







## Module 1: Independent Practice

### Scavenger Hunt

---

#### Directions

Match the questions in the first column to the best available answer in the second column.

- |   |   |
|---|---|
| 1. What is the shortcut for the task “cut”?                                   | a). As often as you can!  |
| 2. What is the shortcut for the task “paste”?                                 | b).    |
| 3. What is the shortcut for the task “copy”?                                  | c). Presentation (slides)   |
| 4. What is the shortcut for the task “save”?                                  | d).    |
| 5. What steps do you follow to perform a “save as” function?                  | e). Ctrl + C  |
| 6. Where do you make changes to save as a “Microsoft” document?               | f). Word Processing   |
| 7. Which button turns off the graphics on a page?                             | g). Ctrl + V  |
| 8. How often should you save your work?                                       | h). Spreadsheet   |
| 9. Which button would you use if you need to move up a level in a directory?  | i). Ctrl + S  |
| 10. Which button allows you to insert a document, section, table, or graphic? | j). <b>Save as Type</b> field in the <b>Save As</b> window                                |
| <i>Match the application name to its purpose</i>                              | k).  |
| 11. StarImpress .....   | l). Ctrl + X  |
| 12. StarWriter .....  | m). <b>File &gt; Save As &gt;</b><br>Change file name                                     |
| 13. StarCalc .....  | n).  |
| 14. Which button calls up the Drawing functions?                              |   |