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COMPUTER  
(LANGUAGE SECTION)

6<sup>TH</sup> PRIMARY  
MID TERM  
FIRST TERM  
NET REVISION





**A) Fill in the space :**

- 1) The Regional and Language Options icon is located at the .....
- 2) From the Regional and Language Options icon you can justify .....,  
.....
- 3) To open the "Regional and Language Options" icon, click on ..... then  
select the .....
- 4) To change the country setting, from the ..... **tab** select the country.
- 5) After you perform the steps you must click on  
.....or..... buttons to perform the changes.
- 6) You can change the number display from ..... tab.
- 7) To change the number display **according to your country**, select  
.....from the "Digit Substitution" drop-down menu.
- 8) When we want to change the number display to **English language** , select  
.....from the "Digit Substitution" drop-down menu.
- 9) To change the number display according to the **text language**, select  
.....from the "Digit Substitution" drop-down menu.
- 10) You can change the number display from .....drop-down menu.
- 11) You can change the date display from ..... **tab**.
- 12) The .....button is responsible for changing the individual settings  
for date, time, number, or currency.





- 13) You can change the date display from .....**drop-down menu**.
- 14) To change the currency, open the .....drop-down menu.
- 15) You can change the currency symbol from .....tab.
- 16) Solving language problem means adding a new language to the .....languages.
- 17) You can add a new language by clicking on .....button from .....tab which in the Regional and Language Options window.
- 18) To add a new language, click on "Details" button then from the settings tab click on .....button.
- 19) You can add Arabic language to the keyboard's language from the .....tab.
- 20) You can install a new printer to the computer from the .....icon that found in the control panel.
- 21) To add a printer click on .....icon
- 22) To add a printer, click on .....button
- 23) The .....is an output unit that used to display the letters or graphics from the computer on a paper.
- 24) To open the "Printer and Faxes" icon from the "Start" menu select the .....
- 25) If you have a printer's CD click on .....button to install it.





**B) Put (✓) or (✗) :**

- 1) You can't change the setting of any country from the computer. ( )
- 2) The "Regional and Language Options" icon is located at the Control Panel. ( )
- 3) You can change the country from the "Country" tab. ( )
- 4) To open the "Regional and Language Options" icon, from the "Start" menu select the "Desktop". ( )
- 5) You can change the number display from "Calendar type" drop-down menu. ( )
- 6) You can select "None", "National" or "Context" to change the number display. ( )
- 7) You can change the number display from "Numbers" tab. ( )
- 8) To change the date display open "Digit substitution" drop-down menu. ( )
- 9) You can change the date format from "Time" menu. ( )
- 10) If you change the country, the other fields like {currency, time,.....} will reflect the new country. ( )
- 11) To change the currency, click on the "Customize" then open "Country" tab. ( )
- 12) You can change the currency from the "Currency symbol" drop-down menu. ( )
- 13) To access the language setting, click on "Customize" from the "Languages" tab. ( )





- 14) To add an Arabic language to the keyboard languages, select Arabic language from the “default input language” drop-down menu. ( )
- 15) You can't add more than two languages to the keyboard languages. ( )
- 16) To install the software of the printer you must connect the printer directly to the computer. ( )
- 17) You can't connect more than one printer on the same computer. ( )
- 18) The “Printer and Faxes” icon is located at the Desktop. ( )
- 19) It's a good idea to print a test page to check if the printer is working correctly or not. ( )
- 20) To open “Printer and Faxes” icon, from “Start” menu select “Control Panel”. ( )
- 21) To add a printer click on “Add a printer” from the Printer window. ( )
- 22) After you follow the Printer wizard steps, click on “Cancel”. ( )
- 23) When you add a printer you must follow the wizard steps. ( )
- 24) If you connect more than one printer to the computer, you can set one of them as a main printer. ( )
- 25) The printer is an input unit it displays the text or graphics on a paper from the computer. ( )





