





A. Put ( $$ ) or (X):		
1. Taskbar displays the time but not the date.	(	)
2. We can't restore a file from Recycle Bin.	(	)
3. The number of the desktop icons differs from a d	comp	uter to
another.	(	)
4. Desktop icons can't be arranged.	(	)
5. From the advantages of the taskbar that, the concan be turned off safely from it.	npute (	r )
6. Index window is similar to the book index.	(	)
7. Most of the used programs have "Help" which c	an be	<b>;</b>
used when it is necessary.	(	)
8. "Home" is used when asking for help from Micro	osoft	
Company via Internet.	(	)
9. "Help" window can be opened from "Start" mer	nu on	ly
	(	)
10. "Support" is used for opening the index windo	w of	
"Help".	(	)
11. All screen savers have the same settings.	(	)
12. The Screen Saver doesn't allow using "Passwor	rd".	
	(	)
13. The Screen Saver should have animation.	(	)
14. It is possible to access the window of Desktop properties by selecting "Display" from "Control	ol Paı	nel".
	(	)
15. The period after which the screen saver will ap	pear	can
be set from "Power".	(	)







Mid-Term First Term

	To change the desktop background, select "Scre Saver" from the "Properties" window.	en (	
	The background should be selected from a menu from a stored image on the computer.	ı, not (	)
	"Tile" in "Position" window makes the backgrou appears at the middle of the screen.	nd (	)
,	When selecting "None" from the background me no image will be put as a background but, the se color in "Color" window will be used.		
20.	We can preview the background when selecting	it fro	m
	the menu.	(	)
	It isn't possible to use an image from the internet created in the paint program, as a background.		)
	The date 25th Shawwal 1435 indicates that the dadisplayed in Gregorian.	te is (	)
	To change the form of numbers between Nationa None, select "Numbers" after clicking "Customiz		
		(	)
24.	The date can be displayed as $6/10/2014$ but not $6$	8th	
	October.	(	)
25.	The measure or forms of numbers, date and time		
	changes according to the country.	(	)
26.	"Regional Options" icon is found in the "Control	Pane	1".
		(	)
	To open "Date and Time" window, double click of	on the	•
	clock icon in the Taskbar.	(	)
	There are two formats for the time display 12 hou hours.	ırs, 24 (	
	_	•	V3-7



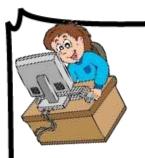
(3)





And-Term First Term

29. "Internet Time" makes synchronized with the	-	•	t.
		NoT (	)
30. The computer depend	s on the battery	for counting d	ate
and time until turning	the computer o	n. (	)
31. To count date and time connected to the inter-	-	should be	)
32. Cairo GMT + 2:00 indi	cate that GMT I	ine is advanced	ĺ
from Egypt timing with		(	)
33. The importance of Dat to know date and time	e and Time sett	•	
		(	)
34. The geographical loca	ition or Time Zo	ne is selected f	rom
"Date and Time" tab.		(	)
35. The computer stops coit off.	ounting Date and	d Time when tu (	rning )
36. "Date and Time" setting	ng window can	be accessed via	a the
clock icon on the Task		(	)
B.Complete the following brackets:  (Name – Size – Start - Documents)		_	
1. The icons of the program	ms in the memo	ory are at the rig	ght
of			
2. To turn the computer of	f safely, the but	ton	i <b>s</b>
used.			



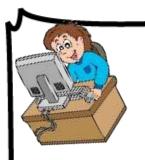




3is of the methods of arranging the icons according
to size.
4is of the main icons on the desktop.
5. We can restore the deleted files from the Recycle Bin by
selectingin the shortcut menu.
Complete the following sentences from the brackets: (Color - Change Icon - Browse - Restore Default -
Desktop)
1is used for changing the shape of the
main icons of the desktop.
2to restore the default shape of the icon.
3to select a stored image to be used as a
background.
4is selected for changing the desktop
background from the properties window.
5to set a color in the background instead
of image.
Complete the following sentences from the brackets: (Customize – Regional and Language Options – د. ب – د. بين
- Numbers - Date - Currency - Time)
1. To access the "Regional Options" window,
selectfrom "Control Panel".





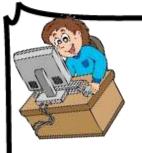






2. To determine the form of the Date whether Gregorian or
Hijri, clickthen select
3. Selectto control the form of the numbers
after clicking "Customize".
4indicates to the Egyptian Pound.
5. To select the currency symbol, selectafter
clicking "Customize".
Complete the following sentences from the brackets: (Cut – Copy – F1 – Search – F3 – Windows – Help and
Support)
1. "Help and Support" window can be opened by
pressing from the keyboard.
2. Type the subject which we need information about it beside
3. "Help" program represents information
about
4. To open "Help", selectfrom "Start" menu.
5. The information in "Help" can be copied and sent to
WordPad byorder from shortcut menu.









