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**4<sup>TH</sup> PRIMARY  
MID TERM  
FIRST TERM  
NET REVISION**



**1. Re-arrange the following steps which show the stages of loading the Operating System:**

- 1) Make a copy of the operating system and put it in "RAM" ( )
- 2) Check the computer hardware and its validity. ( )
- 3) Press "Power" button. ( )
- 4) The Operating System loads and the "Desktop" appear. ( )

**2. Correct the underlined in the following sentences:**

- 1) The **Traditional Computer** works on the battery. (.....)
- 2) To turn the computer on, press the **Monitor** button. (.....)
- 3) To turn the computer off safely select **Restart** from the window that will appear. (.....)
- 4) To open start menu, **Right** click on start. (.....)
- 5) We can turn the computer off safely by pressing **Ctrl** +F4 buttons in the keyboard. (.....)

**3. Complete the following sentences from the brackets:**

**(Graphical Operating Environment – battery – Power button – Start – Case)**

- 1) Laptop works by ..... Which needs to be charged from one time to another?
- 2) "Turn off computer" is in ..... Menu.
- 3) From the advantages of "Windows" Operating System is .....
- 4) The "Power" button is in .....
- 5) ..... Has no fixed location in the computer, but it differs from a device to another.





**4. Choose:**

- 1) To open the Computer, you should press the (Monitor – System Unit) button.
- 2) To open the Monitor you should press (Monitor – System Unit) button.
- 3) “Turn Off Computer” is in the (Power button – Start) menu.
- 4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – both)
- 5) To turn off the computer select (Restart – Turn Off) from the dialogue box.

**5. Put (√) or (×):**

- 1) The shape and location of the "Power" button doesn't differ from a computer to another. ( )
- 2) The computer can be turned off safely by pressing the "Power" button. ( )
- 3) Laptop works by the battery. ( )
- 4) There is no difference between the computer before and after operation. ( )
- 5) There is only one way for turning the computer off safely. ( )

**6. Complete the following sentences from the brackets:**

**(Taskbar – Icons – File – My Documents – OK – Recycle Bin)**

- 1) The objects which are on the desktop, are named .....
- 2) The deleted files go to .....
- 3) The date and time appear on .....
- 4) ..... Is used for saving the important file and accessing them easily.
- 5) The button ..... is used for executing the orders.





**7. Put (√) or (×):**

- 1) There is only one method for opening any icons on the desktop. (     )
- 2) "Paint" icon is of the main icons. (     )
- 3) The icons with the same types can be arranged beside each other's by "Type". (     )
- 4) The importance of the desktop icons is due to the fastness and easiness in using them. (     )
- 5) The desktop icons can't be re-arranged again. (     )

**8. Complete the following diagram :**

1. ....

2. ....

3. ....

**9. Match:**

- |  |                           |
|--|---------------------------|
| 1) Saves documents                     | (     ) My Computer       |
| 2) Deals with hardware and software    | (     ) My Documents      |
| 3) Displays Internet site              | (     ) Recycle Bin       |
| 4) Includes deleted files              | (     ) My Network Places |
| 5) Controls the computers in a network | (     ) Internet Explorer |





**10. Complete the following sentences from the brackets:**

**(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)**

- 1) When right clicking on a free space on the desktop the .....menu appears.
- 2) We can open any of the desktop icons by .....or .....
- 3) To make the icons arrangement unchangeable, select .....from "Arrange Icons by".
- 4) .....Is of the desktop main icons.
- 5) To arrange the icons as a triangle, we use .....method.

**11. Re-arrange the following steps to change the Screen Saver:**

- ( ) Press on Screen Saver tab and select your Screen Saver
- ( ) Select Properties from the Shortcut Menu
- ( ) Select OK
- ( ) Press Right Click on the free space of the Desktop

**12. Put (√) or (x):**

- 1) The number of the icons on the desktop differs from a computer to another. ( )
- 2) "My Computer" window is the first to appear after loading the Operating System. ( )
- 3) The image on the desktop can't be changed. ( )
- 4) From the functions of the desktop is organizing the work and reaching what we want easily. ( )
- 5) The deleted files can't be restored after being moved to the Recycle Bin. ( )
- 6) There is no difference between the window icons and the icons we create. ( )





**13. Give the suitable term for the following sentences from the brackets:**

**(Taskbar – Desktop – My Computer – Icons – Screen Saver)**

- 1) Helps in performing the tasks quickly and by which we can know date and time. (.....)
- 2) The first thing to appear after loading the Operating System window. (.....)
- 3) One of the desktop icons by which we can deal with the computer hardware. (.....)
- 4) Protects the screen when we stop working on it temporarily. (.....)
- 5) From the components of the desktop and it has a type (main and secondary). (.....)

