

2. On the Desktop are the following programs/files
  - Recycle Bin
    - “Contains the files and folders you have deleted”
  - Empty Mind
    - Folder containing folders/files/application shortcuts which I access often, but I do not want them cluttering up the desktop.
3. There are 5 menu commands:
  - Microsoft Profile
  - “Documents” which is the file explorer
  - “Pictures” photo viewer
  - “Settings” system settings and control panels
  - “Power” types of non-use computer modes ranging from standby setting to power off setting.
5. At least 5 foreground applications are running. More background applications are also running.
  - Microsoft word (writing this assignment)
  - Chrome, because I am viewing the instructions on Cengage
  - Password manager, because Cengage keeps timing out on me, and I have to re-login.
  - Calendar
  - Paint
6. The active application is Word. I can tell because the Word icon is highlighted as I am writing this assignment, but if I had a printed out version of the book and writing the answers down with a pen and paper, Paint would be open and highlighted.
7. There are 107 items in the Recycle Bin.
8. I hovered my mouse over the icons on the Taskbar, a square box appeared showing a miniature version of each program. At the top right corner of the miniature box was the X icon, which was revealed by hovering over the box. I closed each program one at a time by clicking that X icon.
9. The active buttons on the home tab of the recycle folder are the following:
  - Pin to Quick Access
  - Delete
  - Easy access
  - Properties
  - Select all
  - Select none
  - Invert selection
10. I opened the Pictures “folder” (library) through clicking on the folder icon on the Taskbar and clicked on the Pictures selection under the “Quick access” panel on the left of the screen. Inside are sample picture and a folder to save pictures from the webcam.

11. I changed the View on This PC to Details. I did so by clicking on the Details button in the View tab underneath layout. It displayed the types of components in a list form with the details of each component off the right side of each item.
12. Inside the Calendar App there was a "Get Started" command. However, it does not apply in this situation because I have been using my calendar app, and that functionality no longer applies.
13. NA
14. I can open the Personalization window by right-clicking on the desktop and clicking Personalization on the dropdown menu. I can change the background, the theme colors, lock screen, theme, default fonts, start menu, and taskbar.
15. Microsoft Edge is the heir of Internet Explorer. You can make edits on documents on Edge.