C. Correct the underlined	C.	Correct the	underlined
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1. "Help" window can be o	pened by selecting <b>Search</b> from
Start menu.	3 ()
2. <b>Support</b> is used for displ	aying a list of the visited subjects.
	()
3. "Help" program can be	opened by pressing <b>F3</b> from the
keyboard.	()
$4.Whenclicking\underline{\textbf{forward}},$	we move to the previous window
of the current window.	()
5. Select <u><b>Cut</b></u> to copy the re	sults for the WordPad program.
	<del>=</del> ()

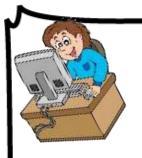
#### D. Match:

A		В	1 <del>-</del> 9.
1	Wait	A	Animation which appear automatically when not using the computer.
2	Preview	В	To turn off the Hard Disk until using the computer again.
3	System stand by	С	Control the period after which the screen saver will appear.
4	Screen Saver	D	To turn off the computer until using it again.
5	Turn off Hard Disk	Е	Used to preview screen saver

(1, .....), (2, .....), (3, .....), (4, .....), (5, .....)











В		A	
1	My Computer	A	It saves the deleted files or folders to restore or delete them completely.
2	My Documents	В	To open the Internet pages and sites.
3	Recycle Bin	С	It deals with the computer hardware and programs.
4	Internet Explorer	D	It saves the necessary files to access them easily.

A		В	
1	GMT	A	Morning in the timing system 12 hours.
2	AM	В	A tab for selecting the Time Zone.
3	PM	С	Illusionary line which passes through London named Grinitch.
4	Time Zone	D	Evening in the timing system 12 hours.

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









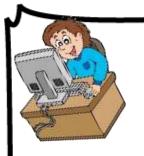


#### Re – arrange the steps for arranging the desktop icons by type:

1. Select "Arrange Icons By" from the shortcut menu.	(	)
2. Select "Type".	(	)
3. Right Click on a free space on the desktop.	(	)
4. A sub – menu appears to select the sort of arrange.	(	)
5.A shortcut menu of the desktop appears.	(	)
Re – arrange the steps to change the desktop		
background to "Autumn":		
1. Select "Desktop".	(	)
2. Right Click on a free space on the desktop.	(	)
3.Select "Properties" from the shortcut menu.	(	)
4.Click "OK".	(	)
5. Select the image "Autumn"	(	)











Mid-Term First Term

# 5<sup>th</sup> Primary Computer (Language Section)

#### **Answers**

( × )
( × )
omputer to ( $\sqrt{}$ )
( × )
puter ( $\sqrt{}$ )
(√)
an be ( $\sqrt{}$ )
osoft (×)
u only. (×)
w of (×)
( × )
d". ( × )
( √ )







(Langue Luon)	
14. It is possible to access the window of Desktop pr selecting "Display" from "Control Panel".	coperties by $(\sqrt{})$
15. The period after which the screen saver will app be set from "Power".	ear can ( × )
16. To change the desktop background, select "Scree Saver" from the "Properties" window.	en ( × )
17. The background should be selected from a menu, from a stored image on the computer.	not (×)
18. "Tile" in "Position" window makes the backgroun appears at the middle of the screen.	nd ( × )
19. When selecting "None" from the background menthen no image will be put as a background but, the selected color in "Color" window will be used.	<b>e</b>
20. We can preview the background when selecting i menu.	t from the ( $\sqrt{}$ )
21. It isn't possible to use an image from the internet of in the paint program, as a background.	or created ( × )
22. The date 25th Shawwal 1435 indicates that the date displayed in Gregorian.	e is (  × )
23. To change the form of numbers between National None, select "Numbers" after clicking "Customize	1
24. The date can be displayed as 6/10/2014 but not 6t October.	th (×)
25. The measure or forms of numbers, date and time changes according to the country.	( 1







26. "Regional Options" icon is found in the "Control	Panel". ( $\sqrt{}$ )
27. To open "Date and Time" window, double click of icon in the Taskbar.	on the clock ( $\sqrt{}$ )
28. There are two formats for the time display 12 hou hours.	ers, 24 ( $\sqrt{}$ )
29. "Internet Time" makes the computer timing sync with the specified server in the internet.	hronized ( $\sqrt{}$ )
30. The computer depends on the battery for counting and time until turning the computer on.	ng date ( $\sqrt{}$ )
31. To count date and time, the computer should be connected to the internet.	( × )
32. Cairo GMT + 2:00 indicate that GMT line is advar Egypt timing with two hours.	nced from ( × )
33. The importance of Date and Time setting in Wind know date and time of files creation and modification	1
34. The geographical location or Time Zone is select "Date and Time" tab.	ed from (×)
35. The computer stops counting Date and Time whe off.	n turning it ( × )
36. "Date and Time" setting window can be accessed clock icon on the Taskbar.	d via the ( $\sqrt{}$ )
	20/