**14. Match:**

(A)		(B)	
1	Name	1	Arranges by date from the older to the most recent.
2	Size	2	Arranges icons alphabetically.
3	Type	3	Arranges according to the icons size in the memory.
4	Modified	4	Make the icons of the same types beside each other's.

(1,.....) (2, ..... ) (3, ..... ) (4, ..... )

**15. Arrange the following steps which express the arrangement of the icons in unchangeable way:**

1. Select "Arrange Icons by" from the shortcut menu. ( )
2. Right click on a free space on the desktop. ( )
3. Select "Auto Arrange" which stops moving the icons manually. ( )





**16. Complete the following sentences:**

- 1) The icons of the desktop can be arranged .....Or .....
- 2) To arrange the icons according to the date of their modification select .....
- 3) To open "My Computer" icon press .....
- 4) .....arrange the icons that can't be arrange manually.

**17. Re-arrange the steps for changing the "Start Menu into Classic Start Menu":**

- ( ) Select "Start "tab menu from Properties window
- ( ) Click "OK"
- ( ) Select "Properties" from the Shortcut Menu
- ( ) Right Click on the free space on the Taskbar
- ( ) Select "Classic Start Menu"

**18. Complete the following sentences from the brackets:**

**(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)**

- 1) When the icon √ beside the .....Property is chosen, the similar windows are grouped in one button on the taskbar.
- 2) We can alternate within the open windows by pressing Alt + .....in the keyboard.
- 3) .....is of the function of Taskbar.
- 4) .....Is of the programs in the memory.
- 5) The window can be closed from the Taskbar by choosing .....





**19. Put (✓) or (✗):**

- 1) The windows button disappears from the taskbar upon closing the window. ( )
- 2) We can open the "Calculator" program from the "Start" menu. ( )
- 3) "Lock the Taskbar" property doesn't allow you to move the taskbar. ( )
- 4) It isn't possible to close the similar programs in one button at one time. ( )
- 5) The deleted files can be restored by the Taskbar. ( )

**20. Put (✓) or (✗):**

- 1) The shape of the button of the window when the window is open is different from its shape when it is minimized. ( )
- 2) It isn't possible to minimize or maximize the window by the use of the keyboard. ( )
- 3) The Operating System windows are standard windows with one base. ( )
- 4) The window icon appears in the title bar on the right beside the control button. ( )
- 5) The name of the window appears on the toolbar. ( )
- 6) We can close the window by pressing Alt+F4 in the keyboard. ( )

**21. Complete the following sentences from the brackets:**

**(Title – F4 – Restore Down – Maximize – Restore Down – Task)**

- 1) To close the window from the keyboard, press Alt + .....
- 2) The Control Button appears in the .....Bar.
- 3) The Program Icon appears in the .....Bar.
- 4) We can Restore the window size which covers the screen completely by .....
- 5) The button .....and ..... have the same location in the Control Button.







## "Questions Answers"

### 1. Re-arrange the following steps which show the stages of loading the Operating System:

- 1) Make a copy of the operating system and put it in "RAM" ( 3 )
- 2) Check the computer hardware and its validity. ( 2 )
- 3) Press "Power" button. ( 1 )
- 4) The Operating System loads and the "Desktop" appear. ( 4 )

### 2. Correct the underlined in the following sentences:

- 1) The Traditional Computer works on the battery. (**Laptop**)
- 2) To turn the computer on, press the Monitor button. (**Power**)
- 3) To turn the computer off safely select Restart from the window that will appear. (**Turn Off**)
- 4) To open start menu, Right click on start. (**Left**)
- 5) We can turn the computer off safely by pressing Ctrl +F4 buttons in the keyboard. (**Alt**)

### 3. Complete the following sentences from the brackets:

(Graphical Operating Environment – battery – Power button – Start – Case)

- 1) Laptop works by battery which needs to be charged from one time to another?
- 2) "Turn Off Computer" is in Start Menu.
- 3) From the advantages of "Windows" operating system is Graphical Operating Environment.
- 4) The "Power" button is in Case.
- 5) Power button has no fixed location in the computer, but it differs from a device to another.





