

Using a Mac OS 11 Practice



In this course, we've learned a lot about how to use a Mac computer with the Mac OS11 operating system, running the Pages and Numbers applications. Let's see what you can remember.

If Jane wants to **open an application** on the desktop, what does she need to do? Click the correct answer.



Double-click the icon on the desktop

Single-click the icon on the desktop

Drag the icon into the trash

If Jane wants to open an application on the desktop, what does she need to do? Click the correct answer.

If Jane wants to **open an application** on the desktop, what does she need to do? Click the correct answer.



✓ Double-click the icon on the desktop

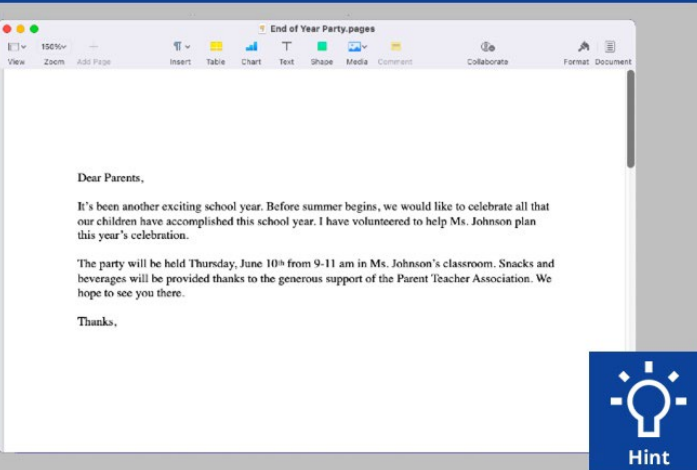
✗ Single-click the icon on the desktop

✗ Drag the icon into the trash

Click Next
to continue

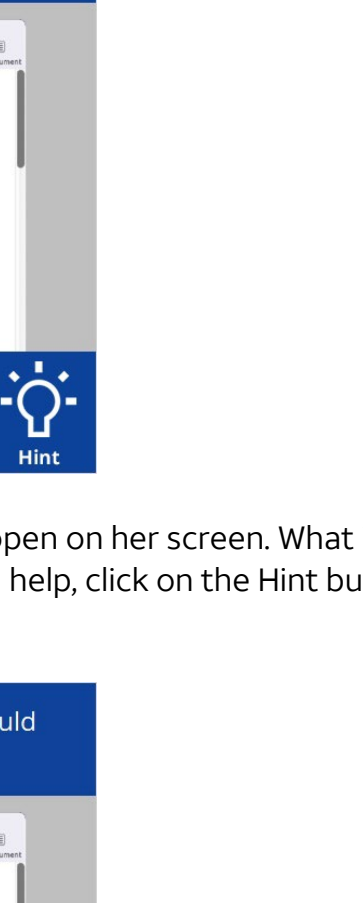
That is correct! Jane will double-click the icon on the desktop to open the application. Click next to continue.

Jane wants to **minimize the window**. What icon would she click to do that? Click on it now.



Jane wants to minimize the window currently open on her screen. What icon should she click to do that? Click on it now. If you need help, click on the Hint button.

Jane wants to **minimize the window**. What icon would she click to do that? Click on it now.



That's right! Click next to continue.

Jane wants to **close the window**. What icon would she click to do that? Click on it now.

The screenshot shows a document editor window with a menu bar containing 'View', 'Zoom', 'Add Page', 'Insert', 'Table', 'Chart', 'Text', 'Shape', 'Media', 'Comment', 'Collaborate', 'Format', and 'Document'. The document content includes a salutation 'Dear Parents,', a paragraph about the school year, a paragraph about a party on June 10th, and a closing 'Thanks,'. A blue button with a lightbulb icon and the text 'Hint' is located in the bottom right corner of the window.

Jane wants to close the window currently open on her screen. What icon should she click to do that? Click on it now. If you need help, click on the Hint button.

Jane wants to **close the window**. What icon would she click to do that? Click on it now.

The screenshot is identical to the previous one, but with a blue callout box containing the text 'That's right!' pointing to the red close button in the window's title bar. A new blue button with the text 'Click Next to continue' is located in the bottom right corner of the window.