**C) Choose the correct answer :**

- 1) You can change the country, currency, date display and number display from the (My Computer – Recycle Bin – Regional and Language Options) icon.
- 2) The Regional and Language Options icon is located at (Control Panel – Desktop – My Computer)
- 3) You can change the number display from the (Digit substitution – Date – Numbers) tab.
- 4) To change the number display open (Digit substitution – Date – currency) menu.
- 5) You can change the number display to be (None – National – Context – all of them)
- 6) To change the date display, open (Date – Calendar type – number) tab.
- 7) You can change the date display from (Date – Calendar type – Date display) drop-down menu.
- 8) After performing the steps of number display click (Cancel – Customize – Apply) button.
- 9) You can change the currency, number display and date display after clicking on (Cancel – Customize – Apply) button.
- 10) To add the required language to the keyboard, from the Control Panel select (Start – Languages – Regional and Language Options)
- 11) The (Keyboard – mouse – printer) is a device that used to display the text or graphics on a paper.
- 12) To open the “Printer and Faxes” icon, from the “start menu” select (Desktop – Control Panel – My Computer )
- 13) To add a printer click on (Add a printer – Finish – Next).
- 14) After following the Printer wizard steps click on (Add a printer – Finish – Next) button.
- 15) If you have a CD of the printer, you can click on (Finish – Have disk – Print)





**D) Re - arrange the steps:**

**1) Change the country:**

- (     ) From the "Regional Options" tab change the country
- (     ) Open the "Regional and Language Options" icon
- (     ) Click on "Apply"
- (     ) From the "Start" menu select the "Control Panel"

**2) Change the number display:**

- (     ) Open the "Number" tab
- (     ) From the "Start" menu select the "Control Panel"
- (     ) Click on "Apply"
- (     ) From the "Regional Options" tab click on the "Customize" button
- (     ) Open the "Regional and Language Options" icon
- (     ) From the "Digit substitution", change the number display that you want (None , National or Context )

**3) Change the date display:**

- (     ) From the "Regional Options" tab click on the "Customize" button
- (     ) Click on "Apply"
- (     ) From the "Start" menu select the "Control Panel"
- (     ) From the "Calendar type" drop-down menu change the date display
- (     ) Open the "Date" tab
- (     ) Open the "Regional and Language Options" icon





4) Change the currency:

- ( ) From the "Start" menu select the "Control Panel"
- ( ) Open the "Currency" tab
- ( ) Click on "Apply"
- ( ) Open the "Regional and Language Options" icon
- ( ) From the "Currency symbol" menu change the currency symbol
- ( ) From the "Regional Options" tab click on the "Customize" button

5) Solve the language problem :

- ( ) Open the "Regional and Language Options" icon
- ( ) Click on "Add" if you don't have the language that you want
- ( ) Click on "OK"
- ( ) From the "Start" menu select the "Control Panel"
- ( ) Choose the "Arabic" language from the "Default input language" drop-down menu
- ( ) Click "Apply"
- ( ) Click on the "Details" button from the "Languages" tab

6) Add a printer to the computer

- ( ) Open the "Printer and Faxes" icon
- ( ) Follow the Printer wizard steps
- ( ) Click on "Add a printer"
- ( ) From the "Start" menu select the "Control Panel"
- ( ) Click "Apply"







**E) Match :**

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1) Regional Options tab | a) used to change the currency       |
| 2) Number tab           | b) used to change the country        |
| 3) Date tab             | c) used to solve language problem    |
| 4) Currency tab         | d) used to change the number display |
| 5) Languages tab        | e) used to change the date           |

(1, .....)

(2, .....)

(3, .....)

(4, .....)

(5, .....)

