

Digital Inclusion Project

Quiz 2

1. To move an app or icon on your home screen - **press and hold** the app that you want to move, and then **drag it** to where you want to it to be

Watch a YouTube demonstration by tapping the link below.






<https://www.youtube.com/watch?v=pmvdALQ-hl8>

2. To change your wallpaper on your home page
 - From the Home screen, **tap** to open **Settings** and then **tap** to open **Display**.
 - **Tap** to open the **Wallpaper** and then, **tap Wallpaper** (or photos or live wallpaper - if you prefer to use a picture from another source)
 - **Tap** the **picture** that you like and **tap** on the **Set wallpaper key** (You will find this on the top right hand corner of your screen)
 - Return to your home screen and your home screen wallpaper (background) will have changed to the picture you chose.

Watch a YouTube demonstration by tapping the link below.

<https://www.youtube.com/watch?v=6GMrV3fFHIY>

3. **Sign up** - when you need to register for a Zoom account; you will usually only need to do this once. **Sign in** - when you are logging into your Zoom account to arrange a meeting.
4. You can see a maximum of 4 people on your Lenovo screen at the same time. If there are more than 4 people in the Zoom meeting, swipe you screen and you will see another group of 4 people.
5. How can you retrieve a email you have deleted by mistake
6. Where would you see the following icons/symbols and what do they mean

	Close	Closes a window or clears text from an input field.
	Delete	Removes one or more items from a list or deletes a message.
	Dictation	Lets you use your voice to dictate text.
	Done	Dismisses an action bar, such as the text-editing action bar.
	Edit	Lets you edit an item, add text, or fill in fields.

	Search	Search the tablet or the Internet for a tidbit of information.
	Settings	Adjusts options for an app.
	Side Menu	Tap this icon, also known as the "hamburger," to view an app's navigation drawer.