a. an error  
   b. a picture  
   c. a shortcut to a file or program

4. To open an icon on your computer, you can  
   a. left click it once or twice  
   b. right click it once  
   c. tap the monitor with a pen

5. To close a program window once it is open, you should click on  
   a. the Start button  
   b. the Taskbar  
   c. the red, square “Close” button in the top right of the window

6. To move an icon across your desktop, you will  
   a. left click once  
   b. click the red close button  
   c. click, hold, drag, and release

7. Scroll bars allow us to  
   a. move icons  
   b. move up and down, or sideways, within a window  
   c. write more quickly

8. The backspace key on the keyboard will  
   a. enter a command  
   b. erase information typed to the left of the cursor  
   c. go back a page on a website or document

9. We can create space in a document we are typing by using  
   a. the Enter key or space bar  
   b. the arrow keys  
   c. the backspace and delete keys

10. The best way to turn off your computer is to  
    a. click Start, then Shut Down  
    b. press the enter key  
    c. press the power button