Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post-Assessment

In a Word document, answer the following questions. Once you have answered the questions, save the file to your H: drive. When naming files, use the following format: Last name+name of document. For example: AveryPostassessment

Show me that this is in your H: drive.

Submit your assignment to your teacher on the lindberghdiglit.weebly.com website.

1. You are working on the computer and the website you are trying to use is unavailable. What is the best way to fix this situation **without restarting** the computer? List the four steps
2. List the eight steps to saving a document for the first time.
3. What could possibly be wrong if you are unable to open a file saved on your H: or Z: drive?