That's right! Click next to continue.

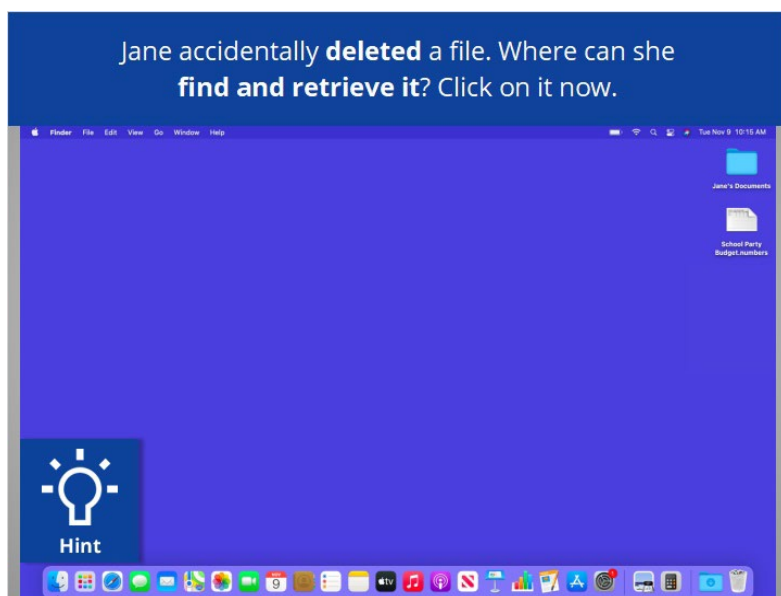
Jane wants to **save the document**. What would she click to do that? Click on it now.

Item	Anticipated Cost	Encumbered	Paid	Funds Remaining
Food and Drink	\$400	(\$172.00)	\$0.00	\$228.00
Decorations	\$150	\$0.00	(\$135.00)	\$15.00
Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75
Gift for Classroom	\$100			\$100
Total	\$875	-\$396.25	-\$135.00	\$343.75

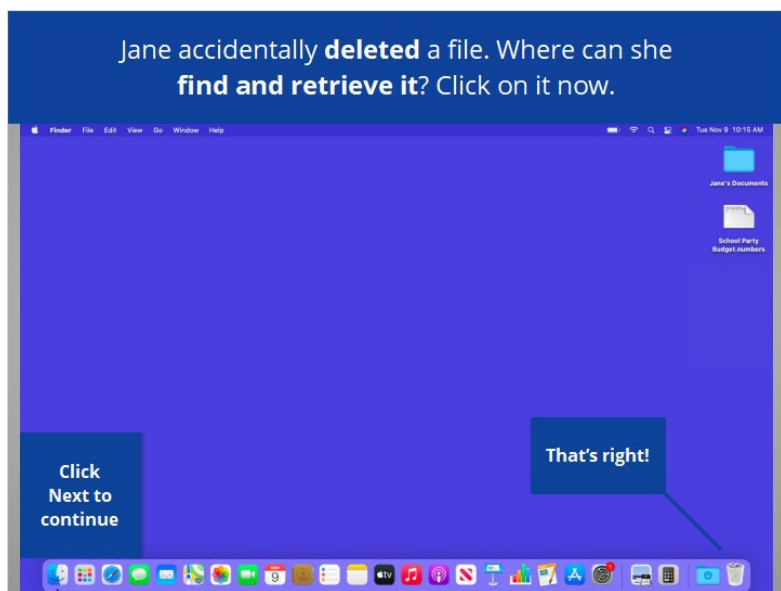
Jane wants to save the document she is working on. What would she click to save the document? Click on it now. Click on the Hint button if you need help.

Jane wants to **save the document**. What would she click to do that? Click on it now.

That's right! Click on next to continue.



Jane accidentally deleted a file. Where can she find and retrieve it? Click on it now. If you need help click on the Hint button.



That's right! Click next to continue.



Congratulations! In this course you learned how to use a Mac and the MacOS operating system. Why don't you try exploring some of these features on your own!