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## Answers

### **A) Fill in the space :**

- 1) The Regional and Language Options icon is located at the **Control Panel**.
- 2) From the Regional and Language Options icon you can justify **Country, Date, Number, Currency and solving the language problems.**
- 3) To open the "Regional and Language Options" icon, click on **Start** then select the **Control Panel**.
- 4) To change the country setting, from the **Regional Options tab** select the country.
- 5) After you perform the steps you must click on **Apply** or **OK** buttons to perform the changes.
- 6) You can change the number display from **Numbers** tab.
- 7) To change the number display **according to your country**, select **National** from the "Digit Substitution" drop-down menu.
- 8) When we want to change the number display to **English language**, select **None** from the "Digit Substitution" drop-down menu.
- 9) To change the number display according to the **text language**, select **Context** from the "Digit Substitution" drop-down menu.
- 10) You can change the number display from **Digit Substitution** drop-down menu.
- 11) You can change the date display from **Date tab**.
- 12) The **Customize** button is responsible for changing the individual settings for date, time, number, or currency.





- 13) You can change the date display from **Calendar Type** **drop-down menu**.
- 14) To change the currency, open the **Currency Symbol** drop-down menu.
- 15) You can change the currency symbol from **Currency** tab.
- 16) Solving language problem means adding a new language to the **keyboard** languages.
- 17) You can add a new language by clicking on **Details** button from **Languages** tab which in the Regional and Language Options window.
- 18) To add a new language, click on "Details" button then from the settings tab click on **Add** button.
- 19) You can add Arabic language to the keyboard's language from the **Language** tab.
- 20) You can install a new printer to the computer from the **Printer and Faxes** icon that found in the control panel.
- 21) To add a printer click on **Printer and Faxes** icon
- 22) To add a printer, click on **Add a printer** button
- 23) The **Printer** is an output unit that used to display the letters or graphics from the computer on a paper.
- 24) To open the "Printer and Faxes" icon from the "Start" menu select the **Printer and Faxes**.
- 25) If you have a printer's CD click on **Have Disk** button to install it.





**B) Put (✓) or (✗) :**

- 1) You can't change the setting of any country from the computer. (✗)
- 2) The "Regional and Language Options" icon is located at the Control Panel. (✓)
- 3) You can change the country from the "Country" tab. (✗)
- 4) To open the "Regional and Language Options" icon, from the "Start" menu select the "Desktop". (✗)
- 5) You can change the number display from "Calendar type" drop-down menu. (✗)
- 6) You can select "None", "National" or "Context" to change the number display. (✓)
- 7) You can change the number display from "Numbers" tab. (✓)
- 8) To change the date display open "Digit substitution" drop-down menu. (✗)
- 9) You can change the date format from "Time" menu. (✗)
- 10) If you change the country, the other fields like {currency, time,.....} will reflect the new country. (✓)
- 11) To change the currency, click on the "Customize" then open "Country" tab. (✗)
- 12) You can change the currency from the "Currency symbol" drop-down menu. (✓)





- 13) To access the language setting, click on “Customize” from the “Languages” tab. (x)
- 14) To add an Arabic language to the keyboard languages, select Arabic language from the “default input language” drop-down menu. (✓)
- 15) You can't add more than two languages to the keyboard languages. (x)
- 16) To install the software of the printer you must connect the printer directly to the computer. (✓)
- 17) You can't connect more than one printer on the same computer. (x)
- 18) The “Printer and Faxes” icon is located at the Desktop. (x)
- 19) It's a good idea to print a test page to check if the printer is working correctly or not. (✓)
- 20) To open “Printer and Faxes” icon, from “Start” menu select “Control Panel”. (✓)
- 21) To add a printer click on “Add a printer” from the Printer window. (✓)
- 22) After you follow the Printer wizard steps, click on “Cancel”. (x)
- 23) When you add a printer you must follow the wizard steps. (✓)
- 24) If you connect more than one printer to the computer, you can set one of them as a main printer. (✓)
- 25) The printer is an input unit it displays the text or graphics on a paper from the computer. (x)