- B. <u>Complete the following sentences from the brackets:</u>
  (Name Size Start Taskbar Restore My Documents)
  - 1. The icons of the programs in the memory are at the right of **Taskbar**.
  - 2. To turn the computer off safely, the button **Start** is used.
  - 3. <u>Size</u> is of the methods of arranging the icons according to size.
  - 4. My Documents is of the main icons on the desktop.
  - 5. We can restore the deleted files from the Recycle Bin by selecting **Restore** in the shortcut menu.

#### <u>Complete the following sentences from the brackets:</u> (Color – Change Icon – Browse – Restore Default – Desktop)

- 1. Change Icon is used for changing the shape of the main icons of the desktop.
- 2. Restore Default to restore the default shape of the icon.
- 3. Browse to select a stored image to be used as a background.
- 4. **Desktop** is selected for changing the desktop background from the properties window.
- 5. Color to set a color in the background instead of image.

Complete the following sentences from the brackets:

(Customize – Regional and Language Options – ב. א – נ.ש – Numbers

- Date - Currency - Time)

1. To access the "Regional Options" window, select
Regional and Language Options from "Control Panel".











- 2. To determine the form of the Date whether Gregorian or Hijri, click Customize then select Date.
- 3. Select <u>Numbers</u> to control the form of the numbers after clicking "Customize".
- 4. indicates to the Egyptian Pound.
- 5. To select the currency symbol, select **Currency** after clicking "Customize".

#### Complete the following sentences from the brackets: (Cut – Copy – F1 – Search – F3 – Windows – Help and Support)

- "Help and Support" window can be opened by pressing <u>F1</u>
   from the keyboard.
- 2. Type the subject which we need information about it beside **Search**.
- 3. "Help" program represents information about Windows.
- 4. To open "Help", select Help and Support from "Start" menu.
- 5. The information in "Help" can be copied and sent to WordPad by Copy order from shortcut menu.

#### C. Correct the underlined:

1. "Help" window can be opened by selecting <u>Search</u> from Start menu. (<u>Help and</u>

Support)











2. Support is used for displaying a list of the visited subjects.

#### (History)

- 3. "Help" program can be opened by pressing <u>F3</u> from the keyboard.

  (<u>F1</u>)
- 4. When clicking **forward**, we move to the previous window of the current window.

  (Back)
- 5. Select <u>Cut</u> to copy the results for the WordPad program.(<u>Copy</u>)

#### D. Match:

A		В	
1	Wait	A	Animation which appear automatically when not using the computer.
2	Preview	В	To turn off the Hard Disk until using the computer again.
3	System stand by	С	Control the period after which the screen saver will appear.
4	Screen Saver	D	To turn off the computer until using it again.
5	Turn off Hard Disk	Е	Used to preview screen saver

 $(1, \mathbf{C}), (2, \mathbf{E}), (3, \mathbf{D}), (4, \mathbf{A}), (5, \mathbf{B})$ 











A		В	
1	GMT	A	Morning in the timing system 12 hours.
2	AM	В	A tab for selecting the Time Zone.
3	PM	С	Illusionary line which passes through London named Greenwich.
4	Time Zone	D	Evening in the timing system 12 hours.

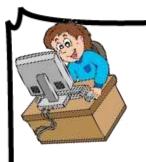
#### (1,C),(2,A),(3,D),(4,B)

A		В	1 <del>2</del> .
1	My Computer	A	It saves the deleted files or folders to restore or delete them completely.
2	My Documents	В	To open the Internet pages and sites.
3	Recycle Bin	С	It deals with the computer hardware and programs.
4	Internet Explorer	D	It saves the necessary files to access them easily.

 $(1, \mathbf{C}), (2, \mathbf{D}), (3, \mathbf{A}), (4, \mathbf{B})$ 











#### Re – arrange the steps for arranging the desktop icons by type:

1. Select "Arrange Icons By" from the shortcut menu.	(	3	)
2. Select "Type".	(	5	)
3. Right Click on a free space on the desktop.	(	1	)
4. A sub – menu appears to select the sort of arrange.	(	4	)
5. A shortcut menu of the desktop appears.	(	2	)
Re – arrange the steps to change the desktop bac	<u>kg</u>	ro	und to
"Autumn":			
1. Select "Desktop".			
(3)			
2. Right Click on a free space on the desktop.			
(1)			
3. Select "Properties" from the shortcut menu.			
( 2 )			
4. Click "OK".			
(5)			
5. Select the image "Autumn".			2000
( 4 )			0.0