#### 4. Choose:

- 1) To open the Computer, you should press the (Monitor – **System Unit**) button.
- 2) To open the Monitor you should press (**Monitor** – System Unit) button.
- 3) “Turn Off Computer” is in the (power button – **Start**) menu.
- 4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – **both**)
- 5) To turn off the computer select (Restart – **Turn Off**) from the dialogue box.

#### 5. Put (√) or (×):

- 1) The shape and location of the "Power" button doesn't differ from a computer to another. (×)
- 2) The computer can be turned off safely by pressing the "Power" button. (×)
- 3) Laptop works by the battery. (√)
- 4) There is no difference between the computer before and after operation. (×)
- 5) There is only one way for turning the computer off safely. (×)

#### 6. Complete the following sentences from the brackets:

(Taskbar – Icons- File – My Documents – OK – Recycle Bin)

- 1) The objects which are on the desktop are named **Icons**.
- 2) The deleted files go to **Recycle Bin**.
- 3) The Date and Time appear on **Taskbar**.
- 4) **My Documents** Is used for saving the important file and accessing them easily.
- 5) The button **OK** is used for executing the orders.

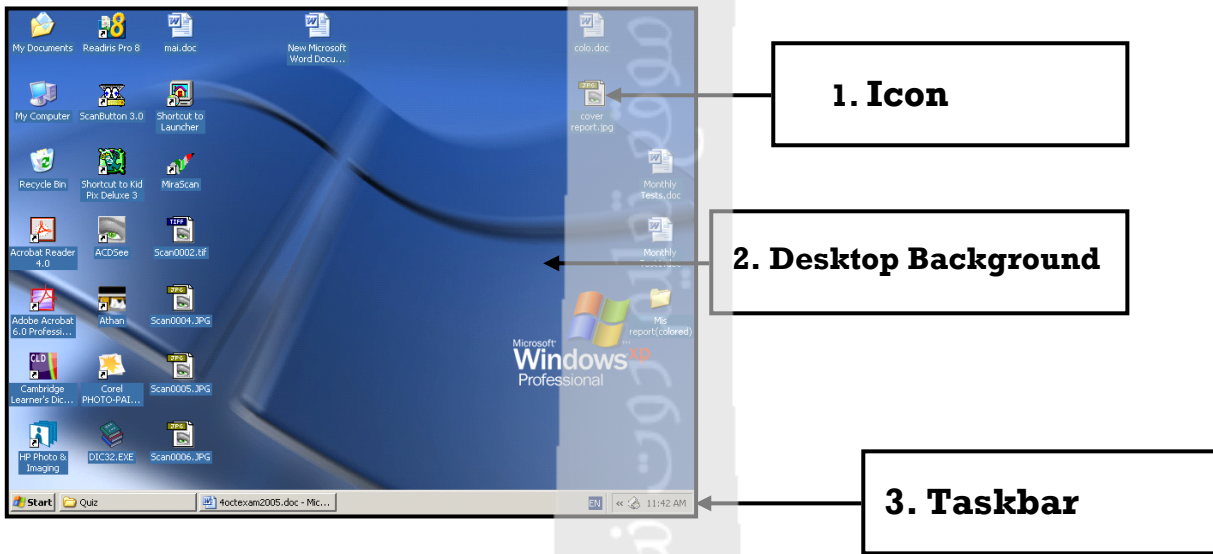




**7. Put (✓) or (×):**

- 1) There is only one method for opening any icons on the desktop. ( × )
- 2) "Paint" icon is of the main icons. ( × )
- 3) The icons with the same types can be arranged beside each other's by "Type". ( ✓ )
- 4) The importance of the desktop icons is due to the fastness and easiness in using them. ( ✓ )
- 5) The desktop icons can't be re-arranged again. ( × )

**8. Complete the following diagram :**



**9. Match:**

- |  |                         |
|--|-------------------------|
| 1) Saves documents                     | ( 2 ) My Computer       |
| 2) Deals with hardware and software    | ( 1 ) My Documents      |
| 3) Display Internet site               | ( 4 ) Recycle Bin       |
| 4) Includes deleted files              | ( 5 ) My Network Places |
| 5) Controls the computers in a network | ( 3 ) Internet Explorer |





**10. Complete the following sentences from the brackets:**

**(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)**

- 1) When right clicking on a free space on the desktop the **Shortcut** menu appears.
- 2) We can open any of the desktop icons by **Double click** or **Right click**.
- 3) To make the icons arrangement unchangeable, select **Auto Arrange** from "Arrange Icons by".
- 4) **My Documents** is of the desktop main icons.
- 5) To arrange the icons as a triangle, we use **Manual** method.

