**Name:**  ***Click Here To Enter Student Full Name*** **Class Period:**

**Date (enter current date):*****1/1/2001***

**Basics 101 - Pop Quiz**

**Directions:** *Read each question/scenario carefully, and answer each question thoroughly. Be sure to include* **ALL** *steps, and all information requested.*

1. After trying 3 times to log-on to your computer, you are informed that the PC is not working, and are asked to try logging-on to another computer. Once logged-on to the new PC, you click the Start Button, and don’t see the Mozilla Firefox program. What do you do next? How do you get the Mozilla Firefox program to show-up on the Start Button?
2. **Click here to enter 1st step.**
3. ***Click here to enter 2nd step.***
4. ***Click here to enter 3rd step (if necessary).***
5. ***Click here to enter 4th step (if necessary).***
6. ***Click here to enter 5th and remaining steps (if necessary).***
7. Now that you have Mozilla Firefox open, what is Mr. Gonzalez’s website address?  
   ***Click here to enter website address.***
8. Now that you have entered Mr. Gonzalez’s website address, how do you find out what the keyboarding warm-up lesson for the day is? What step, and/or website links do you need to follow to find out which warm-up lesson to complete **TODAY**?
9. ***Click here to enter 1st step.***
10. ***Click here to enter 2nd step.***
11. ***Click here to enter 3rd step (if necessary).***
12. ***Click here to enter 4th step (if necessary).***
13. ***Click here to enter 5th and remaining steps (if necessary).***
14. You just realized that you need to print the keyboarding warm-up lesson report, and you haven’t set-up the printer at the computer that you are now working on. Based on the computer that you are currently sitting at, what is the complete **name** of the printer you are printing at?

***Click here to enter complete name of printer.***

1. You now need to make this new printer your default printer. What are the steps to accomplish this? List ALL necessary steps.
2. ***Click here to enter 1st step.***
3. ***Click here to enter 2nd step.***
4. ***Click here to enter 3rd step (if necessary).***
5. ***Click here to enter 4th step (if necessary).***
6. ***Click here to enter 5th and remaining steps (if necessary).***

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1. Now that the printer is set-up, you recall Mr. Gonzalez asking that we save ink when printing on the laser printer. What are the steps to use the Econo Mode/Toner Saving setting option?
2. ***Click here to enter 1st step.***
3. ***Click here to enter 2nd step.***
4. ***Click here to enter 3rd step (if necessary).***
5. ***Click here to enter 4th step (if necessary).***
6. ***Click here to enter 5th and remaining steps (if necessary).***
7. Now you are set to start the keyboarding warm-up lesson(s). But, you don’t find the MicroType Pro program on the Start Button. Where do you find, and how do you “pin” the MicroType Pro program to the Start Button?
8. ***Click here to enter 1st step.***
9. ***Click here to enter 2nd step.***
10. ***Click here to enter 3rd step (if necessary).***
11. ***Click here to enter 4th step (if necessary).***
12. ***Click here to enter 5th and remaining steps (if necessary).***
13. You were absent last class period. And, knowing that there is a whole list of keyboarding warm-up assignments and other work to be completed; you want to know what you missed in class and what your current grade is. You remember Mr. Gonzalez showing you how to access the Student Portal to check all of your grades and assignments online. What website do you need to access to log-on to your Student Portal account?

***Click here to enter website.***

1. Now that you have logged-on to your Student Portal account, how many assignments **TOTAL** are posted for this class (this six-weeks)?

***Click here to enter TOTAL number of assignments.***

1. What is Mr. Gonzalez’s first name?

***Click here to enter answer.***