16. The screen controls that let you interact with an operating system are called its:
   a. Accessories.
   b. Application program.
   c. User interface.
   d. Taskbar.

17. Which type of program runs your computer and lets you use it?
   b. Traditional app.
   c. Accessory.
   d. Operating system.

18. Which Windows 8 feature lets you find and share information, change your machine settings, and turn off your computer?
   a. Charms bar.
   b. Operating system.
   c. Application program.
   d. Accessory program.

19. What part of a window shows the name of an open app?
   a. Scroll bar.
   b. Title bar.
   c. Quick Access toolbar.
   d. Ribbon.

**Skills Review**

   a. If your computer and monitor are not running, press your computer's and (if necessary) your monitor's power buttons.
   b. If necessary, click the user name that represents your user account.
   c. Enter your password, using correct uppercase and lowercase letters.

2. Navigate the Start screen and desktop.
   a. Examine the Windows 8 Start screen, scroll to the right so you can display any hidden apps, then display the Charms bar.
   b. Display the Windows 8 desktop, and then display the taskbar.

3. Point, click, and drag.
   a. Use pointing and clicking to go to the Start screen, then return to the desktop.
   b. On the Windows 8 desktop, use clicking to select the Recycle Bin.
   c. Use pointing to display the ScreenTip for Internet Explorer in the taskbar, and then display the ScreenTips for any other icons on the taskbar.
   d. Use double-clicking to open the Recycle Bin window, then close it.
   e. Drag the Recycle Bin to the lower-right corner of the screen, then drag it back to the upper-left corner.
   f. Click the Date and Time area to display the calendar and clock, then click it again to close it.

4. Start an app.
   a. Return to the Start screen, then use the Apps bar to display all the apps on your computer.
   b. Open the Windows 8 accessory of your choice, then close it. (*Hint: To close, drag from the top of the window all the way to the bottom.)*
   c. Scroll if necessary to display the Windows accessories.
   d. Open the WordPad accessory, then if the window fills the screen, restore it down.

5. Manage a window.
   a. Minimize the WordPad window.
   b. Redisplay the window using a taskbar button.
   c. In the WordPad window, click the File tab on the Ribbon, then click the About WordPad command.
   d. Read the contents of the window, then close the About WordPad dialog box by clicking OK.
   e. Maximize the WordPad window, then restore it down.
   f. Display the View tab in the WordPad window.

6. Manage multiple windows.
   a. Leaving WordPad open, go to the Start screen and use typing to locate the Paint app, open Paint, then restore down the Paint window if necessary.