**C) Choose the correct answer :**

- 1) You can change the country, currency, date display and number display from the (My Computer – Recycle Bin – **Regional and Language Options**) icon.
- 2) The Regional and Language Options icon is located at (**Control Panel** – Desktop – My Computer)
- 3) You can change the number display from the (Digit substitution – Date – **Numbers**) tab.
- 4) To change the number display open (**Digit substitution** – Date – currency) menu.
- 5) You can change the number display to be (None – National – Context – **all of them**)
- 6) To change the date display, open (**Date** – Calendar type – number) tab.
- 7) You can change the date display from (Date – **Calendar type** – Date display) drop-down menu.
- 8) After performing the steps of number display click (Cancel – Customize – **Apply**) button.
- 9) You can change the currency, number display and date display after clicking on (Cancel – **Customize** – Apply) button.
- 10) To add the required language to the keyboard, from the Control Panel select (Start – Languages – **Regional and Language Options**)
- 11) The (Keyboard – mouse – **printer**) is a device that used to display the text or graphics on a paper.
- 12) To open the “Printer and Faxes” icon, from the “start menu” select (Desktop – **Control Panel** – My Computer )
- 13) To add a printer click on (**Add a printer** – Finish – Next).
- 14) After following the Printer wizard steps click on (Add a printer – **Finish** – Next) button.
- 15) If you have a CD of the printer, you can click on (Finish – **Have disk** – Print)





**D) Re - arrange the steps:**

**1) Change the country:**

- ( 3 ) From the "Regional Options" tab change the country
- ( 2 ) Open the "Regional and Language Options" icon
- ( 4 ) Click on "Apply"
- ( 1 ) From the "Start" menu select the "Control Panel"

**2) Change the number display:**

- ( 4 ) Open the "Number" tab
- ( 1 ) From the "Start" menu select the "Control Panel"
- ( 6 ) Click on "Apply"
- ( 3 ) From the "Regional Options" tab click on the "Customize" button
- ( 2 ) Open the "Regional and Language Options" icon
- ( 5 ) From the "Digit substitution", change the number display that you want (None , National or Context )

**3) Change the date display:**

- ( 3 ) From the "Regional Options" tab click on the "Customize" button
- ( 6 ) Click on "Apply"
- ( 1 ) From the "Start" menu select the "Control Panel"
- ( 5 ) From the "Calendar type" drop-down menu change the date display
- ( 4 ) Open the "Date" tab
- ( 2 ) Open the "Regional and Language Options" icon





4) Change the currency:

- ( 1 ) From the "Start" menu select the "Control Panel"
- ( 4 ) Open the "Currency" tab
- ( 6 ) Click on "Apply"
- ( 2 ) Open the "Regional and Language Options" icon
- ( 5 ) From the "Currency symbol" menu change the currency symbol
- ( 3 ) From the "Regional Options" tab click on the "Customize" button

5) Solve the language problem :

- ( 2 ) Open the "Regional and Language Options" icon
- ( 4 ) Click on "Add" if you don't have the language that you want
- ( 7 ) Click on "OK"
- ( 1 ) From the "Start" menu select the "Control Panel"
- ( 5 ) Choose the "Arabic" language from the "Default input language" drop-down menu
- ( 6 ) Click "Apply"
- ( 3 ) Click on the "Details" button from the "Languages" tab

6) Add a printer to the computer

- ( 2 ) Open the "Printer and Faxes" icon
- ( 4 ) Follow the Printer wizard steps
- ( 3 ) Click on "Add a printer"
- ( 1 ) From the "Start" menu select the "Control Panel"
- ( 5 ) Click "Apply"







**E) Match :**

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1) Regional Options tab | a) used to change the currency       |
| 2) Number tab           | b) used to change the country        |
| 3) Date tab             | c) used to solve language problem    |
| 4) Currency tab         | d) used to change the number display |
| 5) Languages tab        | e) used to change the date           |

(1, b)

(2, d)

(3, e)

(4, a)

(5, c)

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