**11. Re-arrange the following steps to change the Screen Saver:**

- ( 3 ) Press on Screen Saver tab and select your Screen Saver.
- ( 2 ) Select Properties from the shortcut menu.
- ( 4 ) Select OK.
- ( 1 ) Press Right Click on the free space of the Desktop.

**12. Put (√) or (×):**

- 1) The number of the icons on the desktop differs from a computer to another. (√)
- 2) "My Computer" window is the first to appear after loading the Operating System. (×)
- 3) The image on the desktop can't be changed. (×)
- 4) From the functions of the desktop is organizing the work and reaching what we want easily. (√)
- 5) The deleted files can't be restored after being moved to the Recycle Bin. (×)
- 6) There is no difference between the window icons and the icons we create. (×)





**13. Give the suitable term for the following sentences from the brackets:**

**(Taskbar – Desktop – My Computer – Icons – Screen Saver)**

- 1) Helps in performing the tasks quickly and by which we can know Date and Time. **(Taskbar)**
- 2) The first thing to appear after loading the Operating System window. **(Desktop)**
- 3) One of the desktop icons by which we can deal with the computer hardware. **(My Computer)**
- 4) Protects the screen when we stop working on it temporarily. **(Screen Saver)**
- 5) From the components of the desktop and it has a type (main and secondary). **(Icons)**

**14. Match:**

(A)		(B)	
1	Name	1	Arranges by date from the older to the most recent.
2	Size	2	Arranges icons alphabetically.
3	Type	3	Arranges according to the icons size in the memory.
4	Modified	4	Make the icons of the same types beside each other's.

(1, 2)	(2, 3)	(3, 4)	(4, 1)
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**15. Arrange the following steps which express the arrangement of the icons in unchangeable way:**

1. Select "Arrange Icons by" from the shortcut menu. **( 2 )**
2. Right click on a free space on the desktop. **( 1 )**
3. Select "Auto Arrange" which stops moving the icons manually. **( 3 )**





**16. Complete the following sentences:**

- 1) The icons of the desktop can be arranged **Manual** Or **Automatic**.
- 2) To arrange the icons according to the date of their modification select **Modified**.
- 3) To open "My Computer" icon press **Double click**.
- 4) **Auto Arrange** arranges the icons that can't be arranged manually.

**17. Re-arrange the steps for changing the "Start Menu into Classic Start Menu"**

- ( 3 ) Select "Start" tab menu from properties window
- ( 5 ) Click "OK"
- ( 2 ) Select "Properties" from the shortcut menu.
- ( 1 ) Right Click on the free space on the Taskbar.
- ( 4 ) Select "Classic Start Menu".

**18. Complete the following sentences from the brackets:**

**(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)**

- 1) When the icon  $\surd$  beside the **Group similar taskbar buttons** Property is chosen, the similar windows are grouped in one button on the taskbar.
- 2) We can alternate within the open windows by pressing Alt + **Tab** in the keyboard.
- 3) **Display the active programs in the memory** is of the function of Taskbar.
- 4) **Antivirus** Is of the programs in the memory.
- 5) The window can be closed from the Taskbar by choosing **Close**.





**19. Put (✓) or (×):**

- 1) The windows button disappears from the taskbar upon closing the window. ( ✓ )
- 2) We can open the "Calculator" program from the "Start" menu. ( ✓ )
- 3) "Lock the Taskbar" property doesn't allow you to move the taskbar. ( ✓ )
- 4) It isn't possible to close the similar programs in one button at one time. ( × )
- 5) The deleted files can be restored by the Taskbar. ( × )

**20. Put (✓) or (×):**

- 1) The shape of the button of the window when the window is open is different from its shape when it is minimized. ( ✓ )
- 2) It isn't possible to minimize or maximize the window by the use of the keyboard. ( × )
- 3) The Operating System windows are standard windows with one base. ( ✓ )
- 4) The window icon appears in the title bar on the right beside the control button. ( × )
- 5) The name of the window appears on the toolbar. ( × )
- 6) We can close the window by pressing Alt+F4 in the keyboard. ( ✓ )

**21. Complete the following sentences from the brackets:**

(Title – F4 – Restore Down – Maximize – Restore Down – Task)

- 1) To close the window from the keyboard, press Alt + **F4**.
- 2) The Control Button appears in the **Title** Bar.
- 3) The program icon appears in the **Task** Bar.
- 4) We can restore the window size which covers the screen completely by **Restore Down**.
- 5) The button **Maximize** and **Restore Down** have the same location in the Control Button.

